



BOARD OF SELECTMEN
Meeting Minutes
September 22, 2014

Approved: October 20, 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 7:00 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Amoroso read the announcements.

APPOINTMENTS

- David Lindberg, Inspector of Buildings, and members of the Steele Farm Advisory Committee (SFAC), were present to provide an update on Steele Farm repairs and to request a reserve fund transfer for electrical service installation. BICAO Lindberg reviewed the previous discussions on these repairs. The imperative is to stabilize the house before the winter. Based on input received and upon further review & discussion, which included SFAC members, the Engineer, contractor(s), Wiring Inspector, Charlie Weeks and an electrician an action plan has been developed. BICAO Lindberg spoke to the Engineer's report of September 12th and the proposed Action Plan and its three bulleted items. They are here requesting the Selectmen's approval for these three tasks. These repairs, though temporary, should stabilize and secure the building for 1-5 years while the Town explores the implementation of more long term or permanent solutions. Work on items #1 "Electrical Work" and #3 "Reduce Air Infiltration" can begin as soon as authorized. The Chimney Lifting & Shoring project specifications are in process and the RFQ could be issued before the end of the month. These are the first steps. Since these repairs are needed before the winter, CPA funds would probably not be available to cover these costs. It was the consensus of the Selectmen to approve the presented Action Plan and authorize these repairs/tasks.

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

NEW BUSINESS

- Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$2,200 from the Reserve Fund to 001-670-5799-0000, Steele Farm Building Maintenance, for the installation of electrical service to the house (labor & materials). Seconded by Member Fox. **Approved 5-0.**

APPOINTMENTS (Continued)

- Patrick McIntyre, Town Treasurer, was present to discuss bank account restructuring and future bonding. Treasurer McIntyre referred to the memorandum and spreadsheets provided, outlining his rationale for increasing the Town's presence with Eastern Bank, the services now available to us and the changes to fund management that he is intends to implement going forward. These changes should not hinder the possible increase in availability of the on-line payment option for some town services/fees. . The consensus of the Selectmen was that these were productive changes to the Treasurer's management of funds. Treasurer McIntyre opened discussion on the management of BAN funds. As part of his effort to identify further means to improve the management of our current bonding he asking the Selectmen to revote the "useful life" of several recent capital expenditure warrant articles. He consulted with TA Shaw and the respective department heads when determining these revised numbers. This re-structuring would level out the extreme swings in cash flow associated with borrowing. Treasurer McIntyre noted that actual usage and how long an item can remain in service should be a discussion between the respective department heads and the Capital Planning Committee. Member Stemple moved that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of \$487,500 aggregate principal amount of the borrowing authorized by the votes of the Town passed on May 17, 2012 and May 13 and 14, 2013, is hereby determined pursuant to G.L. c.44 § 7(9) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
13 2013 ATM	Ambulance	\$220,000	8 years
15 2013 ATM	Mower	100,000	10 years
15 2012 ATM	Field Mower	50,000	10 years
14 2012 ATM	Generator	50,000	15 years
12 2013 ATM	Emergency Response Command Vehicle	47,500	5 years
16 2013 ATM	Dumpsters	20,000	5 years

Seconded by Member Fox. **Approved 5-0.**

- Planning Board members and Town Planner, Adam Duchesneau, were present to discuss the Master Plan update process; the establishment of Master Plan Update Committee (MPUC); and a vacancy on Planning Board. Member Fox opened discussion on this topic providing background on this effort; and outlining the benchmarks. He then turned the discussion over to Town Planner Duchesneau. Planner Duchesneau spoke to his memorandum, scope of services and other materials provided. Planning Board approved the Scope of Services at their last meeting. He advised of the efforts underway to get the word out – an informational booth at the Harvest Fair; an informational flyer going out in the next tax bill; an article submitted to the local papers and public forums scheduled. The intention is to have a new Master Plan completed no later than December 2015. Discussion turned to the make-up of the Master Plan Update Committee. The consensus of both the Planning Board and the Selectmen was that: the MPUC should have both voting and ex-officio members. The draft letter(s) of interest (voting/non-voting) provided by the Planning Board were acceptable as written; and there would be between 7-9 voting members. There was a review of those town boards considered for participation as a voting member of the MPUC. Chair Amoroso moved to designate a member of the Planning Board, Selectmen, Conservation Commission, Recreation Commission, Agricultural Commission, Housing Board, the Energy Committee and Council on Aging to participate in the MPUC. Seconded by Member Stemple. **Approved 5-0.** The Planning Board concurred. Planner Duchesneau was instructed to prepare, for Chair Amoroso’s signature, a letter of interest to these respective boards. Member Fox made a Motion amend the previous Motion in order to replace the Energy Committee with the Historical Commission. Seconded by Member Gorman. Upon further discussion it was determined that though the BHC has an interest in preserving historic aspects of the community; a key component of this Master Plan concerns energy. Member Fox withdrew his motion. Discussion turned to identifying possible ex-officio members. Non-voting/ex-officio members would allow non-residents (i.e. business owners and town officials) a voice; allowing them to contribute valuable input. They also would provide additional perspectives from interested Town organizations and individuals. FinCom Chair Subramanyam noted that the FinCom bylaw precludes them from having a vote on the MPUC; however FinCom provides an essential perspective. The Planning Board and Selectmen reviewed the proposed list of non-voting members. Chair Amoroso moved to designate MPUC non-voting members as: Town Planner Duchesneau, Town Administrator Shaw, DPW Dir. Garmon, a Public Safety Chief (Ryder or White – TBD) and a local business owner, and to designate a member of the Historical Commission, Finance Committee, and A-B Regional School Committee. Seconded by Member Fox. **Approved 5-0.** The Planning Board concurred. Planner Duchesneau was instructed to prepare, for Chair Amoroso’s signature, a letter for these respective boards, to contact the identified individuals and reach out to Boxborough business owners about participating in the MPUC. It was noted that the Master Plan Update Committee’s meeting will be public meetings which residents and business owners could attend and provide input. In these letters candidates are asked to contact Planner Duchesneau by October 15th so that the Selectmen can appoint the MPUC members at their October 20th meeting. There was a brief discussion on the process moving forward.

It was noted that Jim Faulkner has moved and resigned from the Planning Board. So pursuant to Mass. General Law the Planning Board and the Selectmen must jointly appoint a new member to serve until the May 2015 Town Elections. An article to recruit candidates will be published in the local papers and the Planning Board and Selectmen will hold interviews and appoint this new member on November 3rd.

