



BOARD OF SELECTMEN
Meeting Minutes
June 24, 2013

Approved: July 29, 2013

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member and Jim Gorman, Member

ABSENT: Raid Suleiman

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

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

Chair Amoroso called the meeting to order at 7:02 P.M. in the Morse/Hilberg Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- The Selectmen took up the re-appointment of various members to their respective town boards, whose terms would be effective July 1, 2013 through June 30, 2016, unless otherwise noted. Chair Amoroso read the list of re-appointees as follows:
 - ◇ Lauraine Harding, Council on Aging
 - ◇ Virginia Richardson, Board of Registrars
 - ◇ Donald Morse, Cemetery Commission
 - ◇ Mary Larson, Historical Commission
 - ◇ Trena Minudri, Historical Commission
 - ◇ John Neyland, Agricultural Commission (not present)
 - ◇ Owen Neville, Agricultural Commission (unable to attend)
 - ◇ Matthew Kosakowski, Airport Study Committee
 - ◇ Thomas Gorman, Zoning Board of Appeals (unable to attend)
 - ◇ Christian Habersaat, Zoning Board of Appeals alternate member. It was noted this was a one year re-appointment – until June 30, 2014.
 - ◇ F. Channing Wagg, Boxborough Affordable Housing Trust. It was noted this was a two year re-appointment – until June 30, 2015.
 - ◇ Jeffrey Handler, Boxborough Housing Board (unable to attend)
 - ◇ Sheila Bauer, Public Celebrations and Ceremonies Committee (not present)
 - ◇ Kevin Lehner, Recreation Commission
 - ◇ Bruce Hager, Steele Farm Advisory CommitteeMember Fox moved to re-appointment these individuals for terms effective July 1, 2013 through June 30, 2016, unless otherwise noted. Seconded by Member Stemple. **Approved 4-0.**
- Energy Committee Chair, Francie Nolde was present to present Keshava Srivastava as a candidate for appointment to the Energy Committee. Further to the recommendation of the Energy Committee, Chair Amoroso moved to appoint Keshava Srivastava to the Energy Committee effective immediately, to complete the unexpired term of K.C. Donovan, expiring June 30, 2014. Seconded by Member Stemple. **Approved 4-0.**

Town Clerk Markiewicz swore in those present.

The Selectmen took Agenda Items #4 a & b, out of order.

MINUTES

- Member Gorman moved to accept the minutes for the regular session of May 13, 2013, as revised. Seconded by Member Fox. **Approved 3-0-1.**

- The Selectmen passed over approval of the regular session minutes of June 10, 2013.

- Though not on the agenda, Chris Habersaat remained to present a field use fee waiver request on behalf Acton-Boxborough Youth Sports for the Boston Breakers' soccer clinic, being offered to just Acton & Boxborough girls by ABYS this summer. Recreation Commission Chair, Matt Rosner, and member, Kevin Lehner, were present and provided input. Habersaat provided an overview of field usage in both towns over the summer and ABYS efforts to keep the costs down while still making recreational opportunities available to our youth. There was discussion about the new A-B lower "turf" fields and those usage fees. ABYS would like to hold this clinic at Flerra's Liberty Field, however, based on the current fee schedule the usage fees for this four-day clinic would run at least \$960; making it cost prohibitive. This clinic could be relocated, but, they have already advertised that it will be at Flerra. Habersaat related ABYS's investment (maintenance & improvements) to both Boxborough and Acton athletic field facilities. There was discussion of the fee schedule, the similarities to Acton's policy and the background in establishing Boxborough's current field usage policy. The Selectmen related some of the other waiver and fee reduction requests that have been presented this year and discussing how this request differs. They also voiced concern about setting a precedent. There was concern that this clinic offering was distributed over a month ago but the Selectmen were just hearing about this tonight. There is a value to having this clinic in Boxborough and Boxborough has some of the nicest playing fields in the region. Habersaat noted that he is seeking not just a waiver for this clinic but to request that the Selectmen "re-visit" the current fee usage policy and fee structure. Though, it was determined that there would not be a fee waiver for this program; there was discussion on reducing the fee. Member Gorman moved reduce fee for the four day ABYS Boston Breakers' girl soccer clinic from \$960.00 to total fee of \$240.00 for one field. Seconded by Member Fox. **Approved 3-1.** A review of the field usage process and policy will take place.

The Selectmen took Agenda Items #7 (d i, ii and iii), out of order.

APPOINTMENTS (Continued)

- Police Chief Warren Ryder was present to discuss several reserve fund transfer requests for the Police and Dispatch Departments. Chief Ryder provided a Powerpoint presentation as background for these discussions. He advised that he has already had preliminary discussions with Finance Committee on these RFTs.
 - ◊ Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$2,500 from the Reserve Fund to account #221-5800-5850, Dispatch Equipment – Repair and Maint. Seconded by Member Gorman. **Approved 4-0.**
 - ◊ Chief Ryder spoke referred to his Powerpoint presentation. He touched significant factors that resulted in an RFT for Officer –Overtime: their 10 officer 24/7 shift structure; injuries to several officers in FY 13; and the 2 man shift coverage mandate. Chief Ryder asked that the amount requested in the Police Dept. Salary – FT Officer Overtime RFT be reduced from \$22,000 to \$15,000; further advising that the final amount needed is likely to be further reduced as he is anticipating additional insurance proceeds related to his officers' motor vehicle injuries. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$15,000 from the Reserve Fund to account #001-210-5100-5130, Police Dept Salary – FT Officer Overtime. Seconded by Member Gorman. **Approved 4-0.**
 - ◊ Chief Ryder advised that the instrument clusters (vehicle's computer) in all three of the remaining Crown Victoria cruisers failed over the past year. These repairs were unanticipated and necessary to get these cruisers back into service. Other police depts. have experienced similar failures. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$5,132 from the Reserve Fund to account #001-210-5200-5246, Police Dept Repair and Maint. – Vehicles. Seconded by Member Gorman. **Approved 4-0.**

NEW BUSINESS

- Member Gorman opened discussion on the possible creation of a Civil War Memorial. Veterans' Agent & Cemetery Supt., Don Morse, Cemetery Commission member, Becky Neville and members of the Historical Commission were present. The 150th Anniversary of the end of the Civil War is coming up and something should be done to commemorate it. The Civil War Muster Book has been located and it identifies 22 recruits, but there may be more. Research will be needed to verify these records and see if any other Boxborough residents served. At the same time Member Gorman proposed that discussion begin on designing a Civil War memorial. There was discussion on the possible locations in Town. Member Gorman suggested that a group be formed to investigate the creation of a Civil War memorial; consisting of himself as the Selectmen's representative; members of the Historical Comm. and Cemetery Comm. and an At-large member. Historic Commission Chair Alan Rohwer

advised that they are already working on having a marker placed, to honor the only Civil War battle fatality, at the former Fletcher homestead. Cemetery Commission member, Becky Neville, advised that they have already been discussing the existing memorials, and their placement around Town. There was an additional discussion about possibly creating memorials for other military conflicts. Member Gorman moved to establish a subcommittee to investigate and study the creation of a Civil War memorial and possibly other memorials in the future. Seconded by Member Fox. **Approved 4-0.**

SELECTMEN REPORTS

- Member Fox reported the Stow Rd. Concept Development Committee has reviewed the submitted requests for proposals and has solidified their development concepts. They met with some of the vendors and two finalists were chosen. TA Shaw is in negotiations with the first choice. He further reported that the Affordable Housing Trust met the day after the SRCDC interviews and approved funding for this work.
- Member Stemple reported that the Steele Farm Advisory Committee's work on the Preservation Restriction is almost complete and they should be coming back before the Selectmen in the near future. The Historical Society is going to establish an annual donation to help with the preservation of Steele Farm. There has been discussion about relocating the Harvest Fair to Steele Farm and increasing cooperation between the AgCom and SFAC.
- Chair Amoroso reported that the Regional Agreement was executed by the Chair of the Acton BoS today and he has signed on behalf of Boxborough this evening. The Towns can now move forward with negotiating an IMA.

He also reported that there have been stories in the news that the State of Maryland recently had to take action to "bail-out" gaming ventures in their state to prevent the closing of several casinos.

NEW BUSINESS

- The Selectmen took up the annual appointment of various municipal employees (*the list of those appointed is attached and incorporated by reference*). Member Stemple moved to appoint those individuals identified on this list for a term commencing July 1, 2013 and ending on date indicated. Seconded by Member Fox. **Approved 4-0.**
- There was discussion on the FY 14 Transfer Station Regulations (including new bulk permit fees). There was concern that the implementation of the new bulk fees had not been well advertised. A review will be done to determine the reason behind the decision to charge households for a 2nd sticker. Member Fox moved to approve the Transfer Station Regulations, dated 6/24/13, as written. Seconded by Member Gorman. **Approved 4-0.**
- The Selectmen took up the remaining reserve fund transfer requests:
 - ◇ It was noted that the Town sometimes slightly underfunds Public Works - Snow and Ice in order to avoid conflict with the statutory requirement of not decreasing a community's Snow & Ice budgets. There was discussion on providing the historical data on this practice. Member Fox moved to forward to the Finance Committee for approval the request to transfer \$3,607.36 from the Reserve Fund to account #001-423-5100-5110, Public Works - Snow and Ice Wages. Seconded by Member Stemple. **Approved 4-0.**
 - ◇ It was noted that some of the additional expenses under Public Works – Fuel and Fuel Expenses were due to the unanticipated need to install a new fuel pump and new testing regulations implemented after the FY 13 budget was approved. There was discussion on actual fuel usage. Member Fox moved to forward to the Finance Committee for approval the request to transfer \$6,697.11 from the Reserve Fund as follows:\$4,250 to account #001-429-5400-5483, Public Works – Fuel Testing Expense \$2,447.11 to account #001-429-5400-5482, Public Works – Fuel Expense . Seconded by Member Stemple. **Approved 4-0.**
- The Selectmen reviewed the disclosures submitted by Recreation Commission member, Matthew Rosner. As to Rosen's "Financial Interest & Determination by Appointing Authority" (MGL. C.268A § 19) Member Gorman moved and it was seconded 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. **Approved 4-0.** It was also moved and seconded to accept and place on file Rosen's "Appearance of Conflict of Interest" (MGL. C.268A § 23(b)(3)) **Approved 4-0.**

- The Selectmen took up the ratification of the Contract and Memorandum of Agreement between the Town and Selina S. Shaw, Town Administrator. Member Fox provided background; summarized the terms negotiated and the reason for executing the Memorandum of Agreement. Member Fox moved to ratify the Agreement made on the 17th of May 2013 between the Town and Selina S. Shaw, Town Administrator for the period July 1, 2013 through September 30, 2016, and further to ratify and execute the Memorandum of Agreement between the Town and Selina S. Shaw, dated June 24, 2013 related to contract renewal. Seconded by Member Stemple. **Approved 4-0.**
- There was discussion on the Selectmen's liaison assignments for FY 14. Some of liaison responsibilities were retained by the respective Selectmen, and in-coming Selectman Gorman agreed to take on some of those assignment previously held by Frank Powers, however it was determined that these assignments would be finalized at the July 15th meeting so Member Suleiman could provide his input. There was also discussion concerning the groups that may be organized as a result of the school regionalization efforts. Chair Amoroso noted that he was willing to continue to represent the Selectmen regarding the regionalization efforts.
- The Selectmen discussed possible participation in Regional Transportation Advisory Council. It was determined that no action would be taken on this, at this time.
- The Selectmen discussed dates for their annual goals workshop and volunteer/employee appreciation event.
 - ◇ Member Fox moved to hold the Volunteer/Employee appreciation event on Saturday, September 21, 2013, from 4-7 PM at the Town Hall. Seconded by Member Stemple. **Approved 4-0.**
 - ◇ Member Stemple moved to schedule the Selectmen's Goals workshop on October 19, 2013. Seconded by Member Fox. **Approved 4-0.**

CORRESPONDENCE

- Chair Amoroso read the list of Internal & Outgoing Communications items. There was no discussion on these items or those documents listed as Minutes/Notice or General Correspondence.

ADJOURN

- At 9:40 PM Member Fox moved to adjourn. Seconded by Member Stemple. **Approved 4-0.**

FY 2014
APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer - Other (Title Revised 2014 ATM)	June 30, 2014
Donald	Morse	Cemetery Superintendent	June 30, 2014
Vacant		Assistant Veterans' Agent	March 31, 2014
Phyllis	Tower	Animal Control Officer - Dogs & Cats (Title Revised 2014 ATM)	June 30, 2014
David	Birt	Election Warden	June 30, 2014
Owen	Neville	Election Warden	June 30, 2014
Phyllis	Tower	Field Driver	June 30, 2014
Michael	Guzzo	Town Accountant	June 30, 2014
Elizabeth	Hughes	Town Planner	June 30, 2014
Margaret	Dennehy	Town Treasurer	June 30, 2014
David G.	Lindberg	Inspector of Buildings/Code Administration Officer	June 30, 2014
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2014
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2014
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2014
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2014
Kopelman & Paige, PC		Town Counsel	June 30, 2014
Nicholas A.	DiMauro	Sergeant	June 30, 2014
Warren J.	O'Brien	Sergeant	June 30, 2014
Brett A.	Pelley	Sergeant	June 30, 2014
Nathan W.	Bowolick	Patrol Officer	June 30, 2014
Patrick S.	Colburn	Patrol Officer	June 30, 2014
Philip M.	Gath	Patrol Officer	June 30, 2014
Jeffrey C.	Landgren	Patrol Officer	June 30, 2014
Benjamin M.	Lavine	Patrol Officer	June 30, 2014
Edward W.	Pokornicki, Jr.	Patrol Officer	June 30, 2014
Robert R.	Romilly, Jr.	Patrol Officer	June 30, 2014
Brandon	Bruin	Special Police Officer	June 30, 2014
Gordon N.	Clark	Special Police Officer	June 30, 2014
Robert	DaCosta	Special Police Officer	June 30, 2014
Sean	Dineen	Special Police Officer	June 30, 2014
Steven P.	Duffy	Special Police Officer	June 30, 2014
Frank	Gordon	Special Police Officer	June 30, 2014
Peter	Kinnas	Special Police Officer	June 30, 2014
Patrick E.	Mortimer	Special Police Officer	June 30, 2014
Katelyn	Pfeifer	Special Police Officer	June 30, 2014
Phyllis	Tower	Lock-up Attendant	June 30, 2014
Richard	Tower	Lock-up Attendant	June 30, 2014
Amy	Waxman	Lock-up Attendant	June 30, 2014

SELECTMEN'S ANNOUNCEMENTS

JUNE 24, 2013

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

- A good time was had by all at this year's **Fifer's Day**. Thanks to the Minutemen and Public Celebration Committee for all their hard work in making this day possible. Congratulations to Ann Canfield this year's Golden Fife recipient and Frank Powers for being chosen as Parade Marshall.

