



BOARD OF SELECTMEN
Meeting Minutes
May 9, 2013

Approved: June 3, 2013

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

ALSO PRESENT: Selina Shaw, Town Administrator

Chair Fox called the meeting to order at 6:47 PM in the Town Administrator's Office, stating that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. A quorum of the FinCom may be joining the Selectmen in Executive Session.

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 8:00 PM Seconded by Member Suleiman. **Approved 4-0, by Roll Call Vote: Fox "aye," Amoroso "aye," Powers "aye," and Suleiman "aye." (Member Stemple not present for vote)**

Chair Fox reconvened the meeting in Open Session at 8:07 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 announced that the Selectmen would be meeting prior to Town Meeting on May 13, 2013 at 6:15 PM. At that time they will be voting on whether or not to continue investigating the Cordish Cos. gaming proposal. There was discussion on the means in which the public will be notified of this meeting.

Though not on the agenda, discussion was re-opened on the Selectmen's recommendation on the June 3rd Special Town Meeting article.

OLD BUSINESS

- Member Powers re-opened discussion on the vote on the Selectmen's recommendation concerning the STM article. Since the Selectmen voted this on May 6th he has reviewed the data; done additional research and has determined that the alternative to an expanded region, is unsustainable so he now feels he can support the expansion. Member Powers asked that the Selectmen re-vote their recommendation so he can make it unanimous. Member Suleiman moved to recommend and support the proposed regionalization. Seconded by Member Stemple. **Approved 5-0.**

Chair Fox took a moment to recognize Member Powers for his service to the community and thank him for his thoughtful counsel over the years.

The Selectmen took Agenda Items #6 c(i & ii), a, b, d and e, out of order.

NEW BUSINESS

The Selectmen took up Reserve Fund Transfer requests. Phil Kicelmos questioned these items and other, older, police department expense items.

- ◇ Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$25 from the Reserve Fund to account #001-123-5700-5711, Town Administrator–Mileage Stipend. Seconded by Member Suleiman. **Approved 5-0.**
- ◇ Member Powers moved to forward to the Finance Committee for approval the request to transfer \$6,264 from the Reserve Fund to account #001-210-5200-5246, Police Dept. Repair and Maintenance – Vehicles. Seconded by Member Stemple. **Approved 4-0-1 (Member Suleiman abstained).**

- The Selectmen opened discussion on a Dog Complaint received from Norman Hanover regarding Shelby, owned by Joe Crowley. This complaint was delivered directly to the Selectmen, not the Dog Officer, as required. The correct procedure is that complaints are submitted to the Dog Officer; the Dog Officer investigates the stated allegations and if she is unable to reach a resolution with the complainant & the dog owner; she then presents it to the Selectmen. Once the Town Administrator was made aware of this error she contacted the Dog Officer and gave her the complaint. Dog Officer Tower is now working on this. Chair Fox has also spoken to the complainant. Member Amoroso moved to refer this matter to the Dog Officer and to have her report back to Selectmen. Seconded by Member Stemple. **Approved 5-0.**
- Member Powers moved to approve the parade permits for the Memorial Day and Fifer's Day parades, to be held on Monday, May 27 and Saturday, June 15, respectively, and to waive any applicable fees. Seconded by Member Stemple. **Approved 5-0.**
- The Selectmen reviewed the Disclosure of Financial Interest and Disclosure of an Appearance of Conflict of Interest submitted by Kevin Lehner of the Recreation Commission. Lehner filed these disclosures because his minor children are working and volunteering at the Flerra Camp this summer. Member Suleiman moved to determine that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee. Seconded by Member Powers. **Approved 5-0.** Member Powers moved to accept and place on file the disclosure of an appearance of conflict of interest. Seconded by Member Stemple. **Approved 5-0.**
- The Selectmen took up Westford's request for a letter of support regarding Westford's Economic Target Area. This is part of the process to bring Westford into the 495 Regional Technology Center ETA which the Selectmen had discussed and approved earlier this year. Member Powers moved to authorize the Town Administrator to send a letter to the Economic Assistance Coordinating Council (EACC) in support of Westford's application to amend the 495 Regional Technology Center ETA. Seconded by Member Suleiman. **Approved 5-0.**

MINUTES

- Member Powers moved to accept the minutes for the regular session of April 22, 2013, as revised. Seconded by Member Suleiman. **Approved 5-0.**
- The Selectmen passed over approval of the Executive Sessions of: April 22, 2013; [Contract Negotiating Team- Fire], April 23, 2013; [Contract Negotiating Team - Fire], April 23, 2013; and [Contract Negotiating Team - Fire], May 1, 2013

Though not on the agenda, the Selectmen discussed their 2012-2013 meeting schedule. The May 22nd and June 17th, 2013 meetings are cancelled. The Selectmen will still meet just prior to the June 3rd STM but their next regular meeting will now be June 10, 2013.

SELECTMEN REPORTS

- Member Powers reported that there will be a presentation concerning the 2012 Youth Risk Behavior Survey on May 22nd at the R.J. Grey School Library.
- Member Suleiman reported that the Energy Comm. has contacted department heads to ask if they needed recycling bins. They are drafting a flyer on the proposed Transfer Station reconfiguration.
- Member Amoroso reported that Regionalization forums are being held in both Boxborough and Acton.

OLD BUSINESS

The Selectmen re-opened discussion on Special/Annual Town Meeting and reviewed motions. There was discussion on the mechanics on presenting the motions to amend under Article #6.

STM

#	Nature of Article	Comment
1.	Fund Cost Items Of 1 st Year Of Collective Bargaining Agreement - Local 200, Police	There is no agreement with the Police union so there will be a motion to pass over
2.	Fund Cost Items Of 1 st Year Of Collective Bargaining Agreement – Firefighters, Local 4601	Chair Fox will move. Chair Fox reviewed his proposed presentation slide.
3.	Fund Cost Items Of 1 st Year Of Collective Bargaining Agreement - Local 200A, Dispatch	
4.	Prior Year Bill – Dog Officer	Chair Fox will move.
5.	Reconfigure Transfer Station –DPW	Member Amoroso will move.

ATM

#	Nature of Article	Comment
1.	Choose Town Officers	N/A
2.	Receive Reports	Chair Fox will move. Only Selectmen & School Committee will present under this article.
3.	Set Salaries and Compensation of Officers	N/A
4.	Petition Article - Freeze wages, hiring, promotions	N/A
5.	Personnel Administration Plan Changes	Personnel Board will move.
6.	Town Operating Budget	FinCom will move this article and present their report. Chair Fox will introduce the various Selectmen motions. Member Powers will prepare a presentation if CoA Expense line #541 (BCC lease) is held for discussion.
7.	Transfer to Stabilization Fund	FinCom will move.
8.	Transfer to OPEB Trust Fund	Member Suleiman will move.
9.	Replacement Windows - Town Hall	Member Suleiman will move.
10.	Replacement Vehicle –Inspector Of Buildings- Town Hall	Member Suleiman will move.
11.	Communications consultant and town share of radio grant - Fire Dept.	Member Powers will move. Motion will likely be revised immediately prior to ATM – Status of grant funding.
12.	Emergency Response Command Vehicle- Fire Dept.	Member Powers will move.
13.	Replace Ambulance - Fire Dept.	Member Powers will move. Chief White preparing presentation.
14.	Replacement of Air-Paks - Fire Dept.	Member Powers will move. Motion will likely be revised immediately prior to ATM – Status of grant funding.
15.	Four Wheel Drive All Terrain Mower – DPW	Member Amoroso will move.
16.	Replace 2 Dumpsters at the Transfer Station – DPW	Member Amoroso will move.
17.	Replace 2 HVAC systems – Police Dept.	Chair Fox will move.
18.	Replace radios – Police Dept.	Chair Fox will move.
19.	Electronic control devices (“tasers”) – Police Dept.	Chair Fox will move.
20.	Replacement of Windows – Blanchard School	School Committee will move.
21.	Security upgrades –Blanchard School	School Committee will move.
22.	Sidewalk replacement – Blanchard School & Sargent Library	School Committee or Library Trustees will move.
23.	Cell phone repeater – Blanchard School	This will be moved to pass over.
24.	Capital Improvements: Steele Farm barn	Member Stemple will move.
25.	Transfer to ToB Conservation Trust Fund	Conservation Commission will move.
26.	Amend Zoning Bylaw: Medical Marijuana Treatment Centers	Planning Board will move.
27.	Amend Zoning Bylaw: – Residential Uses; Special Permits in Town Center District & Delete Sec. 5004	Planning Board will move.
28.	Amend Zoning Bylaw: - Accessory Apartment	Planning Board will move.
29.	Amend Finance Committee Bylaw	FinCom will move.
30.	Amend Dog Control Bylaw	Chair Fox will move.
31.	Amend Dog Licensing Bylaw	Chair Fox will move.
32.	Establish Veterans Tax Work Off Program	Member Suleiman will move.
33.	Personal real estate exemptions	
34.	Chapter 90 Highway Reimbursement Program	Chair Fox will move the Consent Agenda Articles.
35.	Reauthorize Revolving Funds	

CONCERNS OF THE BOARD

- Chair Fox again announced that the Selectmen would meet, prior to Town Meeting on Monday, to discuss whether or not to further investigate the gaming proposal. It was clarified that this matter was not part of Town Meeting and will only be discussed at the Selectmen’s meeting, immediately preceding Town Meeting. The majority of input that is being received indicates that residents would not support further exploration of this proposal. The meeting on Monday will conclude with a simple Yes/No vote by the Selectmen as to whether or not to proceed.

ADJOURN

- At 9:20 PM, Member Powers moved to adjourn. Seconded by Member Suleiman. **Approved 5-0.**



BOARD OF SELECTMEN
Meeting Agenda
May 9, 2013
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 6:45 PM - Town Administrator's Office

2. EXECUTIVE SESSION

Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601) and to reconvene in open session in the Grange Meeting Room at 8:00 PM

**ROLL CALL
VOTE:**

A quorum of the FinCom may be joining the BoS in executive session

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

RECONVENE IN OPEN SESSION IN THE GRANGE MEETING ROOM, 8:00 PM

3. MINUTES

- a) Regular session, April 22, 2013
- b) Executive session, April 22, 2013
- c) Executive session [BoS Contract Negotiating Team re: Fire], April 23, 2013
- d) Executive session [BoS Contract Negotiating Team re: Fire], May 1, 2013

**ACCEPT & POF
ACCEPT & POF
ACCEPT & POF
ACCEPT & POF**

4. SELECTMEN REPORTS

5. OLD BUSINESS

- a) Annual Town Meeting – review motions

6. NEW BUSINESS

- a) Dog complaint from Norman Hanover regarding Shelby, owned by Joe Crowley (Refer matter to Dog Officer for investigation)
[NB: Please take this matter up at 8:30 PM] **VOTE:**
- b) Memorial Day and Fifer's Day parades – permit request
Move to approve the parade permits for the Memorial Day and Fifer's Day parades, to be held on Monday, May 27 and Saturday, June 15, respectively, and to waive any applicable fees **VOTE:**
- c) Reserve Fund Transfers
 - i. Town Administrator – Mileage Stipend (\$25)
Move to forward to the Finance Committee for approval the request to transfer \$25 from the Reserve Fund to account #001-123-5700-5711, Town Administrator – Mileage Stipend **VOTE:**
 - ii. Police Department – Vehicle Maintenance (\$6,264)
Move to forward to the Finance Committee for approval the request to transfer \$6,264 from the Reserve Fund to account #001-210-5200-5246, Police Dept. Repair and Maint – Vehicles **VOTE:**

d) Disclosures by Kevin Lehner, Recreation Commission

i. Financial Interest

Move to determine that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.

**VOTE:
ACCEPT & POF**

ii. Appearance of Conflict of Interest

e) Westford Economic Target Area – request for letter of support

Move to authorize the Town Administrator to send a letter to the Economic Assistance Coordinating Council (EACC) in support of Westford's application to amend the 495 Regional Technology Center ETA

VOTE:

7. CORRESPONDENCE

ACCEPT & POF

a) Internal Communications

b) Minutes, Notices & Updates

c) General Communications

8. PRESS TIME

9. CONCERNS OF THE BOARD

10. ADJOURN



(formerly # 4a)

BOARD OF SELECTMEN
Meeting Minutes
April 22, 2013

Approved: _____

PRESENT: Les Fox, Chair; Member; Frank Powers, Member; and Raid Suleiman, Member

ABSENT: Vincent Amoroso

ALSO PRESENT: Selina Shaw, Town Administrator

Chair Fox called the meeting to order at 6:45 PM in the Town Administrator's Office, stating that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board.

EXECUTIVE SESSION

Chair Fox 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 discuss strategy with respect to negotiations with non-union personnel (DPW Director, Fire and Police Chiefs, and Town Administrator) and to reconvene in open session in the Grange Meeting Room at 7:30 PM. Seconded by Member Suleiman. **Approved 3-0, by Roll Call Vote: Suleiman "aye," Powers "aye," and Fox "aye."**

Chair Fox reconvened the meeting in Open Session at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ALSO PRESENT: Cheryl Mahoney, Department Assistant
Selectman Robert Stemple arrived at 7:40 PM

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- Joe Weinberg & Jeff Snyder, of the Cordish Companies; and Bill Caulder, from the Gutierrez Company were present to open a preliminary exploratory discussion regarding the siting of a gaming facility in Boxborough. Town Planner, Elizabeth Hughes; and members of the Planning Board were also present. Joe Weinberg opened the presentation on behalf of the Cordish Cos., speaking to their background; their wish to explore this opportunity to establish a slot gaming venture in Boxborough; their other entertainment & retail venues around the country and responded to the Selectmen's questions. Their projects are recognized for their quality and positive impact on those communities in which they are located. Weinberg described their newly-opened, premiere "world-class" slot and retail venue – Maryland Live. They are looking to site a similar facility at the current Holiday Inn-Boxborough and Gutierrez properties adjacent to I-495. Massachusetts has two categories of gaming licenses available – Category #1 – table games & slot machines and Category #2 – just slot machines. There will be three Category # 1 licenses eventually issued; but only one Category #2 license will be granted. The key to the success of any these projects is local community support. Statute requires that the gaming operation negotiate a "host" agreement with the sited community and then that community must hold a referendum election. Receiving community approval on this referendum is required before the State's Gambling Commission will allow them to move forward. Weinberg advised that there are four bidders, including Cordish Cos., that are currently working on proposals. The other three have already identified their target sites. Cordish Cos. is investigating two other communities. Weinberg provided an overview of the proposed project. They want this venue to be a "jewel in the woods". Though the Holiday Inn is already developed it needs more "curb appeal" so it would need to undergo significant renovations. He provided examples of the proposed renovations; site plan, footprint and gaming, convention, entertainment & retail facility strategy/placement. The current plan is to re-orient the access/entry to the site. Easy access off of the highway is what makes this site so attractive. Their target demographic is 40+ middle class. Their intent is to bring in high-end established national retailers while blending in local businesses. Weinberg described the employment opportunities that this facility could bring to the area and their practice of hiring from within the community. He also outlined

the security measures that this type of facility would have. There was discussion on the possible traffic impact and the effect on public safety services. The terms of the "host" agreement between the developer and the town would allow the parties to work out many of these issues/concerns. Weinberg described some of the arguments that opponents have put forward, in the past, when the Cordish Cos. have sought to develop a site. Cordish Cos. wants to work with and support the communities in which they locate these entertainment venues. This is the first opportunity they have had to provide information and to invite the public to provide feedback. The Gambling Commission will not entertain Cordish Company's application for this Category #2 license until a "host" agreement is finalized and the community has approved the proposal through a referendum. There was discussion on the timeline and benchmarks needed to comply with this. Weinberg also advised that adjacent communities have the opportunity to submit impact statements. Weinberg noted that though they wish to allow an open public discussion on this proposal, they would appreciate a decision as to whether Boxborough would be willing to accept this proposal and formulate a "host" agreement with them as soon as possible. There was discussion on possible mechanisms to receive public input. The Selectmen noted that residents have encouraged them to identify alternative revenue sources and to promote economic development.

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

MINUTES

- Member Powers moved to accept the minutes for the regular session of April 1, 2013; the executive sessions of April 1, 2013 [BoS Contract Negotiating Team re: Police], April 2, 2013 & [BoS Contract Negotiating Team re: Dispatch], April 19, 2013 as written and [BoS Contract Negotiating Team re: Fire], April 3, 2013 as revised. Seconded by Member Suleiman. **Approved: 4-0.**

APPOINTMENTS (Continued)

- Discussion was re-opened on the proposal to expand to a pre-K -12 regional school district. Boxborough School Committee Chair & A-B Regional School Comm. member, Maria Neyland; Boxborough School Committee Vice-Chair & A-B Regional School Comm. member, Brigid Bieber; Boxborough School Comm. member, A-B Regional School Comm. member & Regional Study Committee member, Mary Brolin; Boxborough School Comm. member, Gary Kurshner and members of the Finance Committee were present for this discussion. Neyland opened discussion by announcing that they will be hosting several public forums in the coming months, to get the information out prior to the Special Town Meeting to approve the expansion of the region on June 3rd. There is only a short amount of time to educate voters on this. The presentation that is being discussed tonight will be presented at Thursday's A-B Regional School Comm meeting. There was discussion on: ability to phase out dependency on School Choice; potential SPED savings by having more in-house services available; current redundant administrative reporting & tasks; reduction in administrative costs; OPEB & other fixed costs; the initial/upfront savings in 1st year (\$1,000,000); potential future savings; State regionalization incentives; and continued expense increases for the Blanchard if expansion is not approved. It will be the job of the new regional school committee to manage costs. It will also be this Committee's responsibility to determine where future savings would be applied - towards assessment or to re-capitalize into the School budget. There was a review of the key proposed changes/revisions to the current agreement such as: eliminating Boxborough 5% discount on future capital projects; the cost savings percentages for Acton and Boxborough, respectively; the configuration of the new regional school committee; the workload of the interim and new expanded committee; Section #8 "withdrawal process"; the need for clear direction as to the use of school buildings for community functions (i.e. Town Meetings and other civic related functions) and the shared water & septic systems that services the Library, Blanchard School, Fire & Police. Information on the proposal should be up on the A/B District's website soon, if not already. Information on the alternative plan for the Blanchard, if expansion is not approved, is on the Blanchard School website. This will also be discussed at the public forums to be held in Boxborough. Costs will continue to increase as our school population continues to decrease. FinCom members provided input. The Town will realize savings in short term and long term. There is very little left that can be eliminated in the Blanchard budget. If we regionalize, costs will gradually go down and we will be able to avoid the issues we are facing now in the future. Without regionalization Boxborough could face a decrease in educational opportunities and an increase in costs. It was noted, if approved, educational assessments will now make up 62% of the annual budget. There is also discussion about the ABRSC creating an informal discussion group, similar to BLF, comprised of stakeholders from both towns i.e. FinCom members, fiscal officials, and school committee members to discussion/analyze budgetary issues, impacts and projections in order to provide feedback to the ABRSC.
- Dennis Kuipers spoke under Citizens concerns. He noted that we won't have to worry about overrides if a casino comes in. On the schools, he was encouraged to hear that the Selectmen are discussing concerns about the future of A-B region down the road and that there is discussion about reviewing the terms of the District agreement at regular intervals.
- Recreation Commission's Abby Reip and Mitzi Weil were present to discuss athletic field fee waiver request(s) and fee reductions for RecComm sponsored programs. Holly Kouvo, owner of Fitting Fitness In, was also present. It was suggested that the field usage fee schedule be reviewed and categories clarified.