- Town Accountant, Jennifer Barrett, and members of the Finance Committee were present to discuss the proposed budget process and timeline for FY 16. Accountant Barrett is seeking feedback from the Selectmen and Finance Committee on these proposed revisions/updates. She spoke to the materials provided; reviewing the proposed changes to the workbook’s structure, including reducing to a more workable “5-year” look back; switching around some columns and creating a tab/worksheet for cumulative index of “changes” to a budget. She will also create a “cheatsheet” to help identify the consolidated/combined account histories. Though the overall timeline is essentially unchanged she would like to revise the department head budget submission timeframe. The completion target timeframe would remain the same. One significant change would be that dept. heads present their preliminary budgets to their respective BoS/FinCom liaisons to receive their input before submitting to the Accountant. The dept. heads would then submit these vetted budgets to her as their initial budgets for FY 16. It was determined that, once these initial budget are received Accountant Barrett would, as in years past, generate a hardcopy notebook for the Selectmen, Finance Comm. members and TA Shaw. Then, going forward she would distribute, via email, change pages to these stakeholders according to the process outlined. It was suggested that Accountant Barrett could also, periodically provide

a total revision summary report. There was discussion as to whether dept. heads would present separately to the Selectmen and FinCom or whether joint discussions would be more efficient. No decision was made during this discussion. There was discussion as to how CBA negotiations and the outcome of November's CPA vote might affect the FY 16 budget numbers. There was also discussion as to how the CPA Committee would be implemented, its mechanism and the tight timeline necessary to have CPA funding in place for FY 16.

- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular session of September 8, 2014, as revised and the Executive Session of September 8, 2014, as written. Seconded by Member Fox. **Approved 4-0-1 (Member Bak abstained)**

SELECTMEN REPORTS

- Member Gorman reported on Well-Being Comm. activities. They are looking to set up interviews with 2 potential candidates for the Social Services position.

He reported that he has been working with DPW Dir. Garmon & Vicki and reported on the status of several projects: Reed Farm Rd paving - waiting for the signed contract from the vendor; and pipes have been delivered for the culvert repair site on Hill Rd. He has also stressed that the IFBs for other proposed paving projects will be prepared as soon as possible for an April 2015 project start. .

- Chair Amoroso reported that, though they were only planted two months ago, some of the shrubs planted to screen the new generator at the Blanchard School are dying. The Town planted them before the AB District took over so we should take care of this. TA Shaw will contact DPW Dir. Garmon about contacting nursery about replacement the dying shrubs.
- Member Stemple reported that the Steele Farm Advisory Comm. reviewed the materials presented tonight at their last meeting.

He also requested confirmation that Sen. Eldridge and Rep. Benson are supporting the Rte. 111 walkway proposal. TA Shaw advised that they both had issued letters of support.

- Member Fox reported on the status of the Public Safety Radio project – the vendor with whom the Town had been working has withdrawn. So the Chiefs and TA Shaw have had to do some quick re-working. A Request for Quote was prepared and has been issued by Chief Ryder to select vendors. Some aspects of this project should be underway by the end of October.

He directed his fellow board members to materials provided as a read ahead; reporting that there has been off-again/on-again discussion about bringing Blanchard into Acton-Boxborough Regional School District's IT Network. However, this will be a complicated process. One specific concern is that as they would need to use Town's right-of-way to run AB's fiber on the poles along Mass. Ave. TA Shaw is working with Town Counsel on this and there will be further discussion in the coming months.

He also reported that he has met with Planner Duchesneau to review the MAPC's process for the Master Plan Updates.

Member Fox also reported that he had attended the Fletcher Memorial dedication on Saturday. Kevin Mahoney did a good job and it was well attended.

- Member Bak reported that ABCC was putting together their upcoming schedule at their recent meeting, which she attended.

She also reported that the Boxborough Garden Club will be celebrating their 75 Anniversary this year.

OLD BUSINESS

- It was noted that this weekend's Appreciation Event went well. Chair Amoroso circulated a memo of his observations. The Selectmen directed that the remaining unopened food be donated to the Acton Food Pantry.

CONCERNS OF THE BOARD

- Member Bak advised that she had been approached about the proposed veterans' memorial site and that the Christmas tree should not be taken down for this project. Member Gorman provided an update on this project and noted that he always been cognizant as to the importance of this tree and wanted to assure everyone that it would not be touched.

ADJOURN

- The Selectmen adjourned the meeting at 9:52 PM.

SELECTMEN'S ANNOUNCEMENTS

SEPTEMBER 22, 2014

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

- 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.
- We would like to thank everyone who joined us for our Annual **Appreciation Event** here at Town Hall on Saturday. We had a great time and hope you did too. We would especially like to thank the Tom Garmon and the DPW for helping with the set-up, Cheryl Mahoney for coordinating invitations and responses and Roche Brothers for their generous donation. We hope to see you all at the next one.
- Town is soliciting bids for the **Paving of the Parking Lots at several Municipal Facilities**. Bid specifications may be obtained from the Public Safety Dispatch Department, Boxborough Police Station, 520 Massachusetts Ave. Boxborough from 9:00 am – 4:00 pm, Monday through Friday or by downloading from the Town's website. Sealed bids are due no later than 10 AM on September 25, 2014.
- The Town is also soliciting **Requests for Qualifications from qualified, experienced architectural or engineering consultants (Designers)** pursuant Mass Law, G.L. c. 7C for an initial feasibility study, and an additional study phase subject to further appropriation, for stand-alone facilities or rehabilitation of the existing facilities for the public safety department. Specifications may be obtained from the Public Safety Dispatch Department, Boxborough Police Station, 520 Massachusetts Ave. Boxborough from 9:00 am – 4:00 pm, Monday through Friday or by downloading from the Town's website. Deadline for submission of applications is Monday, September 29th at 10:00 AM.
- 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.

- The Nashoba Boards of Health will be conducting **Seasonal Flu Clinics** in Boxborough on Monday, September 29th from 3:30 to 6:00 PM at the Blanchard School and on Wednesday, October 8th, from 10:00 AM to 12:00 PM in the Vestry of the Boxborough UCC Church. These clinics are free and open to Boxborough residents. Additional information is available on the Town's website.
- The Town is beginning the process of updating its Master Plan. A Master Plan serves as a decision-making guide for land use, open space, housing, economic development, and other areas. Boxborough's current Master Plan is over 12 years old, it is no longer relevant or effective. Therefore, Town personnel, with the assistance of the Metropolitan Area Planning Council will be producing an updated Master Plan. **Public Kickoff and Visioning Forum** will be held **Wednesday, November 19, 2014 @ 7:00 PM** here in the Grange Meeting Room, at Town Hall. This Forum is a critical part of the update process. Participants will be able to provide input on materials to formulate a vision for the town that will guide our community into the future and give direction to this Master Plan Update process. We encourage all to attend and ask you to spread the word to others who may be interested. For more information please go the Planning Board's webpage or contact Town Planner Adam Duchesneau directly at ADuchesneau@Boxborough-MA.gov or 978-264-1723 for more information or to sign up for the Master Plan Update email list.
- **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 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 see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 pm to 4:00 pm Sunday, October 12th. 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 22, 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, and members of the Steele Farm Advisory Committee, to provide update on Steele Farm repairs (and present reserve fund transfer for electrical service installation – item 7a), 7:05 PM
- b) Patrick McIntyre, Town Treasurer, to discuss bank account restructuring and future bonding, 7:20 PM
Motion is highlighted on last page of packet materials for item 3b **VOTE:**
- c) Planning Board members and Adam Duchesneau, Town Planner, regarding Master Plan update process and establishment of Master Plan Update Committee; vacancy on Planning Board, 7:35 PM
- d) Town Accountant and members of the Finance Committee, to discuss proposed FY 16 budget process and timeline, 8:00 PM
- e) Citizens' concerns

