



BOARD OF SELECTMEN
Meeting Minutes
June 3, 2013

Approved: June 10, 2013

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

ALSO PRESENT: Selina Shaw, Town Administrator

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

CALL TO ORDER

At 6:15 P.M., Chair Fox called the meeting to order in the Parade Room of the Holiday Inn, 242 Adams Place, Boxborough.

MINUTES

It was moved, seconded and **approved 5 – 0** to accept and place on file the following minutes as noted:

- Executive session, April 22, 2013
- Executive session [BoS Contract Negotiating Team re: Fire], April 23, 2013, as modified
- Executive session [BoS Contract Negotiating Team re: Fire], May 1, 2013, as modified
- Regular session, May 6, 2013, as modified
- Regular session, May 9, 2013, as modified
- Executive session, May 9, 2013
- Regular session, May 14, 2013
- Executive session, May 14, 2013
- Regular session, May 16, 2013
- Executive session, May 16, 2013

OLD BUSINESS

Special Town Meeting

Chair Fox reported that the Board of Selectmen has received the revisions as voted and approved by a majority of the members of the Regional School Committee on May 31, 2013 to the proposed amendments to *Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts, dated 4/29/13* which were included in the printed special town meeting warrant. The revisions were summarized in a May 31 memo from the Regional School Committee to the Board of Selectmen. It is the revised amended agreement that will be considered and voted upon at the STM.

NEW BUSINESS

Reserve Fund Transfers

- i. Selectman Amoroso moved to forward to the Finance Committee for approval the request to transfer \$389.28 from the Reserve Fund to account #001-519-5200-5310, Environmental Services. Seconded by Selectman Stemple. **Approved 5 – 0.**
- ii. Member Suleiman moved to forward to the Finance Committee for approval the request to transfer \$175.12 from the Reserve Fund to account #001-522-5200-5317, Nursing Services. Seconded by Selectman Stemple. **Approved 5 – 0.**

Brief discussion about sufficiency of amounts approved in FY 14 budget for the line items. TA noted that the FinCom had supported a lesser amount than had been requested by the Board of Health for Environmental Services, with the intention of supporting an RFT as necessary in FY 14. [N.B. In preparing minutes, TA reviewed FY 14 budget – Statement made was not correct; FinCom supported BoH request for Environmental Services and Nursing Services... it was Landfill Monitoring which was not supported as submitted.]

Shortly after 6:30 P.M. the meeting was adjourned.



BOARD OF SELECTMEN

Meeting Agenda

June 3, 2013

Holiday Inn,

Parade Room

242 Adams Place

Boxborough

1. CALL TO ORDER, 6:15 PM

2. MINUTES

- | | |
|---|--------------|
| a) Executive session, April 22, 2013 | ACCEPT & POF |
| b) Executive session [BoS Contract Negotiating Team re: Fire], April 23, 2013 | ACCEPT & POF |
| c) Executive session [BoS Contract Negotiating Team re: Fire], May 1, 2013 | ACCEPT & POF |
| d) Regular session, May 6, 2013 | ACCEPT & POF |
| e) Regular session, May 9, 2013 | ACCEPT & POF |
| f) Executive session, May 9, 2013 | ACCEPT & POF |
| g) Regular session, May 14, 2013 | ACCEPT & POF |
| h) Executive session, May 14, 2013 | ACCEPT & POF |
| i) Regular session, May 16, 2013 | ACCEPT & POF |
| j) Executive session, May 16, 2013 | ACCEPT & POF |

3. OLD BUSINESS

- a) Special Town Meeting

4. NEW BUSINESS

- a) Reserve Fund Transfers
- i. Environmental Services
Move to forward to the Finance Committee for approval the request to transfer \$389.28 from the Reserve Fund to account #001-519-5200-5310, Environmental Services VOTE:
 - ii. Nursing Services
Move to forward to the Finance Committee for approval the request to transfer \$175.12 from the Reserve Fund to account #001-522-5200-5317, Nursing Services VOTE:

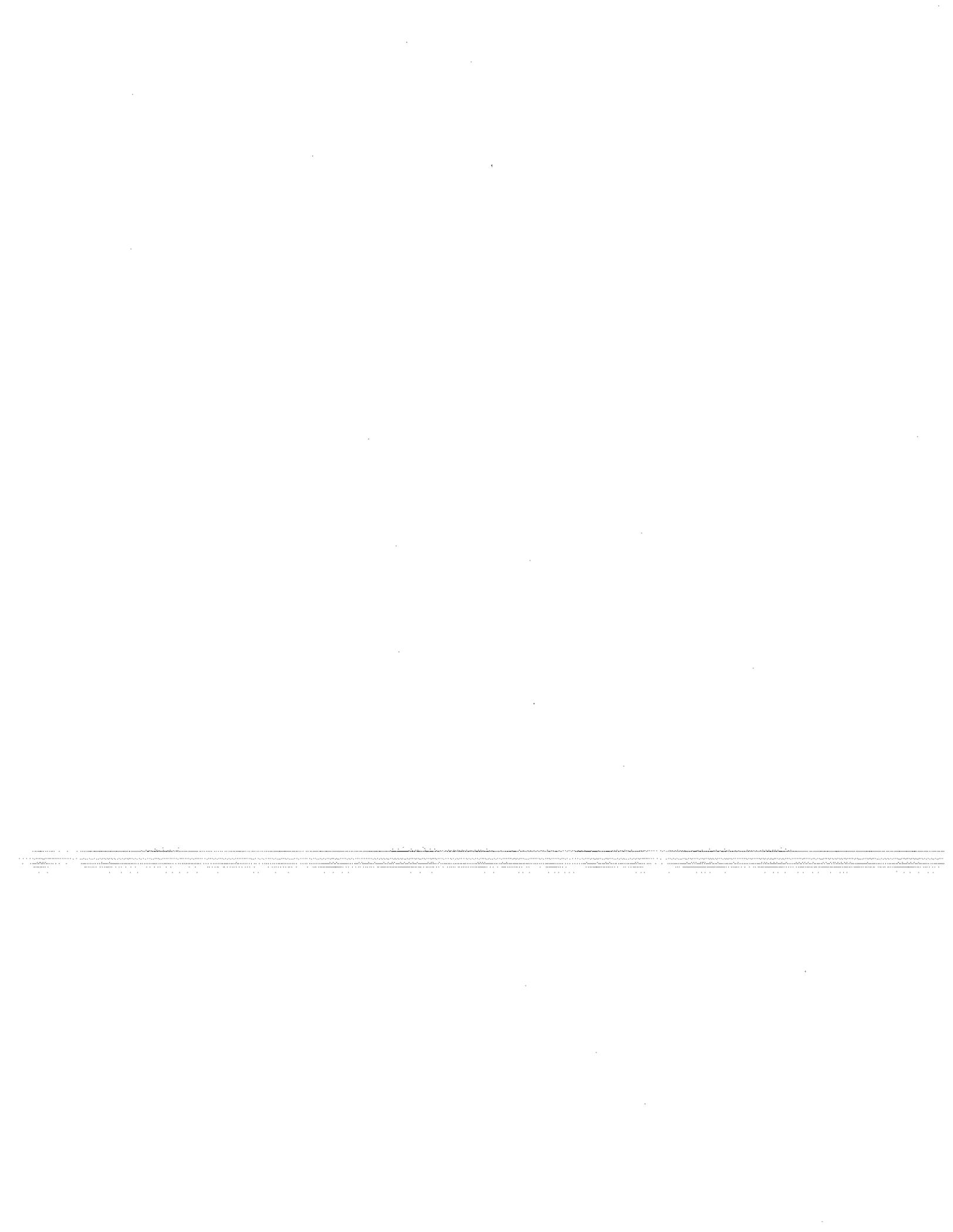
5. CORRESPONDENCE

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

ACCEPT & POF

6. CONCERNS OF THE BOARD

7. ADJOURN





BOARD OF SELECTMEN
Meeting Minutes
May 6, 2013

Approved: _____

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

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

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

Chair Fox called the meeting to order at 7:34 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Fox read the announcements.

