



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**June 30, 2014**

Approved: August 11, 2014

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk; Susan Bak, Member; Les Fox, 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 7:02 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

- Chair Amoroso read the announcements.

**APPOINTMENTS**

- Inspector of Buildings, David Lindberg was present to report on the status of Steele Farm repairs and updates to the Town's capital asset management plan. SFAC Chair Bruce Hager was also present. Lindberg advised that TA Shaw has signed the contract with the engineer regarding Steele Farm. As previously discussed, the engineer will be analyzing short term and long term alternatives to stabilize the house's structural integrity. The intention is to have the engineer's initial findings before the next Selectmen's meeting. Lindberg then discussed the draft revisions to the Town's Capital Asset Plan provided. Most of the changes would be to the formatting of the reports – making them more user-friendly. He also scaled back the forward perspective reducing it to 10 years and breaking it down to 3-year increments. There was discussion on the components of the report(s) and input was provided as to what other information could be included. It was suggested that information on CPA eligible projects could be captured in this report. BICAO Lindberg noted that this draft is being presented so he can outline the proposed re-structuring and the data will be updated and augmented in the final rev. This report is different from FinCom's capital plan. The primary focus of asset management plan is on the condition of the Town's fixed assets. There was discussion as to who would be responsible for maintaining/updating the capital asset management plan going forward. The Selectmen supported proposed structure; noting that these revisions make it much easier to understand. There was discussion as to when the revised document would be available.
- Leo David Agnew, State Commander & Chapter 205 Central Commander, Department of Massachusetts Military Order of the Purple Heart and other members of the Order appeared before the Selectmen to recognize Boxborough as a "Purple Heart Town" and to present a plaque to the Board. Massachusetts Military Order of the Purple Heart had their annual conference at the Holiday Inn on June 28<sup>th</sup>; over 90 veterans were in attendance.
- The Selectmen took up the appointment/re-appointment of various board members' terms effective July 1, 2014, through June 30, 2017, unless otherwise noted. Chair Amoroso moved to vote to appoint or re-appoint the named individuals to their respective board. Seconded by Member Stemple.
  - ◇ Acton-Boxborough Cultural Council Chair Kristie Rampton and Boxborough members of the ABCC were present to recommend that the Selectmen appoint Ramika Shah as an ABCC member. Shah spoke to her desire to return to volunteer activities and is looking forward to working with the ABCC members. **Approved 5-0.**
  - ◇ Nancy Brown was present to be considered for re-appointment to the Board of Registrars. She spoke to a Registrar's responsibilities and noted that she enjoys working with the Town Clerk. **Approved 5-0.**
  - ◇ R. Allen "Al" Murphy was present to be considered for re-appointment to both the Boxborough Affordable Housing Trust (until 2016) and Boxborough Housing Board (until 2017). He spoke to the effort to develop the Stow Road property and other housing-related activities in town. **Approved 5-0.**
  - ◇ Charlene Golden and David Follett were present to be considered for re-appointment to the Conservation Commission along with David Koonce, who is seeking re-appointment to the Conservation Commission and as an ex-officio member of the Boxborough Housing Board. It was noted that the ConsCom supports the adoption of the CPA and is looking forward to

finding ways to use the CPA in their conservation efforts. It was also noted that there is still one more seat vacant on ConsCom, and the public was asked to consider serving. **Approved 5-0.**

- ◊ Frank Powers was present to be considered for re-appointment to both the Council on Aging and as Boxborough's MART representative, the latter being for a one-year term (2015). He spoke to CoA activities and the feedback received from a recent senior survey/questionnaire. He also re-affirmed his commitment as MART representative, noting that there are items coming up involving MART that it would be prudent for the town to stay on top of.
- ◊ Sheila Bauer was present to be considered for re-appointment to the Personnel Board. She noted that they had a very productive year. **Approved 5-0.**
- ◊ Matt Kosakowski was not present but had previously communicated his willingness to continue to serve on the Public Celebrations and Ceremonies Committee. **Approved 5-0.**
- ◊ Kevin Mahoney was present to be considered for re-appointment to the Historical Commission. **Approved 5-0.**  
*Town Clerk Markiewicz was present to swear in those that were present.*

- Boxborough Historical Commission member Kevin Mahoney & Chair Alan Rohwer remained to discuss the Historical Commission's John H Fletcher street (sign) memorial and to inform the Selectmen about the status of the project. Mahoney provided materials regarding sign layout and placement (Flagg Hill Rd. & Central St.). The sign will be in keeping with the existing historical house markers around town – wood with black lettering. This would be the first sign of this type placed in Town. Fletcher was the town's only Civil War battle casualty, dying in the 3rd battle of Winchester, Virginia, a major conflict. Selectmen suggested that the battle information and his date of birth could possibly be added to the sign. Mahoney noted that in other communities these memorial markers are kept as simple as possible, and adding this information would increase the size of the sign. Also, the intention is to post it on top of the existing crossroads street post and a larger sign would make this difficult.
- No one asked to speak under the Citizens concerns.

## MINUTES

- The Selectmen passed over approval of the regular session minutes of June 18, 2014.
- Member Gorman moved to accept the minutes for the regular session, June 16, 2014, as revised. Seconded by Member Fox. **Approved 5-0.**

## SELECTMEN REPORTS

- Member Fox reported that he and TA Shaw, the Fire and Police Chiefs, and Library Dir. Strapko met with Guardian on the server project and the desktop upgrade project. The server project is nearing completion. Some software still needs to be migrated and there have been snags in regards to Public Safety tech. requirements. The Library is also seeking an upgrade. These upgrades will allow our systems access to an automated maintenance system offered by Guardian; reducing costs.
- Member Stemple reported that Judi Resnick is moving away and has resigned from the Steele Farm Advisory Committee, so the SFAC is looking for new members.
- He also reported that at the last FinCom meeting there were a lot of questions/concerns regarding some of the numerous RFT that had been presented for approval. FY 14 Public Safety personnel expenses were the most significant items.
- As a follow up on this item, Member Gorman reported that Chief Ryder has advised that there should be Worker's Compensation reimbursement for a patrol officer injured on duty, forthcoming which should off-set some of these expenses.
- Member Gorman also noted he wants to get going on the Capital Asset Management Plan.
- He also reported that the Well-Being Committee didn't quite wrap up the job profile and bid package for social services coordinator at their last meeting.

Member Gorman also reported that during discussions with Vicki Franz, DPW Support, it was determined that there may be a gap in the water test reporting procedures regarding the Hager well system. There was an occurrence where the contractor reported an atypical testing result to DPW by phone. However, this notification was then not properly distributed to the relevant parties. The notification process may need to be re-evaluated and, possibly, responsibilities reassigned to other individual and/or department. It was suggested that there be a conversation with the Board of Health, Member Gorman, and BICAO Lindberg on this matter, and if necessary these stakeholder could come in discuss it at a Selectmen's meeting. Member Gorman noted that subsequent testing indicated acceptable levels, and there have been no further issues.

- Chair Amoroso reported that he and TA Shaw recently attended a Minuteman District stakeholders meeting in Weston. Members of the Minuteman Administration and representatives from some of the other District communities, including Wayland were present. It was a positive discussion. Ten towns have approved the revised agreement, while 5 other towns, including Boxborough, deferred action. At this meeting Wayland indicated they would consider re-considering the no vote they took at Town Meeting. It has been indicated that the proposed MSBA project will not be able to advance under the terms of the current agreement. Boxborough has to decide whether or not to approve the revision and then whether or not to withdraw from the District. The idea of an Intermunicipal Agreement (IMA) was introduced at this meeting, that a working group be formed to create an IMA template. Discussion indicated that as many as five of the sixteen member town would consider entering into an IMA with the District after withdrawal. Chair Amoroso indicated that he intends on communicating to the group Boxborough's willingness to participate in this IMA discussion. He discussed the potential timetable for these items. He suggested that Boxborough may consider investigating other vocational school districts and possible IMAs with them.

## NEW BUSINESS

- The Selectmen took up several Reserve Fund Transfer requests and other fiscal "housekeeping" items. It was noted that due to scheduling issues, the Finance Committee met in advance of tonight's Selectmen's meeting and voted to approve these items on 6/23/14:
  - ◊ Member Gorman moved to approve the request to transfer \$7,500 from the Reserve Fund to account #001-122-5200-5242, Board of Selectmen – Repairs and Maintenance (\$4,000) and #001-122-5400-5430, Board of Selectmen – Building Maintenance Supplies (\$3,500). Seconded by Member Fox. **Approved 5-0.**
  - ◊ Member Fox moved to approve the request to transfer \$955 from the Reserve Fund to account #001-122-5200-5306, Board of Selectmen – Consulting. Seconded by Chair Amoroso. **Approved 5-0.**
  - ◊ TA Shaw noted that several weeks ago the Selectmen had approved both the hardware & labor components of a Town Hall - Technology Related RFT; however, the Finance Committee withheld approval of the labor component pending additional information from the vendor, which was subsequently provided. Member Fox moved to approve the request to transfer \$6,678 from the Reserve Fund to account #001-192-5800-5856, Town Hall - Technology Related. Seconded by Member Bak. **Approved 5-0.**
  - ◊ Member Gorman moved to approve the request to transfer \$25,000 from the Reserve Fund to account #001-210-5100-5130, Police Dept. Salary – FT Officer Overtime. Seconded by Member Fox. **Approved 5-0.**
  - ◊ Member Fox moved to approve the request to transfer \$5,500 from the Reserve Fund to account #001-210-5200-5242, Police Dept. Repair and Maintenance – Buildings and Grounds. Seconded by Chair Amoroso. **Approved 5-0.**
  - ◊ Member Fox moved to approve the request to transfer \$24,500 from the Reserve Fund to account #001-221-5100-5130, Dispatch Salary – Full Time Overtime. Seconded by Member Gorman. **Approved 5-0.**
  - ◊ Member Fox moved to approve the request to transfer \$2,000 from the Reserve Fund to account #001-693-5200-5306, Steele Farm – Consulting. Seconded by Member Gorman. It was noted that this is to address the necessary work discussed earlier in the evening. **Approved 5-0.**
  - ◊ Pursuant to MGL Chapter 44 §33B, Chair Amoroso moved to transfer \$1,200 from account #001-135-5100-5112, Accountant Salary to account #001-135-5400-5421, Accountant Equipment Supplies. Seconded by Member Gorman. **Approved 5-0.**
- Member Gorman moved to appoint for a term commencing July 1, 2014, and ending on date specified for each employee on the attached, and as revised this evening. Seconded by Member Gorman. **Approved 5-0.**
- Chair Amoroso moved to accept with regrets and place on file the resignation of Helen Berry from the Council on Aging effective June 26, 2014. Seconded by Member Fox. **Approved 5-0.**

## CORRESPONDENCE

- Chair Amoroso opened discussion on an email from Christian Habersaat on behalf of Acton-Boxborough Youth Soccer (ABYS) asking for a reduction of field use fees, similar to what was allowed in 2013 for the ABYS sponsored Boston Breakers Soccer clinic. There was discussion as to whether these clinics fit the intent of the waiver language in in the Field Use Policy. There is a concern that the percentage these types of group requesting waivers or reductions is notable. This runs contrary to the Policy's intent. No financial information has been provided so it is unclear as to whether this clinic is an out-of-town "for profit" enterprise. Based on the policy's language we have the ability to allow or disallow a waiver request. The Selectmen also discussed a letter from RecCom Co-chair Kevin Lehner concerning field usage and fees. It was suggested it might be worthwhile having the Rec. Comm. in to the discuss purpose of the fee structure and the policy, and in general how to best serve the interest of the Town going forward. The principal objective of this policy should be to make recreational opportunities available to Boxborough residents and the rationale is that, fee waiver/reduction provide Boxborough kids

enhanced access to these program by keeping fees down. There is concern that though this program has been advertised on the ABYS website for some time even though the Selectmen have only just received this field use application and waiver request. It was further noted that the advertisement indicates the clinic will be conducted at the A-B Lower Fields. Many of these concerns were previously raised when Habersaat sought a similar waiver for the Boston Breakers clinic back in 2013. Recreation Commission Co-chair Kevin Lehner came in and was invited to provide his input. Lehner advised that the RecCom has not voted on this fee reduction request. He noted that if you go by the letter of the policy, this situation is exactly why this policy was created. The objective is for kids to use the fields as much as possible. Lehner outlined his understanding of the financial aspects of these ABYS sponsored clinics, but ABYS would have to explain exactly what the breakout was the Boston Breakers clinic. Lehner also advised there the RecCom has been trying to “sit-down” with ABYS to create a memorandum of understanding with ABYS for their usage of the recreational facilities in Town. The Selectmen can vote tonight to approve the waiver, but insist that the concerns being raised be answered before ABYS comes back in 2015. The policy has a certain amount of latitude built in to benefit our kids; however we need to have this quantified. Lehner noted that this request is not preempting any other scheduled uses. The Selectmen would like to have further discussion of this on an agenda in September Member Fox moved to approve the 2014 Boston Breaker clinic fee reduction requested by ABYS subject to those concerns expressed and predicated that information [after action report] be presented within 30 days of the wrap of the program. Seconded by Member Stemple. **Approved 5-0.**

- There was discussion on an email from Jim Baum about the Airport Study Committee - his reluctance to be re-appointed and his concerns as to whether ASC is still necessary going forward. These concerns will be placed on an upcoming agenda.

### **CONCERNS OF THE BOARD**

- Chair Amoroso expressed concern about recent news that a lawsuit had been brought against a law enforcement council (NEMLEC) and its law enforcement response teams in response to their refusal to provide materials requested under public records law. The ACLU has been attempting to gain information in requests for data/statistics. Many of these law enforcement councils are 501 (c3 ) corporations. The position this group took is that as a private corporation they did not need to comply with public records law. Amoroso has asked Chief Ryder to investigate this issue and to get some kind of assurances from the group we belong to (CEMLEC) would not feel compelled to take a similar position.

Member Gorman raised a concern cited a recent Letter to the Editor in the Beacon regarding the Boxborough Police Department’s outreach to the Asian community. The writer commented that newer SUV vehicles have a more aggressive, militaristic appearance. The Selectmen discussed the pros and cons of cruisers vs. SUVs. Among these is a concern that larger SUVs are more prone to tipping over, while cruisers have less room for equipment storage.

### **ADJOURN**

- At 9:00 PM, Member Gorman moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**

# SELECTMEN'S ANNOUNCEMENTS

**JUNE 30, 2014**

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

- A reminder to our viewing audience - **Selectmen Agenda packets are available** from a link on the Town's website on the meeting calendar.
  
- A good time was had by all at this year's **Fifer's Day**. Thanks to the Minutemen and Public Celebration Committee for all their hard work in making this day possible. Congratulations to Rob & Anne McNeece this year's Golden Fife co-recipients and Supt. Curtis Bates for being chosen as Parade Marshall.
  
- On June 18<sup>th</sup> Sgt. Pelley, and Police Officers Gath and Landgren presented a new brass bell during a ceremony at **Schoolhouse #2**. This bell will take the place of the one stolen back in April. The Selectmen would like to thank the members of Local 200 Massachusetts Coalition of Police for their generosity.
  
- Tonight the Board of Selectmen will be meeting with Boxborough citizens who have expressed an interest **in volunteering in the town**. These various committees provide the backbone to town government, which could not succeed without the valuable contributions of its citizens. We applaud those who continue to dedicate their time to the operations of the town. However, there are vacancies which we are looking to fill on the following committees: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), Conservation Commission (1), Design Review Board (1 at-large member), Public Celebrations & Ceremonies Committee (2), Recreation Commission (2), and the Steele Farm Advisory Committee (3). Please consider participating. You will find it to be a worthwhile and rewarding experience. Remember Town Government Begins with You !!

- Drivers are asked to use extra caution during the summer months especially in July. The **Town's Summer Playground Program** begins at Flerra Meadow next Monday, July 7<sup>th</sup> and will run through Friday, August 1<sup>st</sup>. Drop off begins around 8:00 a.m. with pick up after 12:30 p.m. Many children will be riding their bikes to camp and around town in general during the summer so you are asked to drive with care.
- Also the DPW will be making **road repairs throughout town in July**. Starting next week they will be crack sealing various roads which will then be followed by pothole repair and patching. Please contact DPW for more information.
- Boxborough Housing Board will be hosting a MCO informational session tomorrow, Tuesday, July 1<sup>st</sup> at 6:30 PM here at Town Hall to provide information on a one (1), 3-bedroom Affordable Housing Unit at 61 Codman Hill Road (Craftsman Village) and the Massachusetts **Affordable Housing Lottery** process, in general, for those eligible to participate. Information and application materials are available in the Planning office and on the Town's website. For additional information, please contact Town Planner, Adam Dechesneau or Maureen O'Hagan at MCO at 978-456-8388 or [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com).
- **FY 2015 Transfer Station sticker applications are still being accepted.** At our last meeting the Selectmen voted to revise the FY 15 fee schedule waiving the charge for a 2<sup>nd</sup> vehicle sticker. If you have already paid for a 2<sup>nd</sup> sticker your refund should be forth coming. If you have not applied yet you can still use the original application that came in January tax bill or you can obtain the updated form at Town Hall, the Transfer Station or downloaded from the Town's website. Please refer to the application for an explanation of fees. Once your application has been submitted and processed, you can have your sticker affixed to your vehicle at the Transfer Station shed during regular operating hours. Applications can only be processed by the Tax Collector, at Town Hall, 29 Middle Road, and will not be accepted at the Transfer Station.
- Residents also 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.
- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 pm to 4:00 pm on Sunday, July 13<sup>th</sup> and August 10<sup>th</sup>. 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 its sixth season. The market is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village and will be open on Sundays from 10 AM to 1 PM.
  
- **Come join your friends and neighbors at Boxborough's Harvest Fair** on Saturday, September 13<sup>th</sup> from 11:00 to 4:00 here at the Boxborough Town Hall and UCC Church. Start preparing your entry for the fair. More information will be provided in the coming months.
  
- **Save the Date....**  
The DPW will be conducting a **Hazardous Waste Day** on Saturday, October 4<sup>th</sup> from 9:00am-1:00pm at the DPW barn. More details will be provided in the coming months.
  
- **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.