4. MINUTES

- a) Regular session, September 8, 2014 **ACCEPT & POF**
- b) Executive session, September 8, 2014 **ACCEPT & POF**

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Reserve Fund Transfer – Steele Farm (\$2,200)
Move to forward to the Finance Committee for approval the request to transfer \$2,200 from the Reserve Fund to 001- 670-5799-0000, Steele Farm Building Maintenance, for the installation of electrical service to the house (labor & materials) **VOTE:**

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

I, the Clerk of the Board of Selectmen of the Town of Boxborough, Massachusetts, certify that at a meeting of the board held _____, 2014, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$487,500 aggregate principal amount of the borrowings authorized by the votes of the Town passed on May 17, 2012 and May 13 and 14, 2013 is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
13 2013 ATM	Ambulance	\$220,000	8 years
15 2013 ATM	Mower	100,000	10 years
15 2012 ATM	Field Mower	50,000	10 years
14 2012 ATM	Generator	50,000	15 years
12 2013 ATM	Emergency Response Command Vehicle	47,500	5 years
16 2013 ATM	Dumpsters	20,000	5 years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2014

Clerk of the Board of Selectmen

GROTON ENGINEERING, LLC

STRUCTURAL ENGINEERING

1784 Levi Wetherbee Farmhouse
Steele Farm
484 Middle Road, Boxborough, MA 01719

September 12, 2014

CLIENT: Town of Boxborough
Town Hall, 29 Middle Rd.
Boxborough, MA 01719

ATTN: Mr. David Lindberg, Inspector of Buildings

SUBJECT: Summary of site visit to farmhouse and mutual agreement

ATTENDEES:

- Steven B. Curtis, Sr., CEO of Old Time Restoration, Inc.
- Bruce Hager, Chairman, Town of Boxborough's Steele Farm Action Committee (SFAC)
- Edward Whitcomb, Member SFAC
- David Lindberg, Town of Boxborough Inspector of Buildings
- Lynwood (Val) Prest, S.E. President of Groton Engineering, LLC

GENERAL:

The five attendees met Friday morning, September 12th, and traveled through the building examining what we could see of the chimney on each floor. At my directive we started with the first floor, then progressed up to the 2nd floor and thence to the attic, before we went into the basement. As we progressed the attendees asked various questions of myself and Steve Curtis.

The focus of this meeting was the preservation of the chimney only. My original report spoke to shoring up the entire house so as to work on the exterior foundation walls of the whole house as well as that of the chimney. Now we were looking only at the chimney.

SPECIFICS:

The fundamental approach presented by Mr. Curtis, and to be reviewed by me once all conditions are exposed, is to install vertical steel angles at the four corners of the fireplace/chimney, tie and brace them together across the four faces of the chimney, connect the vertical angles to some large channels in the basement, install other steel members under the chimney and connected to those channels, then raise the entire chimney structure about two inches. That process will also require shoring of timber beams and other wood framing that currently connect to the chimney plus removal of a few bricks at each connection to facilitate the raising.

It quickly became apparent that fireplace mantles and jamb finishes have to be numbered, removed and set aside for reuse. Then plaster wall finishes have to be removed down to their studs so as to reveal all of the brick of the chimney as well as its various fire boxes, ovens and other appurtenances. The hearths on each floor must also be removed. Heating and ventilation must be installed in the basement to prevent freezing.

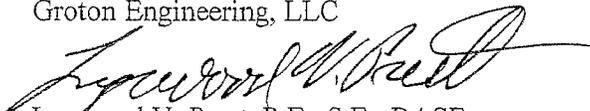
To most easily insulate the first floor to keep heat in the basement, I suggested the use of insulating blankets placed atop the first floor in two layers because the building will not be occupied. Some of the exterior fieldstone foundations walls have bowed inwards from freeze-thaw cycles. So some of the heat has to warm up the exterior foundation walls to prevent frost forces from pushing against and moving the walls any farther. The basement floor has been covered with polyethylene plastic and several inches of sand which has dramatically reduced but not eliminated moisture in the basement. If, during winter inspections, some moisture is found, then install a de-humidifier. I doubt that it will be needed.

While we were all in the basement a question was asked about the need for this work. Was the shoring needed? Could not the Town leave the chimney supported as is and just insulate the basement, provide proper heating and ventilating of the basement and leave the restoration work to a future date when the Town has found a tenant and use for the building that will more easily permit the raising of funds for the restoration work on the whole building. We all looked more carefully at the conditions alongside and under the chimney.

Reviewing the collapsed foundation wall that exists on one side of the chimney and re-examining the loss of stone and gravel under the chimney and the cavities thereof, I could not predict that the now-existing support conditions would last for any specific time. Snow loads on the roof and thence onto the chimney, and/or wind loads on the building could cause a single stone to dislodge and cause the collapse that is not wanted. My recommendation is to proceed with the shoring as planned and not trust to dubious conditions. A vote taken amongst us on that issue confirmed my and Steve's beliefs that shoring is needed.

I believe this summarizes the meeting topics and decisions we all made onsite for the preservation of this treasured farmhouse. If anyone has something to add or revise then please contact me, preferably by email. Thank you for involving me in your decision making.

Respectfully submitted,
Groton Engineering, LLC



Lynwood V. Prest, P.E., S.E., BASE
President

C/c: File
Steven B. Curtis, CEO Old Time Restoration, Inc.

Bank Account Restructuring

In July we increased our presence with Eastern Bank by adjusting our account structure to include a Sweep or Repurchase account that is now linked to the Town's Payables & Payroll accounts- **Exhibit 1**. The new "Repo" account pools all of the Town's idle money and sweeps it for overnight investment. Previously, the total amount of a given warrant was transferred into these non-interest bearing accounts and as checks presented themselves the balances would slowly be reduced. Now, the funds stay in the Repo account and just the total of what is presented is swept into the account to cover that days presentments. We also installed a remote capture device in the Treasurer's office. This device scans checks turned over and remotely deposits the funds into our Eastern Bank depository account. This device & service was done at no cost to the Town. The cost and fees associated with this will be offset by our new, higher daily balance within Eastern Bank. Any cash that is turned over deposited locally at the Boxborough branch of Middlesex Savings Bank but we do not seem to get a lot of cash turned over each month. Over the remainder of the year, as collections increase and spending slows; we should see more interest income with this new structure in place. In addition to Eastern Bank the Town has accounts with Middlesex Savings, TD Banknorth, UniBank, Century Bank, MMDT & Bartholomew Investments.

Borrowing Update

The Town has a Bond Anticipation Note (BAN) maturing in February of 2015 for the 2012 & 2013 Annual Town Meeting borrowing articles. The plan is to bundle the 2012 and 2013 articles with the (5) borrowing articles from the 2014 Meeting. Looking at the (5) borrowing articles from the 2014 we will need to do a short-term BAN for cash flow purposes. The paving project, the Fire Departments Air Packs and the DPW Dump Truck will all have expenses between now and February. We will be going out to bid on October 9th for a **\$657,000.00** BAN with the funds being credited to our account on October 27th. I will need the Board to sign paperwork at your October 20th meeting.

The enclosed vote is to adjust the useful life of the articles from the 2012 & 2013 meetings. You will notice that even though I am recommending specific useful life years the number of years financed is one year less given the year lost with the short-term borrowing.