APPOINTMENTS

- Bruce Hager (Steele Farm Advisory Committee); Alan Rohwer (Boxborough Historical Commission); Duncan Brown (President, Boxborough Historical Society); Chris Rodstrom (Trustees of Reservations); Rita Grossman (Boxborough Conservation Trust) and other interested parties were present for the execution of Conservation and Historic Preservation Restriction on Steele Farm. The Selectmen recognized and thanked all of those involved for their hard work and dedication. There was discussion as to the remaining steps in this process once the Selectmen approve and execute this document. Member Stemple moved to grant the Conservation and Preservation Restriction on the property known as Steele Farm, as described in Exhibits A & B of the Restriction, to The Trustees of Reservations and Boxborough Historical Society, Inc. pursuant to M.G.L. Chapter 184, Section 32. Seconded by Member Suleiman. **Approved 5-0.** The Selectmen and Boxborough Historical Society Chair, Duncan Brown, executed the document.
- Jennifer Benson, State Representative, 37th Middlesex District and James Eldridge, State Senator, Middlesex & Worcester District, were present to provide an update on their respective legislative activities and to answer questions/concerns. Senator Eldridge spoke to a memorandum he provided outlining his efforts in the Senate and worksheets concerning Local Aid. Senator Eldridge also provided details on a pending bill to create water infrastructure funding, similar to the State's Chapter 90 Roadways program. Representative Benson outlined her current committee assignments. She noted that the House has passed their FY 14 proposed budget. Representative Benson also provided details on her work as Vice-Chair of the Health Care Financing and membership on Joint Committee on Public Services – both deal with similar and sometimes mingled issues such as OPEB and healthcare finance. She is also leading a caucus to study SPED costs and the continuing escalation of these costs. The Selectmen then spoke to their concerns. There was further discussion on other efforts to support/fund water infrastructure planning & innovation in this area; the effect of new EPA regulations coming down in the near future; educating other legislators on water/sewer issues for rural communities and the necessity to assist small communities, such as Boxborough in establishing a water service infrastructure. There was on discussion transportation issues, funding, improvements and plans for the State's transportation infrastructure, in general. There was an ambitious transportation component in the Governor's FY 14 budget. Since the Governor unveiled his plan the House and Senate have both put forth their own plans, and each has its merits. The base issues are: do we maintain what we currently have or do we make improvements and expand services. Sen. Eldridge and Rep. Benson outlined their efforts concerning the improvements to the Fitchburg commuter rail-line and the Interstate 290/495 Exchange. Rep. Benson also provided information to commuters regarding disruptions to weekend service on the Fitchburg line starting in June. There was also discussion on the road projects underway along the Route 2 corridor, specifically at Crosby Corner in Concord. Sen. Eldridge advised that he is working on getting MassDOT representatives out to Acton – Boxborough to speak to this project. He also noted that 2016 is the projected completion date for the Crosby Corner project. There was discussion on the issue of unequal cost share attributed to in-district/out-of-district students at the Minuteman Regional High School, and the possibility of involving the legislature in these discussions as the member towns seek an equitable resolution to the disparity that seems to exist. Minuteman Rep. Cheryl Mahoney also provided input. DESE annually sets the maximum amount that a receiving school district can seek for tuition for an out-of-district student. DESE Secretary Chester has advised that he has established a study committee to look into this. There was also discussion on continuing concerns regarding the State's

prevailing wage requirements. The Selectmen then invited public comments. Police Chief Warren Ryder voiced concern about the lack of funding for the police training council, once again, in this year's budget. Rep. Benson advised that she has signed on for a bill to re-establish this funding and that the House is supporting this. Senator Eldridge noted that he also is supporting this. Phil Kicelemos spoke on several items including seeking legislative action lowering the minimum acreage requirement under Chapter 61. Rep. Benson advised Kicelemos had discussed this with her but when she had followed up with the local Agricultural Commission they did not seem willing to pursue this.

The Selectmen took Agenda Item #6d and #6c, out of order.

OLD BUSINESS

- The Selectmen re-opened discussion on their plans to gather public input on the potential gaming venue at the Holiday Inn site. Chair Fox provided background on the Cordish Cos. proposal; and the Selectmen's efforts to obtain public input & comments as to whether there is support for further investigation of this proposal. Of the approximately 50 responses in so far, most were against allowing a gaming venture in town. Member Suleiman moved not to support such a project now or anytime in the future. Seconded by Member Amoroso. There was discussion on some of the concerns that have been raised so far, such as an increase in crime. Chief Ryder spoke on this and advised that he had sent out a query to his fellow police chiefs seeking input on crime statistics for communities where gaming facilities exist. Among the responses was one from the police chief of the community in which "MarylandLive" (Cordish Cos.' "flagship" facility) is located. Crime actually went down in their community. Their chief attributes it to: the facility's high-tech security and the high visibility at the site – criminals "shy away from the spotlight." Milford was the only smaller sized Massachusetts community to respond and that was just to advise that a similar proposal had been discussed there. It was confirmed that Cordish Cos. is conducting an informational session on Tuesday, May 7th at the Holiday Inn. It was stated that 50 responses is a small sample and additional input should be obtained. It was further noted that this is a democratic community and we need to allow public input. This type of decision should not be made arbitrarily. Member Amoroso discussed the impact of the Mass State Lottery since it was passed in 1971 and read a quote from Robert Kennedy. The audience also provided input – commenting on the impact on tax revenues and the need to provide more details on this proposal. There was discussion as to what terms could be negotiated as part of a "host agreement." It was again noted Cordish Cos. was conducting an informational presentation for residents tomorrow. It was determined that the Selectmen would continue to gather input until the end of the week. Member Suleiman and seconder, Member Amoroso agreed to table this motion until after the time for providing input has closed. .
- The Selectmen re-opened discussion on the June 3, 2013 Special Town Meeting - reviewing the articles, final draft of Regional School Agreement and the Selectmen's proposed recommendation. Boxborough School Committee Chair & A-B Regional School Comm. member, Maria Neyland and Boxborough School Comm. member; A-B Regional School Comm. member; & Regional Study Committee member, Mary Brolin; Regional Study Committee member, Mac Reid and Finance Committee members, Sue Bak & Jim Ham were also present for this discussion. During the review of the draft ABRSC Agreement there was discussion on: ownership of the Blanchard School facility; possible terms for the, to be negotiated Inter-Municipal Agreement ("IMA"); hometown school option; bus transportation; the mandated reporting, testing and monitoring requirements currently burdening school administrations; schedule/breakdown of savings to the respective towns; overall projected savings and the conditions necessary for withdrawing from this new District. Neyland advised that there are several forums set for Acton and Boxborough and they are working on scheduling more, but locations and dates are TBD. There was discussion on the recent Boston Globe article. A minor change was made to the Selectmen's recommendation. There was discussion on the population trends and background regarding these patterns in Boxborough. There was further discussion on the proposed ad hoc ABRSC fiscal forum which would be made up of fiscal stakeholders from both towns. Member Amoroso moved to accept the recommendation, as read. Seconded by Member Stemple. **Approved 4-1 (Members Powers dissenting)**
- The Selectmen re-opened discussion the FY 14 Budget – department head salaries & salary study findings and potential amendments to Article #6 at Town Meeting. The Selectmen's recommendations concerning department head salary increases took into consideration the study's analysis and findings however the Finance Committee put forth an across the board 2% increase for all these positions. There could be a compromise on those positions where the recommended increases were close to 2% proposed by FinCom. However, the compensation for several positions are significantly out of alignment with similar positions in comparable communities. There was discussion the mechanism necessary to "catch-up" over the next few years; bringing these positions in-line. Possible proportional adjustments to the percentages, that the Selectmen had previously accepted, were discussed along with the process/procedure to make amendments to Article 6 – FY 14 Operating Budget. FinCom's Jim Ham also provided input. It was determined that the Selectmen would seek to amend these line items. Chair Fox moved to amend the relevant line items to the amounts voted by the Selectmen on March 4th Seconded by Member Stemple. **Approved 5-0.**

ADJOURN

- At 10:58 PM it was determined that a supplemental meeting will be held on May 9, 2013 to take up the remaining agenda items. Member Amoroso moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**



BOARD OF SELECTMEN
Meeting Minutes
May 9, 2013

Approved: _____

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 4-0.** 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	
35.	Reauthorize Revolving Funds	Chair Fox will move the Consent Agenda Articles.

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 Minutes
May 14, 2013

Approved: _____

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

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

CALL TO ORDER

At 6:30 P.M., Chair Fox called the meeting to order in the Blanchard Memorial School Library.

OLD BUSINESS

- Annual Town Meeting - No discussion.
- Ratification and execution of successor agreements between the town and the Massachusetts Coalition of Police, Local 200A, Dispatch and the town and Boxborough Professional Firefighters Local and 4601, for the period July 1, 2012 - June 30, 2015.
Member Powers moved to approve both contracts as presented, seconded by member Stemple. **Approved 5-0.**

EXECUTIVE SESSION

At 6:40 P.M., Member Powers moved to adjourn to executive session to discuss strategy with respect to negotiations with non-union personnel (Town Administrator) and to adjourn immediately upon completion. Seconded by Member Suleiman and **approved 5 - 0 by a roll call vote:** Fox, aye; Powers, aye; Suleiman, aye; Stemple, aye and Amoroso, aye.

Chair Fox stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board.

.....



