



BOARD OF SELECTMEN
Meeting Minutes
February 25, 2013

Approved: March 18, 2013

PRESENT: Vincent Amoroso, Chair pro tem; Robert Stemple, Member; Frank Powers, Member; and Raid Suleiman, Member

ABSENT: Chair Les Fox

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.

Chair pro tem Amoroso called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair pro tem Amoroso read the announcements.

APPOINTMENTS

- There were no citizens concerns.

MINUTES

- Member Powers moved to accept the minutes for the regular session of February 4, 2013, as modified. Seconded by Member Suleiman. **Approved 4-0.**
- Member Powers moved to accept the minutes for the BoS Fire Department team's budget meeting of February 11, 2013, as written. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to accept the minutes for the regular session of February 11, 2013 as modified. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to accept the minutes for the executive session of February 11, 2013, with one addition. Seconded by Member Stemple. **Approved 4-0.**
- Member Powers moved to accept as written the minutes for the executive sessions of the Contract Negotiating Team – Police on February 11, 2013 and the Contract Negotiating Team - Dispatch, on February 13, 2013. Seconded by Member Suleiman. **Approved 4-0.**

SELECTMEN REPORTS

- Chair pro tem Amoroso reported that the Regional Study Committee is preparing a response to a presentation by Boxborough members for the next Study Committee meeting being held on March 6. On March 7, the Study Committee will present its recommendations to the A-B Regional School Committee.

Chair pro tem Amoroso also reported that he has been in contact with a Stow Selectman regarding the possibility of Boxborough offering a limited number of Transfer Station stickers to Stow residents for a limited period of time at a cost to be determined.

- Member Powers reported that he and Chair Fox recently met with representatives of the Dispatchers' Union.

He also reported that Chief White is drafting a response to Frank Hubley's letter regarding the emergency generator project.

OLD BUSINESS

- Chair pro tem Amoroso reported that FY 2014 budget revisions had been submitted by a number of departments: Fire, DPW, Minuteman Regional School District, Acton-Boxborough Regional School District and Maturing Debt, resulting in a total decrease of \$90,875. It was noted that although there was an overall increase in the ABRS budget, Boxborough's share was down due to declining enrollment.
- Discussion opened on closing the Annual/Special Town Meeting warrant. Member Suleiman advised that the Energy Comm. requested a placeholder for an energy assessment for all town facilities and moved to so add. Seconded by Member Stemple. **Approved 4 – 0.** TA Shaw advised the Selectmen of the need for three additional placeholders: 1) concrete replacement at the Library, 2) a cell phone repeater at the Blanchard School and 3) a recently received petition article from Phil Kicelemos to freeze wages, hiring and promotions across all town departments. Member Powers discussed the articles for Police and Fire radios and noted that he is working with the department heads to possibly coordinate the communications into one article. He also would like to ensure compatibility of the equipment. Additionally, Member Powers suggested that a phased approach would make more fiscal sense if we were not successful with the grant application. TA Shaw said that she would clarify the need for an appropriation for a town share if the fire department was successful in its grant. Resident Maria Neyland asked the Board why there is a reserve fund transfer request to cover the replacement of the fuel dispensing system when there is a town meeting just two months away. Chair pro tem Amoroso explained that the DPW Director had informed the Board that the system was malfunctioning, and there was the need to replace sooner rather than later. Maria expressed concern regarding the amount of money and commented on the need for better planning. Member Suleiman moved to close the warrant for the Annual Town Meeting and the Special Town Meeting within the Annual Town Meeting to be held beginning May 13, 2013, with the addition of placeholder articles and the petition article discussed. Seconded by Member Powers. **Approved 4-0.**

NEW BUSINESS

- Chair pro tem Amoroso introduced the matter of the Reserve Fund Transfer Request from the DPW. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$29,000 from the Reserve Fund to account #001-429-5400-5484, Highway Fuel Expenses for the purpose of replacing the existing fuel dispensing system Seconded by Member Powers. **Approved 4-0.**
- Chair pro tem Amoroso spoke to the request from the Boxborough Conservation Trust to serve wine and beer at their annual meeting and moved to authorize the Boxborough Conservation Trust to serve beer and wine at their 2013 annual meeting, being held at the Sargent Memorial Library on April 6, 2013, subject to the conditions specified on the application, and further, to waive the fee. Seconded by Member Powers. **Approved 4-0.**
- Chair pro tem Amoroso spoke to the Alcoholic Beverages Control Commission's request regarding an estimate of the Town's temporary population and read the ABCC documents regarding same. Chair pro tem Amoroso moved to authorize the execution of a letter to the ABCC stating that acting under authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2013; the population will remain at approximately 5,000. Seconded by Member Suleiman. **Approved 4-0.**

ADJOURN

- At 8:15 PM, it was moved and seconded to adjourn. **Approved 4-0.**

SELECTMEN'S ANNOUNCEMENTS

FEBRUARY 25, 2013

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

➤ On Monday, March 18th, the **Board of Selectmen will hold a number of public hearings**, here in the Grange Meeting Room, Boxborough Town Hall, related to potential bylaw changes –

- Personnel Plan
- Finance Committee Bylaw
- Dog License Bylaw
- Dog Control Bylaw

Also on the 18th, the DPW Director will present proposed changes to transfer station fees, and proposed fees for drop off of bulk items. Please join us and provide you input to the Selectmen.

➤ **Save the Date.....Boxborough's Annual Town Meeting** will be held on **Monday, May 13th**. More details will be provided in the coming months.

➤ **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.

➤ **Nomination papers are now available for elected town offices** at the Town Clerk's office, Boxborough Town Hall, 29 Middle Road. The annual Town Election will be held May 20th. Offices that will be on this year's ballot are:

Board of Selectmen

Board of Health

Planning Board

Local and Regional School Committee

Town Clerk

Moderator

and Constable

The last day to file completed papers is Monday, April 1 at 5:00 PM.

- **The annual street listing/census forms have been mailed to residents.** Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions about the census or your voting status.

- **The deadline for 2013 dog license is March 10th.** All dogs in Massachusetts are required to be licensed annually. Dog license applications were sent out with your street census forms. Applications can also be obtained at Town Hall or downloaded from the town website. The cost of a license is \$10 for a spayed or neutered dogs; \$15 otherwise and there is **no fee** for residents over seventy. Applications and proof of rabies vaccination can be mailed in or dropped off to the Town Clerk's office at Town Hall. Late fees will be assessed after March 10th. Please note, as the 10th falls on a Sunday, applications will be accepted Monday, March 11th, without penalty. However, all applications received by mail must be postmarked before March 10th.

- The Nashoba Boards of Health will be sponsoring several **rabies vaccination clinics** in the coming weeks. There will be one Saturday, March 9, from 1pm-3pm at Littleton Animal Hospital, 29 King St., Littleton. For more information on this service or the other clinics being offered, please go to the Town's website under NEWS for more information.

