



BOARD OF SELECTMEN
Meeting Minutes
August 26, 2013

Approved: October 7, 2013

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

ALSO PRESENT: Selina Shaw, Town Administrator

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

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

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- AB Regional SC Chair, Maria Neyland was present to update the Selectmen on the regionalization transition and to discuss the establishment of the Acton-Boxborough Regionalization Leadership Oversight Committee. It was reported that DESE issued its final approval for the new District and the Regionalization Study Committee has been dissolved. As we move forward the ABRSC wants to ensure that they work in accordance with what had been communicated as to the operation of this new district. School assessments will comprise 2/3 of the Town's budget so ABRSC wants to provide Acton and Boxborough officials with the ability to be informed and to provide input on ABSD fiscal matters. To that end an ABRSC (non-voting) advisory group with the working title "Acton-Boxborough Regionalization Leadership Oversight Committee" (ABRLOC) is being formed. The make-up of this group will be the ABRSC Chair, one ABRSC member from Acton and from Boxborough, and then a Selectman and a FinCom member from each town. She identified the respective board members that, so far, have agreed to serve: herself as ABRSC Chair; Joan Adachi, Acton BoS; Bob Evans, Acton FinCom; Jim Ham, Boxborough FinCom; and either Brigid Bieber or Mary Brolin as the Boxborough School Committee member. She asked that the Selectmen name a representative to serve on the ABRLOC. Chair Amoroso agreed to serve as the Selectmen's primary member and Member Gorman offered to serve as an alternate. It was suggested that Acton may also want to identify alternate members. There was discussion as to how the ABRLOC members will interact with their respective boards/committees, their proposed meeting schedule and the possible time commitment. Neyland reiterated that the goal is to ensure transparency as our communities move forward in this process. Member Suleiman moved to appoint Vince Amoroso as primary and Jim Gorman as alternate to the newly established Acton-Boxborough Regionalization Leadership Oversight Committee. Seconded by Member Stemple. **Approved. 5-0.**

Though not on the agenda, there was also discussion on the status of negotiating an IMA between the AB Region and the Boxborough Selectmen. The intention is that the Selectmen team will hold a couple of meetings in September to identify Boxborough's concerns/issues; then discussions with the AB District representative(s) will take place in October/November. The goal is to have an IMA by Thanksgiving which will then be presented to the ABRSC and the Selectmen for review/approval.

The Selectmen took Agenda Items # 7d and 7a, out of order.

NEW BUSINESS

- The Selectmen discussed the resignation of Town Accountant, Mike Guzzo and candidate search process. Mike Guzzo was present and provided his input on short term and long term concerns, he was asked to prepare a memorandum on this. He offered to come back during the transition process. The Selectmen thanked Guzzo for his service to the town. Member Suleiman moved to accept and place on file the resignation of Town Accountant Michael Guzzo, effective 20th September. Seconded by Member Stemple. **Approved 5-0.**

TA Shaw reviewed the search process that she has initiated; the make-up of the search team and the proposed timeline for this process. During discussion ABRSC Chair Neyland offered to contact the BSC about having Blanchard staff member participate on this search team. There was also discussion on how regionalization might affect this position. Member Suleiman moved to support TA's proposed plan for moving forward with search process to fill the vacancy of Town Accountant. Seconded by Member Stemple. **Approved 5-0.**

- Member Suleiman introduced the request for athletic field permit fee waiver submitted by AccesSport, an adaptive youth sport program. RecCom Co-chair, Kevin Lehner was present for this discussion. This is a non-profit, independent organization not associated with ABYS or Boxborough RecCom. AccesSport is simply requesting a waiver of the field permit fees. Historically, it has been the RecCom's practice to approve fee waiver requests for this type of program. The dates requested have been provided to ABYS. There was also discussion on the fee waiver request criteria, process and procedures. It was determined that there will be a discussion concerning the field permitting process in the near future. Member Suleiman moved to waive the athletic field permit fee for AccesSport America for the use of Liberty Field for their adaptive soccer games. Seconded by Member Stemple. **Approved 5-0.**

MINUTES

- Member Gorman moved to accept the minutes for the regular session of July 29, 2013, as revised and executive session of July 29, 2013, as written. Seconded by Member Stemple. **Approved 3-0-2. (Fox and Suleiman abstained).**

SELECTMEN REPORTS

- Member Fox reported that though there was no quorum at the last Stow Road Concept Development Comm meeting; there was a status review on the RFQ process. They will be discussing, an offer from the Mass. Housing Partnership to advise the Town on this process at their next meeting. This process continues to evolve.
- Member Suleiman reported that the Board of Health has voted to dissolve the Water Resources Committee. However, water resource protection and possible infrastructure build-out remain important issues for the Town. He outlined some of the outreach efforts and the research and exploration that have occurred to date. TA Shaw also provided some background on these efforts. This will be tracked as a future Selectmen discussion item.

He also reported that the Personnel Board has met concerning the preliminary salary survey results. They have scheduled several meetings in September/October to work on their proposal for the Selectmen.

- Member Gorman noted that he had no meetings to report on; however, the Museum is in dire need of painting. There was discussion on the status of Museum maintenance projects and the Museum's capital plan. BICAO Lindberg will be asked to come in to discuss the status of various capital items.