- Contact information is available on the town's website: <http://www.boxborough-ma.gov> or you may call Town Hall at 978-264-1700 if you have any questions.
- The Selectmen can be contacted directly at: [selectmen@boxborough-ma.gov](mailto:selectmen@boxborough-ma.gov).
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw at: [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)
- For more information regarding **Affordable Housing Lottery** for the unit at the Craftsman Village please contact Town Planner, Adam Dechesneau at 978-264-1723 or [aduchesneau@boxborough-ma.gov](mailto:aduchesneau@boxborough-ma.gov) or Maureen O'Hagan at MCO Housing Services at 978-456-8388 or [lotteryinfo@mcohousingservices.com](mailto:lotteryinfo@mcohousingservices.com).
- Board of Selectmen **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 **FY 15 Transfer Station Application, Bulk Item Disposal Vouchers and Hazardous Waste Day** please go to the Town's website, the Transfer Station's webpage or contact the DPW at 978-264-1790.
- To start planning on entering or for more information on the **2014 Boxborough Harvest Fair** go to [www.boxboroughfair.org](http://www.boxboroughfair.org) ; or find them on Facebook - Boxborough Harvest Fair.
- 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**  
**June 30, 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 status of Steele Farm barn repairs, and status of capital asset management plan, 7:05 PM
- b) Leo David Agnew, State Commander & Ch 205 Central Commander, Department of Massachusetts Military Order of the Purple Heart, to recognize Boxborough as a "Purple Heart Town", 7:20 PM
- c) Various board members to be considered for (re) appointment for terms effective **July 1, 2014 through June 30, 2017, unless otherwise noted** (starting at ≈ 7:30 PM)
  - i. Ramika Shah, newly proposed member of the Acton-Boxborough Cultural Council **VOTE:**
  - ii. Nancy Brown, Board of Registrars **VOTE:**
  - iii. R. Allen Murphy, Boxborough Affordable Housing Trust (7/1/14 – 6/30/16) and Boxborough Housing Board (7/1/14 – 6/30/17) **VOTE:**
  - iv. David Koonce, Conservation Commission and Boxborough Housing Board, ex-officio member **VOTE:**
  - v. David Follett, Conservation Commission **VOTE:**
  - vi. Charlene Golden, Conservation Commission **VOTE:**
  - vii. Frank Powers, Council on Aging and MART representative, latter term is one-year, 7/1/14 – 6/30/15 **VOTE:**
  - viii. Sheila Bauer, Personnel Board **VOTE:**
  - ix. Matt Kosakowski, Public Celebrations and Ceremonies **VOTE:**
  - x. Kevin Mahoney, Historical Commission **VOTE:**  
Discussion regarding John H Fletcher street (sign) memorial project
- d) Citizens concerns

**4. MINUTES**

- a) Regular session, June 16, 2014 **ACCEPT & POF**
- b) Regular session, June 18, 2014 **ACCEPT & POF**

**5. SELECTMEN REPORTS**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

a) Reserve Fund Transfers

[Due to scheduling issues, Finance Committee met in advance of BoS and voted to approve on 6/23/14]

i. Board of Selectmen – Repairs and Maintenance/Building Maintenance Supplies  
*Move to approve the request to transfer \$7,500 from the Reserve Fund to account #001-122-5200-5242, Board of Selectmen – Repairs and Maintenance (\$4,000) and #001-122-5400-5430, Board of Selectmen – Building Maintenance Supplies (\$3,500)* **VOTE:**

ii. Board of Selectmen - Consulting  
*Move to approve the request to transfer \$955 from the Reserve Fund to account #001-122-5200-5306, Board of Selectmen - Consulting* **VOTE:**

iii. Town Hall - Technology Related  
*Move to approve the request to transfer \$6,678 from the Reserve Fund to account #001-192-5800-5856, Town Hall - Technology Related* **VOTE:**

iv. Police Dept. Salary – FT Officer Overtime  
*Move to approve the request to transfer \$25,000 from the Reserve Fund to account #001-210-5100-5130, Police Dept. Salary – FT Officer Overtime* **VOTE:**

v. Police Dept. Repair and Maint. - Buildings and Grounds  
*Move to approve the request to transfer \$5,500 from the Reserve Fund to account #001-210-5200-5242, Police Dept. Repair and Maint. - Buildings and Grounds* **VOTE:**

vi. Dispatch Salary – Full Time Overtime  
*Move to approve the request to transfer \$24,500 from the Reserve Fund to account #001-221-5100-5130, Dispatch Salary – Full Time Overtime* **VOTE:**

vii. Steele Farm - Consulting  
*Move to approve the request to transfer \$2,000 from the Reserve Fund to account #001-693-5200-5306, Steele Farm - Consulting* **VOTE:**

b) Inter-departmental transfer pursuant to MGL ch 44 §33B  
*Pursuant to MGL ch 44 §33B, move to transfer \$1,200 from 001-135-5100-5112, Accountant Salary to 001-135-5400-5421, Accountant Equipment Supplies* **VOTE:**

c) Employee Appointments (see attached list)  
*Move to appoint... for a term commencing July 1, 2014 and ending on...* **VOTE:**

d) Resignation of Helen Berry from the Council on Aging  
*Move to accept with regrets and place on file the resignation of Helen Berry from the Council on Aging effective June 26, 2014* **ACCEPT & POF**

**8. CORRESPONDENCE**

**ACCEPT & POF**

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

**9. PRESS TIME**

**10. CONCERNS OF THE BOARD**

**11. ADJOURN**



DRAFT

**Town of Boxborough  
Capital Plan**

Presented to the Board of Selectman  
June 30, 2014

Town of Boxborough  
 FY2015 Capital Plan  
 Summary

<b>Building</b>	<b>FY 2015</b>	<b>Within 3 Years (FY 2018)</b>	<b>Within 5 Years (FY 2020)</b>	<b>Within 10 Years (FY 2025)</b>	<b>Notes</b>
Town Hall	Paving \$115,000.00 Insulation \$12,500.00 Carpet \$20,000.00				
Police Department					
Fire Department					
Sargent Memorial Library	HVAC Controls \$20,000.00				
Department of Public Works	Paving \$110,000.00				
Steele Farm		Barn \$70,000.00 CPA Funds?			
Historical Museum	Paving \$50,000.00				
<b>TOTAL</b>	<b>\$327,500.00</b>	<b>\$70,000.00</b>	<b>0</b>	<b>0</b>	

Town of Boxborough  
Capital Plan  
Completed Projects and Dates

Year	Facility	Project	Cost
2013	Town Hall	Window Replacement	\$23,463.00
	Town Hall	Exterior Paint	\$20,000.00
	Sargent Memorial Library		
	Blanchard School	Concrete Walkway	\$34,634.00
2012			
2011			
2010			

Town of Boxborough  
Capital Plan  
Town Hall



**Background:** The front of the Town Hall building was built in 1901. The rear addition to the building was constructed in 1990; during the time of the construction the offices on the lower level in the front of the building were reconfigured.

**Current Condition:** The Town Hall, built for \$4,500.00, has stood for over 110 years as the center of Town Government. The original building has stood straight and true and remains in overall good shape. The rear addition was built in 1990. Routine capital projects such as reroofing and exterior painting have been done as needed. In 2013 all of the windows in the original building were replaced with more energy efficient vinyl replacement windows. Additional energy saving projects are currently being studied.

Town of Boxborough  
 FY2015 Capital Plan  
 Town Hall

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof - New Side	Jul-06	20						
Roof - Old Side	Aug-98	20			\$34,000.00			
Gutters & Fascias - New Side	Jan-90	20				\$18,000.00		
Gutters & Fascias - Old Side	Nov-09	20				\$18,000.00		
Building Addition	Jan-90	40						
Front Steps	Jan-90	40						
Windows	2013	20						
Chimney	Apr-01	20				\$15,000.00		
Parking Lot Paving	1989	20		\$102,626.00				
Parking Lot Partial for ADA Compliance	2005							
Cupola	200?							
Grange Floor	1901							
<b>COSMETIC</b>								
Carpet	Mar-90	7		\$20,000.00				
Painting - Interior	Apr-90	7						
Painting - Offices	2013(partial)	7						
Painting - Exterior	2013	7						
<b>EQUIPMENT</b>								
Septic Field & Tank	Feb-90	40						
Septic Pumps	2014							
Well	1977	40						
Elevator	Feb-90	20			\$20,000.00			
Fire Suppression System	Feb-90	20						
Water Heater	Feb-90	20			\$5,000.00			
HVAC System	1989	20						
Copier	2005	5						
Postage Machine	2013				\$13,000.00			
<b>TOTAL</b>				<b>122,626.00</b>	<b>\$72,000.00</b>	<b>\$ 51,000.00</b>		

Notes

Town of Boxborough  
Capital Plan  
**Police Station**



**Background:** The Police Department moved out of the Fire Station and into a newly constructed building in 1990. Since that time, energy efficient mechanical systems have been installed as the original systems have failed. The building is well maintained and in good condition.

**Current Condition:** The Police Station is in generally good condition and has been well maintained. Currently the town is in the early stages of studying space/programming needs with an eye on building a combined public safety complex with the Fire Department and Ambulance Service.

Town of Boxborough  
 FY2015 Capital Plan  
**Police Department**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof	2007	20						
Gutters & Facias	2013	20						
Building	2012							
Garage Door	2008							
Parking Lot	1990	20		\$57,216.00				
Kitchen	2011	20						
<b>COSMETIC</b>								
Painting - Interior	2010	10						
Painting - Exterior	2013	5						
Carpets	2008	7		\$5,000.00				
<b>EQUIPMENT</b>								
Exterior Lighting	2008				\$7,000.00			
Water Heater	2011	20						
A/C Unit in Server	2009							
Electrical System	1990	20						
Plumbing System	1990	20						
HVAC System #1	2005	20						
HVAC System #2	1990	20						
HVAC System #3	1990	20						
Copier	2006	5			\$7,000.00			
Network		5						
Fire Suppression System		20						
Septic Field and Tank	1990	40						
Radio System	2014	20						
Taser	2014							
Bullet Proof Vests	2009	5		\$11,000.00				
Defibrilators	2009	9			\$12,000.00			

Town of Boxborough  
 FY2015 Capital Plan  
**Police Department**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
Generator	2010	20			\$18,000.00			
Well	1990	40						
General Software		5						
Telephone System	2013	10						
Desktop Computers		5						
Laptop Computers		5						
<b>TOTAL</b>				<b>\$ 73,216.00</b>	<b>\$ 44,000.00</b>			

Notes

Town of Boxborough  
Capital Plan  
**Fire Station**



**Background:** The current Fire Station has evolved from multiple additions and modifications to the original building. For many years, the Police Department shared space here until they moved out to a new building. Bays were added and interior remodeling has been done to the Fire Station.

**Current Condition:** The Fire Station is an older but well maintained building. Some energy conservation measures have been taken, but the age, construction and large garage doors make it difficult to achieve significant efficiencies. The Department is participating with the Police Department in studying space/programming needs to consider a new Public Safety Complex.

Town of Boxborough  
FY2015 Capital Plan  
Fire Department

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof - Old Side	2011	20						
Roof - New Side	2003	20						
Gutters & Fascias		20						
Building - Addition								
Parking Lot	1998	10		\$75,000.00				
Doors	2001							
<b>COSMETIC</b>								
Carpets	2012	7						
Painting - Interior	2003	10						
Painting - Exterior	1996	5		\$10,000.00				
<b>EQUIPMENT</b>								
Lighting	1976							
Fire Detection System	2004	20						
Gas Heating Units	2007	20						
Water Heater	2004	15			\$6,000.00			
Furnace	1987							
HVAC System		20						
Telephone System	2013	10						
Technology & Computers	2010	5						
Copier	2006	7-10						
Generator	1990	20						A
SCBA		10		\$250,000.00				B
PPE	2006	20			\$140,000.00			C
<b>TOTAL</b>				<b>\$335,000.00</b>	<b>\$146,000.00</b>			

**Notes**

A. Concrete pad plus diesel generator

B. Replace existing equipment. Applying for grant \$215,000. All SCBA units expire in Jan 2015, must be replaced in 2014

C. Personal equipment, replacement of existing equipment, applying for a grant

Town of Boxborough  
FY2015 Capital Plan  
**Fire Department**

<b>Other</b>	<b>Condition</b>	<b>Notes</b>
Cistens		
Fire Ponds		

Town of Boxborough  
Capital Plan  
**Department of Public Works**



**Background:** The Department of Public Works complex was built over several years beginning in 1974. The original garage was expanded and three large sheds have been built on the site

**Current Condition:** The Department of Public Works complex is utilitarian in nature and rarely visited by the public. The buildings are large, simple structures whose large doors are constantly opened and closed. While maintained, significant energy efficiency is unlikely to be realized.

Town of Boxborough  
 FY2015 Capital Plan  
 Department of Public Works

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Garage - Old	1974							
Garage - Addition	2005							
Storage Shed	1992							
Salt Shed	2000							
New Mix Shed	2005							
Parking Lot	2005	20						
Skylights	2010							
<b>COSMETIC</b>								
Painting - Interior		10						
Painting - Exterior		5						
<b>EQUIPMENT</b>								
Well Tank	2006							
Septic Field and Tank	2004	40						
Well	1976	40						
Water Heater	2009	20						
Electrical System - Panel	1975/2014							
Gas Tank & Pump	2006							
Key System for gas Pump	2013							
Telephone System	2013	10						
Fire Alarm System	2006							
Generator	2014							
<b>TOTAL</b>								

Notes

Town of Boxborough  
FY2015 Capital Plan  
Department of Public Works

Other	Condition	Notes
Roads		
Transfer Station		
Hager Well		
Flerra Field		
Liberty Field		
Cemeteries		

Town of Boxborough  
Capital Plan  
**Sargent Memorial Library**



**Background:** The Sargent Memorial Library was relocated to Mass Ave when the new library building was completed and opened to the public in March 2005. At approximately 12,000 sq. ft., the new building is larger and better able to serve the public. Energy management systems, more efficient mechanical systems, and compliance to more stringent building codes have combined to ensure that this new building is more comfortable for the patrons while being more efficient for the town to operate.

**Current Condition:** The Sargent Memorial Library is the newest of the town's buildings. It was well designed and constructed with energy efficient materials and systems. There is energy management software installed that enhances the overall efficiency.

Town of Boxborough  
 FY 2015 Capital Plan  
 Sargent Memorial Library

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Building	2004	50						
Roof (flat)	2004	20					\$20,000.00	
Roof (sloped)	2004	20					\$15,000.00	
Gutters & Fascias	2004	20						
Front Steps	2004	40						
Parking Lot	2004	20				\$75,000.00	\$10,000.00	
Walkway	2004	20			\$20,000.00			
Septic Field/Tank	2000	40						
Well	2004	40						
Sprinklers	2004	20						
Fire Suppression System	2004	20						
Electrical System	2004	20						
Plumbing System	2004	20						
HVAC System	2004	20						
<b>COSMETIC</b>								
Carpeting	2005	7			\$16,000.00			A
Painting (library interior)	2005	10		\$7,000.00				
Painting (community room)	2005/2013	5-7						
Painting (exterior)	2004	5				\$21,000.00		
Door (front entry)	2004/2013	20						
<b>EQUIPMENT</b>								
Lightbulb Replacement (exterior)	2004	5						
Copier	2007	5						B
Computers	2005	5						C
Network	2004	5						
Software	Unknown	5						
Telephone System	2005	10			\$10,000.00			D
Meeting Room A/V	2005	10		\$7,000.00				E
Security System	2004	N/A						
Bookcases (Adult)		7-10						
Bookcases (Children)	2004	7-10						

Town of Boxborough  
 FY 2015 Capital Plan  
**Sargent Memorial Library**

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
Generator		N/A						F
Chairs		7-10						
Office Furniture (21 Chairs)	2005	7-10			\$5,000.00			G
<b>TOTAL</b>				<b>\$14,000.00</b>	<b>\$51,000.00</b>	<b>\$96,000.00</b>	<b>\$45,000.00</b>	

Notes
<i>A. Total Area: 11,800 sq. ft.</i>
<i>B. Currently planned to carry out of grant</i>
<i>C. Currently planned to carry out of grant</i>
<i>D. Would like to merge with town system</i>
<i>E. Would like to carry out in 2017 or 2018 depending on service contract</i>
<i>F. ~\$16,000</i>
<i>G. Chairs are fading but not wearing</i>

Town of Boxborough  
Capital Plan  
**Steele Farm**



**Background:** The Steele farm property consists of the 1784 Levi Wetherbee House and the 1940's Burpee Steele Barn. There is a Conservation and Historical Preservation Restriction in place for this property.

**Current Condition:** The Levi Wetherbee House (1784) has been unheated and unoccupied since the 1980's. As such, the interior is in rough condition with extreme paint peeling. Mechanical systems, plumbing/heating and electrical are out of service and non-functioning. In May of 2014 investigation began of the stone foundation where it had partially collapsed under the central fireplace. The Burpee Steele Barn (1949) is structurally sound and in fairly good condition. The Steele farm Advisory Committee has identified the need to replace the windows, doors and exterior siding. The entire barn would then be repainted with lead free latex paint.

Town of Boxborough  
 FY 2015 Capital Plan  
 Steele Farm

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
<b>BARN</b>								
Roof	2007	20						
Siding								
Windows								
Doors								
Paint		5						
Parking Lot & Driveway		20						
<b>HOUSE</b>								
Roof	1995	20					\$15,000.00	
Gutters & Fascia		20						
Chimney		20						
Septic Field and Tank		40						
<b>COSMETIC</b>								
<b>BARN</b>								
Painting- exterior								
<b>HOUSE</b>								
Painting- exterior		5			\$15,000.00			
Painting- interior		10						
<b>EQUIPMENT</b>								
<b>Water Heater</b>								
Electrical System	2005	20						
Well		40						
<b>Plumbing System</b>								
<b>TOTAL</b>					\$ 15,000.00		\$ 15,000.00	

Notes

Town of Boxborough  
Capital Plan  
**Historical Museum**



**Background:** The Boxborough Historical Commission has displayed their collection of artifacts and historical memorabilia in the former Sargent Memorial Library building since the library moved to their new building on Mass Ave.

**Current Condition:** The building is in generally fair condition. Repair or replacement of the wood frame windows should be the next capital item at this location. Currently the museum is open to the public on a limited basis. In the event the building is repurposed and used more frequently, it would be prudent to upgrade the HVAC and lighting systems for greater energy efficiency.

Town of Boxborough  
 FY2015 Capital Plan  
 Historical Museum

Building Components	New/Replaced	DOR Useful Life (years)	Condition	FY 2015	Within 3 Years (FY 2018)	Within 5 Years (FY 2020)	Within 10 Years (FY 2025)	Note
<b>STRUCTURAL</b>								
Roof	2001 and 2001 removed	20				\$20,000.00		
Widows Walk								
Gutters & Fascia	1999	20						
Windows	1966	40			\$15,000.00			
Front Steps	N/A	40						
Chimney				\$6,000.00				<b>B</b>
Septic Field & Tank	1966	40						
Back Doors	2005							
Drainage System around Bldg	2013							
<b>COSMETIC</b>								
Carpets	1966-1976	7						
Painting- exterior	1999	5			\$8,000.00			<b>A</b>
Painting- interior	2005	10			\$5,000.00			<b>A</b>
Parking Lot	1990's	20						
Chairs	1966	7-10						
Office Furniture	1980's	7-10						
<b>EQUIPMENT</b>								
Well	1966	40						
Water Filtration/Iron								
Fire Supression System	N/A	20						
Water Heater	2002	20						
Electrical System	1966	20						
Plumbing System	1966	20						
HVAC System	1999	20						
Security, Fire, Water Alarm	2005							
<b>TOTAL</b>				<b>\$6,000.00</b>	<b>\$28,000.00</b>	<b>\$20,000.00</b>		

Notes
<b>A. DPW Staff</b>
<b>B. Reserve Fund Transfer</b>

Town of Boxborough  
FY2015 Capital Plan  
**Vehicles**

Vehicle	Year	DOR Useful Life (Years)	Notes
<b>Building Department</b>			
Ford F150 Pick Up Truck	2013	7	
<b>Police Department</b>			
Crown Victoria- Cruiser 17 reserve	2005	5	Detective car in reserve
Crown Victoria- Cruiser 15	2006	5	
Crown Victoria- Cruiser 18	2006	5	Refurbished
Crown Victoria- Cruiser 22	2007	5	Chief car going to reserve
Expedition	2010	5	
Crown Victoria- 12	2008	5	Replace in 2014
Proposed Car/SUV- 11	2011	5	
Caprice- 14	2012	5	Replace in 2011 with failed transmission
<b>Fire Station</b>			
Engine 61- F350 4x4 Utility	1999	17	Replace existing utility truck, will replace #68 if purchased
Engine 62- Pumper	1999	17	2nd vehicel responder
Engine 68- Cargo 4x4	1986	17	government purchased
Engine 64- F800	1993	17	2 seater, retire FY2016
Engine 65- Hose Wagon	1984	17	Refurbished 2012
Engine 67- Tanker	2009	20	
Engine 63- Pumper	2009	17	Primary Responder
Engine 66- Ambulance	2006/2013	7	Replacement of existing equipment
T1- Mobile Home Unit	2000		
T2- Decon Trailer	2002		
T3- Boat Trailer			
T4- Tank Trailer			Will retire
T5- Light Tow Trailer	2005		
C60 Emergency Response Vehicle	2004	10	Retain existing car for other use
Chief's Emergency response Vehicle	2013	10	
Hoses		10	
Compressor			

Town of Boxborough  
FY2015 Capital Plan  
**Vehicles**

Vehicle	Year	DOR Useful Life (Years)	Notes
<b>Department of Public Works</b>			
Husqu Tag a Long	1942	7-10	
Farm Tractor- Ford #15	1968	7-10	
Cement Mixer	1976	7-10	
Loader- John Deere #12	1978	7-10	Spare
Loader- John Deere #11	1996	7-10	
Streetsweeper- Johnson #20	1996	7-10	Either rent or borrowing when needed
Brush Bandit #18	1997	7-10	Plan for 2014
Trailer- Pace American #23	2011	7-10	Covered trailer for lawn mowers, equipment to exposed of, no replacement
Dump/Sander- Chevy #10	2001	7-10	Scotts Truck
Farm Tractor- New Holland #14	2014	7-10	Trade in to reduce cost, transmission done in 2012
Dump Truck- Ford F-350 #6	2001	5	Tom requested replacing moved up to 2015, trouble getting sticker, budget increased
Ford Pick Up truck #2	2011	5	Replaced with 1 ton dump
Bobcat Snow Removal #16	2011	7-10	Trade in and replace
Trailer- Hudson #22	2004	7-10	
Range Wing Lawnmower #17	2013	7-10	driveable; 11 foot cut
Outback Brush Cutter	2004	7-10	
Dump Truck Sander- Ford #5	2005	5	Jeff
One Ton Pick Up- Ford #8	2005	7-10	Juan's Truck
Dump Truck Sander- Ford #4	2006	7-10	Bo
Pick Up Truck- Ford #1	2007	7-10	Tom's Truck
Pick Up Truck- Ford F450 #7	2007	7-10	Larry's Truck
Backhoe Loader- Ford #13	2006	7-10	
Bucket Truck- International #9	2009	20	In FY 2008 warrant
Dump Truck- Sterling/Everest #3	2009	10-15	In FY 2008 warrant
Sander for back of truck	2001	7-10	Will go away eventually, no replacement needed
Spreader for back of truck	2012		Scotts Truck
Mower- Standard #1	2010	7-10	In FY 2009 warrant
Mower- Standard #2	2010	7-10	In FY2009 warrant