- Tomorrow night, June 25th, there will be a presentation at 7:00 PM at the Sargent Memorial Library, 427 Mass Ave., on the Regional Dispatch Feasibility Study. The Feasibility Study report can be viewed from a link on the Town's website under "NEWS."

- The Election to fill the **U.S. Senate seat** will also be held Tuesday, June 25th. Information is available on the Town Clerk's webpage.

- Drivers are asked to use extra caution during the summer months especially in July. The **Town's Summer Day Camp Program** begins at Flerra Meadow next Monday, July 1st and will run through Friday, July 26th. Drop off begins around 8:00 a.m. with pick up after 12:30 p.m. Also many children will be riding their bikes to camp and around town in general during the summer so you are asked to drive with care.

- **FY 2014 Transfer Station stickers are now being distributed.** If you have not yet submitted your application, forms may still be obtained at Town Hall, the Town's website or at the Transfer Station. Please refer to the application for an explanation of fees. Note that after July 31, fees go up, so remember to apply soon. Once your application has been submitted and processed, you can have your sticker affixed to your vehicle at the Transfer Station shed during regular operating hours. Applications can only be processed by the Tax Collector, at Town Hall, 29 Middle Road, and will not be accepted at the Transfer Station.

- The **Acton-Boxborough Farmers' Market** is back for a fifth season. The market is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village and is open on Sundays from 10 AM to 1 PM and will run through October.

- **Save the date....** **The Boxborough**
Harvest Fair, previously known as the Agricultural Fair, will be held on Saturday, September 7th at the Boxborough Town Hall and UCC Church. More information will be provided in the coming months.
- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. To learn more or to provide your opinion, by completing a brief on-line survey, go to the Link on the Town's website under "NEWS".
- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Public Celebrations & Ceremonies Comm. (1) and the Steele Farm Advisory Committee (2). Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- For more information on the Acton-Boxborough Farmers Market go to www.boxboroughfair.org ; or find them on Facebook – Boxborough Harvest Fair.
- For more information on the Acton-Boxborough Farmers Market go to www.abfarmersmarket.org ; or find them on Facebook – Acton-Boxborough Farmers Market.
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39**. Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.



BOARD OF SELECTMEN
Meeting Agenda
June 24, 2013
Boxborough Town Hall
Morse-Hilberg Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Various board members to be considered for (re) appointment for terms effective **July 1, 2013 through June 30, 2016, unless otherwise noted** (starting at ≈ 7:05 PM)
- i. Lauraine Harding, Council on Aging
 - ii. Virginia Richardson, Board of Registrars
 - iii. Donald Morse, Cemetery Commission
 - iv. Mary Larson, Historical Commission
 - v. Trena Minudri, Historical Commission
 - vi. John Neyland, Agricultural Commission
 - vii. Owen Neville, Agricultural Commission (unable to attend)
 - viii. Matthew Kosakowski, Airport Study Committee
 - ix. Thomas Gorman, Zoning Board of Appeals (unable to attend)
 - x. Christian Habersaat, Zoning Board of Appeals alternate member
 - xi. F. Channing Wagg, Boxborough Affordable Housing Trust (June 30, 2015)
 - xii. Jeffrey Handler, Boxborough Housing Board
 - xiii. Sheila Bauer, Public Celebrations and Ceremonies Committee
 - xiv. Kevin Lehner, Recreation Commission
 - xv. Bruce Hager, Steele Farm Advisory Committee

Move to appoint... to the... for a term commencing July 1, 2013 through June 30...

VOTE:

- xvi. Keshava Srivastava, Energy Committee (new appointee)
Further to the recommendation of the Energy Committee, move to appoint Keshava Srivastava to the Energy Committee effective immediately, to complete the unexpired term of K.C. Donovan, expiring June 30, 2014

VOTE:

- b) Police Chief Warren Ryder, to discuss reserve fund transfer requests for Police and Dispatch Departments (items 7 d i, ii and iii), 7:25 PM

- c) Citizens' Concerns

4. MINUTES

- a) Regular session, May 13, 2013
- b) Regular session, June 10, 2013

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Employee Appointments (see attached list)
Move to appoint... for a term commencing July 1, 2013 and ending on... VOTE:
- b) Creation of a Civil War Memorial - discussion
- c) Transfer Station Regulations (including new bulk permit fees)
Move to approve the Transfer Station Regulations, dated 6/24/13, as written... as revised... VOTE:
- d) Reserve Fund Transfers
- i. Dispatch
Move to forward to the Finance Committee for approval the request to transfer \$2,500 from the Reserve Fund to account #221-5800-5850, Dispatch Equipment – Repair and Maint. VOTE:
- ii. Police Department - Salary – FT Officer Overtime
Move to forward to the Finance Committee for approval the request to transfer \$22,000 from the Reserve Fund to account #001-210-5100-5130, Police Dept Salary – FT Officer Overtime VOTE:
- iii. Police Department – Repair and Maint. - Vehicles
Move to forward to the Finance Committee for approval the request to transfer \$5,132 from the Reserve Fund to account #001-210-5200-5246, Police Dept Repair and Maint. - Vehicles VOTE:
- iv. Public Works - Snow and Ice
Move to forward to the Finance Committee for approval the request to transfer \$3,607.36 from the Reserve Fund to account #001-423-5100-5110, Public Works - Snow and Ice Wages VOTE:
- v. Public Works - Fuel
Move to forward to the Finance Committee for approval the request to transfer \$6,697.11 from the Reserve Fund as follows:
\$4,250 to account #001-429-5400-5483, Public Works – Fuel Testing Expense
\$2,447.11 to account #001-429-5400-5482, Public Works – Fuel Expense VOTE:
- e) Disclosures by Matthew Rosner, 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:
- ii. Appearance of Conflict of Interest ACCEPT & POF
- f) Ratification of Contract and Memorandum of Agreement between the Town and Selina S. Shaw, Town Administrator (July 1, 2013 – September 30, 2016)
Move to ratify the Agreement made on the 17th of May 2013 between the Town and Selina S. Shaw, Town Administrator for the period July 1, 2013 through September 30, 2016, and further to ratify and execute the Memorandum of Agreement between the Town and Selina S. Shaw, dated June 24, 2013 related to contract renewal VOTE:
- g) BoS Liaisons
- h) Participation in Regional Transportation Advisory Council – discussion
- i) Dates for BoS goals workshop and volunteer/employee appreciation event - discussion

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2014
for Re-appointment 6/24/13

3a

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Agricultural Commission -Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agricultural activities in Town) Established ATM 5/12/08					
Owen	Neville	07/21/08	2013	2016	
John	Neyland	07/21/08	2013	2016	
Airport Study Committee - 5 members; 3 year terms, est 8/9/93					
Matt	Kosakowski	02/04/08	2013	2016	
VACANT			2014		<i>Unexpired term of Bill Litant</i>
Zoning Board of Appeals - staggered 3 year terms; 5 full & 2 alternate members (1 year terms)					
Tom	Gorman	01/27/03	2013	2016	
Chris	Habersaat	09/22/03	2013	2014	Alternate
VACANT			2013		Alternate
Board of Registrars - staggered 3 year terms; 3 members & Town Clerk					
Virginia	Richardson	05/22/06	2013	2016	
Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07					
Channing	Wagg	06/20/11	2013	2015	At - large Rep.
Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00					
Jeff	Handler	01/28/02	2013	2016	
VACANT			2015		
Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members					
Donald	Morse	07/01/09	2013	2016	
Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)					
Lauraine	Harding	06/25/12	2013	2016	
Energy Committee - established 2/9/09 (Amended 3/8/10) by the Board of Selectmen; 7 members; staggered 3 year terms					
Keshava	Srivastava	06/24/13	2014		<i>Unexpired term of K.C. Donovan</i>

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2014
for Re-appointment 6/24/13

Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985					
Mary	Larson	06/30/97	2013	2016	
Trena	Minudri	07/01/12	2013	2016	
MART Representative					
VACANT				2014	<i>Formerly Frank Powers</i>
Metropolitan Area Planning Council (MAPC) and MAGIC Representative					
Les	Fox	05/04/09	04/30/15		
VACANT			2015		<i>Alternate-Vacated by Frank Powers</i>
Public Celebrations & Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)					
Sheila	Bauer	04/04/11	2013	2016	
VACANT			2015		
Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)					
Kevin	Lehner	09/17/01	2013	2016	
Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm") BoS approved increase in term to 3 yrs, to be staggered, 6/5/05					
Bruce	Hager	10/31/05	2013	2016	
VACANT			2015		
VACANT			2015		

Selina S. Shaw

From: Selina S. Shaw [selina.shaw@town.boxborough.ma.us]
Sent: Monday, June 24, 2013 1:50 PM
To: James Gorman (jgorman@tritonsys.com); 'Les Fox (lesfox@comcast.net)'; 'Raid Suleiman (rsuleiman@cfa.harvard.edu)'; 'Raid Suleiman (sraid@yahoo.com)'; Robert Stemple (bstemple@verizon.net); Stemple, Robert T.; Vincent Amoroso (amorosovm@gmail.com)
Subject: FW: Request from Chris Habersaat

Good afternoon,

When Chris comes in this evening to be re-appointed as an alternate member of the ZBA (term expires June 30, 2014 – forgot to note on agenda), he will also be addressing the Board regarding a last minute request to waive the field permit fee for a program to be sponsored by ABYS. Details follow in the emails below.

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

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

From: Habersaat, Christian W. [mailto:CHabersaat@GOULSTONSTORRS.com]
Sent: Monday, June 24, 2013 10:24 AM
To: 'Selina Shaw'
Cc: Matthew Rosner; Kevin Lehner
Subject: RE: Request from Chris Habersaat

Thank you Selina for getting this matter before the BoS this evening. I promise not to take up much time at all.

Please see the attached Permit Fee Application. ABYS is requesting a waiver of the Permit Fee that has been associated with this use request. I will provide the BoS with additional information supporting this request this evening, and will be happy to answer any question the BoS may have. You have captured the essence of the basis for the request in your email to Vince Amoroso.

ABYS would like to run this 4-day clinic, which is being led by players and coaches from the Boston Breaker (a women's professional soccer team), in Boxborough. There are alternative venues to run this 4-day clinic, including the Lower Fields at the High School. ABYS has been running clinics at this venue and would like to offer its members (in particular its Boxborough members) a venue in Boxborough for this clinic. The permit fee to run this clinic in Boxborough could be anywhere from \$960 to \$1,920 depending on how one defines "\$240 per field/day". If ABYS needs to "rent" fields to run this clinic, a more financially attractive venue would be the Lower Fields, where any permit fee charged to ABYS would go toward paying down the loan ABYS has taken out to support the project at the High School. ABYS would like to run this clinic in Boxborough.

I'll be at the BoS meeting this evening. Thanks.

Chris

From: Selina Shaw <selina.shaw@town.boxborough.ma.us>
Subject: Request from Chris Habersaat

6/24/2013

Date: June 23, 2013 5:07:34 PM EDT

To: Vincent Amoroso <amorosovm@gmail.com>

Cc: Matthew Rosner <matthewrosner@verizon.net>, Kevin Lehner <kevinlehner@verizon.net>

Good afternoon, Vince,

I was unable to get to this Friday and have been expecting a follow-up email from Chris Habersaat, not yet received.

Chris phoned me Friday afternoon asking if he could have "a few minutes" on Monday night when he comes in to be re-appointed as an alternate member of the ZBA. Chris would like to speak to the Board in his capacity as the Exec Director of ABYS. He is seeking a waiver (or possibly a reduction) of the field permit fee for a 4 day clinic being run by the Boston Breakers through ABYS. This request is coming at the eleventh hour; the program runs from July 8 -11. There is a \$180 fee being charged to each participant in the program.

Per the attached schedule of fees, such a program would be subject to \$240 per field/day fee. The Field Use Permit Policy specifically states "Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups."

I told Chris that I would refer the matter to you to determine if the last minute request could be taken up. [Depending on input, Chris may decide to move the program to Acton, where it can be run at the Lower Fields, where it would also be subject to a fee. The revenue would then be used towards paying down the debt incurred by ABYS, and would thus be more financially attractive. However, Chris would prefer to run the program in Boxborough, which he believes would be more beneficial to Boxborough's youth].

Happy to discuss this evening (just running out for a bit now), if you'd like to give me a call at home [REDACTED] or tomorrow in the office.

Selina

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

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



Presents a Clinic with the Boston Breakers

Register for the Clinic:



Click image above

Dates:

July 8th - 11th

Time:

9:00 AM - 12:00 PM

Location:

**Liberty Field,
Boxborough, MA**

Cost:

\$180

Includes ticket to a Breakers home game, and a t-shirt.



Greetings!

Strikers United and Acton Boxboro Youth Soccer are pleased to present a 4 day clinic with some of the finest women soccer players in the USA. Current Boston Breakers players will be in Acton / Boxboro this July to bring a curriculum specifically developed by the Boston Breakers to develop the skills of soccer players of all ages and abilities. Don't miss out on this great summer opportunity!

Hosted by Strikers United

A Program of Acton Boxboro Youth Soccer

Not only meet, but experience coaching from the stars of NWSL and the Boston Breakers!

[Click here to register](#)





**Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-263-1116**

**Schedule of Field Permit Fees
Effective January 1, 2012**

Field Fee (per field)	Boxborough Resident [Exclusive-use for organized activity]		Non-Boxborough Resident	
	(up to 2 hours)	(2 + hours)	(up to 2 hours)	(2+ hours)
Per Field	\$60	\$120	\$120	\$240
Multiple Day Use (10 Consecutive Days)	\$200	\$400	\$250	\$500
Multiple Day Use (11-20 Days)	\$250	\$500	\$300	\$600
Multiple Week Use (10 consecutive weeks/same day, same time)	\$200	\$400	\$250	\$500
Camps/Clinics	\$240 per field/day		\$240 per field/day	

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.

Boxborough Field Use Permit Policy Effective January 1, 2012

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit in the Boxborough Town Hall.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the town.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to Town Hall two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Town Administrator or her designee, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature below.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application. Town Administrator will forward all fee wiver/reduction requests to the Board of Selectmen for action.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

Subletting of fields

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency. Permit holder shall refer outside agency to Town for issuance of a permit.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation. Permit holder shall refer entity to Town for issuance of a permit.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall NOT be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW or the Recreation Commission designee will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.