NEW BUSINESS (Continued)

- Chair Amoroso opened discussion on Technology Issues within the Town. He outlined the Tech related events and projects over the past year, including the VoIP installation; BITcom's viability and relevancy; the departure of the IT Coordinator; and transitioning of the School's IT support responsibilities over to the AB Region. All of these items are interconnected. Moving forward do we rely on volunteers to provide the necessary tech support or do we need the services of professionals to meet these needs? There was discussion on the tasks currently assigned to BITcom; BITcom's origins and the evolution of technology since its inception. There may still be a need for strategic advice and expert input on technological matters for which a restructured BITcom may be the way to go. Retaining an off-site consultant versus in-house tech personnel was discussed. Ensuring a continuity of service and providing redundancy are important. A benefits and costs analysis is needed to determine how to address the Town's interim and long-term needs. At this time trouble calls, initially, go to the part-time IT support tech; and then, if necessary, the on-call consultant is contacted. Neyland provided her input, noting that AB Regional IT has begun working with the Blanchard and this switch over will be completed by July 1, 2014. The IT functions being discussed tonight are in flux. There was discussion on creating a strategic plan. This would provide us with an opportunity to explore our options. TA Shaw was asked to expand her discussions with current on-call consultant regarding available services; to research other IT service providers; to gather information on website providers and report back to the Selectmen on her findings. Also BITcom will be invited in to discuss its role in the Town.
- Discussion opened on the acceptance of the E-911 Grant. Most of these funds will be to replace outdated laptops in the cruisers. Member Fox moved to accept the Public Safety Answering Point and Regional Emergency Communication Center Support and

Incentive Grant in the amount of \$16,485 for the Boxborough Public Safety Dispatch Department. Seconded by Member Gorman. **Approved 4-0-1 (Suleiman abstained).**

CORRESPONDENCE

- There was discussion on the MassDOT Chapter 90 funding notification. Additional information will be obtained and provided.

EXECUTIVE SESSION

- At 9:30 PM, Chair Amoroso stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board and moved to adjourn to executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200) and to adjourn immediately thereafter. Seconded by Member Stemple. **Approved 5-0 by a roll call vote: Gorman, aye; Amoroso, aye; Stemple, aye; Suleiman, aye; and Fox, aye.**

SELECTMEN'S ANNOUNCEMENTS

AUGUST 26, 2013

The necessary contact information is available on the Town's website.

- We are pleased to be rolling out a new phone system to better serve the public. Extensions will be published on the Town's website and other means. Please make a note of our new numbers.
- Town Hall – 978-264-1700
 - Police business line – 978-264-1750
 - Fire business line – 978-264-1770
 - DPW – 978-264-1790

Phone numbers for the Blanchard School and the Library are unchanged. As always in an emergency, please be sure to call **9 1 1**.

The Selectmen would like to extend its appreciation to Police Chief Warren Ryder for taking on the yeoman's task of stepping in as Project Manager on the VoIP project after the Town's IT Support Coordinator left.

- Our young people are **returning to school tomorrow, August 27th** so students will be out walking and buses will be picking up around town. Please use care and have patience while driving, especially during the morning commute.
- **Please be sure that you have an FY 2014 sticker, or you will be unable to access the Transfer Station.** Also residents now need to obtain a voucher and pay additional fees for the disposal of bulk items. Vouchers can be purchased only at the Town Hall from the Tax Collector's office. Please refer to the Transfer Station webpage or call the DPW at 978-263-1600 for more information.

- The recent resignation of Frank Roth from the **Boxborough Board of Health** has left a vacancy on the Board. The vacancy will be filled by joint appointment of the Board of Health and Selectmen until the next annual municipal election, which will be held on May 14, 2014. It is expected that the Board of Health and Selectmen will interview interested candidates and jointly appoint Frank's successor on September 9th in the Grange Meeting Room at Town Hall. Please contact Maureen Adema, Board of Health Department Assistant, by email above or phone (978-263-1116 x 115) with any questions.

- **Come join your friends and neighbors at Boxborough's Harvest Fair** on Saturday, September 7th from 11:00 to 4:00 here at the Boxborough Town Hall and UCC Church. The Harvest Fair, formerly known as the Agricultural Fair, celebrates Boxborough's rural heritage by providing the local community with the opportunity to exhibit the garden produce and craft items they have made over the past year. Several new categories, prizes and events have been added this year. There will be demonstrations, food, live music and craft items for sale by local artisans. Admission is free. Start preparing your entry for the fair.

- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 pm to 4:00 pm on Sunday, September 8th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss the Treasures and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.

- **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 a.m. to 1 p.m. and will run through October.

- 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). The Conservation Commission also now has a vacancy for an unexpired term which would run until June 30, 2015. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39**. Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- For more information on the Acton-Boxborough Farmers Market go to www.boxboroughfair.org ; or find them on Facebook – Boxborough Harvest Fair.
- To start planning on entering or for more information on the **2012 Boxborough Harvest Fair** go to www.boxboroughfair.org ; or find them on Facebook - Boxborough Harvest Fair.



BOARD OF SELECTMEN
Meeting Agenda
August 26, 2013
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Maria Neyland, AB Regional SC Chair, to discuss establishment of Acton Boxborough Regionalization Leadership Oversight Committee, 7:35 PM
- b) Citizens' Concerns

4. MINUTES

- a) Regular session, July 29, 2013
- b) Executive session, July 29, 2013

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Request for athletic field permit fee waiver
Move to waive the athletic field permit fee for AccesSport America for the use of Liberty Field for their adaptive soccer games
- b) Technology Issues
 - i. Technology Committee (a.k.a. BITcom)
 - ii. Update of Town's website
 - iii. IT Support
- c) Acceptance of E-911 Grant (\$16,485)
Move to accept the Public Safety Answering Point and Regional Emergency Communication Center Support and Incentive Grant in the amount of \$16,485 for the Boxborough Public Safety Dispatch Department
- d) Resignation of Michael Guzzo, Town Accountant and discussion of search process
 - i. *Move to accept and place on file the resignation of Town Accountant Michael Guzzo, effective 20th September*
 - ii. *Move to support TA's proposed plan for moving forward with search process to fill the vacancy of Town Accountant*

VOTE:

VOTE:

VOTE:

VOTE:

8. CORRESPONDENCE

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

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

Move to adjourn to executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200) and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

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

12. ADJOURN



BOARD OF SELECTMEN
Meeting Minutes
July 29, 2013

Approved: _____

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

ABSENT: Les Fox and Raid Suleiman, Member

ALSO PRESENT: Selina Shaw, Town Administrator and Police Chief Warren Ryder

Chair Amoroso called the meeting to order at 7:30 P.M. in Town Administrator's Office of Town Hall.