3c  
BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)</b>					
Nancy	Evans	10/21/13	2016		
Nancy	Kumaraswami	11/22/10	2015		
Marion	Powers	07/01/09	2015		
Alexis	Presti-Simpson	12/17/12	2015		
<b>Ramika</b>	<b>Shah</b>	<b>07/01/14</b>	<b>2017</b>	<b>2017</b>	
<b>Agricultural Commission - Staggered 3 year terms; 5 members (3 minimum)</b> <b>(one of which may be a non-resident directly engaged in Agric. Activities in Town) est. ATM 5/12/08</b>					
Kathie	Becker	07/21/08	2017		
Bryon	Clemence	07/21/08	2017		
Brian	Morrison	07/01/12	2015		
Owen	Neville	07/21/08	2016		
John	Neyland	07/21/08	2016		
<b>Airport Study Committee - 5 members; 3 year terms, est 8/9/93</b>					
James	Baum	04/12/10	2014		
Anne	Canfield	06/30/93	2015		
Matt	Kosakowski	02/04/08	2016		
Cindy	Markowitz	07/01/12	2015		
<b>VACANT</b>				<b>2017</b>	
<b>Zoning Board of Appeals - staggered 3 year terms; 5 full &amp; 2 alternate members (1 year terms)</b>					
Tom	Gorman	01/27/03	2016		
Kristin	Hilberg	11/03/08	2017		
Michael	Toups	10/02/06	2017		
Karen	Warner	09/10/07	2015		
Lonnie	Weil	10/02/06	2016		
Chris	Habersaat	09/22/03	2015		<i>Alternate</i>
<b>VACANT</b>				<b>2015</b>	<b>Alternate</b>
<b>Board of Registrars - staggered 3 year terms; 3 members &amp; Town Clerk</b>					
Elizabeth	Markiewicz	elected 5/15/06	2013		Chair by virtue of Town Clerk position
<b>Nancy</b>	<b>Brown</b>	<b>06/30/81</b>	<b>2014</b>	<b>2017</b>	
Virginia	Richardson	05/22/06	2016		
Hugh	Fortmiller	06/02/14	2015		

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07</b>					
Les	Fox	07/01/07	2015		BoS
<i>R. Allen</i>	<i>Murphy</i>	<i>07/01/07</i>	<i>2014</i>	<i>2016</i>	
Ron	Vogel	06/20/11	2015		BHB member
Channing	Wagg	06/20/11	2015		At - Large
<b>VACANT</b>				<b>2016</b>	<b>FinCom</b>
<b>Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00</b>					
Michael	Fetterman	03/31/14	2016		
Diane	Friedman	08/08/05	2016		
Joan	Meyer	01/08/01	2015		
<i>R. Allen</i>	<i>Murphy</i>	<i>11/18/02</i>	<i>2014</i>	<i>2017</i>	
Ron	Vogel	01/22/01	2016		
<b>VACANT</b>				<b>2015</b>	
Les	Fox		(2014)		ex-officio
Dave	Koonce		(2014)		ex-officio
<b>Boxborough Information Technology Committee (BIT.com) Staggered 3 year terms; 7 members, est. 2/26/01 (Charter)</b>					
Guillermo	Chang	12/03/07	2015		
Jamie	Rogers	04/08/02	2014		
Eric	Wong	11/09/09	2015		
<b>VACANT</b>				<b>2016</b>	
<b>VACANT</b>				<b>2016</b>	
<b>VACANT</b>				<b>2016</b>	
<b>VACANT</b>				<b>2017</b>	
<b>Boxborough Well-Being Committee - Established November 18, 2013 (At-large members - 3 year terms; Housing Bd, BoH &amp; UCC members - 2 year terms; Ex-officio members - 1 year terms.)</b>					
Susie	Allen	11/18/13	06/30/16		At-Large
Liz	Markiewicz	11/18/13	06/30/16		At-Large
Kate	Smyers	11/18/13	06/30/16		At-Large
Channing	Wagg	11/18/13	06/30/16		At-Large
Pam	Follett	11/18/13	06/30/15		BoH
Al	Murphy	11/18/13	06/30/15		BHB
Cindy	Worthington-Berry	11/18/13	06/30/15		UCC

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Laura	Arsenault	11/18/13	06/30/14		Ex-Officio - CoA
Tamara	Bedard	11/18/13	06/30/14		Ex-Officio - Nashoba BoH
Jim	Gorman	11/18/13	06/30/14		Ex-Officio - BoS
Gail	Kessler-Walsh	11/18/13	06/30/14		Ex-Officio - Blanchard School
Warren	Ryder	11/18/13	06/30/14		Ex-Officio - Police Chief
Selina	Shaw	11/18/13	06/30/14		Ex-Officio - Town Administrator
Randolph	White	11/18/13	06/30/14		Ex-Officio - Fire Chief
<b>Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.</b>					
Donald	Morse	07/01/09	2016		
Becky	Neville	07/01/12	2015		
William	Sutcliffe	07/01/09	2017		
<b>Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)</b>					
<i>David</i>	<i>Follet</i>	<i>09/25/06</i>	<i>2014</i>	<i>2017</i>	
<i>Charlene</i>	<i>Golden</i>	<i>pre-1974</i>	<i>2014</i>	<i>2017</i>	
Norm	Hanover	08/29/11	2016		
<i>Dave</i>	<i>Koonce</i>	<i>06/30/87</i>	<i>2014</i>	<i>2017</i>	
Dennis	Reip	09/08/03	2015		
Hoff	Stuart	11/19/12	2016		
<b>VACANT</b>			2015		<i>Unexpired term of Rick Williamson</i>
<b>Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)</b>					
Helen	Berry	7/1/2013	2016		<i>Expected to resign</i>
Sonali	Bhatia	08/03/09	2015		
Lauraine	Harding	06/25/12	2016		
<i>Frank</i>	<i>Powers</i>	<i>10/21/13</i>	<i>2014</i>	<i>2017</i>	
Frank	Sibley	04/02/07	2015		
Elizabeth	West	07/01/12	2015		
Barbara	Wheeler	01/26/09	2016		
<b>Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)</b>					
James	Faulkner	08/02/10	2016		Planning Bd. Designee
Kevin	Mahoney	07/29/13	2016		Hist Comm designee
Robert	Stemple	07/01/12	2015		BoS designee
<b>VACANT</b>					<b>Perm Bldg Comm designee</b>
<b>VACANT</b>					<b>At-large Member</b>

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Finance Committee - appointed by the Town Moderator</b>					
Steve	Ballard	03/13/13	2015		
Amy	Burke	07/01/14	2017		
James	Ham	09/08/06	2015		
Neal	Hesler	07/01/01	2016		
Ted	Kail	07/01/14	2017		
Eve	Li	10/31/13	2016		
John	Rosamond	06/15/13	2016		
Jeff	Scott	08/08/12	2015		
Dilip	Subramanyam	11/19/11	2017		
<b>Energy Committee - est. 2/9/09(Amended 3/8/10 &amp; 3/17/14) by the Board of Selectmen; 8 members (7 voting &amp; 1 non-voting - LELWD Rep.); staggered 3 year terms</b>					
Richard	Garrison	07/16/12	2015		
Larry	Grossman	03/08/10	2015		
Francie	Nolde	02/09/09	2016		
Abigail	Reip	07/11/11	2015		
Keshava	Srivastava	06/24/13	2017		
Santiago	Tapia-Perez	02/13/12	2017		
Margaret	Webber	03/08/10	2016		
<b>VACANT</b>			2016		Ex-officio LELWD Rep.
<b>Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985</b>					
Mary	Larson	06/30/97	2016		
<b>Kevin</b>	<b>Mahoney</b>	<b>07/01/12</b>	<b>2014</b>	<b>2017</b>	
Trena	Minudri	07/01/12	2016		
Alan	Rohwer	07/01/88	2015		
Shirley	Warren	07/01/88	2015		
<b>MART Representative</b>					
<b>Frank</b>	<b>Powers</b>	<b>07/01/09</b>	<b>2014</b>	<b>2015</b>	
<b>Metropolitan Area Planning Council (MAPC) and MAGIC Representative</b>					
Les	Fox	05/04/09	04/30/15		
<b>VACANT</b>				2015	Alternate - Vacated by Frank Powers
<b>Permanent Building Committee</b>					
<b>VACANT</b>					

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2015**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members</b>					
<i>Sheila</i>	<i>Bauer</i>	<i>07/02/12</i>	<i>2014</i>	<i>2017</i>	
Anne	Canfield	10/16/06	2015		
Pat	Flanagan	06/26/06	2015		
Rebecca	Neville	01/14/13	2016		
Hugh	Fortmiller	07/01/14	2014		
<b>Planning Board - Associate Member Joint Appointment of the Selectmen and Planning Board</b>					
<b>VACANT</b>					<i>Unexpired term of Eduardo Pontoriero</i>
<b>Public Celebrations &amp; Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)</b>					
<i>Matt</i>	<i>Kosakowski</i>	<i>08/31/09</i>	<i>2014</i>	<i>2017</i>	
Lori	Lotterman	07/20/09	2015		
Trena	Minudri	08/03/09	2015		
Owen	Neville	10/22/07	2017		
<b>VACANT</b>				<b>2016</b>	<i>Unexpired Term of Sheila Bauer</i>
<b>VACANT</b>				<b>2015</b>	
<b>Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)</b>					
Amy	Burke	11/19/12	2014	2017	<i>not seeking re-appointment</i>
Megan	Connor	3/31/14	2015		
Hilary	Greven	1/28/13	2015		
Kevin	Lehner	9/17/01	2016		
Abigail	Reip	11/19/12	2014	2017	<i>not seeking re-appointment</i>
Matthew	Rosner	04/25/11	2016		
Mitzi	Weil	11/19/12	2015		
<b>Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BoS approved increase in term to 3 yrs, to be staggered, 6/5/05</b>					
Bruce	Hager	10/31/05	2016		
Judi	Resnick	09/08/08	2014	2017	<i>not seeking re-appointment</i>
Edward	Whitcomb	05/10/04	2015		
Jeanne	Steele-Kangas	10/21/13	2015		
<b>VACANT</b>			<b>2017</b>		
<b>VACANT</b>			<b>2015</b>		



Received  
6-8-14

Resident Interest Form

Name: RAMIKA SHAH

Phone: [Redacted]

E-Mail Address: [Redacted]

Cell Phone: [Redacted]

Address: [Redacted] Boxboro

Occupation: Library tech.

Special Training/Education: BS

Experience/General Interest: Books, Arts, Crafts

Amount of time available: As much needed

Date submitted: 6-4-14

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Airport Study Committee
- Board of Health\*
- Board of Registrars
- Board of Selectmen\*
- Boxborough Affordable Housing Trust
- Boxborough Housing Board
- Boxborough Information Technology Committee
- Cemetery Commission
- Conservation Commission
- Council on Aging
- Design Review Board
- Emergency Reserve Corps (ERC)
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees\*
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee\*
- Steele Farm Advisory Committee
- Water Resources Committee
- Zoning Board of Appeals

The filling out of this form in no way assures appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to:

Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719

\* Indicates an elected board



3 c x

**Selina Shaw**

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**From:** kvnjmhny@aol.com  
**Sent:** Friday, June 06, 2014 8:23 AM  
**To:** sshaw@boxborough-ma.gov; alan.rohwer@verizon.net  
**Subject:** Re: Historical Commission - Reappointment

Selina,  
The evening of June 30th works for me.  
Yes, I do want to be reappointed.

Also regarding the BHC's John H Fletcher street (sign) memorial project. The Historical Commission would like to receive the blessing from the BOS as we move forward. The BHC intends to conduct the dedication this coming September 20, the anniversary of Cpl. Fletcher's death. I would like to do my "blessing" presentation at the time I am re-appointed. It should take five minutes or less. Is this possible ?

Thanks,  
Kevin

-----Original Message-----

From: 'Selina Shaw' <sshaw@boxborough-ma.gov>  
To: kvnjmhny <kvnjmhny@aol.com>  
Cc: Alan Rohwer <alan.rohwer@verizon.net>  
Sent: Tue, May 27, 2014 2:59 pm  
Subject: Historical Commission - Reappointment

Dear Kevin,

With town meeting now behind us, it is time to plan for the fiscal year ahead. Town government depends on its volunteers in so many ways and could not operate without your tireless support.

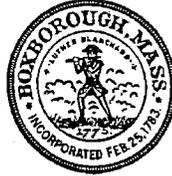
The Board of Selectmen will take up the annual appointment process, starting at their meeting on Monday, June 16 and continuing on Monday, June 30. Thank you so much for your dedicated service to the town. Your appointment to the Historical Commission will be expiring on June 30. The BoS will be meeting with their appointed volunteers who have expressed an interest in continuing their service, in order to discuss their interest in serving, as well as their goals for the committee. The meeting also gives the Board an opportunity to thank their volunteers for their tremendous support and contributions, without which the town could not operate.

Please let me know if you would like to be considered for reappointment, and also let me know if you will be able to attend the selectmen's meeting on **June 16** or if you'd prefer to come in on the **30<sup>th</sup>**. I will firm up the time a bit later We are hoping to continue the process we started a few years ago with Town Clerk Liz Markiewicz present to perform a public swearing-in ceremony.

I look forward to hearing from you.  
Regards,  
Selina

Selina S. Shaw  
Town Administrator  
29 Middle Road  
Boxborough, MA 01719  
978-263-1116, ext. 101  
978-264-3127 (fax)





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**June 16, 2014**

Approved: \_\_\_\_\_

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk; Susan Bak, Member; Les Fox, 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 7:32 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Amoroso read the announcements.

**APPOINTMENTS**

- David Lindberg, Inspector of Buildings was present to update the Selectmen on the status of Steele Farm house repairs. SFAC Chair, Bruce Hager and member Ed Whitcomb were also present. Lindberg reviewed the previous discussions on this matter. He and Engineer Val Prest have inspected the damage. Eng. Prest has confirmed that this damage could be attributed to water infiltration and freezing issues. BICAO Lindberg reviewed Eng. Prest's initial recommendations. At a minimum, the damaged sections must be stabilized. Eng. Prest has submitted a proposal and estimate for his consultation services. BICAO Lindberg provided information on the potential construction costs. Stabilizing repairs could run between \$15,000-\$18,000, including the engineering fees. There was discussion on the future of the building, preserving Steele Farm & the potential costs and getting support for this work. The building is structurally unsafe and professionals should be hired to make these repairs. Chair Amoroso moved to authorize the expenditure of \$1,830.00 for engineering consulting services; to investigate both temporary & permanent repairs and the potential costs of these repairs. Seconded by Member Stemple. **Approved 5-0.**
- DPW Director Tom Garmon was present to discuss the status of Chapter 90 paving bids, Transfer Station - bulk permit fees, fees for second stickers, and viability of pilot program to allow a number of Stow residents to use the transfer station. Dir. Gorman was asked to begin with the status of the Ch. 90 paving bids. He reported that he has met with the Town Engineer and she is developing a Bid template to use going forward. The Town Eng. supports doing Reed Farm first. She has confirmed that there is no way of knowing what is under the roadway until it is opened up and that these unknowns could increase the cost. Dir. Garmon suggested that we wait to until these costs are known to determine how much Ch. 90 money will be left after Reed Farm is completed before committing to the other projects. Member Gorman noted that he has discussed these concerns with Dir. Garmon and Vicki Franz. He confirmed that the Reed Farm project is more complicated than initially thought. There was discussion on the Ch. 90 Bid process components and timeline for Reed Farm. They would be looking to start in September. There was discussion as to how the Reed Farm project could affect the other proposed paving projects – cost, the process components and potential timeframe(s). There was discussion about seeking estimates and putting out bid packets while Reed Farm is under construction. Bids could be obtained but held if funds were unavailable. Audience members also provided their input. Discussion turned to Transfer Station matters. Dir. Garmon reported that we are wrapping up the 1<sup>st</sup> year of tracking bulk item disposal & the related fees. We only have prior years disposal tonnage amounts not actual usage. It was suggested that a 10 year "look-back" be compiled. Dir. Garmon noted this could be created however significant research would be needed, requiring additional work-hours. Prior to implementing this program we were the only town in the area not charging for bulk disposal. There is a concern that non-residents would dispose of bulk items that they would have to pay for otherwise. It was agreed that issuing vouchers and tracking usage would still occur even if fees were eliminated. The consensus was to wait. More research is needed and as this is a "pay as you go" program so no immediate action is necessary. The intention is to have Dir. Garmon back in in late October to present his research. Discussion moved on to sticker fees and specifically, charging for a 2<sup>nd</sup> sticker. Tracking indicates that only 64 households paid for a 2<sup>nd</sup> sticker in FY 14. Consensus was that the generated revenue was nominal. Member Gorman moved to eliminate the fee for second transfer station stickers for FY 15. Seconded by Member Stemple. **Approved 5-0.**

Chair Amoroso opened the discussion on whether to charge for Transfer Station usage, in general. He reviewed the previous discussions on this matter – including that “stickers” revenue cover only 2/3<sup>rd</sup> of the facility’s operating costs and if provided as a general service to all residents the impact on real estate taxes would be roughly \$50/\$60 annually. The Selectmen were polled and the consensus was to leave the FY 15 program in place and track the impact of eliminating the 2<sup>nd</sup> sticker and bulk usage going forward. Changes should be made gradually, in stages. Chair Amoroso reviewed the previous discussions on a proposal to allow Stow residents access to our Transfer Station. DPW Garmon confirmed that reporting requirements for the current grant program could prove a hindrance. Former Selectman Kirstin Hilberg advised that she had been the BoS Transfer Station liaison and voiced her concern about the potential volume increases. More review could be done and a pilot program could be launched in the fall. Again, Dir. Garmon could come back in the fall to report on this.

- Donald McPherson, owner of Minute Man Air Field (MMAF) and MMAF Commissioners Jim Baum and Greg Sheets were present to provide an update on airport operations and the related commercial & community activities. Airport Study Comm. Chair, Anne Canfield was also present. An update on MMAF activities was distributed to the Selectmen. McPherson opened with a description of the runway re-build project currently underway. The footprint of the runway is unchanged. The old asphalt is being recycled (pulverized) back into the surface materials. Due to the support of our local legislators and Mass Aeronautics they received significant financial support for this project so that MMAF should only have to absorb 20% of the cost. They anticipate being back in operation by the end of the month. McPherson invited the Selectmen to the ribbon cutting ceremony and their 45<sup>th</sup> anniversary celebration. They will continue to service only smaller plane, no jets. Only 15 acres are for airfield operations the rest (appx. 225 acres) is set aside as passive/agricultural uses, conservation or buffer areas. These uses include the installation of a solar project and six family farms (include the Stanley Farm off of Stow Road in Boxborough). They discussed the MMAF Board’s responsibilities and the members’ qualifications and experience. Safety is their number one concern; however another component of MMAF’s mission is to boost the local economy. Small airports are important to local economies and the businesses that use the MMAF facilities generate 2.8 million in annual payroll. They discussed some of their outreach & fundraising activities and the access they provide to health & public safety aviation services. There was discussion on the effort to resolve the conservation issues in Boxborough and the ongoing Stanley parcel concerns. McPherson responded to the Selectmen’s queries concerning economic trends and how MMAF survived the downturn in the last few years. ASC Chair Canfield commended the MMAF for their various community events. She clarified that the air field actually ends at Stow line and all of the land situated in Boxborough is agriculturally zoned.
- The Selectmen took up the appointment /re-appointment of various board members terms effective July 1, 2014 through June 30, 2017, unless otherwise noted. It was determined that the Selectmen would speak to the individual appointees, if present, and then vote the slate -  
Kathie Becker and Bryon Clemence were present to be considered for re-appointment to the Agricultural Commission. They spoke to their experience while serving on the AgCom and how they were pleasantly surprised by the amount of agricultural activity still taking place in Town.  
Kristin Hilberg and Michael Toups were present to be considered for re-appointment to the Zoning Board of Appeals. Hilberg spoke to her experience serving on this Board. [ZBA Alternate Christian Habersaat was not present but had communicated his willingness to continue to serve.]  
William Sutcliffe was present to be considered for re-appointment to the Cemetery Commission  
Keshava Srivastava, was present to be considered for re-appointment to the Energy Committee. [Fellow EnCom member, Santiago Tapas-Perez, had been present earlier but had to leave]  
Owen Neville, was present to be considered for re-appointment to the Public Celebrations and Ceremonies. Neville spoke the various PCCC activities.  
Personnel Board Chair Anne Canfield was present to recommend that the Selectmen appoint Hugh Fortmiller to the Personnel Board. Fortmiller had been unable to attend.  
Further to the recommendation of the Personnel Board Chair Amoroso moved to appoint Hugh Fortmiller to the Personnel Board and to further appoint the individuals presented for re-appointment tonight for terms effective July 1, 2014 through June 30, 2017, with the exception of Christian Habersaat’s re-appointment as ZBA alternate which shall be for a term effective July 1, 2014 through June 30, 2015. Seconded by Member Stemple. **Approved 5-0.** Town Clerk Markiewicz was present to swear in those that were present.
- No one asked to speak under the Citizens concerns.