- ◇ AccessSports is a non-profit adaptive soccer program. They are requesting a waiver of athletic field permit fees, again for this year. TA Shaw confirmed that any organization seeking a fee waiver or reduction still has to meet the same usage criteria (i.e. proof of insurance) as any other group using these fields. The Selectmen determined that any organization seeking a fee waiver or reduction needs to apply annually. Member Suleiman moved to waive the athletic field permit fee for AccessSport America for the use of Liberty Field for their adaptive soccer games. Seconded by Member Powers. **Approved 4-0.**
- ◇ The Selectmen took up discussion on two athletic field fee reduction request(s). This year Holly Kouvo came to the RecCom with a proposal that the RecCom sponsor/support her Fitting Fitness In - Boot Camp. Kouvo would like to offer the program at a reduced fee to Boxborough residents if the RecCom would allow her to use Flerra under a similar arrangement that have with the AtBats program. Both Fitting Fitness In and AtBats are Boxborough businesses. Weil advised the Selectmen that Kouvo will be responsible for the administration of this program, just like AtBats. Member Suleiman moved to approve the reduced athletic field usage fee requests consisting of a 12% revenue share for Fitting Fitness In and AtBats. Seconded by Member Powers. **Approved 4-0.**

Weil and Reip reported that the reconstituted RecCom is very energetic and a lot of new ideas are being explored. They are busy preparing for Fierra Summer Camp.

SELECTMEN REPORTS

- Member Powers reported that the substance abuse task force findings and recommendations were reviewed at a recent joint meeting of the Boxborough Wellbeing and Acton Safety Net Committees. Based on these discussions they will focus their efforts on AB Community Health for Youth programs. He also announced that the results of the youth risk survey conducted by the schools will be presented at a joint forum on May 22, 2013.

He also reported that he had been contacted by a citizen who was inquiring on the status of a number of prior year(s) town meeting appropriation articles and when the voted actions will be implemented and/or completed. TA Shaw spoke to some of these articles – the Emergency Generator RFQ will be posted/published next week. The repair of the Grange Room floor has become a part of the bigger video/tech upgrades. The VoIP launch has been pushed back a month. TA Shaw was not aware of the status of Blanchard School projects that the resident inquired about.

- Chair Fox reported that the RFQ for the concept development of Stow Rd has been published and, so far, ten vendors have sought bid packets. There is a Pre-submission meeting for bidders on Wednesday.

He also reported on Negotiation Team activities – it has been jointly agreed to seek mediation regarding the Police agreement. TA Shaw explained the typical timeline for mediation. The Team has come to an agreement with Dispatch, and they are meeting with the Firefighters on Tuesday.

- Member Stemple reported that the Steele Farm Advisory Committee is working on getting hard numbers for their Town Meeting article. They also were provided an update on the status of Preservation Restrictions – the working group will be presenting the document for signature and informal approval for submission to the state.

OLD BUSINESS

- Though most of the high points had been covered during the earlier discussion the Selectmen had further discussion on the proposed Expanded Regional School District. There was a review of the redlined draft agreement and attachments. The Selectmen reviewed some of the talking points and concerns raised during the earlier discussion, such as: the use of the Blanchard School building; the generator project; the need to have clear visuals as to financial breakdowns and comparisons; and that it needs to be clearly explained what could happen if this does not go forward.
- Though not on the agenda, it was noted that the Generator project will take approximately 14-16 weeks and they anticipate launching it in December 2013.
- The Annual Town Meeting warrant with the proposed FY 14 Budget has been printed and is ready for mailing. Motions will be reviewed at the next Selectmen's meeting.

NEW BUSINESS

- The Selectmen reviewed the proposed meeting schedule for period June 3, 2013 – January 6, 2014. Chair Fox moved to adopt the proposed schedule as written. Seconded by Member Suleiman. **Approved 4-0.**

- Town Assessor, Duane Adams has advised that he will be leaving on June 10, 2013. There was discussion on creating a search committee to identify a suitable candidate to replace him. Member Stemple agreed to be the Selectmen's representative. There was discussion on other potential members for this search committee. TA Shaw advised that she will begin advertising this week. Further to the recommendation of the Town Administrator, Member Suleiman moved that a screening/interview team for the position of Town Assessor be established to be comprised of a member of the Board of Selectmen, the Town Administrator, the Town Treasurer, a member of the Finance Committee and a member of the Personnel Board. Seconded by Chair Fox. **Approved 4-0.**

ADJOURN

- At 10:34 PM, Member Powers moved to adjourn. Seconded by Member Stemple. **Approved 4-0.**



**TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 13, 2013
MOTIONS**

SPECIAL TOWN MEETING

1. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**
2. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601**
3. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**
4. **PRIOR YEAR BILL – DOG OFFICER**
5. **CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION - DPW**

ANNUAL TOWN MEETING

1. **CHOOSE TOWN OFFICERS**
2. **RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
4. **SUBMITTED BY PETITION^{###}**
5. **PERSONNEL ADMINISTRATION PLAN CHANGES**
6. **TOWN OPERATING BUDGET**
7. **TRANSFER TO STABILIZATION FUND**
8. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
9. **CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS (ORIGINAL SECTION)**
10. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE –INSPECTOR OF BUILDINGS**
11. **COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE DEPARTMENT RADIO GRANT**
12. **CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT**
13. **CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE - FIRE DEPARTMENT**
14. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS - FIRE DEPARTMENT**
15. **CAPITAL EQUIPMENT ACQUISITION – FOUR WHEEL DRIVE ALL TERRAIN MOWER – DPW**

16. CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW
17. CAPITAL IMPROVEMENTS – REPLACEMENT OF TWO HVAC SYSTEMS – POLICE STATION
18. CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT
19. CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC CONTROL DEVICES - POLICE DEPARTMENT
20. ARTICLE 20 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL
21. CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL
22. CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY
23. CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL
24. CAPITAL IMPROVEMENTS – STEELE FARM BARN
25. CONSERVATION TRUST FUND
26. ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS
27. ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004
28. ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT
29. GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW
30. GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW
31. GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW
32. ESTABLISH VETERANS TAX WORK OFF PROGRAM
33. PERSONAL REAL ESTATE EXEMPTIONS**
34. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
35. REVOLVING FUNDS**

LEGEND

- ##** SUBMITTED BY PETITION
- **** CONSENT AGENDA

LES FOX, CHAIR, BOARD OF SELECTMEN

➤ **Motion re: dates**

I move that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 14th; Thursday, May 16th; Wednesday, May 22nd and Thursday, May 23rd;

and further, that no debate will begin on any new article after 10:30 p.m.

➤ **Motion re: calling 2/3 vote**

I move that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

➤ **Motion to adjourn ATM**

I move to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting.



BOXBOROUGH SPECIAL TOWN MEETING

ARTICLE 1 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE

(Majority vote required)

I move to pass over Article 1.

ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601

(Majority vote required)

I move to transfer from Free Cash the sum of \$TBD to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2012 to June 30, 2015).

ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH

(Majority vote required)

I move to transfer from Free Cash the sum of \$TBD to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015).

ARTICLE 4 PRIOR YEAR BILL – DOG OFFICER

(Nine-tenth vote required)

I move to transfer from Free Cash the sum of Two Hundred Dollars (\$200) for the purpose of reimbursing the Dog Officer for the acquisition of a modular kennel in FY 2012.

ARTICLE 5 CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION - DPW

(Majority vote required)

I move to transfer the unexpended balance of Fourteen Thousand Three Hundred Eighty Dollars and thirty-four cents (\$14,380.34) from Article 16 of the May 2012 Annual Town Meeting (*Reconfiguration of Transfer Station – Feasibility Study*) and to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of undertaking the implementation phase for the reconfiguration of the transfer station.

LES FOX, CHAIR, BOARD OF SELECTMEN

➤ **Motion to dissolve STM**

I move to dissolve the Special Town Meeting.

BOXBOROUGH ANNUAL TOWN MEETING

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

I move to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2012 Annual Town Report.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

I move to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2013 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$61,573.30/year
Town Clerk	\$41,561.97/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

ARTICLE 4 SUBMITTED BY PETITION

(Majority vote required)

I move to approve Article 4 as printed in the Annual Town Meeting warrant.

This article that I am asking you to sign to be added to the town warrent for the forthcoming annual town meeting taking place on May 13, 2013 is as follows:

Due to our current \$17.69 Real Estate Tax Rate one of the highest in the state taking in just under \$20,000,000. In Real Estate Taxes. Article request's the following,

A twelve month/one year freese on all new hiring of any new town employees, full or parttim each department. This article also requires an income freese on all employees, both full and part time all departments in our community for one year. It also is to include any promotions to a higher position, title, etc. on their current job position for one year.

Due to the fact that our economy in Massachusetts is in deplorable conditions

Continued:

And retirees residing here are being forced into poverty as well as current residents many of whom are having difficulty with living costs, paying their bills, fileing bankrupsy with no end in sight.

I am asking you as a registered voter to join with me to address this ever growing serious problem.

ARTICLE 5 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

I move to amend the Personnel Administration Plan, as well as the Classification of Positions (Schedule A) and Compensation of Positions (Schedule B), as printed in the Annual Town Meeting warrant under Article 5.

- 1) Striking the language in Article VI. The Pay Plan, Section 7. Merit Salary Adjustments in its entirety and replacing with the italicized language below.

(Current language)

~~Existing employees will move from Step to Step each July 1, if they have achieved overall performance rating of "meets requirements" or better.~~

~~New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of "meets requirements" or better.~~

(Proposed language)

On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.

- 2) Amending Article VIII. Other Forms of Pay by adding a new section 2, shown in italics, and re-numbering subsequent sections.

Section 2. Detail Pay

- 1. *Town Details. A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.*
- 2. *Private Details. A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.*

Further by amending Classification of Positions (Schedule A) by:

- 1) Adding a new position of Media Production Technician to the Intermittent Schedule

- 2) Respectively re-naming the Intermittent Schedule positions of Dog Officer and Assistant Dog Officer to Animal Control Officer - Dogs & Cats and Assistant Animal Control Officer - Dogs & Cats.
- 3) Re-naming the Intermittent Schedule position of Animal Control Officer to Animal Control Officer – Other.

And by amending Compensation of Positions (Schedule B) by:

- 1) Adding a 2% wage adjustment factor (COLA) to all positions on Schedule B except for the following positions which will remain at the same level as in FY 13: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Seasonal Conservation Worker, Fence Viewer, Field Driver, Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page, Junior Library Page
- 3) Adding wages for Media Production Technician @ \$12.50/hour

Or take any other action relative thereto.

SCHEDULE A – CLASSIFICATION OF POSITIONS

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Accountant
Assessor
Inspector of Buildings/ Code Administration Officer
Planner
Treasurer
Information Systems Coordinator

Non-Exempt Employees

Secretary
Department Assistant
DPW Foreman
DPW Worker
DPW Semi-skilled Worker
Building & Grounds Maintenance Worker

REGULAR REDUCED HOURS

SCHEDULE

COA Coordinator
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
DPW Worker
Inspector of Buildings/ Code Administration Officer

REGULAR PART-TIME SCHEDULE

Secretary
Department Assistant
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Van Dispatcher
IT Support Technician

PER DIEM SCHEDULE

Fire Lieutenant/EMT
Call Firefighter/EMT
Call Firefighter
Special Police Officer
Dispatcher

INTERMITTENT SCHEDULE

Cemetery Superintendent
Cemetery Laborer
Registrar Chairperson
Clerk of Elections
Election Worker
Registrar Member
Veterans' Agent
Call Fire Chief
Deputy Fire Chief
Fire Captain
Fire Lieutenant
Call Firefighter/EMT
Fire Department Chaplain
Call Building Inspector
Special Police Officer
Lock-up Attendant
Dispatcher
Seasonal Maintenance Worker
Snow Plower
Seasonal Conservation Worker
Assistant Building Inspector
Wiring Inspector
Plumbing and Gas Inspector
~~Dog Officer~~ Animal Control Officer – Dogs & Cats
~~Assistant Dog Officer~~ Asst. Animal Control Officer –
Dogs & Cats
Animal Control Officer - Other
Animal Inspector
Fence Viewer
Field Driver
Director of Summer Playground
Director of Gymnastics
Director of Winter Programs
Lead Counselor
Counselor
Counselor-in-Training
Intern (Town Hall)
Library Page
Junior Library Page
Van Driver
Media Production Technician

The following information is not part of Schedule A and is placed here for informational purposes only. These positions are governed by personal contract or collective bargaining agreement, or are elected.

DEPARTMENT HEADS

*DPW Director
Fire Chief
Library Director
Police Chief
Town Administrator*

UNION EMPLOYEES

*Police Sergeant
Police Officer (StepA1/A1)
Firefighter/EMT
Dispatch Supervisor
Dispatcher*

ELECTED POSITIONS

*Selectman
Board of Health Member
Planning Board Member
Library Trustee
Moderator
Constable
Tax Collector
Town Clerk*

Proposed FY 2014 Compensation of Positions - Schedule B

Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	G Plus
<u>Salaried (Exempt) Employees</u>								
Grade 60	\$ 56,752.18	\$ 58,738.50	\$ 60,794.35	\$ 62,922.15	\$ 65,124.43	\$ 67,403.78	\$ 69,762.92	\$ 70,809.36
Information Systems Coordinator								
Inspector of Buildings/Code Administration Officer								
Town Accountant								
Town Assessor								
Town Planner								
Town Treasurer								
Grade 50	\$ 49,349.67	\$ 51,076.91	\$ 52,864.60	\$ 54,714.86	\$ 56,629.88	\$ 58,611.93	\$ 60,663.35	\$ 61,573.30
Grade 40	\$ 44,059.83	\$ 45,601.92	\$ 47,197.99	\$ 48,849.92	\$ 50,559.67	\$ 52,329.25	\$ 54,160.78	\$ 54,973.19
Grade 30	\$ 39,342.68	\$ 40,719.67	\$ 42,144.86	\$ 43,619.93	\$ 45,146.62	\$ 46,726.76	\$ 48,362.19	\$ 49,087.63
Grade 20	\$ 35,123.91	\$ 36,353.25	\$ 37,625.61	\$ 38,942.51	\$ 40,305.50	\$ 41,716.19	\$ 43,176.26	\$ 43,823.90
Grade 10	\$ 31,936.90	\$ 33,054.70	\$ 34,211.61	\$ 35,409.02	\$ 36,648.33	\$ 37,931.02	\$ 39,258.61	\$ 39,847.49
<u>Hourly (Non-Exempt) Employees</u>								
Grade 60	\$ 27.27	\$ 28.23	\$ 29.22	\$ 30.24	\$ 31.30	\$ 32.39	\$ 33.53	\$ 34.03
Grade 50	\$ 23.74	\$ 24.57	\$ 25.43	\$ 26.32	\$ 27.24	\$ 28.19	\$ 29.18	\$ 29.61
Council on Aging Coordinator								
DPW Foreman								
Grade 40	\$ 21.19	\$ 21.93	\$ 22.69	\$ 23.49	\$ 24.31	\$ 25.16	\$ 26.04	\$ 26.43
Youth Services Librarian								
Conservation Agent								
Grade 30	\$ 18.91	\$ 19.57	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 23.59
DPW Worker								
Department Assistant								
IT Support Technician								
Technical Services Librarian								
Grade 20	\$ 16.88	\$ 17.47	\$ 18.08	\$ 18.72	\$ 19.37	\$ 20.05	\$ 20.75	\$ 21.06
Bldg. & Grounds Maint. Worker								
DPW Semi-Skilled Worker								
Transfer Station Operator I								
Senior Library Assistant								
Grade 10	\$ 15.36	\$ 15.90	\$ 16.46	\$ 17.03	\$ 17.63	\$ 18.24	\$ 18.88	\$ 19.17
Library Assistant								
Secretary								
Van Dispatcher								
<u>Per Diem Schedule (No Steps)</u>								
Fire Lieutenant/EMT	\$ 18.31							
Call Fighter/EMT	\$ 16.63							
Call Firefighter	\$ 16.63							
Special Police Officer	\$ 16.63							
Dispatcher	\$ 16.63							

Intermittent Schedule (No Steps)