- The **Boxborough Grange #131** has postponed **its 127th Anniversary Meeting** until April 2013.

- The February 24th Boxborough **Historical Society Pot Luck Supper** that was cancelled due to the weather has been rescheduled to Sunday, March 24, 2013.

- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm 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.

- Congratulations to Boxborough's own, Melissa Reilly, for taking home a **Silver Medal in alpine skiing at the Special Olympics World Winter Games** recently held in PyeongChang, South Korea.

- Residents are reminded that a **winter parking ban** is in effect 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), Planning Board (1 associate member), Public Celebrations & Ceremonies Comm. (1) and the Steele Farm Advisory Committee (2). 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.
- Please contact the Town Clerk, Liz Markiewicz 978-263-1116 x 117 if you have any questions regarding **nomination papers, 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.
- Please call 978-263-2241 to RSVP if you plan to attend the **Boxborough Grange's Anniversary Meeting** on Friday, March 8th.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you wish to arrange a private tour of the **Boxborough's Historic Town Center** or to volunteer to bring something to the **Historical Society's Annual Pot Luck Supper.**



BOARD OF SELECTMEN
Meeting Agenda
February 25, 2013
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Citizens concerns

4. MINUTES

- a) Regular session, February 4, 2013
b) Budget meeting, Fire department team, February 11, 2013
c) Regular session, February 11, 2013
d) Executive session, February 11, 2013
e) Executive session [BoS Contract Negotiating Team re: Police], February 11, 2013
f) Executive session [BoS Contract Negotiating Team re: Dispatch], February 13, 2013

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) FY 2014 Budget – continued review
b) Annual/Special Town Meeting – close warrant

7. NEW BUSINESS

- a) Reserve Fund Transfer
Move to forward to the Finance Committee for approval the request to transfer \$29,000 from the Reserve Fund to account #001-429-5400-5484, Highway Fuel Expenses - for the purpose of replacing the existing fuel dispensing system
- b) Request of Boxborough Conservation Trust to serve wine and beer at BCTrust's Annual Meeting
Move to authorize the Boxborough Conservation Trust to serve beer and wine at its 2013 Annual meeting, being held at the Sargent Memorial Library on April 6, 2013, subject to the conditions specified on the application, and further, to waive the fee.
- c) Alcoholic Beverages Control Commission - request re: temporary population estimate
Acting under authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2013; the population will remain at approximately 5,000

VOTE:

VOTE:

VOTE:

8. CORRESPONDENCE

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

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN



BOARD OF SELECTMEN
Meeting Minutes
February 4, 2013

Approved: _____

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

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

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

Chair Fox called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- DPW Director Tom Garmon, was present to discuss the proposed FY 2014 Public Works budgets. As the DPW Liaison, Member Amoroso, summarized the "bottom line" revisions for FY 14. The combined DPW budgets realized and overall increase of 1.51%, however, Dir. Garmon projected a significant reduction for recycling hauling/"tipping fees" due to their current actuals. This reduction could be attributed to the use of the recyclables compactor. There was discussion on other various line items in DPW Budget - #422. Among the items discussed are increases to the Vehicle service, Vehicle repairs, and Tools budget lines. Historically these always run over budget – the FY 14 amounts are more realistic. It was determined that #423 Snow & Ice expenses are level funded – addressing the DOR Snow & Ice budgeting requirements. # 424 – Street Lighting will be level funded. The increase in #425 – Hager Well budget is due to terms in the vendor's contract. An increase in #429 – Fuel can be attributed to new state-mandated monthly testing requirement. There was discussion on projecting fuel costs. After discussion the Selectmen determined that the Town would continue the practice of holding Hazardous Waste collections every two years thus #431 – Hazardous Waste Collection would be -0- funded in FY 14. It was noted that as #491 – Cemetery now falls under the control of the Cemetery Commission.
- Police Chief Warren Ryder was present to discuss the proposed FY 2014 Police Department and Public Safety Dispatch Department budgets. It was noted that Chief's salary is currently a placeholder as his compensation is being discussed by the Selectmen along with that of the other department heads. There was discussion regarding staffing, salaries, and those related the lines items within the Police budget (#210). It was noted that the Personnel Board is reviewing Special Officers compensation rates. Chief Ryder noted that due to a lack of grant funding he has had to significantly curtail community outreach efforts; investing whatever resources that are available into well-being and children educational efforts. His FY 12 building maintenance actuals were extraordinary due to the unanticipated failures of station's A/C system and water pump. He is now budgeting for anticipated schedule replacement/improvements; most are included in the Capital Plan. The increase in the Internet costs is mostly due upgrades necessary to comply with public records archiving requirements. This is a cost shared with the Fire Dept. There was discussion on other various lines. There was discussion on the cruiser budget line. Chief Ryder discussed plans for the department's vehicle fleet; current pricing information for conventional cruisers, SUVs, hybrids and Utility/cross-over vehicles and the additional equipment costs to outfit any of these vehicles.
- Discussion opened on the FY 14 Dispatch budget (#221). There is no significant increase to the salary lines. The increases are due to state mandated training; the formulas being used as placeholders due to continuing contract negotiations; and the fact that most staff members are not at the top step. Part-time staff salaries controlled by Schedule B. Other lines were reviewed. Some technology/equipment lines have been renamed. Chief Ryder and TA Shaw provided an update on the Regional Dispatch Study.

The Selectmen suspended discussion on Item #3 bii, to take Item #7 a, out of order.

NEW BUSINESS

- The Selectmen took up the authorization of Anticipation of Serial Loan #361-1. This is being done to obtain a great rate for short term borrowing to fund capital items approved at ATM 2012 [DPW mower, DPW generator and Blanchard School roof]. Member Powers moved to authorize the issuance of BAN #361-1, dated February 15, 2013 in the amount of Two Hundred Eighty Thousand Dollars (\$280,000) at an interest rate of 0.55% per annum and payable to Century Subsidiary Investments Inc. III (Century Bank), on February 14, 2014. Seconded by Member Stemple. **Approved 5-0.** Town Clerk, Liz Markiewicz, witnessed the execution of the documents and then she provided her signature where indicated.

