



BOARD OF SELECTMEN
Meeting Minutes
January 12, 2015

Approved: February 4, 2015

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

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

- At 6:30 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 reconvene in open session at 7:30 PM in the Grange Meeting Room to continue the regular business on the agenda. Seconded by Member Fox. **Approved 4-0** by a roll call vote: Fox, aye; Gorman, aye; Bak, aye; and Amoroso, aye [Member Stemple not present at the time of this vote]. The Chair noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:40 P.M. in the Grange Meeting Room of the Town Hall.

ALSO PRESENT: Cheryl Mahoney, Department Assistant

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

ANNOUNCEMENTS

- Chair Amoroso read the announcements.

APPOINTMENTS

- Police Chief Warren Ryder was present to discuss the proposed FY 16 Police Department and Public Safety Dispatch Department budgets. The current FY 16 Police Dept. salary lines indicate a nominal increase, reflecting only step increases and otherwise level funded, but he qualified this by noting that this is pending the outcome of the collective bargaining discussions and the proposed administrative re-alignment. There was discussion about town project police details. Chief Ryder is fine with keeping police details for Town projects & events within his budget. There are no significant capital expenses anticipated in FY 16. The only infrastructure work would be the installation of the Middle Road radio subsystem. The software line reflects the acquisition of subscriptions for "cyber-crime" investigative software. He also does not see a significant increase in Public Safety Dispatch Dept. budget in general. He, again, qualified this as the final salary figures are contingent on CBA discussions. There is a one-time cost to purchase software for interfacing with fire callboxes and he anticipates some additional electrical costs for power meters at two new radio sites. He also provided an update on the regionalization of Animal Control responsibilities; his management of the administration of this program and that other communities have discussed joining.
- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the executive sessions of December 15, 2014, and January 5, 2015, as written. Seconded by Member Fox. **Approved- 4 (Members: Amoroso, Fox, Gorman, Bak); Disapproved - 0; and Abstained -1 (Member Stemple).**
- The Selectmen passed over approval of the regular session minutes of January 5, 2015.

SELECTMEN REPORTS

- Member Bak reported that the Personnel Board has been working on their portion of Public Safety CBU matters and the proposed Police department re-alignment. They are also working on the FY 16 Compensation Schedule.

- Member Fox reported that the Housing Board’s consultant is presenting the Housing Production Plan to the Planning Board tonight.
- Chair Amoroso reported that he will be participating in a discussion with representatives from other towns that are also considering withdrawing from the Minuteman School District on Thursday morning.
- Member Gorman reiterated the announcement that starting in February the Town’s Veterans’ Agent will be holding office hours on Wednesday mornings at Town Hall.
- He also reported that the State has implemented new stricter regulations regarding the disposal of animal carcasses. The Animal Control officials are reviewing these new requirements and working to determine what will be their process and the cost of disposal going forward.

OLD BUSINESS

- Legal counsel for the Acton-Boxborough Regional School District (ABRSD) has communicated to TA Shaw that they intend to seek further revisions to the License Agreement between the Town of Boxborough and the Acton-Boxborough Regional School District allowing for installation of the ABRSD network cable within the Town’s Municipal Space, however there are no materials to present at this time so this matter will taken up at a later date.