3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder’s responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

Representative’s Name and Organization

Representative’s Signature & Date



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719

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

www.town.boxborough.ma.us

Field Permit Application

Effective Date: January 1, 2012

COMPLETE SECTIONS I AND II ONLY. File application at the Boxborough Town Hall at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough Town Hall) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued.

SECTION I

Application Date: _____ Email Address: _____

Name of Organization: _____

Contact Person: _____ Phone: Home () _____

Address: _____ Work () _____

Town/City: _____ State: _____ Zip Code: _____

Organization: Resident Non-Resident Number of Participants: _____

Describe Activity: _____

SECTION II

Facility/Field Requested: **Please be sure to check facility and circle preferred configuration for soccer**
Configuration of fields at each location to be determined by Town

_____ Flerra Soccer	_____ Liberty Soccer	_____ Fifer's Soccer
11 v 11 6 v 6	11 v 11 6 v 6	11 v 11 6 v 6
8 v 8 4 v 4	8 v 8 4 v 4	8 v 8 4 v 4

_____ Flerra Baseball	_____ Liberty Baseball	_____ Other
-----------------------	------------------------	-------------

DATE(s) REQUESTED:

1st Choice _____ Time Requested: Start Time _____ End Time: _____

2nd Choice _____ Time Requested: Start Time _____ End Time: _____

Will Food/Beverages be Served? _____ If Yes, be specific: _____

Will Alcohol be Served? * _____ Has a permit been obtained by the Board of Selectmen? _____

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

Fire – Permit required for all cook-outs, and must be obtained through the Fire Department.

Has a permit been obtained by the Fire Department? _____

Please notify the Boxborough Recreation contact for cancellations so that we may plan accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable.

(Representative's Signature)

(Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issue by _____ Date _____
Town Administrator

Special Instructions: _____

Copy to:

_____ Grounds (Tom Garmon) _____ Police _____ Fire
_____ Town Administrator _____ Authorized Rep. _____ RecComm

Office use only: Application received on: ____/____/____ **BY:** _____

Permit Fee: \$ _____ **Check #** _____

Application approved / denied on ____/____/____

Applicant contacted on ____/____/____ **by:** Phone Email Mail

Second contact on: ____/____/____ **by:** Phone Email Mail

Application Withdrawn ____/____/____



Warren B. Ryder
CHIEF OF POLICE

Memorandum

To: Finance Committee and Board of Selectmen

CC:

From: Chief Warren B. Ryder

Date: 6/10/2013

Re: Reserve Fund Transfer Requests

DISPATCH EXPENSES: (\$2,500)

There was \$4,194 in unexpected expenditures in FY13

1. A purchase of \$1,586. for anti-virus software for the public safety network. The previously installed software was outdated and difficult for the town's IT staff to work with. We purchased and installed the software that is now used town wide.
2. The station security camera monitor was out of service along with the heavy duty document shredder, both needed to be replaced (\$2,608).

POLICE PAYROLL/OVERTIME: (\$22,000)

Unplanned events such as long-drawn-out court cases, prolonged investigations, accidents with officer injuries, blizzard and extra school patrols (post Newtown, CT) have unpredictably drawn on the overtime line. We have entered the "busy" season for time off. Generally, the busiest time for replacement coverage is May through August. Approximately 50% of this request is due to Officer Injuries from MV accidents, and will be partially refunded in future insurance proceeds for workers compensation claims. Based on my experiences, I feel it safe to target the low range of the average scenario. I am requesting an RFT for \$22,000 and I hope to actually expend less.

POLICE EXPENSES: (\$5,132)

Vehicle maintenance budget is 118% expended (3,148). All three of our Ford Crown Victoria's had malfunctioning instrument clusters. They will need to be replaced or rebuilt at a cost of approximately \$500./ea.. There is \$1,984 in pending repair bills.

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/12 To 06/30/13

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
	Dispatch										
001-221-5200-5210	Dispatch - Electric	0.00	0.00	0.00	152.36	152.36	0.00	0.00	152.36	-152.36	N/A
001-221-5200-5319	Dispatch Byrne Service Teletype IMC	17,160.00	0.00	17,160.00	18,203.59	18,203.59	0.00	0.00	18,203.59	-1,043.59	106.08%
001-221-5200-5341	Dispatch Telephone	4,212.00	0.00	4,212.00	4,158.39	4,158.39	0.00	0.00	4,158.39	53.61	98.73%
001-221-5400-5423	Dispatch Office Supplies and Equipment	2,000.00	0.00	2,000.00	1,375.96	1,375.96	0.00	0.00	1,375.96	624.04	68.80%
001-221-5400-5590	Dispatch Uniforms	1,400.00	0.00	1,400.00	863.88	863.88	0.00	0.00	863.88	536.12	61.71%
001-221-5700-5716	Dispatch Training	1,000.00	0.00	1,000.00	776.82	776.82	0.00	0.00	776.82	223.18	77.68%
001-221-5700-5865	Dispatch - Software Upgrade	3,000.00	0.00	3,000.00	2,960.46	2,960.46	59.78	59.78	2,900.68	99.32	96.69%
001-221-5800-5850	Dispatch Equipment - Repair and Maint.	6,575.00	0.00	6,575.00	6,669.64	6,669.64	0.00	0.00	6,669.64	-94.64	101.44%
Sum	Dispatch	35,347.00	0.00	35,347.00	35,161.10	35,161.10	59.78	59.78	35,101.32	245.68	99.30%

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/12 To 06/30/13

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
Police											
001-210-5100-5112	Police Dept. Salary - Police Chief	100,950.00	0.00	100,950.00	94,284.72	94,284.72	0.00	0.00	94,284.72	6,665.28	93.40%
001-210-5100-5114	Police Dept. Salary - Full Time Officers	549,317.00	0.00	549,317.00	512,630.28	512,630.28	0.00	0.00	512,630.28	36,686.72	93.32%
001-210-5100-5117	Police Dept. Salary - Secretary	50,384.00	0.00	50,384.00	46,908.72	46,908.72	0.00	0.00	46,908.72	3,475.28	93.10%
001-210-5100-5119	Police Dept. Salary - Special Officers	11,541.00	0.00	11,541.00	9,559.95	9,559.95	0.00	0.00	9,559.95	1,981.05	82.83%
001-210-5100-5122	Police Dept. Salary - Lock up Attendants	5,836.00	0.00	5,836.00	7,061.58	7,061.58	0.00	0.00	7,061.58	-1,225.58	121.00%
001-210-5100-5123	Police Dept. Salary - Town Details	8,188.00	0.00	8,188.00	4,324.76	4,324.76	0.00	0.00	4,324.76	3,863.24	52.82%
001-210-5100-5130	Police Dept. Salary - FT Officer Overtime	135,285.00	0.00	135,285.00	138,455.52	138,455.52	2,346.41	2,346.41	136,109.11	-824.11	100.61%
001-210-5100-5148	Police Dept. Salary - Quinn Bill	76,293.00	0.00	76,293.00	71,959.92	71,959.92	0.00	0.00	71,959.92	4,333.08	94.32%
Sum	Police	937,794.00	0.00	937,794.00	885,185.45	885,185.45	2,346.41	2,346.41	882,839.04	54,954.96	94.14%

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/12 To 06/30/13

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
Police											
001-210-5200-5210	Police Dept. Electricity	12,360.00	0.00	12,360.00	10,797.18	10,797.18	0.00	0.00	10,797.18	1,562.82	87.36%
001-210-5200-5212	Police Dept. Heating	3,863.00	0.00	3,863.00	2,612.75	2,612.75	0.00	0.00	2,612.75	1,250.25	67.64%
001-210-5200-5240	Police Dept. Equipment Maintenance	4,640.00	0.00	4,640.00	1,808.72	1,808.72	0.00	0.00	1,808.72	2,831.28	38.98%
001-210-5200-5242	Police Dept. Repair and Maint - Building an	3,500.00	0.00	3,500.00	3,547.11	3,547.11	0.00	0.00	3,547.11	-47.11	101.35%
001-210-5200-5246	Police Dept. Repair and Maint - Vehicles	17,000.00	6,264.00	23,264.00	26,411.13	26,411.13	0.00	0.00	26,411.13	-3,147.13	113.53%
001-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	3,006.81	3,006.81	0.00	0.00	3,006.81	393.19	88.44%
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	11,504.56	11,504.56	0.00	0.00	11,504.56	855.44	93.08%
001-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	7,253.85	7,253.85	54.75	54.75	7,199.10	-199.10	102.84%
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	15,658.72	15,658.72	0.00	0.00	15,658.72	1,291.28	92.38%
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	6,222.16	6,222.16	0.00	0.00	6,222.16	-122.16	102.00%
001-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	3,973.79	3,973.79	0.00	0.00	3,973.79	-473.79	113.54%
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	2,697.06	2,697.06	0.00	0.00	2,697.06	1,302.94	67.43%
001-210-5800-5858	Police Dept. Cruiser Purchase	34,500.00	0.00	34,500.00	34,500.00	34,500.00	0.00	0.00	34,500.00	0.00	100.00%
Sum	Police	137,706.00	6,264.00	143,970.00	137,656.33	137,656.33	54.75	54.75	137,601.58	6,368.42	95.58%

2011 Annual Town Meeting

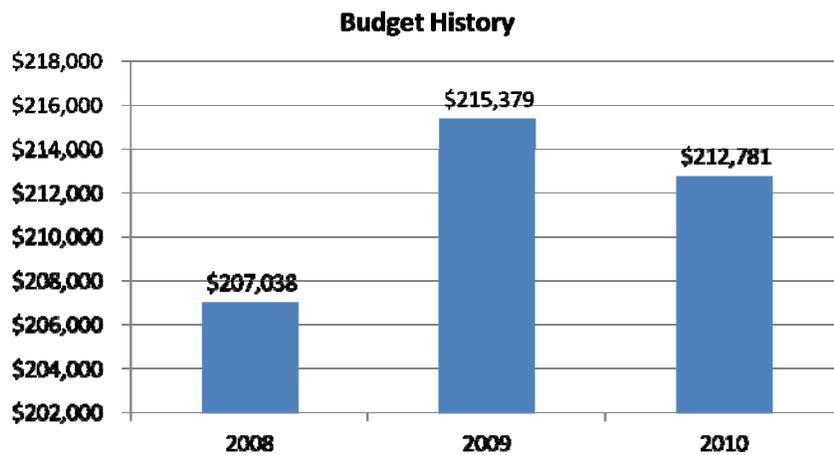
ARTICLE 11 POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER

The Board of Selectmen recommends unanimously (5 – 0).

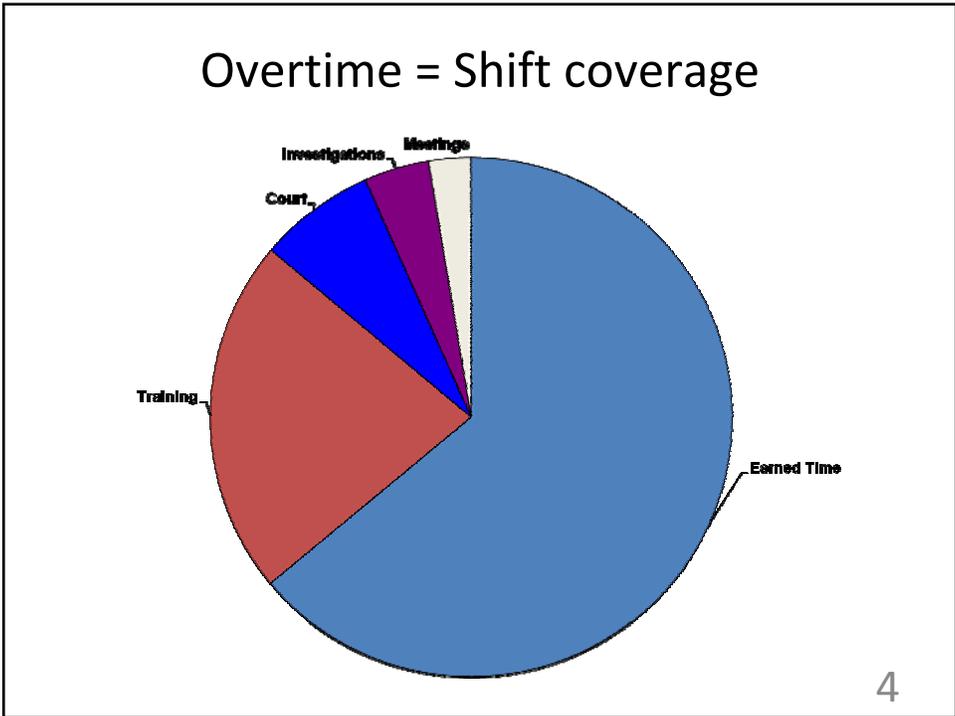
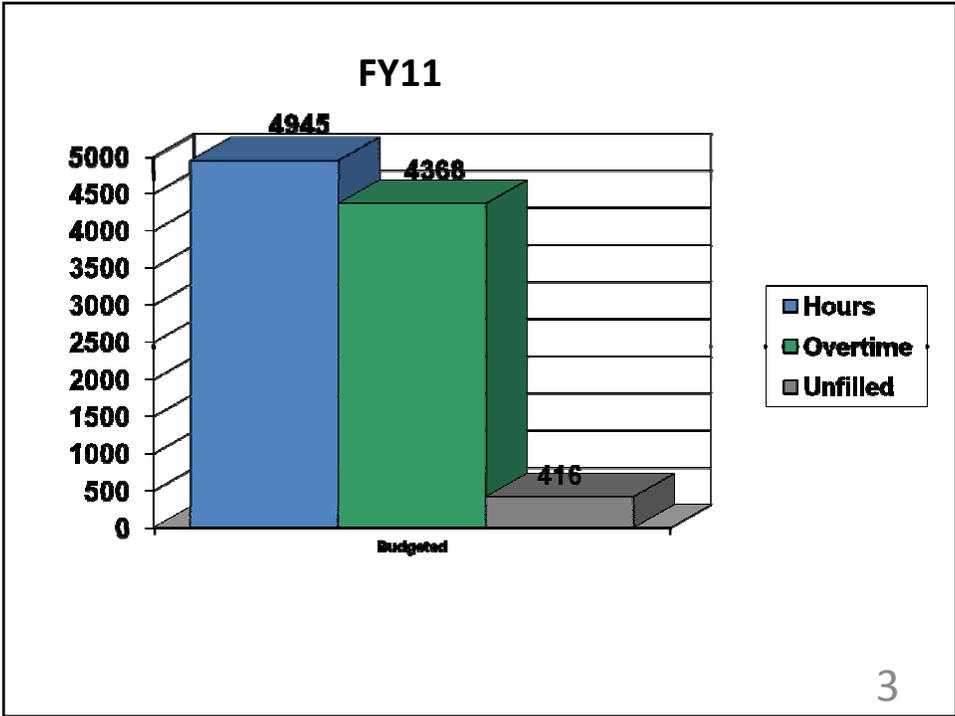
- One of the principal objectives of the Board of Selectmen for our new Police Chief was reduction in overtime expenses for the department.
- These overtime expenses have grown over a number of years to a level that is not sustainable.

