



BOARD OF SELECTMEN
Meeting Minutes
September 8, 2014
Boxborough Town Hall

Approved: September 22, 2014

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

ABSENT: Susan Bak

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 7:00 P.M. in the Morse/Hilberg Meeting Rooms of Town Hall.

ANNOUNCEMENTS

- Chair Amoroso read the announcements.

PUBLIC HEARING

- At 7:08 PM Chair Amoroso convened a public hearing to consider the application of BumbleBee Snack Shack, Inc., for a Common Victualler's license for the premises located at 34 Massachusetts Avenue [inside the Nashoba Olympia facility]. The applicant, Chung Liu, was present. A complete list of those present is attached and incorporated by reference. Mr. Liu described the items he intends to offer, hours of operation and explained that Bumblebee equates to "hardworking". He is taking over the stand known as Karel's Café operated by Vladimir Hucko. As there was no further discussion Chair Amoroso closed the hearing. Member Fox moved to approve the application of BumbleBee Snack Shack, Inc. for a Common Victualler's license for premises located at 34 Massachusetts Avenue, Boxborough, MA. Seconded by Member Stemple. **Approved 4-0.**

The Selectmen took Agenda Items 8a (i-iii), out of order.

NEW BUSINESS

- The Selectmen took up several Reserve Fund Transfer requests:
 - ◊ Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$1,500 from the Reserve Fund to 001-175-5305-0000, Planning Board – Software Support. Seconded by Member Gorman. **Approved 4-0.**
 - ◊ Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$1,570 from the Reserve Fund to Acct # 310-192-5820-142B, ATM 14 Article 22B Town Hall Carpeting. Seconded by Member Gorman. **Approved 4-0.**
 - ◊ Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$7,694 from the Reserve Fund to 001-422-5241-0000, DPW – Building Grounds/Maintenance Service. Seconded by Member Gorman. **Approved 4-0.**

APPOINTMENTS

- BICAO, David Lindberg, and Steele Farm Advisory Comm. Chair, Bruce Hager were present to provide an update on the Steele Farm Farmhouse repairs. An IFB for these repairs went out to bid a couple weeks ago. Unfortunately only one bid was received and it was outside of the value that had been identified. Since then additional discussions have taken place between town officials, SFAC and other contractors as to essential work needed and stabilization alternative. BICAO Lindberg distributed and reviewed a proposal submitted by Old Time Restoration. SFAC Chair Hager advised that members of SFAC along with residents John Skinner and Mark White had conducted a site visit this weekend. Both White and Skinner have construction experience. Hager discussed the observations made as a result of this inspection. Hager advised that DPW has capped & sealed the chimney at the roof. This should significantly reduce water penetration & the resulting frost damage. It has also been suggested that power could be restored to the house so that a minimum temperature could be maintained to prevent freezing & the resulting frost damage; and the basement windows be sealed in the winter with removable insulation and the foundation be re-pointed. However all of these are temporary measures. Further, along with the foundation issues there is also concern about the integrity of the 1st floor of the house. SFAC member Ed Whitcomb showed up and offered his input. There was discussion about putting together a "bullet list" of the tasks that could be addressed before the winter. There was discussion

as the tasks that could be accomplished by SFAC or DPW and what would need to be contracted out. It was also noted that those items that could be covered by CPA should be identified. There was also discussion as to the allowable uses of the SFAC revolving fund. It was determined that BICAO Lindberg would prepare this list for the next Selectmen's meeting; make inquiries about restoring electrical service to the house and have further discussions with the engineer to firm up items. The objective is to stabilize the building to provide future options for preservation.

- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular session, August 11, 2014, as revised and the executive session of August 11, 2014, as written. Seconded by Member Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Member Fox reported on an IT administration meeting between himself, TA Shaw, Chiefs Ryder and White and Guardian. The consensus is that the roll out is going well and is on track. The intention is to be able to convert to a lower cost tech. support plan by October. Guardian has investigated integrating VoIP into our current systems and they feel they could support this additional function. Work continues on researching back-ups for the Verizon lines. As of today there have been no significant problems with phones since August.
- Member Stemple reported that the Steele Farm Advisory Comm. discussed the repairs and the concern about how the Town would be able to fund the necessary repairs if the public doesn't want to use and support the site.
- Member Gorman reported that he has had several conversations with BICAO Lindberg regarding the condition of the Steele Farm Farmhouse.

He also reported that he has discussed the Rte. 111 walkway proposal with Town Planner Duchesneau. The grant application has been submitted and Duchesneau was able to reduce some of the costs that the Selectmen voiced concern about on Aug. 11th. There is a question as to how these walkways would be maintained once constructed. Chair Amoroso reiterated his interest in possibly installing a conventional "sidewalk" from Liberty Square Rd. east onto Applewood.

- TA Shaw reported that the winner on the Reed Farm Road project was Mass. Broken Stone. She hopes to be able to issue an award letter by the end of the week. She reiterated that this project will involve just the Reed Farm Road section of this neighborhood.
- Member Gorman also reported that he has been advised that it is not possible to commence any other paving projects this fall; we are also still unsure what will be the final costs for the Reed Farm Rd. project. The Selectmen discussed state procurement process and procedures specifically if a project costs exceeds the target value. There was also discussion about the previously proposed "bundling" of paving projects. Member Gorman advised that upon further review putting together Ch. 90 bid packets is a lot of work and, "bundling" the other pending paving projects with the Reed Farm Rd. packet would have delayed our ability to get any projects out to bid for this year. The Selectmen noted that they would like to see the IFBs for remaining paving projects published as soon as possible so they could be ready to break ground in the spring.
- TA Shaw further reported that the parking lot paving IFB will be available on Sept. 10th. She anticipates that it will be completed sometime in November. Also, those present for the Reed Farm Rd. Bid opening were advised that this IFB was being issued. She reported that the Public Safety Needs Assessment RFQ would also be published on Sept. 10th.

OLD BUSINESS

- The Selectmen reviewed their meeting schedule going forward and discussed possible revisions. It was determined that only the Dec. 20th meeting would be cancelled and a meeting for Dec. 15th would be added. All other dates are unchanged.

NEW BUSINESS (Continued)

- Member Fox opened discussion on a recent notification from the MAPC that our MAPC Annual Assessment would be increasing. Member Fox referred to the materials provided. He noted that the MAPC assessment formula is governed by statute and has been held at the current rate for many years. There is legislation pending that would update this formula. The MAPC must ratify this change before this legislation can be enacted. The MAPC administration has worked hard to provide quality support/services within its current assessment revenue but resources are strained and they are currently unable to provide some services to member communities nor funding for some important projects. This increase would be offset by the potential benefits that Boxborough could realize. Member Fox will be participating in the ratification vote discussions at the next MAPC

Board meeting. The consensus of the Selectmen was to support Member Fox's intention to vote to ratify the new assessment formula.

- The Selectmen discussed the Community Innovation Challenge Grant; noting all of Town Planner Duchesneau's hard work on various tasks including putting this submission packet. Chair Amoroso moved to support the Community Innovation Challenge Grant being submitted by the Town of Carlisle on behalf of a number of towns (still being finalized), including Boxborough, to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development; and further, to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen to sign the application on behalf of the Board. Seconded by Member Fox. **Approved 4-0.**

CORRESPONDENCE

- It was noted that Sen. Eldridge's Legislative Update had been provided in the packet.

EXECUTIVE SESSION

- At 8:09 PM, Chair Amoroso moved to convene in executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (all CBU's) and to adjourn immediately thereafter without reconvening in open session. Seconded by Member Gorman. **Approved 4-0 by a roll call vote: Fox, aye; Stemple, aye; Gorman, aye; and Amoroso, aye.**

SELECTMEN'S ANNOUNCEMENTS

SEPTEMBER 8, 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 from meeting calendar or on the Selectmen's webpage.

- **Voters are reminded that tomorrow is Primary Day.** Sample Democratic and Republican ballots for the September 9th State Primary Election are posted at the Town Clerk's Office, in the hallway leading to the Grange and there is an electronic copy on the Town's website which can be accessed through a link Town Clerk's page. Voting will take place in the Grange Meeting Room here at Town Hall. Polls will be open from 7:00 AM to 8:00 PM.

- At 2:00 PM on Saturday, September 20th the Town will dedicate a memorial plaque, at the island located at the corner of Flagg Hill Road and Summer Road in memory of **Corporal John H. Fletcher**, Boxborough's only Civil War combat casualty. This dedication marks the 150th Anniversary of the Battle of Winchester Virginia where Corporal Fletcher was killed. All are welcome to attend. More information is available on the Historical Commission's webpage.

- Town Volunteers, Staff members and their families are asked to hold September 20th to join the Boxborough Board of Selectmen for their Annual **Volunteer and Staff Appreciation BBQ** to be held at Boxborough Town Hall from 4 - 7 PM. The Selectmen will once again be serving up a bevy of hamburgers, hot dogs and sausages with all the fixins. Please contact Cheryl Mahoney at 978-264-1714 for more information.

- The Acton-Boxborough Rotary Club would like to invite seniors to their **Annual Senior Barbeque** on Sunday, September 21st at the Holiday Inn Boxborough. This BBQ feast is being prepared by the Holiday Inn's own culinary staff. Admission is free and all Acton and Boxborough seniors are welcome. However, reservations are needed so Boxborough seniors are asked to call CoA Coordinator, Laura Arsenault at 978-264-1717. Also you can let her know if you need a ride to the event, so arrangements can be made.

