



**BOARD OF SELECTMEN
Meeting Minutes
February 10, 2014**

Approved: February 24, 2014

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

ABSENT: Raid Suleiman and Jim Gorman

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

Chair Amoroso called the meeting to order at 7:03 P.M. in the Grange Meeting Room of Town Hall.

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

- David Lindberg, Inspector of Buildings was present to provide an update on proposed capital improvements at various Town properties and to receive input on their presentation as capital articles for Town Meeting. Lindberg referred to the summaries provided and opened with the re-paving of the three lots most in need of repair – the DPW facility, Town Hall and the Museum. The project is not just to re-grade and re-pave these lots but also to improve drainage and stormwater management. There was discussion regarding paving material options. Lindberg advised that given the usage of these sites, asphalt is the most practical and cost-effective option. There was also discussion on the suggestion in Selectmen Gorman's email to reduce the size of the parking lot at the Museum. Selectmen Gorman and Lindberg could work together to evaluate this alternative. Lindberg was asked to find out the pavement square footage for each of these lots. He believes that all of these lots are currently ADA compliant. Based on the estimates received his suggested budget for this project is \$275,000. Discussion moved to the restoration of the Museum's chimney. The chimney has deteriorated, developing gaps so that water is leaking down through to the building. A mason has evaluated the chimney and has recommended that in addition to watersealing, loose or deteriorated bricks and mortar be replaced, joints re-pointed and the chimney be recapped. The cost given for this work is \$6,000. Lindberg, next, addressed the condition of the carpets at Town Hall. These carpets are 24 years old. They are in very poor conditions, with ripples and split joints. Some employees have also attributed respiratory issues to the condition of the carpet. There was discussion as to other flooring materials. Lindberg advised that carpet is best and most cost effective option for these public spaces. It was noted that the Grange Room floor restoration is a separate project and has already been funded. Next project discussed was the repairs to the barn at Steele Farm. The Steele Farm Advisory Comm. has done its homework in putting together this proposal. It has been several years since significant repairs have been done. The barn is owned by the Town so the TTOR is not responsible for funding these repairs. The Selectmen were supportive of this project, as it will extend the usable life of the barn and could lead to increased usage. Lindberg then addressed the repurposing of the Grange stage area and further repairs/restoration to the Grange Room itself. The stage space is no longer publically accessible due to ADA compliance issues. The installation of an access lift would run \$5,000-\$10,000. This space has been used for storage for 20 years. The previous IT Coordinator had proposed that this space be converted into a data/communication room. Member Fox noted that since the initial discussions on this it has come to his attention that there may be significant unintended costs with moving the existing technology infrastructure. It was noted that the Town's cable providers should be approached about possible funding. There was discussion about also obtaining estimates to bring the stage area into ADA compliance so it can be used as performance space. Lindberg would like to work to restore the Grange Room itself to its original appearance – repainting, restoring the ceiling and installing period-appropriate, energy-efficient lighting. All of this work, except for painting would be contracted. Lindberg puts this restoration work at \$60,000, less the previously approved flooring article and the painting costs.

- Town Planner, Elizabeth Hughes, and members of the Planning Board were present to discuss proposed intersection improvements. Hughes referred to the presented material and provided an update on the completed intersection improvements at Burroughs/Stow Roads and Burroughs/Chester Roads. These changes have received mostly positive feedback. The Planning Board along with Chief Ryder are now looking to improve other troublesome intersections in Town - Pine Hill/Burroughs Roads and Davidson/Depot Roads. Hughes referred to the preliminary plans for these improvements. The next step in this process is to conduct site visits and trial runs of the proposed reconfigurations. Planner Hughes confirmed that funds are available for the engineering work and surveys. DPW Director Garmon feels that he can manage this road work within his budget. The Liberty Square/Depot Road is the next intersection that they will be looking at.
- Al Murphy, Stow Road Concept Development Committee member and Boxborough Housing Board Chair was present to discuss proposed Request for Proposals (RFP) for development of Stow Road property. Town Planner Hughes and the Planning Board remained for this discussion. The final draft is under review. The Housing Partnership representative is working with the Inspector General's office on some of the language. This working group is meeting on Thursday and should have the final form soon. Once finalized the RFP will be presented to the Selectmen for final review prior to publication, then published to solicit proposals for development of the Stow Road property.
- Rita Grossman, Jeanne Kangas and other interested parties were present to discuss a proposal that the Town adopt the Community Preservation Act (CPA). Grossman spoke to the materials provided and a Powerpoint presentation. She opened by reviewing the history of the CPA in Boxborough. She provided background on the history of CPAs in Massachusetts; informed the Selectmen as to the status of the state's commitment to funding of CPAs; the trends as to the state's portion; how CPAs are being implemented in other communities; and the expanded uses that are now allowed, including recreational. CPA is a Capital Planning Project Program. She reviewed the adoption process; the establishment and make up of a CPA Committee; how this town would generate these funds through a surcharge; the percentages that could be implemented (1%-3%) and the process for the Town to approve funding for CPA projects. She provided data on the financial impact to households with the proposed surcharge levels (1%-3%) and the corresponding CPA funds that could be made available. Grossman believes that the state provides additional incentives for communities implementing the 3% maximum. There was also discussion on the "user fees" currently being charged, (i.e. Transfer Station fees) which could be offset by implementing CPA funding. She stated that adopting this would allow the Town to do more to improve our community and preserve open space. The CPA could have been used to fund the work to the Steele Farm barn discussed earlier. The Town has some discretion as to the management of a CPA program. Control is at the local level and the Town can spend these funds even if state does not contribute. Grossman & Kangas were asked several questions which they will be researching including what existing Town funds can be used to fund CPA. They have already presented this to several Town boards. BHB Chair Al Murphy advised that the BHB voted unanimously to support CPA and provided his input noting that he believes it could be used for housing related studies & analysis. Grossman provided information on other allowed uses related to housing. SFAC Chair, Bruce Hager, advised that in January the SFAC voted unanimously to support the CPA and the proposed 3% surcharge. Jeanne Kangas spoke to the concerns raised by Selectmen Gorman in his email. They are presenting this proposal in an effort to obtain the Selectmen's support of an article to adopt CPA and for the creation of a work group to research the proposal so that a comprehensive presentation can be made at Town Meeting. The Selectmen provided their input. We now have a capital spending plan, something we didn't have when CPA was first proposed several years ago. However, some residents can't afford an increase to their tax bill. What would be the net overall impact on taxpayers? They would need to see the actual numbers – cost/benefit analysis. It was suggested that the Town should move cautiously when implementing – initially go with 1% then once initiated a discussion can occur about increasing this percentage. The Selectmen that were present agreed that, as presented, this could be a prudent use of resources and they felt they could support the creation of a working group. However, the Selectmen deferred action on this until the full board can be present on February 24th. In the meantime the Selectmen suggested individuals be identified that could be considered for this working group. There was discussion on the warrant timeline. Resident, Maria Neyland, voiced her support of the CPA.

The Board took Agenda Item #7a, out of order.

NEW BUSINESS

- Discussion was opened on the Reserve Fund Transfer Request to the Accountant Consulting account. This is to cover the expense of retaining interim accounting services after Mike Guzzo left. Member Fox moved to forward to the Finance Committee for approval the request to transfer \$3,547.50 from the Reserve Fund to account #001-135-5200-5306, Accountant Consulting. Seconded by Member Stemple. **Approved 3-0.**
- **Citizens concerns** – Acton-Boxborough Transitional School Committee (ABTSC) Chair, Maria Neyland was present and was asked to provide an update on the FY 15 AB Regional Budget discussions. The preliminary budget has been voted. There were several items that are new for FY 15 and the District is working through these revised costs/assessments and reductions in some state aid. Concern was voiced as to Acton's assessment, which went up significantly; while Boxborough's went down. The

ABTSC will be having additional discussions on this. The budget still projects \$1,000,000 coming back to the towns. Other efficiencies have been identified during the merger process; however these savings will be re-allotted within the District to provide needed services. There have also been preliminary discussions about applying for, previously unsought, SPED Medicaid funding.

MINUTES

- Member Fox moved to accept the minutes for the Executive session, Contract Negotiating Team (Police Chief), January 16, 2014, as written. Seconded by Member Stemple. **Approved 3-0.**
- Member Stemple moved to accept the minutes for the regular session, January 27, 2014, as revised. Seconded by Member Fox **Approved 3-0.**
- Member Stemple moved to accept the minutes for the Executive session, January 27, 2014, as written. Seconded by Member Fox **Approved 3-0.**

SELECTMEN REPORTS

- Member Fox reported that he had attended last week's BLF but deferred to the Chair on reporting these discussions.

He reported that he met with Chief Ryder and two FinCom members to review the FY 15 Police & Dispatch budgets. There was a correction to the Dispatch budget as to calculating sick time, which lowers that budget overall. The update figures are reflected in current budget sheets "Rev.5".

Member Fox reported that he, TA Shaw, Chief Ryder and Chief White met with Guardian on the server upgrading project. An inventory is being compiled to identify what is equipment due for replacement so an acquisition schedule can be created and projected costs determined.

He attended a meeting of the Town's website working group. The consultant is meeting with department heads on Thursday to discuss their respective web pages. The "Go live" date has been pushed back from April 1st to Friday, April 4th.

- Chair Amoroso reported on discussions at BLF. The consensus was that the new budget formatting is a big improvement. There was discussion on the proposed revisions to the Minuteman School District Agreement. A representative from Minuteman will be at the February 24th Selectmen's meeting. Member Stemple added that the Town's submitted budget is down from last year. Even factoring the removal of the school from the Town's overall budget the decrease is notable.

Chair Amoroso reported that he, Member Fox and their Finance Committee counterparts had participated in discussions with Police Chief Ryder on his contract.