1

Police Overtime



2



Boxborough Police Department Patrol Schedule

SHIFT	9/13/2012 THURSDAY	9/14/2012 FRIDAY	9/15/2012 SATURDAY	9/16/2012 SUNDAY	9/17/2012 MONDAY	9/18/2012 TUESDAY	9/19/2012 WEDNESDAY
0700-1500	DiMauro	DiMauro	DiMauro	O'Brien	O'Brien	DiMauro	DiMauro
0700-1500	Romilly	Bowolick	Bowolick	Romilly	Romilly	Romilly	Romilly
1500-2300	Pelley	O'Brien	O'Brien	Pelley	Pelley	Pelley	Pelley
1500-2300	Bowolick	Gath	Gath	Colburn	Colburn	Bowolick	Bowolick
2300-0700	Gath	Colburn	Colburn	Landgren	Landgren	Gath	Gath
2300-0700	Landgren	Pokornicki	Pokornicki	Pokornicki	Pokornicki	Landgren	Landgren
2300-0300							
COURT							
SCHOOL							
INVEST.							
OTHER							
<i>off. schedule</i>							
VACATION							
SICK DAY							
PERSONAL							
HOLIDAY							
COMP. DAY							
SWAP							

2011 Annual Town Meeting

ARTICLE 11 POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER

The Board of Selectmen recommends unanimously (5 – 0).

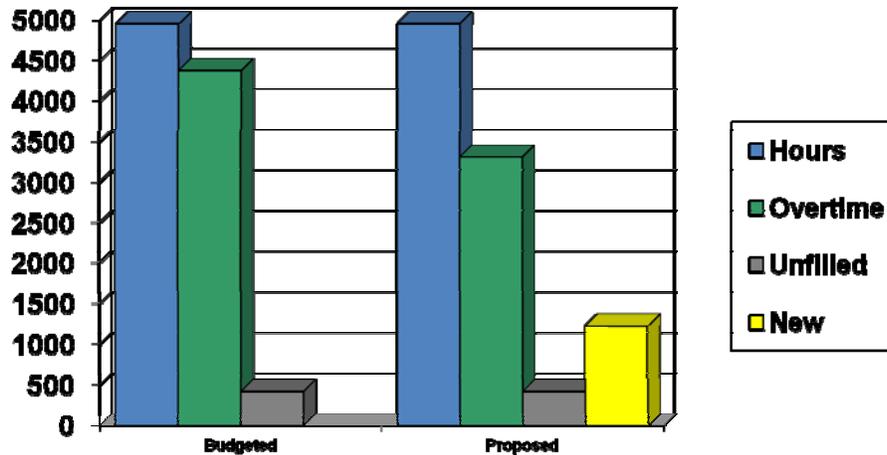
Continued...

- Adding an additional officer is essentially a no-cost or very low cost action that improves the ability to operate a department with adequate shift coverage and at the same time controlling overtime expenses.

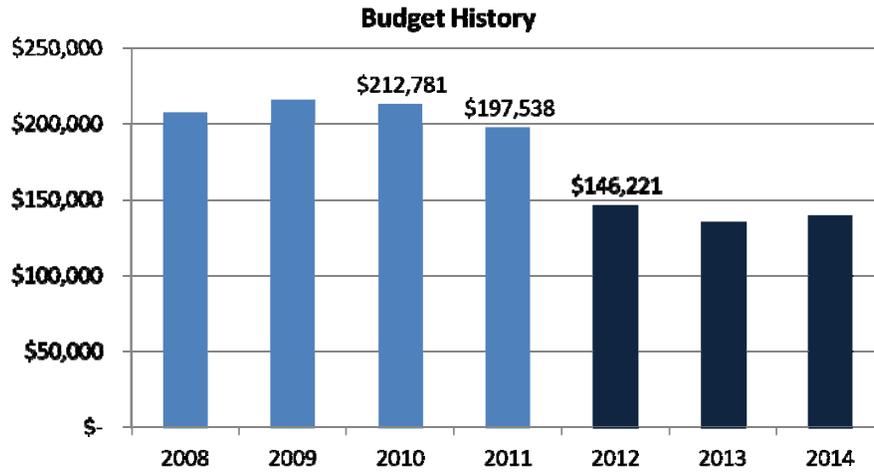
2011 Annual Town Meeting

ARTICLE 11 POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER
The Finance Committee recommends (5 -3).

Despite this slight increase in overall costs to the town, it is recommended that the town approve this proposal as it will enable Chief Ryder to more easily and productively “back fill” for officers that are away on earned time, testifying in court, attending training, etc. thereby reducing overtime costs. In addition, this proposal will allow the Chief to more efficiently deploy his officers to address the safety needs of the town.



Police Overtime



9

Boxborough Police Department Patrol Schedule

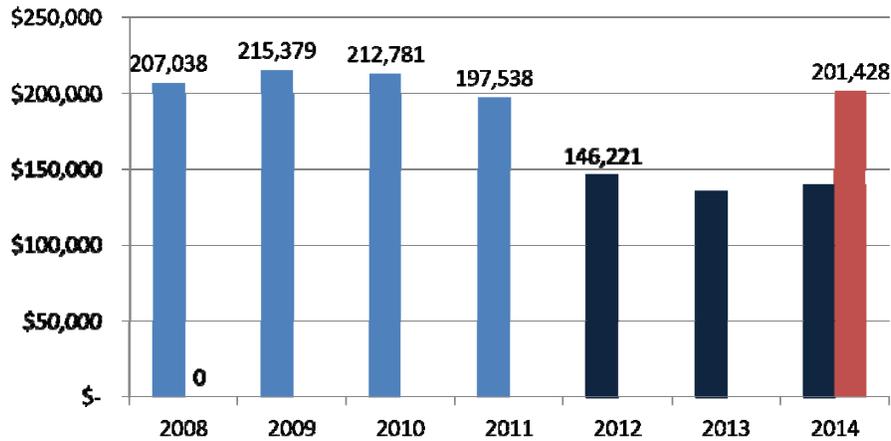
SHIFT	9/13/2012	9/14/2012	9/15/2012	9/16/2012	9/17/2012	9/18/2012	9/19/2012
	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
0700-1500	DiMauro	DiMauro	DiMauro	O'Brien	O'Brien	DiMauro	DiMauro
0700-1500	Romilly	Bowolick	Bowolick	Romilly	Romilly	Romilly	Romilly
Flex	Lavine			Lavine	Lavine	Lavine	Lavine
1500-2300	Pelley	O'Brien	O'Brien	Pelley	Pelley	Pelley	Pelley
1500-2300	Bowolick	Gath	Gath	Colburn	Colburn	Bowolick	Bowolick
2300-0700	Gath	Colburn	Colburn	Landgren	Landgren	Gath	Gath
2300-0700	Landgren	Pokornicki	Pokornicki	Pokornicki	Pokornicki	Landgren	Landgren
2300-0300							
COURT							
SCHOOL							
INVEST.							
OTHER							
<i>off schedule</i>							
VACATION							
SICK DAY							
PERSONAL							
HOLIDAY							
COMP. DAY							
SWAP							

10

Boxborough Police Department Patrol Schedule

SHIFT	9/13/2012 THURSDAY	9/14/2012 FRIDAY	9/15/2012 SATURDAY	9/16/2012 SUNDAY	9/17/2012 MONDAY	9/18/2012 TUESDAY	9/19/2012 WEDNESDAY
0700-1500	DiMauro	DiMauro	DiMauro	O'Brien	O'Brien	DiMauro	DiMauro
0700-1500	Romilly	Landgren	Bowolick	Romilly	Romilly	Lavine	Romilly
Flex					Lavine		
1500-2300	Lavine	O'Brien	O'Brien	Lavine	Pelley	Pelley	Pelley
1500-2300	Bowolick	Gath	Pelley	Colburn	Colburn	Bowolick	Lavine
2300-0700		Colburn	Colburn	Landgren	Landgren		
2300-0700	Landgren	Pokornicki		Pokornicki	Pokornicki	Landgren	Landgren
2300-0300	Duffy		Landgren			Pokornicki	Colburn
COURT						Romilly	
SCHOOL	Pelley	Bowolick					
INVEST.							
OTHER							
VACATION	Gath		Gath	Pelley			Bowolick
SICK DAY							
PERSONAL			Pokornicki				
HOLIDAY							
COMP. DAY							
SWAP							
On Call Sgt.							
On Call Det.							

Police Overtime





BOARD OF SELECTMEN
Meeting Minutes
May 13, 2013
Blanchard Memorial School Cafeteria

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

Chair Fox called the meeting to order at 6:00 P.M. in the Cafeteria of the Blanchard Memorial School, noting that the only item that the Selectmen would be taking up on their agenda would be Item #2b. Gaming in Boxborough and passing over all other items. Chair Fox further noted that the Selectmen would adjourn promptly at 6:45 PM for Town Meeting.

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.

OLD BUSINESS

Chair Fox re-opened discussion on gaming in Boxborough. In a prepared statement (attached & incorporated by reference) outlining how this meeting would proceed and the "ground rules" for the discussion. This meeting will conclude with the Selectmen voting on whether or not to further investigate allowing gaming in Boxborough. At this time there have only been presentations and general discussions. No formal proposals have been presented. He referred to a handout which recapped the history, background and resident input results regarding this matter. As of today, the input that the Selectmen have received was 88% opposed to allowing gaming; 12% indicated that they either supported further investigation or were favorable to gaming. He referred to other means from which input has been generated: a residents' petition supporting further investigation, delivered to the Selectmen earlier today, and discussions taking place through social media. Chair Fox explained the process if the Town did move forward to explore a proposal - the Town would need to formerly enter into "Host Agreement" negotiation with Cordish Companies. The Town would need to retain consultants, engineers and legal counsel who are experts on gaming developments. A change in the Zoning Bylaw would be needed, to allow gaming. Bylaw changes require Town Meeting approval. Then a referendum ballot election would need to take place. Only upon the Town's successful approval all of three of these actions could Cordish then submit a proposal to the Massachusetts Gaming Commission. Member Amoroso moved to further investigate allowing gaming in Boxborough and to enter into negotiations of a Host Agreement with the Cordish Companies. Seconded by Member Suleiman. Member Amoroso spoke in opposition to gaming, in general, and to further investigation. Member Powers spoke in support gathering more input, information and investigating further before we walk away from this venture. He read from a prepared statement (attached & incorporated by reference) and referred to the Selectmen's handout. The input received raised some concrete concerns. He also expressed his disappointment with some of these emails; negative comments directed at him personally. There was discussion on the impact of social media on civic activity. Chair Fox invited resident representatives to speak - one opposed and one in favor. Jeanne Kangas spoke in opposition. She referred to a green handout she and others had distributed. A gaming facility is incompatible with our community. She cited the things that would be negatively impacted if this venture was allowed along the costs & time involved if we explore this. Mark White spoke in support of further investigation. He doesn't know whether he would support this venture, but residents want the opportunity to have their questions answered. In Boxborough we talk issues over and work it out. If we don't have information we can't make a decision. Chair Fox concluded discussion and polled the Selectmen on the pending motion [...to further investigate allowing gaming in Boxborough and to enter into negotiations of a Host Agreement with the Cordish Companies.] **The vote was 1-4. Roll Call Vote: Fox "nay," Amoroso "nay," Powers "aye," Stemple "nay," and Suleiman "nay." The motion failed.**

ADJOURN

At 6:47 PM, it was moved and seconded to adjourn this meeting. **Approved 5-0.**

7a
FY 2014
APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer	June 30, 2014
Donald	Morse	Cemetery Superintendent	June 30, 2014
Vacant		Assistant Veterans' Agent	March 31, 2014
Phyllis	Tower	Animal Control Officer - Dogs & Cats (Title Revised 2014 ATM)	June 30, 2014
David	Birt	Election Warden	June 30, 2014
Owen	Neville	Election Warden	June 30, 2014
Phyllis	Tower	Field Driver	June 30, 2014
Michael	Guzzo	Town Accountant	June 30, 2014
Elizabeth	Hughes	Town Planner	June 30, 2014
Margaret	Dennehy	Town Treasurer	June 30, 2014
David G.	Lindberg	Inspector of Buildings/Code Administration Officer	June 30, 2014
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2014
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2014
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2014
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2014
Kopelman & Paige. PC		Town Counsel	June 30, 2014
Nicholas A.	DiMauro	Sergeant	June 30, 2014
Warren J.	O'Brien	Sergeant	June 30, 2014
Brett A.	Pelley	Sergeant	June 30, 2014
Nathan W.	Bowolick	Patrol Officer	June 30, 2014
Patrick S.	Colburn	Patrol Officer	June 30, 2014
Philip M.	Gath	Patrol Officer	June 30, 2014
Jeffrey C.	Landgren	Patrol Officer	June 30, 2014
Benjamin M.	Lavine	Patrol Officer	June 30, 2014
Edward W.	Pokornicki, Jr.	Patrol Officer	June 30, 2014
Robert R.	Romilly, Jr.	Patrol Officer	June 30, 2014
Brandon	Bruin	Special Police Officer	June 30, 2014
Gordon N.	Clark	Special Police Officer	June 30, 2014
Robert	DaCosta	Special Police Officer	June 30, 2014
Sean	Dineen	Special Police Officer	June 30, 2014
Steven P.	Duffy	Special Police Officer	June 30, 2014
Frank	Gordon	Special Police Officer	June 30, 2014
Peter	Kinnas	Special Police Officer	June 30, 2014
Patrick E.	Mortimer	Special Police Officer	June 30, 2014
Katelyn	Pfeifer	Special Police Officer	June 30, 2014
Phyllis	Tower	Lock-up Attendant	June 30, 2014
Richard	Tower	Lock-up Attendant	June 30, 2014
Amy	Waxman	Lock-up Attendant	June 30, 2014

7b

Selina S. Shaw

From: James Gorman [jgorman@tritonsys.com]
Sent: Sunday, June 16, 2013 5:22 PM
To: cheryl.mahoney@town.boxborough.ma.us; elizabeth.markiewicz@town.boxborough.ma.us;
selectmen@town.boxborough.ma.us; selina.shaw@town.boxborough.ma.us;
Alan.rohwer@verizon.net; johnfallon@verizon.net
Subject: New Business for BoS Meeting 6/24/13 - Civil War Memorial

Folks,

I would like to introduce an item of new business for the BoS meeting of 6/24/13, namely the idea of creating a Civil War memorial in Town commemorating the approximately 22 residents who mustered into the Union Army. I have spoken about this idea at length with Donny Morse, and he is in many respects the originator. The attached outline presents the framework of the idea as I see it, which of course carries my own biases. I do think we need to do this, and that it would be ideal to complete a memorial by the end of the Civil War Sesquicentennial, which gives us a bit less than 2 years.