- The Town is seeking qualified and experienced applicants for the position of **Community Services Coordinator** to lead a pilot program for the coordination of social services for town residents. The Community Services Coordinator will facilitate access to needed services for all age groups by providing residents with information, guidance and referrals. Resume packets should be submitted to Town Administrator Selina Shaw. Additional information, including the complete job description, is available on the Town's website.

- **Please be sure that you have an FY 2015 sticker, so that you will be able to access the Transfer Station.** Applications are still being accepted; however effective August 1st a \$30.00 late fee is being assessed. For more information please visit the Transfer Station webpage or call the DPW for more information.

- Residents also need to purchase a voucher for the **disposal of bulk items** at the Transfer Station. Fees range from \$5.00 to \$50.00 depending on the item. 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.

- **Save the Date....**
The DPW **Hazardous Waste Day** is Saturday, October 25th from 9:00am-1:00pm at the DPW barn. The informational flyer has been posted on the Town's website and will be provided with your upcoming tax bill.

- As part of the Town's expanded ability to provide information on our new website information and links to **Transportation options** available for those living or working in Boxborough has been posted on the Homepage under News and Announcements and under Resources.

- The Sargent Memorial Library in Boxborough is in the process of scheduling **local artists to exhibit their work** in the library meeting room. If you would like to be considered for the current year or in the future, please contact Maureen Strapko, Library Director at the Library (978-263-4680) or email at mstrapko@cwmars.org.

- **The Acton-Boxborough Farmers' 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 through October.

- **Come join your friends and neighbors at Boxborough's Harvest Fair this Saturday, September 13th** from 11:00 to 4:00 here at the Boxborough Town Hall and UCC Church. The Harvest Fair, formerly known as the Agricultural Fair, celebrates Boxborough's rural heritage by providing the local community with the opportunity to exhibit the garden produce and craft items they have made over the past year. Several new categories, prizes and events have been added this year. There will be food, live music and craft items for sale by local artisans. Admission is free. Start preparing your entry for the fair.

- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 pm to 4:00 pm this Sunday, September 14th. 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.

- **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 Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: ZBA (1 alternate member), Housing Board (1), Design Review Board (1 at-large member), Public Celebrations & Ceremonies Committee (2), Recreation Commission (2), the Steele Farm Advisory Committee (2), and the Conservation Commission has one vacancy for an unexpired term which runs until June 30, 2015. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- 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.
- 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
- 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 **Roadway paving repairs, FY 15 Transfer Station Applications, Bulk Item Disposal Vouchers and Hazardous Waste Day** please go to the DPW's or Transfer Station's webpage or contact the DPW at 978-264-1790.
- Contact CoA Coordinator, Laura Arsenault at 978-264-1717 to make reservations or to arrange for transportation to the **A-B Rotary Club's Senior Barbeque on September 21st.**
- To start planning on entering or for more information on the **2014 Boxborough Harvest Fair** go to 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
September 8, 2014
Boxborough Town Hall
Morse-Hilberg Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. PUBLIC HEARING – COMMON VICTUALER’S LICENCE, 7:05 PM

Application of BumbleBee Snack Shack, Inc. for premises located at 34 Massachusetts Avenue
Move to approve the application of BumbleBee Snack Shack, Inc. for a Common Victualler’s license for premises located at 34 Massachusetts Avenue, Boxborough, MA

VOTE:

4. 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 Steele Farm repairs, 7:15 PM
- b) Citizens’ concerns

5. MINUTES

- a) Regular session, August 11, 2014
- b) Executive session, August 11, 2014

ACCEPT & POF

ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) BoS Meeting Schedule – potential revisions

8. NEW BUSINESS

- a) Reserve Fund Transfer Requests **[please take out of order after item 3]**

- i. Planning Board – Software Support

Move to forward to the Finance Committee for approval the request to transfer \$1,500 from the Reserve Fund to 001-175-5305-0000, Planning Board – Software Support

VOTE:

- ii. Town Hall (carpeting)

Move to forward to the Finance Committee for approval the request to transfer \$1,570 from the Reserve Fund to Acct # 310-192-5820-142B, ATM 14 Article 22B Town Hall Carpeting

VOTE:

- iii. DPW – Building Grounds/Maintenance Service

Move to forward to the Finance Committee for approval the request to transfer \$7,694 from the Reserve Fund to 001-422-5241-0000, DPW – Building Grounds/Maintenance Service

VOTE:

- b) MAPC Assessment – update and recommendation on proposed increase (Selectman Les Fox)

VOTE:

c) Community Innovation Challenge Grant

Move to support the Community Innovation Challenge Grant being submitted by the Town of Carlisle on behalf of a number of towns (still being finalized), including Boxborough, to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development; and further, to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen to sign the application on behalf of the Board

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. EXECUTIVE SESSION

Move to convene in executive session in the Town Administrator’s office to discuss strategy with respect to collective bargaining (all CBU’s) and to adjourn immediately thereafter without reconvening in open session

**ROLL CALL
VOTE:**

13. ADJOURN

Common Victualler's License**LEGAL NOTICE
TOWN OF BOXBOROUGH
BOARD OF SELECTMEN
PUBLIC HEARING**

The Board of Selectmen will hold a public hearing, pursuant to the provisions of MGL. Chapter 140 § 2, at 7:05 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, on Monday, September 8, 2014, to consider the application of BumbleBee Snack Shack, Inc. for a Common Victualler's license for the premises located at 34 Massachusetts Avenue, Boxborough, Massachusetts [inside the Nashoba Valley Olympia Facility].

All are welcome to attend.

Per Order
Board of Selectmen

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

8-13, 2014

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

Chang Liu
BumbleBee Snack Shack Inc

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Common Victualler's License

GIVE LOCATION
BY STREET
AND NUMBER

At 34 Massachusetts Ave

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

BumbleBee Snack Shack Inc

*Signature of Individual
or Corporate Name (Mandatory)

47-1508243

** Social Security # (Voluntary)
or Federal Identification Number

Chang Liu (Pres.)

By: Corporate Officer
(Mandatory, if Applicable)

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency **will be subject to license suspension or revocation.** This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received Aug 13 2014

(A.M.) 8:50

Hour _____
P.M. _____

Chang Liu

Signature of Applicant

5 Munson St Hudson MA 01749

Address

Approved _____ 20__

License/Permit Granted _____ 20__

Breakfast

Bacon, egg and cheese English muffin, Panini or Bagel	3.75
Ham, egg and cheese English muffin, Panini or Bagel	3.75
2 Scramble eggs, Bacon or Ham White or wheat toast and butter	4.00
2 Scramble eggs White or wheat toast	3.00

Pasta

Penne Pasta Butter and Cheese	4.00
Penne Pasta Tomato Sauce, Cheese	4.00
Penne Pasta Meat Sauce, Cheese	5.00

Healthy Choice

Gimbap (Sushi Rolls without Raw Fish)	TBD
Caesar Salad	4.00
Caesar Salad with Chicken	5.00
Baby Spinach Salad	4.00
Baby Spinach with Chicken	5.00
Strawberry Bowl With Whipped Cream	3.00
Cereal	1.50
Cereal with milk	2.00
Yogurt	1.25