He also reported on the recent Beacon article which attributed comments to the Chair of the Acton Selectmen during Acton's FY 15 budget discussions. The comments were to the effect, that Boxborough has done nothing to address its OPEB "Other Post-Employee Benefits" liabilities and obligations. He took this opportunity to let residents know that this is not true. He explained that OPEB is the obligation to contribute to retired personnel's medical insurance. In 2011 both Acton and Boxborough recognized this issue and began working to address it. In 2012 both towns established OPEB trust funds. To date, Boxborough has contributed \$175,000 to our Trust Fund; 1.8% of our OPEB obligation. Acton has contributed 1.5% towards its obligations. He has met with his counterpart and discussed the comments attributed to her. She has advised that a correction needs to be made and she will be setting the records straight in her own way. He reiterated that Boxborough is actively addressing its OPEB obligations.

NEW BUSINESS (Continued)

- Discussion was opened on a potential gift of real estate from Robert and Beverly Ludovico. This is a landlocked parcel located on Codman Hill Road in the vicinity of I-495 and the Transfer Station. It was determined that this offer should be explored and the condition of the property investigated. There was discussion as to process and how the town can accept this type of gift.

EXECUTIVE SESSION

- At 9:30 PM, Member Amoroso moved to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director) and to adjourn immediately thereafter. Seconded by Member Fox **Approved 3-0 by a roll call vote: Fox aye; Stemple, aye; and Amoroso, aye.**

SELECTMEN'S ANNOUNCEMENTS FEBRUARY 10, 2014

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

- **Save the Date.....Boxborough's Annual Town Meeting** will be held on **Monday, May 12th**. More details will be provided in the coming months.

- **The FY 2015 budget process has begun. The current draft budget is available on the Town's website (Home page, under "NEWS").** You are encouraged to attend Selectmen, Finance Committee, School Committee and Library Trustee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- **Nomination papers are now available for elected town offices** at the Town Clerk's office, Boxborough Town Hall, 29 Middle Road. The annual Town Election will be held May 19th. Offices that will be on this year's ballot are:
 - Moderator
 - Two positions on the Board of Selectmen
 - Two positions on the Planning Board
 - Two positions on the Library Board of Trustees
 - Two positions on the School Committee - staggered terms
 - and
 - One position on the Board of Health.The last day to file completed papers is Monday, March 31st. Please contact the Town Clerk, Liz Markiewicz if you have any questions.

- **The annual street listing/census forms have been mailed to residents.** Please review the information, make any corrections necessary, sign the form and promptly return it to the Town Clerk's office at Town Hall. Voters who do not complete their census form will be put on the inactive voter list.
Dog owners please note that a **dog license application for 2014** is included in the census mailing. These are due by March 10. Please contact the Town Clerk, Liz Markiewicz if you have not received this census mailing or if you have any questions.

- As part of an on-going effort to educate the general public about the potential for abuse of medications the **Boxborough Police Department has an anonymous 24/ 7 prescription drug drop off box** in the lobby of the Police Station. The aim is to provide the public with a safe, convenient, and responsible means of disposing of potentially dangerous, expired, unused, and unwanted prescription drugs and medications before they find their way into unauthorized hands or our local water supply. The Boxborough Police Station is located at 520 Mass. Ave.
- Now that winter is upon us, we have included links to some helpful resources under the “NEWS” section of the Town’s website - **DPW’s Resident’s Guide to Winter Snow Removal** and **MEMA’s Winter Storm Tips**. Please help us so that the town roads can be traveled safely and cleared as quickly as possible during winter storms. You can also contact the DPW with any questions.
- Residents now need to obtain a voucher and pay additional fees for the **disposal of bulk items** at the Transfer Station. Vouchers can be purchased only at the Town Hall from the Tax Collector’s office. Checks or exact amount in cash, please. Please refer to the Transfer Station webpage or call the DPW for more information.
- **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 **Boxborough Historical Society will meet** on Sunday, February 23rd at 7:00 PM in the Morse/Hilberg Rooms at Boxborough Town Hall. John Fallon will be presenting “Education for Boxborough: 1783 to 2013.” How our schools develop in Town? Who paid to build the original Blanchard School and who is it named for? (Hint: it was not Luther Blanchard.) Also how the Acton-Boxborough Regional School District come about and why did it almost not happen? Admission is free and all are welcome.
- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm on Sunday, March 9th; April 13th; May 18th; and June 8th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.

- 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), the Steele Farm Advisory Committee (1), and the Conservation Commission has one vacancy for an unexpired term which runs until June 30, 2015. Also, the Town Moderator is seeking one volunteer to serve on the Finance Committee for an unexpired term which runs until June 30, 2014. 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 978-264-1700 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- Please contact the Town Clerk, Liz Markiewicz 978-264-1727 if you have any questions regarding **nomination papers, street census form or licensing your dog.**
- For more information on the **Resident's Guide to Winter Snow Removal or Winter Storm Tips** please go to the Town's website under NEWS or contact the DPW at 978-264-1790.
- For more information on **Bulk Item Disposal Vouchers** please go to the Town's website under NEWS, the Transfer Station's webpage or contact the DPW at 978-264-1790.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you wish to arrange a private tour of the **Boxborough's Historic Town Center.**



BOARD OF SELECTMEN
Meeting Agenda
February 10, 2014
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]

- a) David Lindberg, Inspector of Buildings, to provide update on proposed capital improvements, 7 PM
- b) Elizabeth Hughes, Town Planner, members of the Planning Board and Tom Garmon, DPW Director to discuss proposed intersection improvements, 7:30 PM
- c) Elizabeth Hughes, Town Planner and Al Murphy, Stow Road Concept Development Committee member and Boxborough Housing Board Chair to discuss proposed RFP for development of Stow Road property, 7:45 PM
- d) Rita Grossman, Jeanne Kangas and other interested parties to discuss proposed adoption of Community Preservation Act, 8:00 PM
- e) Citizens concerns

4. MINUTES

- a) Executive session, Contract Negotiating Team (Police Chief), January 16, 2014 **ACCEPT & POF**
- b) Regular session, January 27, 2014 **ACCEPT & POF**
- c) Executive session, January 27, 2014 **ACCEPT & POF**

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Reserve Fund Transfer Request
Move to forward to the Finance Committee for approval the request to transfer \$3,547.50 from the Reserve Fund to account #001-135-5200-5306, Accountant Consulting
- b) Potential gift of real estate from Robert and Beverly Ludovico – land located on Codman Hill Road (Parcel ID 01-1-141-2)

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE, TENTATIVE

Move to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director) and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

12. ADJOURN

**2014 TOWN MEETING
WARRANT ARTICLE**

TOWN HALL CARPET REPLACEMENT

PURPOSE: This article is being brought to the voters for the purpose of funding the replacement of all the carpeting in the Town Hall.

JUSTIFICATION: The carpeting in Town Hall was installed in 1990 when the rear addition was built and the other office space reconfigured. Twenty-four years worth of wear and tear have resulted in soiled and tattered carpets, seams that have opened up, and areas of rippled carpet that pose serious tripping hazards. The carpets have reached the point where they no longer can be cleaned and even seem to be contributing to respiratory irritation for some staff. According to DOR, the useful life of carpeting is seven (7) years.

PROPOSAL: To replace all the carpeting in Town Hall. Specifically, all the offices and corridors on the lower level, the Morse-Hillberg room, and the hallways on the second floor from the Morse-Hillberg room over to the Grange meeting room.

AMOUNT: The amount sought for this warrant article is \$20,000.00.

David Lindberg
Inspector of Buildings
978-264-1725

**2014 TOWN MEETING
WARRANT ARTICLE**

ASPHALT PAVING

PURPOSE: This article is being brought to the voters for the purpose of funding the replacement of asphalt paving at the following town properties:

1. Town Hall
2. DPW Facility
3. Boxborough Museum

JUSTIFICATION: The paving at these three facilities is very poor condition, rendering travel and maintenance difficult. Equally concerning, at each location significant drainage improvements should be made to redirect sheet flow away from buildings. This project would allow us the opportunity to regrade these driveways and parking lots to better manage storm water, to keep it away from the buildings, while also providing a smooth and sound driveway/parking area.

PROPOSAL: To replace all the paving at three town properties. Regrading and drainage work will be included in this project. Breakdown of cost by location are as follows:

Town Hall	\$ 115,000.00
DPW Yard	110,000.00
Museum	50,000.00

AMOUNT: The amount sought for this warrant article is \$ 275,000.00.

David Lindberg
Inspector of Buildings
978-264-1725

**2014 TOWN MEETING
WARRANT ARTICLE**

BOXBOROUGH MUSEUM CHIMNEY

PURPOSE: This article is being brought to the voters for the purpose of funding chimney repairs at the museum.

JUSTIFICATION: The general condition of the chimney is poor, allowing water to infiltrate the structure and make its way into the building. Water is thought to be leaking in due to missing mortar and around the flashing at the roofline.

PROPOSAL: To cut out and repoint the mortar from the roof up. Cut out and replace all the lead flashing. Replace the chimney cap. Apply commercial grade sealer.

AMOUNT: The amount sought for this warrant article is \$ 6,000.00.

David Lindberg
Inspector of Buildings
978-264-1725

**2014 TOWN MEETING
WARRANT ARTICLE**

STEELE FARM BARN PROJECT

PURPOSE: This article is being brought to the voters for the purpose of funding the renovation of the barn at Steele Farm.

JUSTIFICATION: The Steele Farm Advisory Committee has developed a plan to renovate the barn. The primary focus of this project is to repair rotted structure, de-lead the exterior of the building, reestablish a weather tight building envelope, and paint the building. The basic structure of the building is sound, but peeling paint and rotted wood is allowing water to infiltrate the building causing significant damage. It would be advisable to proceed with this project as soon as feasible to lessen the damage.

PROPOSAL: To replace the siding, windows, and doors with products of similar materials and appearance. Repair rotted structural members and trim. Prime and paint entire exterior of building.

AMOUNT: The amount sought for this warrant article is \$70,000.00.