EXECUTIVE SESSION

- Chair Amoroso moved to adjourn to executive session to discuss the deployment of security personnel or devices, or strategies with respect thereto and to comply with, or act under the authority of, any general or special law, i.e. Public Records Law exemptions (a), (b), (d) and (n), and to reconvene in open session in the Grange Meeting Room at 7:50 PM to continue with the regular business on the agenda. Seconded by Member Stemple. **Approved 4-0 by a roll call vote: Amoroso, aye; Stemple, aye; and Gorman, aye.**

Chair Amoroso reconvened the meeting in open session at 8:00 P.M. in the Grange Meeting Room of Town Hall.

PRESENT: Raid Suleiman

ALSO PRESENT: Cheryl Mahoney, Department Assistant

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

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- BCTrust President, Rita Grossman, & Steele Farm Advisory Committee member, Judi Resnick, were present to propose holding an event to celebrate finalizing the Steele Farm CR/HPR and to recognize the hard work, commitment and contributions made by those dedicated individuals that made this possible. Grossman referred to their memorandum outlining the logistics for this event. There will be no cost to the Town. 40-50 people will be invited. They would like to hold this reception here, prior to the Selectmen's October 21st meeting. They would also like to provide a champagne toast. There are here to tonight to ask that the Selectmen to allow them to - use the Grange Meeting Room on October 21st; serve alcohol and to waive any related fees. Member Suleiman moved that the Selectmen and the Town sponsor a Steele Farm CR/HPR Appreciation Event on October 21, 2013; to allow use of the Grange Meeting Room; to allow the service of alcohol and to waive any fees related to the service of alcohol. Seconded by Member Stemple. **Approved 4-0.**

MINUTES

- Member Gorman moved to accept the minutes for the regular session of June 24, 2013 and July 15, 2013, as revised. Seconded by Member Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Chair Amoroso reported on the Town's Cooling Center. The new policy seems to have worked well during the two recent heat waves. Town staff and volunteers were thanked for getting word to those that needed these services and in managing the center. Locating it at the Library seems to have worked out well. Six to ten residents a day typically used the cooling center. This draft of the Cooling Center Policy will remain in place for the rest of the summer. The Town will take stock - reviewing what we learned; re-evaluating and, if necessary, discussing alternatives.

OLD BUSINESS

- The Selectmen re-opened discussion on the Town of Wareham's request for support of House Bill 1115, an act relative to the definition of low and moderate income housing, amending MGL. Ch.40B. Wareham's letter was sent to every town in the state. The Housing Board has reviewed this; provided their input and does not recommend that any action be taken. Sen. Eldridge's office has advised that this bill is currently in a Joint Committee. A letter advising that Boxborough is declining to participate will be sent to the Wareham Board of Selectmen.
- The Selectmen opened discussion on moving their 23rd September meeting to September 16th. Town Planner has suggested this so a joint meeting of the Selectmen and MAPC could be televised. The Selectmen discussed an alternative date of September 30th. Discussion was suspended so TA Shaw could go and consult with Planner Hughes on this.

NEW BUSINESS

- The Selectmen took up two appointments to the Design Review Board:
 - ◊ Chair Amoroso moved to appoint Kevin Mahoney, as the Historical Commission's designee, to the Design Review Board for a term effective beginning immediately and running through June 30, 2016. Seconded by Member Stemple. **Approved 4-0.**
 - ◊ Chair Amoroso moved to appoint James Faulkner, as the Planning Board's designee, to the Design Review Board for a term effective beginning immediately and running through June 30, 2016. Seconded by Member Stemple. **Approved 4-0.**
- Chair Amoroso moved to accept with regrets the resignation of Rick Williamson from Conservation Commission, effective July 26, 2013. Seconded by Member Stemple. **Approved 4-0.**
- The Selectmen took up the acceptance of an Emergency Management Performance Grant, which is to be used for the purchase of portable radio batteries and chargers. Chair Amoroso moved to accept an Emergency Management Performance Grant (EMPG) from MEMA in the amount of \$2,030 for the Fire Department. Seconded by Member Gorman. **Approved 4-0.**

OLD BUSINESS (Continued)

- TA Shaw returned. Discussion was re-opened on changing the Selectmen's September meeting dates. Planner Hughes is unavailable on September 30th. TA Shaw will follow up with Planner Hughes tomorrow about other possible dates for this joint discussion. Chair Amoroso moved to change the Selectmen's meeting originally scheduled for September 22nd to September 16, 2013. Seconded by Member Gorman. **Approved 4-0.**

NEW BUSINESS (Continued)

- Discussion was opened on the resignation of the Information Systems Coordinator, Matthew Frost; plans to manage the Town's IT concerns - in the short-term and possible long-term solutions. TA Shaw reviewed the current IT support model (services shared by School District and Town). How the consolidation into the A-B School District could affect IT support was also discussed. TA Shaw advised that she has contacted Supt. Bates on these matters and is awaiting input from the District. TA Shaw stated that current non-school related IT responsibilities are enough to justify full-time IT coverage for municipal facilities. There was discussion on long-term solutions such as recruiting full time Info. Systems/IT candidate or retaining an IT service firm and each options pros and cons. In the short-term, TA Shaw advised that she is making arrangements for IT coverage after Frost's departure on August 8th. She will work out a coverage schedule with the part-time IT support technician and intends to retain the services of an IT support firm for larger issues (i.e. network). These measures will remain in place until long term solutions are implemented.
- There was discussion on a request to use the Boxborough seal in a documentary file about the Blanchard Family. The email from Janice Ward, one of the filmmakers, detailing how they intend to use the seal and their purpose for producing this film was discussed. Ms. Ward has assured that they have no commercial interest. Member Stemple moved to allow the use of the Town of Boxborough seal by Janice Ward, et al, in a documentary about the Blanchard family. Seconded by Member Suleiman. **Approved 4-0.**

CORRESPONDENCE

- Chair Amoroso read the list of Internal & Outgoing Communications items. There was no discussion.

ADJOURN

- At 8:50 PM, Chair Amoroso moved to adjourn. Seconded by Member Stemple. **Approved 4-0.**

7a

July 29, 2013

Boxborough Board of Selectmen
29 Middle Rd
Boxborough, MA 01719

Dear Selina and Selectmen,

I am hoping to continue with our adaptive soccer game on Saturdays starting on September 14, 2013. Depending on what ABYS suggests we'd like to use a field at Liberty St., from 10:30-11:30 on:
Sept. 14,21,28
Oct. 5,12,19,26 and
Nov. 2, 9

The game will, as in the past, include children, youth and young adults living with challenges/disabilities. We teach skills and finish with games in our time.