BOARD OF SELECTMEN
Meeting Minutes
May 16, 2013

Approved: _____

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

ABSENT (for open session only): Robert Stemple, Member

ALSO PRESENT: John Fallon, Moderator; Maria Neyland, Boxborough School Committee Chair and Regional School Committee Co-chair; Selina Shaw, Town Administrator

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

CALL TO ORDER

At 6:30 P.M., Chair Fox called the meeting to order in the Morse-Hilberg Room, Boxborough Town Hall.

OLD BUSINESS

Special Town Meeting – June 3

The Board reviewed the logistics for the holding of the STM. Chair Fox reported that earlier in the day, he had met at the school with the Moderator, SC Chair, Town Clerk, Fire Chief, Building Inspector and TA. Given the potential for a large number of attendees, who would not be able to be safely and fully accommodated at the Blanchard School, and the lack of in-house equipment and sufficient staffing to provide for communications to/from an overflow room, it was agreed that the TA would contact the Holiday Inn to explore the possibility of holding the STM there. The TA learned that the Holiday Inn would be available for the evening.

Member Powers moved that the June 3, 2013 Special Town Meeting be re-located to the Boxborough Holiday Inn, Parade Room because the potential number of town meeting voters may exceed the allowable occupancy of the Blanchard Memorial School gymnasium. Furthermore, he moved to authorize the Town Administrator to expend funds as necessary to:

- 1) provide notice to the residents by the mailing of postcards to all households with registered voters, and
- 2) secure the required audio visual equipment including set-up from the Holiday Inn's on-site AV vendor.

Motion was seconded by Member Amoroso and **approved 4 – 0.**

Discussion regarding steps that will be taken to notify residents of the location change - postcards will be sent to all households with registered voters, notices will be placed on the town's website and cable bulletin board, in The Beacon, around town, sent through school e-mail distro, and by reverse- 911 and Nixle.

Additional discussion on process for opening the meeting at Blanchard and moving to continue at the Holiday Inn. Chair Fox will greet town meeting attendees at the Holiday Inn while the Moderator, Town Clerk and possibly two other voters will take care of business at the school and move to relocate to the Holiday Inn.

EXECUTIVE SESSION

At 7:00 P.M., Member Powers moved to adjourn to executive session to discuss strategy with respect to negotiations with non-union personnel (Town Administrator) and to adjourn immediately upon completion. Seconded by Member Suleiman and **approved 4 – 0 by a roll call vote:** Fox, aye; Powers, aye; Suleiman, aye and Amoroso, aye.

Chair Fox stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board.

All parties other than the selectmen left the meeting room.

.....



Reserve Fund Transfer Request

Date: 4/29/13

It is requested by the undersigned that the sum of \$ 389.28 be transferred from the Reserve Fund to:

UMAS Acct. # 001-519-520-5310
(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): Environmental Services

The balance in the line item as of 4/30/13 (Date) is \$ (389.28). An amount of \$ 10,492 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.

Only four payments of \$2623 was budgeted. FY2013 payments were \$270.32 quarterly.

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

<u>[Signature]</u>	(Signature)	<u>Board of Health</u>	(Title)	<u>5-22-13</u>
<u>[Signature]</u>	(Signature)	<u>BoA</u>	(Title)	<u>5-22-13</u>
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)	<u>5/23/13</u>
<u>[Signature]</u>	(Signature)		(Title)	

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 389.28 from the Reserve Fund to UMAS Acct. # 001-519-5200-5310 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	_____	_____



Nashoba Associated Boards of Health

received
4-2013

DATE: April 1, 2013

TO: Boxborough Board of Health
Town Hall
Boxborough, Ma. 01719

FOR: Fourth Quarter Billing
of the FY 2012/ 2013 assessment
for the Town of Boxborough..

Allocation of assessment:

Nursing Service	\$1,217.78
Environmental Health	<u>\$2,720.32</u>
TOTAL	\$3,938.10

Due upon receipt

cc: Town Accountant

PLEASE REMIT TO: 30 Central Ave. Ayer, Ma. 01432

BOXBOROUGH BOH

1 McCarthy
 # 2 Boyer
 # 3 Shawley Both

ACTION:

Approved 4-17-13

RECEIVED

Nashoba Nursing Service & Hospice
 Home Health • Hospice • (978) 425-6675 • 1-800-698-3307
 Two Shaker Road, Suite D225, Shirley, MA 01464-2539 • Fax: (978) 425-6671 • E-mail: health@nashoba.org

Community Health • Dental Health • Environmental Health • (978) 772-3335 • 1-800-427-9762
 30 Central Avenue, Ayer, MA 01432-1497 • Fax: (978) 772-4947 • E-mail: jgarrefi@nashoba.org

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

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

Account Number	Account Name	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Environmental Services										
001-519-5200-5310	Environmental Services	10,492.00	0.00	10,492.00	10,881.28	10,881.28	0.00	0.00	10,881.28	-389.28	103.71%
Sum	Environmental Services	10,492.00	0.00	10,492.00	10,881.28	10,881.28	0.00	0.00	10,881.28	-389.28	103.71%

Ledger History - Detail - Expenditure Ledger

Account	Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
001-519-5200-5310		Environmental Services					
	Tran. Type: Beginning Balance	Block/Batch:		0.00	10,881.28	10,492.00	-389.28
	FY2013 BUDGET						
	Warrant: 2013-046	Block/Batch: 2013/046	Posted: 07/01/2012				
	Tran. Type: Payable		By: mag		0.00	10,492.00	10,492.00
	Quarter 2						
	Warrant: 2013-119	Block/Batch: 2013/119	Posted: 09/25/2012		2,720.32	0.00	10,492.00
	Tran. Type: Payable		By: mag				
	QUARTER 3		Nashoba Associated Boards		2,720.32	0.00	7,771.68
	Warrant: 2013-127	Block/Batch: 2013/127	Posted: 01/22/2013		2,720.32	0.00	5,051.36
	Tran. Type: Payable		By: mag				
	QUARTER 1		Nashoba Associated Boards		2,720.32	0.00	5,051.36
	Warrant: 2013-172	Block/Batch: 2013/172	Posted: 02/05/2013		2,720.32	0.00	2,331.04
	Tran. Type: Payable		By: mag				
	Quarter 4		Nashoba Associated Boards		2,720.32	0.00	2,331.04
	Warrant: 2013-172	Block/Batch: 2013/172	Posted: 04/30/2013		2,720.32	0.00	-389.28
	Tran. Type: Payable		By: mag				
	Quarter 4		Nashoba Associated Boards		2,720.32	0.00	-389.28

1 Account(s) totaling:

0.00 10,881.28 10,492.00 -389.28



Reserve Fund Transfer Request

Date: 4/30/13

It is requested by the undersigned that the sum of \$ 175.12 be transferred from the Reserve Fund to:
UMAS Acct. # 001-522-5200-5317

(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): NUISING SERVICES

The balance in the line item as of 4/30/13 (Date) is \$ 0175.12. An amount of \$ 4,596.00 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.

FW payments of \$1974 originally budgeted. FYLAB payments were 1217.78 each or \$4871.12

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

<u>[Signature]</u>	(Signature)	<u>Board of HEALTH</u>	(Title)
<u>[Signature]</u>	(Signature)	<u>BOH</u>	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator 5/22/13</u>	(Title)
	(Signature)		(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 175.12 from the Reserve Fund to UMAS Acct. # 001-522-5200-5317 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	_____	_____



Nashoba Associated Boards of Health

received
4-2013

DATE: April 1, 2013

TO: Boxborough Board of Health
Town Hall
Boxborough, Ma. 01719

FOR: Fourth Quarter Billing
of the FY 2012/ 2013 assessment
for the Town of Boxborough..