Article 13 – 2013 ATM – Ambulance. I recommend a useful life of (8) years be voted.

Article 15 – 2013 ATM – Mower. I recommend a useful life of (10) years be voted. The DPW Superintendent believes this equipment will last longer but given the anticipated interest rate we can get it off of our debt schedule quicker without heavy principle payments.

Article 15 – 2012 ATM – Field Mower. I recommend a useful life of (10) years be voted. The DPW Superintendent believes this equipment will last longer but given the anticipated interest rate we can get it off of our debt schedule quicker without heavy principle payments.

Article 14 – 2012 ATM – Generator. I recommend a useful life of (15) years.

Article 12 – 2013 ATM – Emergency Vehicle. I recommend a useful life of (5) years.

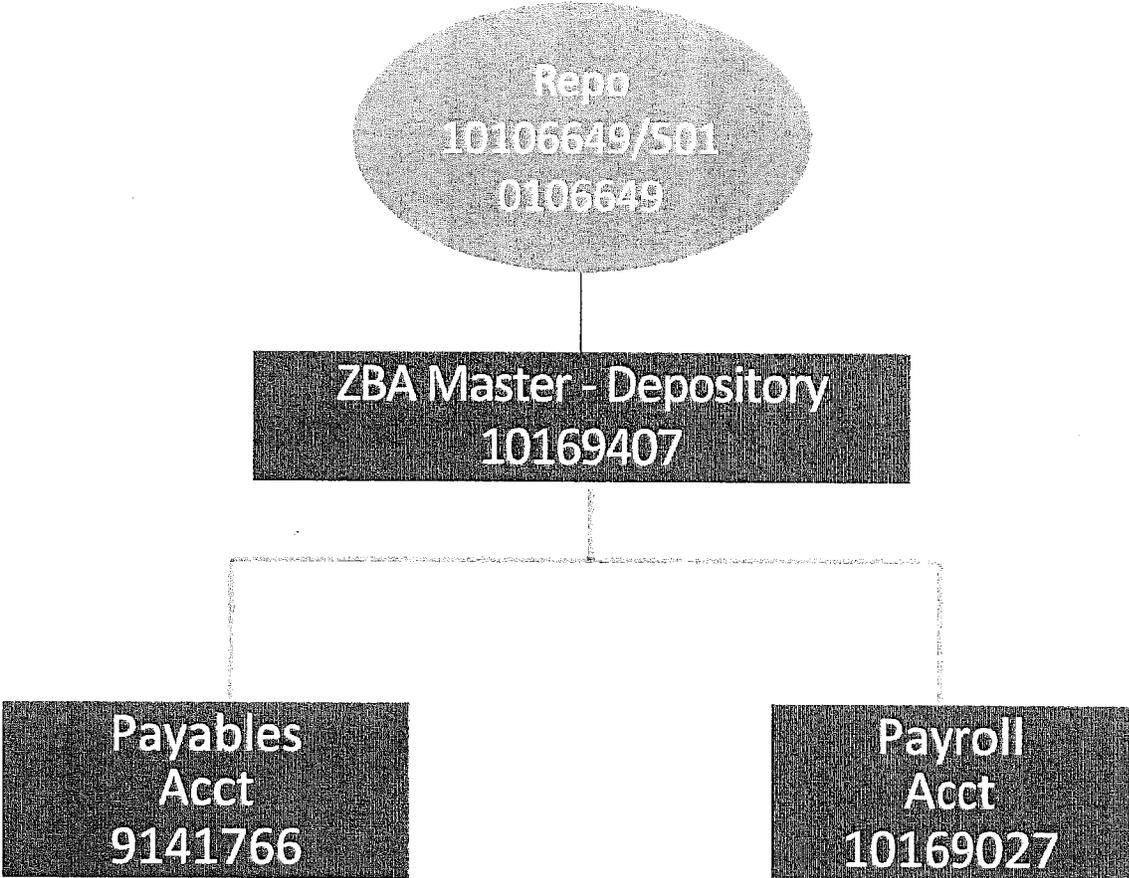
Article 16 – 2013 ATM – Dumpsters. I recommend a useful life of (5) years be voted. The DPW Superintendent believes this equipment will last longer but given the anticipated interest rate and the amount authorized we can get it off of our debt schedule quickly.

I have included a complete debt schedule with the 'old' debt we are paying off as well as the issue we will be putting together in February 2015. **Exhibit 2** is a debt schedule for the authorized but not bonded articles. **Exhibit 3** is a consolidated look at 'new' and 'old' debt with a 15-year look forward.

Thank you

Patrick McIntyre – Town Treasurer

Proposed Eastern Bank Account Restructuring



TOWN OF BOXBOROUGH - Outstanding Debt plus 2015 General Obligation Bonds

Fiscal Year	15 yrs \$50,000 DPW Generator	10 yrs \$50,000 DPW Mower	\$180,000 Building Rem Roof	\$35,000 Replace Windows	5 yrs \$47,500 Emergency Vehicle	7 yrs \$220,000 Ambulance	10 yrs \$100,000 DPW Mower	10 yrs \$20,000 DPW Dumpster	\$32,000 Police HVAC	\$90,000 School Windows	\$40,000 School Security	\$275,000 Paving	\$232,000 Fire Dept Air Packs	\$415,194 Comm	\$150,000 Fire Dept Brush Truck	\$150,000 DPW Dump Truck	\$ 2,086,694 Total
2016	4,000	10,000	15,000	10,000	17,500	40,000	15,000	5,000	12,000	6,000	5,000	30,000	22,000	30,194	15,000	20,000	256,694
2017	4,000	5,000	15,000	10,000	10,000	40,000	15,000	5,000	5,000	6,000	5,000	30,000	20,000	30,000	15,000	20,000	235,000
2018	4,000	5,000	15,000	5,000	10,000	35,000	10,000	5,000	5,000	6,000	5,000	30,000	20,000	30,000	15,000	20,000	220,000
2019	4,000	5,000	15,000	5,000	10,000	35,000	10,000	5,000	5,000	6,000	5,000	30,000	20,000	30,000	15,000	15,000	215,000
2020	4,000	5,000	15,000	5,000	-	35,000	10,000	-	5,000	6,000	5,000	30,000	15,000	30,000	15,000	15,000	195,000
2021	4,000	5,000	15,000	-	-	35,000	10,000	-	-	6,000	5,000	25,000	15,000	30,000	15,000	15,000	180,000
2022	4,000	5,000	10,000	-	-	-	10,000	-	-	6,000	5,000	25,000	15,000	30,000	15,000	15,000	140,000
2023	4,000	5,000	10,000	-	-	-	10,000	-	-	6,000	5,000	25,000	15,000	30,000	15,000	15,000	140,000
2024	3,000	5,000	10,000	-	-	-	10,000	-	-	7,000	-	25,000	15,000	25,000	15,000	15,000	130,000
2025	3,000	-	10,000	-	-	-	-	-	-	7,000	-	25,000	15,000	25,000	15,000	-	100,000
2026	3,000	-	10,000	-	-	-	-	-	-	7,000	-	-	15,000	25,000	-	-	60,000
2027	3,000	-	10,000	-	-	-	-	-	-	7,000	-	-	15,000	25,000	-	-	60,000
2028	3,000	-	10,000	-	-	-	-	-	-	7,000	-	-	15,000	25,000	-	-	60,000
2029	3,000	-	10,000	-	-	-	-	-	-	7,000	-	-	15,000	25,000	-	-	60,000
2030	-	-	10,000	-	-	-	-	-	-	-	-	-	-	25,000	-	-	35,000
	50,000	50,000	180,000	35,000	47,500	220,000	100,000	20,000	32,000	90,000	40,000	275,000	232,000	415,194	150,000	150,000	2,086,694