Thank you,

Ross Lilley
Executive Director
AccessSportAmerica

BOXBOROUGH INFORMATION TECHNOLOGY COMMITTEE

Committee Name

The name of this committee shall be the "Boxborough Information Technology Committee," herein referred to as the "Committee."

Mission and Charge

The mission of the Committee is to advise the Board of Selectman and the Town on all aspects of information technology, and to proactively lead the Town in developing and implementing an information technology strategy.

Definition

For the purposes of describing the role of this committee, "information technology" (or "IT") is defined as including the following:

1. Wired and wireless infrastructure and services necessary to provide electronic voice, video, and data communications and internet access to and between Boxborough's residents, businesses, and Town buildings;
2. Computer systems and applications, and the management and security of associated data, in Town departments;
3. "Electronic Town Hall" internet operations and websites managed by Town departments; and
4. Related support and consulting services to Town departments.

Goals and Objectives

1. Provide a focal point for the planning and implementation of all aspects of IT in Boxborough.
2. Advise the Board of Selectmen, and other Town boards, committees and departments on IT matters.
3. Work to ensure that Boxborough will have optimal IT services.
4. Develop and maintain the town IT strategy and recommend options for responsible and effective planning and coordination of IT-related infrastructure.
5. Assist in the preparation and review of IT budgets for town departments and functions.
6. Proactively engage IT service providers in a dialogue about their plans and the IT needs of the Town.
7. Provide cable television franchise management and Boxborough channel content development and delivery.

Deliverables and Responsibilities

1. Develop and maintain the IT Master Plan to guide the Board of Selectmen and Town Meeting on Information Technology needs and options.
2. Fulfill the statutory, contractual and management responsibilities of a Cable Advisory Committee. Oversee the operations of Boxborough's Public, Educational and Government (PEG) channels. This includes:
 - a. Negotiate original and renewal licenses and monitor compliance with licenses for any cable or similar telecommunication providers
 - b. Assure appropriate staffing and equipment are provided for both live and delayed transmission of committee, board meetings, and town meetings.
 - c. Oversee the development of content for transmission, manage use, policies and procedures for the Boxborough PEG channels.
 - d. Provide input to the review of cable franchise licenses as required from time to time.

Revised by BITcom, 12/4/07

Approved by Board of Selectmen, 12/17/07

3. Advise the Town departments on resources and options to service regular and recurring IT operational needs, including Cable operations. Coordinate as required with the Town IT services personnel and providers.
4. Advise the Board of Selectmen on appropriate use of funds derived from cable franchise fees and PEG grants.
5. Prepare and submit a report to be included in the Annual Town Report as required.
6. Assist the Board of Selectmen in dealing with matters before the Town relating to communications services and infrastructure, including the holding of hearings, preparation of draft orders of conditions and making recommendations to the Board of Selectmen for the granting of permits under MGL Ch. 166, if requested.
7. Provide liaisons, from among the Committee's membership to appropriate local and state councils, boards and bodies as may be designated by the Board of Selectmen from time to time, to represent the Town's interests in those forums consistent with the purview of the Committee.
8. Proactively coordinate with the activities of the School Technology Council.
9. Solicit input from Town residents, businesses and Town government, on their IT needs.
10. Provide a forum for hearing citizen concerns relating to the Town's IT plans and services, and acting on those concerns as appropriate.
11. Submit to the Board of Selectmen recommended names for consideration and appointment to fill openings on the Committee.
12. Develop and oversee the implementation of a plan for ensuring the integrity and security of all Town computer systems and websites, and the integrity of the associated electronic data.
13. Meet as a Committee monthly, at a minimum.
14. Any other deliverables and responsibilities as assigned by Board of Selectmen

Organization and Meetings

The Committee will be comprised of seven residents of Boxborough, each to be appointed by the Board of Selectman for a term of three years on a staggered basis.

The first appointees will include 3 terms of 3 years, 2 terms of 2 years, and 2 terms of 1 year.

Members can be appointed and removed at the Board of Selectmen's discretion.

At its first meeting after July 1 of each year, the Committee shall elect a Chairperson and a Clerk.

The Committee shall meet with the Board of Selectmen, or its designated representative(s), on a quarterly basis, or more frequently if deemed necessary by the Committee or the Board of Selectmen.

The Committee shall meet only with a quorum of four or more members, and take any action as a Committee only on the affirmative votes of at least a majority of those present.

Time Frame:

The Committee will remain a permanent standing committee at the discretion of the Board of Selectmen.

7c



The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
1380 Bay Street, Building C ~ Taunton, MA 02780-1088
Tel: 508-828-2911 ~ TTY: 508-828-4572 ~ Fax: 508-828-2585
www.mass.gov/e911



DEVAL L. PATRICK
Governor

ANDREA J. CABRAL
Secretary of Public Safety
and Security

FRANK POZNIAK
Executive Director

Received
8-5-2013

July 31, 2013

Ms. Selina S. Shaw, Town Administrator
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Ms. Shaw,

The Commonwealth of Massachusetts, State 911 Department would like to thank you for participating in the **FY 2014 State 911 Department Support and Incentive Grant** program.

For your files, attached please find a copy of the executed contract. Please note your contract start date is July 31, 2013 and will run through June 30, 2014. Please keep in mind that there shall be no reimbursement for costs incurred prior to the effective date of the contract and all goods and services MUST be received on or before June 30, 2014.

Reimbursement requests should be submitted to the Department within **thirty (30) days** of the date on which the cost is incurred. We have made the request for payment forms available on our website www.mass.gov/e911. For any questions related to this process, please contact Michelle Hallahan at 508-821-7216. Please note that funding of reimbursement requests received more than six (6) months after the close of the fiscal year under which costs were incurred cannot be guaranteed.