Sandwiches

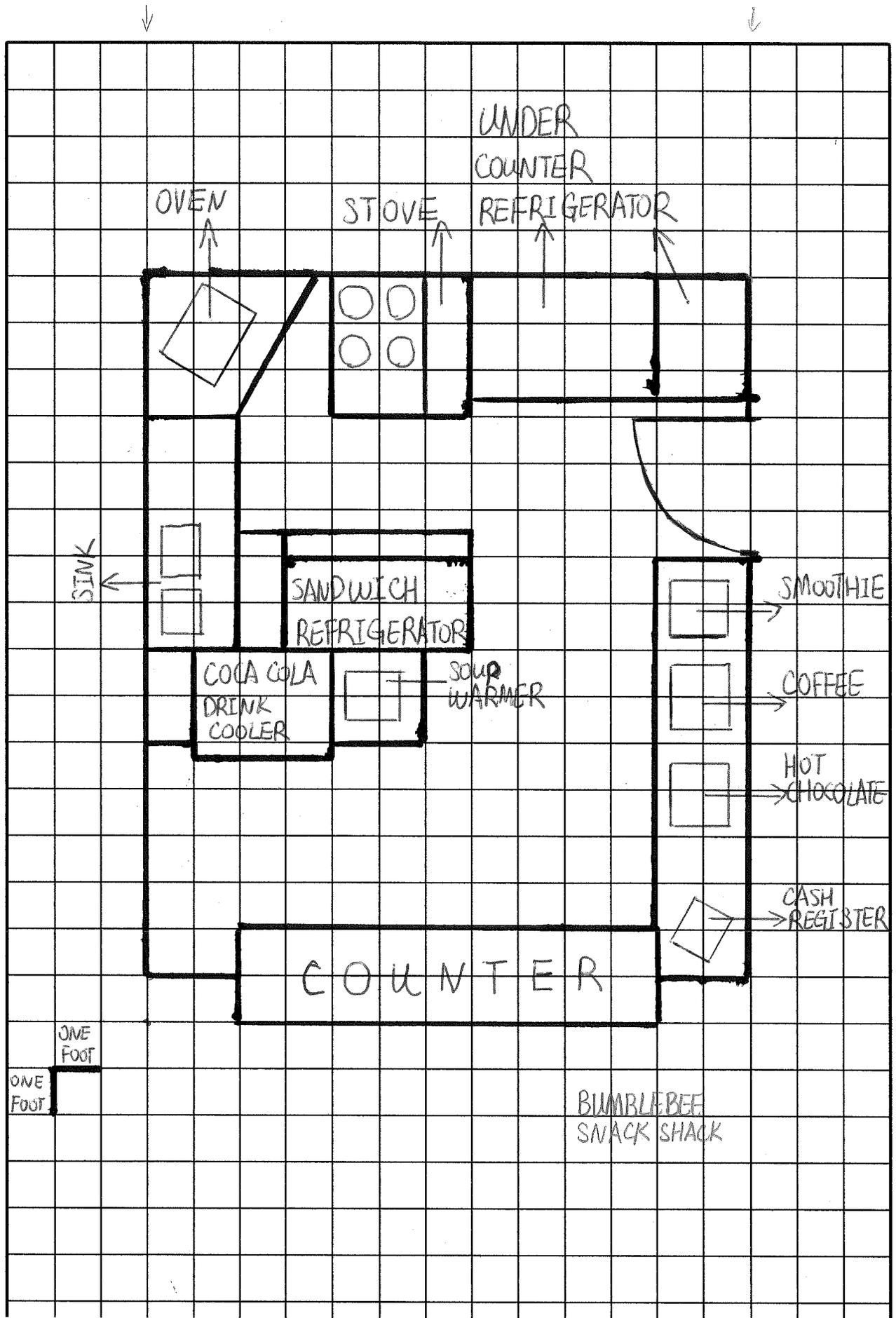
Grilled Cheese White or Wheat and Tostados Chips	4.00
Angus Cheeseburger With Tostados Chips	4.00
Panino (Sour Dough or Flat Bread) Pesto, Mozzarella Cheese, Tomato, Basil	6.00
Panino (Sour Dough or Flat Bread) Thousand Island, Swiss Cheese, Chicken, Bacon, Tomato)	6.00
Wrap Smoked Turkey, American Cheese, Bacon, Tomato	6.00

Snacks

Bagel Butter, Cream Cheese, Or Peanut Butter	2.75
Pretzel Salt, Cinnamon, or plain	2.75
Hot Dog	2.50
Nacho	3.00
Muffin	1.50
Cookie	1.00
Chips	1.00

Soup

Chicken Noodle Soup	4.00
Meatball Soup	4.00
Turkey Chili with Tostados Chips	6.00
Loaded Nachos with Turkey Chili	6.00
Wonton Soup	TBD
Vegetable Soup	TBD



Chang Liu



BOARD OF SELECTMEN
Meeting Minutes
August 11, 2014

Approved: _____

PRESENT: Vincent Amoroso, Chair; Susan Bak, Member; Les Fox, Member; and Jim Gorman, Member

ABSENT: Robert Stemple

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 7:00 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Amoroso read the announcements.

APPOINTMENTS

- David Birt was present as a candidate for appointment to the Steele Farm Advisory Committee (SFAC). Further to the recommendation of the Steele Farm Advisory Committee, Chair Amoroso moved to appoint David Birt to the SFAC for a three-year term effective immediately and ending on June 30, 2017. Seconded by Member Fox. **Approved 4-0.**
- Town Planner Adam Duchesneau was present to discuss the proposed Route 111 Pedestrian Improvements [pedestrian access beginning at the Library; ending at Liberty Square Rd] and seeking MassWorks Infrastructure Program grant funding for this. Planner Duchesneau referred to the materials provided. He outlined the scope of the proposed work; and the grant application structure, purpose and process. This grant proposal builds upon the Town's previous Economic Development Trail Master Plan. MassWorks wants "shovel ready" projects. Planner Duchesneau addressed the Selectmen's concerns as to the atypical costs; advising that a significant portion of the additional cost can be attributed to the work necessary to engineer the 2nd Guggins Brook crossing and the structural span to traverse it. There was discussion as to the pending MassDOT culvert repairs. The lack of progress on this culvert project has a significant impact on this proposed project; compelling the Town to develop plans independent of MassDOT's culvert structure. Planner Duchesneau advised that the Planning Board was also concerned about these costs. The consultant, however, had been unavailable until this morning. They have since spoken and the consultant will be expanding on the cost break out and task/time allocation information. There was discussion as to the multi-family development being built at the corner of Route 111/Liberty Square Rd. and possibly extending this walkway along Route 111 down to the Applewood access road. The grant submission timeframe was discussed. Planner Duchesneau clarified he was not asking for approval of the draft packet presented tonight. He is requesting that the Chair be authorized to take the necessary actions so this grant proposal can be submitted. Member Gorman moved to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen to: 1) submit the MassWorks Infrastructure Program Application for "Route 111 Pedestrian Improvement Project", and 2) submit a letter of support on behalf of the BoS; for the Board of Selectmen to accept state funding for the project, should an award for the project be made, and further, to authorize Adam Duchesneau, Town Planner to electronically submit the application on behalf of the Town. Seconded by Member Fox. **Approved 4-0.**

The Selectmen took Agenda Item 7a. out of order.

NEW BUSINESS

- Police Chief Warren Ryder, several Police Officers and members of the public were present. Chief Ryder advised the Selectmen that Officer Benjamin Lavine would be retiring from the force, but has agreed to continue to serve the Town as a Special Police Officer. Chief Ryder spoke to his memorandum regarding this. Member Fox moved to accept the retirement of Benjamin Lavine effective August 15, 2014 and to extend appreciation to him for twenty-four years of valued service to the Town. Seconded by Member Gorman. **Approved 4-0.**

APPOINTMENTS (Continued)

- Member Fox also moved to appoint Benjamin Lavine as Special Police Officer for a term commencing August 16, 2014 and ending on June 30, 2015. Seconded by Member Gorman. **Approved 4-0.**
- Chief Ryder re-introduced Robert J. Fagundes, this time as a candidate for appointment as a Probationary Full-time Police Officer. [Officer Fagundes was just recently appointed as a Special Police Officer.] Chief Ryder spoke to his memorandum regarding Officer Fagundes' appointment – his background, experience and, specifically that he will be filling the vacancy left by Officer Levine's retirement. Further to the recommendation of Police Chief Ryder, Member Gorman moved to appoint Robert J. Fagundes to the position of Probationary Full-time Police Patrol Officer for a term commencing August 21, 2014 and ending on August 20, 2015. Seconded by Member Fox. **Approved 4-0.**
- Chief Ryder remained to provide an update on the Town's phone issues. The Town's phone system has been experiencing intermittent failures since early July which continue through to today. He spoke to the IT consultant's recommendations and his own memorandum. These issues have developed because our systems run on are copper lines however Verizon no longer provides infrastructure support for their copper lines. Further, Verizon has advised that they have no intention of upgrading these lines as it not cost effective for them, at this time. It is his understanding that the residential FiOS VoIP service offered in Boxborough runs at a lower load capacity than what the Town systems require. These ongoing outages continue to impact not just town phones but our 911 and Public Safety radio systems, which are of critical concern. He reviewed the proposals which have been provided. There was discussion regarding the costs to associated with these measures. No formal vote is necessary however, Ryder asked for the Selectmen's support him implementing these necessary measures. He would also appreciate it if the Selectmen could reach out to the decision-makers at Verizon to ensure that more permanent corrective measures are undertaken.

The Selectmen took Agenda Item 8a, out of order.

CORRESPONDENCE

- Fire Chief Randolph T. White was present and Chief Ryder remained to provide feedback on Frank Hubley's letter concerning the Public Safety radio upgrade article approved at this year's Town Meeting. Mr. Hubley was present. Chief White noted that there is some conflicting information in the letter. This consultant has years of experience in this field. The study and its recommendations were vetted at numerous public meetings where feedback was provided to the consultant; and then approved at Town Meeting. It was noted that asking the Town to act outside of a proposal ratified at Town Meeting would probably be contrary to our legal and regulatory obligations. Mr. Hubley was invited to speak. He advised that he was on vacation during Town Meeting. He stated that he works in this field and provided his opinion on some of the aspects of this project. Given the experience that Mr. Hubley says he has in this field and if Mr. Hubley is willing, the Selectmen supported a suggestion from Chief Ryder that Mr. Hubley could be brought in to discuss the project as the town moves forward. Mr. Hubley advised though willing he might have conflict(s) due to his work in this field. In the meantime, Mr. Hubley was asked to direct his comments/concerns to Chiefs Ryder and White. Chief Ryder updated the Selectmen on the status of contract discussions between the town and the consultant.
- Fire Chief Randolph T. White remained to present several grant awards for the Selectmen's acceptance and approval. Chief White spoke to the materials provided.
 - The Town has been awarded grants for educational programs that the Fire Department has previously provided for school age children and for a new program to provide fire awareness education to senior residents. This senior program would be done in conjunction with the Council on Aging and the CoA Coordinator supports this. The intention to educate and safe-guard seniors, offering home public safety inspections – testing smoke alarms and if necessary loaning a unit to a resident until they could install their own. If, however open and obvious safety violations are observed the resident would be advised of those violations and what repairs would be needed. The intention is to roll this program out at the September's Senior public safety luncheon. He is drafting the necessary release language which will be submitted to Town Counsel. Member Fox moved to authorize the Fire Chief to implement the Senior SAFE program as described and further to accept funding from the state in the amounts of \$3,186 for the FY 2014 S.A.F.E. program and \$2,518 for the FY 2014 Senior S.A.F.E. program. Seconded by Member Gorman. **Approved 4-0.**
 - Member Fox moved to accept from Massachusetts Emergency Management Agency (MEMA) \$1,975 for the FFY 2013 EMPG Grant and \$2,460 for the FFY 2014 EMPG Grant, to be used for upgrades to the Emergency Operations Center at the fire station. Seconded by Member Gorman. **Approved 4-0.**
- It was noted besides Hubley's earlier comments there were no other Citizens' Concerns.