Cemetery Superintendent	\$ 8,732.32	annually
Cemetery Laborer	\$ 10.95	
Registrar Chairperson	\$ 900.34	annually
Clerk of Elections	\$ 11.43	
Election Worker	\$ 10.17	
Registrar Member	\$ 270.12	annually
Veterans' Agent	\$ 15.46	
Call Fire Chief	\$ 42.90	
Deputy Fire Chief	\$ 20.11	
Fire Captain	\$ 19.21	
Fire Lieutenant	\$ 18.32	
Call Firefighter/EMT	\$ 16.63	
Fire Department Chaplain	\$ 16.63	
Call Building Inspector	\$ 42.90	
Special Police Officer	\$ 16.63	
Lock-up Attendant	\$ 14.88	
Dispatcher	\$ 16.63	
Seasonal Maintenance Worker	\$ 13.57	
Snow Plower	\$ 21.50	
Seasonal Conservation Worker	\$ 12.46	
Assistant Building Inspector	\$ 26.45	
Wiring Inspector	fees	\$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees	\$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Animal Control Officer - Dogs & Cats	\$ 11,006.26	annually
Asst. Animal Control Officer - Dogs & C	\$ 10.77	4 hour call min
Animal Control Officer - Other	\$ 2,681.02	annually
Animal Inspector	\$ 987.74	annually
Fence Viewer	\$ 40.00	annually
Field Driver	\$ 45.00	annually
Director of Summer Playground	\$ 18.79	
Director of Gymnastics	\$ 18.10	
Director of Winter Programs	\$ 18.10	
Intermittent Schedule (No Steps) (continued)		
Lead Counselor	\$ 12.50	
Counselor	\$ 9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage +.50,	i.e. 8.50
Junior Library Page	min wage	[currently \$8.00]
Van Driver	\$ 13.25	
Media Production Technician	\$ 12.50	

NOTE

*Fee maximum is 1% of F13 levy (or \$167,162)

*The following information is not part of Schedule B and is placed here for informational purposes only.
 These positions are elected, or pay is set by bargaining unit or personal contract.*

Department Heads

		FY 2013	FY 2014	
DPW Director	Contract expires 6/30/14	\$ 78,045.81	\$79,608**	<i>**The Board of Selectmen may amend the FY 2014 salaries at ATM</i>
Fire Chief	Contract expires 6/30/14	\$ 88,880.00	\$90,658**	
Library Director	Contract expires 12/31/11	\$ 72,894.00	\$74,352	
Police Chief	Contract expires 6/30/14	\$ 100,950.00	\$102,969**	
Town Administrator	Contract expires 6/30/13	\$ 95,095.00	\$96,997**	

Union Employees

Police Sergeant (Steps 1-3)	TBD
Police Officer (Steps A1/A2-F)	TBD
Fire Lieutenant (Step A)	TBD
Firefighter/EMT (Steps A-F)	TBD
Dispatch Supervisor (Steps A-F)	TBD
Dispatcher (Steps A-F)	TBD

Elected Positions

	FY 2013	FY2014
Selectman	\$ 400.00 annually	\$ 400.00 annually
Board of Health Member	\$ 166.67 annually	\$ 166.67 annually
Planning Board Member	\$ 109.00 annually	\$ 109.00 annually
Library Trustee	\$ - annually	\$ - annually
Moderator	\$ - per meeting	\$ - annually
Constable	\$ 3.00 /warrant posted/location	\$ 3.00 /warrant posted/location
Tax Collector (Grade 50, G+)	\$ 60,365.98	\$ 61,573.30
Town Clerk (Grade 50, G+)	\$ 40,747.04	\$ 41,561.97

ARTICLE 6 TOWN OPERATING BUDGET

(Majority vote required)

I move that the Town raise and appropriate the sum of

\$19,598,284

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 6 of the Annual Town Meeting warrant, under the heading FY2014 Budget.

POTENTIAL AMENDMENTS

Dept. 123, Town Administrator (Raid Suleiman, Board of Selectman)

I move that the Town increase Department 123, Total Salaries – Town Administrator by Four Thousand Five Hundred Three Dollars (\$4,503), and to meet this appropriation, that an additional amount of Four Thousand Five Hundred Three Dollars (\$4,503) be raised by taxation... or FC???.

Dept. 210, Police (Les Fox, Board of Selectman Chair)

I move that the Town increase **Department 210, Total Salaries – Police** by Two Thousand Nine Hundred Thirty-one Dollars (\$2,931), and to meet this appropriation, that an additional amount of Two Thousand Nine Hundred Thirty-one Dollars (\$2,931) be raised by taxation... or FC???.

Dept. 220, Fire (Frank Powers, Board of Selectman)

I move that the Town increase **Department 220, Total Salaries – Fire** by TBD Dollars (\$TBD), and to meet this appropriation, that an additional amount of TBD Dollars (\$TBD) be raised by taxation... or FC???.

I move that the Town increase **Department 220, Total Other – Fire** by Four Hundred Dollars (\$400), and to meet this appropriation, that an amount of Four Hundred Dollars (\$400) be raised by taxation... or FC???.

Dept. 221, Dispatch (Les Fox, Board of Selectman)

I move that the Town increase **Department 221, Total Salaries – Dispatch** by TBD Dollars (\$TBD), and to meet this appropriation, that an additional amount of TBD Dollars (\$TBD) be raised by taxation... or FC???.

I move that the Town increase **Department 221, Total Other – Dispatch** by Two Hundred Dollars (\$200), and to meet this appropriation, that an additional amount of Two Hundred Dollars (\$200) be raised by taxation... or FC???.

Dept.422, Public Works (Vince Amoroso, Board of Selectmen)

I move that the Town increase **Department 422, Total Salaries – Public Works** by Seven Hundred Ninety-two Dollars (\$792), and to meet this appropriation, that an additional amount of Seven Hundred Ninety-two Dollars (\$792) be raised by taxation... or FC???.

“WRAP UP” AMENDMENT IF ALL AMENDMENTS ARE APPROVED:

I move that the Town raise and appropriate the sum of:

\$19,598,284

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 8 of the Annual Town Meeting warrant, under the heading FY2014 Budget except for:

Department 123, Total Salaries – Town Administrator, \$96,997 is increased to \$101,500,

Department 210, Total Salaries – Police, \$952,389 is increased to \$955,320,

Department 220, Total Salaries – Fire, \$723,208 is increased to **\$TBD**,

Department 220, Total Other – Fire, \$105,303 is increased to \$105,703,

Department 221, Total Salaries – Dispatch, \$241,448 is increased to **\$TBD**,

Department 221, Total Other – Dispatch, \$36,710 is increased to \$36,910,

and that

Department 422, Total Salaries – Public Works is increased to \$489,932.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
114 Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114 Total Other - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
114 Total Moderator Expenses	\$ 50	\$ 50	\$ 50	\$ -	0.00%
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119 Total Other - Town Constable	\$ 38	\$ 175	\$ 175	\$ -	0.00%
119 Total Constable Expenses	\$ 38	\$ 175	\$ 175	\$ -	0.00%
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122 Total Other - Selectman	\$ 4,851	\$ 2,018	\$ 2,149	\$ 131	6.49%
122 Total Selectman Expenses	\$ 6,851	\$ 4,018	\$ 4,149	\$ 131	3.26%
123 Total Salaries - Town Administrator	\$ 91,000	\$ 95,095	\$ 96,997	\$ 1,902	2.00%
123 Total Other - Town Administrator	\$ 2,775	\$ 2,775	\$ 2,825	\$ 50	1.80%
123 Total Expenses - Town Administrator	\$ 93,775	\$ 97,870	\$ 99,822	\$ 1,952	1.99%
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131 Total Other - Finance Committee	\$ 293	\$ 450	\$ 450	\$ -	0.00%
131 Total Expenses - Finance Committee	\$ 293	\$ 450	\$ 450	\$ -	0.00%
135 Total Salaries - Accountant	\$ 68,396	\$ 69,421	\$ 70,810	\$ 1,389	2.00%
135 Total Other - Accountant	\$ 25,735	\$ 25,666	\$ 26,666	\$ 1,000	3.90%
135 Total Expenses - Accountant	\$ 94,131	\$ 95,087	\$ 97,476	\$ 2,389	2.51%
141 Total Salaries - Assessor	\$ 39,700	\$ 39,700	\$ 39,700	\$ -	0.00%
141 Total Other - Assessor	\$ 9,589	\$ 9,008	\$ 9,023	\$ 15	0.17%
141 Total Expenses - Assessor	\$ 49,289	\$ 48,708	\$ 48,723	\$ 15	0.03%
145 Total Salaries - Treasurer	\$ 69,396	\$ 70,421	\$ 71,810	\$ 1,389	1.97%
145 Total Other -Treasurer	\$ 12,355	\$ 12,480	\$ 12,495	\$ 15	0.12%
145 Total Expenses - Treasurer	\$ 81,751	\$ 82,901	\$ 84,305	\$ 1,404	1.69%
146 Total Salaries - Tax Collector	\$ 60,475	\$ 61,366	\$ 62,574	\$ 1,208	1.97%
146 Total Other -Tax Collector	\$ 16,761	\$ 16,761	\$ 17,076	\$ 315	1.88%
146 Total Expenses - Tax Collector	\$ 77,236	\$ 78,127	\$ 79,650	\$ 1,523	1.95%
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151 Total Other - Legal	\$ 49,481	\$ 64,000	\$ 64,000	\$ -	0.00%
151 Total Expenses - Legal	\$ 49,481	\$ 64,000	\$ 64,000	\$ -	0.00%

123 Total Salaries - Town Administrator - BoS may propose to amend.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
152 Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152 Total Other - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152 Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161 Total Salaries - Town Clerk	\$ 41,145	\$ 41,748	\$ 42,562	\$ 814	1.95%
161 Total Other - Town Clerk	\$ 2,103	\$ 2,283	\$ 2,320	\$ 37	1.62%
161 Total Expenses - Town Clerk	\$ 43,248	\$ 44,031	\$ 44,882	\$ 851	1.93%
162 Total Salaries - Elect & Regist	\$ 3,391	\$ 5,251	\$ 2,601	\$ (2,650)	-50.47%
162 Total Other - Elect & Regist	\$ 5,518	\$ 6,320	\$ 4,355	\$ (1,965)	-31.09%
162 Total Expenses - Elect & Regist	\$ 8,909	\$ 11,571	\$ 6,956	\$ (4,615)	-39.88%
171 Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171 Total Other - Conservation Comm	\$ 2,138	\$ 2,150	\$ 2,150	\$ -	0.00%
171 Total Expenses - Conservation Comm	\$ 2,138	\$ 2,150	\$ 2,150	\$ -	0.00%
175 Total Salaries - Planning Board	\$ 68,941	\$ 69,966	\$ 71,355	\$ 1,389	1.99%
175 Total Other - Planning Board	\$ 4,672	\$ 4,497	\$ 8,900	\$ 4,403	97.91%
175 Total Expenses - Planning Board	\$ 73,613	\$ 74,463	\$ 80,255	\$ 5,792	7.78%
176 Total Salaries - Zoning Board of Appeals	\$ -	\$ -	\$ -	\$ -	0.00%
176 Total Other - Zoning Board of Appeals	\$ 332	\$ 335	\$ 335	\$ -	0.00%
176 Total Expenses - Zoning Board of Appeals	\$ 332	\$ 335	\$ 335	\$ -	0.00%
179 Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179 Total Other - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
179 Total Expenses - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
192 Total Salaries - Town Hall	\$ 153,067	\$ 180,805	\$ 176,450	\$ (4,355)	-2.41%
192 Total Other - Town Hall	\$ 52,372	\$ 57,756	\$ 58,582	\$ 826	1.43%
192 Total Expenses - Town Hall	\$ 205,439	\$ 238,561	\$ 235,032	\$ (3,529)	-1.48%
199 Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199 Total Other - Energy Committee	\$ 34	\$ 200	\$ 200	\$ -	0.00%
199 Total Expenses - Energy Committee	\$ 34	\$ 200	\$ 200	\$ -	0.00%
Total Salaries - Town Government	\$ 597,511	\$ 635,773	\$ 636,859	\$ 1,086	0.17%
Total Other - Town Government	\$ 189,297	\$ 207,384	\$ 212,211	\$ 4,827	2.33%
Total Expenses - Town Government	\$ 786,808	\$ 843,157	\$ 849,070	\$ 5,913	0.70%

162 - Total Expenses - Elect & Regis - Decreased due to fewer planned elections in FY 14.

175 - Total Other - Planning Board - Increased due to planned acquisition of web-based MapGeo.

<u>ACCOUNT NAME</u>	<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
210 Total Salaries - Police	\$ 927,616	\$ 937,794	\$ 952,389	\$ 14,595	1.56%
210 Total Other - Police	\$ 152,858	\$ 137,706	\$ 140,799	\$ 3,093	2.25%
210 Total Expenses - Police	\$ 1,080,474	\$ 1,075,500	\$ 1,093,188	\$ 17,688	1.64%
220 Total Salaries - Fire	\$ 672,877	\$ 716,199	\$ 723,208	\$ 7,009	0.98%
220 Total Other - Fire	\$ 96,550	\$ 102,650	\$ 105,303	\$ 2,653	2.58%
220 Total Expenses - Fire	\$ 769,427	\$ 818,849	\$ 828,511	\$ 9,662	1.18%
221 Total Salaries - Dispatch	\$ 229,565	\$ 233,898	\$ 241,448	\$ 7,550	3.23%
221 Total Other - Dispatch	\$ 34,287	\$ 35,347	\$ 36,710	\$ 1,363	3.86%
221 Total Expenses - Dispatch	\$ 263,852	\$ 269,245	\$ 278,158	\$ 8,913	3.31%
241 Total Salaries - Building Insp	\$ 22,798	\$ 44,500	\$ 65,427	\$ 20,927	47.03%
241 Total Other - Building Insp	\$ 1,348	\$ 2,689	\$ 2,442	\$ (247)	-9.19%
241 Total Expenses - Building Insp	\$ 24,146	\$ 47,189	\$ 67,869	\$ 20,680	43.82%
292 Total Salaries - Dog Officer	\$ 10,684	\$ 10,791	\$ 11,007	\$ 216	2.00%
292 Total Other - Dog Officer	\$ 1,622	\$ 1,625	\$ 1,625	\$ -	0.00%
292 Total Expenses - Dog Officer	\$ 12,306	\$ 12,416	\$ 12,632	\$ 216	1.74%
299 Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299 Total Other - Field Driver	\$ 6	\$ 50	\$ 50	\$ -	0.00%
299 Total Expenses - Field Driver	\$ 51	\$ 95	\$ 95	\$ -	0.00%
Total Salaries - Protection	\$ 1,863,585	\$ 1,943,227	\$ 1,993,524	\$ 50,297	2.59%
Total Other - Protection	\$ 286,671	\$ 280,067	\$ 286,929	\$ 6,862	2.45%
Total Expenses - Protection	\$ 2,150,256	\$ 2,223,294	\$ 2,280,453	\$ 57,159	2.57%

210 - Total Salaries - Police - BoS may amend Chief's salary and other departmental salaries (if contract negotiations have been completed).

220 - Total Salaries - Fire - BoS may amend Chief's salary and other departmental salaries (if contract negotiations have been completed).

221 - Total Salaries - Dispatch - BoS may amend salaries (if contract negotiations have been completed).

241 - Total Salaries - Building Insp - Increased due to additional hours to cover facilities management function as authorized by STM on 1/7/13.

<u>ACCOUNT NAME</u>	<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
300 Total Salaries - Blanchard School	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
300 Total Other - Blanchard School	\$ 1,406,602	\$ 1,488,370	\$ 1,312,703	\$ (175,667)	-11.80%
300 Total Expenses - Blanchard School	\$ 5,598,917	\$ 5,802,751	\$ 5,798,320	\$ (4,431)	-0.08%
310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310 Total Other - Minuteman Vocational HS	\$ 381,793	\$ 227,929	\$ 177,558	\$ (50,371)	-22.10%
310 Total Expenses - Minuteman Vocational HS	\$ 381,793	\$ 227,929	\$ 177,558	\$ (50,371)	-22.10%
320 Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320 Total Other - ABRS Assessment	\$ 5,827,586	\$ 5,630,208	\$ 5,568,636	\$ (61,572)	-1.09%
320 Total Expenses - ABRS Assessment	\$ 5,827,586	\$ 5,630,208	\$ 5,568,636	\$ (61,572)	-1.09%
Total Salaries - Education	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
Total Other - Education	\$ 7,615,981	\$ 7,346,507	\$ 7,058,897	\$ (287,610)	-3.91%
Total Expenses - Education	\$ 11,808,296	\$ 11,660,888	\$ 11,544,514	\$ (116,374)	-1.00%

310 - Total Other - Minuteman Vocational HS - Decreased due to lower enrollment.