For the 6/24 meeting, I propose merely to broach the idea in a public forum, discussing it for perhaps 10 minutes and inviting comment from interested parties. We can decide over the summer how best to proceed, assuming we all think that this is a good idea.

I do not think it need cost a great deal of money to create a memorial, and I also do not think it needs to be a tremendous production with consultants and designers. We can do this with the talents residing in Town, if we so wish.

The related questions of improving the very sad WWII memorial and commemorating Korea/Vietnam/Southwest Asia/et al. should also be addressed, but perhaps at a later date.

Thanks,

Jim

Proposal for Discussion

Creation of a Civil War Memorial for Boxborough

JJG - June 2013

Objective:

Create a lasting memorial for the Boxborough residents who served in the Union Army in the Civil War; both a collective memorial and individual markers at Civil War veteran gravesites.

Background:

Approximately twenty-two Boxborough residents were mustered into the Union Army during the Civil War, out of a population of 403 in the 1860 census. Their identities are recorded in the Town Muster Book, the whereabouts of which is presently unknown, but which has been seen by several residents within the past decade. The names of Boxborough residents who served in the Union Army are also recorded in a booklet of forms created by the Commonwealth of Massachusetts in the 1860s, and evidently completed by the then Town Clerk. These latter forms are appended with very brief service history summaries, including at least a few desertions. Liz M. has possession of the booklet of Town Clerk-completed forms in her office. Some of the Union Army veterans are buried in Town, and at least three of these graves are marked with appropriate original Grand Army of the Republic (GAR) bronze medallions and flag holders. These GAR medallions date from the latter portion of the nineteenth century, and have weathered the years as one might expect, with varying degrees of corrosion and obscuration. It is likely that some Union Army veteran graves are in Boxborough cemeteries unmarked, whether originally unmarked or having the markers removed for various reasons is unknown. Other than the surviving GAR medallions in the Town Cemeteries, there is no memorial to Boxborough Civil War veterans.

Desired Completion Date:

No later than Memorial Day 2015, end of Civil War Sesquicentennial.

Basic Efforts Required:

- Locate original Town Muster Book and check names. Liz M. is pursuing this.
- Correlate Muster Book names with later Town Clerk Listing on State Forms having brief service history (in hands of Liz M.), and compile encompassing list of names.
- Research encompassing muster list names with Dept. of Army, GAR and other databases to identify insofar as may be possible the likely service histories of encompassing list individuals (e.g. units, battles, injuries sustained, circumstances of discharge/separation).
- Determine final list of names to be memorialized.
- Identify locations of Civil War veterans buried in Boxborough.
- Ensure that all Civil War veterans' graves have GAR markers (good bronze reproductions are available at modest cost), possibly removing the surviving original markers to the museum.

- Determine design of memorial.
- Determine location of memorial.
- Erect memorial (unveiling on Memorial Day 2014 or 2015 would be ideal).

Serious Questions to be Resolved:

- Names to be memorialized (e.g. deserters? This is not such a simple question in CW.)
- Design of memorial (e.g. boulder with incised plaque, granite slab on plinth, other?)
- Location of memorial (Town Hall, Town Common, North Cemetery, South Cemetery?)
- Who does what?
- Funding (possible State/Federal, public subscription, local appropriation)?

Participants:

- Board of Selectmen
- Town Clerk
- Historical Commission
- Cemetery Commission
- Historical Society
- Veterans Groups
- Other?

Possible Related Activities (important, but do not dilute main CW memorial effort) :

- Rebuild/relocate WWII Memorial in more appropriate style. The present memorial is lame to the point of being disgraceful.
- Trim back bushes obscuring WWI memorial (or possibly relocate/re-orient)
- Design/erect memorial(s) for Korean Police Action, Vietnam War, Southwest Asia wars.



Town of Boxborough
TRANSFER STATION REGULATIONS
Transfer Station Phone: 978.263.3578 • DPW 978.263.1600
www.town.boxborough.ma.us

The Board of Selectmen has approved the following regulations concerning the use and operation of the Transfer Station/Recycling Center (hereinafter "station"). These regulations shall be in force and effect until changed or revoked by the Board of Selectmen.

GENERAL

1. Only Boxborough residents may utilize the station. Commercial and industrial firms located within the Town shall not be permitted to use the station. Only waste generated within the Town of Boxborough may be deposited at the station.
2. The Board of Selectmen will establish specified fees for permits on an annual basis.
3. Stickers are available for purchase only at Town Hall, by mail or in person during normal business hours. Details may be found on the Transfer Station sticker application. One-time pass or bulk item vouchers may be obtained with proof of residency - an annual sticker is not required.
4. All vehicles entering the station shall have a One-time pass, bulk item disposal voucher or annual Transfer Station permit sticker. The Transfer Station annual sticker must be prominently displayed on the **rear driver's side passenger window** of the vehicle. **Vehicles without any of the above shall be denied access to the station.**
5. All stickers shall be affixed to vehicles by a Town employee or designee. In the event that two stickers are requested, the second sticker will be held at the Transfer Station until such vehicle is presented.
6. **Vehicles must be registered to an address in the Town of Boxborough.** Vehicles **NOT REGISTERED** to a Boxborough address shall **NOT BE ISSUED** a Transfer Station sticker.
7. The **operating hours** of the station are **Wednesday, 11:00 a.m. – 7:00 p.m., and Saturday 8:00 a.m. – 4:00 p.m.** The station will be **closed on all legal holidays.** No unauthorized persons shall enter the site outside of public access hours.
8. All waste must be suitably secured when being hauled to the station to prevent littering on the Town ways. Violators shall be subject to a littering fine of \$200.00.
9. Disposal of any waste material outside of the fence or left on the side of the roadway is strictly prohibited. Violators shall be subject to a littering fine of \$200.00 for each offense. This prohibition shall be strictly enforced and violators shall be prosecuted.
10. All ordinary household solid waste except those, which must be recycled according to state law, and those excluded in Section 11 of these regulations, may be disposed of at the station. The Town reserves the right to exclude any other item which may be deemed a hazardous waste in the future.
11. The following waste products and items **shall not be disposed** of at the station:

Chemical dyes, petroleum products, pathological wastes, raw sewage or septic sludge, stumps, brush, leaves, wood logs, building materials, sheet rock, tires, automobiles, demolition material, dead animals, explosives and ammunition, radioactive materials of any nature and any substance or material, whether in liquid or solid form, which has been determined to be a hazardous material by any local, state or federal agency so authorized to make such a determination.

12. **Absolutely no individual salvaging** of materials shall be allowed at the station.
13. No person shall set fire to any material nor shall any person discharge a firearm within the area of the station.
14. No person shall bring unconfined or unleashed animals to the station.
15. **No person shall operate the compactors except the attendants.**
16. Civic organizations, who, on occasion would like to solicit at the station, must first contact the DPW Director for approval before doing so. In order to maintain the orderly operation of the station, the Transfer Station attendant may find it necessary to limit the activities of the soliciting organization.
17. Any person violating any of these regulations may be prosecuted and subject to a fine of \$200.00 and/or loss of right to use the station.
18. The Board of Selectmen may rule on any matter not included in the above regulations or for any special or unusual use of the station.
19. The attendants are in complete control of the station, and are authorized to immediately report any violation of these regulations to the Police Department. Any person who fails to obey the attendant's orders shall also be reported to the Board of Selectmen. If found to be in violation of any of these regulations, the Board of Selectmen may deny such person the right to use the facility.

HEAVY ITEM DISPOSAL - ANNUAL STICKER REQUIRED

1. The attendant has the right to refuse **MULTIPLE LOADS** in any one day, and to refuse drop off if the containers are full, until such time as there is room in the containers.
2. **Per Massachusetts Waste Ban 310 CMR 19.017- NO WALLBOARD, SHEET ROCK OR CEMENT BOARD** shall be accepted for disposal at the station.
3. "Heavy items," as described below, are accepted at the station and must be disposed of in the appropriate heavy collection bins.
 - Metal objects such as lawn mowers (no oil or gas), bicycles, scrap metal, swing sets. **PLEASE OBEY THE "METAL ONLY" SIGNS.**
 - Wood items such as shelving, doors, furniture (no upholstery), small scrap wood.

RECYCLING CENTER

The Recycling Center at the station now uses a single stream recycling system. All papers, plastics, glass and metal shall be placed in the same container. **BREAKDOWN ALL CARDBOARD BOXES to save space.**

1. The following items are to be recycled :
 - **Paper:** Newspapers and inserts, magazines, white and colored office paper, mail, corrugated cardboard boxes, phone books and empty paperboard boxes, liners removed, such as cereal and shoe boxes.

- **Glass:** Clear, green, brown and tinted bottles and jars. Glass containers must be rinsed, corks removed; labels may be left on.
- **Metal:** Tin, aluminum and steel cans, aluminum trays and foil. Items must be rinsed, labels may be left on. No other metal items, paints or aerosol cans are permitted.
- **Plastic:** All plastics numbered #1 through #7 such as: milk jugs, soda and water bottles, detergent bottles, take out containers, and margarine tubs. Be sure to rinse clean.

2. **NEITHER PLASTIC BAGS OF ANY SORT NOR STYROFOAM ARE ALLOWED. These items must be included with your SOLID WASTE.**

MERCURY SHED

1. **Alkaline - non-rechargeable batteries are not accepted.** They should be included with your solid waste.
2. The following items must be placed in the designated containers inside the mercury shed:
 - Fluorescent light bulbs, ballasts, thermostats.
 - Button cell batteries
 - Rechargeable batteries
 - Nickel Cadmium (Ni-Cd)
 - Nickel Metal Hydride (Ni-MH)
 - Lithium Ion (Li-ion)
 - Small sealed lead (Pb) LESS THAN 2 LBS

!!!!NEW NEW NEW NEW NEW!!!!

BULK ITEM DISPOSAL FEES - VOUCHER REQUIRED

1. Effective July 1, 2013, vouchers are required to dispose of bulk items at the Transfer Station. Transfer station sticker is not required; however **PROOF OF RESIDENCY IS REQUIRED.**
2. Vouchers may be purchased at Town Hall (payment to be made by check or cash only) or by mail to Town Hall, 29 Middle Rd. Please specify items to be disposed and include check with request. No vouchers will be sold at the Transfer Station.
3. No charge for seniors (65 and over by July 1, 2013).
4. Voucher must be presented at Transfer Station at time of drop off.

BULK ITEM FEES

\$5 EACH

Automotive Batteries
Copiers
DVD/CD players
Fax Machines
Propane Tanks
Radios
Rugs 6' x 6' or less
VCR's

\$15 EACH

Air Conditioners
Computer Monitors
Computer Towers/ Laptops
Clothes Dryers
Dehumidifiers
Dishwashers
Microwaves
Rugs over 6' x 6', but not truckload
Stoves
Televisions up to 27"
Washing Machines

\$25 EACH

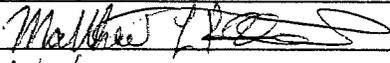
Box Springs
Freezers
Mattresses
Pool Liners/Covers
Refrigerators
Televisions over 27"
Upholstered Furniture
Water Heaters/Tanks

\$50 EACH

Rugs Truckload

Please contact the DPW at **978-263-1600** with any questions.

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:	Matthew Rosner
Title or Position:	Chairperson
Municipal Agency:	Town of Boxborough Recreation Commission
Agency Address:	29 Middle Road, Boxborough, MA 01719
Office Phone:	617-657-4386
Office E-mail:	matthewrosner@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. My son Samuel Rosner is volunteering as a Counselor in Training at the Recreation Commissions Summer Playground 2013.
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. Volunteer as Chairperson for the Boxborough Recreation Commission, which has operating control and oversight of the Summer Playground program.
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 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 checked="" 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 have no financial interest in this matter. My son is a volunteer CIT this summer, without pay.
Employee signature:	
Date:	6/6/2013

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Board of Selectmen
Title or Position:	Chair, Boxborough Board of Selectmen
Agency/Department:	Board of Selectmen, Town of Boxborough
Agency Address:	29 Middle Road Boxborough, MA 01711
Office Phone:	978-263-1116 x101
Office E-mail:	selectmen@town.boxborough.ma.us
DETERMINATION	
Determination by appointing authority:	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.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

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

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

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Matthew Rosner
Title or Position:	Chairperson
Agency/Department:	Town of Boxborough Recreation Commission
Agency address:	29 Middle Road, Boxborough, MA 01719
Office Phone:	617-657-4386
Office E-mail:	matthewrosner@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.	My son Samuel Rosner is volunteering as a Counselor in Training at the Recreation Commissions Summer Playground 2013.
What responsibility do you have for taking action or making a decision?	Volunteer as Chairperson for the Boxborough Recreation Commission, which has operating control hiring authority and oversight for the Summer Playground program.
Explain your relationship or affiliation to the person or organization.	The person volunteering is my son Samuel Rosner.
How do your official actions or decision matter to the person or organization?	Volunteer as Chairperson for the Boxborough Recreation Commission, which has operating control hiring authority and oversight for the Summer Playground program.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	I have recused myself from all Summer Playground hiring decisions and will have no direct involvement with Summer Playground staff below director and will have no involvement in day to day operations or employee evaluations
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <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.
Employee signature:	
Date:	6/6/2013

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.