TOWN OF BOXBOROUGH - Outstanding Debt plus 2015 General Obligation Bonds

Fiscal Year	<i>"New"</i>				<i>"Old"</i>			<i>Consolidated</i>		
	Municipal Purpose Loan of 15 Bonds				Outstanding Debt			Outstanding plus New Debt		
	Outstanding Principal	Total	Interest 3.00%	Total P&I	Principal	Interest	Total	Principal	Interest	Total
2016	2,086,694	256,694	62,600.82	319,294.82	730,000	131,241.25	861,241.25	986,694	193,842.07	1,180,536.07
2017	1,830,000	235,000	54,900.00	289,900.00	725,000	104,328.75	829,328.75	960,000	159,228.75	1,119,228.75
2018	1,595,000	220,000	47,850.00	267,850.00	680,000	78,103.75	758,103.75	900,000	125,953.75	1,025,953.75
2019	1,375,000	215,000	41,250.00	256,250.00	345,000	59,166.25	404,166.25	560,000	100,416.25	660,416.25
2020	1,160,000	195,000	34,800.00	229,800.00	335,000	46,616.25	381,616.25	530,000	81,416.25	611,416.25
2021	965,000	180,000	28,950.00	208,950.00	215,000	34,466.25	249,466.25	395,000	63,416.25	458,416.25
2022	785,000	140,000	23,550.00	163,550.00	215,000	25,758.75	240,758.75	355,000	49,308.75	404,308.75
2023	645,000	140,000	19,350.00	159,350.00	185,000	17,535.63	202,535.63	325,000	36,885.63	361,885.63
2024	505,000	130,000	15,150.00	145,150.00	185,000	9,835.00	194,835.00	315,000	24,985.00	339,985.00
2025	375,000	100,000	11,250.00	111,250.00	70,000	4,462.50	74,462.50	170,000	15,712.50	185,712.50
2026	275,000	60,000	8,250.00	68,250.00	70,000	1,487.50	71,487.50	130,000	9,737.50	139,737.50
2027	215,000	60,000	6,450.00	66,450.00	-	-	-	60,000	6,450.00	66,450.00
2028	155,000	60,000	4,650.00	64,650.00	-	-	-	60,000	4,650.00	64,650.00
2029	95,000	60,000	2,850.00	62,850.00	-	-	-	60,000	2,850.00	62,850.00
2030	35,000	35,000	1,050.00	36,050.00	-	-	-	35,000	1,050.00	36,050.00
		<u>2,086,694</u>	<u>362,900.82</u>	<u>2,449,594.82</u>	<u>3,755,000</u>	<u>513,001.88</u>	<u>4,268,001.88</u>	<u>5,841,694</u>	<u>875,902.70</u>	<u>6,717,596.70</u>

I, the Clerk of the Board of Selectmen of the Town of Boxborough, Massachusetts, certify that at a meeting of the board held _____, 2014, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the \$487,500 aggregate principal amount of the borrowings authorized by the votes of the Town passed on May 17, 2012 and May 13 and 14, 2013 is hereby determined pursuant to G.L. c.44, §7(9) to be as follows:

<u>Article</u>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
13 2013 ATM	Ambulance	\$220,000	<u>8</u> years
15 2013 ATM	Mower	100,000	<u>10</u> years
15 2012 ATM	Field Mower	50,000	<u>10</u> years
14 2012 ATM	Generator	50,000	<u>15</u> years
12 2013 ATM	Emergency Response Command Vehicle	47,500	<u>5</u> years
16 2013 ATM	Dumpsters	20,000	<u>5</u> years

I further certify that the votes were taken at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2014

Clerk of the Board of Selectmen



3c

BOXBOROUGH PLANNING DEPARTMENT
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1723 · Fax: (978) 264-3127
www.boxborough-ma.gov

September 16, 2014

Re: Proposed Master Plan Update Committee Membership

Members of the Board of Selectmen:

The Planning Board is beginning the process of updating the Town's Master Plan. As part of this process, a Master Plan Update Committee (MPUC) will need to be formed with no fewer than six (6) and no more than fifteen (15) members. The Committee should be representative of a variety of community decision makers, people with interest and expertise in various topics covered in the Master Plan, and a diversity of constituencies that reflect the town's demographics.

The MPUC will have an active role in ensuring broad public input and participation by a diversity of constituencies. Committee members will be responsible for serving as Master Plan Update ambassadors at community events whenever possible and will be asked to attend and take leadership roles at public forums. The MPUC will meet regularly to check in on outreach efforts, review Metropolitan Area Planning Council (MAPC) analysis, discuss proposed recommendations, and keep the project moving efficiently. Active participation by MPUC members is critical to this project's success.

The Planning Board, Town staff, and MAPC have identified potential members for the MPUC which are listed below. This proposed list was approved for submission to the Board of Selectmen at the Planning Board's meeting on September 8, 2014.

Proposed Master Plan Update Committee Membership

Voting Members

- Board of Selectmen Member
- Planning Board Member
- Conservation Commission Member
- Recreation Commission Member
- Agricultural Commission Member
- Housing Board Member
- Board of Health Member
- Council on Aging Member
- School Committee Member
- Historical Commission Member
- Energy Committee Member

Ex-Officio Non-Voting Members

- Finance Committee Member
- Zoning Board of Appeals Member
- Local Business Owners
- Citizens At Large
- Town Planner, Adam Duchesneau
- Town Administrator, Selina Shaw
- Police Chief, Warren Ryder
- Fire Chief, Randy White
- Public Works Director, Tom Garmon
- Building Inspector, Dave Lindberg

Proposed Master Plan Update Committee Membership
September 16, 2014
Page 2 of 2

The Planning Board is requesting that you finalize a membership list for the MPUC and request the relevant entities to designate a representative to be a part of the MPUC for the duration of the Master Plan Update process by the end of the day on Wednesday, October 15, 2014.

Please let me know if you have any questions. Thank you.

Sincerely,

Adam L. Duchesneau, AICP
Town Planner

[To be put on Board of Selectmen's Letterhead]

[Date]

Re: Master Plan Update Committee Membership

Members of the Town of Boxborough's Boards and Commissions:

The Planning Board is beginning the process of updating the Town's Master Plan and as part of this a Master Plan Update Committee (MPUC) is being formed. The Board of Selectmen, in coordination with the Planning Board, Town staff, and the consultant, the Metropolitan Area Planning Council (MAPC), have identified members for the MPUC. This Committee is representative of a variety of community decision makers, people with interest and expertise in various topics covered in the Master Plan, and a diversity of constituencies that reflect the town's demographics.