<u>ACCOUNT NAME</u>	<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
422 Total Salaries - Public Works	\$ 447,350	\$ 479,505	\$ 489,140	\$ 9,635	2.01%
422 Total Other - Public Works	\$ 226,613	\$ 226,640	\$ 227,040	\$ 400	0.18%
422 Total Expenses - Public Works	\$ 673,963	\$ 706,145	\$ 716,180	\$ 10,035	1.42%
423 Total Salaries - Snow & Ice	\$ 37,323	\$ 50,347	\$ 51,336	\$ 989	1.96%
423 Total Other - Snow & Ice	\$ 62,690	\$ 110,539	\$ 109,550	\$ (989)	-0.89%
423 Total Expenses - Snow & Ice	\$ 100,013	\$ 160,886	\$ 160,886	\$ -	0.00%
424 Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424 Total Other - Street Lighting	\$ 2,613	\$ 3,000	\$ 3,000	\$ -	0.00%
424 Total Expenses - Street Lighting	\$ 2,613	\$ 3,000	\$ 3,000	\$ -	0.00%
425 Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425 Total Other - Hager Well Maintenance	\$ 20,000	\$ 26,400	\$ 27,120	\$ 720	2.73%
425 Total Expenses - Hager Well Maintenance	\$ 20,000	\$ 26,400	\$ 27,120	\$ 720	2.73%
429 Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429 Total Other - Fuel	\$ 89,412	\$ 98,375	\$ 97,250	\$ (1,125)	-1.14%
429 Total Expenses - Fuel	\$ 89,412	\$ 98,375	\$ 97,250	\$ (1,125)	-1.14%
431 Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431 Total Other - Hazardous Waste Coll	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
431 Total Expenses - Hazardous Waste Coll	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
491 Total Salaries - Cemetery	\$ 8,476	\$ 8,562	\$ 8,733	\$ 171	2.00%
491 Total Other - Cemetery	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
491 Total Expenses - Cemetery	\$ 9,476	\$ 9,562	\$ 9,733	\$ 171	1.79%
Total Salaries - Public Works & Facilities	\$ 493,149	\$ 538,414	\$ 549,209	\$ 10,795	2.00%
Total Other - Public Works & Facilities	\$ 402,328	\$ 470,954	\$ 464,960	\$ (5,994)	-1.27%
Total Expenses - Public Works - Facilities	\$ 895,477	\$ 1,009,368	\$ 1,014,169	\$ 4,801	0.48%

431 - Total Other - Hazardous Waste Coll - Decreased; no collection in FY 14. Held every other year.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510 Total Other - Landfill Monitoring	\$ 1,925	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
510 Total Expenses - Landfill Monitoring	\$ 1,925	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
511 Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511 Total Other - Board of Health	\$ 16,228	\$ 16,990	\$ 16,990	\$ -	0.00%
511 Total Expenses - Board of Health	\$ 16,728	\$ 17,491	\$ 17,491	\$ -	0.00%
519 Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%
519 Total Other - Environmental Services	\$ 9,345	\$ 10,492	\$ 10,492	\$ -	0.00%
519 Total Expenses - Environmental Services	\$ 9,345	\$ 10,492	\$ 10,492	\$ -	0.00%
522 Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522 Total Other - Nursing Services	\$ 2,395	\$ 4,696	\$ 4,696	\$ -	0.00%
522 Total Expenses - Nursing Services	\$ 2,395	\$ 4,696	\$ 4,696	\$ -	0.00%
523 Total Salaries - Mental Health Svcs	\$ -	\$ -	\$ -	\$ -	0.00%
523 Total Other - Mental Health Services	\$ 7,000	\$ -	\$ -	\$ -	0.00%
523 Total Expenses - Mental Health Services	\$ 7,000	\$ -	\$ -	\$ -	0.00%
541 Total Salaries - Council on Aging	\$ 41,652	\$ 43,119	\$ 43,981	\$ 862	2.00%
541 Total Other - Council on Aging	\$ 3,050	\$ 3,050	\$ 14,390	\$ 11,340	371.80%
541 Total Expenses - Council on Aging	\$ 44,702	\$ 46,169	\$ 58,371	\$ 12,202	26.43%
543 Total Salaries - Veterans	\$ 631	\$ 670	\$ 670	\$ -	0.00%
543 Total Other - Veterans	\$ 3,145	\$ 355	\$ 355	\$ -	0.00%
543 Total Expenses - Veterans	\$ 3,776	\$ 1,025	\$ 1,025	\$ -	0.00%
599 Total Salaries - Inspect of Animals	\$ 959	\$ 969	\$ 988	\$ 19	1.96%
599 Total Other - Inspect of Animals	\$ 34	\$ 100	\$ 100	\$ -	0.00%
599 Total Expenses - Inspect of Animals	\$ 993	\$ 1,069	\$ 1,088	\$ 19	1.78%
600 Total Salaries - Animal Control Officer	\$ 2,602	\$ 2,629	\$ 2,682	\$ 53	2.02%
600 Total Other - Animal Control Officer	\$ 330	\$ 400	\$ 400	\$ -	0.00%
600 Total Expenses - Animal Control Officer	\$ 2,932	\$ 3,029	\$ 3,082	\$ 53	1.75%
Total Salaries - Health Services	\$ 46,344	\$ 47,888	\$ 48,822	\$ 934	1.95%
Total Other - Health Services	\$ 43,452	\$ 42,083	\$ 52,423	\$ 10,340	24.57%
Total Expenses - Health Services	\$ 89,796	\$ 89,971	\$ 101,245	\$ 11,274	12.53%

541 - Total Other - Council on Aging - Increased due to inclusion of Community Center lease; was covered by an article in FY 13.

<u>ACCOUNT NAME</u>	<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
610 Total Salaries - Library	\$ 197,046	\$ 200,391	\$ 206,521	\$ 6,130	3.06%
610 Total Other - Library	\$ 111,589	\$ 115,764	\$ 116,435	\$ 671	0.58%
610 Total Expenses - Library	\$ 308,635	\$ 316,155	\$ 322,956	\$ 6,801	2.15%
630 Total Salaries - Recreation Comm	\$ 18,639	\$ 25,954	\$ 25,954	\$ -	0.00%
630 Total Other - Recreation Comm	\$ 8,126	\$ 9,600	\$ 9,600	\$ -	0.00%
630 Total Expenses - Recreation Comm	\$ 26,765	\$ 35,554	\$ 35,554	\$ -	0.00%
691 Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691 Total Other - Historical Comm	\$ 2,442	\$ 3,169	\$ 3,169	\$ -	0.00%
691 Total Expenses - Historical Comm	\$ 2,442	\$ 3,169	\$ 3,169	\$ -	0.00%
692 Total Salaries - Public Celebrations & Cerem	\$ -	\$ -	\$ -	\$ -	0.00%
692 Total Other - Public Celebrations & Cerem	\$ 235	\$ 965	\$ 965	\$ -	0.00%
692 Total Expenses - Public Celebrations & Cerem	\$ 235	\$ 965	\$ 965	\$ -	0.00%
693 Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693 Total Other - Steele Farm	\$ 389	\$ 500	\$ 500	\$ -	0.00%
693 Total Expenses - Steele Farm	\$ 389	\$ 500	\$ 500	\$ -	0.00%
699 Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699 Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
699 Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
Total Salaries - Culture & Recreation	\$ 215,685	\$ 226,345	\$ 232,475	\$ 6,130	2.71%
Total Other - Culture & Recreation	\$ 124,281	\$ 131,498	\$ 132,169	\$ 671	0.51%
Total Expenses - Culture & Recreation	\$ 339,966	\$ 357,843	\$ 364,644	\$ 6,801	1.90%

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
710 Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710 Total Other - Maturing Debt Principal	\$ 827,500	\$ 750,000	\$ 745,000	\$ (5,000)	-0.67%
710 Total Expenses - Maturing Debt Principal	\$ 827,500	\$ 750,000	\$ 745,000	\$ (5,000)	-0.67%
751 Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751 Total Other - Maturing Debt Interest	\$ 529,868	\$ 483,453	\$ 440,673	\$ (42,780)	-8.85%
751 Total Expenses - Maturing Debt Interest	\$ 529,868	\$ 483,453	\$ 440,673	\$ (42,780)	-8.85%
Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other - Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Total Expenses - Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
830 Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830 Total Other - County Ret Assessment	\$ 481,541	\$ 504,212	\$ 592,504	\$ 88,292	17.51%
830 Total Expenses - County Ret Assessment	\$ 481,541	\$ 504,212	\$ 592,504	\$ 88,292	17.51%
912 Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912 Total Other - Other Benefit Insurance	\$ 67,064	\$ 66,685	\$ 68,302	\$ 1,617	2.42%
912 Total Expenses - Other Benefit Insurance	\$ 67,064	\$ 66,685	\$ 68,302	\$ 1,617	2.42%
915 Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915 Total Other - Employee Benefits	\$ 1,436,738	\$ 1,404,740	\$ 1,322,710	\$ (82,030)	-5.84%
915 Total Expenses - Employee Benefits	\$ 1,436,738	\$ 1,404,740	\$ 1,322,710	\$ (82,030)	-5.84%
945 Total Salaries - Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945 Total Other - Liability Insurance	\$ 70,353	\$ 85,700	\$ 90,000	\$ 4,300	5.02%
945 Total Expenses - Liability Insurance	\$ 70,353	\$ 85,700	\$ 90,000	\$ 4,300	5.02%
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other- Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Total Expenses- Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
132 Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
132 Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
132 Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%

830 -Total Other - County Ret Assessment - Increased due to results of most recent actuarial study.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
SALARIES					
Town Government	\$ 597,511	\$ 635,773	\$ 636,859	\$ 1,086	0.17%
Protection	\$ 1,863,585	\$ 1,943,227	\$ 1,993,524	\$ 50,297	2.59%
Public Works & Facilities	\$ 493,149	\$ 538,414	\$ 549,209	\$ 10,795	2.00%
Health Services	\$ 46,344	\$ 47,888	\$ 48,822	\$ 934	1.95%
Cultural & Recreation	\$ 215,685	\$ 226,345	\$ 232,475	\$ 6,130	2.71%
Total Town	\$ 3,216,274	\$ 3,391,647	\$ 3,460,889	\$ 69,242	2.04%
Education	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	\$ 7,408,589	\$ 7,706,028	\$ 7,946,506	\$ 240,478	3.12%
OTHER EXPENSES					
Town Government	\$ 189,297	\$ 207,384	\$ 212,211	\$ 4,827	2.33%
Protection	\$ 286,671	\$ 280,067	\$ 286,929	\$ 6,862	2.45%
Public Works & Facilities	\$ 402,328	\$ 470,954	\$ 464,960	\$ (5,994)	-1.27%
Health Services	\$ 43,452	\$ 42,083	\$ 52,423	\$ 10,340	24.57%
Cultural & Recreation	\$ 124,281	\$ 131,498	\$ 132,169	\$ 671	0.51%
Total Town	\$ 1,046,029	\$ 1,131,986	\$ 1,148,692	\$ 16,706	1.48%
Education	\$ 7,615,981	\$ 7,346,507	\$ 7,058,897	\$ (287,610)	-3.91%
Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL OTHER EXPENSES	\$ 12,075,074	\$ 11,958,283	\$ 11,651,778	\$ (306,505)	-2.56%
TOTAL EXPENSES					
Town Government	\$ 786,808	\$ 843,157	\$ 849,070	\$ 5,913	0.70%
Protection	\$ 2,150,256	\$ 2,223,294	\$ 2,280,453	\$ 57,159	2.57%
Public Works & Facilities	\$ 895,477	\$ 1,009,368	\$ 1,014,169	\$ 4,801	0.48%
Health Services	\$ 89,796	\$ 89,971	\$ 101,245	\$ 11,274	12.53%
Cultural & Recreation	\$ 339,966	\$ 357,843	\$ 364,644	\$ 6,801	1.90%
Total Town	\$ 4,262,303	\$ 4,523,633	\$ 4,609,581	\$ 85,948	1.90%
Education	\$ 11,808,296	\$ 11,660,888	\$ 11,544,514	\$ (116,374)	-1.00%
Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL EXPENSES	\$ 19,483,663	\$ 19,664,311	\$ 19,598,284	\$ (66,027)	-0.34%
Budget Prior to Reserve Fund Calculation	\$ 19,483,663	\$ 19,479,311	\$ 19,413,284	\$ (66,027)	-0.34%

**Blanchard Memorial School
FY 2014 Budget Account Summary**

<u>Code</u>	<u>Description</u>	<u>FY2012</u>	<u>FY2013</u>	<u>FY2014</u>	<u>FY14 v.FY13</u>	
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>\$ Change</u>	<u>% Change</u>
1100	School Committee	\$ 7,641	\$ 7,588	\$ 7,600	\$ 12	0.2%
1200	Superintendent Office	218,757	219,269	223,065	3,796	1.7%
1400	Finance & Admin	113,488	113,851	116,765	2,914	2.6%
1450	Districtwide Info Tech	-	-	15,251	15,251	
2100	Special Ed Office	47,542	60,225	65,335	5,110	8.5%
2200	Principal Office	134,376	144,670	147,997	3,327	2.3%
2250	Building Technology	37,880	49,435	42,106	(7,329)	-14.8%
2300	Teaching	3,590,591	3,825,705	3,923,869	98,164	2.6%
2350	Prof. Development	85,839	81,440	81,440	-	0.0%
2400	Textbooks	-	4,500	10,500	6,000	133.3%
2451	Instructional Tech.	101,150	136,489	144,314	7,825	5.7%
2500	Library & Media	71,631	72,957	76,347	3,390	4.6%
2700	Guidance/Psych	112,896	115,693	127,924	12,231	10.6%
3100	Attendance	-	-	1,500	1,500	
3200	Health Services	57,203	57,545	59,045	1,500	2.6%
3300	Transportation	352,630	348,329	335,987	(12,342)	-3.5%
3400	Food Services	38,792	38,791	39,172	381	1.0%
4130	Utilities	152,059	179,938	179,938	-	0.0%
4220	Maintenance	239,211	236,648	240,533	3,885	1.6%
4400	Network & Technology	19,560	15,452	19,057	3,605	23.3%
5100	Retirement	107,234	86,039	-	(86,039)	-100.0%
6300	Crossing Guards	5,359	5,872	5,930	58	1.0%
7000	Capital	28,848	19,643	34,693	15,050	76.6%
9000	Tuition to other districts	597,916	548,030	426,681	(121,349)	-22.1%
	TOTALS	\$ 6,120,602	\$ 6,368,109	\$ 6,325,049	\$ (43,060)	-0.7%
Less Funding sources:						
	School Choice	116,145	175,000	120,000	(55,000)	-31.4%
	Circuit Breaker	96,415	88,921	103,600	14,679	16.5%
	Grants	182,773	116,437	113,129	(3,308)	-2.8%
	Fee Programs	126,353	185,000	190,000	5,000	2.7%
	Totals	\$ 521,686	\$ 565,358	\$ 526,729	\$ (38,629)	-6.8%
	Town Appropriation	\$ 5,598,916	\$ 5,802,751	\$ 5,798,320	\$ (4,431)	-0.1%

ARTICLE 7 TRANSFER TO STABILIZATION FUND

(Two-thirds vote required)

I move to transfer the sum of Two Hundred Thousand Dollars (\$200,000) from Overlay Surplus to the Stabilization Fund.

ARTICLE 8 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND

(Majority vote required)

I move to transfer the sum of One Hundred Thousand Dollars (\$100,000) from Overlay Surplus to the OPEB Trust Fund.

**ARTICLE 9 CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS
(ORIGINAL SECTION)**

(Two-thirds vote required)

I move to appropriate the sum of Thirty-five Thousand Dollars (\$35,000) for the purpose of replacing the windows in the original section of town hall with insulated, energy efficient windows, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Thirty-five Thousand Dollars (\$35,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**ARTICLE 10 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE –
INSPECTOR OF BUILDINGS**

(Majority vote required)

I move to transfer from free cash the sum of Twenty Thousand (\$20,000) for the purpose of replacing the Building Inspector's seventeen year old vehicle.

ARTICLE 11 COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE DEPARTMENT RADIO GRANT

(Majority vote required)

I move to transfer from free cash the sum of Thirty-five Thousand (\$35,000) for the purpose of: 1) hiring a consultant to do a design study for an integrated, interoperable public safety radio communications system and, 2) providing the town's share of a grant-funded purchase of new radio equipment which will be used by the fire department as an essential element of the new integrated, interoperable public safety radio communications system.

ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT

(Two-thirds vote required if borrowing)

I move to appropriate the sum of Forty-seven Thousand Five Hundred Dollars (\$47,500) for the purpose of acquiring and equipping an emergency response command vehicle for the Fire Department, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Forty-seven Thousand Five Hundred Dollars (\$47,500) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE - FIRE DEPARTMENT

(Two-thirds vote required)

I move to appropriate the sum of Two Hundred Twenty Thousand Dollars (\$220,000) for the purpose of replacing (acquiring and equipping) the ambulance for the Fire Department, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Two Hundred Twenty Thousand Dollars (\$220,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT

(Majority vote required)

I move to transfer the unexpended balance of Three Thousand Two Hundred Ten Dollars (\$3,210) from Article 21 of the May 2012 Annual Town Meeting (*Installation of Central Air Conditioning at Fire Station*) and to transfer from Free Cash the sum of Eight Thousand Four Dollars (\$8,004) for the purpose of acquiring self-contained breathing apparatus (air-paks) for the Fire Department.

ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – FOUR WHEEL DRIVE ALL TERRAIN MOWER – DPW

(Two-thirds vote required)

I move to appropriate the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of acquiring a four wheel drive all terrain mower for the DPW to replace the existing mower, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow One Hundred Thousand Dollars (\$100,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW

(Two-thirds vote required)

I move to appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of acquiring two replacement roll-off containers to be used at the Transfer Station, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Twenty Thousand Dollars (\$20,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 17 CAPITAL IMPROVEMENTS – REPLACEMENT OF TWO HVAC SYSTEMS – POLICE STATION

(Two-thirds vote required)

I move to transfer the unexpended bond proceeds in the amount One Thousand Four Hundred Seventy-eight Dollars and eleven cents (\$1,478.11) from Article 17 of the May 2011 Annual Town Meeting (*Fire Department - Replace Roof and Insulation*), transfer the unexpended bond proceeds in the amount of One Thousand Three Hundred Forty-two Dollars (\$1,342) from Article 22 of the May 2011 Annual Town Meeting (*Blanchard Memorial School Gymnasium School Flooring*), and to appropriate the sum of Thirty-two Thousand One Hundred Seventy-nine Dollars and eighty-nine cents (\$32,179.89) for the purpose of installing heating, ventilation and air conditioning units at the Police Station that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Thirty-two Thousand One Hundred Seventy-nine Dollars and eighty-nine cents (\$32,179.89) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 18 CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT

(Majority vote required)

I move to transfer from free cash the sum of Thirty-eight Thousand Three Hundred Forty Dollars (\$38,340) for the purpose of acquiring two-way radios and related equipment necessary for the installation and operation thereof for the Police Department.

ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC CONTROL DEVICES - POLICE DEPARTMENT

(Majority vote required)

I move to transfer from Overlay Surplus the sum of Thirteen Thousand Dollars (\$13,000) for the purpose of acquiring electronic control devices (“tasers”) for the Police Department.

ARTICLE 20 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL

(Two-thirds vote required)

I move to appropriate the sum of Ninety Thousand Dollars (\$90,000) for the purpose of removing and replacing windows at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Ninety Thousand Dollars (\$90,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 21 CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL

(Two-thirds vote required)

I move to appropriate the sum of Forty Thousand Dollars (\$40,000) for the purpose of installing upgraded security systems at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Forty Thousand Dollars (\$40,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

ARTICLE 22 CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY

(Majority vote required)

I move to transfer from free cash the sum of Forty Thousand Dollars (\$40,000) for the purpose of replacing concrete sidewalks at the entrances of the Blanchard Memorial School and the Sargent Memorial Library.

ARTICLE 23 CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

I move to pass over Article 23.

ARTICLE 24 CAPITAL IMPROVEMENTS – STEELE FARM BARN

(Majority vote required)

I move to transfer from free cash the sum of Forty Thousand Dollars (\$40,000), for the purpose of providing for restorative carpentry work (including siding repairs, doors, and windows) and painting of the Steele Farm barn.