## MINUTES

- Member Gorman moved to accept the minutes for the regular sessions of April 28, 2014 & June 2, 2014, as revised and the executive session of June 2, 2014, as written. Seconded by Member Stemple. **Approved 4-0-1 (Bak abstained).**

## SELECTMEN REPORTS

- Member Bak reported that she attended Finance Forum last week. It was very helpful and informative. There were several breakout sessions for new Selectpersons. One in particular, explored engaging the community. There was discussion of her observations and previous outreach efforts. Low voter turnout and lack of attendance at public meetings was also discussed.
- Member Fox reported that he and TA Shaw met with representatives from Littleton & Westford regarding economic development efforts. The primary focus of this recent meeting was public transportation. This working group meets periodically. He noted that building support for a formal economic development effort is a slow process.

He also reported that he attended a Housing Institute event with Town Planner Dechesneau last week in Devens. There was useful information on development. The MassHousing Partnership sponsored the event and used our Stow Road RFP as an example for these discussions.

Member Fox also reported that at Friday's planned system-wide shutdown – part of the server upgrade went well. The Town continues to experience some issues with the Verizon line(s) which Verizon is working with resolve issues. Guardian and Chief Ryder are on top of this.

- Member Stemple reported on the June 12<sup>th</sup> Steele Farm Advisory Comm. The SFAC will be losing Judi Resnick, reducing the board down to three members. There was a lot of concern about the house's foundation issues. There was also concern that the community needs to understand that this property has historic value and money is needed to preserve it. SFAC needs community's cooperation to make this happen.
- Member Gorman reported that a resident approached him during a dog walk voicing concern about building materials being stored along Middle Rd for quite some time. He brought these concerns to BICAO Lindberg, who was aware of the materials and provided him with an explanation.

He also reported that he had met with DPW Dir. Garmon regarding the items discussed earlier this evening.

Member Garmon also reported that Well Being Committee efforts were focused on working on Social Service Coord. RFP at last week's meeting.

- Chair Amoroso reported that meeting to discuss the Minuteman issues will be on Wednesday. DESE Deputy Comm. Wulfson and Minuteman Supt. Bouquillon will be present so this is a unique opportunity to get answers; understand the mechanism if Boxborough chooses to withdraw and the possible repercussions. FinCom's Neal Hesler & Dilip Subramanyam will be attending and ABTSC member Maria Neyland may also be present. The Selectmen were asked to forward any questions to TA Shaw which she will compile for Wednesday night's discussion. Minuteman Rep. Cheryl Mahoney provided an update on Minuteman matters and distributed materials to augment this information.

## OLD BUSINESS

- The Selectmen took up assigning FY 15 Liaisons responsibilities. It was determined that Member Bak would assume most of Member Suleiman's former responsibilities with some exceptions and there were a few shifts among the other members. Chair Amoroso will assume Suleiman's Energy Committee assignment; Member Fox will take over BLF 2<sup>nd</sup> position from Member Gorman; Member Gorman will take over DPW responsibilities from Chair Amoroso. Chair Amoroso moved to approve the FY 15 Board of Selectmen Liaison List, as revised. Seconded by Member Stemple. **Approved 5-0.**

Though not on the agenda, it was noted during these liaison discussions that Collective Bargaining negotiations will begin in FY 15. TA Shaw was asked to investigate costs related to retaining counsel for these negotiations.

## NEW BUSINESS

- The Selectmen took up several Reserve Fund Transfer requests other fiscal "housekeeping" items:
  - ◇ Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$8,958.42 from the Reserve Fund to account #001-145-5100-5112, Treasurer Salary. Seconded by Member Stemple. **Approved 5-0.** There was a friendly amendment and Chair Amoroso moved to revise the amount in this motion to \$8,960.00 Seconded by Member Stemple. **Approved 5-0.**
  - ◇ Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$8,162 from the Reserve Fund to account #001-610-5200-5242, Library Building Repair and Maintenance. Seconded by Member Fox. **Approved 5-0.**

- ◇ Pursuant to MGL Ch. 44 §33B Member Stemple moved to transfer \$5,145.00 from 001-192-5100-5114, Town Hall Clerical Salary to 001-192-5200-5242, Town Hall Repairs and Maintenance to cover the cost of unanticipated repairs at the Town Hall including the replacement of 2 septic system pumps (\$4,668). Seconded by Member Gorman. **Approved 5-0.**
- The Selectmen took up a request for a permit to consume wine and beer on Town property at Picnic Street and Hill Road (Blanchard staff end of year luncheon). Chair Amoroso moved to authorize the consumption of wine and beer on Town property located at Picnic Street and Hill Road on June 18 from 1- 4 PM subject to the conditions listed on the permit. Seconded by Member Stemple. **Approved 5-0.**
- The Board took up the ratification and execution of several Department Head Contracts:
  - ◇ Chair Amoroso moved to ratify and execute the successor agreement for DPW Director Thomas S. Garmon, for a term commencing July 1, 2014 and ending on June 30, 2017. Seconded by Member Stemple. **Approved 5-0.**
  - ◇ Member Gorman opened discussion on possibly adding alternative “renewal” language to “TERM” section of Fire Chief Randolph T. White’s successor agreement. Upon discussion the Selectmen determined that a “renewal notice clause” would not be incorporated into this successor agreement. Member Gorman moved to ratify and execute the successor agreement for Fire Chief Randolph T. White, for a term commencing July 1, 2014 and ending on August 31, 2018, without renewal notice clause. Seconded by Member Fox. **Approved 4-0-1 (Stemple abstained)**
  - ◇ Chair Amoroso moved to ratify and execute the successor agreement for Police Chief Warren B. Ryder, for a term commencing July 1, 2014 and ending on June 30, 2017. Seconded by Member Gorman. **Approved 5-0.**
- The Board took up the execution of several documents related to the transfer of the Blanchard School to the A-B Regional School District. It was confirmed that Town Counsel has advised that these documents are in proper form.
  - ◇ *Grant of Title 5 Covenant and Easement (by the Region)*  
Chair Amoroso moved to accept the foregoing Grant of Title 5 Covenant and Easement concerning the land at 493 Massachusetts Avenue, Boxborough, Massachusetts. Seconded by Member Gorman. **Approved 5-0.**
  - ◇ *Grant of Title 5 Covenant and Easement (by the Town)*  
Chair Amoroso moved to grant the foregoing Grant of Title 5 Covenant and Easement concerning the land at 427 Massachusetts Avenue, Boxborough, Massachusetts to the Acton-Boxborough Regional School District. Seconded by Member Stemple. **Approved 5-0.**
  - ◇ It was noted that the Selectmen had previously voted (5/22/14) to authorize the BoS Chair to execute documents as reasonably necessary, so Chair Amoroso executed the Assignment & Assumption of Operating Agreements and the Bill of Sale & Assignment.
- Member Fox moved to authorize the BoS Chair to execute the lease agreement with the United Church of Christ, Congregational (UCC), Boxborough, MA for the use of the Fellowship Hall as a community center for a three-year term commencing July 1, 2014 and ending on June 30, 2017; and further to authorize the BoS Chair to execute a Memorandum of Agreement with the U.C.C. related to the removal of snow from the premises. Seconded by Member Stemple. **Approved 5-0.**
- Chair Amoroso moved to designate Town Treasurer Patrick McIntyre as the Boxborough representative to the Minuteman Nashoba Health Group Board. Seconded by Member Stemple. **Approved 5-0.**
- There was discussion on a recent IRS ruling on amounts earned through the Senior Tax Work-Off Programs. This amount must now be included in a taxpayer’s gross income and the IRS has been auditing of community’s that offer similar programs and there are penalties for a town’s failure to comply. A draft letter to participants was reviewed and no changes suggested. It was clarified that the Town is only be required to report this income and that MassDOR does not consider this income/wages.

#### CORRESPONDENCE

- Member Fox advised that Town Planner Dechesneau will be researching House Bill 1859 – “Zoning Reform” referred to in the Stow Planning Board’s legislative letter of June 3<sup>rd</sup>.

#### CONCERNS OF THE BOARD

- Member Stemple advised that Oscar’s Burritos Grill is open and the food was delicious.

#### ADJOURN

- At 10:20 PM, Member Gorman moved to adjourn. Seconded by Member Stemple. **Approved 5-0.**

Tai



# Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of \$ 7,500 be transferred from the Reserve Fund to:

UMAS Acct. # 001-122-5200-5242 (\$4,000)  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Board of Selectmen - Repairs and Maintenance, and

UMAS Acct. # 001-122-5400-5430 (\$3,500)  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Building Maintenance Supplies

The balance in the line item as of 06/19/14 (Date) is \$ 0. 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Appropriation required for acquisition and installation of water meters at Blanchard School and Police and Fire Stations, necessitated by transfer of Blanchard School to the AB Regional School District.

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

<u>[Signature]</u> <u>6/19/14</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. #001-122-5200-5242 and #001-122-5400-5430 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____	_____	<u>[Signature]</u>	<u>6/23/2014</u>
_____	_____	<u>[Signature]</u>	<u>6/23/14</u>
_____	_____	<u>[Signature]</u>	<u>6/23/14</u>
_____	_____	<u>[Signature]</u>	<u>6/23/14</u>
_____	_____	<u>[Signature]</u>	<u>6/23/14</u>

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



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	<b>Selectmen</b>										
001-122-5100-5111	Selectmen Salaries	2,000.00	0.00	2,000.00	2,000.00	2,000.00	0.00	0.00	2,000.00	0.00	100.00%
001-122-5200-5306	Selectmen Consulting	0.00	14,362.00	14,362.00	14,361.19	14,361.19	0.00	0.00	14,361.19	0.81	99.99%
001-122-5400-5407	Selectmen Business Cards	96.00	0.00	96.00	0.00	0.00	0.00	0.00	0.00	96.00	0.00%
001-122-5400-5420	Selectmen Supplies	22.00	0.00	22.00	10.19	10.19	0.00	0.00	10.19	11.81	46.32%
001-122-5400-5422	Selectmen - Stationary and Forms	0.00	0.00	0.00	92.00	92.00	0.00	0.00	92.00	-92.00	N/A
001-122-5700-5711	Selectmen Travel - In State	200.00	0.00	200.00	234.02	234.02	0.00	0.00	234.02	-34.02	117.01%
001-122-5700-5715	Selectmen - Conferences	300.00	0.00	300.00	150.00	150.00	0.00	0.00	150.00	150.00	50.00%
001-122-5700-5716	Selectmen Training and Seminars	100.00	0.00	100.00	50.00	50.00	0.00	0.00	50.00	50.00	50.00%
001-122-5700-5731	Selectmen Membership Dues	681.00	0.00	681.00	668.00	668.00	0.00	0.00	668.00	13.00	98.09%
001-122-5700-5735	Selectmen Appreciation Events	750.00	0.00	750.00	528.55	528.55	0.00	0.00	528.55	221.45	70.47%
<b>Sum</b>	<b>Selectmen</b>	<b>4,149.00</b>	<b>14,362.00</b>	<b>18,511.00</b>	<b>18,093.95</b>	<b>18,093.95</b>	<b>0.00</b>	<b>0.00</b>	<b>18,093.95</b>	<b>417.05</b>	<b>97.75%</b>



## Selina Shaw

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**From:** David Lindberg <dlindberg@boxborough-ma.gov>  
**Sent:** Thursday, June 19, 2014 3:51 PM  
**To:** 'Selina Shaw'  
**Subject:** Water meters

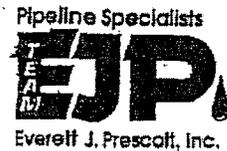
Selina,

The water meters will be coming from EJ Prescott, Inc. Their quote was \$ 3,997.00 for the materials. The total plumbing labor could run up to \$ 3,500.00. That is mostly a guess but I think it could be close. I will continue pursuing quotes from plumbers.

David

David Lindberg  
Inspector of Buildings  
29 Middle Road  
Boxborough, MA 01719  
978-264-1725  
[david.lindberg@boxborough-ma.gov](mailto:david.lindberg@boxborough-ma.gov)

DIVISION: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_



INTER-OFFICE QUOTATION FORM

DATE: 1/29/14 SALESMAN: RICH STONE  
 TO: LITTLETON WATER DEPT CONTACT: KEVIN HUNT  
 TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

JOB STATUS: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
 NAME: \_\_\_\_\_ Bidding \_\_\_\_\_ Has \_\_\_\_\_ Estimate \_\_\_\_\_ Follow-up Date \_\_\_\_\_  
 LOCATION: \_\_\_\_\_ Bid Date \_\_\_\_\_ Buy Date \_\_\_\_\_ Delivery Date \_\_\_\_\_ Terms \_\_\_\_\_

REMARKS: \_\_\_\_\_

COST	QTY.	SIZE	ITEM #	DESCRIPTION	UNIT \$	TOTAL \$
				→ POLICE STATION ←		
	1	1 1/2"		SENSUS OMNI R2 METER (602)	587.48	
	1	2" x 1 1/2"		REDUCING FLANGE PACK	90.30	
	1	1 1/2"		METAL FLANGE PACK	114.55	
	2	1 1/2"		MID x COMP CPLG	58.70	
	2	1 1/2"		SS FITTINGS	312	854.15
				→ FIRE STATION ←		
	1	1 1/2"		SENSUS OMNI R2 METER (602)	587.48	
	2	2" x 1 1/2"		REDUCING FLANGE PACK	90.30	
	1	1 1/2"		METAL FLANGE PACK	114.55	
	2	1 1/2"		MID x COMP CPLG	58.70	851.03
				→ LIBRARY ←		
	1	1 1/2"		SENSUS OMNI R2 METER (602)	587.48	
	2	2" x 1 1/2"		REDUCING FLANGE PACK	90.30	
	1	1 1/2"		METAL FLANGE PACK	114.55	
	2	1 1/2"		MID x COMP CPLG	58.70	
				→ BLANCHARD SCHOOL ←		
	1	3"		SENSUS OMNI C2 METER	198.71	
	2	4"		UNI FLG	48.54	
	2	4" x 3"		SPACE SAVER REDUCING FLG	260.48	2291.73
				→ ALL NUTS/BOLTS/GASKETS ←	FNCL	
				ALL LEAD FREE		

03686

399691

Tail



# Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of \$ 955 be transferred from the Reserve Fund to:

UMAS Acct. # 001-122-5200-5306  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Board of Selectmen - Consulting

The balance in the line item as of 06/19/14 (Date) is \$ <534.19>. 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Additional funding required for consultant engineering services associated with the subdivision of Boxborough municipal and school land.

RFT's for \$11,500 and \$2,327 were submitted and processed in October and March, respectively. RFT for \$535 (May 22) was approved by the BoS on June 2, but not yet processed; awaiting FinCom approval. \$14,361.19 has been expended to date. There is no remaining balance in the line item to cover June invoice #15199.

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

<u>[Signature]</u> <u>6/19/14</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. #001-122-5200-5306 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____		<u>[Signature]</u>	<u>6/23/2014</u>
_____		<u>[Signature]</u>	<u>6/23/14</u>

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



Filter by: Segment 2: 122, 151, 192, 693

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	To Date	This Period		This Period	To Date	This Period	To Date	This Period	To Date		
001-122-5100-5111	2,000.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-2,000.00	0.00	0.00	100.00
Selectmen Salaries	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	-2,000.00	0.00	0.00	
001-122-5200-5306	0.00	13,827.00	13,827.00	0.00		0.00	0.00	0.00	0.00	-14,361.19	0.00	-534.19	103.86
Selectmen Consulting	0.00	13,827.00	13,827.00	0.00	13,827.00	0.00	0.00	0.00	0.00	-14,361.19	0.00	-534.19	103.86
001-122-5400-5407	96.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	96.00	0.00
Selectmen Business Cards	0.00	0.00	0.00	0.00	96.00	0.00	0.00	0.00	0.00	0.00	0.00	96.00	0.00
001-122-5400-5420	22.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	0.00	22.00	0.00
Selectmen Supplies	0.00	0.00	0.00	0.00	22.00	0.00	0.00	0.00	0.00	0.00	0.00	22.00	0.00
001-122-5400-5422	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-48.00	0.00	22.00	0.00
Selectmen - Stationary and Forms	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-48.00	0.00	-48.00	0.00
001-122-5700-5711	200.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-234.02	0.00	-48.00	0.00
Selectmen Travel - In State	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	0.00	-234.02	0.00	-48.00	0.00
001-122-5700-5715	300.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-150.00	0.00	-34.02	117.01
Selectmen - Conferences	0.00	0.00	0.00	0.00	300.00	0.00	0.00	0.00	0.00	-150.00	0.00	-34.02	117.01
001-122-5700-5716	100.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-50.00	0.00	150.00	50.00
Selectmen Training and Seminars	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00	0.00	-50.00	0.00	150.00	50.00
001-122-5700-5731	681.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-668.00	0.00	50.00	50.00
Selectmen Membership Dues	0.00	0.00	0.00	0.00	681.00	0.00	0.00	0.00	0.00	-668.00	0.00	50.00	50.00
001-122-5700-5735	750.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	-528.55	0.00	13.00	98.09
Selectmen Appreciation Events	0.00	0.00	0.00	0.00	750.00	0.00	0.00	0.00	0.00	-528.55	0.00	13.00	98.09
												221.45	70.47

# Goldsmith, Prest and Ringwall, Inc.

39 Main Street, Suite 301  
Ayer, MA 01432  
Phone 978-772-1590, Fax 978-772-1591

## INVOICE FOR PROFESSIONAL SERVICES

### Town of Boxborough

29 Middle Road  
Boxborough, MA 01719

Invoice No: 15199  
06/19/2014  
Project No: 131063  
Project Information:  
Land Survey and Civil Engineering  
Services for:  
493 Mass Ave, Boxborough MA

For professional services rendered for the period through June 14, 2014 for the referenced project per signed agreement. INVOICES ARE DUE UPON RECEIPT. Balances outstanding more than 30 days are subject to an interest charge at the rate of 1.5% per month. PAYMENT OF ALL OUTSTANDING INVOICES SHALL BE REQUIRED PRIOR TO RELEASE OF ANY PLANS OR OTHER WORK PRODUCTS BY COMPANY.

### Professional Services

<u>Task 3 - ANR Plan</u>	50.00
• Assemble and submit to Planning Board	
 <u>Task 5 - Consulting Services relative to the Septic System</u>	688.75
• Research and edit sewer use regulations	
• Prepare sewer use regulations for Boxborough Board of Health	
 <u>Task 7 - Project Meetings</u>	206.25
• Meeting with Board of Health for approvals of Title 5 Grant of Easements	

**Total Professional Services** \$945.00

### Reimbursable Expenses

	<u>Amount</u>
Mileage	\$10.08
<b>Total Reimbursable Expenses</b>	<u>\$10.08</u>
<b>Invoice Total</b>	<u><u>\$955.08</u></u>

THANK YOU FOR YOUR BUSINESS.



# Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of \$ 6,678 be transferred from the Reserve Fund to:

UMAS Acct. # 001-192-5800-5856  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Town Hall Technology Related

The balance in the line item as of 6/19/14 (Date) is \$ 16,048. An amount of \$ 2,100 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Against the current balance, we have obligations of \$14,790 for the computers and monitors that were ordered and an \$811 deficit in the software line item, leaving an expendable balance of \$447. Vendor has agreed to maximum charge for installation of \$7,125. RFT request represents the delta required.

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>6/19/14</u>	(Signature)		Town Administrator	(Title)
		(Signature)			(Title)
		(Signature)			(Title)
		(Signature)			(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. #001-192-5800-5856 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
			<u>6/23/2014</u>
			<u>6/23/14</u>

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



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
Town Hall											
001-192-5100-5114	Town Hall Clerical Salary	176,450.00	-4,917.00	171,533.00	148,096.10	148,096.10	0.00	0.00	148,096.10	23,436.90	86.34%
001-192-5200-5210	Town Hall Electricity	8,400.00	0.00	8,400.00	7,531.08	7,531.08	0.00	0.00	7,531.08	868.92	89.66%
001-192-5200-5212	Town Hall Heating	4,000.00	0.00	4,000.00	4,823.99	4,823.99	0.00	0.00	4,823.99	-823.99	120.60%
001-192-5200-5240	Town Hall Equipment Maintenance	500.00	0.00	500.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00%
001-192-5200-5242	Town Hall Repairs and Maintenance	1,500.00	0.00	1,500.00	7,499.06	7,499.06	0.00	0.00	7,499.06	-5,999.06	499.94%
001-192-5200-5247	Town Hall Maintenance Agreement Copier	3,306.00	0.00	3,306.00	3,305.64	3,305.64	0.00	0.00	3,305.64	0.36	99.99%
001-192-5200-5248	Town Hall Maintenance Agreement Postal	3,026.00	0.00	3,026.00	2,595.32	2,595.32	0.00	0.00	2,595.32	430.68	85.77%
001-192-5200-5274	Town Hall Water Cooler	261.00	0.00	261.00	217.89	217.89	0.00	0.00	217.89	43.11	83.48%
001-192-5200-5304	Town Hall Network Admin. Services	1,080.00	0.00	1,080.00	0.00	0.00	0.00	0.00	0.00	1,080.00	0.00%
001-192-5200-5327	Town Hall Fire Inspection	925.00	0.00	925.00	869.00	869.00	0.00	0.00	869.00	56.00	93.95%
001-192-5200-5340	Town Hall Website Hosting	1,825.00	0.00	1,825.00	1,175.00	1,175.00	0.00	0.00	1,175.00	650.00	64.38%
001-192-5200-5341	Town Hall Telephone	3,720.00	0.00	3,720.00	3,376.07	3,376.07	0.00	0.00	3,376.07	343.93	90.75%
001-192-5200-5342	Town Hall Postage	5,000.00	0.00	5,000.00	4,826.83	4,826.83	0.00	0.00	4,826.83	173.17	96.54%
001-192-5200-5343	Town Hall Postage Permits	200.00	0.00	200.00	200.00	200.00	0.00	0.00	200.00	0.00	100.00%
001-192-5200-5347	Town Hall Printing	4,600.00	0.00	4,600.00	3,672.48	3,672.48	0.00	0.00	3,672.48	927.52	79.84%
001-192-5200-5348	Town Hall Legal Notices	200.00	0.00	200.00	261.58	261.58	0.00	0.00	261.58	-61.58	130.79%
001-192-5200-5349	Town Hall Classifieds	500.00	0.00	500.00	1,151.00	1,151.00	0.00	0.00	1,151.00	-651.00	230.20%
001-192-5400-5420	Town Hall Other Office Expense	700.00	0.00	700.00	592.38	592.38	0.00	0.00	592.38	107.62	84.63%
001-192-5400-5421	Town Hall Office Equipment	500.00	0.00	500.00	773.83	773.83	0.00	0.00	773.83	-273.83	154.77%
001-192-5400-5422	Town Hall Stationary and Forms	206.00	0.00	206.00	92.00	92.00	0.00	0.00	92.00	114.00	44.66%
001-192-5400-5423	Town Hall Copy Paper and Supplies	2,440.00	0.00	2,440.00	1,485.78	1,485.78	0.00	0.00	1,485.78	954.22	60.89%
001-192-5400-5430	Town Hall Building Maintenance	1,000.00	0.00	1,000.00	1,383.46	1,383.46	0.00	0.00	1,383.46	-383.46	138.35%
001-192-5400-5450	Town Hall Cleaning Supplies	1,000.00	0.00	1,000.00	761.53	761.53	0.00	0.00	761.53	238.47	76.15%
001-192-5400-5589	Town Hall Software	5,500.00	0.00	5,500.00	6,310.41	6,310.41	0.00	0.00	6,310.41	-810.41	114.73%
001-192-5700-5710	Town Hall Lodging and Meals - In State	1,300.00	0.00	1,300.00	970.21	970.21	0.00	0.00	970.21	329.79	74.63%



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
001-192-5700-5711	Town Hall Travel Expense. - In State	283.00	0.00	283.00	23.77	23.77	0.00	0.00	23.77	259.23	8.40%
001-192-5700-5715	Town Hall Conferences	1,175.00	0.00	1,175.00	1,085.00	1,085.00	0.00	0.00	1,085.00	90.00	92.34%
001-192-5700-5716	Town Hall Training	1,905.00	0.00	1,905.00	1,390.00	1,390.00	0.00	0.00	1,390.00	515.00	72.97%
001-192-5700-5730	Town Hall Dues	1,030.00	0.00	1,030.00	1,044.25	1,044.25	0.00	0.00	1,044.25	-14.25	101.38%
001-192-5700-5736	Town Hall Meetings	100.00	0.00	100.00	39.26	39.26	0.00	0.00	39.26	60.74	39.26%
001-192-5800-5855	Town Hall Furniture	300.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00	300.00	0.00%
001-192-5800-5856	Town Hall Technology Related	2,100.00	15,600.00	17,700.00	1,652.00	1,652.00	0.00	0.00	1,652.00	16,048.00	9.33%
<b>Sum</b>	<b>Town Hall</b>	<b>235,032.00</b>	<b>10,683.00</b>	<b>245,715.00</b>	<b>207,204.92</b>	<b>207,204.92</b>	<b>0.00</b>	<b>0.00</b>	<b>207,204.92</b>	<b>38,510.08</b>	<b>84.33%</b>

## Selina Shaw

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**From:** Walton, Jay <jwalton@guardianinfo.com>  
**Sent:** Thursday, June 19, 2014 12:29 PM  
**To:** sshaw@boxborough-ma.gov  
**Cc:** Warren, Brad  
**Subject:** RE: Deployment of new PCs

Selina,

To date, the following systems have been deployed in the first round:

Device Name
<input type="checkbox"/> BARRETTJ0514
<input type="checkbox"/> DPWPC0514
<input type="checkbox"/> DUCHESNEAUA0514
<input type="checkbox"/> MAHONEYC0514
<input type="checkbox"/> MCINTYREP0514
<input type="checkbox"/> NADWAIRSKIM0514
<input type="checkbox"/> SHAWS0514
<input type="checkbox"/> WILLIAMSJ0514

In terms of cost and billable hours, I've gotten Brad to agree to cap all desktop/laptop deployments for this round at 5 hours/per system (\$95 x 5 = \$475/system) – **Total for Round 1 is not to exceed \$7,125.00**, although we fully expect to run over and are actually nearing this figure with (7) systems to go.

The first few systems in a bulk deployment typically take more time, as this is the stage in which a master image is created, applications are installed by the engineer for the first time, etc. Additionally, because of other support-related tasks that have come up during the deployments, the actual hours associated with **PC Deployment Project** are currently greater than 5 hours per system.

That said, the current cost for the (8) systems that have been deployed is \$3,800.00. We expect that the deployments for the remaining (4) desktop systems and (3) laptop systems will take less time and will provide full detail of the final work effort. Again, the total for this round of the project will not exceed \$7,125.00.

Hope this helps – Please let me know what questions or concerns that I can address.

Thank you,

Jay

**Jason K. Walton**

**Guardian Information Technologies, Inc.**  
23 Water St., Suite 2

## Selina Shaw

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**From:** Selina S. Shaw <sshaw@boxborough-ma.gov>  
**Sent:** Friday, May 02, 2014 1:07 PM  
**To:** 'Eve Li'; 'Dilip Subramanyam'  
**Cc:** 'JOHN ROSAMOND'  
**Subject:** RE: Input from IT consultant

**Importance:** High

Good afternoon,

Now it is I who must apologize for taking so long to get back to you. Thanks for your input, Eve. Hope that you were able to enjoy the spring vac week with the teenagers. .

I will divide my comments between monitors and installation

The 22" monitors 1920x1080, have DVI-D and VGA interfaces and come at a cost of \$144 /each (per latest quote). It seems reasonable to me to go with new monitors and not to leave to chance any compatibility issues to be later addressed for additional labor cost.

Guardian has provided the following summary, which highlights their desktop / laptop deployment process (and inherent task list). While their overall task list can be some 60-70 steps (depending on the unique functions and configuration of a system), the *goals* of their process are to standardize systems, and more importantly to minimize and streamline support issues over the life of the system (in many cases 5-6 years). As noted below, there is a degree of standardization, but each user's profile will have some customization – mapped drives, printers, mail set-up domain registration, etc, as well as some unique software in many cases.

- When a quantity of systems is to be deployed, a master image is first created using one of the systems. The hard drive is repartitioned into multiple partitions, drivers are verified and updated, "bloatware" (i.e. unnecessary trial versions, software added by the manufacturer, search toolbars, etc.) is removed from the system, standard local accounts with appropriate permissions are created, security and configuration settings for the environment are set, appropriate add-on software is installed and updated (i.e. adobe reader, java, etc.), et cetera, et cetera. Finally, a master image is captured for the system which can also be replicated to identical systems.
- Subsequent individual systems are checked for available BIOS upgrades, and firmware upgrades which cannot be integrated into a system image. The hard drive in each system must be scrubbed, partitioned and formatted, such that the master image can be copied and layered onto the system. The system is renamed following convention and systematically joined to the domain. Applications which are unique to the system are next installed (i.e. Office version, Patriot, GeoTMS, Vadar, Patriot, Harpers, ArcGIS, Point etc.) and updated. The system is next deployed in the user environment and settings, files, icons, are copied, matched, and mirrored onto the system to provide the user with a transition as seamless as possible. Email is setup and tested as are the various printers utilized by the user. Any discovered incompatibilities that arise *must* also be worked through during this phase of the process. Once complete acceptable functionality is verified with the user a final "go-live" image is created (and stored), which methodically allows the system to be rolled back to the state it was in when it was delivered to the user – at *any* future point in time.
- Finally, a QA process occurs assuring that WMI (windows management instrumentation), patch management, tracking and management, managed antivirus, etc. are functioning as expected. The process is not technically

completed at this point as the *old* system is methodically removed from the domain, and the IT environment (i.e. as above, from patch management, tracking and management, antivirus engines, etc.). The old system is set aside for a couple weeks in case the user discovers something was missed (not all that unusual). After this point the old system is subject to a disposition process.

The specific tasks are much more detailed than described and *highlighted* above. Guardian's methodology represents many, *many* years of experience and best practices (which they continue to refine). We will ensure that the systems are deployed as efficiently as possible. We will be billed only for the hours spent...

Hope this information is helpful and that FinCom will reconsider the labor portion of the RFT as well as the ATM article. Please don't hesitate to let me know if you have any additional questions.

Thanks very much.

Enjoy the weekend.

Regards,  
Selina

Selina S. Shaw  
Town Administrator  
29 Middle Road  
Boxborough, MA 01719  
(978) 264-1700 general  
(978) 264-1712 direct  
(978) 264-3127 fax  
<http://www.boxborough-ma.gov>

\*\*\*Please note that our numbers have changed.\*\*\*

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

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**From:** Eve Li [mailto:[eve\\_li@yahoo.com](mailto:eve_li@yahoo.com)]  
**Sent:** Friday, April 25, 2014 9:02 PM  
**To:** Dilip Subramanyam; Selina S. Shaw  
**Subject:** Re: Input from IT consultant

Selina,

Sorry for the delay in response. It's school vacation week and I have my hands full with two teenagers.

For the monitor issue:

I would like to get the specifications for the new system, particularly what video interface (for the monitor) will be.

For the issue on labor cost. 5 hours per machine @ \$100/hr.

If we have a backup for an existing system (data separated from the operating system), I see the following is the task list:

- Install vertical applications
- migrating icons, favorites, and folders (folders should have already backed up in case of failure anyway).
- migrating outlook mails if needed.
- Setting up the network to allow both the existing to-be-migrated computer and the new to-migrate-to computer to talk to each other so that data can be copied off the existing computer.

I am not sure why this would be 65-70 step process. Also, what is the Guardian process guarantee? Does it guarantee no problem for next 6 months or can it handle the user's calls for next 6 months in case there is a problem?

I think this contract should be evaluated in the bigger context in terms what kind of services are provided by the company in the long run?

Just my 2 cents.

-Eve Li

On Thursday, April 17, 2014 5:06 PM, Eve Li <eve\_li@yahoo.com> wrote:  
Selina,

I have received your email and take a look at the email and respond over the weekend. Just give you a head up. I am currently is overwhelmed with work.

-Eve

On Wednesday, April 16, 2014 2:46 PM, Dilip Subramanyam <Dilip\_Subramanyam@beaver-visitec.com> wrote:  
Thanks Selina. Eve is certainly our expert in these matters but it sounds to me like we need to have a conversation about why town hall has 19 different systems. Perhaps we can decide on a standard system and load everything on everyone's computer so it simplifies the installation process? Then if there are a couple of special software licenses, we could add those individually?  
Dilip

---

**From:** Selina S. Shaw [mailto:sshaw@boxborough-ma.gov]  
**Sent:** Wednesday, April 16, 2014 2:40 PM  
**To:** Eve Li  
**Cc:** Dilip Subramanyam  
**Subject:** Input from IT consultant

Hi Eve,

I would like your further input on the response I received from the consultant regarding the questions posed on Monday evening.

If the monitors are still working, why not continue to use them and replace as and when needed?

*New monitors are recommended for compatibility reasons, and for standards in terms of video cables, drivers, display resolution, size, et cetera. Given the hardware diversity in your current environment, it would be difficult to determine which monitors would work with a new system without testing / trying to connect each one. Acquiring new monitors with the systems would streamline the deployment process, and head off issues down the road. Some of the monitors are likely 5-7 years old (more?) and at end of life. Having an older monitor fail after the deployment would be more costly in the long run (due to loss of user productivity, the cost of the monitor, engineering time to replace it et cetera). We will gladly plan on redeploying the older displays – however our recommended best practice is to replace the monitors with the systems. Hope this detail helps.*

The other question raised concerned the cost of labor. We had "budgeted" 5 hours of labor for each new PC which seems excessive for the installation of each system, especially if a number can be done en masse with a lot of works done at the server level.

*In terms of the anticipated deployment time, it's not an uncommon question or concern. As I believe we've discussed previously, be advised that Guardian has a 65-70 step process (based on best practices) required for the deployment of a desktop system. Tasks such as migrating settings (icons, favorites, folders) from the previous system, reinstalling specific vertical applications, insuring that WMI is functional, systematically disjoining previous systems from the environment, capturing a final "go live" image to minimize subsequent support issues, etc., are tasks that are frequently overlooked or underestimated. If the task were to simply add a new desktop for a new user, or . . . if EVERY system was an exact mirror image of a master image; agreed the time would be significantly less. As recent examples . . . we spent more than 2 (unplanned) man days getting the existing plotter in Town Hall to work with the new domain server (and eventually worked with HP support (escalating the issue through their support tiers) for several hours – as they were stumped). In the end . . ., undocumented compatibility issues with Server 2008 R2 were identified and had to be worked around. Go figure! Boxborough Town Hall in essence has 19 UNIQUE systems (Police and Fire are additional). Please rest assured that from a time & materials perspective, we will make our best effort to minimize deployment time, which is in our mutual best interest. If a further discussion is warranted in this regard please advise. We will be glad to share our experiences and knowledge in this regard.*

Look forward to your thoughts.

Regards,  
Selina'

Selina S. Shaw  
Town Administrator  
29 Middle Road  
Boxborough, MA 01719  
(978) 264-1700 general  
(978) 264-1712 direct  
(978) 264-3127 fax  
<http://www.boxborough-ma.gov>

\*\*\*Please note that our numbers have changed.\*\*\*

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



Whalley Computer Associates, Inc  
 9 Industrial Road, Suite 3  
 Milford, Massachusetts 01757  
 United States  
 http://www.wca.com

<b>Date</b>	<b>Expiration</b>
May 6, 2014 2:17 PM EDT	Date Jun 5, 2014
<b>Doc #</b>	
101342 - rev 1 of 1	
<b>Description</b>	
None	
<b>SalesRep</b>	
Scolnick, Adam (P) 508-634-1111 (F) 508-634-7732	
<b>Customer Contact</b>	
shaw, Selina	

**Customer**  
 Boxborough Town Hall (BOXTH)  
 29 Middle Road  
 Boxborough, Massachusetts 01719

**Bill To**  
 Boxborough Town Hall  
 Shaw, Selina  
 29 Middle Road  
 Boxborough, Massachusetts 01719

**Ship To**  
 Boxborough Town Hall  
 Shaw, Selina  
 29 Middle Road  
 Boxborough, Massachusetts 01719

<b>Customer PO:</b> None	<b>Terms:</b> Unknown	<b>Ship Via:</b> FedEx Ground
<b>Special Instructions:</b> None	<b>Carrier Account #:</b> None	

QTY	DESCRIPTION	UNIT PRICE	DISC	TAX	NET PRICE	AMOUNT
1	Dell E2214H LED monitor - 22" - 1920 x 1080 - TN - 250 cd/m2 - 1000:1 - 5 ms - DVI-D, VGA - black	E2214H	19	No	\$144.00	\$2,736.00
2	Dell Latitude E6530 Core i5 3230M / 2.6 GHz - Windows 7 Pro 64-bit - 4 GB RAM - 320 GB HDD - DVD-Writer - 15.6" wide 1366 x 768 / HD - Intel HD Graphics 4000 - brushed aluminum	469-4269	3	No	\$914.00	\$2,742.00
3	Dell DDR3 - 4 GB - SO DIMM 204-pin - 1600 MHz / PC3-12800 - unbuffered - non-ECC - for Alienware M14, M18; Inspiron 660; Precision Mobile Workstation M4600, M6600; Vostro 25XX	SNPFYHV1C/4G	3	No	\$44.00	\$132.00
4	Dell OptiPlex 7010 MT - 1 x Core i5 3470 / 3.2 GHz - RAM 8 GB - HDD 500 GB - DVD-Writer - HD Graphics 2500 - GigE - Windows 7 Pro 64-bit / 8 Pro 64-bit - pre-installed: Windows 7 - Monitor : none.	462-3518	12	No	\$765.00	\$9,180.00

Subtotal: \$14,790.00  
 Tax (0.000%): \$0.00  
 Shipping: \$0.00  
**Total: \$14,790.00**

These prices do NOT include setup fees, or any cables or cabling services or material unless specifically listed above. All prices are subject to change without notice. Supply subject to availability.

765  
 144  
 ---  
 909 Fire





# Reserve Fund Transfer Request

15,600 *MM*

Date: March 31, 2014

It is requested by the undersigned that the sum of \$ 23,500 be transferred from the Reserve Fund to:

UMAS Acct. # 001-192-5800-5856

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Town Hall Technology Related

The balance in the line item as of 03/27/14 (Date) is \$ \_\_\_\_\_. An amount of \$ 2,100 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The majority of computers (23 Desktops and 8 Laptops) across the town's operations are still running Windows XP, which will no longer be supported by Microsoft as of April 2014. There will be no further security updates or technical support for the Windows XP operating system. The town needs to remain compliant with state and federal security updates. Additionally, computers would be more vulnerable to be exploited by malware and susceptible to malicious attack. We are seeking to replace 15 immediately and are requesting an appropriation from town meeting to replace the remaining 15 in FY 15. (1 Town hall laptop will not be replaced). 2 desktops, 1 laptop, and 2 monitors will be paid out of FY14 department operating expenses (FY 14 Police/Fire/Town Hall); additionally, 7 MS Office licenses will be paid from the Town Hall budget).