Allocation of assessment:

Nursing Service	\$1,217.78
Environmental Health	<u>\$2,720.32</u>
TOTAL	\$3,938.10

Due upon receipt

cc: Town Accountant

PLEASE REMIT TO: 30 Central Ave. Ayer, Ma. 01432

BOXBOROUGH BOH
1 McCarthy
2 Bourgeois
3 Shankle Both

ACTION:

Applied 4-17-13

RECEIVED

Nashoba Nursing Service & Hospice
Home Health • Hospice • (978) 425-6675 • 1-800-698-3307
Two Shaker Road, Suite D225, Shirley, MA 01464-2539 • Fax: (978) 425-6671 • E-mail: health@nashoba.org

Community Health • Dental Health • Environmental Health • (978) 772-3335 • 1-800-427-9762
30 Central Avenue, Ayer, MA 01432-1497 • Fax: (978) 772-4947 • E-mail: jgarreff@nashoba.org

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

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

Account/Number	Account/Name	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
001-522-5200-5317	Nursing Services	4,696.00	0.00	4,696.00	4,871.12	4,871.12	0.00	0.00	4,871.12	-175.12	103.73%
Sum	Nursing Services	4,696.00	0.00	4,696.00	4,871.12	4,871.12	0.00	0.00	4,871.12	-175.12	103.73%

Filter by: Segment 2: 522

Parameters: Fiscal Year: 2013 Start Date: 7/1/2012 end: 04/30/2013

Ledger History - Detail - Expenditure Ledger

Account	Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
001-522-5200-5317		Nursing Services		0.00	4,871.12	4,696.00	-175.12
	Tran. Type: Beginning Balance	Block/Batch:	Posted: 07/01/2012		0.00	4,696.00	4,696.00
	FY2013 BUDGET		By: mag		0.00	4,696.00	4,696.00
	Warrant: 2013-046	Block/Batch: 2013/046	Posted: 09/25/2012		1,217.78	0.00	3,478.22
	Tran. Type: Payable		By: mag		1,217.78	0.00	3,478.22
	Quarter 2		Nashoba Associated Boards		1,217.78	0.00	2,260.44
	Warrant: 2013-119	Block/Batch: 2013/119	Posted: 01/22/2013		1,217.78	0.00	2,260.44
	Tran. Type: Payable		By: mag		1,217.78	0.00	2,260.44
	QUARTER 3		Nashoba Associated Boards		1,217.78	0.00	1,042.66
	Warrant: 2013-127	Block/Batch: 2013/127	Posted: 02/05/2013		1,217.78	0.00	1,042.66
	Tran. Type: Payable		By: mag		1,217.78	0.00	1,042.66
	QUARTER 1		Nashoba Associated Boards		1,217.78	0.00	-175.12
	Warrant: 2013-172	Block/Batch: 2013/172	Posted: 04/30/2013		1,217.78	0.00	-175.12
	Tran. Type: Payable		By: mag		1,217.78	0.00	-175.12
	Quarter 4		Nashoba Associated Boards		1,217.78	0.00	-175.12

1 Account(s) totaling:

0.00 4,871.12 4,696.00 -175.12

5a



Internal Communications and Outgoing Communications
June 3, 2013

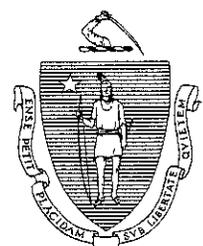
1. Letter from Mass. Fire Service Commission Chair, Chief David Butler, dated May 8, 2013, to BoS Chair Les Fox announcing that Boxborough Fire Chief Randolph T. White has completed their Fire Chief Credential process and has been awarded the credentialing of "Fire Chief."*
2. Letter from Boxborough Housing Board, dated May 9, 2013, to the Board of Selectmen providing input on the March 2013 communications from the Norton Board of Selectmen seeking our community's assistance by advocating for a change in the way the State calculates a municipality's affordable housing inventory. *
3. April 2013 Monthly Construction Activity Report from the Building Department, dated May 7, 2013.*
4. Copy of letters from Town Planner, Elizabeth Hughes, dated May 9, 2013, recognizing them for donations for trail improvements to the Fort Pond Brook conservation area to:
 - a. Charlene Taylor, Property Manager for Jones Lang LaSalle Americas, Inc.*
 - b. Paul Newman of Piedmont Office Realty Trust.*
5. Copy of a letter from Carlisle BoS Chair, Peter Scavongelli, dated May 10, 2013, to Minuteman District School Committee Chair, Alice DeLuca, concerning the pending renewal of the contract for Minuteman Superintendent, Dr. Ed Bouquillon. #
6. Memorandum from Tina Cassidy, Chair of the MAPC Nominating Committee, dated May 14, 2013, Members of the [MAPC] Council reporting on the individuals nominated to serve as MAPC Officers for terms to commence May 29, 2013.
7. Correspondence from Xfinity [Comcast] Sr. Manager of Government & Regulatory Affairs, Karin Mathiesen, dated May 10, 2013, to the Board of Selectmen accompanying their 2013 1st Quarter Report and access fee payment [PEG] check of \$ 2,459.26.
8. Email communication, PEG Grant Report 1st Quarter 2013, and check for their 1st Quarter PEG payment of \$12,970.78 from Kathy Booker, Verizon New England, Inc., dated May 15, 2013, to Town Administrator Selina Shaw.
9. Copies of correspondence from the Conservation Commission, dated May 16, 2013:
 - a. To Marnie Butler & Bruce Davidson of 432 Stow Road – continued encroachment unto Flerra Conservation Land and failure to comply with Cease & Desist Demand of December 8, 2011.

Indicates that the item had been previously distributed.

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

- b. Certified letter to Nancy & Lawrence Brown of 450 Stow Road advising them of the corrective actions taken concerning a neighbor's encroachment on to Conservation Land; and requesting that they [Browns] remove of an observed encroachment (placement of beehive) on Conservation Land. Also advising them of the intention to build a new trail on the conservation area abutting their property.
 - c. Certified letter to Nancy & Donald Copeland of 498 Stow Road confirming observance of the corrective actions concerning their previous encroachment on to Conservation Land; and advising them of the intention to build a new trail on the conservation area abutting their property.
10. Letter from TA Shaw, dated May 22, 2013, to Conservation Restriction Reviewer, Irene del Bono, of the Mass. Division of Conservation Services accompanying the Steele Farm Preservation Restriction.
 11. Letter from Senator Jamie Eldridge, dated May 17, 2013, to "Boxborough Local" inviting them to attend a meeting of the Middlesex & Worcester Green Advisory Council on June 15th at the Parker-Damon School in Acton and announcing some of the environmental bills currently before the Senate.
 12. Letter from TA Shaw, dated May 23, 2013 to Ruth Anderson offering her the position of Assessor.
 13. Letter and Citation from BoS Chair Fox, dated June 1, 2013, to Joseph Daniel Christmas, congratulating his on achieving the rank of Eagle Scout.

Bos...
Pers File

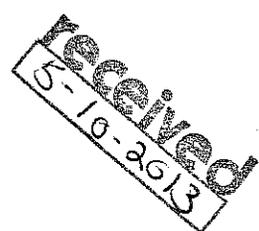


The Commonwealth of Massachusetts
Executive Office of Public Safety and Security
Massachusetts Fire Service Commission

P.O. Box 1025 ~ State Road
Stow, Massachusetts 01775
(978)567-3100 Fax:(978)567-3121

COMMISSION MEMBERS
Chief David T. Butler, Chairman
Undersecretary Kurt N. Schwartz
Chief Alan J. Roy
Chief Michael Morrissey
Chief John F. Nash
Edward A. Kelly
John K. Golembeski

DEVAL L. PATRICK
GOVERNOR
TIMOTHY P. MURRAY
LT. GOVERNOR
ANDREA J. CABRAL
SECRETARY



May 8, 2013

Mr. Leslie Fox, Chairperson
Board of Selectmen
29 Middle Road
Boxborough, MA 01719

Dear Mr. Fox:

On behalf of the Commonwealth of Massachusetts Fire Service Commission it is our distinct pleasure to inform you that Chief Randolph T. White has voluntarily participated in a Fire Chief Credentialing process administered by the Massachusetts Fire Service Commission, a gubernatorial appointed board that has established a process for uniform credentialing for fire chiefs.

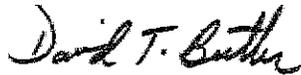
During this process Chief White had to submit documentation to the Fire Service Commission; these documents included a resume that identified the years of service, his progression within the fire service structure to the position of Head of the Fire Department, attendance at training and/or professional development courses provided through both state and nationally recognized fire service educational organizations, formal education accomplishments and participation in a state and/or national certification program. With this and other information submitted, the Massachusetts Fire Service Commission applied the information into a scoring matrix that assigned a point value to the various levels of accomplishment submitted by the candidate.

When a candidate's score reached or exceeded the minimum level established, the applicant was awarded credentialing at the level of "Fire Chief". This level signifies that the applicant has strived to obtain the specialized knowledge and competencies necessary to be an effective fire service leader.

In order for the Fire Chief to keep his accreditation valid, he must participate in a recurring training/professional development program approved by the Fire Service Commission and submit proof of completion every three years.

It is the intent of the Massachusetts Fire Service Commission's Fire Chief Credentialing Program to provide local officials with a third party evaluation of an individual's training and educational achievements as they are compared to an established standard. It is the Fire Service Commission's belief that this process will assist your community's fire service leader in facing the challenges ahead and ensuring that the fire service across the Commonwealth continues to provide the most effective fire, emergency medical and rescue services to which our residents have become accustomed.

Sincerely yours,

A handwritten signature in cursive script that reads "David T. Butler".

Chief David T. Butler
Chairman

cc: Chief Randolph T. White



*

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

May 9, 2013

Board of Selectmen
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Board Members:

We wish to comment on the letter received from the Board of Selectmen (BoS) of the Town of Norton, MA. The letter was received on March 25, 2013, and a copy of the letter is attached.