MINUTES

- Member Fox moved to accept the minutes for the regular sessions of June 30, 2014 and July 21, 2014, as revised. Seconded by Member Gorman. **Approved 4-0.**
- Member Fox moved to accept the minutes for the regular session, August 1, 2014, as written. Seconded by Member Gorman. **Approved 3-0-1 (Bak abstained)**

SELECTMEN REPORTS

- Member Fox noted that the Town’s phone issues had already been reported on.

He also reported on the IMA for Animal Control Officer services. Littleton has accepted IMA. Police Chiefs Ryder and Kelly [Littleton] are working out the logistics. This Agreement shall be retroactive to July 1st.

- Chair Amoroso reported on a recent meeting of the Minuteman School District IMA Task Force. These initial discussions began the formulation of an IMA template however this process will take several months. They outlined the IMA’s basic structure and those present identified items which they believe should be incorporated into the IMA. The general consensus was that the participants did not want non-member towns to get a better deal than IMA communities and that there should be an array of IMA participation level/options, which he outlined. He observed that Boxborough is in a unique position as we are almost equidistant from Minuteman and the two other vocational schools in the area. His objective is to have an array of options ready to present at Town Meeting in 2015. This group will be meeting again in September and he will have more to report then.
- Member Gorman reported that there were no responses to the Town’s Social Services RFP. TA Shaw spoke to the rationale in using an RFP to staff this pilot program. The feedback received was that most social service professionals are typically sole practitioners and that the RFP was too intimidating for them. Work has begun on drafting a job description for a Part-time position. The Personnel Board will be reviewing this tomorrow.

He also reported that only one contractor had participated in the Steele Farm – Wetherbee Farmhouse Shoring project pre-bid inspection. BICAO Lindberg has obtains names of several other contractors that might have an interest in this project.

Member Gorman reported that he recently sat down with Chief White to begin discussion on the new engine acquisition to take place in FY 16. Chief White has advised that there may be a problem - based on published specifications the new apparatuses will not fit in the existing bays at the station.

OLD BUSINESS

- The Selectmen discussed that Blanchard School water pump failure. Chair Amoroso reviewed the events of June 30th/July 1st, costs to date and the steps taken by the Town & the A-B District since then. Member Gorman moved that the Town pays for the costs incurred with respect to the June 30/July 1 Blanchard School water pump failure; and further that the Town seek to recover the costs as appropriate. Seconded by Member Fox. **Approved 4-0.**
- The Selectmen discussed the responsibilities for September 20th Volunteer/Staff Appreciation event. Most tasks would be assigned as they were last year - Gorman, Fox and Amoroso providing their gas grills; Stemple getting desserts; and Amoroso making the bulk purchases. Member Bak agreed to get the hamburgers & hot dogs. The timeline for getting the invitations out to invitees was also discussed.

NEW BUSINESS (Continued)

- Chair Amoroso moved to notify and warn the inhabitants of the Town of Boxborough who are qualified to vote in Primaries to vote at Boxborough Town Hall, 29 Middle Road, Boxborough on Tuesday, the ninth day of September, 2014 from 7:00 AM to 8:00 PM for the candidates of political parties for the following offices:

SENATOR IN CONGRESS	REPRESENTATIVE IN CONGRESS
GOVERNOR/LT. GOVERNOR	COUNCILLOR
ATTORNEY GENERAL	SENATOR IN GENERAL COURT
SECRETARY OF STATE	REPRESENTATIVE IN GENERAL COURT
TREASURER AND RECEIVER GENERAL	DISTRICT ATTORNEY
AUDITOR	REGISTER OF PROBATE

Seconded by Member Fox. **Approved 4-0.**

- Chair Amoroso moved to accept and place on file the “Disclosure of Appearance of Conflict of Interest” submitted by Conservation Commission member Norman Hanover. Seconded by Member Gorman. **Approved 4-0.**

CORRESPONDENCE

- It was noted that the Hubley correspondence had been discussed earlier in the evening.

CONCERNS OF THE BOARD

- Member Gorman asked about reinstating an employee representative to Personnel Board. TA Shaw mentioned that the matter had previously been considered and that she will review her notes on the matter for future Selectmen discussions.

EXECUTIVE SESSION

- At 8:41 PM, Chair Amoroso moved to convene in executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (all CBU's) and to adjourn immediately thereafter without reconvening in open session. Seconded by Member Gorman. **Approved 4-0 by a roll call vote: Fox, aye; Gorman, aye; Bak, aye; and Amoroso, aye.**

Proposed revisions to BoS meeting schedule

- Cancel September 29th meeting... and reschedule for October 6th
Goals workshop is scheduled for the 20th and there is a regular BoS meeting on 22nd; meeting on 29th will probably not be necessary
TA will be away on the 6th, but will draft proposed agenda before leaving.
- Cancel October 20th meeting... and reschedule for October 27th
TA returns from Europe the evening of the 18th... Les returns from vacation around this time
- Cancel November 3rd... and reschedule for November 10th
The 3rd is election eve; will ease crunch on Town Hall meeting room space...
- Cancel November 17th
Meeting is already scheduled for November 24th
- Cancel December 22nd and reschedule for December 15th

**Board of Selectmen Propsed Revised Meeting Schedule
September 8, 2014 - January 5, 2015**

Scheduled Date	Proposed Date	Business
September		
8th	8th	Meeting - Morse Hilberg room (Election set-up in Grange)
15th		No meeting
SATURDAY, 9/20	SATURDAY, 9/20	Meeting - goals setting
22nd	22nd	Meeting
29th		Meeting
October		
6th	6th	No Meeting [TA away 10/1 - 10/18]
13th		No meeting [Columbus Day]
20th		No meeting
27th	27th	No Meeting
November		
3rd		No meeting (election set-up in Grange)
10th	10th	No Meeting
17th		No meeting - Public hearing - FY 15 Min Res Factor; Tax Rate Setting
24th	24th	Meeting - Public hearing - FY 15 Min Res Factor; Tax Rate Setting
December		
1st		No meeting
8th	8th	Meeting
15th	15th	No Meeting - Renewal of Licenses (alcohol, used car, common victuallers, etc.)
22nd		No meeting - Renewal of Licenses (alcohol, used car, common victuallers, etc.)
29th		No meeting
January		
5th		Meeting



Reserve Fund Transfer Request

Date: August 22, 2014

It is requested by the undersigned that the sum of \$ 1,500.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-175-5305-0000

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

Description (e.g. Selectmen's expenses) Planning Board Software Support

The balance in the line item as of August 22, 2014 (Date) is \$ 1,500.00. An amount of \$ 1,500.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

When the contract for the MapGeo Geographic Information System service on the Town website was implemented last year, the company providing the service, Applied Geographics, Inc., indicated the yearly maintenance fee for hosting the site and updating all of the data and layers would be \$3,000.00 with a \$1,500.00 first year startup fee. In developing the FY15 Budget for the Planning Department, the former Town Planner only allocated \$1,500.00 for the yearly MapGeo service maintenance fee. In all likelihood this was simply an oversight on the amount that should have been requested to maintain the MapGeo service on the Town website. Our Department has received significant positive feedback on the implementation and use of the MapGeo service, and we would like to continue to provide that service to our constituents. Therefore, I am requesting that \$1,500.00 be transferred from the Reserve Fund to cover the outstanding cost of the annual MapGeo maintenance fee.