David Lindberg
Inspector of Buildings
978-264-1725



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

To: Boxborough Board of Selectmen

From: Boxborough Planning Board
Elizabeth Hughes, Town Planner

Date: January 24, 2014

Re: Roadway Intersection Improvement Projects

The Town Planner has received positive feedback from residents regarding the intersection improvements at Stow Road-Burroughs Road and Chester Road-Burroughs Road. The Town Planner discussed with the Police Chief other intersections where similar improvements could be made to improve safety and the following two locations have been identified:

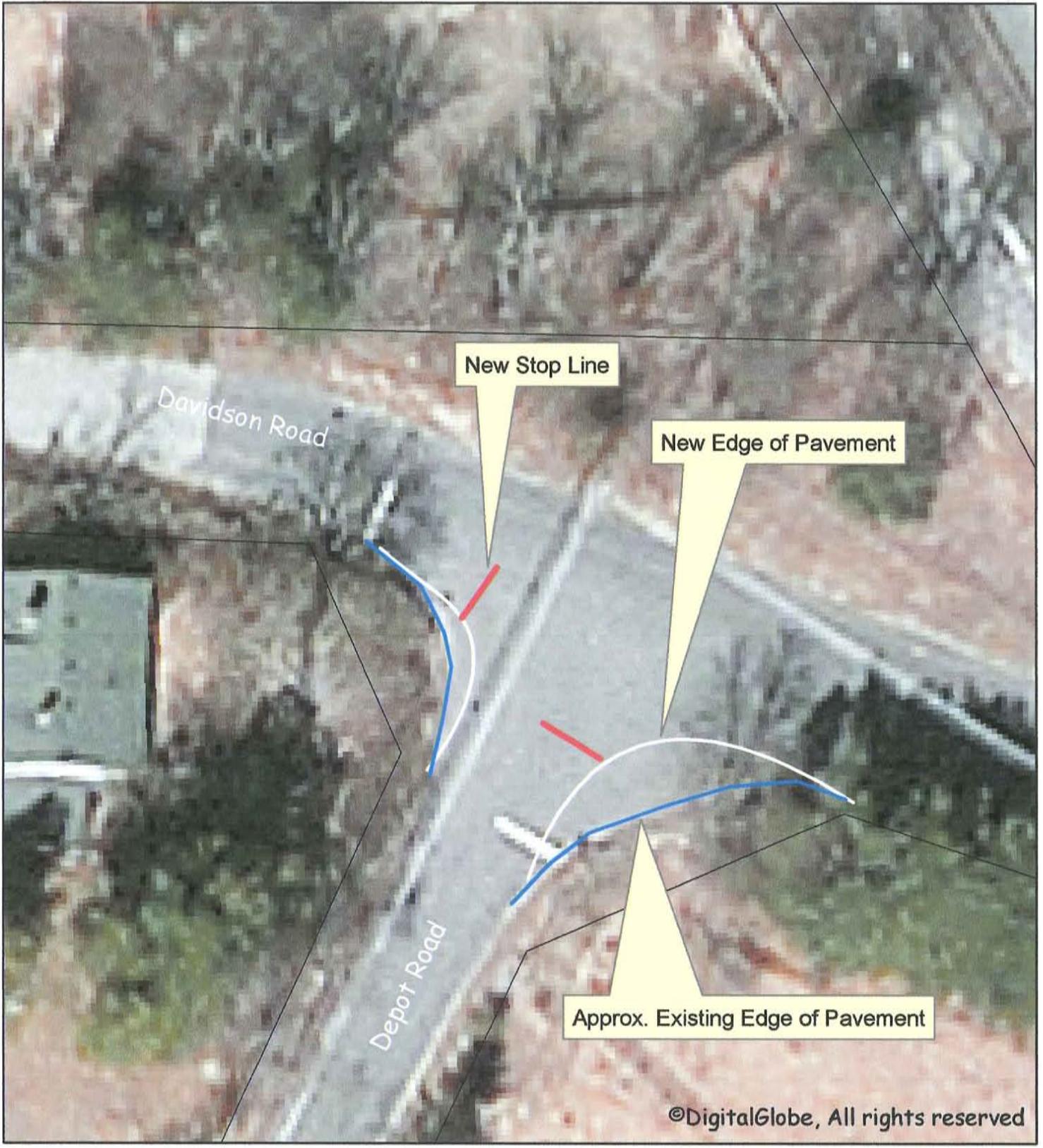
Burroughs Road & Pine Hill Road

As the pavement at this intersection location has been widened over the years, it is no longer a T-intersection that requires drivers to slow down when making the right hand turn from Burroughs Road onto Pine Hill Road. Vehicles have a free right onto Pine Hill Road and actually speed up as they head up Pine Hill Road because of the incline. It has been reported by residents in the area that this is creating a safety issue for vehicles traveling west bound on Pine Hill Road because of how the road narrows at the top and the east bound vehicles coming off Burroughs Road are traveling too fast. An improvement at this location to make it more of a T-intersection would require the removal of a minor amount of pavement on the southern side of Burroughs Road at the intersection with Pine Hill Road.

Davidson Road & Depot Road

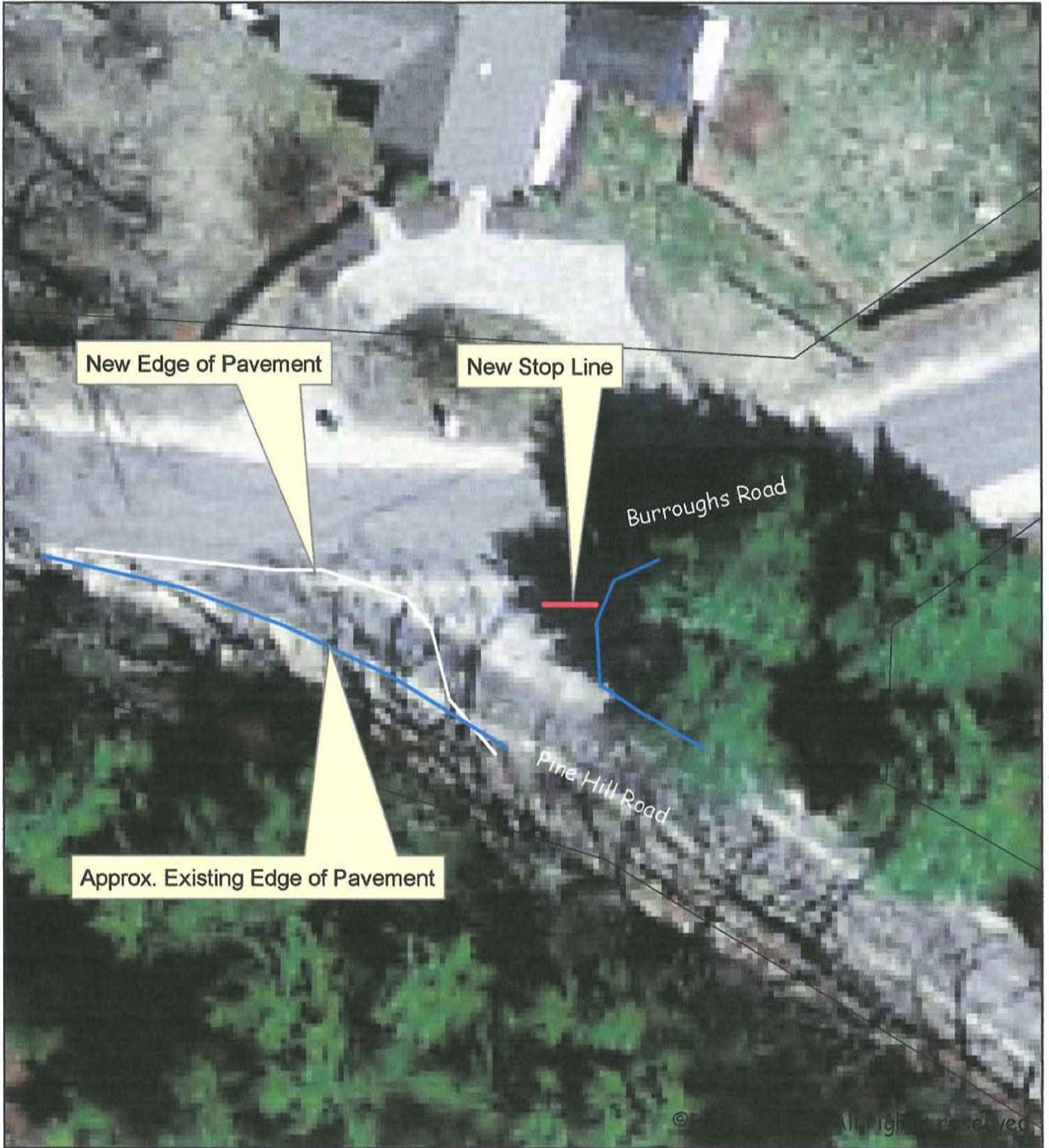
The pavement at this intersection location has gotten so wide that the stop signs on Davidson Road and Depot Road are so far back drivers can't even see whether there is a vehicle stopped in the other direction. It appears that pavement can be removed to allow the stop signs for both roads to be placed further towards the intersection creating better sight distance and visibility.

Attached are two maps showing an approximate idea of where pavement could be removed at each location. The exact configuration would be established by the Town's consulting engineer in consultation with the Public Works Director, Fire Chief and Police Chief. The Planning Board would like feedback from the Selectmen before sending a notice to abutters inviting them to come to a Planning Board meeting to discuss the possible improvements.