The Norton BoS argue that units approved by a Comprehensive Permit should count towards a town's Subsidized Housing Inventory (SHI) as long as the Permit remains valid, regardless of whether a building permit has been issued. This is in contrast to the current policy, which stipulates that the units count towards the SHI for 18 months, unless the builder obtains a building permit.

The Housing Board discussed and voted upon the Norton proposal at its 8 May 2013 meeting. We recommend that the Boxborough BoS support the proposal. It is unfair to penalize a town in this manner for inaction on the part of the builder, which is beyond the town's control. Further, the present policy forces favorable consideration of subsequent 40B proposals, even though prior Comprehensive Permits remain valid. This inappropriate policy diminishes a Town's ability to manage its affordable housing production even further.

The adoption of the proposed change in policy would have a dramatic effect on Boxborough's status on the SHI. The Gutierrez Project's Comprehensive Permit remains valid, but the units do not presently count towards the SHI because a building permit has not been issued. This change would enable the units to count and would place us well above the 10% mark on the SHI.

For the Housing Board,

Al Murphy, Chair



Bos-IL #
BMB -
Email to A Murphy



TOWN OF NORTON
BOARD OF SELECTMEN
70 EAST MAIN STREET
MUNICIPAL CENTER, NORTON, MASS. 02766

Received
3-25-2013

TELEPHONE (508) 285-0210

To the Members of the Board of Selectmen, Planning Board, and Zoning Board of Appeals

The Town of Norton seeks your community's assistance by advocating for a change in the State's current method of calculating a municipality's affordable housing inventory and asks that your community consider the following:

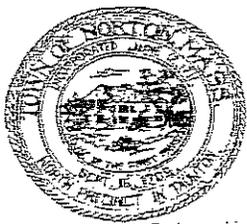
At its next town meeting in May, the Town of Norton will seek the approval of its legislative body to authorize the Board of Selectmen to submit the enclosed Home Rule Petition and Proposed Amendment to G.L. c.40B prepared by Town Counsel, Kopelman and Paige of Boston, MA. The purpose of this legislation is to ensure that low or moderate income housing authorized by the Town to be built or created under G.L. Chapters 40A, 40B, or 40R shall be included for purposes of G.L. c.40B, §20, on the Subsidized Housing Inventory maintained by the Department of Housing and Community Development (DHCD) as "affordable housing".

By way of background, the inventory and projected units to be built are based on the Census from the Department of Housing and Community Development dated May 10, 2012. As of that date, 32 towns in the Commonwealth would exceed the 10% State-mandated number of housing units if permitted to include the Total Development Units along with the Subsidized Housing Inventory (SHI) Units in the count. (For example: Norton has 6,707 year-round housing units, which means 671 units of affordable housing are needed to be in compliance. Norton has 405 units built but has 715 units approved. If all of Norton's approved units were built today, Norton's affordable housing inventory compliance rate would be 10.7% as opposed to the 6% recognized by the DHCD. Moreover, two Chapter 40B projects now under review by the Zoning Board of Appeals contemplate 373 additional housing units. If approved and built, Norton would have 1,088 units of affordable housing in the SHI.)

As you are probably aware, the developer is expected to obtain permits and start the project within one year of the Town's approval. Unfortunately and as is often the case, if the developer has not pulled a permit, the developer can request an extension of up to two additional years. In most cases, the Town has little choice since DHCD has the authority to override the local option.

Your community is receiving this letter because, based upon the attached Department of Housing and Community Development's Chapter 40B Subsidized Housing Inventory (SHI) dated May 10, 2012, your town would benefit from the inclusion of "approved" units in the Subsidized Housing Inventory calculation.

The Town of Norton respectfully requests that your community include a similar article for consideration at its next Town Meeting that would authorize, if approved by the voters and the



TOWN OF NORTON

BOARD OF SELECTMEN

70 EAST MAIN STREET
MUNICIPAL CENTER, NORTON, MASS. 02766

TELEPHONE (508) 285-0210

Attorney General, the filing of a Home Rule Petition in support of a change to this law with your State Senator and House of Representatives for legislation.

If you have any further questions, you can contact Selectman Bob Kimball by e-mail at selectbob@aol.com or call him on his cell phone, 508-951-0571.

Together we can effect a change that will protect our communities from rapid growth. We urge your community to join the Town of Norton in this endeavor and thank you in advance for your consideration.

2 enclosures

Department of Housing and Community Development
 Chapter 40B Subsidized Housing Inventory (SHI)
 as of May 10, 2012

Community	2010 Census Year Round Housing Units	Total Development Units	SHI Units	%
Abington	6,364	511	478	7.5%
Acton	8,475	889	507	6.0%
Acushnet	4,097	129	99	2.4%
Adams	4,337	321	321	7.4%
Agawam	12,090	503	471	3.9%
Alford	231	0	0	0.0%
Amesbury	7,041	865	501	7.1%
Amherst	9,621	1,082	1,035	10.8%
Andover	12,324	1,431	1,148	9.3%
Aquinnah	158	41	41	25.9%
Arlington	19,881	1,291	1,086	5.5%
Ashburnham	2,272	147	32	1.4%
Ashby	1,150	0	0	0.0%
Ashfield	793	2	2	0.3%
Ashland	6,581	345	240	3.6%
Athol	5,148	246	246	4.8%
Attleboro	17,978	1,195	1,195	6.6%
Auburn	6,808	212	212	3.1%
Avon	1,763	74	74	4.2%
Ayer * 13.6%	3,440	456	290	8.4%
Barnstable	20,550	1,816	1,357	6.6%
Barre	2,164	78	78	3.6%
Becket	838	0	0	0.0%
Bedford	5,322	1,079	882	16.6%
Belchertown	5,771	394	368	6.4%
Bellingham * 10.8%	6,341	682	557	8.8%
Belmont	10,117	388	388	3.8%
Berkley	2,169	135	20	0.9%
Berlin	1,183	222	101	8.5%
Bernardston	930	24	24	2.6%
Beverly	16,522	1,971	1,849	11.2%
Billerica	14,442	1,472	842	5.8%
Blackstone	3,606	165	123	3.4%
Blandford	516	1	1	0.2%
Bokon	1,729	192	52	3.0%
Boston	269,482	51,554	49,941	18.5%
Bourne	8,584	1,181	561	6.5%
Boxborough * 15.7%	2,062	324	24	1.2%
Boxford	2,730	64	23	0.8%