NEW BUSINESS

- Member Fox moved to authorize the Chairman of the Boxborough Board of Selectmen to designate Robert T. Stemple as the Town’s voting delegate at the MMA and MIIA Annual Meetings to be held on January 24, 2015. Seconded by Member Bak. **Approved 5-0.**
- Chair Amoroso moved to call the annual town meeting, to begin on Monday, May 11, 2015, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting. Seconded by Member Fox. **Approved 5-0.**
- The Board took up the Chapter 90 Reimbursement Request (\$288,813.65) & Final Report for Reclamation and Paving of Reed Farm Road. As it turns out the cost of this project came in less than anticipated. DPW Dir. Garmon will now be looking to identify the next priority locations. Flag Hill and Pine Hill Roads remain top priorities. Dir. Garmon is preparing a road condition survey/study which should identify any additional high priority locations going forward which he will be presenting to the Board when complete. Member Gorman reported that Dir. Garmon is also considering a warrant article for the paving of other locations. There was discussion on the status of the Hill Road culvert project and the condition of the pavement on all of Hill Road. It was also reported that a letter was received today from Governor Baker advising that the Town’s FY 15 Chapter 90 Apportionment has been increased to \$328,740. Member Stemple moved to authorize the submission of Chapter 90 Final Report and Reimbursement Request in the amount of \$288,813.65 for reclamation and paving of Reed Farm Road, and to certify conformance with applicable statutes and regulations. Seconded by Member Fox. **Approved 5-0.**
- The Board took up forwarding a Petition article submitted for Annual Town Meeting – “Restoring and Maintaining Constitutional Governance Resolution of Boxborough, MA” to the Board of Registrars. It was clarified that tonight’s action is only to forward this petition article to the Board of Registrars and the Selectmen could consider any possible endorsement/recommendation in the future. It was suggested that the petitioner be invited in to discuss her article at a February meeting. Member Gorman moved to forward the above-named petition article to the Board of Registrars for certification of signatures and if certified, to place on the Annual Town Meeting warrant. Seconded by Member Fox. **Approved 5-0.**

OLD BUSINESS (Continued)

- The Board reviewed the initial FY 16 draft Budget. There was a discussion of the new growth and the commercial personal property numbers that were projected for FY 15. Overall, it looks good.

APPOINTMENTS (Continued)

- Fire Chief Randolph White was present to discuss the proposed FY 16 Fire Department budget. He noted that, with the exception of the overtime budget, most of FY 16 salary lines currently indicate nominal changes, but qualified this by noting that this is pending the outcome of the collective bargaining discussions. However he has submitted 21% increase to his overtime budget. This is because he has had difficulty getting per diem personnel to fill off-hours shifts, so in order to maintain coverage he has had to pull full-timers in for these shifts. He noted that he is already over FY 15 vehicle maintenance budget. This is due to the significant repair costs incurred for the truck scheduled for replacement. He is looking to fund the vehicle

maintenance account close to his current actuals to avoid this in FY 16. There was discussion on the timeframe to get the new apparatus delivered and operational and the status of the department's final specifications for the new vehicle. There was also discussion on the renovations that will be necessary to accommodate the new truck at the current station and the funding structure for both the vehicle and these renovations. Heating has been decreasing due to the installation of energy efficient improvements; however, electricity seems to go up annually. There was discussion on the improvements concerning the station's heating/cooling infrastructure currently on the Capital Plan. It was noted that energy efficiencies are a component of the Spatial Needs Assessment Study.

There was also discussion as to updates to the Capital Plan. TA Shaw advised that she, Member Gorman, FinCom Kail and BIACO Lindberg met at the end of last year on combining materials/information into one Capital Plan. She will follow up on this.

CONCERNS OF THE BOARD

- There was discussion about the process for responding to emails that Board members receive. There is no formal procedure at this time. TA will work on drafting a memorandum to define a procedure going forward. In the meantime, receipt of emails coming through the Selectmen's webpage link would be acknowledged by the Chair and those concerns taken under consideration. Concerns/comments received via email by individual Selectmen would be provided to the other Selectmen.

ADJOURN

- The meeting was adjourned at 9:00 PM.