7F

Selina S. Shaw

From: Les Fox [lesfox@comcast.net]
Sent: Tuesday, June 11, 2013 11:51 AM
To: amorosovm@gmail.com; Jim Gorman; 'Raid Suleiman'; 'Robert Stemple'
Cc: Selina S. Shaw
Subject: TA contract ratification

I meant to bring this up last night under reports, in preparation for action at our next meeting but it slipped my mind. Here's the background, which will also bring Jim up to date:

In our executive session on May 16, we approved the attached contract for Selina. The salary for FY14 is the same approved at ATM, and the salaries for FY15, FY16 are per the 3-year plan to reach the target in the Stone Consulting salary survey, as I discussed during the ATM presentation. As the board agreed, I presented this to Selina on May 17 for her signature. Initially, the contract requested by Selina was for a term of 5 years, with salary increases not to exceed 1% for the last two years. She had requested a five-year term to coincide with her expected retirement date. On advice of counsel, we revised the contract to be for a term of 3 years with an option to renew by mutual agreement for an additional 2 years. Three years was advised to be in keeping with statutory norms and case law. It has the same terms for the renewal option – increases not to exceed 1% in each of the last two years.

In making the changes recommended by counsel, we neglected to provide language about notification for renewal. It had not been included in the original proposed 5-year term as there would not have been renewal upon retirement. To address this oversight, Selina will draft a side-letter or MOA providing notification terms.

At our June 24 meeting, we will ratify the contract in open session, so that people are aware of the action, and making it a public document as it should be. We'll also discuss the notification side-letter.

Les

TOWN OF BOXBOROUGH TOWN ADMINISTRATOR CONTRACT

Agreement made this th 17 day of May 2013, by and between the Town of Boxborough, Massachusetts (hereinafter "TOWN") and Selina S. SHAW (hereinafter "SHAW"). References to "employees of the Town" exclude those employed by the School Committee.

Whereas, the TOWN wishes to secure the services of SHAW in the administration of the Town Government; and

Whereas, SHAW is willing to perform the duties of the position of Town Administrator according to the terms and conditions of this contract;

Now, therefore, the TOWN and SHAW hereby agree that the following terms and conditions shall govern the salary and benefits payable under this contract to which SHAW shall be entitled as Town Administrator pursuant to M.G.L. Chapter 41, Section 108N and any successive Acts.

TERM - The term of this contract shall be for the period of July 1, 2013 through September 30, 2016. By mutual agreement of the parties, this Agreement may be extended during its final year for an additional period of up to two (2) years.

COMPENSATION - SHAW shall receive the sum of one hundred one thousand five hundred dollars (\$101,500) as salary for the fiscal year beginning July 1, 2013. SHAW shall receive the sum of one hundred five thousand dollars (\$105,000) as salary for the fiscal year beginning July 1, 2014 and the sum of one hundred eight thousand seven hundred fifty dollars (108,750) for the fiscal year beginning July 1, 2015. SHAW agrees that in any extended years of the contract, SHAW shall receive a salary increase not to exceed one percent (1%). All salary increases shall be contingent upon a performance review of at least "meets requirements".

In addition, the TOWN agrees that it shall not at any time during this contract reduce the salary, compensation, or other benefits for SHAW, except to the extent that such reduction is evenly applied across-the-board for all employees of the Town.

KEY RESPONSIBILITIES are set forth in the Town Administrator job description that may be amended, as necessary, by the Board of Selectmen. The Town Administrator shall perform the duties specified in the job description and such other duties as the Town Administrator and the Board of Selectmen shall from time to time legally assign to the Town Administrator. The Town Administrator shall be the Chief Administrative Officer of the Town.

HOURS OF WORK - SHAW agrees to devote that amount of time and energy which is reasonably necessary to faithfully perform the duties of Town Administrator under this contract. SHAW will devote full time and attention to the business of the Town for no less than thirty-seven and one half (37.5) hours and will not engage in any other business during office hours, except with the approval of the Board of Selectmen. A time card must be submitted only for weeks in which paid leave is taken. It is recognized that the Town Administrator must devote a great deal of time outside the normal office hours to the business of the Town, and to that end the Town Administrator will be allowed to take reasonable compensatory time off as she shall deem appropriate during said normal office hours.

IDEMNIFICATION - The TOWN shall defend, save harmless and indemnify SHAW against any tort, professional liability claim or demand, or other civil legal action, whether groundless or otherwise, arising out of any alleged act or omission occurring in the performance of her duties as Town Administrator for the Town of Boxborough, even if said claim has been made following her termination from employment, provided that the Town Administrator acted within the scope of her duties. The TOWN may compromise and settle any such claim or suit and will pay the amount of any settlement or litigation costs, incidental expenses, and judgments rendered thereon without recourse to SHAW.

This section shall survive the termination of this agreement.

INSURANCE - The TOWN agrees to furnish at its expense, public officials and general liability insurance for SHAW with liability limits of One Million Dollars (\$1,000,000.00).

HEALTH INSURANCE, DISABILITY INSURANCE, VACATION, HOLIDAYS, SICK LEAVE, and OTHER PAID LEAVE

SHAW shall be eligible for a health insurance policy, similar to other Town employees. The Town shall pay the same percent of the premiums as it does for other Town employees and SHAW shall pay the remaining percentage.

The Town shall provide a supplemental life insurance policy of \$10,000 for SHAW, similar to other Town employees. The Town shall pay the same percent of the premiums as it does for other Town employees and SHAW shall pay the remaining percentage.

The Town shall provide a long-term disability insurance policy for SHAW, similar to other Town employees. The Town shall pay the same percentage of the premiums as it does for other Town Employees and SHAW shall pay the remaining percentage.

The Town agrees to contribute towards the cost of such insurance programs at an amount or percentage not less than the highest applicable amount or percentage available to other employees of the Town.

VACATION, SICK & OTHER LEAVE - SHAW shall be entitled to five (5) weeks vacation annually. Vacation shall accrue at the rate of sixteen and sixty-seven one-hundredths (16.67) hours per month: No more than two hundred (200) hours of vacation leave may be carried forward into a new fiscal year. Payment for accrued vacation leave will be made upon termination, resignation, disability, or death.

HOLIDAYS – SHAW shall receive the following paid holidays:

- | | |
|------------------------|------------------|
| New Year's Day | Labor Day |
| Martin Luther King Day | Columbus Day |
| Presidents' Day | Veterans' Day |
| Patriots' Day | Thanksgiving Day |
| Memorial Day | Christmas Day |
| Independence Day | |

Each holiday will be observed by the Town on the day designated by State law.

In addition SHAW shall receive ten days of sick leave per year and any other leave granted by the TOWN in amounts not less than the highest amount available to other non-school employees of the Town. Unused sick leave remaining at the expiration of this Agreement shall carry over, in accordance with Town policies, and be credited to SHAW if this Agreement is extended.

SHAW shall receive three (3) personal leave days each fiscal year.

SHAW shall receive bereavement leave, jury duty leave, military leave, court appearance leave, FMLA and Small Necessities leave under the same allowances provided for other Town employees in the Town Personnel Plan.

All other general provisions of the Town's by-laws relating to fringe benefits shall also apply to the Town Administrator as they apply to other employees of the Town, in addition to the benefits enumerated specifically for the benefit of the Town Administrator, except as otherwise provided in this agreement.

PROFESSIONAL DEVELOPMENT, DUES and SUBSCRIPTIONS Subject to budget approvals the TOWN shall pay reasonable amounts for dues and attendance at professional development meetings, including those sponsored by International City Management Association (ICMA), Massachusetts Municipal Managers' Association Massachusetts Municipal Association, Massachusetts Municipal Personnel Association, Massachusetts Government Information Systems Association, American Society for Public Administration (ASPA) and other applicable programs, all within department professional development budgeted amounts as approved annually by Town Meeting. The TOWN shall pay the Town Administrator's registration fee(s), travel and

subsistence expenses to and from the ICMA Annual Conference, Massachusetts Municipal Association Annual Conference, and the Massachusetts Municipal Managers' Association Fall and Spring Conferences. Travel outside New England must be approved during the budget process.

EXPENSE ACCOUNT IN LIEU OF VEHICLE - SHAW is always on call. The TOWN shall provide SHAW an expense account to be used to reimburse SHAW for expenses and related costs of travel in connection with performance of her duties as Town Administrator and/or for her professional growth and development. This does not include out-of-New England travel. This account shall be considered sufficient reimbursement for vehicle costs, in the amount approved by the Board of Selectmen annually as of December 31. The amount shall be calculated based upon 5,000 miles a year at the IRS rate of reimbursement for mileage and shall be paid in equal monthly installments. The amount approved includes estimated attendance at meetings and estimated travel distances, and uses the most recent IRS approved mileage rate.

EXPENSES – The Town Administrator shall be reimbursed for any expenses incurred in the performance of her duties, or as an official representative of the Town, including attendance by her at civic or social events.

DISCIPLINE OR DISCHARGE - During the term of this contract, the TOWN may discipline or discharge SHAW only for just cause upon the majority vote of the duly elected Board of Selectmen. SHAW shall have the right to a pre-disciplinary or pre-discharge hearing and she shall be entitled to receive written notice of the charges against her at least 14 calendar days prior to the hearing. SHAW shall have the option of choosing whether or not any such hearing shall be closed to the public or shall be held as an open or public hearing. SHAW shall have the right to be represented by counsel or a representative of her choosing. The principles of progressive discipline will apply, and the TOWN recognizes its obligation to provide SHAW with periodic performance evaluations at least once per year. Annually the Board and the Town Administrator shall jointly develop goals and objectives for the position. Said performance evaluation shall be based on the goals and objectives developed jointly by the Board and the Town Administrator.

For the purpose of discipline or discharge, the definition of just cause includes, but is not limited to, the following:

- a) Malfeasance – defined as wrongdoing or misconduct by a public official or the commission of an act that is positively unlawful.
- b) Misfeasance – defined as the doing of a lawful act in an unlawful or improper manner so that there is an infringement on the rights of others.
- c) Nonfeasance – defined as the failure to do what duty requires to be done.

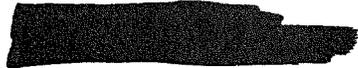
SEVERANCE - In the event the Board of Selectmen wishes to terminate the agreement prior to the end of the term, for other than just cause, the TOWN shall pay SHAW a lump sum equal to her base salary and benefits for a twelve (12) month period following termination. This section shall survive the termination of this agreement

MODIFICATION - No change or modification of this contract shall be valid unless it shall be in writing and signed by both the parties.

NOTICES – Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addresses as follows:

TOWN: Chairman of the Board of Selectmen
29 Middle Road
Boxborough, MA 01719

Town Administrator: Selina S. SHAW



Alternatively, notices required pursuant to this Agreement may be personally served. Notice shall be deemed as given as of the date of personal service, or the U.S. postmark on written notice.

LAW GOVERNING - This Contract shall be construed and governed by the laws of the Commonwealth of Massachusetts. This contract shall prevail over any conflicting personnel provisions of the Town bylaws or rules or regulations.

SEVERABILITY OF PROVISIONS - If any clause or provision of this contract shall be determined to be illegal by a court of competent jurisdiction, the remainder of the contract shall not be affected thereby.

GENERAL PROVISIONS - The Agreement shall be binding upon and inure to the benefit of the heirs at law and executors of the Town Administrator. The text herein shall constitute the entire agreement between the parties.

IN WITNESS WHEREON, the parties hereunto have set their hands and seals to the instrument the date and year first above written, and have executed this Agreement in duplicate.

Selina S. Shaw
Selina S. SHAW

Date: May 17, 2013

Attest to Signature:

Elsa A. Martzring
Town Clerk

Date: May 17, 2013

Approved as to Legal Form by:

Town Counsel

Date: _____

Town of Boxborough
Acting by and through its Board of Selectmen
[Signature]
Chair, Board of Selectmen

Date: 5-16-2013

Raid Sulcinan
Vin M. Amun

[Signature]
[Signature]

Certified that there is appropriation in Account 123, to fund this Contract.

Michael Guss
Town Accountant

Date: 6/10/13



**Memorandum of Agreement Between
The Town of Boxborough Board of Selectmen
and
Selina S. Shaw**

Whereas, the Board of Selectmen, acting on behalf of the Town of Boxborough, entered into an Agreement on the 17th May, 2013 with Selina S. Shaw to secure the services of SHAW in the administration of the Town Government; and

Whereas, the term of the Agreement proposed by SHAW had been for five years and three months to coincide with SHAW's expected retirement date and therefore no provision was included regarding notification for renewal; and

Whereas, the term of the Agreement executed was for the period July 1, 2013 – September 30, 2016, with an option to renew by mutual agreement for an additional two years, but absent a provision regarding notification for renewal;

Now, therefore, be it agreed by Selina S. Shaw and the Board of Selectmen that unless either party provides written notice to the other of its intention to renegotiate and/or to not renew this contract no less than six (6) months prior to September 30, 2016, it shall automatically be extended, on the then applicable terms and conditions, for an additional year.

IN WITNESS WHEREON, the parties hereunto have set their hands and seals to the instrument the date and year first above below, and have executed this Memorandum of Agreement in duplicate.

Town of Boxborough
Acting by and through its Board of Selectmen

Selina S. Shaw

Date

Date

Board of Selectmen Committee/Liaison List FY 2014
 Showing FY 13 Assignments
 For Discussion June 24, 2013

79.