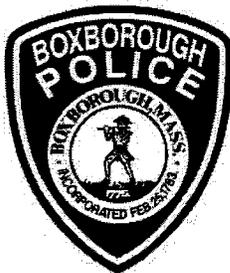
Depot Road & Davidson Road
Intersection Improvement Project





Burroughs Rd & Pine Hill Rd
Intersection Improvement Project





BOXBOROUGH POLICE DEPARTMENT
OFFICE OF THE CHIEF OF POLICE
520 Massachusetts Avenue, Boxborough, Massachusetts 01719
Phone: (978) 264-1750 • Fax: (978) 268-5123

To: Board of Selectmen
From: Chief Warren B. Ryder
Date: January 22, 2014
Re: Intersection Crash Data Summary

The historical data of the Boxborough Police Department reveals that this department has responded to 1,389 motor vehicle accidents/crashes since the year 2000. Of those accidents 31% were on interstate 495, route 2 or their on/off ramps which have been excluded from this analysis.

The worst intersections in Boxborough with the most accidents are:

1. Massachusetts Avenue @ Stow/Middle Road
2. Massachusetts Avenue @ Liberty Square Road
3. Massachusetts Avenue @ Burroughs Road (east)
4. Massachusetts Avenue @ Burroughs Road (west)
5. Burroughs Road @ Stow Road*
6. Pine Hill @ Summer Road
7. Liberty Square Road @ Depot Road

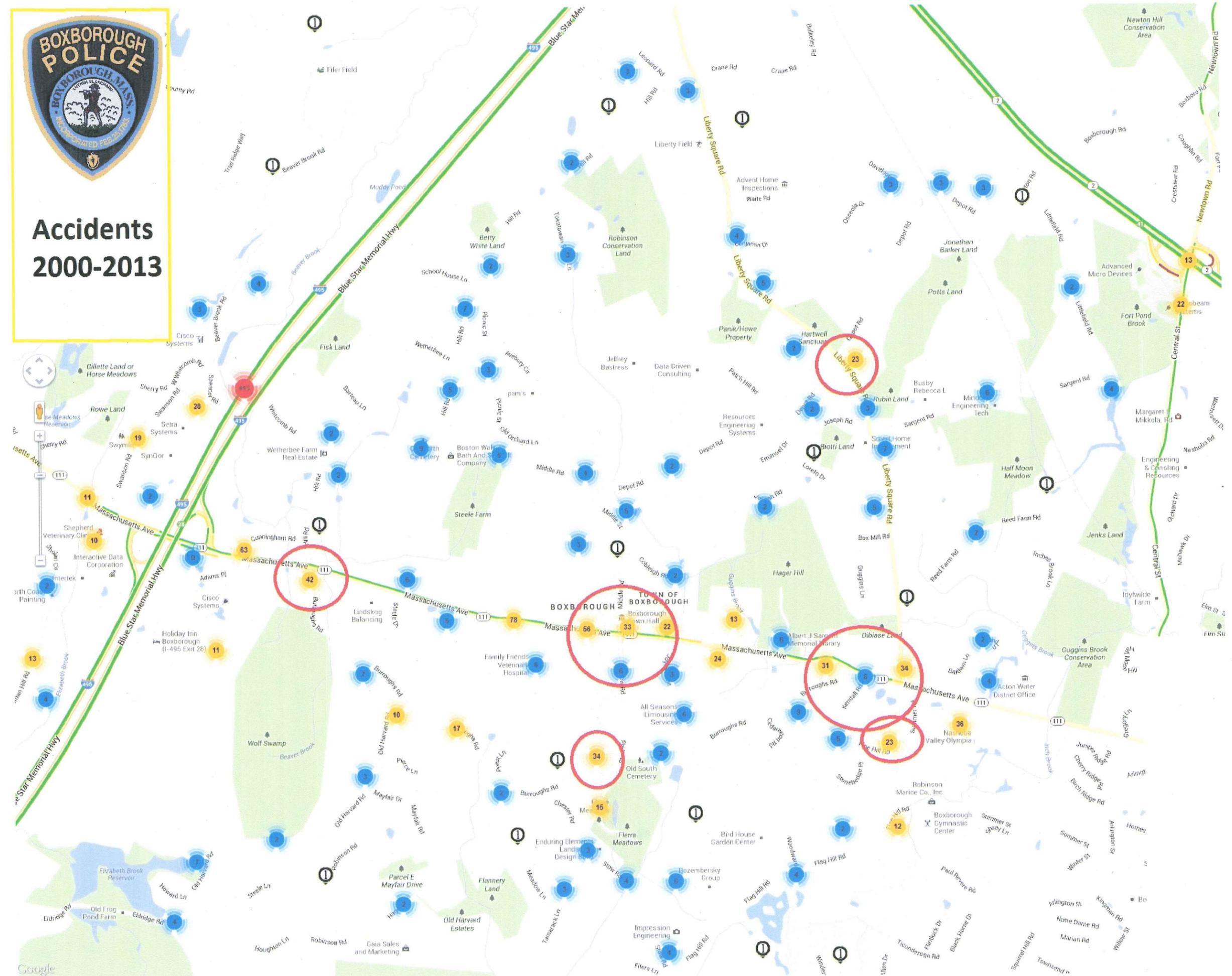
It should be noted that Massachusetts Avenue has the most traffic (16,125 average traffic per day in 2012) and therefore it will experience the most crashes. Also, the intersection at Burroughs Road and Stow Road has been corrected.

WBR/cop

Attachment 1: Boxborough Police response to Accidents/Crashes
Attachment 2: Massachusetts Traffic Records Analysis (ma.gov)



Accidents 2000-2013



Massachusetts Traffic Records Analysis Center 2000-2013

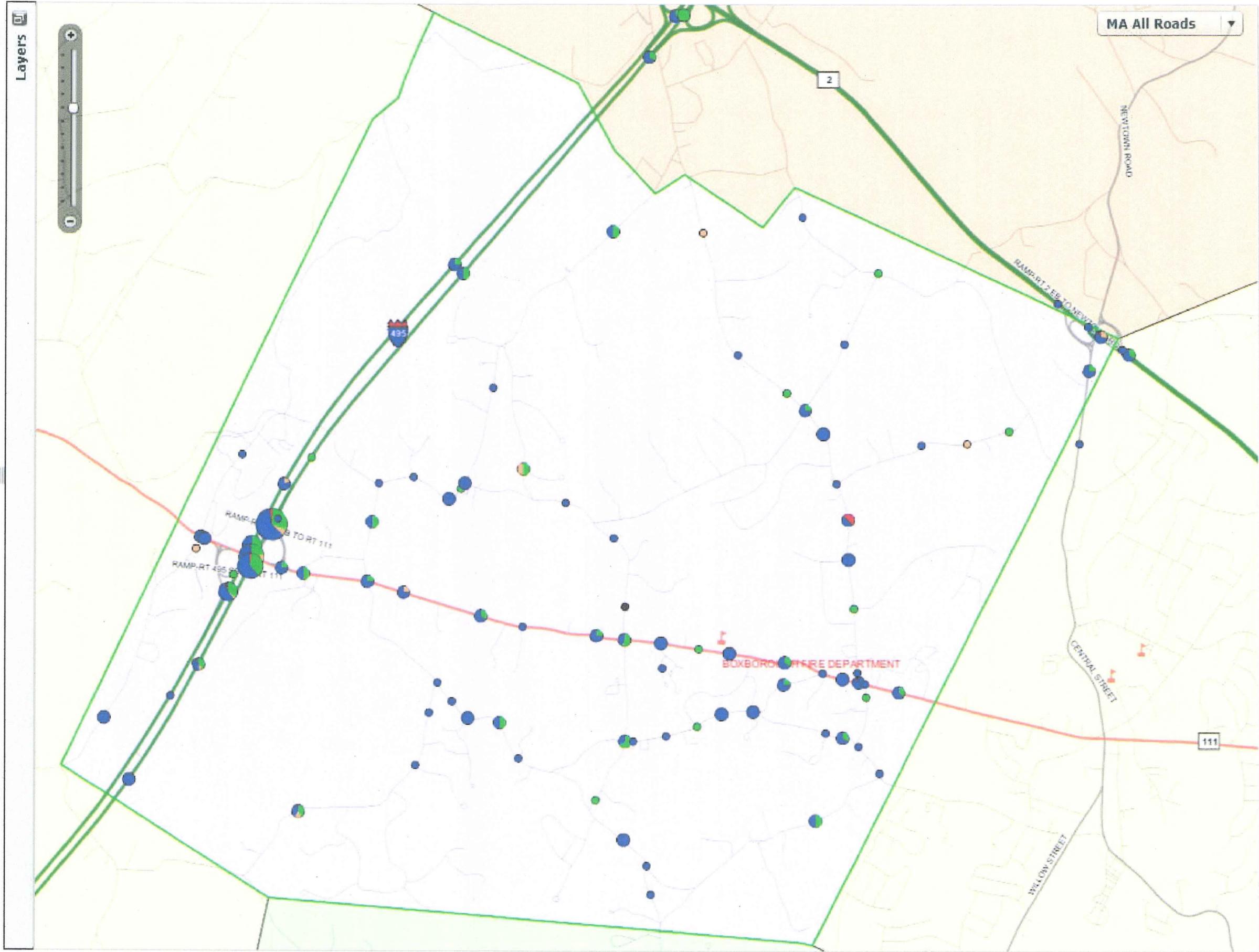
Crash

Crash Severity

- Fatal injury
- Non-fatal injury
- Not Reported
- Property damage only (none injured)
- Unknown

Count

# Crashes	Size
1 Crash	
2 to 16	
17 to 31	
32 to 46	
47 to 58	



Preserving Boxborough with CPA

What is the Community Preservation Act (CPA) MGL44B?

The Community Preservation Act creates a process for Boxborough to create a Community Preservation Fund by assessing a surcharge on annual real estate taxes, and to appropriate monies in that fund for open space and outdoor recreation, for historic resources, and for affordable housing purposes. In adopting the CPA, Boxborough will receive funding from the State's dedicated Community Preservation Trust Fund every year specifically to fund these projects.

How could Boxborough benefit from adopting CPA?