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)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

15,600

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 23,500 from the Reserve Fund to UMAS Acct. #001-192-5800-5856 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
<u>[Signature]</u>		<u>[Signature]</u>	<u>4/14/14</u>
<u>[Signature]</u>	<u>3/31/14</u>	<u>[Signature]</u>	<u>4/14/14</u>
<u>[Signature]</u>		<u>[Signature]</u>	<u>4/14/14</u>
<u>[Signature]</u>		<u>[Signature]</u>	<u>4/14/14</u>
		<u>[Signature]</u>	<u>4.14.2014</u>

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

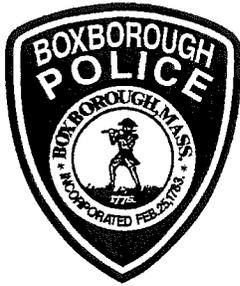


TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Receipts This Period	Payments To Date	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
Police											
001-210-5100-5112	Police Dept. Salary - Police Chief	102,969.00	0.00	102,969.00	99,803.44	0.00	99,803.44	0.00	99,803.44	3,165.56	96.93%
001-210-5100-5114	Police Dept. Salary - Full Time Officers	556,062.00	0.00	556,062.00	518,451.69	0.00	518,451.69	0.00	518,451.69	37,610.31	93.24%
001-210-5100-5117	Police Dept. Salary - Secretary	50,885.00	0.00	50,885.00	47,960.16	0.00	47,960.16	0.00	47,960.16	2,924.84	94.25%
001-210-5100-5119	Police Dept. Salary - Special Officers	11,541.00	0.00	11,541.00	6,921.51	0.00	6,921.51	0.00	6,921.51	4,619.49	59.97%
001-210-5100-5122	Police Dept. Salary - Lock up Attendants	5,952.00	0.00	5,952.00	4,780.46	0.00	4,780.46	0.00	4,780.46	1,171.54	80.32%
001-210-5100-5123	Police Dept. Salary - Town Details	8,191.00	0.00	8,191.00	2,963.99	0.00	2,963.99	0.00	2,963.99	5,227.01	36.19%
001-210-5100-5130	Police Dept. Salary - FT Officer Overtime	139,655.00	0.00	139,655.00	177,877.36	0.00	177,877.36	0.00	177,877.36	-38,222.36	127.37%
001-210-5100-5148	Police Dept. Salary - Quinn Bill	77,134.00	0.00	77,134.00	70,258.24	0.00	70,258.24	0.00	70,258.24	6,875.76	91.09%
001-210-5200-5210	Police Dept. Electricity	12,600.00	0.00	12,600.00	10,699.10	0.00	10,699.10	0.00	10,699.10	1,900.90	84.91%
001-210-5200-5212	Police Dept. Heating	3,979.00	0.00	3,979.00	2,201.42	0.00	2,201.42	0.00	2,201.42	1,777.58	55.33%
001-210-5200-5240	Police Dept. Equipment Maintenance	4,640.00	0.00	4,640.00	3,805.75	0.00	3,805.75	0.00	3,805.75	834.25	82.02%
001-210-5200-5242	Police Dept. Repair and Maint - Building a	3,500.00	0.00	3,500.00	7,753.25	0.00	7,753.25	0.00	7,753.25	-4,253.25	221.52%
001-210-5200-5246	Police Dept. Repair and Maint - Vehicles	19,000.00	11,471.00	30,471.00	32,099.60	0.00	32,099.60	0.00	32,099.60	-1,628.60	105.34%
001-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,837.99	0.00	2,837.99	0.00	2,837.99	562.01	83.47%
001-210-5200-5340	Police Dept. Internet Access	1,770.00	0.00	1,770.00	703.06	0.00	703.06	0.00	703.06	1,066.94	39.72%
001-210-5200-5341	Police Dept. Telephone	12,360.00	0.00	12,360.00	14,014.07	0.00	14,014.07	0.00	14,014.07	-1,654.07	113.38%
001-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,791.21	0.00	6,791.21	0.00	6,791.21	208.79	97.02%
001-210-5400-5580	Police Dept. Ammunition	3,100.00	0.00	3,100.00	2,590.42	0.00	2,590.42	0.00	2,590.42	509.58	83.56%
001-210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,262.88	0.00	1,262.88	0.00	1,262.88	637.12	66.47%
001-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	18,322.55	0.00	18,322.55	0.00	18,322.55	-1,372.55	108.10%
001-210-5700-5715	Police Dept. Professional Development	6,100.00	0.00	6,100.00	6,649.20	0.00	6,649.20	0.00	6,649.20	-549.20	109.00%
001-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	4,951.66	0.00	4,951.66	0.00	4,951.66	-1,451.66	141.48%
001-210-5700-5723	Police Dept. Community Outreach	2,500.00	0.00	2,500.00	2,251.11	0.00	2,251.11	0.00	2,251.11	248.89	90.04%
001-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	4,792.66	0.00	4,792.66	0.00	4,792.66	-792.66	119.82%
001-210-5800-5858	Police Dept. Cruiser Purchase	34,500.00	0.00	34,500.00	33,613.99	0.00	33,613.99	0.00	33,613.99	886.01	97.43%





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

To: Finance Committee  
Board of Selectman

From: Chief Warren B. Ryder WNL

Date: June 13, 2014

Re: RFT Police Overtime Explanation

---

The Police Overtime line suffered unexpected and unforeseen expenditures in fiscal year 2014 for the following reasons.

- A full time vacancy precipitated the expense of filling some open shifts during the hiring process of a new officer.
- The Boxborough Detectives have dedicated hundreds of man hours in bringing some serious crimes to successful prosecution.
  - o 12 major narcotics (distribution) cases including search and arrest warrants
  - o 2 B&E cases including search and arrest warrants
  - o Prostitution and rape investigations
- A Police Sergeant has been out since April with an injury that was sustained on duty (*workers comp. insurance proceeds will be directed to the General Fund*)

Every possible effort was made to control overtime expenses while maintaining basic police services to the community. To help reduce overtime expenses this fiscal year the "flex" position was moved into 142 open shifts and 107 shifts were not filled and staffed with one officer.

WBR/cop

Cc: Town Administrator  
Town Accountant



**Warren B. Ryder**  
CHIEF OF POLICE

# Memorandum

**To:** Board of Selectmen  
**CC:** Finance Committee  
**From:** Chief Warren B. Ryder   
**Date:** 4/24/2014  
**Re:** Future Reserve Fund Transfer

---

I currently have an officer out with a work related shoulder injury sustained when he was assaulted during an arrest. His injury is relatively minor in nature but may require surgery. Our workers compensation insurance will cover the officer's weekly salary (up to \$1,000), this is 55% of the actual overtime replacement cost.

We have entered the "busy" season for time off. Generally, the busiest time for replacement coverage is May through August. The overtime line is currently (\$6,030.66) due to the vacancy of an officer earlier this year. This vacancy resulted in a \$23,000 positive balance on regular salaries that does offset the overtime deficit.

I expect that the Police Salaries and Wages budget will need a RFT before the end of this fiscal year. The amount will depend on the total open shifts, pending court cases and investigations that the department may see over the next two months.

I will forward more information as it becomes available. If you have any questions please contact me anytime.

WBR/cop

## Selina Shaw

---

**From:** Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>  
**Sent:** Friday, June 27, 2014 9:08 AM  
**To:** 'Chief Warren B. Ryder'; jbarrett@boxborough-ma.gov; sshaw@boxborough-ma.gov; lesfox@comcast.net; 'Chief White'  
**Cc:** 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; averos@boxborough-ma.gov; 'Jim Ham'  
**Subject:** RE: Police/Dispatch RFTs  
**Attachments:** Memo Bos FinCom Dispatch Staffing 2014.pdf

Good morning,

I am writing to provide you with an update on the previously submitted RFT's for police and dispatch salaries. I had projected a reasonable worst case scenario for both departments (\$25K police and \$24,500 dispatch).

As we get closer to the final payroll I am pleased to report that our updated projections show that both departments *should* come in under the \$20K mark barring any unusual events or occurrences.

Also, I have attached a memo to further explain the difficult year our dispatch center experienced along with some additional data.

Thank you,

Warren B. Ryder  
Chief of Police  
Boxborough Police Department  
520 Massachusetts Avenue  
Boxborough, MA 01719

978-264-1751 Admin Line  
978-268-5123 Admin Fax  
[www.BoxboroughPolice.com](http://www.BoxboroughPolice.com)

---

Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

---

**From:** Chief Warren B. Ryder [<mailto:Wryder@Boxborough-MA.Gov>]  
**Sent:** Friday, June 13, 2014 1:40 PM  
**To:** 'jbarrett@boxborough-ma.gov'; 'sshaw@boxborough-ma.gov'; 'lesfox@comcast.net'; 'Vincent Amoroso'  
**Cc:** 'Jim Ham'; 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; 'averos@boxborough-ma.gov'  
**Subject:** Police/Dispatch RFTs

Hello All,

I am presenting these estimates as a "reasonable" worst case scenario for RFT as salaries are variable depending on who works and what events occur in remaining days of June.

---

If you have any questions please feel free to contact me.

I delivered the original RFT requests to Jennifer.

Thanks,  
Warren

Warren B. Ryder  
Chief of Police  
Boxborough Police Department  
520 Massachusetts Avenue  
Boxborough, MA 01719

978-264-1751 Admin Line  
978-268-5123 Admin Fax  
[www.BoxboroughPolice.com](http://www.BoxboroughPolice.com)

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## BOXBOROUGH POLICE DEPARTMENT

520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Board of Selectmen, Finance Committee

From: Chief Warren B. Ryder

Date: June 27, 2014

Re: Dispatch Staffing

---

Fiscal Year 2014 proved to be a difficult period for Dispatch Center staffing. As reported in my June 2013 memo, I immediately informed the boards of my notification by two dispatchers of pending maternity leave for the following fall/winter. Recruiting, training and retaining qualified and competent individuals to perform part time dispatch is a difficult endeavor. This position is not frequently sought after as it requires a highly evolved skill set that can work well under extreme pressures. A new hire with experience will generally require approximately 100 hours of familiarization training. While an inexperienced new hire will need about 200 hours of training and certification.

655 hours have been dedicated to the training of five new part time dispatchers this fiscal year. Of those five we have retained two as the others have resigned to pursue full time employment with other dispatch centers. One of the two remaining dispatchers has been promoted to a full time dispatcher for us.

Despite our difficulties with staffing this fiscal year, we managed to cover 616 hours of open shifts with part time dispatch staff. As I look to the future staffing needs of this department I am exploring the model of an additional full time position to ease burden on the overtime budget and the staff.

If you have any questions or comments please contact me at any time.

---

WBR/cop





# Reserve Fund Transfer Request

7 a v

Date: June 13, 2014

It is requested by the undersigned that the sum of \$ 5,500 *Beneff* be transferred from the Reserve Fund to:  
UMAS Acct. # 01-210-5200-5242 - Police - Other - Building and Grounds  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Building and Grounds - Repair and Maintenance

The balance in the line item as of June 13, 2014 (Date) is \$ -4,244.05. An amount of \$ 3,500 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

*Unforeseen and unexpected expenses related to the repair and maintenance of the police building and grounds as detailed on the attached memo from March of 2014.*

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

	(Signature)	<u>Warren B. Ryder - Chief of Police</u>	(Title)
	(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 \$ 5,500 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:
_____			<u>6/23/2014</u>
_____			<u>6/23/14</u>
_____			<u>6/23/14</u>
_____			<u>6/23/14</u>
_____			<u>06/23/14</u>

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





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

To: Finance Committee

From: Chief Warren B. Ryder <sup>WR</sup>

Date: March 10, 2014

Re: Potential need for FY14 RFT

---

I wanted to inform you that I am anticipating the possible need for a reserve fund transfer for this fiscal year. The Police Department expense line for Building and Grounds maintenance is currently over by 75% of the appropriated amount. An amount of \$3,500 was budgeted for fiscal year 2014 and spending to date is \$6,127.57 (\$2,627.57 over).

The shortage was caused by several unplanned events. First, was the building sewer pump that failed in July of 2013 for \$2,128. Second, was the parking lot line painting coordinated by the DPW. This was previously paid for by the DPW and this year we were presented with an invoice for \$411. Next, we experienced an insect infestation and had to call for a commercial exterminator for \$400. Last, we had to replace our commercial vacuum used by the DPW to clean our rugs for \$530.

This weekend we experienced problems with a garage heater unit and I am waiting on estimates to repair a faulty fan motor. Taking into account these past events and potential expenditures needed for the remainder of the fiscal year, I estimate that a reserve fund request will be needed in the area of \$3,000 to \$4,000.

It is my intention to hold off on the actual RFT until we get closer to the end of the fiscal year to see if I can absorb these overages in other PD expense line accounts. If you have any questions, comments or concerns please contact me anytime.

WBR/cop

Cc: Board of Selectmen  
Town Administrator  
Accountant

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
<b>Police</b>											
001-210-5100-5112	Police Dept. Salary - Police Chief	102,969.00	0.00	102,969.00	99,803.44	99,803.44	0.00	0.00	99,803.44	3,165.56	96.93%
001-210-5100-5114	Police Dept. Salary - Full Time Officers	556,062.00	0.00	556,062.00	518,451.69	518,451.69	0.00	0.00	518,451.69	37,610.31	93.24%
001-210-5100-5117	Police Dept. Salary - Secretary	50,885.00	0.00	50,885.00	47,960.16	47,960.16	0.00	0.00	47,960.16	2,924.84	94.25%
001-210-5100-5119	Police Dept. Salary - Special Officers	11,541.00	0.00	11,541.00	6,921.51	6,921.51	0.00	0.00	6,921.51	4,619.49	59.97%
001-210-5100-5122	Police Dept. Salary - Look up Attendants	5,952.00	0.00	5,952.00	4,780.46	4,780.46	0.00	0.00	4,780.46	1,171.54	80.32%
001-210-5100-5123	Police Dept. Salary - Town Details	8,191.00	0.00	8,191.00	2,963.99	2,963.99	0.00	0.00	2,963.99	5,227.01	36.19%
001-210-5100-5130	Police Dept. Salary - FT Officer Overtime	139,655.00	0.00	139,655.00	177,877.36	177,877.36	0.00	0.00	177,877.36	-38,222.36	127.37%
001-210-5100-5148	Police Dept. Salary - Quinn Bill	77,134.00	0.00	77,134.00	70,258.24	70,258.24	0.00	0.00	70,258.24	6,875.76	91.09%
001-210-5200-5210	Police Dept. Electricity	12,600.00	0.00	12,600.00	10,699.10	10,699.10	0.00	0.00	10,699.10	1,900.90	84.91%
001-210-5200-5212	Police Dept. Heating	3,979.00	0.00	3,979.00	2,201.42	2,201.42	0.00	0.00	2,201.42	1,777.58	55.33%
001-210-5200-5240	Police Dept. Equipment Maintenance	4,640.00	0.00	4,640.00	3,805.75	3,805.75	0.00	0.00	3,805.75	834.25	82.02%
001-210-5200-5242	Police Dept. Repair and Maint - Building a	3,500.00	0.00	3,500.00	7,753.25	7,753.25	0.00	0.00	7,753.25	-4,253.25	221.52%
001-210-5200-5246	Police Dept. Repair and Maint - Vehicles	19,000.00	11,471.00	30,471.00	32,099.60	32,099.60	0.00	0.00	32,099.60	-1,628.60	105.34%
001-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,837.99	2,837.99	0.00	0.00	2,837.99	562.01	83.47%
001-210-5200-5340	Police Dept. Internet Access	1,770.00	0.00	1,770.00	703.06	703.06	0.00	0.00	703.06	1,066.94	39.72%
001-210-5200-5341	Police Dept. Telephone	12,360.00	0.00	12,360.00	14,014.07	14,014.07	0.00	0.00	14,014.07	-1,654.07	113.38%
001-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,791.21	6,791.21	0.00	0.00	6,791.21	208.79	97.02%
001-210-5400-5580	Police Dept. Ammunition	3,100.00	0.00	3,100.00	2,590.42	2,590.42	0.00	0.00	2,590.42	509.58	83.56%
001-210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,262.88	1,262.88	0.00	0.00	1,262.88	637.12	66.47%
001-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	18,322.55	18,322.55	0.00	0.00	18,322.55	-1,372.55	108.10%
001-210-5700-5715	Police Dept. Professional Development	6,100.00	0.00	6,100.00	6,649.20	6,649.20	0.00	0.00	6,649.20	-549.20	109.00%
001-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	4,951.66	4,951.66	0.00	0.00	4,951.66	-1,451.66	141.48%
001-210-5700-5723	Police Dept. Community Outreach	2,500.00	0.00	2,500.00	2,251.11	2,251.11	0.00	0.00	2,251.11	248.89	90.04%
001-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	4,792.66	4,792.66	0.00	0.00	4,792.66	-792.66	119.82%
001-210-5800-5858	Police Dept. Cruiser Purchase	34,500.00	0.00	34,500.00	33,613.99	33,613.99	0.00	0.00	33,613.99	886.01	97.43%



# Reserve Fund Transfer Request

Date: June 13, 2014

It is requested by the undersigned that the sum of \$24,500 be transferred from the Reserve Fund to:

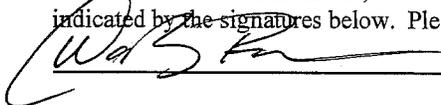
UMAS Acct. # 01-221-5100-5130 - Dispatch - Salary - Overtime  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Dispatch Overtime

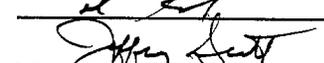
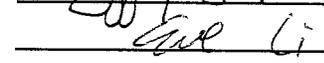
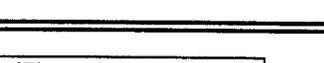
The balance in the line item as of June 13, 2014 (Date) is \$ -28,706.25. An amount of \$ 40,293 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

*Dispatch Salaries (Overtime) were quickly expended in Fiscal Year 2014 as two of the four full-time dispatchers took maternity leave. Subsequently one of the dispatchers took additional time under the Family Medical Leave Act and ultimately resigned from her full-time position. See attached memo dating back to June of 2013.*

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

	(Signature)	<u>Warren B. Ryder - Chief of Police</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____		<u>6/23/2014</u>
_____	_____		<u>6/23/14</u>
_____	_____		<u>6/23/14</u>
_____	_____		<u>6/23/14</u>
_____	_____		<u>6/23/14</u>

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



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Receipts This Period	Receipts To Date	Payments To Date-Net	Ending Balance	Percent Expended
<b>Dispatch</b>										
001-221-5100-5114	Dispatch Salary - Full-Time	179,308.00	0.00	179,308.00	167,172.98	0.00	0.00	167,172.98	12,135.02	93.23%
001-221-5100-5119	Dispatch Salary - Part Time	17,029.00	0.00	17,029.00	10,374.66	0.00	0.00	10,374.66	6,654.34	60.92%
001-221-5100-5130	Dispatch Salary - Full Time Overtime	40,293.00	0.00	40,293.00	74,027.96	0.00	0.00	74,027.96	-33,734.96	183.72%
001-221-5100-5197	Dispatch Salary - In Service Training	12,407.00	0.00	12,407.00	11,103.69	0.00	0.00	11,103.69	1,303.31	89.50%
001-221-5200-5210	Dispatch - Electric	200.00	0.00	200.00	161.82	0.00	0.00	161.82	38.18	80.91%
001-221-5200-5319	Dispatch - Records Management Contract	18,655.00	0.00	18,655.00	16,795.00	0.00	0.00	16,795.00	1,860.00	90.03%
001-221-5200-5341	Dispatch Telephone	4,130.00	0.00	4,130.00	2,786.40	0.00	0.00	2,786.40	1,343.60	67.47%
001-221-5400-5423	Dispatch Office Supplies and Equipment	2,000.00	0.00	2,000.00	1,081.11	0.00	0.00	1,081.11	918.89	54.06%
001-221-5400-5590	Dispatch Uniforms	1,600.00	0.00	1,600.00	1,308.89	0.00	0.00	1,308.89	291.11	81.81%
001-221-5700-5716	Dispatch Training	1,000.00	0.00	1,000.00	1,801.00	0.00	0.00	1,801.00	-801.00	180.10%
001-221-5700-5865	Dispatch - Software Upgrade	2,950.00	0.00	2,950.00	2,367.50	0.00	0.00	2,367.50	582.50	80.25%
001-221-5800-5850	Dispatch Equipment - Repair and Maint.	6,375.00	0.00	6,375.00	6,374.33	0.00	0.00	6,374.33	0.67	99.99%
<b>Sum</b>	<b>Dispatch</b>	<b>285,947.00</b>	<b>0.00</b>	<b>285,947.00</b>	<b>295,355.34</b>	<b>0.00</b>	<b>0.00</b>	<b>295,355.34</b>	<b>-9,408.34</b>	<b>103.29%</b>



**Warren B. Ryder**  
CHIEF OF POLICE

# Memorandum

**To:** Karim Raad, James Ham  
**CC:** Finance Committee, Selectmen Les Fox  
**From:** Chief Warren B. Ryder *WR*  
**Date:** 6/24/2013  
**Re:** FY14 Dispatch Salaries – Projected Shortage

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Dear Sirs,

I am sending this memo to advise you that I am projecting a budget shortfall in FY14 for Dispatch salaries. I am now aware of two Dispatchers that will be taking maternity leave in the next six months. This will likely cause additional overtime and order ins that will negatively impact the allotted wages for this department. I will forward more information when it becomes available.