ARTICLE 25 CONSERVATION TRUST FUND

(Majority vote required)

I move to transfer from free cash the sum of Five Thousand (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

ARTICLE 26 ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS

(Two-thirds vote required)

I move to amend the Town’s Zoning Bylaw by adding a new Section 7900, Temporary Moratorium On Medical Marijuana Treatment Centers, that would provide as follows, and further to amend the Table of Contents to add Section 7900, “Temporary Moratorium on Medical Marijuana Treatment Centers”, as printed in the Annual Town Meeting warrant under Article 26.

Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers

Section 7901 Purpose

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

Section 7902 Definition

“Medical Marijuana Treatment Center” shall mean a “not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”

Section 7903 Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

ARTICLE 27 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004

(Two-thirds vote required)

I move to amend the Boxborough Zoning Bylaw Section 4003(1) Residential Uses to change two-family dwellings reserved exclusively for elderly occupancy from an allowed use to a special permit use in the Town Center District, as printed in the Annual Town Meeting warrant under Article 27.

4003(1) RESIDENTIAL USES	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Two-family dwelling, reserved exclusively for elderly occupancy	SP	N	N	SP ¹	N	SP P	N

and further to amend Sections 4301, 4302, and 4303 of the Boxborough Zoning Bylaw to add the ***bold, italicized*** language and delete the strikethrough language as follows:

4301 Single-Family Dwellings and Two-Family Dwellings Reserved Exclusively for Elderly Occupancy in the Town Center District

In order to promote mixed uses in the Town Center District and to discourage the conversion of a majority of undeveloped Town Center land to residential uses, single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** shall only be permitted ***in the Town Center District*** by special permit in conjunction with ~~non-residential commercial~~ development in a Mixed Use Development.

4302 Applicability

The Planning Board shall be the special permit granting authority for single-family dwellings ***and two-family dwellings reserved exclusively for elderly occupancy*** in the Town Center ***District***. Single-family dwellings in existence prior to the effective date of this Bylaw shall not be subject to this Bylaw nor shall any extension or alteration to any existing single-family dwelling or a single-family dwelling previously approved under this Bylaw, provided that such extension or alteration complies with the applicable dimensional requirements of the Zoning Bylaw. Building permits for new single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** may be withheld unless ***the*** dwellings comply with the provisions of the Bylaw and any special permit rendered hereunder.

New single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** may only be permitted ***in the Town Center District*** as part of a Mixed Use Development. Mixed Use Developments may include any use permitted as of right in the Town Center District, or any use for which a special permit has been granted by the Board of Appeals. ~~as well as single-family dwellings.~~

4303 Criteria

Prior to the issuance of a special permit for single-family dwellings, ***and/or two-family dwelling reserved exclusively for elderly occupancy*** in a Mixed Use Development, the Planning Board shall find the following:

- (1) The proposal is consistent with the current Master Plan;
- (2) The proposal meets all the applicable dimensional requirements of the Zoning Bylaw;
- (3) The proposed commercial uses are compatible with ***the*** ~~single-family~~ residential uses;
- (4) No more than 30 percent of the Gross Floor Area of the Mixed Use development may be used for ***residential*** ~~single-family~~ purposes;

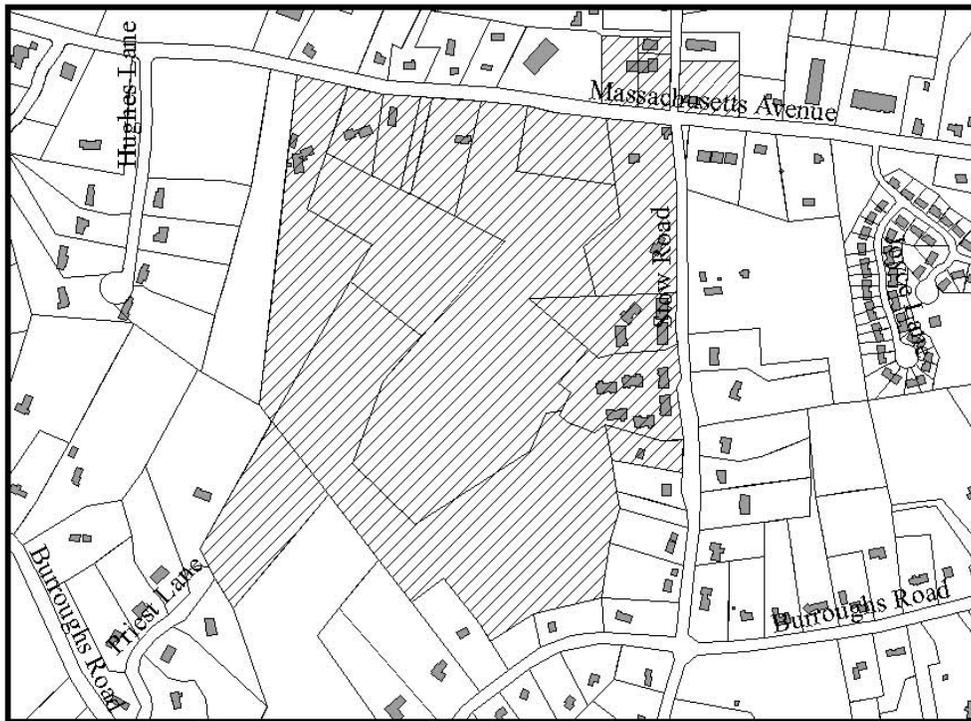
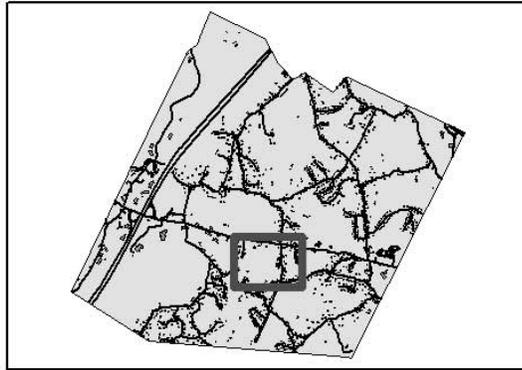
- (5) The commercial development will be constructed at the same or greater pace than the residential development on a square footage basis;
- (6) Each single-family dwelling is located on its own lot;
- (7) Buildings meet the architectural standards in Section 80076(9) for the Town Center District.

and further to delete subsection (1) of Section 5004 of the Boxborough Zoning Bylaw, as follows:

~~5004—Supplementary Intensity Regulations~~

- ~~(1) For multi family dwelling in TC district reserved exclusively for elderly occupancy, density not to exceed 10 units/80,000 sq. ft. land area.~~

Town Center District



ARTICLE 28 ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT

(Two-thirds vote required)

I move to amend the Boxborough Zoning Bylaw Section 4107 Accessory Apartment by adding the ***bold, italicized*** language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 28.

4107 Accessory Apartment

As provided herein, the ***Building Inspector*** ~~Planning Board~~ may grant ~~in the 1st year up to 20 permits and thereafter~~ a total of 5 permits each calendar year for accessory apartments meeting the requirements set forth herein. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) *Accessory Apartments Allowed By **Building Permit and Certificate of Use and Occupancy***

The ***Building Inspector*** ~~Planning Board~~ may grant a ***building permit and a Certificate of Use and Occupancy*** ~~Special Permit~~ for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and,
- (b) provided that all of the following additional requirements are met:
 - 1. No more than one accessory apartment may be located on the lot.
 - 2. The accessory apartment shall be a use secondary and incidental to the single family dwelling on the lot, and shall contain no more than 600 square feet of habitable space.
 - 3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
 - 4. ~~Either~~ The single-family dwelling ~~and/or~~ the accessory apartment shall be occupied by ***either*** the owner of the lot, ***the owner's family members, or in-home care providers for said owner or their family members.*** For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
 - 5. The private water and on-site sewage disposal systems shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
 - 6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
 - 7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
 - 8. Two (2) off-street parking spaces shall be provided for the accessory apartment.

9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
- ~~10. The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.~~
- 104.* The number of occupants in the accessory apartment shall be limited to three people.

ARTICLE 29 GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW

(Majority vote required)

I move to amend Section 1 of the Finance Committee Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 29.

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of ***no fewer than five (5) and no more than nine (9) members, all of whom shall be citizens registered voters*** of the Town, ~~other than Town officers, appointed or elected.~~ ***No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the*** The Moderator shall appoint ~~nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter three (3) members~~ ***to staggered terms*** each year for a term of three (3) years, ~~the terms of said members to expire on the last day of June.~~ ***A quorum of the Finance Committee shall be a majority of the number of members currently serving.*** No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

As amended, Section 1 shall read:

There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no fewer than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town . No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint members to staggered terms. A quorum of the Finance Committee shall be a majority of the number of members currently serving. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

ARTICLE 30 GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW

(Majority vote required)

I move to amend the Dog Control Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 30, and further, by deleting

~~"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.~~

A. Underlying Philosophy:

All citizens are entitled to fully enjoy their property and the public ways and lands. Those citizens who own or keep dogs are entitled to enjoy their animals, but only to the extent that such animals do not unreasonably impinge upon the activities of other persons.

B. Bylaw:

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others ***or to constitute a nuisance or danger in any other way. Any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.***

C. Responsibility for Enforcement:

Responsibility for enforcing the bylaw and the provisions of the General Laws concerning dogs in Chapter 140 is vested with the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats***, any police officer of the Town of Boxborough, in an emergency, or any other person so appointed by the Board of Selectmen. ***In addition to any powers or authority granted under Chapter 140 of the General Laws, in*** order to carry out this responsibility effectively they are empowered to:

1. Consider all complaints that the bylaw or other provisions of the General Laws relating to dogs have been violated;
2. Catch and impound dogs, order dogs muzzled or restrained, dispose of dogs ***in accordance with applicable provisions of Chapter 140 of the General Laws***, issue citations for violations of the bylaw, or take such other actions as shall be necessary to enforce the bylaw and the provisions of the General Laws, ***including filing a complaint with the selectmen pursuant to M.G.L. Chapter 140, Section 157.***
3. Any person may make a written complaint to the selectmen that any dog owned or kept within the Town of Boxborough is a ~~nuisance~~ ***Nuisance Dog or a Dangerous Dog***, as ***those terms are*** defined in ~~Section F of this bylaw.~~ ***M.G.L. Chapter 140, Section 157.*** The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination ~~on~~ ***under*** oath of the complainant ***at a public hearing in the municipality to determine whether the dog is a Nuisance Dog or a Dangerous Dog***, and ~~may~~ ***shall*** make such order concerning the restraint or disposal of such dog as ~~may be deemed necessary.~~ ***provided in M.G.L. c.140, Section 157.*** Violations of such orders shall be subject to the enforcement provisions of ~~Section D of this bylaw~~ ***M.G.L. Chapter 140, Section 157 and 157A, Section D of this bylaw and/or any other remedy available at law or equity.***

D. Fines

~~The provisions of Non-Criminal Disposition,~~ ***In accordance with M.G.L. Chapter 140, Section 173A, and General Law M.G.L. Chapter 40, Section 21D, Non-Criminal Disposition Fines*** may be used to enforce this bylaw. ~~The Dog Officer~~ ***Animal Control Officer – Dogs and Cats***, any police officer of the Town of Boxborough or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, per dog, shall be as follows:

First offense:	Written warning, no fine
Second offense:	Fifteen Dollars (\$15.00) Fifty Dollars (\$50.00)
Third offense:	Twenty five Dollars (\$25.00) Sixty Dollars (\$60.00)
Subsequent offenses:	Fifty Dollars (\$50.00) One Hundred Dollars (\$100.00) for each offense.

Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the ~~commercial kennel or animal hospital~~ **Animal Control Officer – Dogs and Cats** a boarding charge of not less than ~~ten dollars (\$10.00)~~ **forty dollars (\$40.00)** per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

The Town may enforce this Bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.

E. Violation Abatement or Good Behavior Abatement

After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.

F. Definitions of Terms Used in Dog Control Bylaw

"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.

~~"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:~~

- ~~● biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper~~
- ~~● exhibiting a vicious disposition or excessive barking or other disturbance~~
- ~~● chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper~~
- ~~● chasing or jumping upon any vehicle on a public way~~
- ~~● attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper~~
- ~~● damaging property other than that of the owner or keeper~~
- ~~● defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog~~
- ~~● running free on school property during school hours; except those animals certified by the Massachusetts Commission for the Blind or the Director of the Office of Deafness to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~

ARTICLE 31 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW

(Majority vote required)

I move to amend the Dog Licensing Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 31.

Section 1. All dogs ***six months or older*** in the Town of Boxborough shall be licensed by the Town Clerk ***annually*** beginning January 1st and not later than March 10th of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its ~~owner's~~ ***owners*** or keeper's property. ***The License Period shall be January 1 to December 31 of each calendar year.***

Section 2. Fees for dog licenses are:

Spayed /Neutered	\$10.00
Un-neutered <i>Intact</i>	\$15.00
Kennel up <i>Up</i> to 4 dogs	\$25.00
Kennel 5 - 10 dogs	\$50.00
Kennel 11+ dogs	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by the March 10 deadline in any year, shall be subject to a penalty of ~~five (\$5.00)~~ ***fifty dollars (\$50.00)*** ***per dog*** to be payable to the Town Clerk upon demand by the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats***, in addition to the license fee; ~~and said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.~~ ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.***

Section 4. Any person who by March 20 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~twenty five (\$25.00)~~ ***seventy-five*** dollars (***\$75.00***) ~~to be collected as provided in Section 3 of this bylaw~~ ***per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats***, in ***addition to the license fee.*** ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.***

Section 5. Any person who by March 30 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats*** by certified ***and regular*** mail for immediate payment of the license fee, ~~\$25~~ ***one hundred dollars (\$100.00)*** fine ***per dog*** and the cost of the postage. ***Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.*** Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

ARTICLE 32 ESTABLISH VETERANS TAX WORK OFF PROGRAM

(Majority vote required)

I move to accept G.L. c. 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran’s tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by

- 1) allowing an approved representative for persons physically unable to provide such services to the Town; or
- 2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00.

CONSENT AGENDA – BOS CHAIR, LES FOX

[This assumes that none are held]

I move to approve the consent agenda, articles 33 through 35, inclusive, as printed in the Annual Town Meeting warrant under articles 33 through 35 inclusive.

IF ANY ARE HELD, THE MOTIONS WOULD BE AS NOTED ON THE PAGES THAT FOLLOW

ARTICLE 33 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

I move to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals.

ARTICLE 34 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

I move to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws.

ARTICLE 35 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

I move to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens' plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2015 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2015 to pay for expenses not yet completed
Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$50,000	Carryover to FY 2015
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
	majority vote of the Commission				
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2015 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2015 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed

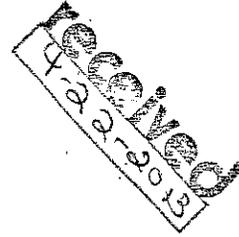
62

(formerly 72) ✓ BOS
TA

To: Phyllis Tower, Dog Officer

From: Norman Hanover
71 Boxmill Road
Boxborough, MA

N. Hanover



CC: Board of Selectmen
Selina Shaw, Town Administrator

Date: April 22, 2013

On Friday morning at 9:30 my wife and I were walking on Guggins Lane when a large yellow dog aggressively approached us from 72 Guggins Lane. The home owner, Joe Crowley, came out and took the dog away. The dog had a collar and retractable leash but no one was holding the leash. Crowley was doing yard work when the dog left his property.

When I mentioned to Crowley that the Town did not have a leash law but that dogs need to be under the owner's control, Crowley swore at my wife and me. This included the F*** bomb. I told him that swearing was inappropriate behavior. There was no apology for the dog.

Unfortunately this is not the first problem my wife and I have had with this dog. Although the dog is seldom out alone, on at least 2 other occasions the dog has run at me aggressively, jumped on me and drawn blood with its claws. After the last incident this was reported to the dog officer.

This letter is a request for the Town and dog owner to better restrain this dog in accordance with the Boxborough Dog Control Bylaw. The dog and its owner have not been in compliance with the following sections of the Bylaw:

B. Bylaw:

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others.

"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:

- biting, attacking or threatening the health or safety of any person*
- chasing, jumping upon, or running into any person on foot, on bicycle or in a vehicle*

Accompanying this letter is a copy of the Boxborough "Complaint – Vicious or Barking Dog" form.

TOWN OF BOXBOROUGH



COMPLAINT
VICIOUS or BARKING DOG
M.G.L. Chapter 140 § 157

TO: Phyllis Tower, Dog Officer
29 Middle Road
Boxborough, MA

Date: April 22, 2013

RE: Dog's name: Shelby
Description: (breed,color,etc.): tan retriever
Name of Person who owns or harbors: Joe Crowley
Address (if known): 72 Guggins Lane

I, Norman Hanover, of 71 Box mill Road, Boxborough MA make a
[name] [address] [town/city]

complaint that a dog or dogs described above, constitute a nuisance because (Select all that apply) :

- It has a vicious disposition - State facts here: On April 19 the dog charged my wife and I while we were walking on Guggins Lane
- It barks excessively - State facts here: _____
- It causes the following other disturbances - State facts here: Previously the dog charged me, jumped on me and broke my skin with its claws.
- It is a source of annoyance to a sick person residing in the vicinity.

Sick Person's name: _____

Sick Person's Address: _____

State facts here: _____

Please use the back of this document if you need to provide further information.

I, therefore, respectfully request that an investigation be undertaken pursuant to the provisions of Massachusetts General Law Chapter 140 § 157, resulting in the issuance of any order necessary to abate the above-noted nuisance. I understand that this obligates me to attend a hearing and provide testimony under oath and I intend to make myself available for this purpose.

This complaint is made under the pains and penalties of perjury.

Complaint's signature: N. Hanover

Phone (H): 978-263-3250 (W): _____

6 b

(formerly 7b) Page 1 of 1

Selina S. Shaw

From: AB [ab1712@yahoo.com]
Sent: Tuesday, April 23, 2013 2:24 PM
To: Selina S. Shaw
Subject: Request for Parade Permits

Dear Selina:

The Public Celebrations Committee requests from the Board of Selectmen permits for this year's Memorial Day and Fifer's Day parades. Also requested is the waiver of any and all fees.

Both parades are being planned to duplicate the recent routes and times. For Memorial Day we will follow the drop off plan used last year that included dropping off marchers at Picnic/Hill or Middle/Hill. This approach greatly reduced traffic and safety issues and is supported by Chief Ryder as well.