APPOINTMENTS (Continued)

- Chief Ryder remained to discuss allowing “ride-alongs” in police vehicles. He has been approached by several individuals who have expressed an interest in doing “ride-alongs”. He feels that this is an opportunity to improve the image of the police in the community. These individuals would have the chance to personalize and empathize with his officers; while developing a better understanding of police work. He related his discussions with the Town’s insurance carrier; his experience with these programs, past practices in Boxborough and current practices in other communities. He also referred to the proposed “Ride Along Program” Policy, provided. There was discussion concerning various scenarios that could develop and whether an officer would have the ability to participate in an emergency response/enforcement action during a “ride-along.” There is also concern about potential liability. It was determined that no action would be taken at this time. Chief Ryder was asked to continue his research and the Selectmen could re-visit this matter in the future.
- Resident Frank Hubley was present for Citizens concerns. He spoke to a letter he had written to the Selectmen on the proposed generator project, specifically his concerns about the use of diesel powered generators. He related his professional experience working on generator sites. The Selectmen noted that part of this process will be the hiring of a consultant – a professional who would be knowledgeable of the issues that Mr. Hubley has brought forth. Member Powers delivered Mr. Hubley’s letter to Chief White earlier today and will be working with Chief White, and other town officials, to review the information provided. It is Powers intention to create a point paper that would address the concerns raised in the letter. There was discussion on the FEMA grant and funds committed by LELWD for this project. It was noted that the generator currently at the Police Station has proved invaluable and that, though, there are mobile generators kept at the MEMA equipment depot in Maynard; in an emergency, it is MEMA that controls the distribution of these generators, not the Town.

MINUTES

- Member Powers moved to accept the minutes for the Regular Session of January 28, 2013, as revised and the Minutes of the Executive Sessions of January 28, 2013; of [BoS Contract Negotiating Team with Fire], January 30, 2013 and [BoS Contract Negotiating Team with Police], January 31, 2013, as written. Seconded by Member Suleiman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Powers noted that the discussions with Mr. Hubley covered the items he was going to report on concerning the Fire Dept.

He also report that he, Chair Fox and TA Shaw have met with representatives of the Fire & Police unions on collective bargaining matters.

Member Powers also reported that he and Member Amoroso intend to meet with the Fire Chief to review his FY 14 budget.

- Chair Fox reported that he, along with several other Selectmen, participated in last week’s BLF meeting.

He reiterated that he and Member Powers had participated in two collective bargaining meetings.

Chair Fox reported that he and TA Shaw attended a MAGIC Legislative meeting. There was concern about how to respond to the Governor’s revenue proposal. There was also discussion about the Governor’s proposal to establish regional housing authorities. Though we don’t have a “housing authority” we could be forced into a regional management structure; taking away local control of affordable housing matters.

- Member Stemple reported that he attended the Minute Man Air Field's Open House. Everyone was very friendly and the information provided was quite enlightening, including the information about the Air Field complex's economic impact on Stow and Boxborough.
- Member Suleiman reported that the Personnel Board continues its work on Schedule B. The consultant will be at their next meeting to discuss the compensation study.

He also reported that he and FinCom member Neal Hesler have met with TA Shaw to review the FY 14 General Government Budgets.

- Member Amoroso reported that at the last BLF meeting, there was a review of the January 7th STM. It was suggested that, in the future, FinCom & Selectmen could have "agreed upon fact" presentations so that discussions would be based on the same data, likely eliminating the confusion that has commented on. It was also suggested that having up-to-date "benchmarking" information from other communities readily available would be a valuable tool.

There was also discussion, at BLF, on Regional Study Comm.'s recommendation that they discontinue their work. The work of RSC was 95% completed; with the initial draft of the proposed expanded regional agreement almost ready for review/discussion. It was suggested the attorneys finish work on the draft so the Acton-Boxborough Regional School Comm. has a starting point if efforts are re-invigorated. He also spoke to the recent Beacon article. It needs to be made clear that the assessment formula was never a "hurdle" that the Regional Study Committee had to overcome. It had been determined, very early on, that the current assessment model would remain, unchanged. It was only recently that a new, radically different model was proposed by a private resident from Acton. It was further noted that the newspaper article did not seem to capture feedback from the various School Committees or community input, in general, that is being received. Member Amoroso encouraged those that were still interested in expanding the region to attend the next ABRSC meeting.

OLD BUSINESS

- There was a discussion on FY 2014 budget matters beyond those discussed earlier with DPW Dir. Garmon and Police Chief Ryder. TA Shaw and Fire Chief White are scheduled to come in next week to review their budgets. There was also discussion about the budget revision process, going forward.
- There was a discussion on the possibility of still be holding the proposed Special Town Meeting in April concerning the School District's options. Boxborough's Special/Annual Town Meeting is scheduled for May 13, 2013.

CORRESPONDENCE

- There was discussion on the latest correspondence from Lynn Stahlberg concerning the Tax Collector's practices and procedures. TA Shaw has reviewed this matter with the Tax Collector and she related, to the Selectmen, the Tax Collector's comments as to some of Ms. Stahlberg's concerns. The Selectmen discussed the amount of the fee(s) being charged and ways to inform taxpayers about service fees (i.e. duplicate bill fees).

EXECUTIVE SESSION

- At 10:30 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), as well as to discuss strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator) and to adjourn immediately thereafter. Seconded by Member Stemple. 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 5-0, by Roll Call Vote: Amoroso "aye," Suleiman "aye," Stemple "aye," Fox "aye," and Powers "aye."**



Approved _____

**Town of Boxborough
Board of Selectmen
Fire Department Team
Meeting Minutes
11 February 2013**

On Monday, 11 February 2013, Selectmen Vincent Amoroso and Frank Powers met with Fire Chief Randy White to discuss the proposed FY 14 fire department budget. The meeting was called to order at approximately 9 am.

Principal topics of discussion were:

- There were 2 versions of the budget with the same exact revision numbers but different budget figures. This caused some confusion and wasted time and required a call to Mike Guzzo to alert him to the problem. This matter was flagged for discussion at the 11 February BOS meeting.
- Full-time salaries actually decreased from FY 13 to FY 14 as a result of staffing errors in the FY 13 budget. Salaries for FY 14 are based on the existing CBA with planned step increases and also no defined salary increase for the chief. As a result, there are expected to be increases in the FY 14 salary lines when these 2 items are resolved.
- Coverage during training periods will be identified explicitly rather than being subsumed in another line.
- Minor anomalies in "Other" expenses such as electricity, equipment maintenance, uniforms and ambulance expenses were either explained or resolved.

The net budget increase for FY 14 (subject to further salary increases) was approximately 1.5% compared to the FY 13 budget.

Selectmen Amoroso and Powers also reviewed the proposed warrant articles with Chief White.

The meeting was adjourned at approximately 10:30 am.