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

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

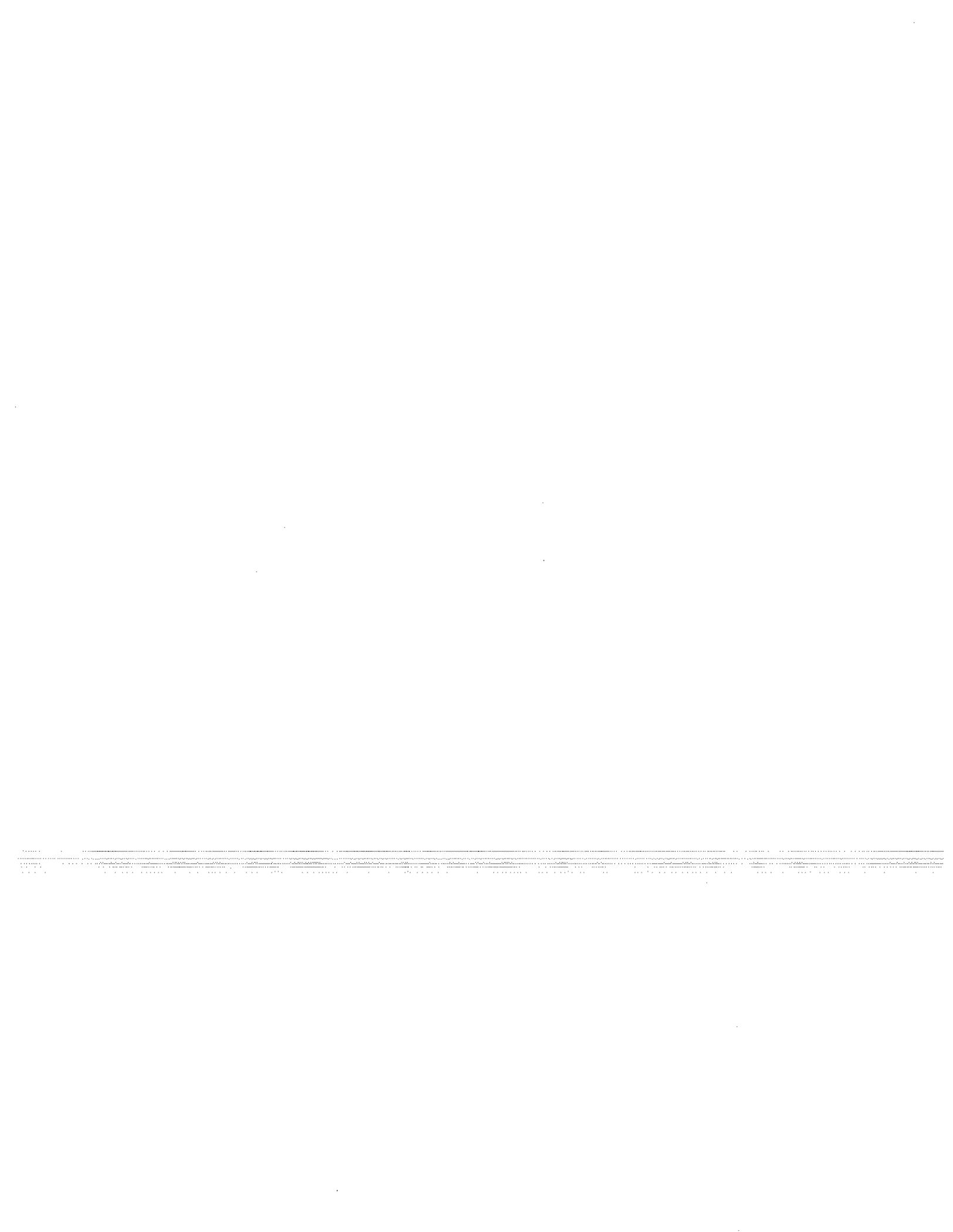
From: Building Department

Date: May 7, 2013

RE: Building Department Monthly Construction Activity Report

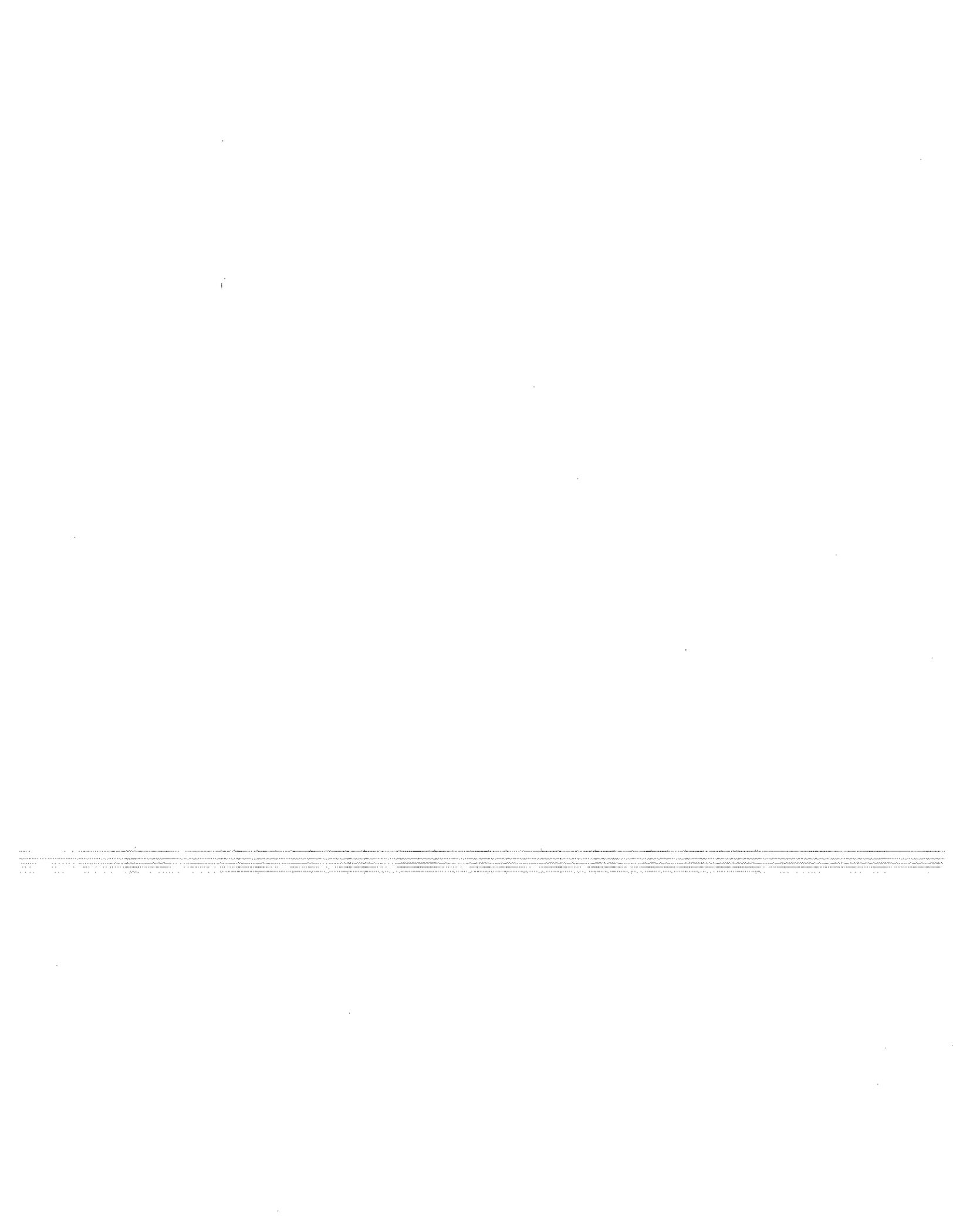
The Building Department has released the April 2013 Construction Activity Report. A copy is attached.

ma



Building Department Monthly Construction Activity CY 2013

	January	February	March	April	May	June	July	August	Sept.	October	November	December	Y-T-D Total
Residential:													
Single Family - new													0
Additions/Alterations	6	2	2	4									14
Repair		1		1									2
Foundation Only													0
Pools/Spa			2										2
Windows		1		4									5
Roof				3									3
Deck	1	1		2									4
Void													0
Accessory Apartment													0
Business:													0
New													0
Additions/Alterations			1	2									3
Other:													0
Construct. trailers													0
Tents													0
Cell Tower Antenna													0
Demolition													0
Woodstove	4												4
Signs													0
Shed/Barn				1									1
Mechanical													0
Change of Use													0
Totals:													0
Number of Permits	11	5	5	17									38
Construction Cost	228,200	31,150	356,791	230,370									846511
Total Fees	1,437	219	3,980	3,738									9374



Permit Listing Report

by District

Printed On: Mon May 06, 2013

Date Range: Issued between 04/01/2013 And 04/30/2013
 SQL Statement: (Type of Permit="Building")