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></u>	(Signature)	Town Planner	(Title)
<u></u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

Filter by: Segment 1: 001
 Segment 2: 175

Parameters: Fiscal Year: 2015 Start Date: 7/1/2014 end: 6/30/2015

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period		This Period	This Period	This Period		
		To Date		To Date	To Date	To Date		
001-175-5110-0000	545.00	0.00		0.00	0.00	0.00		
Planning Bd Salary	0.00	0.00	545.00	0.00	0.00	0.00	545.00	0.00
001-175-5112-0000	64,311.00	0.00		0.00	0.00	-10,348.80		
Town Planner Salary	0.00	0.00	64,311.00	0.00	0.00	-10,348.80	53,962.20	16.09
001-175-5305-0000	1,500.00	0.00		0.00	0.00	-3,000.00		
Planning Bd Software Support	0.00	0.00	1,500.00	0.00	0.00	-3,000.00	-1,500.00	200.00
001-175-5306-0000	720.00	0.00		0.00	0.00	0.00		
Planning Bd Consulting	0.00	0.00	720.00	0.00	0.00	0.00	720.00	0.00
001-175-5312-0000	200.00	0.00		0.00	0.00	0.00		
Planning Bd Legal Notices	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
001-175-5599-0000	750.00	0.00		0.00	0.00	0.00		
Planning Bd Other Office Exp	0.00	0.00	750.00	0.00	0.00	0.00	750.00	0.00
001-175-5711-0000	700.00	0.00		0.00	0.00	-62.72		
Planning Bd Travel	0.00	0.00	700.00	0.00	0.00	-62.72	637.28	8.96
001-175-5712-0000	200.00	0.00		0.00	0.00	0.00		
Planning Bd Conferences	0.00	0.00	200.00	0.00	0.00	0.00	200.00	0.00
001-175-5730-0000	1,705.00	0.00		0.00	0.00	0.00		
Planning Bd Dues	0.00	0.00	1,705.00	0.00	0.00	0.00	1,705.00	0.00
	70,631.00	0.00		0.00	0.00	-13,411.52		
9 Account(s) totaling:	0.00	0.00	70,631.00	0.00	0.00	-13,411.52	57,219.48	18.99

MapGeo Subscription Renewal

Statement of Work for

Town of Boxborough, MA

AppGeo Project # 2013-7027.02

Subscription Period: July 1, 2014- June 30, 2015

AppGeo will provide the following services during this subscription period:

- 24/7 access to a single instance of MapGeo hosted in AppGeo's production hosting environment
- One (1) annual update of customer's property attribute data unless the client has an automated uploader.
- One (1) annual update of client's existing base map and map layers.
- Maintenance of site configuration such as default settings, site logins, and site contact information.
- System management and application support to monitor and maintain site to ensure optimal performance.
- A detailed monthly web statistics report on site utilization emailed to the customer.
- Annual updates to existing federal and state thematic overlays.
- Ongoing enhancements and version upgrades to MapGeo's functionality
- Maintenance of MapGeo compatibility and performance on the following minimum web browser versions:
 - Mozilla Firefox 3.5
 - Microsoft Internet Explorer 8.0
 - Google Chrome 8.0
 - Safari version 4

FEE

The renewal subscription fee will be billed at a fixed price of **\$3,000** and includes services for the defined annual subscription period. Payment will be due within 30 days of receipt of an invoice.

AUTHORIZATION

The Town of Boxborough hereby authorizes AppGeo to proceed with the above described annual subscription renewal and accepts the provisions described in this document.

Authorized Representative



Signature

Selim S. Shaw

Name

Town Administrator

Title

7/9/14

Date



Reserve Fund Transfer Request

Date: Sept. 8, 2014

It is requested by the undersigned that the sum of \$1570.00 be transferred from the Reserve Fund to:

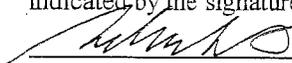
UMAS Acct. # 310-192-5820-142B
(Fund # - Dept. # - Object - Detail)

Description ATM 14 Article 22B Town Hall Carpeting

The balance in the line item as of 09/08/14 (Date) is \$20,000. An amount of \$ 20,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The reserve fund transfer will provide additional monies needed for the acquisition and installation of new carpets at the Town Hall. Town Meeting authorized an appropriation of \$20,000. The lowest quote came in at \$21,569.50.

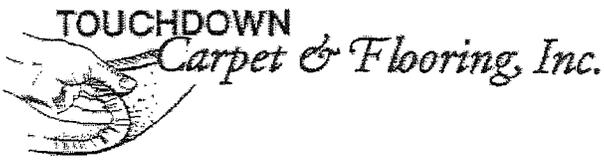
This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

	(Signature)	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. # _____ to be used for the purposes and in the amounts indicated above.

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

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



Estimate

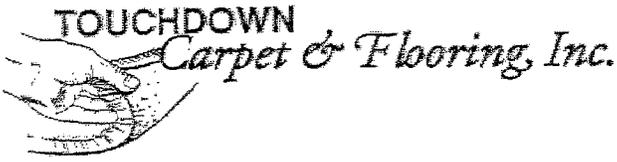
9/2/2014	15344
----------	-------

Phone 508-480-8552 Fax 508-303-0730
 www.TouchdownCarpet.com

TOWN OF BOXBOROUGH
 DAVID LINDBERG
 29 MIDDLE RD
 BOXBOROUGH MA 01719

Project		TOWN OFFICES BIG SPLASH		Contact #			
Location		29 MIDDLE RD		Designer	Measurer	Sales Rep	
Description		Color/Description	Style No.	Qty	U/M	Price	Total
PATCRAFT SPLASH							
CARPET PATCRAFT SPLASH - REPLACE EXISTING CARPET , RIP UP AND REMOVE EXISTING CARPET , MOVE FURNITURE , WORK OFF HOURS .							
1ST FLOOR - 11 OFFICE 1 COPY RN , 2 COMMON HALL				342.00	sqyd	25.99	8,888.58T
LABOR TO INSTALL CARPET , RIP UP EXISTING REMOVE FROM SITE , MOVE FURNITURE , OFF HOURS				342.00		14.00	4,788.00
2ND FLOOR - OPEN MEEETING ROOM , COMMON HALL ABD EXSTEND HALL TO MEETING ROOM AT HARDWOOD				128.00	sqyd	25.99	3,326.72T
LABOR TO INSTALL CARPET , RIP UP EXISTING , MOVE FURNITURE , OFF HOURS				128.00		14.00	1,792.00
ADD PLYWOOD SUB FLOOR AT ADDED AREA HALL/ SKIM COAT				1.00		275.00	275.00
VINYL COVE BASE				1,136.00		2.20	2,499.20
TERMS & CONDITIONS: 50% Deposit at time of order, except Builder Overage deposit is 100%. Balance due on day of installation. NO refunds on special order items. Minimum 25 % Restock fee or per Manufacturer's return policy. NO guarantee on work done over subfloors not installed by Touchdown. Shading is an inherent characteristic of marble & ceramic tile. No claim may be made after installation. We do not cut doors. Subject to terms on formal estimate. Regrout due to shrinkage is not the responsibility of Touchdown Carpet. NOTE: BUYER shall reimburse Touchdown Carpet & Flooring for any and all legal fees in the event Touchdown Carpet & Flooring prevails in legal action taken to collect amounts due. 1.5% interest per month and 18% annually for overdue balances.				Subtotal			
				Sales Tax (6.25%)			
				Total			

Signature _____



Estimate

9/2/2014	15344
----------	-------

Phone 508-480-8552 Fax 508-303-0730
 www.TouchdownCarpet.com

TOWN OF BOXBOROUGH
 DAVID LINDBERG
 29 MIDDLE RD
 BOXBOROUGH MA 01719

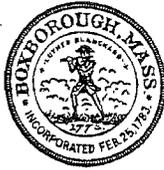
Project		TOWN OFFICES BIG SPLASH			Contact #	
Location		29 MIDDLE RD			Designer	
					Measurer	
					Sales Rep	RF

Description	Color/Description	Style No.	Qty	U/M	Price	Total
CUSTOMER MUST DISCONENT / MOVE ELECTRONICS , PACK UP DESK PERSONAL ITEMS BOXED ECT .						

TERMS & CONDITIONS:
 50% Deposit at time of order, except Builder Overage deposit is 100%. Balance due on day of installation. NO refunds on special order items. Minimum 25 % Restock fee or per Manufacturer's return policy. NO guarantee on work done over subfloors not installed by Touchdown. Shading is an inherent characteristic of marble & ceramic tile. No claim may be made after installation. We do not cut doors. Subject to terms on formal estimate. Regrout due to shrinkage is not the responsibility of Touchdown Carpet.
 NOTE: BUYER shall reimburse Touchdown Carpet & Flooring for any and all legal fees in the event Touchdown Carpet & Flooring prevails in legal action taken to collect amounts due. 1.5% interest per month and 18% annually for overdue balances.

Subtotal	\$21,569.50
Sales Tax (6.25%)	\$763.46
Total	\$22,332.96

Signature _____



Reserve Fund Transfer Request

Date: 9-4-14

It is requested by the undersigned that the sum of \$7,694.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-422-5241-0000
(Fund # - Dept. # - Object - Detail)

Description To replace the three Opticoms at Rte.111 & Rte. 495

The balance in the line item as of 09/04/14 (Date) is \$5,652. An amount of \$ 6,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

These Opticoms are used to indicate that Emergency Vehicles are approaching these intersections. There was a lightning strike in late July and it was later noticed that they were no longer working. The vendor was called to evaluate the situation and they have determined that due to the age of the equipment (all in excess of 10 years old), they cannot be repaired by the manufacturer and must be replaced. The annual budget for Buildings & Grounds Maintenance Services is \$6000 total. These items were originally purchased and installed by Cisco and no funds had been earmarked for their replacement. This is a safety issue that needs to be addressed for future planning.