The MPUC will have an active role in ensuring broad public input and participation by a diversity of constituencies. Committee members will be responsible for serving as Master Plan Update ambassadors at community events whenever possible and will be asked to attend and take leadership roles at public forums.

The MPUC will meet regularly to review draft sections of the plan, check in on outreach efforts, review MAPC analysis, discuss proposed recommendations, and keep the project moving efficiently. The Committee will contain both Voting and Non-Voting (Ex-Officio) members, and the Board of Selectmen requests that your Board/Commission designate a representative to be a Voting member of the MPUC. This representative will act as a liaison between the MPUC and your Board/Commission, and will be instrumental in ensuring your Board's/Commission's viewpoints are expressed during the Master Plan Update process. Active involvement and participation by the MPUC membership is *critical* to this project's success. If your representative is unable to attend one of the MPUC meetings during the process we ask that you send another representative on their behalf to contribute to the discussion and report back to your Board/Commission.

The Board of Selectmen requests that you respond to Town Planner Adam Duchesneau (ADuchesneau@Boxborough-MA.gov) via email by the end of the day on **Wednesday, October 15, 2014** with the person you have designated to be your Board's/Commission's representative on the MPUC.

Please let Town Planner Adam Duchesneau know if you have any questions. Thank you.

Sincerely,

Vincent Amoroso, Chair
Board of Selectmen

[To be put on Board of Selectmen's Letterhead]

[Date]

Re: Master Plan Update Committee Membership

Members of the Town of Boxborough's Boards and Commissions:

The Planning Board is beginning the process of updating the Town's Master Plan and as part of this a Master Plan Update Committee (MPUC) is being formed. The Board of Selectmen, in coordination with the Planning Board, Town staff, and the consultant, the Metropolitan Area Planning Council (MAPC), have identified members for the MPUC. This Committee is representative of a variety of community decision makers, people with interest and expertise in various topics covered in the Master Plan, and a diversity of constituencies that reflect the town's demographics.

The MPUC will have an active role in ensuring broad public input and participation by a diversity of constituencies. Committee members will be responsible for serving as Master Plan Update ambassadors at community events whenever possible and will be asked to attend and take leadership roles at public forums.

The MPUC will meet regularly to review draft sections of the plan, check in on outreach efforts, review MAPC analysis, discuss proposed recommendations, and keep the project moving efficiently. The Committee will contain both Voting and Non-Voting (Ex-Officio) members, and the Board of Selectmen requests that you be part of the MPUC as a Non-Voting (Ex-Officio) member. Active involvement and participation by the MPUC membership is *critical* to this project's success. If you are unable to attend one of the MPUC meetings during the process, we ask that you send another representative on your behalf to contribute to the discussion.

The Board of Selectmen requests that you accept this role as a Non-Voting (Ex-Officio) member on the MPUC as part of this important Master Plan Update process. Please respond to Town Planner Adam Duchesneau (ADuchesneau@Boxborough-MA.gov) via email by the end of the day on **Wednesday, October 15, 2014** if you are able to make this commitment to the MPUC.

Please let Town Planner Adam Duchesneau know if you have any questions. Thank you.

Sincerely,

Vincent Amoroso, Chair
Board of Selectmen

Budget & Warrant Article Timeline

FY 2016

- September 22 BoS discusses budgetary guidelines:
- **Prepare a zero-based budget.** Budget managers (i.e. dept heads/committee chairs) should prepare their budgets from the bottom up, starting from **zero**. (The prior year's budget should **NOT** be used as the base).
 - Define the level of budget necessary for the operation of the department/board and identify the key underlying assumptions. **Be prepared to provide a rationale for your budgetary decisions identifying how the funding requested relates to the level of service proposed.** Salaries will be tied to contractual obligations, or for those employees under the Personnel Plan, to the Classification and Compensation Schedule. For the purposes of preparing the first pass at the budget, Compensation Schedule wages should be calculated with a **1.5%** increase and a step increase where appropriate.
- October 24 Staff Meeting:
- Relate budget message
 - Review budget process and timeline
 - Accountant distributes budget packages (hard and soft copies) to all departments and committees
- October 24 –
November 10 Budget Managers prepare budgets with assistance provided by TA and Accountant if requested. Mechanical issues, as well as questions regarding growth, operations, etc. and clarifications on budget guidelines, should be directed to TA.
- November 10 –
December 10 BoS liaisons, along with respective FinCom liaisons, meet individually with primary department heads (Police, Fire, Dispatch, DPW, and TA) to begin first review of budgets, ensuring consistency with budget guidelines and working with department heads to make reductions or other changes as necessary.
Budget Managers revise budgets accordingly
- December 12 Deadline for returning budget packages to Accountant (hard and soft copies). Any submitted without summary document will be returned to preparer.
Budget managers shall also submit intent and scope of proposed capital warrant articles for Annual Town Meeting (hard copy to accountant; soft copy to TA).
- December 12 –
January 2 Accountant assembles budget books for TA, BoS & FinCom.
- January 2 BoS and FinCom receive budget books.

Budget & *Warrant Article* Timeline

FY 2016

- January 5 BoS perform cursory review of budgets (& *warrant articles*). Selectmen note “red flag issues” and determine which board/departments they would like to invite in for further discussion. BoS liaison and TA work with those budget managers to revise budgets as necessary and to schedule appointment with full BoS in January and February as needed. FinCom starts review of budgets, receiving additional input/clarification as necessary from TA and budget preparers. If needed, FinCom will prepare additional analyses and run scenarios. [N.B. BoS will determine appropriate service levels]
- January 12 BoS and FinCom meet with 2 primary department heads on alternating basis, or jointly, to review budgets.
- January 26 BoS and FinCom meet with remaining 2 primary department heads on alternating basis, or jointly, to review budgets.
- February 9 BoS and FinCom meet with boards/committees as necessary to review budgets
- February 23 *BoS closes warrant to any new articles. [BoS liaison to the committee/department will work with sponsor of article and will be responsible for writing the recommendation on behalf of the BoS, as well as presenting at ATM. If liaison is away, Chair will assign responsibility to another member].*
- March 9 BoS & Personnel Board Joint Public Hearing on any proposed Personnel Plan changes (may try to move this up, depending upon other proposed changes to Personnel Plan). Public hearing on any other proposed general bylaws.
- March 12 (Thurs) *Departments/Committees submit final language for warrant articles in electronic format to TA.*
- March 16 *BoS finalizes language for warrant articles.*
- March 19 (Thurs) *Committees submit recommendations in electronic format to TA. (Recommendations should apply only to the scope and responsibility of the board).*
- March 23 *Final deadline for written recommendations.* FinCom deadline for the FinCom Report
BoS meet with FinCom and determine funding sources for articles.
- April 6 BoS and FinCom take final votes on budget & *warrant articles*.
BoS signs warrant.
- April 24 (Fri) Last possible date for warrant to be posted by Constable and mailed to town’s residents.

NB: “Committee,” “Board,” and “Commission” are used synonymously.
Budget manager and dept head/committee used synonymously as well...