4c



**BOARD OF SELECTMEN
Meeting Minutes
February 11, 2013**

Approved: _____

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

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 7:37 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- The Selectmen discussed the FY 14 budget revision submission process and the mechanisms to identify and number budget revisions as the process goes forward.
- Fire Chief Randolph White was present to discuss his proposed FY 2014 Fire Department budget. He spoke to the summary sheet that he had provided. Discussion opened with the salary portion of the Fire Budget (#220) The Chief's salary is currently a placeholder as his compensation is being discussed by the Selectmen along with that of the other department heads. There was discussion on the salary lines related full-time, per diem and call back staffing. Among the items discussed – that the FY 14 numbers reflect corrections to previous year budget figures; Per Diem FF – Coverage for Maintenance & Training is now a separate line item; and changes to the department's callback policy implemented by Chief White has allowed him to realize a noticeable reduction in the related actuals. There was discussion on several lines are budgeted for more in FY 14 than what is indicated by FY 13 actuals. The Chief reviewed utility expense lines: actuals for the past few years; cost projections and energy related improvements to the station. It was also noted that many of the other expenses are seasonal; some historically expended at the end of the fiscal year. The cost for an extended warranty for the station's exhaust system has been added to the Equipment Maintenance line. There was a review of the miscellaneous training/certification, supply, uniform and equipment related expense lines. There was discussion on the department's telephone budget and the status of the related VoIP project. Next there was discussion on the department's vehicles. There is a significant investment in this equipment, so preventative maintenance is essential. Both the Chief's command vehicle and the ambulance, according to industry standards, are beyond their usable life. He also noted that maintaining the ambulance is a significant portion of the vehicle expense lines and that the actuals for ambulance maintenance and/or repair have come up short so he has increase these lines for FY 14 accordingly. Chief White reviewed the four articles, outlined in his summary, that he is proposing for this year's Annual town Meeting, all of which are already in his Capital Plan.
- Discussion was opened with Town Administrator Selina Shaw on the proposed FY 14 General Government budgets. TA Shaw spoke to the memorandum that she had prepared for this discussion. She went through the general government budgets in numerical order, #114 - Moderator through # 945 – Liability Insurance. Budgets were broken down if a Selectman indicated they wanted to discuss. It was noted that for most of those budgets that include salaries have a 2% salary placeholder. For #122 – Selectmen, there were some increases and some reductions to various lines for a total increase of 3.26%. # 123 - Town Administrator, TA Shaw, at this time, has level funded the salary and there was a slight increase in the mileage stipend. #132 – Reserve Fund is set by the FinCom. #135 – Accountant, only expense increase is for the annual audit, an outside cost. Though there are reductions to this budget the slight 0.03% increase to # 141 - Assessor is due to software costs. The expense increases in # 145 – Treasurer is due to an increase in her annual dues and those in # 145 – Tax Collector are due to increases in postage, software and forms, all outside expenses. There was discussion on # 151 – Legal. This has been level funded for last several years and will be again for FY 14. The Selectmen referred to the Town Clerk's narrative concerning fluctuations in # 161 –

Town Clerk. #162 – Election/Register shows a decrease because there is only one election scheduled in FY 14. There was discussion on various lines within #171 – ConsCom, there was some shifting between lines but overall is it level funded. Though not under the Selectmen’s purview there was general discussion on # 175 – Planning Board. TA Shaw referred to her memorandum during the discussion of #192 – Town Hall. TA Shaw discussed the reduction to salaries, even with the 2 % placeholder, that #192 – Town Hall will realize in FY 14. She explained her process involved in determining projected electrical and heating costs. She discussed the upgrades and maintenance needed which account for the increase in the “Software” line. The increase in “Web hosting” is because we will be migrating our website to a new vendor, who provides significantly more services than our current vendor. There will, probably, be a minimum of two Town Meetings in FY 14 so she has increased “Printing” anticipating this. She explained the shift of funding from the Out-of-State Conference expense lines to the In-state lines. There was discussion on several -0- funded lines. Discussion closed on #192 – Town Hall. The primary driver for the increase in #241- Building Inspector is because the Building Inspector/Code Administration Officer is now a full time position. There was discussion on the vehicle currently being used and the Inspector’s vehicle needs moving forward. The BCC lease payment is now part of the CoA (#541) budget. Personnel Board is reviewing the Schedule B - intermittent positions so those salaries under #630 – Recreation Commission are level funded at this time. There was review and discussion on some of the remaining general government budgets. #710 – Maturing Debt Principal has decrease by \$5,000 which in turn translates to a decrease in # 751 – Maturing Debt Interest. There was discussion about the actual interest rates and the principal balances and related interest concerning “school” projects. The increase to #830 – County Retirement Assessment is being implemented to address OPEB and is based on actuarial data obtained by the Retirement Board. TA Shaw explained her process and the components involved in determining the projected amounts for the various insurance budgets.

MINUTES

- The Selectmen passed over approval of the regular session minutes of February 4, 2013.
- Member Powers moved to accept the minutes for the Executive Sessions of – February 4, 2013 and February 7, 2013 [BoS Contract Negotiating Team with Fire], as written. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Powers reported that he; Chair Fox and TA Shaw met for negotiations with the Fire & Police unions.
- Member Stemple reported that the Airport Study Comm. did not have a quorum at the recent meeting that he and Member Powers were present for.
- Member Suleiman reported that the Energy Committee has consulted with Chief Ryder and DPW Dir. Garmon on ways to improve energy efficiencies at the their facilities and ways to reduce their energy costs, such as installing solar panels and acquiring hybrid vehicles. There was also discussion on the transfer station study data. The Selectmen are being asked to approve a grant to acquire another compactor for recyclables later in the agenda.
- Member Amoroso reported that he and Member Powers met and went over FY 14 budget matters with Chief White.

He also provided an update on AB Regional Study Group activities. The Study Group has asked ABRSC for additional 30 days to review and propose ideas to get back on track. Though there has been some positive movement, it is unlikely that the Towns will be able to proceed with STMs in April.

- Chair Fox reported that the Stow Road Concept Development Comm. met last week after a hiatus of several months. Chair Fox had prepared a draft RFP, to retain housing consultant, which was reviewed at this meeting. The SRCDC determined that they would proceed with this and the work to finalize this RFP has begun.

OLD BUSINESS

- The Selectmen re-opened discussion on Americans with Disability Act – Trail Accessibility. The Conservation Commission has now had the opportunity to review Town Counsel’s revisions and comments and they have approved these proposed rules & regulations. Member Stemple moved to adopt the Rules and Regulations for Conservation and Municipal Land in Boxborough for Use of Other Power Driven Mobility Devices (OPDMD) as drafted by the Conservation Commission and revised by Town Counsel. Seconded by Member Powers. **Approved 5-0.**

- There was discussion on FY 2014 budget matters beyond the earlier budgets reviewed with Chief White and TA Shaw. It was noted that the only increase to the Cemetery Commission is the 2% salary placeholder so no further discussion/review should be needed. Chief Ryder will be sitting down with FinCom's Jim Ham to review his budgets.
- There was discussion on Annual/Special Town Meeting. TA Shaw has been advised that there are three proposed zoning bylaw articles. She reiterated that ConsCom has submitted an article for Conservation Trust funding. Chief White had advised the Selectmen of four potential warrant articles during his earlier budget review. Chief Ryder may be seeking a capital article for furnace work at the police station. TA Shaw advised that she is still working to determine whether or not she will be submitting any articles. No information on whether DPW will be submitting any capital articles. TA Shaw will be sending out a reminder on the article submission deadline.