Memorial Day (May 27 this year) steps off at 8:30am from Hill Rd at Wetherbee Lane and pauses at North Cemetery, then proceeds down Middle Rd. to Town Hall for another reflection before continuing across Massachusetts Avenue and on to South Cemetery for the final part of the observance. Fifer's Day (June 15) leaves the Police, Fire, School area of Mass. Ave. at 11:00 heading to Stow Rd. and proceeds down Stow Rd. and onto Flerra Meadows.

We thank the Board for their consideration and look forward to their participation in both events as well.

For the PCC,
Trena Minudri, Chair

4/23/2013

Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassHighway will make the final determination regarding Access Permit Application type and category.

1. Town/City: BOXBOROUGH
2. State Highway route number and/or name: Route 111 - Massachusetts Avenue
3. Locns/Property Address: Intersection of Route 111 - Mass.Ave and Middle and Stow Roads, Boxborough, MA 01719
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
To close Route 111/Mass.Ave. for approximately 10-15 minutes for our Town's annual Memorial Day Parade on Monday, May 27, 2013.
The parade will start off at 8:30 a.m. from Hill Road at Wetherbee Lane, pauses at N. Cemetery, and then proceeds down Middle Road to Town Hall, across
Massachusetts Avenue (Route 111) to Stow Road, ending at South Cemetery at approximately 10:00 a.m.
5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):

6. Dig Safe number: N/A

7. Applicant Information ¹ (See footnote below.)
 Name Selina S. Shaw, Town Administrator
(on behalf of the Town of Boxborough)
 Mailing Address 29 Middle Road
Boxborough, MA 01719
 Telephone 978-263-1116 x 101
 Fax 978-264-3127
 Email selina.shaw@town.boxborough.ma.us
 Signature _____
 Print Name Selina Shaw
 Date _____

8. Property Owner
 Name _____
 Mailing Address _____
 Telephone _____
 Fax _____
 Email _____
 Signature _____
 Print Name _____
 Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|--|--|
| 1. Application number: _____ | 6. Section 61 Finding date: _____ |
| 2. Date received: _____ | 7. Mass. Historic Action (yes or no) _____ |
| 3. Fee amount (non-refundable): _____ | 8. Plans returned to DHD: _____ |
| 4. Completeness Pre-Review date: _____ | 9. Permit Type/Category: _____ |
| 5. MEPA required (yes or no) _____ | 10. Application complete date: _____ |
| ENF-EOEEA Cert. # _____ | 11. Permit written date: _____ |
| EIR-EOEEA Cert. # _____ | 12. Permit issued date: _____ |
| Other-EOEEA Cert. # _____ | 13. Permit denied: _____ |
| | 14. Permit Recording date at Registry of Deeds _____ |

**Instructions for completing
Application for Permit to Access State Highway**

GENERAL INSTRUCTIONS

MassHighway is granted authority to issue State Highway Access Permits by M.G.L. Chapter 81, Section 21. MassHighway adopted 720 CMR 13.00 under the authority of M.G.L. c.81, §21 and M.G.L. c.85 §2. 720 CMR 13.00 supersedes the Standard Operating Procedures for Review of State Highway Access Permits dated November 30, 1971 and board vote of September 17, 1991.

ACCESS is generally defined but not limited to:
Any physical work performed within the State Highway Layout.

This application governs issuance of the two types of access permit Applications, Non-Vehicular and Vehicular, which are issued under three categories:

- Category I Minor Vehicle Access Permits
- Category II Major Vehicular Access Permits
- Category III Complex Vehicular Access Permits

Please refer to the MassHighway Access Permit Submittal Checklist for details regarding permit types and submittals required.

FEES:

A check payable to **MassDOT** for the appropriate permit application fee must accompany the permit application. Fees are non-refundable.

Fee schedule for Access and Utility Payments:

Residential Access Permits

5 units or less \$25.00
From 6 to 49 units \$100.00
Greater than 49 units \$2000.00

Non-Residential Access Permits

Less than 25,000 square feet \$500.00
From 25,000 to 300,000 square feet \$1000.00
From 300,000 to 750,000 square feet \$2000.00
Greater than 750,000 square feet \$3000.00

Non-Municipal Utility Permits not in conjunction with Access Permits:

Annual blanket utility permit \$500.00
Capital improvements to a utility \$500.00

SPECIFIC INSTRUCTIONS (print or type)

Line 1:

List Name of municipality in which access is sought.

Line 2:

List name or number of State Highway Route(s) to which access is sought.

Line 3:

List Locus/Property address.

Line 4:

Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought.

Example 1: Private single family residence at 100 State Road. Approximate size of proposed building 2500 s.f. Approximate lot size 0.75 acres.

Example 2: 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx lot size 67 acres.

Line 5:

Briefly describe the proposed work to be performed within the State Highway Layout.

Example 1: Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.

Example 2: Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.

Line 6:

A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. **NOTE:** A Dig Safe number must be obtained by calling 1-888-DIG-SAFE (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

Line 7:

Individual or business making application must complete the required information, including application date and signature.

Line 8:

Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One

270 Pittsfield Road
Lenox, MA 01240
Tel. (413) 637-5700
Fax (413) 637-0309

District Four

519 Appleton Street
Arlington, MA 02174
Tel. (781) 641-8300
Fax (781) 646-5115

District Two

811 North King Street
Northampton, MA 01060
Tel. (413) 582-0599
Fax (413) 582-0596

District Five

1000 County Street
Taunton, MA 02780
Tel. (508) 824-6633
Fax (508) 880-6102

District Three

403 Belmont Street
Worcester, MA 01604
Tel. (508) 929-3800
Fax (508) 799-9763

District Six

To be determined.

Highway Division Website:

www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassHighway will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE - CHECK ONE

NON-VEHICULAR:

Non-Vehicular - Fill out Part B

VEHICULAR:

Category I – Minor Vehicle Access Permits: Fill out Part C-I

Category II – Major Vehicle Access Permits: Fill out Part C-I and Part C-II

Category III – Complex Vehicle Access Permits: Fill out Part C-I and Part C-III

2. APPLICATION TYPE (Check all applicable boxes.)

Application complete

Permit corresponds to appropriate MassHighway District

Non-refundable check or money order in correct amount payable to: **MassDOT**

Evidence certifying property owner(s) consent

Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)

Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required Submittals:

Map of route

Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

If requesting connection or discharge to any MassHighway drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required Submittals:

EXISTING PROJECT: reference(s) to the documents and plans already filed with MassHighway for the affected project

NEW PROJECT/UTILITY WORK:

Required Submittals:

Engineered Plan(s) including method of crossing Highway

Traffic Management Plan (if applicable)

(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

Tree Cutting or Landscaping Plan (if applicable)

Vegetative Plan including plant species and maturity size (if applicable)

Blasting Plan (contact District Personnel for additional information)

GREY:
DOT
USE
ONLY

PART C-I: VEHICULAR PERMITS

CATEGORY I – Minor Vehicular Access Permits

Required Submittals:

- Engineering Plans
- ENF - (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassHighway baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required Submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stonewalls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET/SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

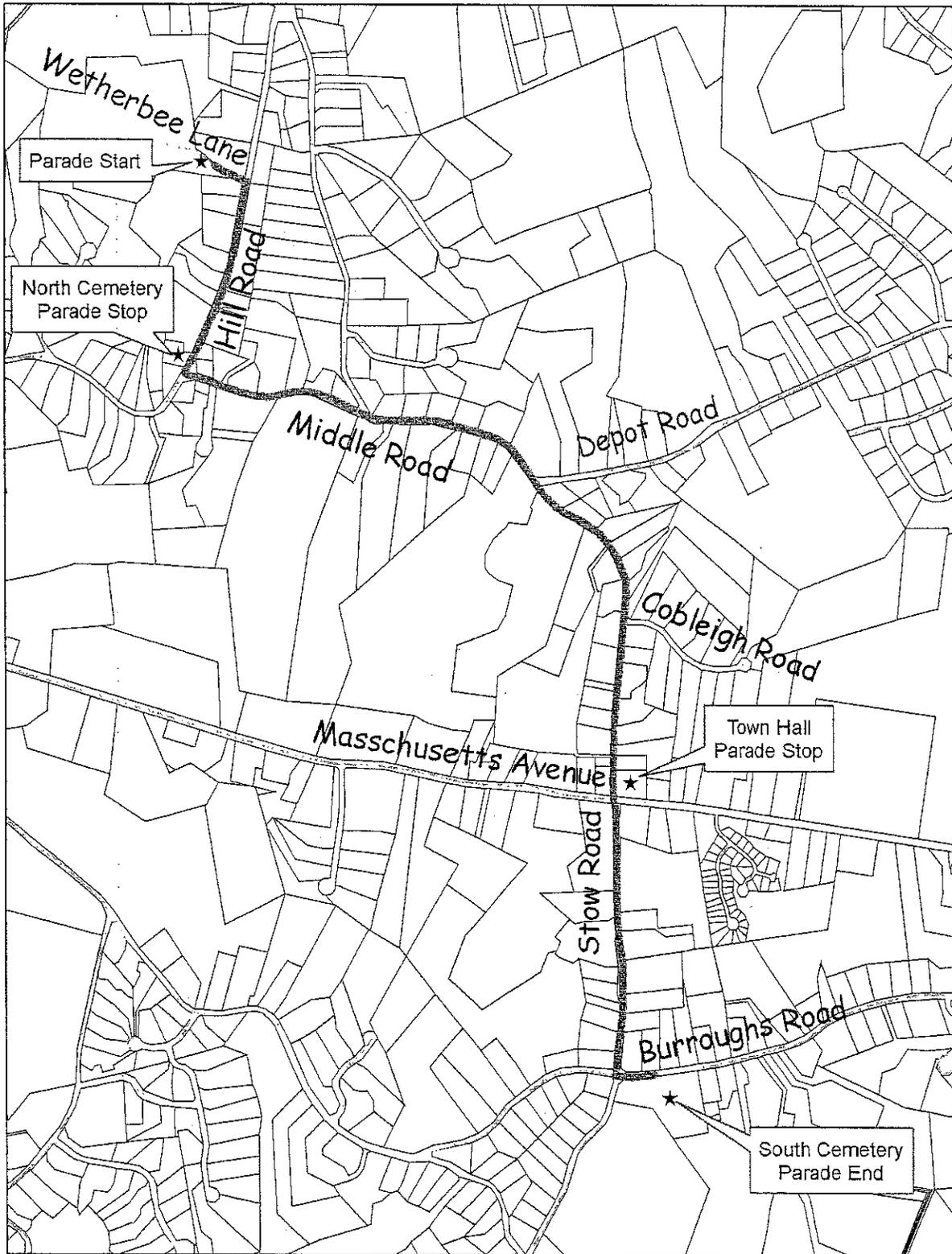
Required Submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City or Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

Town of Boxborough Memorial Day Parade



 Memorial Day Parade Route

Application for Permit to Access State Highway

This Access Permit Application, including the attached Access Permit Submittal Checklist, must be completed in full by the Applicant. Instructions for this page are located on page 2. Descriptions of the two types of access permits and related categories are located on page 6. MassHighway will make the final determination regarding Access Permit Application type and category.

1. Town/City: BOXBOROUGH
2. State Highway route number and/or name: Route 111 - Massachusetts Avenue
3. Locus/Property Address: Route 111 - Mass.Ave Boxborough, MA 01719
4. Description of property and/or facility for which access is sought (attach additional sheets if necessary):
To close Route 111/Mass.Ave. for approximately 15 minutes for our Town's annual Fifer's Day Parade on Saturday, June 15, 2013, with a rain date of June 16th.
The parade will step off at 11:00 a.m. from the Blanchard Memorial School, located on Route 111 (at 493 Mass. Ave.), and then proceed along Route 111 for
approximately one-half mile, then turn left onto Stow Road (crossing Route 111), where it will continue until it reaches Fiera Field at approximately 12:00 p.m.
5. Description of work to be performed within State Highway Layout (attach additional sheets if necessary):

6. Dig Safe number: N/A
7. Applicant Information ¹ (See footnote below.)
 Name Selina S. Shaw, Town Administrator
(on behalf of the Town of Boxborough)
 Mailing Address 29 Middle Road
Boxborough, MA 01719
 Telephone 978-263-1116 x 101
 Fax 978-264-3127
 Email selina.shaw@town.boxborough.ma.us
 Signature _____
 Print Name Selina Shaw
 Date _____
8. Property Owner
 Name _____
 Mailing Address _____
 Telephone _____
 Fax _____
 Email _____
 Signature _____
 Print Name _____
 Date _____

Return completed application, including Submittal Checklist, to the District Highway Director for your town/city. Refer to reverse side for appropriate address.

For office use only. Do not write below this line.

- | | |
|--|--|
| 1. Application number: _____ | 6. Section 61 Finding date: _____ |
| 2. Date received: _____ | 7. Mass. Historic Action (yes or no) _____ |
| 3. Fee amount (non-refundable): _____ | 8. Plans returned to DHD: _____ |
| 4. Completeness Pre-Review date: _____ | 9. Permit Type/Category: _____ |
| 5. MEPA required (yes or no) _____ | 10. Application complete date: _____ |
| ENF-EOEEA Cert. # _____ | 11. Permit written date: _____ |
| EIR-EOEEA Cert. # _____ | 12. Permit issued date: _____ |
| Other-EOEEA Cert. # _____ | 13. Permit denied: _____ |
| | 14. Permit Recording date at Registry of Deeds _____ |

¹ If an agent is representing an Applicant, the application must include a notarized letter from the Applicant outlining the specified duties and responsibilities of the agent. Where work is proposed on a utility, the utility department must sign the application as the Applicant(s).

**Instructions for completing
Application for Permit to Access State Highway**

GENERAL INSTRUCTIONS

MassHighway is granted authority to issue State Highway Access Permits by M.G.L. Chapter 81, Section 21. MassHighway adopted 720 CMR 13.00 under the authority of M.G.L. c.81, §21 and M.G.L. c.85 §2. 720 CMR 13.00 supersedes the Standard Operating Procedures for Review of State Highway Access Permits dated November 30, 1971 and board vote of September 17, 1991.

ACCESS is generally defined but not limited to:
Any physical work performed within the State Highway Layout.

This application governs issuance of the two types of access permit Applications, Non-Vehicular and Vehicular, which are issued under three categories:

- Category I Minor Vehicle Access Permits
- Category II Major Vehicular Access Permits
- Category III Complex Vehicular Access Permits

Please refer to the MassHighway Access Permit Submittal Checklist for details regarding permit types and submittals required.

FEES:

A check payable to **MassDOT** for the appropriate permit application fee must accompany the permit application. Fees are non-refundable.

Fee schedule for Access and Utility Payments:

Residential Access Permits

5 units or less	\$25.00
From 6 to 49 units	\$100.00
Greater than 49 units	\$2000.00

Non-Residential Access Permits

Less than 25,000 square feet	\$500.00
From 25,000 to 300,000 square feet	\$1000.00
From 300,000 to 750,000 square feet	\$2000.00
Greater than 750,000 square feet	\$3000.00

Non-Municipal Utility Permits not in conjunction with Access Permits:

Annual blanket utility permit	\$500.00
Capital improvements to a utility	\$500.00

SPECIFIC INSTRUCTIONS (print or type)

- Line 1:**
List Name of municipality in which access is sought.
- Line 2:**
List name or number of State Highway Route(s) to which access is sought.
- Line 3:**
List Locus/Property address.
- Line 4:**
Describe property and/or facility. If access is sought under Category II above, briefly describe facility for which access is sought.
- Example 1:* Private single family residence at 100 State Road. Approximate size of proposed building 2500 s.f. Approximate lot size 0.75 acres.
- Example 2:* 500,000 s.f. enclosed shopping mall adjacent to State Route I-290 and Route 20. Approx lot size 67 acres.
- Line 5:**
Briefly describe the proposed work to be performed within the State Highway Layout.
- Example 1:* Remove 50 feet of existing granite curb on south side of highway in order to construct driveway access and modify the roadway geometry to accommodate left-hand turn.
- Example 2:* Excavate 10 foot x 10 foot section of roadway at Station 100+00 in westbound lane in order to install water service to residence at 100 State Street.
- Line 6:**
A Dig Safe number must be provided if the work will commence within 30 days of the filing of the permit. NOTE: A Dig Safe number must be obtained by calling 1-888-DIG-SAFE (1-888-344-7233). If construction within the State Highway Layout does not commence within the period allowed by Dig Safe, a new number must be obtained prior to beginning construction. (www.digsafe.com)

- Line 7:**
Individual or business making application must complete the required information, including application date and signature.
- Line 8:**
Complete this section only if the individual or business making application is other than the property owner of the land for which the permit applies.

Return completed application, submittal checklist and fee to appropriate District Office listed below. Please contact the Permit Engineer at this address if additional information is required.

District One 270 Pittsfield Road Lenox, MA 01240 Tel. (413) 637-5700 Fax (413) 637-0309	District Four 519 Appleton Street Arlington, MA 02174 Tel. (781) 641-8300 Fax (781) 646-5115
District Two 811 North King Street Northampton, MA 01060 Tel. (413) 582-0599 Fax (413) 582-0596	District Five 1000 County Street Taunton, MA 02780 Tel. (508) 824-6633 Fax (508) 880-6102
District Three 403 Belmont Street Worcester, MA 01604 Tel. (508) 929-3800 Fax (508) 799-9763	District Six To be determined.

Highway Division Website:
www.massdot.state.ma.us/highway

Access Permit Submittal Checklist

GREY:
DOT
USE
ONLY

This checklist provides the Applicant with a list of required submittals to obtain an Access Permit. However, additional submittals may be required to issue an Access Permit. All Applicants must fill out Part A and one additional part that correlates to the selected application type. To help identify the application type, please see the descriptions on page 6. Check each box that pertains to your application. MassHighway will make the final determination regarding Access Permit Application type and category.