Budget & Warrant Article Timeline

FY 2016

PROCESS

Communication is key to a successful budget process. Budget managers must communicate to the Board of Selectmen and Finance Committee through their liaison and likewise, the BoS and FinCom must ensure that budget managers are fully apprised of any and all proposed changes to their submitted budgets. To this end, we are implementing some additional steps in the process.

- In order to maintain control of the master budget, only the Accountant will update the electronic master file.
- **After the initial submission of budgets to the Accountant by December 12, any and all proposed revisions will be handled as detailed below.**
 1. Revisions must be submitted to Accountant by **noon on Thursday** in order to be included in that week's revisions. Revisions submitted after that time will be included in the following week's revisions. Revisions may not be published every week. Accountant will have discretion to publish bi-weekly depending on the quantity and timeliness of revisions.
 2. Each time that a budget manager proposes revisions to the department/board budget, the budget manager will complete two documents to detail the proposed revisions:
 - a) **Budget worksheet.** Budget manager will ensure that all numbers tie out to any subsidiary salary worksheets.
 - b) **Budget revision form.** The revision document will be in the form of a spreadsheet, which will be provided after original budget submission to the Town Accountant. The spreadsheet for each department will be used to keep a running total and explanation of **all** changes submitted since the original budget. The spreadsheet will have columns for date, expense line item, amount of revision, and explanation. Additionally, the form will list the total departmental budget, per the original submission.
 - i. The starting point for the first revision will be the original submitted department budget. The budget manager will list proposed revisions line by line, listing amounts and the explanation for each proposed revision. The worksheet will then sum the total of the revisions and the original submitted budget to arrive at a "New Total Dept. Budget."
 - ii. The starting point for subsequent revisions will be the last "New Total Dept. Budget."
 - c) Budget manager shall submit a revision form and revised Budget Worksheet via email to the Town Accountant.
 3. Town Accountant will ensure that proposed revisions are properly reflected on budget worksheet and that budget worksheet is in balance with subsidiary salary worksheets.
- Accountant will update **electronic** budget file and
 1. will include revision and date on the budget and any supplemental worksheets as updated
 2. will distribute an electronic file (paper copies will be provided by request) of all changes included in the revision to the BoS, FinCom and TA
 3. will distribute electronic copies (paper copies will be provided by request) of individual revised department/committee budgets only to the affected department heads and committees.
 4. will provide two budget files **electronically** to Town Clerk, for placement on the town's website **no more than once a week, on Fridays**. Version 1 for internal use with password protected access (stay tuned for placement and access information) and Version 2 a public display version which excludes salary worksheets.

**FY2016 Budget Worksheet
135-Town Accountant**

Account Number	Account Name	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD	FY14 Budget	FY14 Actual
001-135-5112-0000	Accountant Salary	64,960	64,000	960	1.50%		70,810	
001-135-5301-0000	Accountant Audit	22,000	22,000	0	0.00%		22,000	
001-135-5305-0000	Accountant Software Support	2,768	2,768	0	0.00%		2,516	2,516
001-135-5420-0000	Accountant Office Supplies	550	400	150	37.50%		1,000	
001-135-5710-0000	Accountant Lodging/Meals	400	400	0	0.00%		0	
001-135-5711-0000	Accountant Mileage	300	300	0	0.00%		200	
001-135-5712-0000	Accountant Training/Conferences	1,000	1,200	(200)	-16.67%		900	
001-135-5730-0000	Accountant Dues	60	55	5	9.09%		50	50
	Other Misc Expenses -History							
	Total Salary	64,960	64,000	960	1.50%	0	70,810	0
	Total Other	27,078	27,123	(45)	29.92%	0	26,666	2,566
	Total Accountant	92,038	91,123	915	31.42%	0	97,476	2,566

FY2016 Budget Revision Form

135 - Town Accountant

Total Submitted Budget (Bottom Line) FY16
92,038

Account	Account Name	Original Amount	New Amount	Change	Explanation
001-135-5112-0000	Accountant Salary	64960	65975	1,015	Increase Step
001-135-5711-0000	Accountant Mileage	300	350	50	Additional Training
001-135-5712-0000	Accountant Training/Conferences	1000	1500	500	Additional Training
				-	
	14-Feb-15			<u>93,603</u>	New Budget Total
				-	
				-	
				-	
				-	
				<u>93,603</u>	New Budget Total
				-	
				-	
				-	
				-	
				<u>93,603</u>	New Budget Total
				-	
				-	
				-	
				<u>93,603</u>	New Budget Total

**FY2016 Budget Worksheet
135-Town Accountant**

Account Number	Account Name	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD	FY14 Budget	FY14 Actual
001-135-5112-0000	Accountant Salary	65,975	64,000	1,975	3.09%		70,810	
001-135-5301-0000	Accountant Audit	22,000	22,000	0	0.00%		22,000	
001-135-5305-0000	Accountant Software Support	2,768	2,768	0	0.00%		2,516	2,516
001-135-5420-0000	Accountant Office Supplies	550	400	150	37.50%		1,000	
001-135-5710-0000	Accountant Lodging/Meals	400	400	0	0.00%		0	
001-135-5711-0000	Accountant Mileage	350	300	50	16.67%		200	
001-135-5712-0000	Accountant Training/Conferences	1,500	1,200	300	25.00%		900	
001-135-5730-0000	Accountant Dues	60	55	5	9.09%		50	50
	Other Misc Expenses -History							
	Total Salary	65,975	64,000	1,975	3.09%	0	70,810	0
	Total Other	27,628	27,123	505	88.26%	0	26,666	2,566
	Total Accountant	93,603	91,123	2,480	91.34%	0	97,476	2,566

FYI - For Future
Agenda

Selina Shaw

From: jmf729@comcast.net
Sent: Wednesday, September 10, 2014 11:47 AM
To: sshaw@boxborough-ma.gov; Elizabeth Markiewicz
Subject: resignation Planning Board

To whom this may concern,

Due to the sale of my farm and a move to Vermont, I am resigning from The Planning Board. This will take place immediately because of the quick sale. I have enjoyed the opportunity to serve on the board and hope I made a difference. The board members have always been helpful and could agree to disagree and still be friends. Boxborough has been an enjoyable place to live and hope that the Master Plan can steer the town in a sustainable direction.

sincerely,

Dr James M Faulkner

POLICY ON JOINT ELECTIONS

BACKGROUND: On occasion, due to resignations or lack of candidates for elections, it is necessary for an elected Board/Committee and the Board of Selectmen to jointly elect a member of that Board/Committee to serve until the next Annual Town Election in May.

State Law requires that:

- The resignation is effective when delivered to the Town Clerk
- The Board/Committee must notify the Board of Selectmen, in writing, within 30 days of the resignation or lack of election. If not, only the Board of Selectmen may participate in the election of the new member.
- There must be seven days notice given of the Board of Selectmen Meeting at which the Election will take place.
- ~~The Election must be done in a joint meeting.~~
- The Election must be a roll call vote.
- A majority of those eligible to vote must vote for the successful candidate.
- All phases of the process must follow the Open Meeting Law.

By policy, the Board of Selectmen requires that the election

- Be fair and open and appear to be fair and open
- Be joint between the two Boards

Fair and Open

The application process will be carried out by the Board/Committee needing a new member.