If, in the future, you would like to make any changes to the authorized signatory, the contract manager, and/or the budget worksheet, please e-mail those proposed changes to 911DeptGrants@state.ma.us. Grantees are strongly encouraged to submit final, year-end budget modification requests on or before May 15, 2014.

Sincerely,

Frank P. Pozniak
Executive Director

cc: FY 2014 Support and Incentive Grant File



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

July 31, 2013

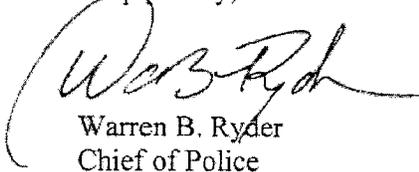
State 911 Department
1380 Bay Street, Building C
Taunton, MA 02780-1088
Attn: Grants Department

The Boxborough Public Safety Dispatch is grateful for the FY14 support and incentive award of \$16,485 received from your department.

Attached you will find a request for budget modifications. A figure of \$15,127 was awarded under category "A" for enhanced 911 Telecommunicator personnel costs. I am requesting that this entire amount be transferred to category "C" Computer-Aided Dispatch Systems. This funding will be used to replace outdated and defective laptop computers mounted in four police cars. These units are a vital link between 911 dispatchers and emergency responders. As public safety calls for service are initiated responders can interact and receive additional information directly from the CAD system. As you will see this project will exceed the grant award and Boxborough will apply \$1,229 of its own funding to this initiate.

Thank you for time and consideration. Please contact me any time if you have any questions or comments.

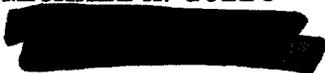
Respectfully,



Warren B. Ryder
Chief of Police

721

MICHAEL A. GUZZO



August 19, 2013

Received
8-19-2013

Vince Amoroso
Chairman Board of Selectmen
29 Middle Road
Boxborough, MA 01719

Dear Vince:

Recently I received a job offer from the Town of Maynard for the position of Town Accountant. My eleven plus years serving as Boxborough Town Accountant has been very rewarding and challenging. I have made many friends and will miss them all very much.

It was a very difficult decision to make for many reasons. However after consulting family, friends, and colleagues, I feel that it is the right decision to make at this time for my career.

My final day as Boxborough Town Accountant will be **Friday, September 20, 2013**

Sincerely,

Michael A. Guzzo

Cc: Board of Selectmen
Finance Committee
Town Administrator



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *SS*
Re: Accountant Search Team
Date: August 26, 2013
Cc: Finance Committee, Personnel Board

For your consideration on tonight's agenda is the formation of the screening/interview team for the Town Accountant. It is with regret that I inform you that Michael Guzzo, who has served as Town Accountant since 2002, has tendered his resignation effective close of business on September 20. Michael has accepted a position with the town of Maynard.

I have advertised the position on the websites of the Massachusetts Municipal Auditors' & Accountants' Association, Inc (MMAAA), Massachusetts Government Finance Officers Association (MGFOA), Massachusetts Municipal Association (MMA) and the Town, with an application deadline of September 9.

I recommend that a screening/interview team be established to be comprised of:

- Board of Selectmen member,
- Town Treasurer,
- Town Administrator,
- Finance Committee member, and
- Personnel Board member.

I respectfully request that the Selectmen vote to approve the composition of the team at this evening's meeting. Setting a fairly aggressive timetable, I would like to conduct interviews the week of September 9, with a recommendation to be brought forward to the Board of Selectmen on September 16, with a potential start date at the end of the month/beginning of October.

Thank you for your consideration of this matter.

**Town Accountant
Town of Boxborough**

The Town of Boxborough, population 5,000; budget \$20 million; pre-K – 6 school district, is seeking qualified applicants for the position of full-time (40 hrs) Town Accountant. (In July 2014, the local elementary school will join the A-B Regional School District).

Position is responsible for maintaining town's financial records, completing financial reports, exercising budgetary and auditing control over all town funds; processing of all bills, warrants, receipts, payroll and ledgers; ensuring compliance with municipal finance laws, GAAP, federal and state laws, and town meeting authorizations.

Bachelor's degree in accounting, finance or business admin or related field and five years of responsible professional accounting experience preferably in a municipal environment, or any equivalent combination, required. Successful candidate should have thorough knowledge of municipal accounting principles and practices, fund accounting; comprehensive knowledge of GAAP, UMAS and GASB regulations and thorough knowledge of computer software including databases, spreadsheets and financial packages. Working knowledge of VADAR a plus.

Salary mid-50's to upper-60's DOQE. Send cover letter and resume by 9/9 to: selina.shaw@town.boxborough.ma.us or by mail to Town Administrator, 29 Middle Road, Boxborough, MA 01719.

Town Accountant

Definition:

Reports to the Town Administrator under the guidance of the Board of Selectmen. Responsible professional, administrative, and supervisory work maintaining the Town's financial and accounting records. Prepares financial reports. Exercises budgetary and auditing control over all Town funds. Assists in special assignments from the Town Administrator and from the Finance team as approved by the Town Administrator.

Distinguishing Characteristics:

Appointed by the Board of Selectmen. Works under the administrative direction of the Town Administrator. Responsibilities and duties are performed in accordance with applicable Massachusetts General Laws, including under MGL Ch 41 Sec 55 according to the UMAS method of accounting, Town policies, Town bylaws and relevant state, federal and local regulations and standards.

Performs highly responsible duties of a complex and technical nature requiring considerable exercise of judgement and initiative in ensuring that all municipal transactions conform to law and to sound municipal accounting practice.

May supervise intermittent employees performing financial and accounting clerical functions. Establishes department goals and prepares department budget for review/approval.

Errors could result in considerable delay and confusion, have legal and/or monetary repercussions, and could jeopardize Town programs.

Makes frequent contact with Town departments, state agencies and other Towns; regular contact with the School Business Manager. The position requires the employee to exercise courtesy and tact in explaining and discussing accounting issues and practices.

Maintains department-related confidential information.

Work is performed under favorable office conditions but may require attendance at meetings, Town meetings and work after Town offices are closed based on peaks in workload.