NEW BUSINESS

- The Selectmen took up the acceptance of a Sustainable Materials Recovery Program (SMRP) grant. DPW Dir. Garmon, had previously provided information on this grant program and the Energy Comm. has been "kept in the loop" on this. This will allow for the expansion of the Transfer Station's recycling facilities. Member Stemple moved to accept a Sustainable Materials Recovery Program Municipal Grant in the amount of \$7,500 from the Department of Environmental Protection for the purpose of acquiring a compactor for the collection of single stream recyclables. Seconded by Member Powers. **Approved 5-0.**

CORRESPONDENCE

- Verizon's 2012 Form 500 Report was discussed.

EXECUTIVE SESSION

- At 10:33PM, 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), as well as to discuss strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator) and to adjourn immediately thereafter Seconded by Member Stemple. The Chair stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. **Approved 5-0, by Roll Call Vote: Fox "aye," Powers "aye," Stemple "aye," Suleiman "aye," and Amoroso "aye."**



Potential STM/ATM Articles – May 2013

STM

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
1.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police	\$TBD	
2.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601	\$TBD	
3.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch	\$TBD	
4.	Board of Selectmen (Police Dept)	Town share of BPV grant for 6 bullet proof vests	\$2,585	
5.	Board of Selectmen (Dog Officer)	Prior year bill – reimburse Dog Officer for purchase of modular kennel	\$200	

ATM

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
1.		Choose Town Officers		
2.		Receive Reports		
3.		Set Salaries and Compensation of Officers		
4.	Personnel Board	Amend Personnel Plan: 1) to allow flexibility in method to determine wage increases 2) to add language re: town detail and private detail pay for special police officers and per diem FF/EMT's 3) Amend Schedule A to add position of videographer and incorporate Dog Officer position into Animal Control Officer position 4) Amend Schedule B to add 2% COLA (employees will be frozen in FY13 step) and include videographer in intermittent/per diem pay schedule		

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
5.	Finance Committee	Town Operating Budget	\$TBD	
6.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$TBD	
7.	Board of Selectmen (Treasurer)	Transfer \$ from Free Cash to OPEB Trust Fund	\$100,000	
8.	Board of Selectmen (Town Hall)	Capital Improvements: Replace windows in the original section of town hall (ball park est.; still awaiting quote)	\$35,000	
9.	Board of Selectmen (Town Hall)	Capital Equipment Acquisition: Replace Building Inspector's vehicle (lease or purchase of used being explored; re-purposing seems unlikely)	\$20,000	
10.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Upgrade existing Fire Dept. radio system [est. cost assumes town takes on 100% of acquisition price]	\$175,000	
11.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 9-yr old command vehicle	\$50,000	
12.	Board of Selectmen (Fire Dept)	Capital Improvements: Feasibility study for public safety building	\$25,000	
13.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 7 year old ambulance	\$220,000	
14.	Board of Selectmen (DPW)	Capital Improvements: Reconfigure transfer station (implementation) Transfer unexpended balance from article 16, May 2012 ATM: \$14,380.34 Add'l appropriation req'd: \$10,000.00 Total estimated cost: \$24,380.34	\$10,000	
15.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Roadside mower to replace 200 TL70 farm tractor	\$100,000	
16.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Replace 2 – 40 yard closed top containers at Transfer Station	\$20,000	
17.	Board of Selectmen (Police Dept)	Capital Improvements: HVAC replacement and improvements	\$20,000	
18.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Radio replacement, upgrades and improvements	\$169,000	
19.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Protective body armor (bullet proof vests) scheduled replacement	\$18,000	
20.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Electronic immobilization devices	\$13,000	
21.	Board of Selectmen (Police Dept)	Capital Improvements: Lighting energy efficiency upgrades	\$20,000	
22.	Boxborough School Committee	Capital Improvements: Windows, per building needs assessment	\$90,000	

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
23.	Boxborough School Committee	Capital Improvements: Concrete replacement – front entrance area	\$12,000	
24.	Boxborough School Committee	Duct work cleaning – entire school, every 5 years	\$8,500	
25.	Boxborough School Committee	Capital Improvements: Security – master lock system replacement and access door controls	\$35,000	
26.	Boxborough School Committee	Capital Improvements: Security cameras – exterior doors	\$25,000	
27.	Steele Farm Advisory Committee	Capital Improvements	\$25,000	
28.	Board of Selectmen	Potential land purchase? (593 Mass Ave.)	\$TBD	
29.	Conservation Commission	Transfer to ToB Conservation Trust Fund	\$5,000	
30.	Planning Board	Amend Zoning Bylaw — Add Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers		
31.	Planning Board	Amend Zoning Bylaw – Amend Section 4003(1) Residential Uses and Section 4300 Special Permits in Town Center District and delete Section 5004		
32.	Planning Board	Amend Zoning Bylaw – Amend Section 4107 Accessory Apartment		
33.	Board of Selectmen	Amend Dog Licensing Bylaw (to change references of Dog Officer to Animal Control Officer)		
34.	Board of Selectmen	Amend Dog Control Bylaw (to bring into compliance with changes in MGL re Animal Control)		
35.	Finance Committee	Amend Finance Committee bylaw to: 1) change number of members from 9 to no less than 5 and no more than 9 2) list quorum requirement to be majority of the number of members serving		
36.	Board of Selectmen	Establish Veterans Tax Work Off Program (acceptance of G.L. c.59 section 5N)		
37.	Board of Selectmen [Consent]	Close out old articles:	<\$TBD>	Transfer to general fund
38.	[Consent]	Personal real estate exemptions – increase in exemptions (purely housekeeping... each year need to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988)		
39.	[Consent]	Chapter 90 appropriation (Reimbursable)		

Potential STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Proposed Funding Source/ Comments
40.	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Integrated Preschool Program (\$44,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 		

ATM ONLY

Borrow (within 2 ½):	\$
Free Cash:	\$
Stabilization Fund:	\$
Capital Exclusions:	\$
Prop 2 ½:	\$
Debt Exclusions:	\$
Total:	\$1,195,500 +



Reserve Fund Transfer Request

Date: 2-5-2013

It is requested by the undersigned that the sum of \$ 29,000 _____ be transferred from the Reserve Fund to:

UMAS Acct. # 001-429-5400-5484

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) DPW Fuel Maintenance

The balance in the line item as of 2-5-2013 (Date) is \$ 200

An amount of \$ 500 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.