Current BoS Assignments/Positions

X = Primary Member

L = Liaison

Assignment	V. Amoroso	L. Fox	J. Gorman	R. Stemple	R. Suleiman	Formerly F. Powers
BoS Chairmanship	X					
BoS Clerk				X		
Committees/Teams						
Acton-Boxborough Cultural					L	
Agricultural Commission		L				
Airport Study Committee						L
BHB (Housing Board)		L				
BIT.Com		L				
BLF (2)		X				X
Cemetery Commission						L
Conservation Commission	L					
Contract Negotiating Team		X				X
CoA (Council on Aging)						L
Design Review Board				X		
Energy Committee					L	
Finance Committee				L		
Board of Health					L	
Historical Commission						L
K-6 Regional Study Committee	X					
Regional School Transition						
Library				L		
Municipal Affordable Housing		X				
Personnel Board					L	
Planning Board (including Master Plan Steering)		L				
Public Celebrations & Ceremonies						L
Recreation Commission					L	
School Committee				L		
Steele Farm				L		
Water Resources					X	
Well-Being Committee						L
Zoning Board of Appeals		L				
Departments						
Fire/Emergency Management						L
Police		L				
Public Safety Dispatch				L		
Public Works	L					
Town Hall					L	
External						
MAGIC/ MAPC		X				x
I-495	x				X	
MBTA				X		
MART						X

Board of Selectmen Committee/Liaison List

FY 2014

For Discussion 6/24/13

Current BoS Assignments/Positions

X = Primary Member

L = Liaison

Assignment	V. Amoroso	L. Fox	J. Gorman	R. Stemple	R. Suleiman
BoS Chairmanship	X				
BoS Clerk				X	
Committees/Teams					
Acton-Boxborough Cultural Council					
Agricultural Commission					
Airport Study Committee					
BHB (Housing Board)					
BIT.Com					
BLF (2)					
Cemetery Commission					
Conservation Commission					
Contract Negotiating Team					
CoA (Council on Aging)					
Design Review Board					
Energy Committee					
Finance Committee					
Board of Health					
Historical Commission					
K-6 Regional Study Committee					
Library					
Municipal Affordable Housing Trust					
Personnel Board					
Planning Board (including Master Plan Steering)					
Public Celebrations & Ceremonies Committee					
Recreation Commission					
Regional School Transition					
School Committee					
Steele Farm					
Water Resources					
Well-Being Committee					
Zoning Board of Appeals					
Departments					
Fire/Emergency Management					
Police					
Public Safety Dispatch					
Public Works					
Town Hall					
External					
MAGIC/ MAPC					
I-495					
MBTA					
MART					

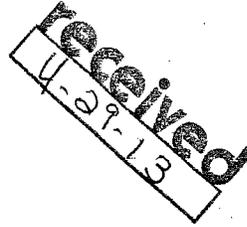
7h

BOS-6124
Discussion

REGIONAL TRANSPORTATION ADVISORY COUNCIL



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



April 24, 2013

Dear Mr. Fox,

If the Town of Boxborough is interested in participating in transportation planning for the Boston metropolitan region and advocating for transportation issues important to Boxborough residents, I invite you to consider the Regional Transportation Advisory Council as a means of doing so.

The Advisory Council's mission is to generate broad and timely discussion related to decisions about how to spend federal capital and planning funds for the area comprising Boston and the 100 surrounding municipalities in eastern Massachusetts. It is a forum for advocacy groups, business leaders, and representatives of municipalities and of state and regional agencies to discuss and learn about transportation topics. Outcomes of these discussions are input to the decisions of the Boston Region Metropolitan Planning Organization (MPO) as it develops its transportation plans and programs for the region.

Please come to an Advisory Council meeting to learn more about metropolitan transportation planning for our region and the Advisory Council's role. Meetings are open to the public and held each month on the second Wednesday, at 3:00 PM, in the State Transportation Building in Boston. A letter of invitation to become a voting member of the Advisory Council may be extended after your municipality's representative has attended three meetings.

(Continue, please)

Providing transportation policy advice to the Boston Region Metropolitan Planning Organization

State Transportation Building • Ten Park Plaza, Suite 2150 • Boston, Massachusetts 02116-3968
Tel. (617) 973-7100 • Fax (617) 973-8855 • TTY (617) 973-7089 • www.bostonmpo.org

Regional Transportation Advisory Council
April 24, 2013

The attached information provides an overview of the Advisory Council's role and responsibilities. Please visit the MPO website, www.bostonmpo.org, to learn more about the MPO and the Advisory Council. Click on "RTAC" in the upper left-hand column. Summaries of past Advisory Council meeting presentations and discussions are included.

Advisory Council Coordinator, David Fargen, or other MPO staff will contact you in the near future to discuss your transportation interests and possible attendance at an upcoming meeting. If you have immediate questions, or if you would like to discuss the benefits of participating in Advisory Council meetings, or talk with a current Advisory Council member for their views, please contact Mr. Fargen at 617-973-7085, or at dfargen@ctps.org.

We hope very much to see you soon.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Olanoff". The signature is fluid and cursive, written over a light blue horizontal line.

Steve Olanoff, Chair

**The Regional Transportation Advisory Council
of the
Boston Region Metropolitan Planning Organization
April, 2013**

The Regional Transportation Advisory Council (Advisory Council) is a primary conduit for public input to the Boston Region Metropolitan Planning Organization (MPO). Its mission is to generate broad and timely participation by bringing together citizens' groups, business leaders, state and regional agencies, and municipalities. The Advisory Council brings the perspectives of the public to the MPO as regional transportation plans and programs are developed. The Advisory Council is a voting member of the MPO.

The Advisory Council responsibilities include:

- Advising the MPO on policies and issues
- Providing a voice for the public through membership in the MPO
- Reporting regularly to the MPO on public involvement activities in the region
- Sponsoring special forums on timely transportation issues
- Advocating for Advisory Council priorities in regional transportation planning
- Promoting a regional perspective in transportation planning
- Providing review and comment on the MPO's certification documents

The Advisory Council Chair appoints committees to advise it. These include committees to guide comments on the development of each of the MPO's federal certification documents; the Long-Range Transportation Plan, the Transportation Improvement Program, and the Unified Planning Work Program, and a Freight Committee to provide expertise in freight issues. The Program Committee prioritizes topics for Advisory Council presentations and programs. The Chair forms other committees as needed.

The Advisory Council holds monthly meetings and all are open to the public. They are traditionally scheduled on the second Wednesday of the month in the State Transportation Building. Special forums, field trips, and focus group sessions may be scheduled at other times and locations.

Advisory Council Membership

Advisory Council members are listed on the Advisory Council page of the MPO website: www.bostonmpo.org.



Reserve Fund Transfer Request

Date: 3/28/13

It is requested by the undersigned that the sum of \$ 3607.36 be transferred from the Reserve Fund to:
UMAS Acct. # 001-423-5100-5110

(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): PUBLIC WORKS - Snow and Ice Wages

The balance in the line item ^{Combined Salary} as of 6/10/13 (Date) is \$ (3,607.36). An amount of \$ 5270.00 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.

Total Salaries and wages and Overtime as of 4/3/13. Payroll*
is \$53,954.36. The FY 2013 budget is \$50,347. This
leaves a short fall of \$3607.36.

*There have been no salaries/wages attributable to snow + ice since 4/3/13

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

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

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 3607.36 from the Reserve Fund to UMAS Acct. # 001-423-5100-5110 to be used for the purposes and in the amounts indicated above.

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/12 To 06/30/13

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
Public Works - Snow and Ice											
001-423-5100-5110	Public Works - Snow and Ice Wages	5,270.00	0.00	5,270.00	9,317.36	9,317.36	0.00	0.00	9,317.36	-4,047.36	176.80%
001-423-5100-5130	Public Works - Snow and Ice Overtime Wa	45,077.00	0.00	45,077.00	44,637.00	44,637.00	0.00	0.00	44,637.00	440.00	99.02%
Sum	Public Works - Snow and Ice	50,347.00	0.00	50,347.00	53,954.36	53,954.36	0.00	0.00	53,954.36	-3,607.36	107.16%

BOXBOROUGH HIGHWAY PAYROLL

WEEK ENDING: 3/27/2013

PAY DATE: 4/3/2013

FY13

Employee Name	Hrly Rate	Reg Hrs	OT	Sick	Pers	Vaca	JURY	Holi	Gross Pay
Hourly Employees									
Jeffrey Brown (57)	23.1400	72.00				8.00			\$ 1,851.20
Jeffrey Brown (OT)	34.7100								\$ -
Edmond Daigneault (57)	13.3000	40.00							\$ 532.00
Scott Doughty (57)	29.0300	64.00				16.00			\$ 2,322.40
Scott Doughty (OT)	43.5450								\$ -
Robert Sokolowski (57)	23.1400	80.00							\$ 1,851.20
Robert Sokolowski (OT)	34.7100		2.00						\$ 69.42
Gillis Soucy (57)	23.1400	72.00		8.00					\$ 1,851.20
Gillis Soucy (OT)	34.7100								\$ -
Lawrence Roche (57)	20.6500	80.00							\$ 1,652.00
Lawrence Roche (OT)	30.9750								\$ -
Juan Barrios (57)	20.6500	80.00							\$ 1,652.00
Juan Barrios (OT)	30.9750								\$ -
Rick Tower	19.8600	30.00							\$ 595.80
									\$ -
Vicki Franz DPW	23.1400	63.00							\$ 1,457.82
Vicki Franz FIRE	23.1400	17.00							\$ 393.38
TOTALS		598.00	2.00	8.00	0.00	24.00	0.00	0.00	\$ 14,228.42

Employee Name	Hrly Rate	Reg Hrs	OT	Sick	Pers	Vaca	Other	Holi	Gross Pay
Salary Employees									
Thomas Garmon	37.5224	80.00							\$ 3,001.79
TOTALS				0.00	0.00	0.00	0.00	0.00	\$ 3,001.79

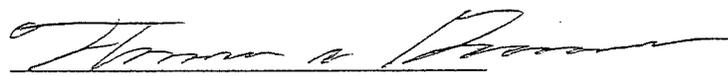
BREAKDOWN OF DEPARTMENTS	ACCOUNT #
(57) Hourly Employees	\$ 12,307.80 422-5100-5114
(57) Regular Overtime	\$ 69.42 422-5100-5130
(57) Salary Employees	\$ 3,001.79 422-5100-5112
Hourly DPW	\$ 1,851.20 422-5100-5113
Snow & Ice OT	\$ 3,405.70 423-5100-5130
Snow & Ice Contract	\$ 1,517.76 423-5100-5110
TOTAL	\$ 22,153.67

SNOW & ICE OT			
Name	OT Rate	S/I Hours	S/I PAY
Jeffrey Brown	34.7100	17.50	607.43
Scott Doughty	43.5450	17.50	762.04
Robert Sokolowski	34.7100	13.50	468.59
Gillis Soucy	34.7100	17.50	607.43
Lawrence Roche	30.9750	13.50	418.16
Juan Barrios	30.9750	17.50	542.06
		TOTAL	3405.70
S/I CONTRACTOR			
Edmond Daigneault	\$21.0800	12.50	263.50
Rick Tower	\$21.0800	22.50	474.30
Colin Grace	\$21.0800	18.50	389.98
Chris Noble	\$21.0800	18.50	389.98
Michael Bontempo	\$21.0800		0.00
Jonathan Williams	\$21.0800		0.00
Paul McCracken	\$21.0800		0.00
	\$21.0800		0.00
TOTALS		4923.46	TOTAL 1517.76

TOTAL PAYROLL \$ 22,153.67

March 28, 2013

APPROVED FOR PAYMENT:


Thomas Garmon, Director of Public Works



Reserve Fund Transfer Request

Date: 6/20/13

It is requested by the undersigned that the sum of \$ 6697.11 be transferred from the Reserve Fund to:
UMAS Acct. # 000-429 5400 5483/801 474 5400 5482

(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): PUBLIC WORKS FUEL TESTING / FUEL EXPENSE

The balance in the line item as of 6/20/13 (Date) is \$ 7010.89 * An amount of \$ 98,375 + 29,000 was originally budgeted/appropriated ^{for the department}. 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. *but with two remaining bills to be paid (\$6,490 + \$7,218) there will be a shortfall of \$6,697.11

Deficit consists of

- PUBLIC WORKS Fuel Testing Expense \$ (4250.00)
- PUBLIC WORKS Fuel Expense (2447.11)
- 3000 gallons of Diesel Fuel greater than FY2012 Actual were bought in FY2013. only \$1000 Budgeted for Fuel Testing

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

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

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 6,697.11 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 06/30/13

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
Public Works - Fuel											
001-429-5400-5482	Public Works - Fuel Expense	96,875.00	0.00	96,875.00	88,870.36	88,870.36	2,784.91	2,784.91	86,085.45	10,789.55	88.86%
001-429-5400-5483	Public Works - Fuel Testing Expense	1,000.00	0.00	1,000.00	5,250.00	5,250.00	0.00	0.00	5,250.00	-4,250.00	525.00%
001-429-5400-5484	Public Works - Fuel Maintenance	500.00	29,000.00	29,500.00	29,028.66	29,028.66	0.00	0.00	29,028.66	471.34	98.40%
Sum	Public Works - Fuel	98,375.00	29,000.00	127,375.00	123,149.02	123,149.02	2,784.91	2,784.91	120,364.11	7,010.89	94.50%

INVOICE 1588933
1588934

6490.00
7218.00
13,4072.11
127,375.00
6,697.11

Budget
SHORTFALL

TOWN OF BOXBOROUGH
PUBLIC WORKS FUEL EXPENSE ANALYSIS
FY2013

<u>Account Number</u>	<u>Account Name</u>	<u>Warrant No.</u>	<u>Post Date</u>	<u>Payee</u>	<u>Number of Gallons</u>	<u>Price Per Gallon</u>	<u>Invoice Date</u>	<u>Invoice No</u>	<u>Amount</u>
001-429-5400-5482	Public Works Fuel Expense	Fuel Adj		COA VAN			Jan-13	Fuel Adj	(148.00)
001-429-5400-5482	Public Works Fuel Expense	Fuel Adj		COA VAN			Feb-13	Fuel Adj	(264.00)
001-429-5400-5482	Public Works Fuel Expense	Fuel Adj		COA VAN			Mar-13	Fuel Adj	(214.40)
001-429-5400-5482	Public Works Fuel Expense	Fuel Adj		COA VAN			Apr-13	Fuel Adj	(177.00)
001-429-5400-5482	Public Works Fuel Expense	Fuel Adj		COA VAN			May-13	Fuel Adj	(157.32)
001-429-5400-5482	Public Works Fuel Expense	Fuel Adj		COA VAN			Jun-13	Fuel Adj	(246.24)
				TOTAL FUEL ADJUSTMENT					<u>(2,784.91)</u>
				TOTAL DIESEL	10,000.0	\$ 3.7580			37,580.00
				TOTAL UNLEADED	19,666.1	\$ 3.3051			64,998.36
				FUEL ADJUSTMENT					<u>(2,784.91)</u>
				TOTAL FUEL	<u>29,666.1</u>				<u>99,793.45</u>
001-429-5400-5483	Public Works Fuel Testing Expense	2013-032	09/04/12	Pennoni Associates			08/23/12	517774	300.00
		2013-071	10/30/12	Pennoni Associates			07/27/12	0000114QB	5,250.00
001-429-5400-5484	Public Works Fuel - Maintenance	2013-182	05/14/13	Argento Electric			04/29/13	249	3,000.00
		2013-182	05/14/13	Notheast Petroleum			04/16/13	0044960-IN	25,709.70
		2013-192	05/28/13	Westford Ace Hardware			05/07/13	275851	18.96
				TOTAL OTHER EXPENSES					<u>34,278.66</u>
				TOTAL EXPENSES					<u>134,072.11</u>
				TOTAL BUDGET					127,375.00
				BALANCE					<u>(6,697.11)</u>
				RESERVE FUND TRANSFERS					-
				BALANCE					<u>(6,697.11)</u>