Open space. Boxborough has privately owned land at risk for development that is highly valued for agriculture, water resource protection; scenic view sheds and open space. Many of these parcels of land may be on the market in the near future; some are now, and, all potentially could be developed. Having the CPA funds enables the Town to preserve prioritized parcels for farming, water resource protection or other public benefit. A recent return on investment study for the Commonwealth by the Trust for Public Land found every dollar spent on land protection yielded four dollars in benefits. And, open land places less burden on town resources.

Historic resources. Steele Farm's house and barn are historic structures as is Town Hall and CPA funds could be used on their restoration. Likewise, monies can be used on the preservation or restoration of historic artifacts and documents.

Community housing. At present, Boxborough's deed restricted affordable housing is at 1.2% and the Town has few controls over proposed 40B projects as the Town has not achieved the goal of 10%. With CPA funds, the Town would have more control over the development of desirable community housing. CPA funds can be used to develop a housing plan for housing needs and then use CPA funds to address those needs (i.e., support housing for seniors; rehabilitate old apartments to create condos to serve young families or small households.)

Outdoor recreation. Create new (or restore run-down) ball fields, playgrounds, and trails for walking and biking.

And, having CPA funds will allow the Town to pursue desired projects and leverage additional dollars from state, federal, and foundation grants.

How are funds generated?

CPA funds are generated through two sources: a voter-approved surcharge of up to, and, not exceeding 3 percent on property tax bills, and the State's annual disbursement in October/November from the statewide Community Preservation Trust Fund which distributes funds to communities that have adopted CPA. The Trust Fund's revenues are derived from fees collected at the Registry of Deeds, and from state budget surplus funds, and, cannot be used for any other purpose but CPA. Because Boxborough has not adopted CPA, it has not been receiving these annual funds.

Who controls how funds are spent?

Boxborough does. After adopting CPA, Boxborough must establish a local Community Preservation Committee (CPC) to review proposals for local CPA-funded projects. Boxborough's CPC recommends projects to Town Meeting for approval. All CPA projects must be approved by Boxborough's Town Meeting.

How are CPA funds spent?

Each fiscal year, Boxborough would have to spend, or set aside for future use, the following share of their annual CPA revenues on three core areas:

- 10 percent for **open space and recreation**
- 10 percent for **historic resources**
- 10 percent for **community housing**

The remaining 70 percent of the revenues would be used for future projects in any of these three program areas. CPA funds may never be directed to the general town fund; they may only be used for the CPA core areas of open space, historic preservation, community housing, and outdoor recreation.

How much would CPA cost the average Boxborough Homeowner?

Boxborough residents will vote on which level of CPA surcharge to pay, up to 3%, on their local property tax bills, with the option of exempting the first \$100,000 of assessed value of residential and/or commercial and industrial real estate. The Town may also choose to exempt low-income homeowners and low- and moderate-income senior homeowners from the surcharge.

Estimated yearly cost to average Boxborough homeowner based on FY2013 data:

CPA Surcharge Level	1 %	1.5 %	2 %	3 %
Without exemptions	\$90	\$135	\$180	\$271
1 st \$100K r.e. value exempted	\$73	\$109	\$145	\$218

How much would CPA generate for Boxborough?

The chart below shows the estimated **locally raised** CPA revenues under a range of adoption scenarios, based on FY 2013 data. **NOTE: figures do not include the state's CPA Trust Fund match.** If Boxborough had CPA in FY2013 at 2% without exemptions, total revenues would have been: \$323,941 (local revenue) + \$168,449 (state match at 52%) = \$492,903 (total CPA funds for FY13 for Boxborough)

Projected Yearly CPA Revenue for Boxborough (ADD 52% FOR FY2013 STATE DISTRIBUTION)

CPA Surcharge Level	1 %	1.5 %	2 %	3 %
Without exemptions	\$161,971	\$242,956	\$323,941	\$485,912
1 st \$100K r.e. value exempted	\$126,661	\$189,992	\$253,323	\$379,984

How does Boxborough adopt CPA?

ATM votes to adopt in May 2014 and votes bylaw for Community Preservation Committee (CPC). At State election, Nov 2014 voters decide.

**Chart 1
COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES (G.L. c. 44B, § 5)**

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS (G.L. c. 44B, § 2)	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure.	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUISITION Obtain property interest by gift, purchase, devise, grant, rental, purchase, lease or otherwise. Only includes eminent domain taking as provided by G.L. c. 44B	Yes	Yes	Yes	Yes
CREATION To bring into being or cause to exist. <i>Seideman v. City of Newton</i> , 452 Mass. 472 (2008)	Yes	X	Yes	Yes
PRESERVATION Protect personal or real property from injury, harm or destruction	Yes	Yes	Yes	Yes
SUPPORT Provide grants, loans, rental assistance, security deposits, interest-rate write downs or other forms of assistance directly to individuals and families who are eligible for community housing, or to entity that owns, operates or manages such housing, for the purpose of making housing affordable	X	X	X	Yes, includes funding for community's affordable housing trust
REHABILITATION AND RESTORATION Make capital improvements, or extraordinary repairs to make assets functional for intended use, including improvements to comply with federal, state or local building or access codes or federal standards for rehabilitation of historic properties	Yes if acquired or created with CP funds	Yes	Yes	Yes if acquired or created with CP funds

Comparable Towns

TOWN	Adopted	Tl. Revenue	Surcharge	Exemptions
Carlisle	May 2001	\$6M	2%	Low inc, \$100,000 R
Harvard	Apr 2001	\$3M	1.10%	None
Stow	May 2001	\$7.9M	3%	Low inc, \$100,000 R
Wenham	May 2005	\$3.8M	3%	Low inc, \$100,000 R

Statewide CPA Trust Fund – Distribution History

Grand Total Statewide CPA Trust Fund Distribution: \$469.69 million

Date of Distribution	Number of Communities Receiving Distribution	Total Amount Distributed (in millions)	Base Trust Fund Distribution
10/15/2002	34	\$17.80	100.00%
10/15/2003	54	\$27.10	100.00%
10/15/2004	61	\$30.80	100.00%
10/15/2005	82	\$46.30	100.00%
10/15/2006	102	\$58.70	100.00%
10/15/2007	113	\$68.10	100.00%
10/15/2008	127	\$54.60	67.62%
10/15/2009	135	\$31.60	34.81%
10/15/2010	142	\$25.90	27.20%
10/15/2011	143	\$26.20	26.64%
10/15/2012	148	\$27.70	26.83%
11/15/2013	148	\$54.89	52.23%

Source: Community Preservation Coalition website

Selina S. Shaw

From: Reip, Dennis [Dreip@dewberry.com]
Sent: Thursday, February 06, 2014 7:55 AM
To: selectmen@town.boxborough.ma.us; Selina Shaw
Cc: Mary Nadwairski; Golden, Charlene; Golden, Charlene; Koonce, David; Hanover, Norm; Follett, David; Stuart, Hoff; Rita Grossman; jkangas@arnoldkangas.com
Subject: BOS meeting agenda for 2/10/14 - presentation on CPA - Conservation Commission comments

BOS,

On December 4th, 2013 Rita Grossman and Jeanne Kangas met with the Conservation Commission to describe and seek input on a draft proposal for a Community Preservation Act (CPA) Warrant Article. Although the Commission raised some questions regarding details, we concluded with a sense-of-the meeting consensus in support of the goals and objectives of the proposed CPA Article going forward. Pending review of a formal CPA Warrant Article, we anticipate a Commission recommendation "in favor" of the CPA.

Dennis Reip
Chair, Conservation Commission

From: Rita Grossman [mailto:leahjen@verizon.net]
Sent: Wednesday, February 05, 2014 8:53 PM
To: 'James M Faulkner'; abbyreip@gmail.com; Reip, Dennis; 'John Neyland'; 'Bruce Hager'; alan.rohwer@verizon.net; 'Al Murphy'; jim.ham@infi.com
Cc: jkangas@arnoldkangas.com; 'Jeanne'
Subject: Handouts for BoS presentation this Monday on CPA

Hi Everyone,

Thought you might be interested in this material in preparation for Monday's BoS meeting presentation on the CPA. Please share with your committee/board/commission. It is a very brief summary of our powerpoint presentation that has been sent to the BoS.

- Rita Grossman

Visit Dewberry's website at www.dewberry.com

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BOARD OF SELECTMEN
Meeting Minutes
January 27, 2014

Approved: _____

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

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

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

Chair Amoroso called the meeting to order at 7:03 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- DPW Director, Tom Garmon, was present to present the FY 15 DPW budgets and potential warrant articles. A member of the Finance Committee was also present for this discussion. As DPW Liaison, Chair Amoroso briefed the Selectmen on his meetings with Dir. Garmon and the FinCom DPW liaison. Dir. Garmon started with the Public Works – Combined budget. The Tools line – should read \$4,000 for FY 15. This line has historically been under funded. He has slowly been inching this budget up so it will eventually match the actuals. Road Maintenance & Materials has been increased 20% as DPW intends to do more roadwork this year, specifically to catch basins. The current FY 14 Actuals is not accurate an indicator as most roadwork is done in the spring. The Transfer Station is now easier to navigate making for more efficient service in large part due to the reconfiguration of the site, the addition of a compacting dumpster, and the increased number of service lanes. He has also had to install a Port-a-Potty. However, all of these factors have led to a maintenance cost increase of 63%. Conversely, the compactor has allowed DPW to realize savings with hauling costs. In FY 13 this cost was \$70,000 – Dir. Garmon is projecting just \$56,000 for FY 15. He noted that these numbers should be going down in future years for several reasons including possibly contracting with a new vendor. Dir. Garmon explained certain terminology – such as “tipping” & “tonnage” and the process and reasons for the drug testing line item. The bottom line realized for the “Pubic Works – Combined” is an overall increase of 2.64%. Dir. Gorman is level funding Snow & Ice of FY 15. Some expenses have been shifted among the line items; however, there is no change to this bottom line. There was a brief review as to how the DOR requires the Town manage this budget. There were no discussion on the Street Lighting budget. Dir. Garmon does not anticipate maintenance issues with the Hager Well so this budget is down by 17.40%. Based on projected fuel costs Dir. Garmon has budgeted for a 6.30% increase for the Town’s fuel budget. The new fuel pump system data does not indicate any increase in usage. There was discussion on how fuel costs are managed and the pros and cons of contracting a “locked-price.” The Selectmen suggested that this budget be reduced; noting that DPW could seek a Reserve Fund Transfer if underfunded. On Hazardous Waste Collection it was noted that current practice is to hold this bi-annually which means it will be held in FY 15. There were no questions on the Cemetery budget. Dir. Garmon reviewed his proposed warrant articles. Dir. Garmon has not had an opportunity to discuss these articles with the Finance Committee.
- Fire Chief, Randolph T. White, was to present review the FY15 Fire Department budget and potential warrant articles. A member of the Finance Committee was also present for this discussion. As Fire/Emergency Management Liaison, Member Gorman briefed the Selectmen on his joint budget discussions with Chief White and FinCom liaison, Dilip Subramanyam. There are no significant changes to this budget for FY 15. He noted that the Fire Dept. has miscellaneous IT budget lines. Other departments also have similar multiple IT budget lines. The current discussion on the Town's IT services and management should consider the possible re-structuring, streamlining and/or consolidating of these budget lines. Member Gorman turned the discussion over to Chief White. Chief White noted that this consolidating is already being done with Police, Fire and Town