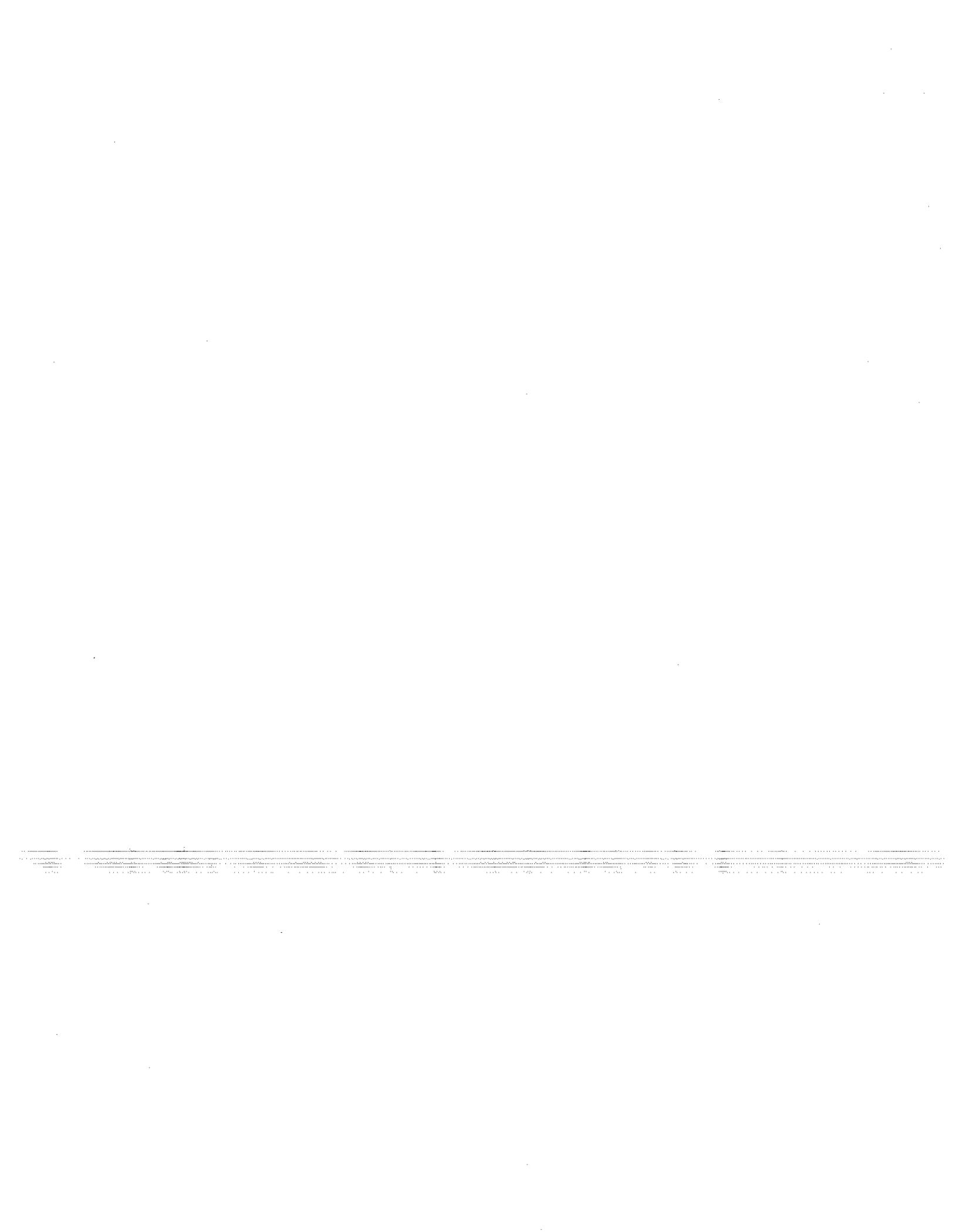
District	Address (Work Location)	District	Zoning	Owner	Date Issued	Contractor (Phone #)	Work Category	Work Description	Est. Cost	Proposed Use And Detail	Reas Paid	Check #
Permit Type	Permit No	Online Permit No	Permit Status									
Building	24 BLANCHARD RD		OPEN	DOYLE, CHRISTIAN E & DOYLE, SUCHITRA K	Apr-01-2013	Joseph Rezza	Windows	Windows	\$23,000.00		\$230.00	27671
Building	75 BLANCHARD RD		OPEN	PURLONG, JEAN	Apr-03-2013	Mark Rood MWR	ROOF	Reroof	\$8,000.00		\$80.00	1939
Building	89 BLANCHARD RD		OPEN	BRIER, BARBARA CONDIT	Apr-03-2013	Mark Rood MWR	ROOF	Reroof	\$8,000.00		\$80.00	1939
Building	872 HILL RD		OPEN	GALVIN, CHRISTOPHER	Apr-09-2013	CHC Construction	ADDITIONAL/ALTERATIO N	Renovation/Expansion	\$90,000.00		\$900.00	2926
Building	109-133 STOW RD (115 STOW RD 3B)		OPEN	SODERLING, VIRGINIA R.	Apr-09-2013	Power Home Remodeling	Windows	Windows	\$3,200.00		\$50.00	2835
Building	235 SUMMER RD (235 SUMMER RD 2)		OPEN	JOULE POWER INC	Apr-09-2013	William R Langrill Jr	COMMERCIAL - ALTERATION OR FIT-UP	Interior Office Refit	\$13,500.00		\$1,215.00	24501/6381

.....

Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Date Issued	Contractor (Phone #)	Work Category	Est. Cost	Proposed Use	And Detail	Check #
Permit Type	Permit No	Online Permit No	Permit Status				Work Description	Fees Paid			
Building	93 GUGGINS LN BP-2013-0105		A/R	DOUGLAS, STEPHEN B	Apr-09-2013	DOUGLAS, STEPHEN B	Finish Basement	\$10,000.00	Finish basement	\$50.00	1753
Building	BALDWIN -MACINTOSH LN (66 MACINTOSH LN 4B) BP-2013-0106		A/R	PERRY, JOHN R	Apr-16-2013	Erik Johnson	Windows	\$2,500.00	Windows	\$50.00	1119
Building	WHITCOMB RD (48 WHITCOMB RD) BP-2013-0107		OPEN	Jorge Gutierrez	Apr-17-2013	Jorge Gutierrez	SHED/BARN	\$100.00	Shed		1170
Building	100 GUGGINS LN BP-2013-0108		OPEN	John Gentle	Apr-17-2013	John Gentle	Deck	\$7,300.00	Deck	\$73.00	967
Building	604 BURROUGHS RD BP-2013-0109		A/R	DAWES, WILLIAM C JR	Apr-22-2013	DAWES, WILLIAM C JR	Repair	\$50.00	Sheetrock Ceiling of garage		260
Building	121 HAGERLN BP-2013-0110		OPEN	BOATRIGHT, JANE M SCHEIDEMANTTEL, PAUL G	Apr-22-2013	Denis Boucher	Kitchen Remodel	\$28,870.00	Kitchen Remodel	\$290.00	7532



Permit Listing Report

by District

District	Address (Work Location)	District	Zoning	Owner	Date Issued	Contractor (Phone #)	Work Category	Est. Cost	Proposed Use And Detail	Fees Paid	Check #
Permit Type	Permit No	Online Permit No	Permit Status				Work Description				
Building	115 HAGER LN		OPEN	MCALPINE, ALLAN & GLOVER-MCALPINE, HEIDI	Apr-26-2013	Carl Hume	Bathroom Remodel	\$5,000.00	Remodel Bathroom	\$50.00	1234
Building	684 BURROUGHS RD		OPEN	Lisa Hesch	Apr-26-2013	Fred Shoemaker (781) 844-8167	ROOF		Strip and reroof	\$60.00	1511
Building	85 HAGER LN		OPEN	BOURDEAU, JOSEPH S & BOURDEAU, SANDRA M	Apr-26-2013	BOURDEAU, JOSEPH S & BOURDEAU, SANDRA M	Deck		Deck	\$50.00	8254
Building	71 PETERS LN		OPEN	GOODWIN, JUSTIN F & MARY M	Apr-29-2013	Joseph Rezza	Windows	\$31,000.00	Windows	\$310.00	27843
Building	104 MASS AV		OPEN	HIRSCH, ROBERT S	Apr-29-2013	Fred Shoemaker (781) 844-8167	COMMERCIAL - ALTERATION OR FIT-UP		Commercial Repair	\$100.00	1512
District () TOTALS: ESTIMATED COST: \$230,370.00 NUMBER OF PERMITS: 17											
FEES INVOICED: \$3,738.00 FEES PAID: \$3,738.00											
BALANCE: \$0.00 BALANCE: \$0.00											
GRAND TOTALS: ESTIMATED COST: \$230,370.00 NUMBER OF PERMITS: 17											
FEES INVOICED: \$3,738.00 FEES PAID: \$3,738.00											
BALANCE: \$0.00 BALANCE: \$0.00											

.....



4a
BOS-IC*

BOXBOROUGH PLANNING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 x112 • Fax: (978) 264-3127
www.town.boxborough.ma.us

May 9, 2013

Charleen Taylor, Property Manager
Jones Lang LaSalle Americas, Inc.
Westboro Executive Park
112 Turnpike Road
Westborough, MA 01581

Re: Fort Pond Brook Trail Needs

Dear Charleen,

Please accept my sincerest thanks and gratitude on behalf of the Town of Boxborough for your generous donation of \$794 towards the much needed trail improvements in the Fort Pond Brook conservation area.

As you know, the employees at the Tech Central office park use the trails on a daily basis. During the spring this becomes very difficult, if not impossible, because many portions of the trails are under water or too wet to walk through. Your donation together with a donation from Piedmont Office Reality Trust for 90 Central Street will fund the construction of six boardwalks throughout the Fort Pond Brook area.

Sometime this summer, the Town's Land Stewards will be scheduling a work party. I will make sure you are made aware of the date in a sufficient amount of time to contact the various tenants in Tech Central.

Again, thank you very much for your donation, your support to tenants of Tech Central, and commitment to the Town.

Sincerely,

Elizabeth Hughes
Town Planner

cc: Boxborough Conservation Commission
 Boxborough Board of Selectmen



46
BOS-ITX*

BOXBOROUGH PLANNING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 x112 • Fax: (978) 264-3127
www.town.boxborough.ma.us

May 9, 2013

Paul Newman
Piedmont Office Realty Trust
One Brattle Square
Cambridge, MA 02138

Re: Fort Pond Brook Trail Needs

Dear Paul,

Please accept my sincerest thanks and gratitude on behalf of the Town of Boxborough for your generous donation of \$934 towards the much needed trail improvements in the Fort Pond Brook conservation area.

As you know, the employees at the Tech Central office park use the trails on a daily basis. During the spring this becomes very difficult, if not impossible, because many portions of the trails are under water or too wet to walk through. Your donation together with a donation from Jones Lang LaSalle for 80 Central Street will fund the construction of six boardwalks throughout the Fort Pond Brook area.