Replacement of the failing, obsolete fueling system. The existing system is the original equipment that was installed in 1999. Funds will be used to install a new pumping station, including 2 dispensing units, a Keytrol system, software program, wireless system, keys, training and electrical work. Replacing the system has never been considered when doing the budget.

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

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 29,000 from the Reserve Fund to UMAS Acct. # 001-429-5400-5484 to be used for the purposes and in the amounts indicated above.

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

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/12 To 02/28/13

Account Number	Account Name	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
001-429-5400-5482	Public Works - Fuel Expense	96,875.00	0.00	96,875.00	58,801.52	58,801.52	1,989.95	1,989.95	56,811.57	40,063.43	58.64%
001-429-5400-5483	Public Works - Fuel Testing Expense	1,000.00	0.00	1,000.00	5,250.00	5,250.00	0.00	0.00	5,250.00	-4,250.00	525.00%
001-429-5400-5484	Public Works - Fuel Maintenance	500.00	0.00	500.00	300.00	300.00	0.00	0.00	300.00	200.00	60.00%
Sum	Public Works - Fuel	98,375.00	0.00	98,375.00	64,351.52	64,351.52	1,989.95	1,989.95	62,361.57	36,013.43	63.39%



DEPARTMENT OF PUBLIC WORKS

577 Massachusetts Avenue, Boxborough, Massachusetts 01719
(978) 263-1600
www.town.boxborough.ma.us

December 27, 2012

We are asking for the sum of \$30,000 to replace the existing fuel dispensing system and build a covered shelter to give protection from the elements. The system is available on state contract and would eliminate the requirement to go out for bid. The lead time is 4 weeks and it is made in the USA.

Our current fuel dispensing/management systems were installed in 1999. The dispensing portion, which is obsolete, has become increasingly troublesome this past year. Some of the keys do not work and it takes several tries to get the pumps to run. There is concern of more keys breaking and getting stuck in the panel. Multiple keys are being used for the same vehicle or equipment, so, we are not able to truly track usage.

There are a variety of highly advanced systems available. The basic management system consists of a fuel island controller, a central controller, and some type of access device, e.g. keys or credit cards. This system uses Windows based software to automatically track fuel transactions and offer a variety of reports. The program will be based out of the DPW computer. The Police & Fire Departments will be able to access the system to run their reports. The program can also be set up to indicate that routine maintenance is due. This will help us keep our vehicles running at best efficiencies, thus extending fleet life. These reports will also be very helpful when filing FEMA paperwork for reimbursement for disaster related events.

The system we feel would meet our needs is the FuelMaster 2500Plus. This system includes a pump system, (gas & diesel), and the management system where the keys are used to dispense the fuel. The old pump will be removed and the new pump installed, existing piping will be used, a new pad will be poured by the DPW, the new management unit, which houses the transmitter, will be put into place on the pad. Electrical work will involve running conduits, wiring, fittings and placing a receiver in the DPW office. Matt Frost will need to be involved in setting up the system in the computer.

If you have any questions or would like some printed information on the fuel system, please let us know.

Thomas Garmon
Director of Public Works
Town of Boxborough



Northeastern Petroleum Service and Supply Inc.
 37 Brookley Road • Jamaica Plain, MA 02130
 617-522-8390-8391-8392
 Industrial Measurement and Control Division
 617-522-6060-6061



Page _____ of _____

QUOTATION & CONTRACT FORM

To: **Boxborough DPW**
577 Massachusetts Ave.
Boxborough, MA 01719-1402

No. **010213**
 In reply, refer to this number

Attention Of: **Thomas Garmon - Director**

Date: **01/02/13**

Your Inquiry: **Fuel Equipment Upgrade**

Gentlemen,

We are pleased to submit quotation on our interpretation of your requirements, subject to terms and conditions printed on reverse side of this proposal.

Thank you for the opportunity to quote on replacing your existing Gasboy Keytrol system with a Fuelmaster fuel management system. We will also be quoting on replacing your existing two product suction pump with a new Dresser Wayne two product, twin hose suction pump. The FuelMaster allows for key access. The keys are normally programmed for the vehicle and kept on the vehicle key chain. There is a key pad on the reader for the operator to enter an employee number. The key pad will also allow for odometer entry if desired.

FUELMASTER EQUIPMENT

QTY.	DESCRIPTION	NET TOTAL
1	FuelMaster Fuel Management System. The system will include the following equipment: 1 - FMU 2500 Plus Prokee Master Unit 1 - Windows Plus Software 1 - Prokee Encoder 1 - Wireless System 1 - Network card 50 - Prokees 1 - Start Up & Training by Northeastern Petroleum	\$14,179.00

See Next Page For Notes

 PURCHASER

- Northeastern Petroleum Service and Supply Inc.
- Industrial Measurement and Control Div.

By _____
 DULY AUTHORIZED AGENT

By Paul McMahon

Date _____

Paul McMahon, Sales Manager
 TITLE

Terms and Conditions printed on reverse side of this sheet, and any attachment hereto, constitute a part of this quotation and contract.



Northeastern Petroleum Service and Supply Inc.
37 Brookley Road • Jamaica Plain, MA 02130
617-522-8390-8391-8392
Industrial Measurement and Control Division
617-522-6060-6061



Page _____ of _____

QUOTATION & CONTRACT CONTINUATION SHEET

FUELMASTER NOTES

- 1) The standard black prokees are \$4.20 each. We quoted on fifty of the standard black keys. Colored keys are also available in blue, green, orange, and red. The cost is \$4.44 each. If more or less keys are needed, then please add or subtract from the above total.
- 2) Above quote includes start up and training provided by Northeastern Petroleum.
- 3) All electrical work including conduits, wiring, and fittings to be performed by your electrician. I have included one day for our service tech to assist your electrician in wiring the Fuelmaster fuel management system. We are available at our normal labor rates if additional days are required.
- 4) The above quote includes a Deliberant wireless system. The system includes a transmitter that will be factory installed on the Fuelmaster head and a receiver that will be installed on your building by your electrician. The transmitter and receiver must be line of site. Your IT person will need to be involved in setting up the system. Either he or your electrician will need to run a CAT 5 or CAT 6 cable from the receiver to a network switch.
- 5) The town will need to pour a new cement pad next to the existing fuel pump pad. This is where the Fuelmaster pedestal will be installed. Protection for the Fuelmaster reader pedestal will also need to be provided.
- 6) Delivery is approximately four weeks.
- 7) Freight is included.