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

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

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

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

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



Central Mass Signal LLC

Central Mass Signal LLC
14B Commerce Rd
Shrewsbury, MA
01545
Phone # 508-755-1575
Fax # 508-755-1578
Matt@centralmasssignal.com

Estimate

Date	Estimate #
8/17/2014	121

Name / Address
Department of Public Works 577 Massachusetts Avenue Boxborough, MA 01719

Job Location
Boxborough MA Opticom systems are not working

Item	Description	Qty	Rate	Total
Misc	Furnish and install new 764 Phase selectors for traffic signal locations listed below. Location#1- Rt 495 NB + Rt 111 Location#2-Rt 495 SB + Rt 111 Location#3- Codman Rd + Rt 111 All phase selectors are in excess of 10 years old and cannot be repaired by manufacture Cost is at discounted rate for turning in existing phase selectors	3	2,400.00	7,200.00
Electrician	(Electrician/Signal Tech, Labor) 8/1/14 Troubleshoot opticom systems not working at three traffic signal locations in town. Remove phase selectors and bring back to shop for bench testing for possible repairs	4	98.50	394.00
Utility	Utility Service truck Zone A	1	100.00	100.00

COPY

Any questions or concerns please feel free to call	Total	\$7,694.00
--	--------------	------------

Filter by: Segment 1: 001
Segment 2: 422

Parameters: Fiscal Year: 2015 Start Date: 7/1/2014 end: 6/30/2015

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
001-422-5112-0000	82,812.00	0.00		0.00	0.00	-13,325.76		
DPW Salary -Director	0.00	0.00	82,812.00	0.00	0.00	-13,325.76	69,486.24	16.09
001-422-5114-0000	356,337.00	0.00		0.00	0.00	-55,228.15		
DPW Salary	0.00	0.00	356,337.00	0.00	0.00	-55,228.15	301,108.85	15.50
001-422-5115-0000	50,238.00	0.00		0.00	0.00	-8,084.17		
DPW Salary -Clerical	0.00	0.00	50,238.00	0.00	0.00	-8,084.17	42,153.83	16.09
001-422-5134-0000	16,600.00	0.00		0.00	0.00	-5,889.16		
DPW OT	0.00	0.00	16,600.00	0.00	0.00	-5,889.16	10,710.84	35.48
001-422-5210-0000	2,250.00	0.00		0.00	0.00	-272.76		
DPW Electricity	0.00	0.00	2,250.00	0.00	0.00	-272.76	1,977.24	12.12
001-422-5212-0000	3,000.00	0.00		0.00	0.00	-79.30		
DPW Heating	0.00	0.00	3,000.00	0.00	0.00	-79.30	2,920.70	2.64
001-422-5241-0000	6,000.00	0.00		0.00	0.00	-348.00		
DPW Bldg/Grounds Maint Svc	0.00	0.00	6,000.00	0.00	0.00	-348.00	5,652.00	5.80
001-422-5242-0000	12,000.00	0.00		0.00	0.00	-3,105.32		
DPW Vehicle Maint Svc	0.00	0.00	12,000.00	0.00	0.00	-3,105.32	8,894.68	25.88
001-422-5302-0000	300.00	0.00		0.00	0.00	0.00		
DPW Medical Svc	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
001-422-5331-0000	9,500.00	0.00		0.00	0.00	0.00		
DPW Street Maint Supply	0.00	0.00	9,500.00	0.00	0.00	0.00	9,500.00	0.00
001-422-5341-0000	2,500.00	0.00		0.00	0.00	-290.90		
DPW Cell Phones	0.00	0.00	2,500.00	0.00	0.00	-290.90	2,209.10	11.64
001-422-5399-0000	10,250.00	0.00		0.00	0.00	0.00		
DPW Other Services	0.00	0.00	10,250.00	0.00	0.00	0.00	10,250.00	0.00
001-422-5441-0000	7,000.00	0.00		0.00	0.00	-1,195.30		
DPW Bldg/Grounds Maint Supply	0.00	0.00	7,000.00	0.00	0.00	-1,195.30	5,804.70	17.08
001-422-5442-0000	19,000.00	0.00		0.00	0.00	-987.32		
DPW Vehicle Maint Supply	0.00	0.00	19,000.00	0.00	0.00	-987.32	18,012.68	5.20
001-422-5580-0000	8,000.00	0.00		0.00	0.00	-531.32		
DPW Tools/Equipment	0.00	0.00	8,000.00	0.00	0.00	-531.32	7,468.68	6.64
001-422-5591-0000	6,000.00	0.00		0.00	0.00	-688.78		
DPW Uniforms	0.00	0.00	6,000.00	0.00	0.00	-688.78	5,311.22	11.48
001-422-5599-0000	750.00	0.00		0.00	0.00	-67.99		
DPW Other Office Exp	0.00	0.00	750.00	0.00	0.00	-67.99	682.01	9.07

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Journal Entry:		Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period	This Period	To Date	This Period	This Period		
		To Date	Allocated	To Date	To Date	To Date		
001-422-5712-0000	500.00	0.00		0.00	0.00	0.00		
DPW Training/Conferences	0.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00
001-422-5730-0000	240.00	0.00		0.00	0.00	0.00		
DPW Dues	0.00	0.00	240.00	0.00	0.00	0.00	240.00	0.00
001-422-5731-0000	300.00	0.00		0.00	0.00	0.00		
DPW Certification/License	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
	593,577.00	0.00		0.00	0.00	-90,094.23		
20 Account(s) totaling:	0.00	0.00	593,577.00	0.00	0.00	-90,094.23	503,482.77	15.18

Selina Shaw

From: Les Fox <lesfox@comcast.net>
Sent: Tuesday, September 02, 2014 3:52 PM
To: amorosovm@gmail.com
Cc: Selina S. Shaw
Subject: Agenda item for Monday Sept 8

Follow Up Flag: Follow up
Flag Status: Flagged

When I returned home from foreign travels I found mail from MAPC announcing a special meeting of the MAPC Council being called for Sept 17. The purpose is to ratify the new MAPC assessment rates for the various towns. This is to make up for the fact that assessments have not been raised for a long time due to a combination of Prop 2.5 and weak economy. The assessment is currently \$0.32 per capita and is proposed to go up by about 60%. Our assessment is currently \$1654.02 and would go to \$2552.50. The assessment appears on the Cherry Sheet. I'm awaiting more info on background.

I'd like to update the board on this situation and get their guidance on our position that I will represent.

So, let's add an agenda item - "Update and recommendation on proposed increase to MAPC assessment".

Les

8c

Selina Shaw

From: Adam Duchesneau <aduchesneau@boxborough-ma.gov>
Sent: Thursday, September 04, 2014 10:48 AM
To: 'Selina Shaw'
Subject: CIC Grant

Hi Selina,

I heard back from Elizabeth DeMille Barnett in Carlisle regarding the CIC Grant to develop a Resource Guide on Septic Systems, Community Water Supplies, etc. She indicated that the Board of Selectmen should officially approve the Town signing their name onto the CIC Grant Application.

The grant application is due on October 10th but obviously the sooner we can get a vote from the Selectmen, the better. Is it too late to get this item on their Monday, September 8th agenda? If so, I see that they meet again on September 22nd and the request could go before them at that time I suppose.

Please let me know your thoughts when you have a chance. Thanks.

Adam

Adam L. Duchesneau, AICP
Town Planner
Town of Boxborough
29 Middle Road | Boxborough, MA 01719
t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov

Selina Shaw

From: Adam Duchesneau <aduchesneau@boxborough-ma.gov>
Sent: Tuesday, September 02, 2014 8:16 AM
To: sshaw@boxborough-ma.gov
Subject: CIC Grant
Attachments: 20140819 CommunityInnovationChallengeGrantSeptic-Well.docx

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Selina,

At the last Housing Planners/Coordinators meeting I attended we discussed the possibility of joining in on a Community Innovation Challenge Grant to receive state funding to hire a consultant to develop a lay person's Septic and Private Well Resource Guide. This would be an informational Resource Guide prepared for non-technical readers, e.g., local board members, Town staff; housing developers, etc., which would include information regarding available septic system, community water supply and private well technologies appropriate for multi-unit and single family developments (particularly for mixed-income developments); indicative cost estimates for these technologies; permitting process; and ongoing maintenance and costs.

Elizabeth DeMille Barnett from Carlisle is putting together all of the information for the grant and is looking for confirmation by the end of the day **TODAY** to put each community's name on the application.

I have attached to this message the draft proposal that Elizabeth put together. I have also confirmed with Elizabeth that the only requirements from Boxborough would be our community's name on the Community Innovation Challenge grant application, attendance at a few working session meetings (which I have already been attending as part of the monthly Housing Planners/Coordinators meetings), and there is also no monetary cost to Boxborough. The selected consultant would need to work within the awarded budget.

If you could let me know by the end of the day today, Monday, if Elizabeth can put Boxborough's name on the grant application, that would be great. Thanks.

Adam

Adam L. Duchesneau, AICP
Town Planner
Town of Boxborough
29 Middle Road | Boxborough, MA 01719
t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov

August 19, 2014

Summary: Community Innovation Challenge Grant Application – to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development

Potential applicants: Carlisle, Easton, Medway, Mendon, Boxborough, Acton, Dunstable, (Groton and Westford to be invited)

Proposed Grant: To be used for the development of a much-needed informational Resource Guide prepared for non-technical readers, e.g., local board members, Town staff; housing developers, etc., which would include information regarding available septic system, community water supply and private well technologies appropriate for multi-unit and single family developments (particularly for mixed-income developments); indicative cost estimates for these technologies; permitting process; and ongoing maintenance and costs.

Currently no such document is available (see Resource Inventory attached). This Resource Guide would be extremely helpful in facilitating local affordable housing development and planning, it also would have the potential to be used as an outreach/educational tool to affordable housing homebuyers, developers and lenders.