TOWN OF BOXBOROUGH
PUBLIC WORKS
FUEL USAGE SUMMARY

	<u>FISCAL</u> <u>YEAR</u>	<u>PRICE</u> <u>HIGH</u>	<u>PRICE</u> <u>LOW</u>	<u>PRICE</u> <u>AVG</u>	<u>QUANTITY</u>	<u>5 YEAR AVG</u> <u>QUANTITY</u>	<u>TOTAL</u>
UNLEADED	2001	\$ 1.629	\$ 1.215	\$ 1.382	17,004.00		23,494.84
	2002	\$ 1.299	\$ 0.999	\$ 1.125	15,505.00		17,435.70
	2003	\$ 1.415	\$ 1.205	\$ 1.299	14,004.00		18,187.27
	2004	\$ 1.749	\$ 1.280	\$ 1.486	14,004.00		20,813.37
	2005	\$ 2.175	\$ 1.418	\$ 1.764	15,005.00	15,104.40	26,475.03
	2006	\$ 2.870	\$ 1.900	\$ 2.306	15,503.00	14,804.20	35,746.71
	2007	\$ 2.873	\$ 2.038	\$ 2.426	15,009.00	14,705.00	36,412.00
	2008	\$ 3.852	\$ 2.384	\$ 2.857	18,304.00	15,565.00	52,295.99
	2009	\$ 3.360	\$ 1.245	\$ 2.197	17,650.90	16,294.38	38,781.97
	2010	\$ 2.758	\$ 2.388	\$ 2.418	18,001.00	16,893.58	43,529.58
	2011	\$ 3.479	\$ 2.343	\$ 2.816	19,002.00	17,593.38	\$ 53,519.03
	2012	\$ 3.599	\$ 3.069	\$ 3.337	19,502.00	18,491.98	\$ 65,077.49
	2013	\$ 3.494	\$ 3.115	\$ 3.305	19,666.10	18,764.40	\$ 64,998.36
	2014				-		\$ -
	2015				-		\$ -
	2016						
	2017						

DIESEL	2001	\$ 1.360	\$ 1.125	\$ 1.243	6,000.00		7,455.00
	2002	\$ 1.120	\$ 0.920	\$ 1.020	6,502.00		6,631.84
	2003	\$ 1.630	\$ 1.095	\$ 1.404	6,006.00		8,430.73
	2004	\$ 1.345	\$ 1.140	\$ 1.236	6,500.00		8,037.00
	2005	\$ 1.866	\$ 1.628	\$ 1.733	6,503.00	6,302.20	11,272.33
	2006	\$ 2.186	\$ 2.110	\$ 2.157	6,502.00	6,402.60	14,021.74
	2007	\$ 2.598	\$ 2.225	\$ 2.406	7,004.00	6,503.00	16,848.68
	2008	\$ 3.728	\$ 2.594	\$ 3.000	8,446.00	6,991.00	25,335.10
	2009	\$ 4.070	\$ 1.629	\$ 2.396	9,041.00	7,499.20	21,658.84
	2010	\$ 2.810	\$ 2.226	\$ 2.593	5,821.10	7,362.82	15,091.34
	2011	\$ 3.658	\$ 2.839	\$ 3.305	8,502.00	7,762.82	28,101.02
	2012	\$ 3.829	\$ 3.692	\$ 3.792	7,001.00	7,762.22	\$ 26,549.70
	2013	\$ 3.919	\$ 3.509	\$ 3.758	10,000.00	8,073.02	\$ 37,580.00
	2014				-		\$ -
	2015				-		\$ -
	2016						
	2017						

94 GREAT ROAD
ACTON, MA 01720
978-263-8753

Jun 17, 2013

Customer #:	3208
Invoice #:	1588933
Invoice Date:	6/14/13
Invoice Total:	\$6,490.00

Town of Boxborough
DPW
577 Massachusetts Avenue
Boxborough, MA 01719

TERMS: Net Due in 10 Days.

Amount Enclosed: \$ _____

~~Please Return This Portion With Your Payment~~

Notes:

Quantity	Description	Unit Price	Amount
2000.0	Unleaded Gasoline	\$3.0069	\$6,013.80

Sub Total: \$6,013.80
Fed .0023: \$4.60
State .2358: \$471.60
Tax Total: \$476.20
Total Due: \$6,490.00

429-5400-5482

For Fuel or Service At: Town of Boxborough
577 Massachusetts Avenue
Boxborough, MA 01719

BURSAW GAS & OIL INC
94 GREAT ROAD
ACTON, MA 01720
978-263-8753

Customer #: 3208
Invoice #: 1588933
Invoice Date: 6/14/13

94 GREAT ROAD
ACTON, MA 01720
978-263-8753

Jun 17, 2013

Customer #:	3209
Invoice #:	1588934
Invoice Date:	6/14/13
Invoice Total:	\$7,218.00

Town of Boxborough
29 Middle Road
Boxborough, MA 01719

TERMS: Net Due in 10 Days.

Amount Enclosed: \$ _____

~~Please Return This Portion With Your Payment~~

Notes:

Quantity	Description	Unit Price	Amount
2000.0	Ultra Low Sulfur Diesel	\$3.1269	\$6,253.80

Sub Total: \$6,253.80
Fed .2361: \$472.20
State .2460: \$492.00
Tax Total: \$964.20

Total Due: \$7,218.00

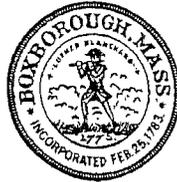
429-5400-5482

For Fuel or Service At: Town of Boxborough
29 Middle Road
Boxborough, MA 01719

BURSAW GAS & OIL INC
94 GREAT ROAD
ACTON, MA 01720
978-263-8753

Customer #: 3209
Invoice #: 1588934
Invoice Date: 6/14/13

82



Internal Communications and Outgoing Communications
June 24, 2013

1. Copy of letter from ISO's Community Mitigation Analyst, Mary Jobst, dated June 13, 2013, to Mr. John Jennings, Building Inspector, regarding Notification of Publication of BCEGS Classification.
2. Copy of note from Frank Roth, dated June 13, 2013, resigning his seat of the Board of Health also attached is the Town's Policy on Joint Elections and MGL Ch.41 § 11: Appointment to fill vacancy in town office. [*For a Future BoS meeting*].
3. Copy of letter from Conservation Commission Chair, Dennis Reip, dated June 19, 2013, to Liz West responding to her email communication of June 13, 2013 voicing her concerns about the installation of wood posting and other mitigation measures being implemented on the Minute Man Airfield property along Stow Road [West's communication of 6/13/13 is attached].*
4. Letter from Frank Hubley, dated June 10, 2013, to Leslie Fox, Chairman, Boxborough Board of Selectmen, regarding his response to Fire Chief White's letter of February 28, 2013.

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



8a(3)

*BoS

Boxborough Conservation Commission
29 Middle Road, Boxborough, Massachusetts 01719
Phone: 978.263.1116 (ext. 111) • Fax: 978.264.3127
www.town.boxborough.ma.us

David Follett Charlene Golden Norm Hanover David Koonce Dennis Reip, Chair Hoff Stuart Rick Williamson

June 19, 2013

Ms. Liz West
526 Stow Road
Boxborough, MA 01719

Dear Ms. West,

We received your letter to the Commission dated June 13, 2013 and offer the following reply to clarify the recently implemented mitigation measures at the Minuteman Airfield (MMAF) property as well as the Commission's role in administering wetland protection as it applies to MMAF. This reply also includes answers to your questions to the extent possible.

First and foremost, it is important to understand that MMAF is solely responsible for the need for wetland resource area mitigation on its property. In 2007 MMAF altered approximately 9 acres of wetland resource areas. This activity included clear cutting a large area of forested wetlands with negative impacts to two vernal pools. This was done without wetlands permits in violation of the State Wetlands Protection Act and Town Wetlands By-Law. Subsequent administrative and legal action concluded that damage was done, and, therefore, mitigation was required. This process included numerous hearings with abutter notification and input. The process concluded with MMAF opting to convert a portion of the existing farm field along the stream to a permanent functioning buffer zone to the adjacent wetlands and riverfront areas.

MMAF has delineated this area by the line of wooden posts you have observed so that all interested parties can easily and conveniently observe the limits of the mitigation area. The intended buffer zone environment will be established by simply allowing natural cover to overtake the area. This is anticipated to initially be a fallow field condition giving way to shrub/scrub cover and eventually a forested condition.

Your letter specifically questions the installation of the wood posts. The use of wood post for the delineation was selected by MMAF and approved by the Commission. MMAF opted for wood posts as opposed to other options such as boulders or a vegetative border. In our opinion the appearance of the posts is consistent with fencing materials commonly seen on land in agriculture and are no more or less objectionable than the other man-made features in the current field. The post closest to the road is behind the stone wall and does not touch the wall. Although intentionally visible, it does not appear to alter the stone wall in any way. The Stone Wall By-Law is administered by the Planning Board. The Planning Board should be able to answer your question about the wall more completely if this remains a question.

Regarding your question about "natural state", the wetland and riverfront buffer is intended to provide an unaltered (natural) vegetative cover that will serve to provide erosion control, protection of private water supply, protection of ground water, flood control, protection of land containing wildlife (wildlife habitat) and other wetland interests. The Commission has no interest in "destroying" farmland. The

initial damage to wetland resource areas and the current loss of farmland for mitigation is entirely MMAF's responsibility.

We share your vista concern. The Commission continues to actively manage and maintain meadow areas on several Conservation Lands including Fierra Meadow, Rolling Meadows and Beaver Brook Meadow to serve interest in maintaining aesthetics and wildlife habitat. We have encouraged MMAF to consider other vegetative management methods including managed meadows as more effective in addressing the mutual interest of FAA compliance and wetlands protection on portions of its property.

Although the current mitigation plan conforms to the legal standard to which MMAF is obligated to comply, we agree with you that the resulting loss of farmland and vista is undesirable. However, it is MMAF's, not the Commission's, prerogative to manage its land in the way it chooses. We respectfully suggest that your displeasure with the current outcome of these land management decisions would be better directed to MMAF.

Dennis Reip, Chair
Boxborough Conservation Commission

*M. Nadwanski
for Reip*

Cc: Board of Selectmen ✓
Agricultural Commission

Selina S. Shaw

From: Liz West [muffet1@gmail.com]
Sent: Monday, June 17, 2013 3:11 PM
To: selectmen@town.boxborough.ma.us; david.lindberg@town.boxborough.ma.us;
 elizabeth.hughes@town.boxborough.ma.us

Follow Up Flag: Follow up

Flag Status: Red

At the suggestion of a town official, I am sending the Selectmen, Building Inspector, and Planning Board a copy of this letter that I sent to the Cons Commission. It raises issues that these boards may wish to discuss together.

Liz West

Dear Conservation Commission Members:

Last week, a series of large wooden posts went into the Stow Road field across the street from my home. I wrote a letter to the Selectmen, asking what was going on, and Selena encouraged me to contact you. My original letter represented my entire neighborhood. This one represents just me.

I have three different issues to address. First, why did someone put up such an ugly barricade, including a large post right behind a historic stone wall? My understanding is that Stow Road is a scenic road and its walls are protected. The Stone Wall By-Law states, "Since the purpose of this Bylaw is to protect the scenic quality and character of the Town Ways (emphasis mine), the Board may require...measures to avoid or reduce visual impact resulting from alteration of existing stone walls." Well, that wooden post certainly alters the visual impact of the existing stone wall; it's like a smack in the eye. We citizens are required to protect stone walls. Shouldn't the ConsCom do the same?

My next question addresses the subject of mitigation. The notes that I have said that the AOoC required an area to be returned to "a natural vegetative state" to mitigate for damages done in 2007. Natural vegetative state as of when? At the time of the pilgrims? At the turn of the century? I have a photograph of the field taken at the turn of the century (circa 1905) that clearly shows that the land was in agricultural use then, and has remained in agricultural use since that time. If you go back to a "natural" state before that time, there would be no drainage ditches that the farmers dug, and those had a major impact on vegetation. I have never heard of a town destroying traditionally agricultural land; I thought we wanted more of it, not less.

Finally, I am concerned that the town is also destroying one of the most beautiful vistas in town. If the marked section is turned into woodlands, my house, which has always faced an open field, will be shadowed by trees and robbed of passing breezes. Since it was built in 1843, this farmhouse has been surrounded by fields. Letting these fields grow wild doesn't protect the scenic quality and character of the Town Way; it alters and defaces it.

One reason why I moved to this home more than four decades ago was because of the pastoral view both in front of my house and behind it. I hate to think that the last years of my life will be spent watching the Town despoil this scene in the name of "mitigation." The current plan will destroy not only my own home's historic connection with the field across the street, but it will also trash a vista that is so lovely that dozens of people stop their cars yearly just to look at it. (See attached photo 2004.)

6/20/2013

Surely you could find a less visible, less scenic piece of land to mitigate whatever damage was done in 2007. Your plan just creates more damage. I hope you will consider an alternative, or if not, explain why you chose this solution over ones with less impact to the community.

Yours truly,
Elizabeth West

please visit my photo website
<http://www.ewestphotos.com>





Minutes, Notices and Updates
June 24, 2013

Minutes

1. Minutes of the Finance Committee meetings of May 9, 2013 & June 3, 2013.
2. Minutes of the Conservation Commission meeting of June 5, 2013.

Notices

1. Notice of a Recreation Commission meeting held June 4, 2013.
2. Notice of a Council on Aging meeting held June 12, 2013.
3. Notice of a Stow Road Concept Development Committee meeting held June 19, 2013.
4. Notice of a Personnel Board meeting to have been held June 24, 2013.[Postponed]
5. Notice of a Board of Selectmen meeting to be held June 24, 2013.
6. Notice of a Finance Committee meeting to be held June 24, 2013.
7. Notice of a Historical Commission meeting to be held June 26, 2013.
8. Notice of an AgCom meeting to be held June 26, 2013.
9. Legal Notice of an Invitation for Bids for Replacement Windows – Original Western Portion of the Boxborough Town Hall [Along with newspaper publication]
10. Newspaper publication of the legal notice of an Invitation for Bids for Concrete Repairs – Blanchard Memorial School and Sargent memorial library.
11. Certificate of Compliance issued by the Conservation Commission on June 19, 2013 to Codman Hill Condominium Association for the premises identified as 276-318 Codman Hill Road.

8c



General Correspondence
June 24, 2013

1. June 2013 issue of the Freedom's Way Heritage National Heritage Area's newsletter.