PART A: ALL APPLICANTS MUST FILL OUT

1. APPLICATION TYPE - CHECK ONE

NON-VEHICULAR:

Non-Vehicular - Fill out Part B

VEHICULAR:

Category I – Minor Vehicle Access Permits: Fill out Part C-I

Category II – Major Vehicle Access Permits: Fill out Part C-I and Part C-II

Category III – Complex Vehicle Access Permits: Fill out Part C-I and Part C-III

2. APPLICATION TYPE (Check all applicable boxes.)

Application complete

Permit corresponds to appropriate MassHighway District

Non-refundable check or money order in correct amount payable to: **MassDOT**

Evidence certifying property owner(s) consent

Notarized Applicant Letter outlining agent's duties and responsibilities (if applicable)

Utility department sign-off as the Applicant(s) (if applicable)

PART B: NON-VEHICULAR PERMITS

IF NO PHYSICAL MODIFICATION to state highway layout – i.e. parade, road race, traffic counts, etc.

Required Submittals:

Map of route

Traffic Management Plan (designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

IF DRAINAGE:

If requesting connection or discharge to any MassHighway drainage system, contact District Personnel for additional information regarding required submittals.

IF CONSTRUCTION, RELOCATION OR REPAIR OF UTILITIES:

Required Submittals:

EXISTING PROJECT: reference(s) to the documents and plans already filed with MassHighway for the affected project

NEW PROJECT/UTILITY WORK:

Required Submittals:

Engineered Plan(s) including method of crossing Highway

Traffic Management Plan (if applicable)

(Designed in accordance with the Road Flagger & Police Regulations: 701 CMR 7.00)

Detour Plan(s) with municipal approval (if applicable)

Tree Cutting or Landscaping Plan (if applicable)

Vegetative Plan including plant species and maturity size (if applicable)

Blasting Plan (contact District Personnel for additional information)

GREY:
DOT
USE
ONLY

PART C-1: VEHICULAR PERMITS

CATEGORY I – Minor Vehicular Access Permits

Required Submittals:

- Engineering Plans
- ENF - (Environmental Notification Form) Certificate (if applicable)

IF RESIDENTIAL DRIVEWAY:

- Detailed plan/sketch showing the drive location in relation to the property lines, MassHighway baselines, distance from nearest mile marker, and an easily identifiable fixed object (distance from telephone poles, mail boxes, other drives, etc.).
- If severe topographic conditions exist, an engineered plan showing the driveway layout, profile and storm water management may be necessary to show that the edge of the proposed drive is protected during and after construction to prevent sediment and debris from entering upon the State Highway Layout (SHLO).

IF COMMERCIAL DRIVEWAY: (where no MEPA review is required)

Required Submittals:

- Two (2) 40 scale plans that include:
 - A. Route Number, Road Name, Property Address
 - B. Property Corners and Bounds
 - C. Lot Line Dimensions, Bearings and Distances
 - D. State Highway Layout Lines (both sides) and Nearest Massachusetts Highway Bounds (if found).
 - E. State Highway Baseline and both edges of roadway including any sidewalks and type of edging, if any, and shoulder information (grass, gravel etc.).
 - F. Any existing drive to be altered or closed shall be indicated. Existing and proposed dimensions should be included for altered drives.
 - G. Information on all proposed drives including radii, widths, handicap ramps, etc. must be shown.
 - H. All existing and proposed buildings, utilities, trees, stonewalls, fences etc., should be labeled and shown in their correct location.
 - I. It is required that all stands, buildings, gasoline pumps and structures of any kind be placed at least 12 feet back from the State Highway Layout Line, since conducting of business within a State Highway Layout is forbidden.
 - J. Complete detail on drainage; all drives should be constructed on a downgrade from the edge of the highway surface or shoulder to the State Highway Layout Line.
 - K. Engineered plans will be required to show that storm flows are not directed into the SHLO, using contour lines, where applicant/owner property elevations are raised from the edge of the highway.
 - L. The plans should identify measures to protect the edge of the proposed drive during and after construction to prevent sediment and debris from entering upon the SHLO.

IF NEW STREET/SUBDIVISION ROAD:

Minor Intersection and Roadway Reconstruction (where no MEPA review is required)

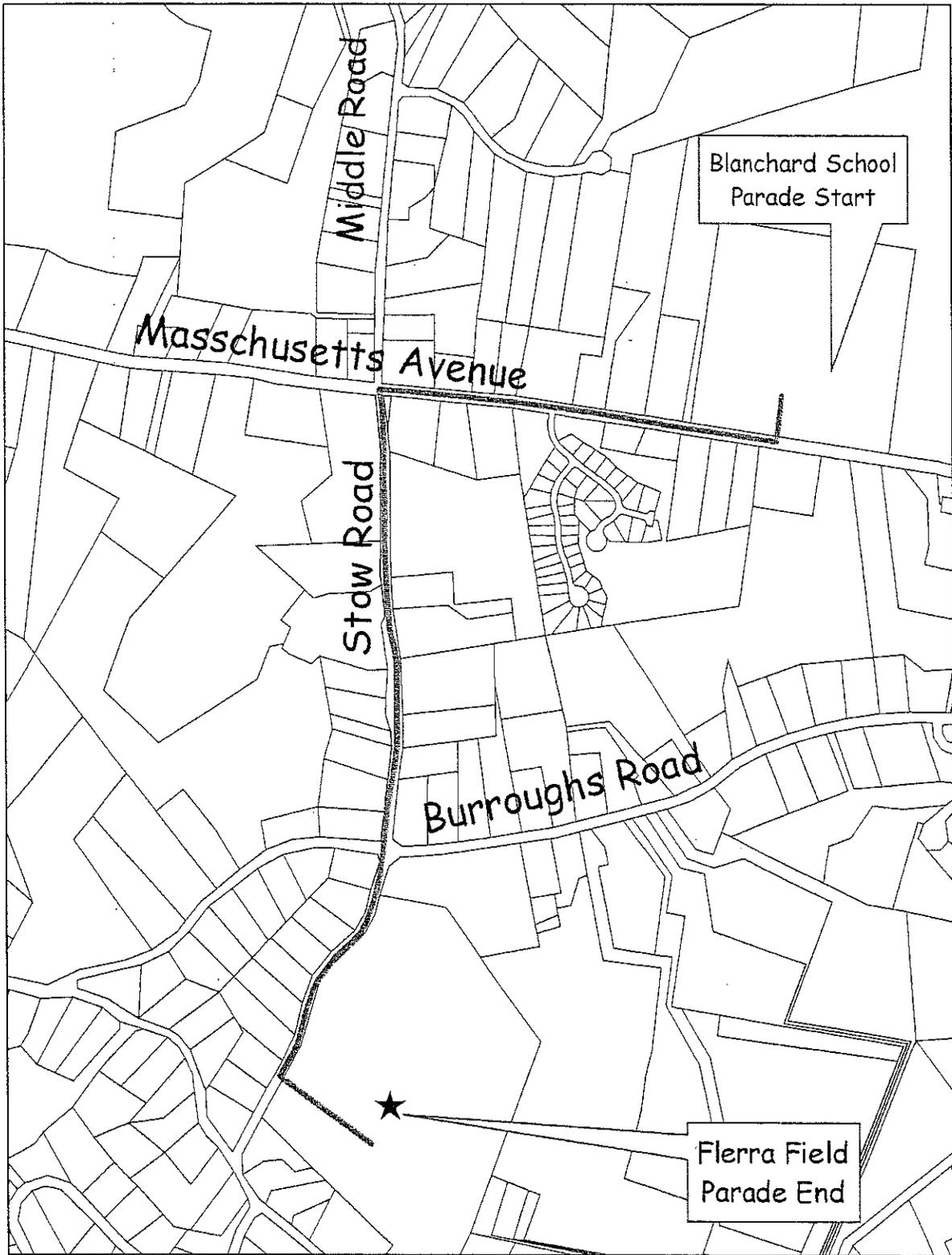
Required Submittals:

- All Commercial Driveway requirements (above) apply in addition to the following: Evidence of acceptance, including its line, grade and proposed drainage, by a local planning board, or other City or Town official with such authority.
- A street/road profile from its nearest high point and plan of drainage.

Please be advised:

- It will be required that all such future street approaches be constructed on a downgrade, where possible, from the edge of highway surface or shoulder to the State Highway Layout Line.
- Common driveway criteria may apply and must be shown on plans as mentioned above.

Town of Boxborough
Fifer's Day Parade



 Fifer's Day Parade Route



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

May 2, 2013

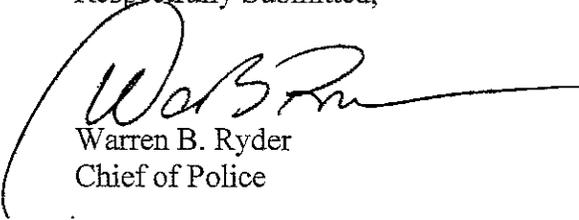
Massachusetts Department of Transportation
District #3
403 Belmont Street
Worcester, Massachusetts 01604

To Whom It May Concern:

In regards to Parade permits for the Town of Boxborough for Memorial Day and Fifer's Day, the Police Department has operational plans in place for both of these events. I have enclosed a copy of maps of the parade routes for both days as well as copies of our operational plans for these events. The plans show the police department staffing as well as the placement of personnel for pedestrian, traffic, and crowd control.

If you have any questions relative to this matter, please feel free to contact me anytime at the Boxborough Police Department.

Respectfully Submitted,


Warren B. Ryder
Chief of Police



Boxborough Police Department

520 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-2628

Fax 978-266-1510

www.boxboroughpolice.com



Warren B. Ryder
Chief of Police

Boxborough Police Department Operational Plan for Public Safety Memorial Day Activities

Purpose:

Annual operational plan to provide for public safety for Memorial Day parade and activities. Specific police officer duties include traffic control; pedestrian safety, crowd control and various other duties as required or assigned.

Activities/Assignments:

Parade: Five (5) Police officers ** (7:00AM – 12:00 Noon/end of parade)

1. One (1) Officer* located at Parade start – Intersection of Hill Rd. / Wetherbee Lane
2. One (1) Officer located at intersection of Hill Rd./Middle Rd.
3. One (1) Officer *located at intersection of Mass Ave/Middle Rd./Stow Rd.
4. One (1) Officer located at intersection of Burroughs Rd./Stow Rd.
5. One (1) Officer located at entrance of South Cemetery

* Officers will have marked police cruiser for visibility

** On duty cruiser operators will be utilized in support roles for above officers. They will not be utilized as primary officers for special events as they may have to leave their posts and respond to routine or emergency calls for service.

Traffic Control/Temporary One Way Motor Vehicle Traffic:

Because of the volume of both motor vehicle and pedestrian traffic in and around the parade route (and at the starting point, Hill Road at Wetherbee Lane, in particular), motor vehicle traffic will temporarily be limited to one way only prior to the start of the parade. Creating a temporary one-way loop will provide for the efficient flow of motor vehicle traffic and also provide for the safety of individuals who will be participating in the parade.

Officers assigned to areas in and around the starting/drop off point of parade participants, will direct traffic and instruct motorists in the following manner:

1. Traffic will only be allowed in a Southerly direction on Hill Road from the intersection of Picnic Street to intersection of Middle Road.
2. Traffic will only be allowed in a Northerly direction on Picnic Road from the

intersection of Middle Road to the intersection of Hill Road.

3. Two way traffic will be allowed on Middle Road, however, all vehicles approaching the intersection of Hill Road (near the North Cemetery) will not be allowed to make a right hand turn. All traffic at this point must either turn left onto Hill Rd. (toward Rt. 111) or reverse direction back down Middle Road.

Traffic Duties:

All detail officers will provide for the safety of the general public. This will include motor vehicle and pedestrian traffic control as well as crowd control and other various duties as may be assigned.

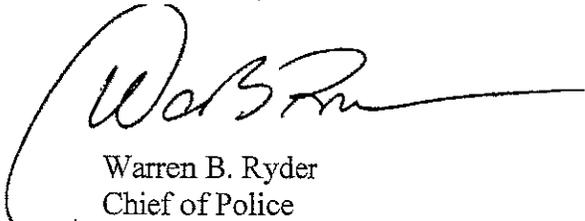
1. Officer #1 will specifically stop all traffic at the start of the parade and will follow (at the rear) of the parade until the end at South Cemetery.
2. We will provide a marked cruiser to lead the parade if requested.
3. Officer #3 will have a marked cruiser and provide pedestrian and traffic control for citizens and parade participants at intersection of Mass Ave/Middle Rd./ Stow Rd.
4. Officers # 4 & 5 will provide pedestrian and traffic control at above locations.
5. Two (2) additional bicycle patrol officers will be utilized along parade route.
6. Because of usual high volume of traffic and other activities on Memorial Day, Additional officers will be assigned to regular patrol shifts on both the 7AM – 3PM shift and the 3PM- 11PM Shift.

Additional Recommendations

Caution/Warning signs should be placed at strategic locations along the parade route (several days ahead if possible) to advise citizens and motorists of date and time of parade. These warning signs give motorists the opportunity to take alternate routes if desired and also to warn approaching motorists that the parade is in progress and to use caution/drive safely. No parking signs should be posted by the DPW several days in advance.

Advanced notification should be sent to the parents of the band members and any other parade participants. Notification should include the specifics of the parade route and stops, traffic detours, parking restrictions and approved parking areas.

Submitted by,



Warren B. Ryder
Chief of Police



Boxborough Police Department

520 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-2628

Fax 978-266-1510

www.boxboroughpolice.com



Warren B. Ryder
Chief of Police

Fifer's Day Operational Assignments

Primary Response Cruiser: Car # ___ – Officer _____

Responsible for all routine and emergency calls for service during Parade.

Car # – Officer _____ will Lead Parade from Blanchard School to Flerra Field

Road Race: (9:30AM to approx. 10:30AM)

Stow Road at the Entrance to Flerra Field – Officer _____

Traffic control at start and during Road Race and safety of Runners and spectators

Intersection of Stow Road and Chester (Stop Signs) – Officer _____

Traffic control during Road Race and safety of Runners and Spectators

Intersection of Stow Road and Richardson Road – Officer _____

Traffic Control during Road Race and safety of Runners and Spectators

Parade: (10:30AM to End of Parade)

Intersection of Mass Ave and Burroughs Road – Car _____ Officer _____

Will place detour sign and cones as needed to redirect traffic off of Mass Ave and Onto Burroughs Road for the duration that parade is on Mass Ave.

Re-open Mass Ave for traffic after parade has turned onto Stow Road; Pick up signs And cones and return same to station.

Intersection of Stow Road and Mass Ave – Officer _____

Traffic control for Parade, motor vehicle traffic, and pedestrians

Intersection of Burroughs Road and Stow Road – Officer _____

Traffic control for detoured traffic, parade, and pedestrians

Stow Road at Entrance to Flerra Field – Portable – Officer _____

Traffic control at location, guide parade into Flerra Field, pedestrian traffic control

Flerra Field Activities:

Foot Patrol - Officer _____

Crowd Control, Interaction with Citizens/Community Policing Activities



Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-7546 Fax 978-263-0038

www.boxboroughfire.com

Randolph T. White
Fire Chief

May 2, 2013

Massachusetts Highway Department
District Three
403 Belmont Street
Worcester, MA 01604

To Whom It May Concern:

In preparation for the Memorial Day Parade, scheduled to be held on May 27, 2013, and the Fifer's Day Parade, scheduled for June 15, 2013, with a rain date of June 16, 2013, located in the town of Boxborough, the Boxborough Fire Department has implemented the following plans: The Boxborough Fire Department will be participating in both parades and has implemented plans to divert apparatus and personnel from the parades in the event of other impending emergencies. The Fire Department ambulance will be on scene to provide immediate medical assistance if necessary. In addition, Fire Department personnel and apparatus will be strategically located to respond to emergencies that are related to parade events. The Fire Department has also met and discussed emergency plans with Chief Warren B. Ryder of the Boxborough Police Department.

Sincerely,

Randolph T. White
Fire Chief

6ci

(formerly #7ci)



Reserve Fund Transfer Request

Date: May 6, 2013

It is requested by the undersigned that the sum of \$25.00 be transferred from the Reserve Fund to: UMAS Acct. # 001-123-5700-5711
(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Town Administrator - Mileage Stipend

The balance in the line item as of April 29, 2013 (Date) is \$ 210.41. An amount of \$2,550 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.

When the FY 13 budget was prepared, the IRS rate was \$ 0.555 per mile, and the requested and appropriated budget was therefore \$2,775 (5,000 miles @ \$0.5555/mile). The IRS increased the mileage rate effective January 1, 2013 to \$.565 per mile, which over the year will total \$2,800 (2,500 miles @ \$0.555/mile + 2,500 miles at \$0.565/mile), leaving a shortfall of \$25 for the month of June (\$2,775 - \$2,800).

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> <u>5/2/13</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 \$25 from the Reserve Fund to UMAS Acct. # 001-123-5700-5711 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 05/31/13

AccountNumber	AccountName	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
Town Administrator											
001-123-5100-5110	Town Administrators Salary	95,095.00	0.00	95,095.00	77,906.88	77,906.88	0.00	0.00	77,906.88	17,188.12	81.93%
001-123-5700-5711	Town Administrator Mileage Stipend	2,775.00	0.00	2,775.00	2,564.59	2,564.59	0.00	0.00	2,564.59	210.41	92.42%
Sum	Town Administrator	97,870.00	0.00	97,870.00	80,471.47	80,471.47	0.00	0.00	80,471.47	17,398.53	82.22%

6 c ii

(formerly # 7cii)



Reserve Fund Transfer Request

Date: May 2, 2013

It is requested by the undersigned that the sum of \$ 6,264.00 transferred from the Reserve Fund to:

UMAS Acct. #001-210-5200-5246 - Police Vehicle Maintenance
(Fund # - Dept. # - Object - Detail)

The balance in the line item as of 05/02/13 (Date) is \$ (4,719.15). An amount of \$17,000.00 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.

In February 2013 an unmarked vehicle was struck and deemed a total loss. The insurance carrier provided \$26,526.34 in replacement funds that was deposited into the insurance proceeds fund. The new vehicle was purchased for \$26,264 however; M.G.L. Ch.44 S 53 limits the appropriation of insurance proceeds at \$20,000. The replacement was paid using 20K from the insurance proceeds account and \$6,264 from the Police Vehicle Maint. Budget. The excess funds in the insurance proceeds account will need STM approval to be transferred into the General Fund.