Work Scope: Consultant would conduct research on available technologies for mixed-income, multi-unit and single family developments; cost estimates, including: acreage required for a MassDEP Zone One and Zone Two Community Water Supply area; local, state and federal permits required, application process and timeframe; ongoing/required maintenance and associated costs for septic system, community water supply and private well technologies used by. Consultant would attend initial meeting and minimally three working meetings with participating communities. Consultant would develop draft for review, necessary graphics and make presentation to representatives of participating communities. Consultant would incorporate final comments and produce final product.

Community Benefit: The Resource Guide would centralize information with the potential to streamline the development process of mixed-income housing, particularly affordable housing, in the communities applying for this grant, all of which lack either public sewage and/or water infrastructure (in all or part of their communities). The Resource Guide also would be an invaluable asset for potential affordable homebuyers, who might be hesitant to purchase a home with a septic system and/or private well. The Resource Guide also would provide information on ongoing maintenance and costs which would allow for budgeting.

Cost Benefits: Provide an educational opportunity as well as reduce staff time for individual communities as well as for potential affordable housing developers and lenders. Allow affordable housing buyers the opportunity for longer-term financial management and home maintenance.

No new costs for communities, other than assigned staff time.

Statewide: This Resource Guide also would be of use to any community in the Commonwealth, with the similar public sewage and water infrastructure limitations, for the development of mixed-income/affordable housing.

Cost: \$25,000

Community Innovation Challenge Grant Application – to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development

Resource Inventory

MassDEP

Title 5/Septic Systems/Treatment Plants

MassDEP Septic Systems/ Title V:

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/septic-systems-title-5.html>

Caring for Your Septic System: A Reference Guide for Homeowners

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/caring-for-septic-system-reference-guide-for-homeowner.html>

How Often Should I Pump Out My Septic Tank:

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/how-often-should-i-pump-out-my-septic-tank.html>

Save Money By Maintaining Your Septic System

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/save-money-by-maintaining-your-septic-system.html>

How as a System Owner Do I Properly Care for My Septic System?

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/system-owner-properly-care-for-my-septic-system.html>

Buying or Selling Property with a Septic System

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/buying-or-selling-property-with-a-septic-system.html>

Septic System Inspections

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/septic-system-inspections.html>

Grants and Financial Assistance Septic Systems and Treatment Plants

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/grants-and-financial-assistance-septic-systems-and-treatme.html>

Title 5/Septic Systems Financial Assistance Opportunities for System Owners

<http://www.mass.gov/eea/agencies/massdep/water/grants/title-5-septic-systems.html>

New Construction of a Septic System

<http://www.mass.gov/eea/agencies/massdep/water/wastewater/new-construction-of-a-septic-system.html>

Private Wells

Private Wells

<http://www.mass.gov/eea/agencies/massdep/water/drinking/private-wells.html>

Protect Your Family a Guide to Water Quality Testing

Community Innovation Challenge Grant Application – to develop a Resource Guide on Septic System, Community Water Supply and Private Well Development for Mixed-Income, multi-unit and single-family home development

<http://www.mass.gov/eea/agencies/massdep/water/drinking/protect-your-family-a-guide-to-water-quality-testing-f.html>

Well Driller Program – Search Well

<http://www.mass.gov/eea/agencies/massdep/water/drinking/well-driller-program-searchwell.html>

Commonwealth of Massachusetts Department of Revenue

Residential Property Tax Credits (including septic system)

<http://www.mass.gov/dor/individuals/filing-and-payment-information/guide-to-personal-income-tax/credits/residential-property-credits.html>

MassHousing Septic System Repair Program

https://www.masshousing.com/portal/server.pt/community/home_owner_loans/228/septic_repair_loans

US Environmental Protection Agency

Private Well Owners

http://www.epa.gov/region1/eco/drinkwater/private_well_owners.html

Your Septic System is Your Responsibility

http://www.nawt.org/resources/homeowner_guide_short.pdf

A Homeowner's Guide to Septic Systems

http://www.epa.gov/owm/septic/pubs/homeowner_guide_long.pdf

US Department of Agriculture

Water and Waste grants for communities and individual households

http://www.rurdev.usda.gov/UWEP_HomePage.html

Hunterdon County, New Jersey

Well and Septic System Care in Hunterdon County, New Jersey: A Homeowner's Guide

<http://www.co.hunterdon.nj.us/health/wellguide.htm#10>

Josephine County, Oregon

Septic Systems: A Buyers and Sellers Guide, 2006. First American Title Insurance Company of Oregon. Posted on Josephine County, Oregon website:

http://www.co.josephine.or.us/files/septic_systems.pdf



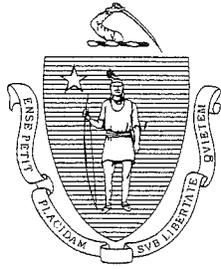
Internal Communications and Outgoing Communications
September 8, 2014

1. Email communication, PEG Grant Report 2nd Quarter 2014, and check for their 2nd Quarter PEG payment of \$15,759.39 from Kathy Booker, Verizon New England, Inc., dated August 15, 2014, to Town Administrator Selina Shaw.
2. Email communication, PEG Grant Report 2nd Quarter 2014, and check for their 2nd Quarter PEG payment of \$10,293.95 from Xfinity [Comcast] Sr. Manager of Government & Regulatory Affairs, Ben Pearlman, dated August 26, 2014, to the Board of Selectmen.
3. Letter from State Senator Jamie Eldridge, dated August 28, 2014, to TA Shaw, providing an update on recent legislative actions and the State's FY 2015 budget, along with FY 2015 Estimated Distribution & Reimbursements Reports. *

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

9a(3)

*



The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

Received
9-2-2014

SENATOR JAMES B. ELDRIDGE
Middlesex and Worcester District

STATE HOUSE, ROOM 413A
BOSTON, MA 02133-1053
TEL. (617) 722-1120
FAX (617) 722-1089

JAMES.ELDRIDGE@MASENATE.GOV
WWW.MASENATE.GOV

Chairman
COMMITTEE ON HOUSING
Vice Chairman
SENATE COMMITTEE ON GLOBAL WARMING
AND CLIMATE CHANGE

DISTRICT OFFICE
225 MAIN STREET, ROOM 106
MARLBOROUGH, MA 01752
TEL. (508) 786-3040

August 28, 2014

Selina Shaw
29 Middle Road
Boxborough, MA 01719

Dear Selina,

I hope this letter finds you well and having an enjoyable summer. The 2013-2014 Legislature has finished its formal sessions and I wanted to share with you a couple of the major pieces of legislative action that will be of interest to you and your community.

Fiscal Year 2015 Budget

The \$36.5 billion state budget for Fiscal Year 2015 represents the Legislature's continuing commitment to cities and towns, by making increases in Unrestricted General Government Aid (UGGA), Chapter 70 Education Aid, and the Special Education Circuit Breaker – the three largest sources of direct state aid to municipalities and school districts. UGGA received its first increase since FY2010, at \$945.8 million, about \$45.8 million above FY2013. Chapter 70 Education Aid increased 3 percent above FY2013 to \$4.4 billion. The FY2015 budget also provides full funding as well as \$70.25 million for Regional School Transportation. Specific amounts for your community are attached.

Environmental Bond Bill

This legislation (Chapter 286 of Acts 2014) provides for the preservation and improvement of land, parks and clean energy in the Commonwealth. The legislation authorizes a \$1.9 billion, 4-year capital plan and includes: \$10 million for the Executive Office of Energy and Environmental Affairs for general improvements and replacements to infrastructure; \$1.62 million for a conservation district grant program; \$75.7 million for the Department of Environmental Protection for investment in water and air quality protection; \$255.4 million for the Department of Conservation and Recreation for the design, construction, reconstruction, removal, improvement, or rehabilitation of department reservations, forests, parks, and other recreational facilities; \$25 million to clean up and redevelop brownfields; \$20 million for the development of a statewide climate center; and \$10 million for a grant program to support regional management plans.

In addition, I was proud to successfully fight to include a \$10 million authorization to create the Water Innovation Technology program, under the Massachusetts Clean Energy Center (MassCEC), to provide assistance to professions that are finding new ways to treat and keep water clean, and for securing \$5 million for the Department of Environmental Protection's (Mass DEP) water quality monitoring program.

Public Housing Authority Reform

As the Senate Chairman of the Joint Committee on Housing, I helped write the legislation (Chapter 235 of Acts 2014) that strengthens the requirements of local housing authorities, increases performance management, and encourages future innovation in housing development. It makes every member of a housing or redevelopment authority a fiduciary of the housing authority and requires one of the five members of the housing authority in a town to be a tenant of the housing authority.

The legislation requires the Department of Housing and Community Development (DHCD) to create three capital assistance teams to provide capital planning and technical assistance, as well as maintenance and repair assistance, to all housing authorities in the Commonwealth. It also creates a regional public housing innovation program designed to achieve increased coordination and cooperation among several housing authorities, foster innovative models for the development, redevelopment and repair of public housing, and increase economic efficiencies and opportunities.

In addition, it requires capital assistance teams to complete a survey of surplus land owned by DHCD and housing authorities to encourage development of new units of affordable housing, paying special attention to housing opportunities for disabled veterans. The legislation requires DHCD to implement a single statewide centralized waitlist for state-aided public housing.