Hall splitting VoIP phone expenses. He also has shifted significant amount of his IT related expenses out of the Telephone line to Fire's IT expense line. For salaries he is using the recommended 4% bogie. The FY 14 actuals for "District 14 Exp." Needs

to be corrected to indicate \$1,200 not \$12,000. He further explained District 14's determination to increase the cost to the member communities for FY 15. Vehicle maintenance is up in large part due to the department's aging fleet. As of today, his vehicle maintenance budget has been used up for FY 14. He reviewed the maintenance procedures that he has put in place during his tenure as Chief. The new ambulance is scheduled for delivery in March, however, personnel must be trained; the vehicle needs to be outfitted, and then inspected by the state before it can go into service. Overall the department's FY 15 budget up just under 3%. Chief White advised that he has removed several of the articles initially proposed and reviewed the remaining ones. The replacement of SCBA breathers is mandated by January 2015, so this article remains. There was discussion on their usable life, new regulations and funding sources, including grants. Pursuant to the Capital Plan they are looking to acquire several fire vehicles in the near future. He is deferring the Fire's portion of paving costs, previously proposed, in favor of funding the public safety facility feasibility study. Chief White had an update on the public safety communication article, previously presented by Chief Ryder. He, Chief Ryder and the consultant will be presenting a proposal to the Selectmen on February 10th. He provided an update on the Generator project. It is moving right along and he anticipates it will be completed on time. It was clarified that the school generators will become the property of the AB District in July. He also advised that the Fire Dept. was awarded "SAFE" grant funding – for one student safety and another for senior safety. He closed by announcing that the Boxborough Fire Department will be profiled on Fox25's Firehouse Friday, on, January 31st.

The Board took Agenda Item #7a, out of order.

NEW BUSINESS

- The Selectmen took up the Authorization of Bond Anticipation Note #362. Once again, the Treasurer was able to obtain a favorable interest rate for the Town. Member Stemple moved to authorize the issuance of BAN #362, dated February 14, 2014 in the amount of Eight Hundred Sixty-Four Thousand Five Hundred Dollars (\$864,500) at an interest rate of 0.55% per annum and payable to Century Subsidiary Investments Inc. III (Century Bank), on February 13, 2015. Seconded by Member Suleiman. **Approved 5-0.** Town Clerk Markeiwicz was present to certify these documents.

APPOINTMENTS (Continued)

- The Personnel Board was present for further discussion of the Compensation and Classification Study (CCS). A FinCom representative was also present. Personnel Board Chair, Anne Canfield, advised that they had met this morning to discuss their recommendation and the input that they have received. One in particular item that they "key-in" on was the mis-identification of the "Chief of Elections." This term is not used in Boxborough. Town Clerk Markiewicz provided a further explanation on this. They voted to revise the report to reflect the current title "Clerk of Election". There was discussion on pay bracketing for intermittent positions. It was noted that none of the positions identified in this Personnel Plan lose any of their current value. The study recommends moving per-diem/call public safety personnel to grades. The purpose of this study was to determine internal equity and fairness for the Town's non-union personnel. The metrics to determine where a position is placed on the schedule must be applied uniformly. Canfield advised that the Personnel Board voted unanimously to support the recommendations provided in the CCS in whole, as previously voted, with the exception of Chief of Elections revision. The FinCom member confirmed that the Finance Committee has not had an opportunity to review the CCS in depth. It was determined that the Selectmen would defer action until the Finance Committee has had an opportunity to provide input.
- Mary Brolin, Chair of Library Board of Trustees; Library Director, Maureen Strapko and other interested parties were present to discuss a proposed donation from the Friends of the Whitcomb House to the Sargent Memorial Library. Library Tr. Chair Brolin thanked the Selectmen for having Town Counsel review this proposal. She referred to her email which outlines this proposed donation and purpose - to provide services to seniors at the Library. She advised that the Library Board of Trustees have voted to accept this donation contingent upon a review by the Attorney General's office. She further noted that, by law, the Selectmen must also sign off on this. Attorney Elizabeth Reinhardt was present representing the Friends of the Whitcomb House. She spoke to this process and the typical timeframe to complete the process. Attorney Reinhardt confirmed that Town Counsel's input shall be incorporated into the presented documents. Director Strapko provided information on the Library's guidelines for managing this type of fund and what materials & programs could be provided. Member Gorman moved to approve the acceptance of this gift from the Friends of the Whitcomb House to the Sargent Memorial Library contingent upon the incorporation of revisions to the MoA suggested by Town Counsel and all necessary approvals from appropriate state authorities. Seconded by Member Stemple. **Approved 5-0.**

The Board took Agenda Items #4a and 7c, out of order.

MINUTES

- Member Fox moved to accept the minutes for the regular session, January 13, 2014, as revised. Seconded by Member Suleiman.
Approved 5-0.

NEW BUSINESS (Continued)

- Chief White remained for the discussion on the proposed mixed martial arts event to be held at the Holiday Inn. The Holiday Inn and the promoter have been in communication with Chiefs White and Ryder on this. Chief White explained the Fire Department's procedures and responsibilities for these events. He provided his input; reviewing the configuration of the "Parade Room" - where the event is held and the promoter's proposed event lay-out/floor plan. Member Gorman moved to approve the Warrior Nation Extreme Fighters Alliance mixed martial arts event to be held on February 21, 2014 contingent upon the Fire and Police Departments approvals and prepayment of all town related fees. Seconded by Member Suleiman.
Approved 5-0.

The Board took Agenda Item #5, out of order.

SELECTMEN REPORTS

- Member Gorman reported on the last Well-Being Committee meeting. There was discussion on a possible article to create social service position in Town.

He also reported that a resident has approached him with questions concerning the Community Center, specifically the actual usage and activity attendance. It was confirmed that usage data is maintained and can be provided to him.

- Chair Amoroso reported that he and Member Fox have had their initial meeting with Chief Ryder to discuss the renewal of his contract. The Selectmen will receive an update on these discussions during tonight's Executive Session.
- Member Stemple reported that he and TA Shaw had attended the MMA Annual Conference. He related the high points of Governor Patrick's, and Congresswoman Tsongas' & Senator Markey's respective budget presentations, and the disappointment expressed, overall, by the attendees. He also related Boston Mayor, Marty Walsh's comments
- Member Suleiman reported that he had attended this morning's Personnel Board meeting, where they discussed the input received on the CCS discussed earlier this evening.
- Member Fox reported that on January 14th he, TA Shaw, and COA Chair Powers, had their initial meeting with UCC representatives to discuss the renewal of the Community Center lease.

He reported that on January 15th he, TA Shaw, and Planner Hughes met with the Mass. Housing Partnership representative on the Stow Road design project. He is pleased at how this is moving along.

He also reported that he met with BICAO Lindberg and Kaisen Tuning's owner on noise complaints. Kaisen is taking further steps in an effort to alleviate these concerns.

Member Fox also reported on IT concerns and infrastructure maintenance. He, TA Shaw and Library Director Strapko have met with Guardian to discuss the Library's IT needs. Guardian has been reconfiguring the Police Dept.'s server; once completed they will be reconfiguring/upgrading the servers at other facilities. The task will then be to catch up with the basic system maintenance and necessary upgrades. Equipment is being inventoried in an effort to create an upgrade schedule. A discussion has begun about; possibly, restructuring the Town's IT related budget lines. He further reported that he also met with TA Shaw and an Acton TV representative in an effort to resolve our video issues. These discussions provided enough information for us to get by; however a long term solution still needs to be identified.

APPOINTMENTS (Continued)

- Steele Farm Advisory Committee (SFAC) Chair, Bruce Hager; Conway School (Conway)'s Administrative Director, Dave Nordstrom, and other interested parties to discuss the status and preliminary scope of Steele Farm management plan. SFAC Chair Hager opened the discussion. Mr. Nordstrom came to Steele Farm and met with him and several of the stakeholders, including Selectmen Stemple to discuss the project. Since that meeting however, circumstances have changed and Conway currently lacks enough students qualified to participate in this project this spring. They are still committed this project but it

will need to be pushed back to spring 2015. Mr. Nordstrom answered the Selectmen's questions. Conway's project schedule is - spring for public projects, such as Steele Farm, and fall for privately contracted projects. These projects are conducted as part of their Graduate Studies program. Most students have a background in environmental science. He is not aware of any students with an architectural background; however, one of the instructors is a licensed architect. In recent years students have become more and more interested in agriculturally-oriented projects. It was suggested that Conway also consider eco-sustainability, and energy efficiencies, particularly passive measures as components of this project. Mr. Nordstrom reviewed how Conway forms these project teams. The students shall participate as project managers, and he review some of the responsibilities this entails. Nordstrom advised that much of the necessary work was already done with the existing documents and the students will be building upon them. Nordstrom confirmed that the \$6,500 cost proposal previously approved will still be in effect when project goes forward in 2015. It was noted that a warrant article may be needed to fund this. TA Shaw will work with the SFAC to craft the article.