See Next Page For Dispenser Quote



Northeastern Petroleum Service and Supply Inc.
 37 Brookley Road • Jamaica Plain, MA 02130
 617-522-8390-8391-8392
 Industrial Measurement and Control Division
 617-522-6060-6061



Page of

QUOTATION & CONTRACT CONTINUATION SHEET

GASOLINE & DIESEL SUCTION PUMP WITH ACCESSORIES

QTY.	DESCRIPTION	NET TOTAL
1	Dresser Wayne, two product twin hose suction pump. One hose will be diesel, the other hose will be gasoline. The following accessories will be included: 1- Hi speed automatic diesel nozzle 1- Automatic unleaded nozzle 1- 1" X 15' length of diesel hose 1 - 3/4" X 15' length of gasoline hose 1 - Diesel 1" breakaway with whip hose 1 - Gasoline 3/4" breakaway with whip hose 1 - Diesel 1" swivel 1 - Gasoline 3/4" swivel 2 - Hi hose mast kit 2 - OPW check valve	\$11,530.70

DRESSER WAYNE SUCTION PUMP NOTES

- 1) Above price included removing your existing dispenser and installing the new dispenser and accessories. We will use your existing piping. If for any reason we cannot we will stop the job and re quote.
- 2) All electrical work including conduits, wiring and fittings to be provided by your electrician. Please schedule your electrician to be on site when we are installing the new dispenser.
- 3) The DEP now allows sites that are replacing their dispensers to decommission their phase two vapor recovery equipment and use standard nozzles and hoses. We will decommission your gasoline phase two equipment and provide the proper paper work for you to submit to the DEP. You will need to arrange with your existing contractor who provides vapor recovery testing to return and do a pressure decay test.
- 4) Delivery is 3-4 weeks.
- 5) Freight is included.

See Next page For Pricing Summary



Northeastern Petroleum Service and Supply Inc.
37 Brookley Road • Jamaica Plain, MA 02130
617-522-8390-8391-8392
Industrial Measurement and Control Division
617-522-6060-6061



Page of

QUOTATION & CONTRACT CONTINUATION SHEET

PRICING SUMMARY

<i>FUELMASTER FUEL MANAGEMENT SYSTEM.....</i>	<i>\$14,179.00</i>
<i>DRESSER WAYNE SUCTION PUMP & ACCESSORIES.....</i>	<i>\$11,530.70</i>
<i>GRAND TOTAL.....</i>	<i>\$25,709.70</i>

Thank you for this opportunity to be of service. I look forward to meeting your needs.

ARGENTO ELECTRIC, LLC



Quote

Date	Quote #
02/05/2013	1029
Exp. Date	

Address

Town of Boxborough Highway Dept.
Mass. Avenue
Boxborough, MA 01719

Activity	Quantity	Rate	Amount
• FUEL MASTER CONTROL AND DISPENSER- • . • . • UPDATE AND INSTALL NEW WIRING FOR NEW FUEL PUMP AND CONTROL SYSTEM.			3,000.00
Total			\$3,000.00

260 Massachusetts Ave
Boxborough, Ma 01719
(978) 263-2971 tomargento@verizon.net www.argentoelectric.com

Accepted By _____

Accepted Date _____

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THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

February 12, 2013

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto
The Boxborough Conservation Trust (BCTrust)

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To The BCTrust requests a permit to serve wine and beer at the Annual Meeting of
the BCTrust membership during the social segment of the meeting that will be
held on Saturday, April 6, 2013 from 4 - 7:30P.

GIVE LOCATION
BY STREET
AND NUMBER

At The Sargent Memorial Library meeting room / 427 Mass Ave 01719

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

The Boxborough Conservation Trust (BCTrust)

Rita Gibes Grossman, President

*Signature of Individual
or Corporate Name (Mandatory)

By: Corporate Officer
(Mandatory, if Applicable)

FIN 04-3399935

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received _____ 20__

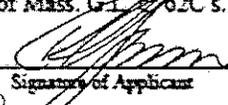
A.M. _____

Hour P.M. _____

Approved _____ 20__

License/Permit Granted _____ 20__

BCTrust, 650 Mass Ave, 01719



Signature of Applicant

Address

Special Event License/Permit

Conditions for the serving (not selling) of wine and beer

Said beverages shall be consumed only at the stated premises.

Servers shall require proper identification.

Glasses/Cups used for wine and beer shall be visibly different than those used for non-alcoholic beverages.

There shall be a limit of two (2) glasses of wine or beer per person.

Rita Grossman
Boxborough Conservation Trust

February 13, 2013

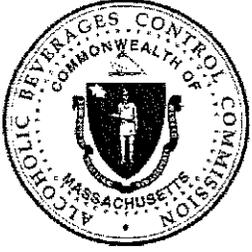
Dear Rita:

At our meeting on February 5, 2013, the Library Board of Trustees reviewed the Boxborough Conservation Trust's request to serve alcohol by permit at your upcoming event on April 6, 2013. The request was unanimously approved.

Best of luck with your event!

Jennifer Campbell
Library Board of Trustees
Sargent Memorial Library

7c



*The Commonwealth of Massachusetts
Department of the State Treasurer
Alcoholic Beverages Control Commission
Boston, MA 02114*

Steven Grossman
Treasurer and Receiver General

Kim S. Gainsboro, Esq.
Chairman

TO: Local Licensing Authorities
FROM: Ralph Sacramone, Executive Director
RE: Population Estimates for Seasonal Licenses in 2013
DATE: October 19, 2012

Your attention is directed to M.G.L. Ch. 138 §17, which provides that an estimate of temporary increased resident population shall be made prior to March first, in any year. This population estimate is used to establish a quota of seasonal package goods stores licensed under M.G.L. c. 138 §15. Enclosed is a form to be used for this purpose.

Please complete and return the enclosed form to this office by March 31, 2013. You should be aware that in the absence of this estimate, no seasonal package store license may be granted.

If you have any questions regarding this information or process, please contact Patricia Krueger at ext. 718 or Ralph Sacramone at ext. 731 (617-727-3040)

TOWN:
DATE:

Alcoholic Beverages Control Commission
239 Causeway Street
Boston, Massachusetts 02114

To the members of the Alcoholic Beverages Control Commission:

Acting under authority contained in M.G.L. Ch. 138, §17, as amended the undersigned local licensing authority at a meeting held estimated that the .
(Date of Meeting)

Temporary increased resident population of
(City or Town)

As of July 10, 2013 will be
(Estimate Resident Population)

This estimate was made and voted upon by the undersigned at a meeting called for the purpose, after due notice to each of the members of the time, place, and purpose of said meeting, and after investigation and ascertainment by us of all the facts and after cooperative discussion and deliberation. The estimate is true to the best of our knowledge and belief.

THE ABOVE STATEMENTS ARE MADE UNDER THE PENALTIES OF PERJURY

Very truly yours,

Local Licensing Authorities

THIS CERTIFICATION MUST BE SIGNED BY A MAJORITY OF THE MEMBERS OF THE LOCAL LICENSING AUTHORITIES.