Negligible physical effort required in performing the duties under typical office conditions. Work is basically office-type but may require non-sedentary duties involving moderate physical efforts.

Examples of work:

Maintains and is responsible for the comprehensive accounting records for the town including cash books, general ledgers for fund accounts; journals, classification ledgers, and records of debts; ensures town compliance with municipal finance laws.

Coordinates the Town budget process and develops financial reports for the Finance Committee and Board of Selectmen.

Reconciles the cash accounts with the Treasurer monthly and the receivables with the Tax Collector quarterly.

Manages the activities of the Town Accountant's office; prepares and manages the annual department budget; assists other departments as a financial and accounting advisor; advises the Selectmen and Finance Committee on financial matters.

Monitors the expenditures of all Town funds by overseeing the examination of departmental bills payable and payroll vouchers for accuracy and availability of funds before payment by the Treasurer; prepares the warrants for payroll and accounts payable for signature by the Board of Selectmen; prepares and maintains documentation for all journal entries.

Prepares monthly reports of appropriation and expenditure balances for Town Administrator and Town departments, boards and commissions; advises officials as to the legality of expenditures; maintains original copy of all contracts entered into by the Town and oversees the compliance with bidding requirements.

Compiles and submits required reports to state and federal agencies including the year-end comprehensive financial statements; including the Schedule A for the Department of Revenue; assists the Assessor in setting the Town tax rate; responsible for Free Cash certification; prepares annual statement of disbursements and receipts; prepares balance sheets at end of fiscal year; prepares annual statement of outstanding debt; manages the annual departmental audit.

Maintains knowledge of Town Bylaws, town policies and procedures and MGL's. Keeps abreast of current legislation and changes in the profession which may affect the Town operations.

Investigates alternatives or improvements in management of administrative/accounting and information flows. Works with the Town Administrator in implementing, controlling and maintaining accounting, fixed asset and purchase order systems and controls within the Town.

Develops special management reports, develops various spreadsheets, performing data input, calculations and reorganization of data; and coordinates projects for the Town Administrator. Maintains coordination with the software vendors regarding information about accounting, fixed asset and purchase order software.

In cooperation with the Town Treasurer assures that eligible participants are covered under the Town's insurance programs for its employees and that the employees' contributions are withheld from designated payrolls.

Develops, coordinates and maintains the Fixed Asset accounting records for all town departments.

Prepares the Accountant's report for the Annual Town Report.

Works with the Capital Planning Team or group as composed by the Town.

Pursues professional development opportunities for the growth, development and continued awareness of official duties.

Performs other position related duties as required.

RECOMMENDED MINIMUM QUALIFICATIONS:

I - Education and Experience

Bachelor's degree in accounting, finance or public or business administration preferred and five years of responsible experience in business administration or financial management or municipal environment involved in administrative position; municipal accounting experience preferred, particularly in Massachusetts. Successful passing of UMAS certification exam for Town Accountants required within two years of employment. CPA would be a plus; or any equivalent combination of education and experience.

II- Knowledge, Ability and Skills

Knowledge: Thorough knowledge of the principles and practices of municipal accounting, fund accounting and of the applicable provisions of the Federal and Massachusetts General Laws. Considerable knowledge of the organization and operation of town departments and of the legal controls over municipal finance in the Commonwealth. Thorough knowledge of UMAS and computer software including databases, spreadsheets and financial packages.

Ability: Ability to establish and maintain effective working relationships with co-workers, town officials and the general public. Ability to make appropriate managerial decisions. Ability to analyze and interpret financial data and to present findings clearly and concisely in writing and in oral presentations. Ability to manage several projects at one time. Ability to maintain complex financial records and to provide information and prepare reports from such records. Ability and willingness to learn UMAS accounting, GAAP, GAAFR, and GASB.

Skills: Specialty skills in using a variety of computer and accounting software systems. Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, internet research, and department specific software applications to download data, develop calculation routines, and develop report formats. Aptitude for numbers and details. The employee is required to have skill in the use of a personal computer and general office equipment (e.g., telephone, calculator, adding machine, copier, facsimile, etc.). Organizational skills. Office management skills.

III- Special Requirements

Massachusetts Class D Drivers License.

IV- Physical Demands

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is required to talk, hear, and sit for extended periods. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. Occasionally requires walking, bending/stooping, reaching with hands and arms, and carrying/lifting (normally no more than 25 pounds).

The employee must have good vision to view computer screens and numbers and read reports and printouts for analytical purposes for extended time periods. Requires manual dexterity in combination with eye-hand coordination for efficient keyboard input, data entry and filing.

Requires the ability to operate a motor vehicle to visit town departments located outside of Town Hall and banks.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the town as the needs of the Town and requirements of the job change.

Position description received by: _____ Date: _____



Internal Communications and Outgoing Communications
August 26, 2013

1. Letter from MassDoT Sec. & CEO, Richard Davey, dated July 30, 2013, to Chairman, Leslie Fox, providing an update on Chapter 90 funding; specifically Boxborough's FY14 adjusted allotment - \$221,655.
2. Copy of letter from Town Counsel, Joseph Fair, Kopelman & Paige, dated July 30, 2013, to Bruce MacDonald in response to Public Records Request to the Boxborough Police Chief.
3. Correspondence from Xfinity [Comcast] Sr. Manager of Government & Community Relations, Timothy Kelly, dated August 2, 2013, to the Board of Selectmen advising of the encryption of their digital network and their notification to customers regarding the same.
4. Cover Memorandum from MBTA Advisory Board Exec. Dir., Paul Regan and MAPC Exec. Dir., Marc Draisen, dated August 5, 2013, to "Chief Elected Official" accompanying materials related to the Municipal Elections to the Boston MPO; 2013 MPO Election Nomination Papers; and other attached miscellaneous informational material.
5. Letter from Chairman Amoroso, dated August 7, 2013, to the Wareham Board of Selectmen, responding to Wareham's request for support of "House 1115."
6. Copy of letter from Mass. Dept. of Ed. (DESE) Commissioner, Mitchell Chester, dated July 29, 2013, A-B Regional School District Supt., Stephen Mills, approving the expansion of the A-B Regional School District to encompass grades PK-12 and the transitional plan as outlined in the regional agreement. #
7. Letter from Boxborough School District Superintendent, Dr. Curtis Bates, dated July 31, 2013, to Community Members explaining the procedure to request off-hour use of the Blanchard School facilities. [Attached: Use Application, Use Rules and Requirements]
8. July 2013 Monthly Construction Activity Report from the Building Department, dated August 7, 2013.*
9. Correspondence from Xfinity [Comcast] Sr. Manager of Government & Community Relations, Timothy Kelly, dated August 13, 2013, to the Board of Selectmen accompanying their Quarterly Report and access fee payment [PEG] check of \$ 2,639.60.
10. Email communication, PEG Grant Report 2nd Quarter 2013, and check for their 2nd Quarter PEG payment of \$14,599.18 from Kathy Booker, Verizon New England, Inc., dated August 15, 2013, to Town Administrator Selina Shaw.
11. Notice and Registration form from MMA Exec. Dir., Geoff Beckwith, received on August 21, 2013, to "Local Official" announcing the fall 2013 schedule for the MMA's Friday morning Legislative Breakfast meetings.#