- No one asked to speak when Chair Amoroso opened the floor for Citizens' concerns.

NEW BUSINESS (Continued)

- Member Gorman moved to award the John R. & Elsie G. Hammond Scholarship in the amount of \$750, to be presented by Selectman Robert Stemple at the May 29th ABRHS Scholarship Ceremony. Seconded by Member Stemple. **Approved 5-0.**

CORRESPONDENCE

- There was discussion on the Flood Plan Map status letter from FEMA. Planner Hughes is drafting the language for the requisite Town Meeting article. However, this may be moot as this re-mapping may have been based on a Pacific Coast model not Atlantic. Legislation has been filed on this so implementation may be delayed.
- There was discussion on the Town Hall Job posting for a Part-time Department Assistant – why this position opened up, hiring process/timeline and position's duties and responsibilities.

CONCERNS OF THE BOARD

- It was confirmed that discussion of the recent Annual Audit report will be an upcoming agenda item. The Selectmen were asked to forward their comments/questions to TA Shaw for compiling.
- It was noted that Town Planner Hughes has provided a memorandum and supporting materials on intersection traffic safety as a read-ahead for future discussion.

EXECUTIVE SESSION

- At 9:27 PM, Chair Amoroso moved to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director) and to adjourn immediately thereafter. Seconded: Les **Approved 5-0, by a roll call vote: Amoroso aye; Gorman, aye; Stemple, aye; Fox, aye; and Suleiman, aye.**



Reserve Fund Transfer Request

Date: 1/30/14

It is requested by the undersigned that the sum of \$ 3547.50 be transferred from the Reserve Fund to:

UMAS Acct. # 001-135-5200-5306

(Fund # - Dept # - Object - Detail)

Description (i.e. Selectmen's expenses): Accountant Consulting

The balance in the line item as of 1/30/14 (Date) is \$ -3547.50. An amount of \$ 0 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.

The hiring of an interim consultant was unexpected but necessary during the transition between Accountants. Copies of the individual invoices delineating hours are available upon request.

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>Town Accountant</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 \$ _____ 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	_____	_____

Filter by: Segment 2: 135

Group as: 111-***-****-****

Parameters: Fiscal Year: 2014 Start Date: 7/1/2013 end: 6/30/2014

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period		This Period	This Period	This Period		
		To Date		To Date	To Date	To Date		
Group 1: Segment 1: Fund	Code: 001 - General Fund							
001-135-5100-5112	70,810.00	0.00		0.00	0.00	-39,446.74		
Accountant Salary	0.00	0.00	70,810.00	0.00	0.00	-39,446.74	31,363.26	55.71
001-135-5200-5301	22,000.00	0.00		0.00	0.00	-17,000.00		
Accountant Annual Audit Expense	0.00	0.00	22,000.00	0.00	0.00	-17,000.00	5,000.00	77.27
001-135-5200-5306	0.00	0.00		0.00	0.00	-3,547.50		
Accountant Consulting	0.00	0.00	0.00	0.00	0.00	-3,547.50	-3,547.50	0.00
001-135-5200-5319	2,516.00	0.00		0.00	0.00	-2,515.59		
Accountant Software Maintenance	0.00	0.00	2,516.00	0.00	0.00	-2,515.59	0.41	99.98
001-135-5400-5420	400.00	0.00		0.00	0.00	0.00		
Accountant Other Office Supplies	0.00	0.00	400.00	0.00	0.00	0.00	400.00	0.00
001-135-5400-5421	600.00	0.00		0.00	0.00	-232.35		
Accountant Office Equip. Supplies	0.00	0.00	600.00	0.00	0.00	-232.35	367.65	38.73
001-135-5700-5711	200.00	0.00		0.00	0.00	0.00		
Accountant Travel Exp.- In State	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
001-135-5700-5715	900.00	0.00		0.00	0.00	0.00		
Accountant Conferences	0.00	0.00	900.00	0.00	0.00	0.00	900.00	0.00
001-135-5700-5730	50.00	0.00		0.00	0.00	-50.00		
Accountant Dues	0.00	0.00	50.00	0.00	0.00	-50.00	0.00	100.00
Total Group 1: Segment 1: Fund	97,476.00	0.00	97,476.00	0.00	0.00	-62,792.18	34,683.82	64.42
Code: 001 - General Fund	0.00	0.00	97,476.00	0.00	0.00	-62,792.18	34,683.82	64.42
Group 1: Segment 1: Fund	Code: 002 - Encumbered Funds							
002-135-5700-5793	1,211.00	0.00		0.00	0.00	-798.00		
Accountant Encumbered Funds	0.00	0.00	1,211.00	0.00	0.00	-798.00	413.00	65.90
Total Group 1: Segment 1: Fund	1,211.00	0.00	1,211.00	0.00	0.00	-798.00	413.00	65.90
Code: 002 - Encumbered Funds	0.00	0.00	1,211.00	0.00	0.00	-798.00	413.00	65.90
10 Account(s) totaling:	98,687.00	0.00	98,687.00	0.00	0.00	-63,590.18	35,096.82	64.44

Boxborough Board of Selectmen
Boxborough Town Hall
29 Middle Road
Boxborough MA 01719
January 30, 2014

received
1-31-2014

We would like to donate a parcel of land to the Town of Boxborough for general use. The 2.40 acre parcel is located on Codman Hill Road. Map: 01 Blk: 1 Lot 141 2.0. As you can tell from the enclosed copy of the tax bill, it is undeveloped. It is also land locked and sits directly behind the town dump making it potentially useful to the town.

Any advice to expedite this would be appreciated.

Sincerely,

Beverly G. Ludovico

Robert D. Ludovico

Robert D and Beverly G Ludovico
12 Independence RD.
Acton, MA 01720
978-897-9120

ABATEMENT APPLICATIONS MUST BE RECEIVED BY THE ASSESSORS OFFICE NO LATER THAN 02/03/2014

Interest at the rate of 14% per annum will accrue on overdue payments from the due date until payment is made.

2366
1/22/2014

Map: 01 Btk: 1 Lot: 141 2.0 Location: CODMAN HILL RD
 Land (ac): 2.400 Bldg Value: 0 Res Exemptn: 0
 61AB Cred: 0 Yard Value: 0 Tot Tax Val: 8,000
 Land Value: 8,000 Totl Value: 8,000 FY 2014 Tax: 141.52

2014 REAL ESTATE

1317 RE

Deed/Legal: 18538/311

Description Class Valuation
 UNDEV 392 8,000

TOTAL TAX 141.52
 FEB 03, 2014 AMOUNT 35.38
 MAY 01, 2014 AMOUNT 35.38
 PRIOR AMOUNT BILLED 70.76
 TOTAL TAXES PAID 70.76
 EXEMPTION/ABATEMENT 0.00
 PRIOR AMOUNTS OVERDUE 0.00
 INTEREST 0.00

LUDOVICO ROBERT D &
 LUDOVICO BEVERLY G
 12 INDEPENDENCE RD
 ACTON MA 01720

AMOUNT DUE FEB 03, 2014 35.38

PAY BILLS ONLINE AT WWW.TOWN.BOXBOROUGH.MA.US

MAKE PAYMENTS TO
 TOWN OF BOXBOROUGH
 29 MIDDLE ROAD
 BOXBOROUGH, MA 01719
 HOURS: MON-THURS 9:30-4:00
 (978) 264-1718 (NEW)

FISCAL YEAR 2014 REAL ESTATE TAX BILL
 THE COMMONWEALTH OF MASSACHUSETTS
 BOXBOROUGH
 OFFICE OF THE COLLECTOR OF TAXES

BILL NUMBER 1317 RE

Based upon assessments as of Jan 01 2013 your tax for the fiscal year commencing July 1, 2013 and ending June 30 2014 on the described property is as follows:

Loc: CODMAN HILL RD
 Id: 01 1 141 2.0
 Deed/Legal: 18538/311
 Land Area: 2.400 (ac)

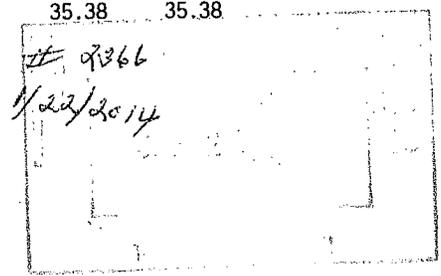
Tax Rate per \$1000 of valuation
 RES-1 OPN-2 COM-3 IND-4
 17.69 17.69 17.69 17.69

Bill	Amount	Unpaid	Spc Asmt	Amount	Com. Int
1st	35.38	0.00			
2nd	35.38	0.00			
3rd	35.38	35.38			

3RD PAYMENT RECEIPT VOUCHER

TOTAL TAX 141.52
 FEB 03, 2014 AMOUNT 35.38
 MAY 01, 2014 AMOUNT 35.38
 PRIOR AMOUNT BILLED 70.76
 TOTAL TAXES PAID 70.76
 EXEMPTION/ABATEMENT 0.00
 PRIOR AMOUNTS OVERDUE 0.00
 INTEREST 0.00

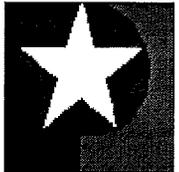
LUDOVICO ROBERT D &
 LUDOVICO BEVERLY G
 12 INDEPENDENCE RD
 ACTON MA 01720



AMOUNT DUE FEB 03, 2014 35.38



Boxborough



Patriot
Properties Inc.