- 1) Application process should be public
 - announced in an Open Meeting
 - notices posted in the appropriate places (Town Hall, etc.)
 - publicity in the Beacon
- 2) Application process should be clear
 - how to apply and when
 - formal end date

Joint

- 1) If there are more than three candidates, the Board needing the member may conduct preliminary screening if desired but to no less than three finalist candidates. The Board of Selectmen should not be provided with one candidate.
- 2) Joint interviews should be held of the candidates/finalists



PART I ADMINISTRATION OF THE GOVERNMENT
(Chapters 1 through 182)

TITLE VII CITIES, TOWNS AND DISTRICTS

CHAPTER 41 OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS

Section 11 Appointment to fill vacancy in town office

Section 11. As used in this section, the term "vacancy" includes a failure to elect. If a vacancy occurs in any town office, other than the office of selectman, town clerk, treasurer, collector of taxes or auditor, the selectmen shall in writing appoint a person to fill such vacancy. ~~If there is a vacancy in a board consisting of two or more members, except a board whose members have been elected by proportional representation under chapter fifty-four A, the remaining members shall give written notice thereof, within one month of said vacancy, to the selectmen, who, with the remaining member or members of such board, shall, after one week's notice, fill such vacancy by roll call vote.~~ The selectmen shall fill such vacancy if such board fails to give said notice within the time herein specified. A majority of the votes of the officers entitled to vote shall be necessary to such election. ~~The person so appointed or elected shall be a registered voter of the town and shall perform the duties of the office until the next annual meeting or until another is qualified.~~



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

Approved: _____

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 on 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 removal 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.

- 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 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.**

7a



Reserve Fund Transfer Request

Date: Sept. 8, 2014

It is requested by the undersigned that the sum of \$2,200.00 be transferred from the Reserve Fund to:

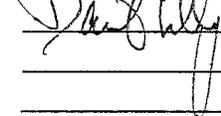
UMAS Acct. # 001-670-5799-SFBD
(Fund # - Dept. # - Object - Detail)

Description Steele Farm Building Maintenance

The balance in the line item as of 09/19/14 (Date) is \$440.00. An amount of \$ 440.00 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.

The RFT will provide the monies necessary to install a new 100 amp overhead electrical service at the house and wall mounted heaters in the basement to provide heat for the winter months. We expect that this will alleviate further movement of the foundation that has been caused by the freeze-thaw cycle.

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)	Inspector of Buildings	(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: 670

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		
001-670-5210-0000	120.00	0.00		0.00	0.00	-14.98		
Steele Farm Electricity	0.00	0.00	120.00	0.00	0.00	-14.98	105.02	12.48
001-670-5799-SFBD	440.00	0.00		0.00	0.00	0.00		
Steele Farm Bldg Maint	0.00	0.00	440.00	0.00	0.00	0.00	440.00	0.00
001-670-5799-SFGR	440.00	0.00		0.00	0.00	0.00		
Steele Farm Grounds Maint	0.00	0.00	440.00	0.00	0.00	0.00	440.00	0.00
	1,000.00	0.00		0.00	0.00	-14.98		
3 Account(s) totaling:	0.00	0.00	1,000.00	0.00	0.00	-14.98	985.02	1.50

John Musto Electric

Lic # 31801E

Proposal

467 Middle Road
Boxborough, MA 01719
Phone: 978-263-7556

Date: 9/18/14

To: Town of Boxborough, David Lindberg
29 Middle Rd
Boxborough, Ma 01720

978-264-1725
dlindberg@boxborough-ma.gov

Description	Price
Steel farm house project Install a new 100 amp overhead service, (2) wall mount heaters with thermostat and fan, (3) utility lights throughout basement controlled by a single pole switch located at bulkhead door, (2) 20 amp GFCI outlets at panel, new wiring to be mounted on running boards in basement.	
Total	\$2,118.00 <u> + 45.00</u> \$ 2,163.00
<p>Note: Wall mount heaters are included in proposal. All work to be inspected by electrical inspector. Permit fee cost will be \$00.00 \$ 45.00 Payment schedule: 50% deposit \$1059.00 50 % due @ finish \$1059</p>	

Please make checks out to John Musto Electric

John Musto

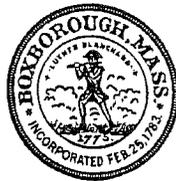
Accepted



**Internal Communications and Outgoing Communications
September 22, 2014**

1. Letter from MassDOT CFO, Dana Levenson, dated September 2, 2014, to Mr. Leslie Fox, Chairperson, regarding the 2014 Winter Rapid Recovery Road program and its submissions requirements & dates.
2. Letter and materials from Mass. Municipal Assoc.(MMA) Exec. Dir. Geoffrey Beckwith, dated September 5, 2014 to "Local Official" announcing the MMA's Fall Legislative Breakfast meeting schedule and inviting members to attend. #
3. Letter and materials from Assoc. of Town Finance Committees (ATFC) President Jennifer Gonzalez, dated September 2014 to the Board of Selectman Chair, announcing the ATFC's 2014 Annual Meeting and inviting them to attend. #
4. Minuteman School District's Sept. 2014, Newsletter *Revolutionary Times* [includes excerpts from the American Radioworks documentary "*A 21st Century Vocational High School*" including interviews with Minuteman Staff and Students].

86



Minutes, Notices and Updates
September 22, 2014

Minutes

1. Minutes of the Conservation Commission meetings held July 16, 2014; August 6, 2014; August 20, 2014 and September 3, 2014.

Notices

1. Notice an Acton-Boxborough Cultural Council meeting held September 15, 2014
2. Notice of Finance Committee meetings:
 - a. Held September 15, 2014
 - b. To be held September 22, 2014
 - c. To be held September 29, 2014
3. Notice of a Minuteman Regional School Committee meeting to be held September 16, 2014
4. Notice of A-B Regional School Committee meetings:
 - a. Held September 18, 2014 [Outreach SubCommittee]
 - b. Held September 18, 2014 [Full ABRSC meeting]
5. Notice of a Boxborough Leadership Forum to be held September 23, 2014.
6. Notice of the issuance of a Certificate of Compliance, with conditions, [DEP File No.113-506] to Hayner/Swanson, Inc. for property owner Billchelm Realty 70 LLC and located at 70 Codman Hill Road.
7. Notice of the issuance of a Certificate of Compliance, with conditions, [DEP File No.113-463] to Hayner/Swanson, Inc. for property owner by Intertek Testing Services and located at 70 Codman Hill Road.
8. Notice of the issuance of an Order of Conditions, [DEP File No.113-520] to TDI Real Estate Acquisition, LLC for the property owner by New Blue Hills Saugus Realty Trust c/o Gutierrez Co. and located at Ward Road, Assessor's Map 02-3, Parcels 105-1.0 & 105-2.0.
9. Legal Notice/Invitation for Bids from the Selina Shaw, MCPPO/Town Administrator for the Parking Lot Paving – Municipal Facilities.
10. Legal Notice/Request for Qualifications for Design Services from the Selina Shaw, MCPPO/Town Administrator for a Public Safety Space Needs Assessment.

8c



General Correspondence
September 22, 2014

1. Summer 2014 Newsletter (Mass. Ed.), *Comcast Connections*, from Comcast Cable Communication.