Sincerely,

Warren B. Ryder  
Chief of Police

## Selina Shaw

---

**From:** Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>  
**Sent:** Friday, June 27, 2014 9:08 AM  
**To:** 'Chief Warren B. Ryder'; jbarrett@boxborough-ma.gov; sshaw@boxborough-ma.gov; lesfox@comcast.net; 'Chief White'  
**Cc:** 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; averos@boxborough-ma.gov; 'Jim Ham'  
**Subject:** RE: Police/Dispatch RFTs  
**Attachments:** Memo Bos FinCom Dispatch Staffing 2014.pdf

Good morning,

I am writing to provide you with an update on the previously submitted RFT's for police and dispatch salaries. I had projected a reasonable worst case scenario for both departments (\$25K police and \$24,500 dispatch).

As we get closer to the final payroll I am pleased to report that our updated projections show that both departments *should* come in under the \$20K mark barring any unusual events or occurrences.

Also, I have attached a memo to further explain the difficult year our dispatch center experienced along with some additional data.

Thank you,

Warren B. Ryder  
Chief of Police  
Boxborough Police Department  
520 Massachusetts Avenue  
Boxborough, MA 01719

978-264-1751 Admin Line  
978-268-5123 Admin Fax  
[www.BoxboroughPolice.com](http://www.BoxboroughPolice.com)

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Please be advised that the Massachusetts Secretary of State considers e-mail to be a public record, and therefore subject to the Massachusetts Public Records Law, M.G.L. c. 66 § 10.

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**From:** Chief Warren B. Ryder [<mailto:Wryder@Boxborough-MA.Gov>]  
**Sent:** Friday, June 13, 2014 1:40 PM  
**To:** 'jbarrett@boxborough-ma.gov'; 'sshaw@boxborough-ma.gov'; 'lesfox@comcast.net'; 'Vincent Amoroso'  
**Cc:** 'Jim Ham'; 'Dilip Subramanyam'; 'JOHN ROSAMOND'; 'Jeff Scott'; 'averos@boxborough-ma.gov'  
**Subject:** Police/Dispatch RFTs

Hello All,

I am presenting these estimates as a "reasonable" worst case scenario for RFT as salaries are variable depending on who works and what events occur in remaining days of June.

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If you have any questions please feel free to contact me.

I delivered the original RFT requests to Jennifer.

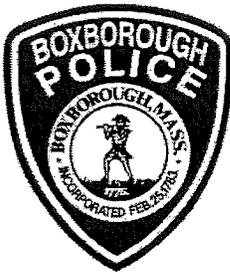
Thanks,  
Warren

Warren B. Ryder  
Chief of Police  
Boxborough Police Department  
520 Massachusetts Avenue  
Boxborough, MA 01719

978-264-1751 Admin Line  
978-268-5123 Admin Fax  
[www.BoxboroughPolice.com](http://www.BoxboroughPolice.com)

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## BOXBOROUGH POLICE DEPARTMENT

520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Board of Selectmen, Finance Committee

From: Chief Warren B. Ryder

Date: June 27, 2014

Re: Dispatch Staffing

---

Fiscal Year 2014 proved to be a difficult period for Dispatch Center staffing. As reported in my June 2013 memo, I immediately informed the boards of my notification by two dispatchers of pending maternity leave for the following fall/winter. Recruiting, training and retaining qualified and competent individuals to perform part time dispatch is a difficult endeavor. This position is not frequently sought after as it requires a highly evolved skill set that can work well under extreme pressures. A new hire with experience will generally require approximately 100 hours of familiarization training. While an inexperienced new hire will need about 200 hours of training and certification.

655 hours have been dedicated to the training of five new part time dispatchers this fiscal year. Of those five we have retained two as the others have resigned to pursue full time employment with other dispatch centers. One of the two remaining dispatchers has been promoted to a full time dispatcher for us.

Despite our difficulties with staffing this fiscal year, we managed to cover 616 hours of open shifts with part time dispatch staff. As I look to the future staffing needs of this department I am exploring the model of an additional full time position to ease burden on the overtime budget and the staff.

If you have any questions or comments please contact me at any time.

---

WBR/cop



T a v i l



# Reserve Fund Transfer Request

Date: June 23, 2014

It is requested by the undersigned that the sum of \$ 2,000.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-693-5200-5306  
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Steele Farm - Consulting

The balance in the line item as of 06/19/14 (Date) is \$ <0>. 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Appropriation required for structural engineering services at Steele Farm to provide plans for initial stabilization. Request is based on one estimate received rounded up to nearest thousand.

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

<u>[Signature]</u> <u>6/19/14</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. #001-693-5200-5306 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	Date:	<u>Finance Committee</u>	Date:
_____		<u>[Signature]</u>	<u>6/23/2014</u>
_____		<u>[Signature]</u>	<u>6/23/14</u>

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



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 7/1/13 To 6/25/14

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	<b>Steele Farm</b>										
001-693-5200-5210	Steele Farm Electricity	90.00	0.00	90.00	99.56	99.56	0.00	0.00	99.56	-9.56	110.62%
001-693-5200-5242	Steele Farm Maintenance and Repairs	310.00	0.00	310.00	262.88	262.88	0.00	0.00	262.88	47.12	84.80%
001-693-5400-5430	Steele Farm Supplies	100.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00%
<b>Sum</b>	<b>Steele Farm</b>	<b>500.00</b>	<b>0.00</b>	<b>500.00</b>	<b>362.44</b>	<b>362.44</b>	<b>0.00</b>	<b>0.00</b>	<b>362.44</b>	<b>137.56</b>	<b>72.49%</b>



**BOXBOROUGH BUILDING DEPARTMENT**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1725 · Fax: (978) 264-3127  
David Lindberg, Inspector of Buildings

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TO: Boxborough Board of Selectmen  
Selina Shaw, Town Administrator

DATE: June 16, 2014.

## **Steele Farm**

### **Partial Foundation Collapse- Update**

**Recap:** At the June 2, 2014 Board of Selectmen meeting, the Board authorized me to have a structural engineer look at the present condition of the stone foundation under the Levi Wetherbee house at Steele Farm.

**Update:** On June 4<sup>th</sup> I met with Mr. Val Prest, owner of Groton Engineering, to begin the survey. Also present at that meeting were Bruce Hager, Ed Whitcomb, and Alan Rohwer. Mr. Prest spent more than an hour and a half touring the house- from the basement to the attic- carefully observing how the structure was built and how it has aged over two hundred and thirty years.

Mr. Prest confirmed that there is water making its way through the foundation, from Middle Road toward the barn, which is dislodging the foundation stones through freeze/thaw cycles. The foundation wall opposite the one that collapsed is bowing and is in danger of also failing as this cycle continues. Further, he noted, the exterior foundation walls are starting to bow inward- which signifies that a similar condition exists around the perimeter.

**Stabilization:** The immediate, short term action required to protect the house is to stabilize the chimney to prevent it from collapsing down through the house. This would be done by inserting steel beams under the structure of the chimney. They would be supported by cribbing, wood beams stacked in a square pattern under each end of each beam. Most of the stone that had collapsed would need to be removed, as well as the defunct heating system, in order to stabilize the chimney.

**Preservation:** Long term, if the goal is to protect and restore the house, a large scale foundation restoration or replacement will need to be undertaken.

---

**PROFESSIONAL SERVICES AGREEMENT**

**PARTIES**

This Agreement is between:

and

Town of Boxborough  
Town Hall, 29 Middle Rd.  
Boxborough, MA 01719  
Represented By: David Lindberg, Inspector of Buildings

Groton Engineering, LLC  
11 Highland Road  
Groton, MA 01450-2125

hereinafter "CLIENT"

hereinafter "COMPANY"

**PROJECT LOCATION AND OBJECTIVE**

**Location:**

1784 Levi Wetherbee Farmhouse  
484 Middle Road  
Boxborough, MA 01719

**Purpose:**

Assess conditions and furnish report for Foundation renovations to farmhouse

**Proposal Number: P14-018**

**SCOPE OF SERVICES**

COMPANY agrees to provide Professional Services as outlined on Attachment A.

**FEE**

CLIENT agrees to compensate COMPANY for the Professional Services specified under the above SCOPE as follows:

**Estimated Fee: \$1,830.00**

*NOTE: This proposal is valid for a period of 90 day from the date the COMPANY representative signed it.*

Prior to commencement of services, CLIENT shall pay COMPANY a deposit of \$366. This deposit will be applied to CLIENT's final invoice for Professional Services rendered. Final payment shall be made upon delivery of stamped design documents.

**ENDORSEMENT**

CLIENT has read, understands and agrees to all of the above, and has read, understands and agrees to the Scope of Services, the Conditions of Professional Services Agreement, and the Fee Schedule, all of which are attached, incorporated herein and made a part of this Agreement.

**CLIENT:**

authorized endorser

By: Town of Boxborough

09-Jun-14

Contact Name: David Lindberg, Inspector of Buildings

Voice: 978-264-1725

Fax: 978-264-3127

Email: dlindberg@boxborough-ma.gov

**COMPANY:**

authorized endorser

By: Lynwood V. Prest, P.E.

09-Jun-14

Project Manager: Lynwood V. Prest, P.E.

Voice: (978) 448-3863

Cell Ph: (978) 302-1794

email: grotoneng@gmail.com

**STRUCTURAL ENGINEERING**

11 Highland Road, Groton, MA 01450-2125 • Phone (978) 448-3863 • email: grotoneng@gmail.com

# GROTON ENGINEERING, LLC

*estimated 15-18k  
for stabilization  
cribs/bars → steel beams*

## ATTACHMENT "A"

### Scope of Services:

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#### **Preliminary Design:**

The COMPANY had an initial site visit & discussion with the CLIENT to view and photograph conditions, determine the scope of work, provide this proposal/contract, conduct associated administrative work as is needed. The overall scope is to review the collapsed and adjacent fieldstone foundations, the center chimney then provide a report for initially stabilizing them and then for permanently repairing them. There will also be some discussion about the floor and roof framing conditions.

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**Estimated cost for this phase: \$700.00**

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#### **Final Design:**

The COMPANY shall provide a report of existing foundation and floor framing conditions, a suggested, temporary stabilization method to protect the chimney, then of a method of permanent repairs to restore the structural integrity of the foundation walls. The COMPANY's end product will be three stamped copies of the report for the CLIENT's use. Any revisions by the CLIENT to the documents requiring additional engineering work by the COMPANY shall be charged as an Extra Service.

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**Estimated cost for this phase: \$1,130.00**

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#### **Construction:**

No inspection work by the COMPANY is included. If any work is performed by the COMPANY during the construction phase, including but not limited to site visits, discussions with the general contractor, reviewing foundations and framing, it shall be provided as an Extra Service at the rates shown below. As per the Commonwealth of Massachusetts State Building Codes, if the farmhouse is defined to be a residential structure then these services are not required. If it is defined to be a commercial structure then those services will be required.

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#### **Extra Services:**

Extra services including but not limited to drafting, solicitation of construction bids, site inspections, meetings with the CLIENT and/or Town Boards, and modifications to the report are to be charged to the CLIENT at the hourly rates shown on the HOURLY RATE SCHEDULE attached and are not covered under this original proposal.

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**Total Estimate: \$1,830.00**

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STRUCTURAL ENGINEERING

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11 Highland Road, Groton, MA 01450-2125 • Phone (978) 448-3863 • email: grotoneng@gmail.com

# GROTON ENGINEERING, LLC

STRUCTURAL ENGINEERING

11 HIGHLAND ROAD, GROTON, MA 01450  
(978) 448-3863 grotoneng@gmail.com

## HOURLY RATE SCHEDULE for Contracted Structural Engineering Services

### LABOR

Category	Rate
	(\$ per hour)
Supervising Structural Engineer with P.E.	\$150.00
Company Principal	\$150.00
Expert Witness Work	\$250.00
Licensed Professional Engineer (P.E.)	\$150.00
Project Engineer	\$100.00
Computer Drafting	\$100.00
Administrative Support	\$80.00

Fees for professional services are based on the hourly rates shown above with time kept to the nearest quarter hour. Overtime, as specifically requested by CLIENT, is charged at 1.5 times the hourly rate.

### Reimbursable Expenses

Reimbursable expenses such as subcontracted consultants / contractors, researching products, courier services, photographic/reprographic services, and travel expenses are additional to this Agreement and are charged at cost plus 20 percent.





# Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: June 20, 2014

It is requested by the undersigned that the sum of \$ 1200.00 be transferred from:

UMAS Acct. # 001-135-5100-5112

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Accountant Salary

To:

UMAS Acct. # 001-135-5400-5421

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Accountant Equipment Supplies

The balance in the Salary line item as of 6/20/14 (Date) is \$ 7,054.61. An amount of \$ 70,810.00 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 2124.99.

The balance in the Equipment line item as of 6/20/14 (Date) is \$ 367.65. An amount of \$ 600.00 was originally budgeted/appropriated. The transfer of funds is 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 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

For health and wellness reasons, due to prior medical issues that may re-occur, purchasing a more ergonomic workstation sooner rather than later is advised.

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)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from UMAS Acct. # 001-135-5100-5112 to UMAS Acct. # 001-135-5400-5421 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
<u>[Signature]</u>		<u>[Signature]</u>	<u>06/23/2014</u>
		<u>[Signature]</u>	<u>6/23/2014</u>
		<u>[Signature]</u>	<u>6/23/14</u>
		<u>[Signature]</u>	<u>6/23/14</u>
		<u>[Signature]</u>	<u>6/23/14</u>

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





Questions? Call Us **866-733-0698**

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SEARCH

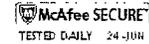


0 Items | Subtotal \$0.00

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\*excludes WI states

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**VertDesk™ Electric Sit Stand Desk – 28.5" to 46.5" Adjustment Range – 250 lbs Capacity – Ships in 24 Hours!**

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- [U Shaped Desks](#)
- [Writing Desks](#)



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List Price: ~~\$1559.00~~  
Sale Price: **\$1048.00**  
You Save: **\$510.00**

**Free Shipping!**  
This product typically ships within 1 business day more details

Product #: BTOD-VERTDESK Manufacturer: BTOD

- Color Options \*  Cherry Top w/ Black B.  [View Colors](#)
- Size (D x W) \*  30" x 60" (+\$100.00)
- Foot Options \*  28" to 46.5" - Standard
- Pencil Drawer \*  No Drawer
- Wire Management  No Wire Management
- Keyboard Tray \*  No Keyboard Tray
- Monitor Arms \*  Add Basic Dual Monitor
- CPU Holder \*  No CPU Holder
- File Cabinet \*  No Box/File Cabinet

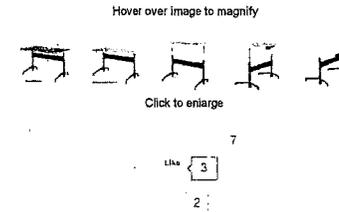
Quantity: 1



The VertDesk™ Electric Sit Stand Base Only - 200 lbs Capacity - Ships in 24 Hours!



Price: ~~\$1,099.00~~ \$549.00  
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Manufacturers



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- QuickLinks:
- [Description](#)
  - [Colors](#)
  - [Shipping Information](#)
  - [Customer Reviews](#)
  - [Related Items](#)

**Product Description**

first name

email address



**We Ship FASTER!**

Order Today & Your Desk Ships Out The Next Business Day!

Try VertDesk Risk Free!  
**100% Satisfaction Guarantee**



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After three years of research and development, Beyond The Office Door is proud to offer the VertDesk™. The VertDesk™ is our light/medium duty adjustable height desk designed with your budget in mind. It is the most affordable electric sit stand desk on the market today. Each VertDesk™ is equipped with strong German gear and spindle drive systems, allowing it to make smooth movements up and down. With a standard lifting capacity of 250 lbs, the VertDesk can handle almost any office task with ease. Try the VertDesk™ risk free with our 30 day money back guarantee!

**VertDesk™ Product Specifications**

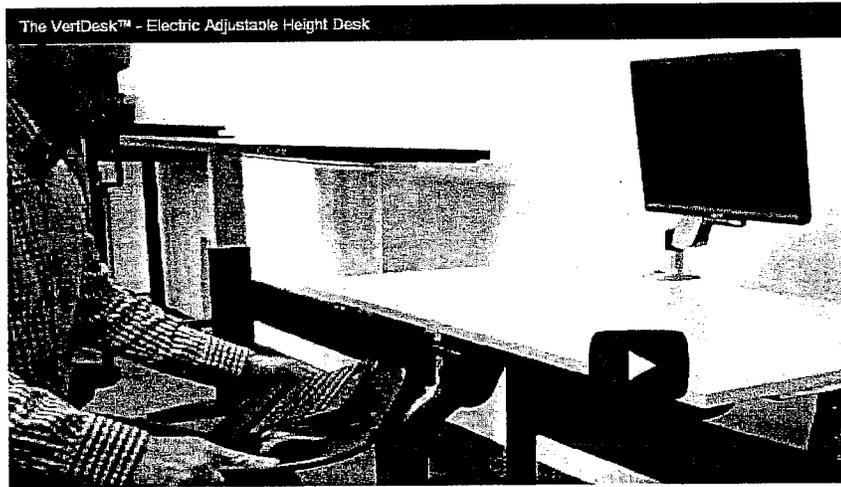
- Push button control for easy height adjustment
- Large height adjustment range of 28" to 46.5"
- Standard lifting capacity of 250 lbs.
- Quick and quiet adjustment speed of 1.1" per second
- Durable 3/4" thermally fused laminate worksurface w/ matching edge banding
- Available without the top - VertDesk Base Only
- Available as treadmill desk - VertDesk Treadmill Desk
- 22.5" leg space - from front edge of desktop to cross bar
- Developed in the USA
- Plugs into standard 110 outlet
- Control box and motor are UL approved
- Ready to Assemble - ([Click Here for Instructions](#))

**Standing Desk Resources**

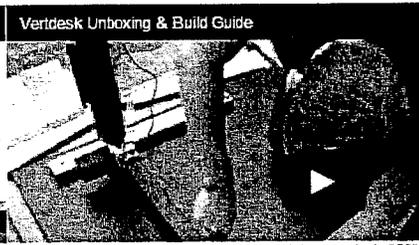
- [Sitting & Standing Desk Timer](#)
- [Standing Desk Height Tool](#)
- [Sitting Disease Calculator](#)
- [How To Select a Standing Desk](#)

LIVE CHAT

See the VertDesk™ in Action



LIVE CHAT



\*Please note the VertDesk weight capacity is 250lbs

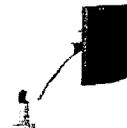
VertDesk™ Ergonomic Accessories

Monitor Arms



Single Basic [HS1111 Details](#)

- We recommend this item
- 12 3/4" tall post mount system
- Most vesa compliant monitors up to 32" will fit
- Weight Capacity up to 33lbs
- Built-in internal cable management: cables route neatly



Single Premium [HS3101 Details](#)

- Easy to adjust 12" tall spring operated arm mount
- Most vesa compliant monitors up to 24" will fit
- Weight Capacity up to 22lbs
- Built-in internal cable management: cables route neatly



Dual Basic [HS1221 Details](#)

- We recommend this item
- 12 3/4" tall post mount system
- Most vesa compliant monitors up to 26" will fit
- Weight Capacity up to 33lbs
- Built-in internal cable management: cables route neatly



Dual Premium [HS3221 Details](#)

- Easy to adjust, dual 13 1/2" spring operated
- Most vesa compliant monitors up to 26" will fit
- Weight Capacity up to 22lbs
- Built-in internal cable management: cables route neatly

Keyboard Trays



Basic Keyboard Tray [EVS17S Details](#)



Premium Keyboard Tray [EC19/S Details](#)

# Versa Tables

- American Made - Guaranteed For Life

Questions? Send us an Email, Live Chat, or Call (424)244-2127

## Items in Your Cart

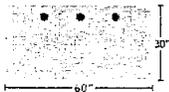


**Edison Electric Table** \$1,419.00

Quantity: 1  \$1,419.00

Item Number: ELE-TB In Stock!