PROPERTY LOCATION

No	Alt No	Direction/Street/City
		CODMAN HILL RD, BOXBORO

IN PROCESS APPRAISAL SUMMAR

Use Code	Building Value	Yard Items	Land Size	Land Value	Total Value
392			2.400	8,000	8,000

Legal Description

User Acct
GIS Ref
GIS Ref
Insp Date

OWNERSHIP

Owner	LUDOVICO ROBERT D &
Owner	LUDOVICO BEVERLY G
Owner	
Street	12 INDEPENDENCE RD
Street	
Twn/Cit	ACTON
St/Prov	MA
Postal:	01720

Total Card		2.400	8,000	8,000	
Total Parcel		2.400	8,000	8,000	
Source:	Market Adj Co	Total Value per SQ unit /Car:	N/A	/Parc:	N/A

Entered Lot Size	
Total Land:	2.4
Land Unit Type	AC

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Item	Land Size	Land Valu	Total Valu	Asses'd Valu	Notes	Date
2014	392	FV		0	2.4	8,000	8,000	8,000	Year End Roll	1/22/2014
2013	392	FV		0	2.4	8,000	8,000	8,000		10/22/2012
2012	392	FV		0	2.4	4,300	4,300	4,300	Year End	11/30/2011
2011	392	FV		0	2.4	4,800	4,800	4,800		9/14/2010
2010	392	FV		0	2.4	5,000	5,000	5,000	2010 Commitment	12/7/2009
2009	392	FV		0	2.4	5,300	5,300	5,300		10/20/2008
2008	392	FV		0	2.4	5,300	5,300	5,300	xc	12/7/2007
2007	392	FV		0	2.4	5,300	5,300	5,300		12/14/2006

Parcel ID 01-1-141-2.0

POSTAL OWNER

Owner	
Owner	
Street	
Twn/Cit	
St/Prov	
Postal:	

PRINT	Date	Time
	01/31/1	13:59:0
LAST R	Date	Time
	06/15/1	08:40:0
	apro	

USER DEFINED

Prior Id #	
ASR Map	
Fact Dist:	
Reval Dis	
Year:	
LandReas	
BldReason	

NARRATIVE DESCRIPTION

This Parcel contains 2.4 ACRES of land mainly classified as UNDEV

SALES INFORMATION

Grantor	Legal Ref	Typ	Date	Sale Code	Sale Price	V	Tst	Verif	Assoc PCL Value	Notes
	18538/311		9/14/198		12000	Yes	No			

TAX DISTRIC

PAT ACCT.

14

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Cod	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name

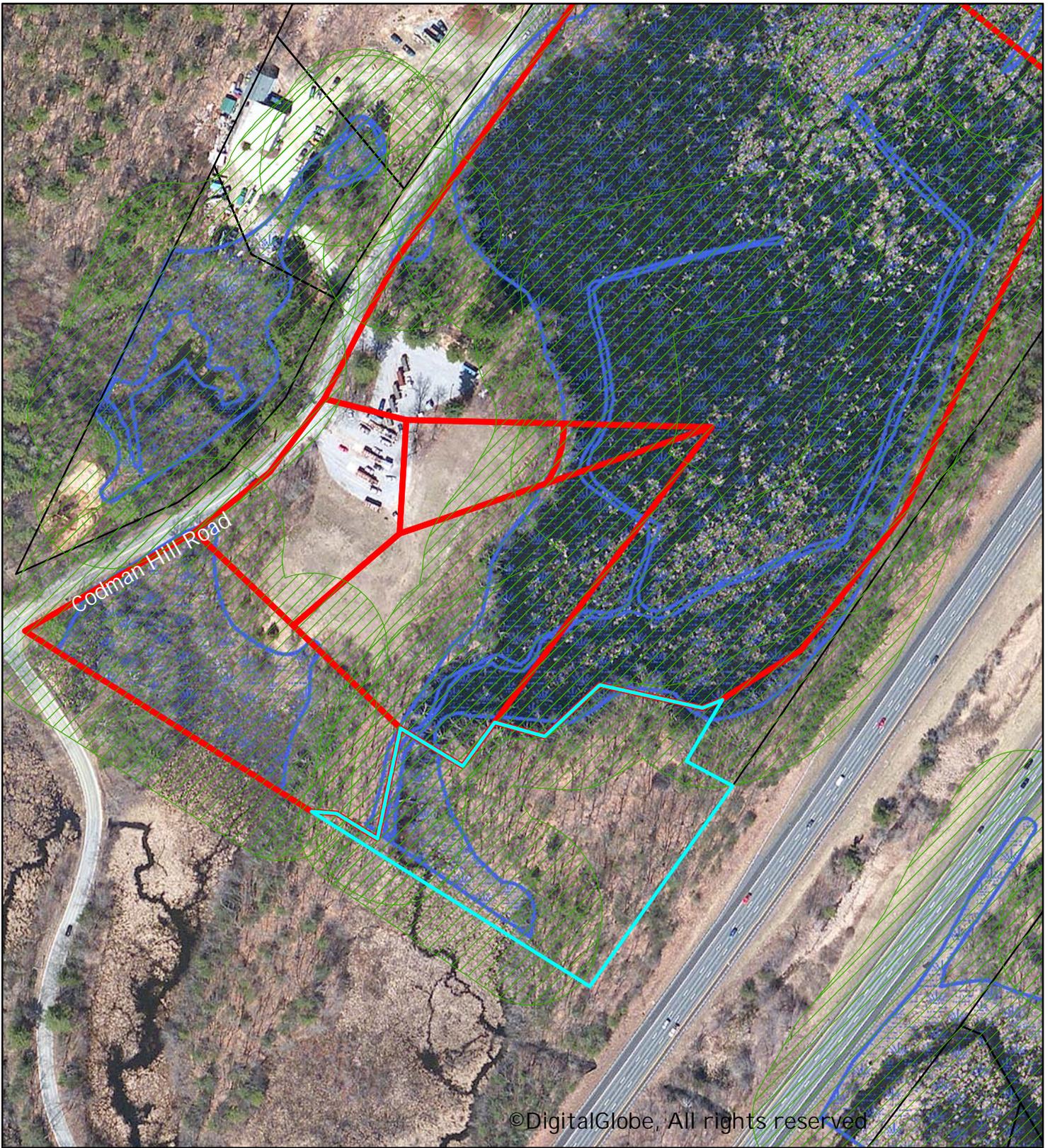
PROPERTY FACTORS

Ite	Code	Descip	%	Item	Cod	Descip
Z	C	C	100	U	9	ART WL
o				t	A	SEPTIC
n				i		
Census:						
Flood Haz:				xmpt		
D				Topo		
s				Stree	PT	PAVED
t				Traffi	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Facto	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh eigh	Infl 1	%	Infl 2	%	Infl 3	%	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
392	UNDEV		2.4		ACRES	EXCESS		0	20,000.	0.167	C2									8,000						8,000	LANDLOCK, UNDEV

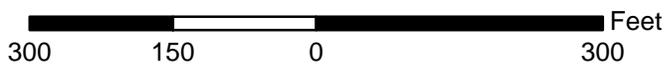
Total AC/H	2.40000	Total SF/S	104544.01	Parcel LU	392	UNDEV	Prime NB D	C2	Total:	8,000	Spl Cre	Total:	8,000
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Legend

-  Subject Parcel
-  Municipal_Land_2013
-  W-District
-  100-foot Wetland Buffer

Ludovico Property
01-1-141-2.0





**Internal Communications and Outgoing Communications
February 10, 2014**

1. Letter from Comcast xfinity's Senior Manger of Gov't & Community Relations, Ben Pearlman, dated January 28, 2014, to the Board of Selectmen accompanying their annual Form 500 (Complaint Data) for 2013.
2. Letter from Verizon FiOS TV's Senior Staff Consultant, Jill Reddish, dated January 31, 2014, to the Board of Selectmen accompanying their annual Form 500 (Complaint Data) for 2013.
3. Letter from MMA Executive Dir., Geoffrey Beckwith, dated January 31, 2014, to "Local Official" regarding the spring schedule for the MMA's Legislative Breakfasts. #
4. Letter from TA Shaw, dated February 4, 2014, to CISCO Workplace Manager, Donald Bird II, thanking him for Cisco's continuing generosity and recent donation of computer server racks to the Town.



Minutes, Notices and Updates
February 10, 2014

Minutes

1. Minutes for the Well-Being Committee meeting held December 18, 2013.
2. Minutes for the Finance Committee meetings held January 13, 2014 and January 27, 2014.
3. Minutes for the Conservation Commission meetings held December 18, 2013 and January 15, 2014.

Notices

1. Notice regarding the timeline for the 2014 Annual Town Meeting. #
2. Notice of the BLF meeting held January 29, 2014.
3. Notices of Finance Committee meetings:
 - a. February 3, 2014
 - b. To be held February 10, 2014.
4. Notice of an Acton-Boxborough Cultural Council meeting to be held February 10, 2014.
5. Notice of AgCom meeting to be held February 11, 2014.
6. Notice of a Recreation Commission meeting to be held February 11, 2014.
7. Notice of a Steele Farm Advisory Committee meeting to be held February 13, 2014.
8. Notice of an Energy Committee meeting to be held February 12, 2014.
9. Notice of a Personnel Board meeting to be held February 19, 2014.
10. Notice of a Historical Commission meeting to be held February 19, 2014.
11. Planning Board notice of Public Hearing to be held February 24, 2014 to consider proposed Zoning Bylaw amendments to be considered at the 2014 Annual Town Meeting.
12. Town Hall Job Posting – Town Treasurer.
13. Police Department Job Posting - Full-Time Dispatcher.

8c



General Correspondence
February 10, 2014

1. Winter 2014 Newsletter, from the Mass. Council on Compulsive Gambling.