Sometime this summer, the Town's Land Stewards will be scheduling a work party. I will make sure you are made aware of the date in a sufficient amount of time to contact the various tenants. I know AMD does a lot of community service projects and would likely want to join in.

Again, thank you very much for your donation, your support to tenants of Tech Central, and commitment to the Town.

Sincerely,

Elizabeth Hughes
Town Planner

cc: Boxborough Conservation Commission
✓ Boxborough Board of Selectmen

56



Minutes, Notices and Updates
June 3, 2013

Minutes

1. Conservation Commission minutes for the meeting held May 1, 2013.

Notices

1. Notice of a Housing Board meeting held May 8, 2013.
2. Notice of a Public Celebrations Committee meeting held May 8, 2013.
3. Notice of a Recreation Commission meeting held May 9, 2013.
4. Notice of a Steele Farm Advisory Committee meeting held May 9, 2013
5. Notice of Finance Committee meetings:
 - a. Held May 9, 2013
 - b. Held May 13, 2013
 - c. To be held June 3, 2013
6. Notice of an Airport Study Committee meeting held May 15, 2013.
7. Notice of a Board of Health meeting held May 22, 2013.
8. Notice of a Public Celebrations & Ceremonies Committee meeting held May 22, 2013.
9. Notice of Stow Road Concept Development Committee meetings:
 - a. Held May 22, 2013
 - b. Held May 29, 2013
10. Notice of Board of Selectmen meetings:
 - a. 2013-2014 Meeting Schedule
 - b. To be held June 3, 2013
11. Notice of an Energy Committee meeting to be held June 5, 2013.
12. Notice of a Board of Selectmen public hearing to be held June 10, 2013, to consider the application of Nashoba Valley Nursery, Inc. dba Hayward Farms Ice Cream Parlor for a Common Victualler's License for the premise located at 36 Massachusetts Avenue.

13. Legal notice of Public Hearing of the Zoning Board of Appeals to be held on June 4, 2013, to consider an application file for a Special Permit received from ABC Cesspool on behalf Peter Martin and Barbara Melchin to replace and existing septic system in a W-District at the property located at 847 Liberty Square Road.
14. Legal notice of Public Hearing of the Conservation Commission to be held on June 5, 2013, to consider a Notice of Intent filed by Shangbin Liu for a project which includes improvements to driveway, walk and deck and construction of a patio and inground swimming pool at the property located at 103 Guggins Lane.
15. Legal notice of Public Hearing of the Planning Board to be held on June 10, 2013, to review the Application for a Preliminary Subdivision Plan submitted by Boxborough Town Center, LLC for property identified as 2 parcels (Lot #1 appx. 20.8 acres) and (Lot #2 appx. 37.4 acres) off of a proposed new cul-de-sac "Patriots Way" off of Mass. Ave./Route 111.
16. Conservation Commission Order of Conditions issued on May 5, 2013, to Peter Martin and Barbara Melchin for their located at 847 Liberty Square Road.
17. Notice of an MAPC meeting to be held May 29, 2013.
18. Notice of Freedom's Way Public Meetings:
 - June 8, 2013 – Great Meadows Refuge Complex, Sudbury
 - June 13, 2013 – Hilton Garden Inn, Devens
 - June 22, 2013 – Lawrence Barn, Hollis, NH

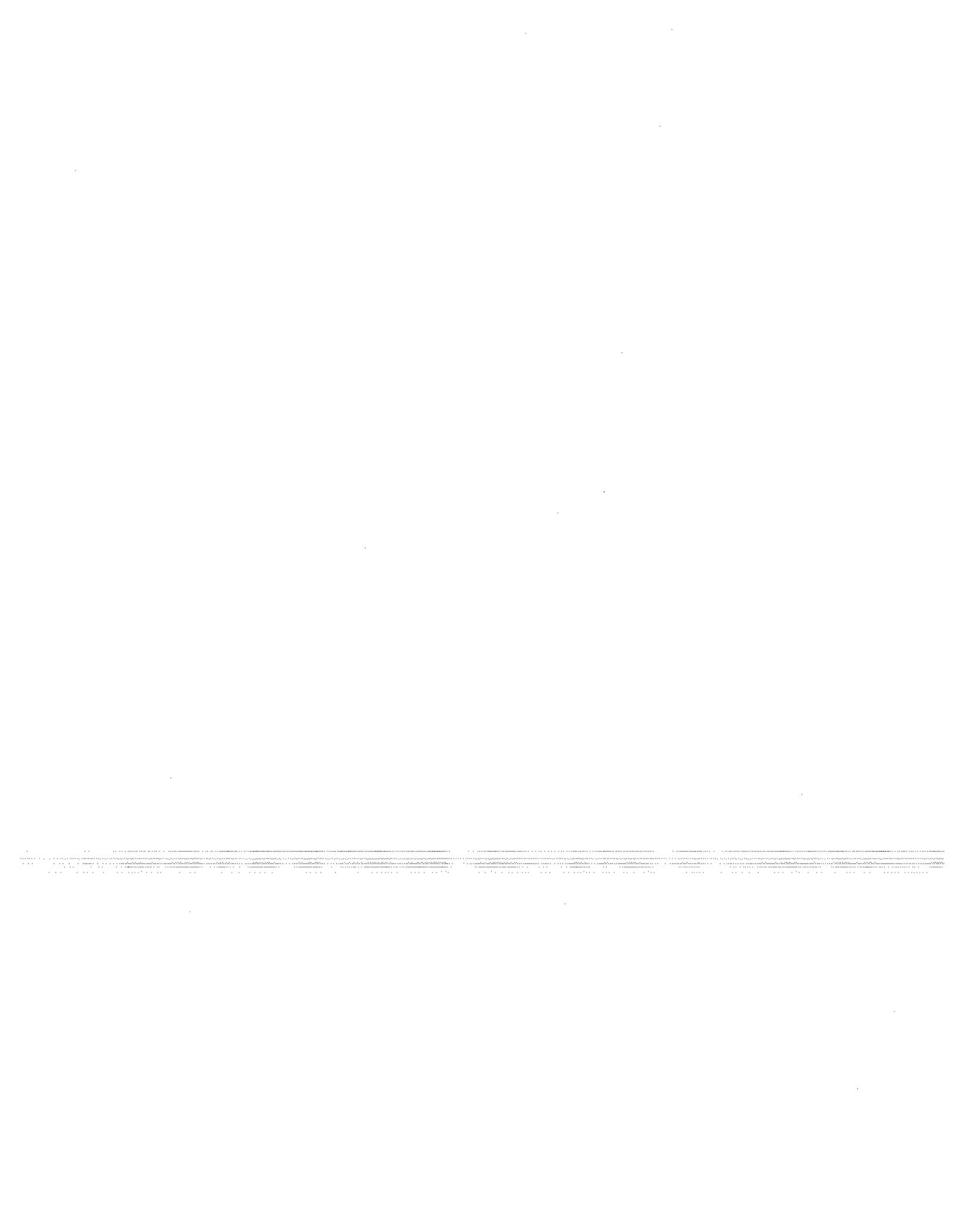
5c



General Correspondence
June 3, 2013

1. Spring 2013 Baystate Roads Program's Newsletter, *Mass Interchange*.
2. North Quabbin Regional Landscape Partnership's Save the Date Notification for the 2nd Statewide Open Space Conference.
3. Flyer from the Littleton 300 Committee announcing Littleton will have it 300 Birthday in 2014.
4. This year's Annual Boxborough One Room School #2 Tour schedule.*
5. Notice from Acton Recreation Department providing information on their 2013 Independence Day Celebrations and a variety of other events that they will be hosting at NARA Park throughout the summer.

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



Selectmen*

4

BOXBOROUGH ONE ROOM SCHOOL #2
PICNIC STREET, BOXOBORUGH, MA.

SCHOOL WILL BE OPEN ON THE FOLLOWING DATES
CONTACT PERSON - NANCY MORRISON
978-486-4433 CELL - 978-697-8736

DOUGLAS SCHOOL - MAY 17, 2013 ARRIVE 9:00 - LEAVE 1:30
CONTACT PERSON - KATHLEEN PANTANO - 978-266-2560 CELL 978-502-9054

GATES SCHOOL - MAY 31, 2013 ARRIVE 8:00 - LEAVE 2:00
CONTACT PERSON - PAM CRANNA - 978-266-2570

GATES SCHOOL - JUNE 3, 2013 RAIN DATE

BOXBOROUGH SCHOOL - JUNE 4, 2013 ARRIVE 8:15 - LEAVE - 12:30
CONTACT PERSON - CINDY PLUNKET- 978-263-4569x227 HOME - 978-772-2541

BOXBOROUGH SCHOOL - JUNE 5, 2013 RAIN DATE