Internal Communications and Outgoing Communications
February 25, 2013

1. Letter from MMA Executive Dir., Geoffrey Beckwith, dated February 7, 2013, to "Local Official" regarding the Spring schedule for the MMA's Legislative Breakfasts. #
2. January 2013 Monthly Construction Activity Report from the Building Department, dated February 11, 2013.*
3. Letter from Kimberly Spencer, Program Coordinator for the Mass. Dept. of Public Safety's Building Official Certification Committee, dated February 14, 2013, to BICAO David Lindberg regarding his Building Code Enforcement Official Certification. #
4. Correspondence from Xfinity [Comcast] Sr. Manager of Government & Community Relations, Timothy Kelly, dated February 13, 2013, to the Board of Selectmen accompanying their Quarterly Report and access fee payment [PEG] check of \$ 2,286.50.
5. Email communication, PEG Grant Report 4th Quarter 2012, and check for their 4th Quarter PEG payment of \$14,169.20 from Kathy Booker, Verizon New England, Inc., dated February 15, 2013, to Town Administrator Selina Shaw.
6. Copy of a coverletter from Town Counsel, Jonathan Eichman, Kopelman & Paige, PC, dated February 12, 2013, to Attorney Michael Marsh of Marsh, Moriarty, Ontell & Golder, requesting that he record documents related to the Barteau Lane Easement and the road acceptance of Pine Pasture Run.

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.

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*



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
Finance Committee
School Committee
From: Building Department
Date: February 11, 2013
RE: Building Department Monthly Construction Activity Report

The Building Department has released the January 2013 Construction Activity Report. A copy is attached.

ma

♡

Building Department Monthly Construction Activity CY 2013

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
Residential:													
Single Family - new													0
Additions/Alterations	6												6
Repair													0
Foundation Only													0
Pools/Spa													0
Windows													0
Roof													0
Deck	1												1
Void													0
Accessory Apartment													0
Business:													0
New													0
Additions/Alterations													0
Other:													0
Construct. trailers													0
Tents													0
Cell Tower Antenna													0
Demolition													0
Woodstove	4												4
Signs													0
Shed/Barn													0
Mechanical													0
Change of Use													0
Totals:													0
Number of Permits	11												11
Construction Cost	228,200												228200
Total Fees	1,437												1437

Permit Listing Report

by District

Printed On: Tue Feb 05, 2013

Date Range: Issued between 01/01/2013 And 01/31/2013

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	873 MASS AV BP-2013-0078		SIGNED OFF	MORSE RICHARD S, TR C & N REALTY TRUST Jan-07-2013	MORSE RICHARD S, TR C & N REALTY TRUST	Woodstove Wood Stove	\$0.00 \$50.00	10131
Building	47-109 CORTLAND LN (101 CORTLAND LN) BP-2013-0079		A/R OPEN	GOYKHMAN, ALEXANDER GOYKHMAN, HELEN Jan-07-2013	Brian Dennison (508) 919-0992	Windows 5 windows 1 door	\$120,000.00 \$120.00	27263
Building	42 PINE HILL RD BP-2013-0080		A/R SIGNED OFF	HARRIS, DONALD N Jan-10-2013	HARRIS, DONALD N	Woodstove Fireplace Insert	\$0.00 \$50.00	1112
Building	109-133 STOW RD (119 STOW RD) BP-2013-0081		OPEN	Saball, Jane Jan-16-2013	Home Depot	Windows window replacement	\$4,000.00 \$50.00	39337
Building	1-96 LEONARD RD (30 LEONARD RD) BP-2013-0082		OPEN	Brian Mahoney Jan-16-2013	Robert Leblanc	Windows Windows	\$6,000.00 \$50.00	38925
Building	66 EMANUEL DR BP-2013-0083		OPEN	OWEN, TIMOTHY & OWEN, LISA K Jan-16-2013	Beauclasmp, Marc	Windows windows	\$1,500.00 \$50.00	38925

Permit Listing Report

by District

District Permit Type	Address (Work Location) Permit No	District Online Permit No	Zoning Permit Status	Owner Date Issued	Contractor (Phone #)	Work Category	Est. Cost	Proposed Use And Detail Work Description	Fees Paid	Check #
Building	239 LITTLEFIELD RD BP-2013-0084		A/R OPEN	DUSHIN, MARGURITE K Jan-17-2013	DUSHIN, MARGURITE K	Woodstove	\$0.00	Install Fireplace Insert	\$50.00	1265
Building	86 STONEHEDGE PLACE BP-2013-0085		OPEN	Eric Wong Jan-23-2013	Eric Wong	Woodstove	\$0.00	Woodstove	\$50.00	1419
Building	89-103 STOW RD (89 STOW RD) BP-2013-0086		OPEN	CHRIST, LAURA COMPTON Jan-23-2013	Hancock Builders	Finish Basement	\$36,700.00	Finish 680sq ft of basement	\$367.00	14632
Building	99 MEADOW LN BP-2013-0087		OPEN	MARKOWITZ, STUART & CINDY JACO BSON Jan-30-2013	Curtis Martin (978) 342-1344	Bathroom Remodel	\$18,000.00	Remodel Bath		
Building	STOW RD BP-2013-0088		A/R OPEN	Awtry, Cord Jan-30-2013	Advantage Design	Deck	\$42,000.00	Build new wood frame deck - approx 36'x15' @ 140 Stow Road		
District () TOTALS: ESTIMATED COST:							\$228,200.00	NUMBER OF PERMITS:		11
FEES INVOICED:							\$1,437.00	FEES PAID:		\$837.00
BALANCE:								BALANCE:		\$600.00
GRAND TOTALS: ESTIMATED COST:							\$228,200.00	NUMBER OF PERMITS:		11
FEES INVOICED:							\$1,437.00	FEES PAID:		\$837.00
BALANCE:								BALANCE:		\$600.00

8b



**Minutes, Notices and Updates
February 25, 2013**

Minutes

1. Finance Committee minutes of the meetings held January 28, 2013 and February 11, 2013.
2. Conservation Commission minutes of the meetings held January 2, 2013 and January 16, 2013.

Notices

1. Notice of a Recreation Commission meeting held February 12, 2013.
2. Notice of Finance Committee meetings
 - a. Held February 19, 2013.
 - b. To be held February 26, 2013.
3. Notices of Board of Selectmen meetings:
 - a. Regular Session to be held February 25, 2013.
 - b. Contract Negotiating Team [Executive Session]
 - i. To be held February 28, 2013 [Police]
 - ii. To be held March 4, 2013 [Dispatch]
 - iii. To be held March 5, 2013 [Fire]
4. Notice of an Executive Session of Negotiations Subcommittee of the Boxborough School Committee to be held March 7, 2013.
5. Legal notice of Public Hearing of the Planning Board to be held on February 25, 2013, to consider proposed amendments to Boxborough's Zoning Bylaws.
6. Save the Date notice of a MBTA Advisory Board meeting held February 19, 2013.