Indicates that the item had been previously distributed.

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



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

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

From: Building Department

Date: August 7, 2013

RE: Building Department Monthly Construction Activity Report

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

ma

Building Department Monthly Construction Activity CY 2013

| | January | February | March | April | May | June | July | August | Sept. | October | November | December | Y-T-D Total |
|-----------------------|---------|----------|---------|---------|---------|---------|---------|--------|-------|---------|----------|----------|-------------|
| Residential: | | | | | | | | | | | | | |
| Single Family - new | | | | | 1 | 2 | | | | | | | 3 |
| Additions/Alterations | 6 | 2 | 2 | 4 | | 6 | 2 | | | | | | 22 |
| Repair | | 1 | | 1 | 2 | | | | | | | | 4 |
| Foundation Only | | | | | | | | | | | | | 0 |
| Pools/Spa | | | 2 | | 1 | | | | | | | | 3 |
| Windows | | 1 | | 4 | | 2 | 1 | | | | | | 8 |
| Roof | | | | 3 | 2 | 2 | 4 | | | | | | 11 |
| Deck | 1 | 1 | | 2 | 2 | 4 | 1 | | | | | | 11 |
| Void | | | | | | | | | | | | | 0 |
| Accessory Apartment | | | | | | | | | | | | | 0 |
| Business: | | | | | | | | | | | | | 0 |
| New | | | | | | | | | | | | | 0 |
| Additions/Alterations | | | 1 | 2 | 2 | | 3 | | | | | | 8 |
| Other: | | | | | | | | | | | | | 0 |
| Construct. trailers | | | | | | | | | | | | | 0 |
| Tents | | | | | 1 | 1 | | | | | | | 2 |
| Cell Tower Antenna | | | | | | | | | | | | | 0 |
| Demolition | | | | | 1 | | | | | | | | 1 |
| Woodstove | 4 | | | | | | 1 | | | | | | 5 |
| Signs | | | | | 1 | | | | | | | | 1 |
| Shed/Barn | | | | 1 | 1 | 2 | 1 | | | | | | 5 |
| Mechanical | | | | | | | | | | | | | 0 |
| Change of Use | | | | | | | | | | | | | 0 |
| Totals: | | | | | | | | | | | | | 0 |
| Number of Permits | 11 | 5 | 5 | 17 | 14 | 19 | 13 | | | | | | 84 |
| Construction Cost | 228,200 | 31,150 | 356,791 | 230,370 | 548,354 | 638,572 | 368,680 | | | | | | 2,402,117 |
| Total Fees | 1,437 | 219 | 3,980 | 3,738 | 5,794 | 6,679 | 3,772 | | | | | | 25,619 |

New House 55 Codman Hill Rd Codman Hill Development, LLC
 949 Liberty Square Rd Konkle Teardown rebuild

Permit Listing Report

by District

Printed On: Mon Aug 12, 2013

Date Range: Issued between 07/01/2013 And 07/31/2013
 SQL Statement: ([Type of Permit]='Building')

| District | Address (Work Location) | District | Zoning Owner | Permit No | Online Permit No | Date Issued | Contractor (Phone #) | Work Category | Work Description | Est. Cost | Proposed Use And Detail | Fees Paid | Check # |
|----------|-----------------------------------------|----------|---------------------------------------------------------------------|-----------|------------------|-------------|--------------------------------------------|--------------------------------------|------------------|--------------|-------------------------|------------|---------|
| | 80 CENTRAL ST | | Lincoln Properties | | | | | COMMERCIAL - ALTERATION OR FIT-UP | | \$130,000.00 | | | |
| Building | BP-2014-0001 | | OPEN | | | Jul-02-2013 | J & J Construction Services | | Office Fit up | | | \$1,300.00 | 7633 |
| | 1300 MASS AV | | KOUMANTZELIS, ARTHUR G TR | | | | | COMMERCIAL - ALTERATION OR FIT-UP | | \$104,055.00 | | | |
| Building | BP-2014-0002 | | SIGNED OFF | | | Jul-02-2013 | Integrated Builders | | Office Fit-up | | | \$1,040.00 | 14411 |
| | 371 LIBERTY SQ RD | | A/R SHEA, KEVIN J | | | | | Deck | | \$9,600.00 | | | |
| Building | BP-2014-0003 | | SIGNED OFF | | | Jul-02-2013 | R.P. Wilkinson Construction (508) 579-8884 | | Deck | | | \$96.00 | 1062 |
| | BALDWIN -MACINTOSH LN (50 MACINTOSH LN) | | A/R APPLEWOOD COMMUNITY CORP APPLEWOOD ASSOCIATION TREASURE R | | | | | ROOF | | \$16,000.00 | | | |
| Building | BP-2014-0004 | | OPEN | | | Jul-09-2013 | Andrew Woolfrey (617) 833-7449 | | Strip and reroof | | | \$160.00 | 4981 |
| | SARA'S WAY | | B Larry White | | | | | Woodstove | | | | | |
| Building | BP-2014-0005 | | OPEN | | | Jul-09-2013 | Larry White | | Woodstove | | | \$50.00 | 851 |
| | 89 MIDDLE RD | | DURKINI, JOHN D & STACY G. | | | | | ROOF | | | | | |
| Building | BP-2014-0006 | | OPEN | | | Jul-11-2013 | DURKINI, JOHN D & STACY G. | | Strip and reroof | | | | |