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

[Signature] (Signature) Chief of Police (Title)
Town Administrator 5/2/13

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>	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 05/31/13

AccountNumber	AccountName	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
Police											
001-210-5100-5112	Police Dept. Salary - Police Chief	100,950.00	0.00	100,950.00	82,637.52	82,637.52	0.00	0.00	82,637.52	18,312.48	81.86%
001-210-5100-5114	Police Dept. Salary - Full Time Officers	549,317.00	0.00	549,317.00	449,732.89	449,732.89	0.00	0.00	449,732.89	99,584.11	81.87%
001-210-5100-5117	Police Dept. Salary - Secretary	50,384.00	0.00	50,384.00	41,117.52	41,117.52	0.00	0.00	41,117.52	9,266.48	81.61%
001-210-5100-5119	Police Dept. Salary - Special Officers	11,541.00	0.00	11,541.00	8,402.65	8,402.65	0.00	0.00	8,402.65	3,138.35	72.81%
001-210-5100-5122	Police Dept. Salary - Lock up Attendants	5,836.00	0.00	5,836.00	4,858.48	4,858.48	0.00	0.00	4,858.48	977.52	83.25%
001-210-5100-5123	Police Dept. Salary - Town Details	8,188.00	0.00	8,188.00	658.70	658.70	0.00	0.00	658.70	7,529.30	8.04%
001-210-5100-5130	Police Dept. Salary - FT Officer Overtime	135,285.00	0.00	135,285.00	120,031.81	120,031.81	0.00	0.00	120,031.81	15,253.19	88.73%
001-210-5100-5148	Police Dept. Salary - Quinn Bill	76,293.00	0.00	76,293.00	63,124.16	63,124.16	0.00	0.00	63,124.16	13,168.84	82.74%
001-210-5200-5210	Police Dept. Electricity	12,360.00	0.00	12,360.00	9,883.70	9,883.70	0.00	0.00	9,883.70	2,476.30	79.97%
001-210-5200-5212	Police Dept. Heating	3,863.00	0.00	3,863.00	2,378.80	2,378.80	0.00	0.00	2,378.80	1,484.20	61.58%
001-210-5200-5240	Police Dept. Equipment Maintenance	4,640.00	0.00	4,640.00	1,093.82	1,093.82	0.00	0.00	1,093.82	3,546.18	23.57%
001-210-5200-5242	Police Dept. Repair and Maint - Building an	3,500.00	0.00	3,500.00	3,097.73	3,097.73	0.00	0.00	3,097.73	402.27	88.51%
001-210-5200-5246	Police Dept. Repair and Maint - Vehicles	17,000.00	0.00	17,000.00	21,719.15	21,719.15	0.00	0.00	21,719.15	-4,719.15	127.76%
001-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,766.87	2,766.87	0.00	0.00	2,766.87	633.13	81.38%
001-210-5200-5340	Police Dept. Internet Access	1,133.00	0.00	1,133.00	625.50	625.50	0.00	0.00	625.50	507.50	55.21%
001-210-5200-5341	Police Dept. Telephone	12,360.00	0.00	12,360.00	10,560.13	10,560.13	0.00	0.00	10,560.13	1,799.87	85.44%
001-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,684.89	6,684.89	54.75	54.75	6,630.14	369.86	94.72%
001-210-5400-5580	Police Dept. Ammunition	3,000.00	0.00	3,000.00	3,042.10	3,042.10	0.00	0.00	3,042.10	-42.10	101.40%
001-210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,639.98	1,639.98	0.00	0.00	1,639.98	260.02	86.31%
001-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	13,917.46	13,917.46	0.00	0.00	13,917.46	3,032.54	82.11%
001-210-5500-5501	Police Dept. - Defibrillator Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	N/A
001-210-5700-5715	Police Dept. Professional Development	6,100.00	0.00	6,100.00	5,997.16	5,997.16	0.00	0.00	5,997.16	102.84	98.31%
001-210-5700-5718	Police Dept. Training	3,500.00	0.00	3,500.00	3,778.79	3,778.79	0.00	0.00	3,778.79	-278.79	107.97%
001-210-5700-5723	Police Dept. Community Outreach	2,500.00	0.00	2,500.00	2,354.91	2,354.91	0.00	0.00	2,354.91	145.09	94.20%
001-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	2,352.33	2,352.33	0.00	0.00	2,352.33	1,647.67	58.81%

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/12 To 05/31/13

AccountNumber	AccountName	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
001-210-5800-5858	Police Dept. Cruiser Purchase	34,500.00	0.00	34,500.00	34,271.65	34,271.65	0.00	0.00	34,271.65	228.35	99.34%
Sum	Police	1,075,500.00	0.00	1,075,500.00	896,728.70	896,728.70	54.75	54.75	896,673.95	178,826.05	83.37%

but in other exp \$11,595.78

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	KEVIN LEHNER
Title or Position:	RECREATION COMMISSION MEMBER
Municipal Agency:	TOWN OF BOXBOROUGH
Agency Address:	29 MIDDLE ROAD BOXBOROUGH, MA 01719
Office Phone:	978-266-1907
Office E-mail:	KevinLehner@Verizon.net
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	Please describe the particular matter. As a RecComm member responsible for hiring employees for summer program it is necessary for me to disclose that two of my children are applying for positions. I paid 100 volunteer.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	Please describe the task you are required to perform with respect to the particular matter. Hiring employees to staff our summer camp.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	Please explain the financial interest and include a dollar amount if you know it. <i>James income potential is approximately \$300/week. Joseph is applying for a volunteer position and will not be compensated.</i>
Employee signature:	<i>[Signature]</i>
Date:	<i>4/29/13</i>

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	<i>Boxborough Board of Selectmen</i>
Title or Position:	<i>Chair, Board of Selectmen</i>
Agency/Department:	<i>Town of Boxborough</i>
Agency Address:	<i>29 Middle Rd Boxborough, MA 01719</i>
Office Phone:	<i>978-263-1116 x 101</i>
Office E-mail:	<i>selectmen@town.boxborough.ma.us</i>
DETERMINATION	
Determination by appointing authority:	<i>As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.</i>
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

Gdij

DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	KEVIN LEHNER
Title or Position:	RECREATION COMMISSION - MEMBER
Agency/Department:	TOWN OF BOXBOROUGH
Agency address:	29 MIDDLE ROAD BOXBOROUGH, MA 01719
Office Phone:	978-266-1901
Office E-mail:	Kevin.lehner@verizon.net
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	STAFFING FOR SUMMER CAMP 2013 - Hiring Camp Counselors for paid and volunteer positions.
What responsibility do you have for taking action or making a decision?	Executing the application process. Leading the new Rec. Comm members through the selection process.
Explain your relationship or affiliation to the person or organization.	2 of my children are candidates for positions. 1 paid - 1 volunteer.
How do your official actions or decision matter to the person or organization?	As the senior member I am leading the group through the selection process. All members are new, therefore require input and advice through the selection process.

<p>Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.</p>	<p><i>I am outlining the selection process and with another member assigned to summer camp advising on proper steps to follow. I am recusing myself from any decisions directly related to selecting candidates.</i></p>
<p>If you cannot confirm this statement, you should recuse yourself.</p>	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
<p>Employee signature:</p>	<p><i>[Handwritten Signature]</i></p>
<p>Date:</p>	<p><i>5/2/13</i></p>

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.



6e

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

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

May 13, 2013

Annamarie Kersten, Director
Economic Development Incentive Program
c/o Economic Assistance Coordinating Council
Massachusetts Office of Business Development
State Transportation Building
10 Park Plaza, Suite 3720
Boston, Massachusetts 02116

Re: Westford Economic Target Area (ETA) Application

Dear Ms. Kersten,

The Town of Boxborough is pleased to support the Westford Economic Target Area (ETA) application, which would amend the 495 Regional Technology Center ETA currently comprised of the towns of Boxborough and Littleton. The addition of Westford to the 495 Regional Technology Center ETA makes a great deal of sense given our combined efforts on the Growth District Initiative (GDI) and the 495/MetroWest Development Compact. Both communities have worked closely with the Patrick Administration, our legislative delegations and private companies to create high-paying jobs that are consistent with our quality of life.

At their meeting on April 1, 2013, the Boxborough Board of Selectmen unanimously approved amending the 495 Regional Technology Center ETA to include the town of Westford. Additionally, the Boxborough and Westford Boards of Selectmen have signed an Inter-Municipal outlining a number of activities that would strengthen our affiliation related to the 495 Regional Technology Center ETA. Enclosed within this application is a copy of the approved April 1st Board of Selectmen minutes and the Inter-Municipal Agreement between the towns of Boxborough and Westford.

We believe that the addition of Westford to the 495 Regional Technology Center ETA will only enhance the status of the ETA and attract more private firms to all our communities. We urge your support and that of the Economic Assistance Coordinating Council (EACC) in approving this application. If you require additional information or have any questions, do not hesitate to contact me directly at (978) 263-1116 ext. 101.

Sincerely,

Selina S. Shaw
Town Administrator

7a

(formerly #80)



Internal Communications and Outgoing Communications
May 6, 2013

1. Copy of a coverletter from Town Counsel, Thomas McEnaney, Kopelman & Paige, PC, dated April 22, 2013, to the Clerk of the Appellant Tax Board In Re: Behrakis v. Board of Assessors [Boxborough] Docket Nos.: F305459-10; F311021-11 & F314861-12.
2. Correspondence from Comcast to the Board of Selectmen:
 - a. Letter from Senior Manager of Government & Community Relations, Karin Mathiesen, dated March 18, 2013, concerning a Price Adjustment – July 1, 2013.
 - b. Memo dated April 26, 2013, CTV Form 200 *Financial Balance Sheet*; CTV Form 300 *Statement of Revenue & Expenses Parts A&B*; and CTV Form 400 *Statement of Ownership* – in regards to their Fiscal Year 2012.
3. Letter from MIIA Chairman, Ira Singer; Pres. Geoff Beckwith and Exec.V.P. Stanley Corcoran, dated April 26, 2013, advising members that their Board approved the awarding of \$2.5 Million in additional Participation Credits for FY 13. Boxborough has been granted for our Property & Casualty Policy \$2,574.00 and Worker's Compensation \$316.00. These credits are in addition to all other credits and discount that Boxborough will receive as part of the MIIA pricing for FY 14.
4. Letter taken from the April 18, 2013 edition of Acton/Boxborough Beacon from resident, Kathi Breuer submitted as a "Letter to the Editor" relating her recent encounter with two DPW workers and expressing her thanks for their assistance. *
5. Copy of a letter from the Stow Planning Board, dated April 30, 2013, to their state legislators [Sen.Eldridge, Sen.Wolf, Rep. Kulik & Rep. Hogan] relating the Planning Board's concerns about House Bill No.1859 – *An Act promoting the planning and development of sustainable communities.**

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

82 (4)

Bos-IC*

Beacon 20130418

A note of thanks

I walked one recent morning along Middle Road in Boxborough, dog leash in one hand and waste bag in the other. As I approached Depot Road and made my way across the street, a Boxborough Department of Public Works truck approached from the opposite direction. Stopping the truck, the driver offered to take my waste bag as he and his partner were headed to the town dump. He also thanked me for cleaning up after my dog. Thanks for a kind and wonderful act.

— Kathi Breuer,
Boxborough

82(5)

IC*



Town of Stow
PLANNING BOARD

380 Great Road
Stow, Massachusetts 01775
(978) 897-5098
FAX (978) 897-2321

April 30, 2013

received
5-2-2013

Senator Daniel Wolf
State House
24 Beacon Street, Room 511B
Boston, MA 02133

Representative Stephen Kulik
Massachusetts State House
24 Beacon Street, Room 238
Boston, MA 02133

Senator James B. Eldridge
State house
24 Beacon Street, Room 413-A
Boston, MA 02133

Representative Kate Hogan
State House
24 Beacon Street, Room 166
Boston, MA 02133

Re: House Bill No. 1859 – An Act promoting the planning and development of sustainable communities.

Dear Senator Wolf, Senator Eldridge, Representative Kulik and Representative Hogan

We are writing to voice some concern about the proposed zoning reform bill known as An Act Promoting the Planning and Development of Sustainable Communities (House Bill 1859). We are pleased to see many changes since the former bills known as Land Use Partnership Act (LUPA), Community Planning Act 2 (CPA2) and Comprehensive Land Use Reform (CLURPA). It appears that most of our concerns have been addressed. Although this bill does make it feasible for communities with private water and septic to “opt –in” we do feel that the same rules should apply to all communities. If this is to be considered to be a “zoning reform” bill all aspects of the bill should apply to all communities.

The following is a list of specific concerns:

Section 10 (40A:6) - The Planning Board feels that the 8-year vesting right is too long. The proposed Section 40Y:5(F) reduces the vesting period to five years for opt-in communities. The five year vesting period should apply to all communities.

Section 20 (40A:9E) – Development Impact Fees. This Section appears to allow impact fees for schools and municipal buildings. However, Section 27 (40Y:5(G)) infers that Impact Fees for schools, municipal buildings and affordable housing are only permissible for opt-in communities.

Development impact fees should be uniform for all communities, including those communities that do not choose or do not qualify as opt-in communities.

The regional planning agency should provide the basic model and rates for which a municipality can adopt without local justification. If the town chooses not to adopt the regional planning agencies model and rates, the municipal should be at liberty to submit their own model and rates for review and approval by the regional planning agency.

Section 21 (40A:9G) – Land Use Dispute Avoidance – This section provides for an optional means of avoiding or minimizing land use disputes. This section states the Application may request of the public official or local board charged with acting on the applicant to undertake a land use dispute avoidance process.....” It is not clear whether the public official or local board must agree to an initial conflict evaluation. We would object to this section if the municipality is forced into a land use dispute avoidance process.

Section 26 (40X) – Consolidated Permitting – This section should be a local option requiring a vote of the legislative body rather than mandatory for the town to accept.

Section 27 (40Y:3(C)) – Planning Ahead for Growth – the Proposed Chapter 40Y:3(C) allows communities to with zoning districts that requires a minimum lot area of 40,000 square feet or more for single family residential development to utilize open space residential design for development of five or more housing units. This section gives the regional planning agency the right to determine that open space residential design is not feasible. We feel strongly that this determination is more appropriately made by the local community who is more familiar with the area.

Section 27 (40Y:5(D through H)) – Effect of certified community status on zoning and land use regulation - This section gives certain privileges to opt-in communities. As stated above, we feel the same rules should apply to all communities.

(D) – Municipality may adopt rate of development measures

(E) – Municipality may adopt natural resource protection zoning

(F) – Minimum vesting period reduced.

(G) –Municipality may impose development impact fees for additional off-site public capital facilities; schools, libraries, municipal offices, affordable housing, and public safety facilities. As noted above, although this bill does make it feasible for communities with private water and septic to “opt –in” we do feel that the same rules should apply to all communities. Note: This section appears to be in conflict with section 40A:9E, which states development impact fees shall be used solely for purposes of defraying the costs of off-site public capital facilities. Section 40A:9E does not appear to prohibit impact fees for schools and municipal buildings.

Section 39 (41:81X) – Lot Line Changes – This section allows for the “register of deeds and land court to accept for recording or registration any plan showing a change in the line of any lot, tract, or parcel bearing a professional opinion by a registered professional and surveyor and a certificate by the person or board charged with the enforcement of the zoning ordinance or

the by-law.....” In order for the Town to have a better handle on its records as to lot configuration, we feel that these types of plans should require endorsement by the Planning Board – similar to the current ANR process.

As previously noted, we are pleased to see many changes from the former bills known as Comprehensive Land Use Reform (CLURPA) and Land Use Partnership Act (LUPA). However, we urge you to consider the above noted concerns before moving forward with House Bill 1859.

Sincerely,

Stow Planning Board

Lori Clark, Chair

Stephen Quinn

Ernest Dodd

Leonard Golder

Kathleen Sferra

cc: Don Keeran, Coordinator, Coalition for Zoning Reform
Jim O'Connell, Chair, Zoning Reform Working Group
Jeffrey R. Lacy, AICP
Town of Stow Board of Selectmen
Metropolitan Area Planning Council
Town of Acton Planning Board and Board of Selectmen
Town of Bedford Planning Board and Board of Selectmen
Town of Bolton Planning Board and Board of Selectmen
Town of Boxborough Planning Board and Board of Selectmen
Town of Carlisle Planning Board and Board of Selectmen
Town of Concord Planning Board and Board of Selectmen
Town of Harvard Planning Board and Board of Selectmen
Town of Hudson Planning Board and Board of Selectmen
Town of Lexington Planning Board and Board of Selectmen
Town of Lincoln Planning Board and Board of Selectmen
Town of Littleton Planning Board and Board of Selectmen
Town of Maynard Planning Board and Board of Selectmen
Town of Sudbury Planning Board and Board of Selectmen



Minutes, Notices and Updates
May 6, 2013

Minutes

1. Minutes of the Finance Committee meetings held April 8, 2013 and April 16, 2013.
2. Minutes of the Conservation Commission meetings held February 20, 2013; April 3, 2013 and April 17, 2013.

Notices

1. Notice of Finance Committee meetings:
 - a. Held April 22, 2013
 - b. Held April 29, 2013
 - c. To be held May 6, 2013
2. Notice of Stow Road Concept Development Committee meetings:
 - a. Held April 24, 2013 - 9:00 AM [RFQ – Review of Scope of Work - bidders]
 - b. Held April 24, 2013
3. Notice of a Cemetery Commission meeting held April 30, 2013.
4. Notices of Board of Selectmen meetings:
 - a. Contract Negotiating Team [Executive Session]
 - i. Held May 1, 2013 [Fire]
5. Notice of an Energy Committee meeting held May 1, 2013.
6. Notice of a Boxborough Leadership Forum meeting to be held May 21, 2013 [TBD]
7. Notice of a Personnel Board meeting to be held June 5, 2013.
8. Job Posting – Town Assessor (with Job Description) – application deadline May 13, 2103.
9. Legal Notice – Request for Qualifications: Designer Service (for the standby generator design project – for 3 standby generators to be located at the Blanchard School which will serve as the town's emergency shelter; well pump station, 473 Mass. Ave.; and DPW facility, at 577 Mass. Ave.).

7c

(formerly #8c)



General Correspondence
May 6, 2013

1. Spring 2013 Newsletter for the Communities for Restorative Justice "*The Talking Piece.*"