### Hardware



#### Surface Size:

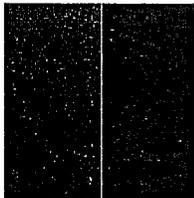
Modify the Width and Depth

##### Width:

- 36"
- 48" (+\$60)
- 60" (+\$200)
- 72" (+\$300)

##### Depth:

- 24"
- 30" (+\$20)



Frame Surface

#### Select Colors

Select the colors for your frame and surface

##### Frame:

- Black River
- Warm Gray
- White

##### Surface:

- Black Matrix
- Cherry Woodgrain
- Gray Matrix
- Maple Woodgrain
- White

### Summary

**\$1,419.00**

In Stock!

#### Product

+ 1x Edison Electric Table

#### Specifications

- + 60" Width
- + 30" Depth
- + Frame Black River
- + Surface Cherry Woodgrain

Questions? We can help

**1-424-244-2127**

**Keyboard Solutions**

**Monitor Mounting Solutions**

**Seating**

**Other Popular Accessories**

**Storage**

# Versa Tables

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Questions? Send us an Email, Live Chat, or Call (424)244-2127

<b>Summary</b>
<b>\$1,598.00</b>
In Stock!
<b>Product</b> + 1x Edison Electric Table
<b>Specifications</b> + 60" Width + 30" Depth + Frame Black River + Surface Cherry Woodgrain
<b>Accessories</b> + Universal Dual LCD Spider Monitor Arm

## Items in Your Cart

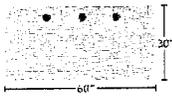


**Edison Electric Table** \$1,419.00

Quantity: 1  \$1,419.00

Item Number: ELE-TB In Stock!

### Hardware



#### Surface Size:

Modify the Width and Depth

Width:

- 36"
- 48" (+\$60)
- 60" (+\$200)
- 72" (+\$300)

Depth:

- 24"
- 30" (+\$20)

#### Select Colors

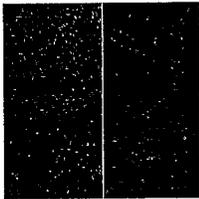
Select the colors for your frame and surface

Frame:

- Black River
- Warm Gray
- White

Surface:

- Black Matrix
- Cherry Woodgrain
- Gray Matrix
- Maple Woodgrain
- White



Frame Surface

<p>Questions? We can help <b>1-424-244-2127</b></p>
---

### Keyboard Solutions

### Monitor Mounting Solutions



#### Universal Single LCD Monitor Arm

Universal Single LCD Monitor Arm [Add \$89]



#### Universal Dual LCD Spider Monitor Arm

Universal Dual LCD Spider Monitor Arm [Add \$179]



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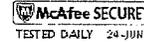
0 Items | Subtotal \$0.00

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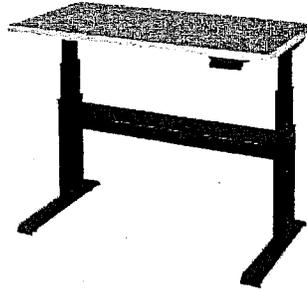
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**NewHeights™ Elegante XT Electric Sit Stand Desk - 24" to 51" Adjustment Range - 325 lbs Capacity \*\*Made in the USA\*\***

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- [Metal Desks](#)
- [U Shaped Desks](#)
- [Writing Desks](#)



(63 reviews) [Read 63 Reviews](#) | [Write a Review](#)

List Price: ~~\$2679.00~~  
Sale Price: **\$1642.99**  
You Save: **\$1,030.01**

**Free Shipping!**  
This product typically ships within 10 business days more details

Product #: RA-24XXNHWF Manufacturer: RA Products

- Work Top Color \*  Cherry  View Colors
- Base Color \*  Black  View Colors
- Size Options (D x W) \*  30" x 60" (+\$124.00)
- Cross Support **\*\*Must Match Width Option Above\*\***  No Cross Support
- Corner Options \*  Square
- Button Options \*  Standard Button
- Keyboard Tray \*  No Keyboard Tray
- Monitor Arm \*  Add Basic Dual Monito
- CPU Holder \*  No CPU Holder
- Snake Wire Management \*  No Wire Management
- File Cabinet \*  No Box/File Cabinet
- Pencil Drawer \*  No Drawer

Quantity: 1



VentDesk™ Electric Sit Stand Desk - 28.5" to 46.5" Adjustment Range - 250 lbs Capacity - Ships in 24 Hours!



Price: ~~\$1,199.00~~ \$689.00  
[Click to view](#)



Hover over image to magnify

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Manufacturers



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  - [Related Items](#)

first name

email address



**Product Description**



**newheights™**

**Try it Risk Free!**

[Click here to learn more](#)

**Quick Links** ▶ [Cert. & Ratings](#) - [Features/Specs](#) - [Button Options](#) - [Ergo Accessories](#) - [Dimensions](#) - [Warranty](#)

Introducing the updated Elegante XT adjustable height desk by NewHeights™, our most complete sit stand desk to date. Every NewHeights™ desk is commercial grade and perfect for use in the home or professional office setting. The NewHeights™ Elegante line offers 325 lbs lifting capacity per two leg configurations. Each leg comes complete with a separate motor; controlling the strong gear and spindle drive system inside. This dual motor configuration is what allows the NewHeights™ desk to make swift adjustments even when loaded to max capacity. For added leg room the Elegante is available without a cross support bar, for additional stability just add the slim and sleek cross support to the base. When this cross support is added, the Elegante is rock solid at standing height and will

LIVE CHAT

Products > GeekDesk® v3

### GeekDesk® v3

Starting Price: \$749 (small frame) to \$799 (large frame)

Quantity:  [View Quantity Discounts](#)

1) Desk Frame Size:

2) Frame Color:

3) Top Size:

4) Top Finish:

GeekDesk Shipping & Handling Charges (per desk):

*We also sell these additional products*



v3 Frame Only



Locking Casters



Standing Mat

*ALL GeekDesk v3 desk frames with desktops are currently estimated to ship in 4-5 weeks.*

*Quantities of 3+ may be freight shipped and require an additional 5-7 business days.*

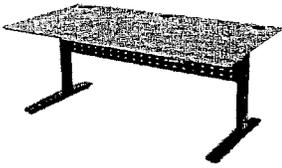
*Orders are processed in the sequence they come in. Tracking information is sent at the time of shipment.*

924

4 monitor arms  
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[Gallery](#) | [Description](#) | [Specifications](#) | [Warranty](#) | [Shipping](#) | [Share](#)

## GeekDesk V3 Desk x x ▶



◀




▶

**Black Frame & Carbonized Bamboo Top** 1 / 23

Large Black Frame & Medium Carbonized Bamboo Top  
 63" / 160cm x 80cm wide x 31.5" deep

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Hours: 9:00AM - 5:00PM (PST)

Email: info@ergodepot.com



SF Hours: Mon - Fri 9AM - 6PM  
Sat 10AM-2PM (PST)

Your Cart

ITEM	DESCRIPTION	EACH	QTY	TOTAL	
	ESI EDGE MONITOR ARM - DUAL MOUNT [+] View list of options   selected	\$361.20	<input type="text" value="1"/>	\$361.20	<input type="button" value="X"/>
	JARVIS DESK [+] View list of options   selected	\$839.00	<input type="text" value="1"/>	\$839.00	<input type="button" value="X"/>

Click  to remove an item from your cart **Empty My Entire Cart**

Gift card? Enter it here:

Calculate Shipping  
*(optional)*

Country:

State:

Zip / Postal Code:

Type Of Address\*  
 Residential  
 Business

**Total: \$1,200.20**

New Customers



RELATED PRODUCTS & ACCESSORIES...

- RHINO MAT SONORA ANTI FATIGUE MAT
- HUMANSCALE M8 FLAT PANEL MONITOR ARM
- ESI EDGE-COMBO MONITOR ARM
- MUVMAN



7c  
FY 2015  
APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer - Other	June 30, 2015
Donald	Morse	Cemetery Superintendent	June 30, 2015
<b>Donald</b>	<b>Morse</b>	<b>Veterans' Agent</b>	<b>March 31, 2015</b>
Vacant		Assistant Veterans' Agent	March 31, 2015
Phyllis	Tower	Animal Control Officer - Dogs & Cats	June 30, 2015
David	Birt	Election Warden	June 30, 2015
Owen	Neville	Election Warden	June 30, 2015
Phyllis	Tower	Field Driver	June 30, 2015
<b>Selina S.</b>	<b>Shaw</b>	<b>Town Administrator, Chief Procurement Officer and ADA/AA Compliance Officer</b>	<b>Sept. 30, 2016</b>
Jennifer B.	Barrett	Town Accountant	June 30, 2015
Ruth T.	Anderson	Town Assessor	June 30, 2015
<b>Adam</b>	<b>Duchesneau</b>	<b>Town Planner</b>	<b>June 30, 2015</b>
<b>Patrick</b>	<b>McIntyre</b>	<b>Town Treasurer</b>	<b>June 30, 2015</b>
David G.	Lindberg	Inspector of Buildings/Code Administration Officer	June 30, 2015
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2015
Charles	Weeks	Inspector of Wires	June 30, 2015
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2015
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2015
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2015
Randolph T.	White	Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director and Roy Custance Scholarship Administrator	June 30, 2017
Thomas	Garmon	Director of Public Works, Tree Warden and Moth Superintendent	June 30, 2017
Kopelman & Paige. PC		Town Counsel	June 30, 2015
Warren B.	Ryder	Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director	June 30, 2017
Nicholas A.	DiMauro	Sergeant	June 30, 2015
Warren J.	O'Brien	Sergeant	June 30, 2015
Brett A.	Pelley	Sergeant	June 30, 2015
Nathan W.	Bowolick	Patrol Officer	June 30, 2015
Patrick S.	Colburn	Patrol Officer	June 30, 2015
Philip M.	Gath	Patrol Officer	June 30, 2015
Jeffrey C.	Landgren	Patrol Officer	June 30, 2015
Benjamin M.	Lavine	Patrol Officer	June 30, 2015
<b>Robert</b>	<b>Bielecki</b>	<b>Patrol Officer</b>	<b>March 10, 2015</b>
Robert R.	Romilly, Jr.	Patrol Officer	June 30, 2015
Brandon	Bruin	Special Police Officer	June 30, 2015
Gordon N.	Clark	Special Police Officer	June 30, 2015
Robert	DaCosta	Special Police Officer	June 30, 2015
Steven P.	Duffy	Special Police Officer	June 30, 2015
<b>Robert</b>	<b>Fagundes</b>	<b>Special Police Officer</b>	<b>June 30, 2015</b>
Frank	Gordon	Special Police Officer	June 30, 2015
Peter	Kinnas	Special Police Officer	June 30, 2015
Patrick E.	Mortimer	Special Police Officer	June 30, 2015
Katelyn	Pfeifer	Special Police Officer	June 30, 2015
Phyllis	Tower	Lock-up Attendant	June 30, 2015
Richard	Tower	Lock-up Attendant	June 30, 2015
Amy	Waxman	Lock-up Attendant	June 30, 2015

NB: Those highlighted are listed for informational purposes only. Their appointments are still current.  
For 6/30/14



72

**Selina Shaw**

---

**From:** Helen Berry <hblight@comcast.net>  
**Sent:** Thursday, June 26, 2014 3:05 PM  
**To:** sshaw@boxborough-ma.gov  
**Subject:** Board membership resignation

Hi Selena,  
It is with much regret that I submit my resignation to the Council on Aging.  
Please accept it as of today, June 26, 2014.

Thank you,  
Helen C. Berry  
Sent from my iPhone



8a

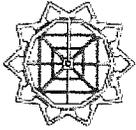


**Internal Communications and Outgoing Communications**  
**June 30, 2014**

1. Letter from Jill Reddish, VERIZON's Franchise Service Mgr., dated June 6, 2014, to the Board of Selectmen updating contact information pursuant to Sec. 14.1 of our franchise agreement.
2. Copy of a letter from MMA Executive Dir., Geoffrey Beckwith, dated June 17, 2014, to Senator James Eldridge stating the MMA's opposition to the proposals within Senate Bill 2183 to remove local authority in siting wireless antennas & equipment (and the related Sections 74 & 75 of House Bill 4181 which is now before the Senate).\*

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





6-18-14

## **OPPOSE TELECOM INDUSTRY PROPOSALS TO REMOVE LOCAL AUTHORITY IN SITING OF WIRELESS ANTENNAS AND EQUIPMENT**

**Industry Legislation in S. 2183 and House Economic Development Bill would Strip Cities,  
Towns and Residents of any Effective Site Review of Wireless Facilities**

**The FCC Will Issue Nationwide Siting Standards for Wireless Antennas Later this Year,  
and the Legislature Should Not Act until the FCC Finishes Its Process**

June 17, 2014

The Honorable James B. Eldridge  
Senator  
State House, Room 413A  
Boston, MA 02133

Dear Senator Eldridge,

The telecommunications industry is moving quickly to fast-track legislation to preempt virtually all municipal zoning or control over the siting of wireless antennas and equipment in Massachusetts. We respectfully ask you to oppose this far-reaching effort to prevent cities, towns and citizens from having any effective say in how the build-out of wireless networks impacts their neighborhoods.

These powerful companies are determined to pass a state law that would allow them to place wireless antennas and equipment on virtually any building or structure in any location in any community, and override all municipal zoning bylaws, ordinances, and local authority to protect neighborhoods and the public from unsightly and intrusive antennas.

### **The Telecom Industry is Pursuing Two Routes**

• **The Legislature's Economic Development Bill.** Last week, by a voice vote, House members attached this industry-written language to the House's economic development bill (Sections 74 and 75 of H. 4181), which was passed by the House of Representatives and is now before you in the Senate. With your own economic development bill expected to emerge shortly, it is certain that the wireless telecommunications companies will attempt to attach the same language to override local control.

• **S. 2183 – “An Act Upgrading Mobile Broadband Coverage in the Commonwealth.”** This stand-alone bill with language identical to Sections 74 and 75 of the House economic development bill has also been sent from the Committee on Telecommunications and Energy, and is now before the Senate Ways and Means Committee.

### **The Telecom Industry Bill Would Override All Local Decision-Making**

S. 2183 and Sections 74 and 75 of the House economic development bill would allow telecommunications companies to “collocate” unlimited new antennas and equipment on any and all existing buildings and structures, regardless of the impact on neighborhoods or interference with public right-of-ways.

The legislation would allow all wireless telecommunications companies to install or upgrade wireless antennas and equipment on any building or structure in Massachusetts. These structures could include commercial or residential buildings, water towers, billboards and even homes – with NO effective local government authority to regulate. The telecom companies could ignore all municipal zoning provisions, ordinances and bylaws – including height limits, set-back requirements, or the ability to require aesthetic modifications to ensure the antennas and equipment blend in.

Municipalities would also have no recourse to ensure that unused or abandoned facilities must be removed in the future. The wireless telecommunications provider would only need to comply with the state building code, which is simply a technical construction standard.

The measure envisions no role for the general public, and fails to recognize that citizens have a right to basic zoning protections that guarantee accountability on the part of developers.

Under this proposal, in order to obtain a “collocation” permit, a mobile broadband provider would merely need to submit an application to the appropriate issuing authority in a municipality, and the city or town would have only 90 calendar days to review and act upon the “collocation” application, and could only reject applications that fail to meet the state building code. Under the language of the bill, telecom companies could start the “90-day shot clock” by submitting incomplete applications, and have up to 45 days to complete their submissions, leaving cities and towns only 45 days to review a completed application. If a municipality does not complete its review 90 days from the start of the “shot clock,” applicants could immediately go to court to compel the issuance of a license, short-circuiting the local process. This irresponsible provision would in no way benefit the community.

The cities and towns of the Commonwealth strongly support expanding and upgrading wireless telecommunications services throughout the state for the benefit of consumers, but the expansion simply cannot come at the expense of the quality of life for residents.

**Specific provisions of the telecom industry’s legislation include:**

- No zoning ordinance or bylaw could regulate, restrict or prohibit collocation of wireless facilities on existing structures in any way inconsistent with the industry legislation;
- The issuing authority of a city or town must grant approval of all applications for the “collocation” of wireless antennas and equipment on any existing building or structure (except utility poles), as long as the application complies with the state building code;
- Cities and towns must also approve all applications to expand existing stand-alone cell towers (including monopoles), unless the proposals would increase the height or width of the tower by more than 10 percent or 20 feet (whichever is more) – which means that the industry could take a current monopole with antennas hidden inside and attach a 20-foot wide antenna, and go up 20 feet, and communities would have NO say regarding this complete change of appearance;
- The issuing authority has only 90 days to approve the application – if cities and towns take longer than 90 days, then the telecom companies could immediately go to court, with approval virtually assured because the court’s only standard would be compliance with the state building code, and NO local bylaws, ordinances or zoning provisions would be allowed;
- Communities could NOT require companies to remove obsolete, abandoned or unused antennas and equipment;
- Telecom companies could even bypass local Historic Commissions and install antennas inside local historic districts, as long as the targeted building is not listed on the register of historic structures (it

could be right next to a listed building!), and could even get clearance from the state historic preservation officer to put an antenna directly on a building that is listed on the register; and

- Communities could not require a higher fee for reviewing an application than for other types of commercial applications, and fees for technical consulting would be capped at \$1,000.

**The FCC is Promulgating National Standards on Wireless Antenna Siting – But the Telecomm Industry is Working Feverishly to Win More Favorable Rules in Massachusetts**

In 2012, Congress and the President enacted “The Spectrum Act” that will implement a nationwide uniform process for the collocation of wireless antennas and equipment. At this moment, the FCC is promulgating final regulations (FCC 13-122) that will govern the build-out of the wireless telecommunications network, and it is expected that the FCC will give industry its often-stated top goal of a time-limited expedited application process. The FCC has received detailed input from all stakeholders in this process, including industry and municipal organizations. It is expected that the FCC will issue its final rules later this year.

Why is the telecom industry jumping to Massachusetts and other states to win a complete override of local zoning, when the FCC is on the verge of issuing its decision? The answer is clear: the FCC may give deference to local zoning rules, and allow cities and towns to act in the public interest. In particular, the FCC could allow municipalities to have zoning provisions, ordinances and bylaws on height limits, set-back requirements, or the ability to require aesthetic modifications to ensure the antennas and equipment blend in. In effect, the telecom industry wants to preempt all local rules AND preempt any FCC provisions to protect municipal authority and public input.

The Legislature should reject this fast-track attempt by the wireless industry to ignore the FCC process, and instead wait until the federal government issues its final rules on uniform national standards later this year.

Please oppose any attempt to pass S. 2183 or any amendment to the Senate’s economic development bill that would strip cities and towns of the ability to regulate wireless antennas. The Legislature should wait until the FCC makes its final ruling on national standards. If you have any questions, please do not hesitate to contact me, Catherine Rollins or John Robertson of the MMA staff at any time.

Thank you very much.

Sincerely,



Geoffrey C. Beckwith  
Executive Director

cc: The Chief Municipal Officials in Acton, Ayer, Boxborough, Harvard, Hudson, Littleton, Marlborough, Maynard, Northborough, Shirley, Southborough, Stow, Sudbury, and Westborough



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**Minutes, Notices and Updates**  
**June 30, 2014**

**Minutes**

1. Minutes of the Conservation Commission meetings held February 19, 2014; April 16, 2014; May 7, 2014; May 21, 2014; and June 4, 2014.
2. Minutes of the Finance Committee meetings held May 6, 2014 and May 12, 2014.
3. Minutes of the Minuteman Regional District School Committee meeting held May 20, 2014.

**Notices**

1. Notice a Public Celebrations Committee meeting held June 17, 2014.
2. Notice of an Airport Study Committee meeting held June 17, 2014. [subsequently cancelled]
3. Notice of a Historical Commission meeting held June 18, 2014
4. Notice of a Joint-Acton Public (APSC) and Acton-Boxborough Regional (ABRSC) and Acton-Boxborough Transitional School (ABTSC) Committees meeting held June 24, 2014
5. Notice of a Well- Being Committee meeting held June 25, 2014
6. Notice of the Boxborough Leadership Forum held June 25, 2014
7. Notice of Recreation Commission to be held June 30, 2014.
8. Notice of MunEnergy Summer Seminar series.