Permit Listing Report

by District

| District | Address (Work Location) | District | Zoning | Owner | Date Issued | Contractor (Phone #) | Work Category | Est. Cost | Proposed Use And Detail | Check # |
|-------------|-----------------------------------------------------------|------------------|---------------|----------------------------------------------------------------------------------------|-------------|----------------------|--------------------------------------------|-------------|-------------------------|----------------|
| Permit Type | Permit No | Online Permit No | Permit Status | | | | | | Fees Paid | |
| Building | 167 REED FARM RD BP-2014-0007 | | OPEN | HEARTLEIN, MICHAEL W & SUSAN E Hancock Builders | Jul-11-2013 | | Windows | \$40,925.00 | | \$410.00 14874 |
| Building | 121 HOUGHTON LN BP-2014-0008 | | OPEN | KENNEY, JOHN W & KENNEY, JANET R Gregory and Lisa Sheets | Jul-17-2013 | | shed | \$6,500.00 | | \$50.00 2231 |
| Building | 69 DEPOT RD BP-2014-0009 | | OPEN | KRUSEN, GEORGE C II & BETSEY M Melon, Frank (978) 263-0419 | Jul-23-2013 | | Strip and reroof | \$10,000.00 | | \$100.00 3085 |
| Building | 47-109 CORTLAND LN (81 CORTLAND LN 4C) BP-2014-0010 | | OPEN | A/R NINTZEL, THOMAS Andrew Woolfrey (617) 833-7449 | Jul-23-2013 | | Strip and reroof @81 and 83 Cortland Drive | \$22,000.00 | | \$220.00 4983 |
| Building | 723 MASS AV BP-2014-0011 | | OPEN | UNITED CHURCH OF CHRIST, CONGREGATIONAL OF BOXBOROUGH Turner Construcion Company | Jul-30-2013 | | Repair | | | \$0.00 no fee |
| Building | 475 FLAGG HILL RD BP-2014-0012 | | OPEN | GRAHAM, WILLIAM E & BETTY A Foley and Sons (978) 897-5698 | Jul-31-2013 | | Kitchen Remodel | \$6,600.00 | | \$66.00 3679 |
| Building | 345 SARGENT RD BP-2014-0013 | | OPEN | A/R ZUPICICH, ALFRED L Hefferman Build and Remodel | Jul-31-2013 | | Kitchen Remodel | \$23,000.00 | | |

Permit Listing Report

by District

| District | Address (Work Location) | District | Zoning Owner | Date Issued | Contractor (Phone #) | Work Category | Work Description | Est. Cost | Proposed Use And Detail | Fees Paid | Check # |
|--------------------------------------------------------------------------------------|-------------------------|----------|--------------|-------------|----------------------|---------------|------------------|-----------|-------------------------|-----------|---------|
| | | | | | | | | | | | |
| District () TOTALS: ESTIMATED COST: \$368,680.00 NUMBER OF PERMITS: 13 | | | | | | | | | | | |
| FEEES INVOICED: \$3,772.00 FEEES PAID: \$3,492.00 | | | | | | | | | | | |
| BALANCE: BALANCE: \$280.00 | | | | | | | | | | | |
| | | | | | | | | | | | |
| GRAND TOTALS: ESTIMATED COST: \$368,680.00 NUMBER OF PERMITS: 13 | | | | | | | | | | | |
| FEEES INVOICED: \$3,772.00 FEEES PAID: \$3,492.00 | | | | | | | | | | | |
| BALANCE: BALANCE: \$280.00 | | | | | | | | | | | |



Minutes, Notices and Updates
August 26, 2013

Minutes

1. Minutes of the Conservation Commission meetings of June 19, 2013, July 17, 2013 and August 7, 2013.
2. Minutes of the Finance Committee meeting of July 8, 2013.
3. Minutes of the Personnel Board meeting of February 27, 2013.

Notices

1. Notice of a Recreation Commission meeting held August 6, 2013.
2. Notice of an Energy Committee meeting held August 7, 2013.
3. Legal notice of Public Hearing of the Planning Board & Board of Appeals held on August 12, 2013, to review an application submitted by Flagg Hill Road, LLC for a common driveway and related work in the Wetland & Watershed Overlay District - to allow the construction of a new driveway to serve three proposed house on the property located on the east side of Flagg Hill Road. [owned by Trefrey]
4. Legal notice of Public Hearing of the Conservation Commission held on August 7, 2013, to consider a Notice of Intent filed by C.A. Budnick, Cabco Consult, Inc. for the proposed construction of an enclosed screen porch to be supported on two sonotubes on the property owned by Michelle & Alan Berrey at 67 Woodward Lane.
5. Notice of a Finance Committee meetings:
 - a. Held August 13, 2013.
 - b. To be held August 27, 2013.
6. Notice of a Housing Board meeting held August 14, 2013.
7. Notice of a Council on Aging meeting held August 15, 2013. [*subsequently cancelled*]
8. Notice of the Boxborough School Committee's scheduled meetings 7/10/13 – 6/12/14.
9. Notice of an AgCom meeting held August 20, 2013.

10. Notice of Board of Selectmen meeting – Contract Negotiating Team, Executive Session:

- a. Held August 23, 2013.
- b. To be held September 3, 2013.

11. Notice of a Joint Meeting of Board of Health and Selectmen to be held on September 9, 2013.

12. Selectmen's Annual Appreciation Event invitation. #

8c



**General Correspondence
August 26, 2013**

1. Summer 2013 Newsletter, *Comcast Connections*, from Comcast Cable Communication.
2. Freedom's Way Heritage Association's Save the Date Notification Tour of Sleepy Hollow Cemetery & Annual Meeting to be held in Concord on Sunday, October 20, 2013.