I feel strongly that if Massachusetts is going to address its homeless crisis, and if every resident is going to have a safe and decent place to live, every community must step up and build more affordable housing, including public housing. I look forward to working with you to achieve this goal.

Transportation Bond Bill

This \$12.76 billion transportation finance bill (Chapter 79 of Acts 2014) will bolster the state's transportation systems, improve existing infrastructure and assist Massachusetts' communities in funding local projects. It authorizes \$300 million in Chapter 90 funding to help municipalities complete road, bridge and infrastructure improvement projects, and requires earlier notification of funding levels so cities and towns can prepare appropriately. The legislation includes funding such as \$2.97 billion for state-wide non-federally aided road and bridge projects, \$1.9 billion for interstate/non-interstate federal highways, \$350 million in investments for Regional Transit Authority improvements, as well as other state-wide enhancements to rail service and new regional transit authority facilities.

In addition, I was proud to champion in the Senate \$50 million for the Complete Streets "smart design" program, which the town of Littleton is a model for, and secure funding and legislative language to keep the North South Rail Link, which would build a tunnel connecting North and South Stations, a long-time vision of Governor Dukakis, a reality for

the future. Just think of taking the train from near where you live into Boston, and then traveling north to Maine or Canada, or south to New York or Washington, DC!

Water Infrastructure Reform

This legislation (Chapter 259 of Acts 2014) that I sponsored with Senate President Therese Murray, and led the fight for with my good friend Rep. Carolyn Dykema (D-Holliston) expands the spending capacity of the Massachusetts Clean Water Trust, formerly the Water Pollution Abatement Trust, with an increase from \$88 million to \$138 million and imposes a spending floor of 80 percent. It creates a sliding scale interest rate from 0 to 2 percent and establishes a principal forgiveness program for qualifying projects, and creates and allocates \$3 million to a technical assistance program to be used for the development of asset management plans and to identify green infrastructure opportunities in the Commonwealth. The legislation also simplifies the regulatory burden of complying with Title V, and encourages regional projects by allowing public entities to jointly apply for planning grants to develop water pollution abatement plans.

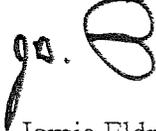
Economic Development

The economic development and jobs bill (Chapter 287 of Acts 2014) aims to further strengthen Massachusetts' innovation industries and position the state as a global leader both economically and culturally. It focuses on emerging industries, investments in workforce development and education, and promotes targeted regional growth. The legislation makes targeted investments in the state's economic drivers including innovation and Big Data, workforce development, tourism and marketing. **I fought to include an amendment in the bill that would have uncapped liquor licenses for all towns and cities; unfortunately, the provision was removed from the final bill, so I will be re-filing that again next year.**

I also want to take this opportunity to thank you for all of your hard work on behalf of your constituents. With the formal session of the 2013-2014 Legislative Session having ended, I am eager to hear more from you, between now and the end of the year, on policies, legislation, funding, and projects that I can work with you on, to better serve the community that you represent, and also improve the entire Commonwealth of Massachusetts.

As always if you have any questions, concerns or a matter that I can be of assistance with, please do not hesitate to contact my office at (617) 722-1120.

Sincerely,

go. 

Jamie Eldridge
State Senator
Middlesex and Worcester District

Hope you well,
Selma!

C.S. 1-EC Commonwealth of Massachusetts Department of Revenue FY2015
NOTICE TO ASSESSORS OF ESTIMATED RECEIPTS
General Laws, Chapter 58, Section 25A
Boxborough

A. EDUCATION:

Distributions and Reimbursements:

Chapter 70	0
School Transportation	0
Charter Tuition Reimbursement	0
Smart Growth	0
Offset Items – Reserve for Direct Expenditure:	
School Lunch	0
School Choice Receiving Tuition	0
Sub-Total, All Education Items:	0

B. GENERAL GOVERNMENT:

Distributions and Reimbursements:

Unrestricted General Government Aid	224,457
Local Share of Racing Taxes	0
Regional Public Libraries	0
Urban Revitalization	0
Veterans Benefits	0
Exemp: VBS and Elderly	10,634
State Owned Land	2,847

Offset Item - Reserve for Direct Expenditure:

Public Libraries	8,631
Sub-Total, All General Government:	246,569

C. TOTAL ESTIMATED RECEIPTS:

246,569

C.S. 1-ER Commonwealth of Massachusetts Department of Revenue FY2015

NOTICE TO ASSESSORS OF ESTIMATED CHARGES

General Laws, Chapter 59, Section 21

Boxborough

A. COUNTY ASSESSMENTS:

County Tax	0
Suffolk County Retirement	0
Essex County Reg Comm Center	0
Sub-Total, County Assessments:	0

B. STATE ASSESSMENTS AND CHARGES:

Retired Employees Health Insurance	0
Retired Teachers Health Insurance	0
Mosquito Control Projects	26,880
Air Pollution	1,881
Metropolitan Area Planning Council	1,654
Old Colony Planning Council	0
RMV Non-Renewal Surcharge	2,680
Sub-Total, State Assessments:	33,095

C. TRANSPORTATION AUTHORITIES:

MBTA	23,048
Boston Metro. Transit District	0
Regional Transit	10,245
Sub-Total, Transportation Assessments:	33,293

D. ANNUAL CHARGES AGAINST RECEIPTS:

Special Education	0
STRAP Repayments	0
Sub-Total, Annual Charges Against Receipts:	0

E. TUITION ASSESSMENTS:

School Choice Sending Tuition	0
Charter School Sending Tuition	0
Essex County Tech Sending Tuition	0
Sub-Total, Tuition Assessments:	0

F. TOTAL ESTIMATED CHARGES: 66,388

NOTICE TO REGIONAL SCHOOL DISTRICTS
OF ESTIMATED RECEIPTS

General Laws, Chapter 58, Section 25A

Acton Boxborough

A. EDUCATION**Distributions and Reimbursements**

Chapter 70	14,254,476
Charter School Tuition Reimbursement	133,282
Regional School Transportation	1,729,727

Offset Items - Reserve for Direct Expenditure:

School Lunch	13,812
School Choice Receiving Tuition	360,992
Essex County Agricultural Receiving Tuition	0

TOTAL ESTIMATED RECEIPTS: 16,492,289**Estimated Charges:**

Special Education	12,675
School Choice Sending Tuition	91,711
Charter School Sending Tuition	541,005

TOTAL ESTIMATED CHARGES: 645,391**B. TOTAL RECEIPTS, NET OF ESTIMATED CHARGES:** 15,846,898



Minutes, Notices and Updates
September 8, 2014

Minutes

1. Minutes of the Personnel Board meeting held April 28, 2014.
2. Minutes of the Board of Appeals meeting held July 15, 2014.

Notices

1. Notice a Recreation Commission meeting held August 18, 2014
2. Notice of a Historical Commission meeting held August 20, 2014
3. Notice of a Personnel Board meeting to have been held August 26, 2014 [Subsequently Cancelled]
4. Notice of an A-B Regional School Committee meeting held September 4, 2014
5. Notice of a Finance Committee meeting to be held September 8, 2014
6. Notice of a Library Trustees' meeting to be held September 9, 2014
7. Notice of a Recreation Commission meeting to be held September 9, 2014
8. Notice of an Agricultural Commission meeting to be held September 9, 2014
9. Notice of an Energy Committee meeting to be held September 10, 2014
10. Notice of a Minuteman Regional School Committee meeting to be held September 10, 2014
11. Notice of a Steele Farm Advisory Committee meeting to be held September 16, 2014
12. Notice of a Well-Being Committee meeting to be held September 17, 2014
13. Legal Notice from the Conservation Commission of a hearing held August 20, 2014 to consider an Abbreviated Notice of Intent filed by TDI Real Estate Acquisition, LLC concerning the property located on Ward Road and Cunningham Road [aka the Gutierrez property / Residences at Beaver Brook] to perform drilling to install two bedrock wells & perform required testing for potable water .

14. Legal Notice from the Conservation Commission of a hearing held September 3, 2014 to consider a Notice of Intent filed by Colbea Enterprises LLC concerning the property owned the Gutierrez Co., located at Adams Place for the development of a gasoline station with convenience store & drive-thru.
15. Legal Notice from the Board of Selectmen of a hearing to be held September 8, 2014 to consider the application of BumbleBee Snack Shack, Inc. for a Common Victuallar's License at 34 Massachusetts [inside the Nashoba Valley Olympia Facility].
16. Legal Notice/Invitation for Bids from the Selina Shaw, MCPPO/Town Administrator concerning the reclamation and paving of Reed Farm Road.
17. Job Posting – Community Services Coordinator.
18. Historical Commission flyer announcing the dedication of the Cpl. John Fletcher memorial on September 20, 2014.#
19. Legal Notice from the Acton Board of Selectmen of a hearing to be held on September 8, 2014 to consider the applicant of Rose Saia, Milldam Partners LLC d/b/a The Local Table for an upgrade from a Malt/Wine & Cordial License to a Full Liquor License at their restaurant located at 251 Arlington Street.

9c



**General Correspondence
September 8, 2014**

1. Sudbury Valley Trustees (SVT) Activities Calendar September 2014 – January 2015.
2. Summer 2014 Newsletter, *Watts & Drops*, from Littleton Electric Light and Water Departments.