SELECTMEN'S ANNOUNCEMENTS

JANUARY 12, 2015

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

- A reminder to our viewing audience - **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage.
- In observance of **Martin Luther King Day** Town Offices will be closed on Monday, January 19th.
- **The FY 2016 budget process has begun.** The current draft budget is available on the Town's website (Home page, under "RESOURCES"). You are encouraged to attend Selectmen, Finance Committee, Library Trustee and A-B School Committee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.
- **Save the Dates....**
- **Boxborough's Annual Town Meeting** will be held on **Monday, May 11th**. More details will be provided in the coming months.
- On February 9th Bill Caulder will be attending the Board of Selectmen's meeting to provide an update on the **244 unit housing development located off of Cunningham Road, known as Jefferson at Beaver Brook.**
- Also on February 9th the Selectmen will be discussing **potential improvements to the Grange Meeting Room.** The Board is seeking the public's input on the use of stage.
- **The annual street listing/census forms have been mailed to residents.** Please review, correct as necessary, sign and return promptly to the Town Clerk. Voters not completing their census will be put on the inactive voter list. Dog owners please note that 2015 dog license applications have also been included in with this mailing and are due back to the Town Clerk by March 10th. Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions.

- Starting Wednesday, February 4th the **Veterans' Services Officer** (VSO) Donald Morse, will hold office hours from 9am to 11 am on Wednesdays at the Town Hall upstairs in the Community Services Coordinator's office off of the Grange Meeting Room. The Veterans' Services Officer is also available to meet with you by appointment. Please contact Department Assistant, Denise Monteiro at 978-264-1726 to arrange.
- Registration is now open for the Recreation Commission's **Winter Gym program**. It will be held Saturday mornings at the Blanchard School Gym beginning January 17th through March 21st. For more information and to download the necessary registration form please go to Town's website. The Registration deadline is January 14, 2015.
- The Boxborough Recreation Commission is once again hosting Boxborough's Annual **Winterfest** at Steele Farm on Sunday, January 25th from 1:00 PM- 4:00 PM. This year's Winterfest will go forward Snow or No Snow so come and join your friends and neighbors for an afternoon of winter fun while taking in the beauty of Steele Farm.
- 3rd Quarter Real Estate Tax bills have been mailed out. Residents will notice the inclusion of the **CPA Surcharge** for the year under Special Assessments. This amount is included in "total tax and special assessments" on the upper right hand corner of your bill. The portion of the CPA surcharge payable on February 2nd is reflected in the "amount due February 2nd". Property owners were also provided "*Taxpayer's Informational Guide – 2015 Community Preservation Act.*" Please go the Community Preservation Committee's webpage for more information, or contact the Town Assessor, Ruth Anderson to discuss.
- The Boxborough Fire Department has a **new system for issuing permits for Opening Burning** Season which runs from January 15th to May 1st. Seasonal permits will no longer be issued. Instead, on the day you would like to burn, residents should go to the Fire Department's Burn Permit webpage. There it will be posted whether burning is allowed that day. If allowed, resident would then apply under Daily Permit Registration. The Department's Open Burning Rules & Regulations are also posted. Alternatively, residents call the Fire Dept. at 978-264-1770 to activate a permit or for more information.
- On Thursday, January 15th at 7:00 pm there will be a **Deer Management Panel Discussion** at the Carlisle Public School, located at 83 School Street in Carlisle. This panel will include representatives from the Mass. Dept. of Fisheries & Wildlife, Deer Management Agents, and Dover's Board of Health. The results of the Middlesex Tick Task Force study and deer population management measures will be among the items discussed. If you are attending please use the school parking lot off of Church Street.

- Nashoba Associated Boards of Health, and the Boxborough Board of Health, will hold a **Well Adult Clinic** this Wednesday, January 14th from 11 am to 12 noon at the Community Center. It is free to residents and no appointment necessary. Drop in for Blood Sugar, Blood Pressure, Pulse Screening and Diet Teaching. For more information, please contact Nashoba Associated Boards of Health at 1-800-427-9762 ext. 333.
- Residents are advised that the **winter parking ban** is in effect until April 1st. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all hours whenever inclement weather is forecast. Also no overnight or weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website or call DPW at 978-264-1790 for more information.
- We invite you to explore the Town's website www.boxborough-ma.gov. The new website has allowed us to expand our ability to provide information; one example is the **Transportation options** information available for those living or working in Boxborough, posted to a link on our Homepage under Resources.
- The Town's **Community Services Coordinator**, Lauren Abraham, serves as a resource to assist residents in connecting with financial, health, and emotional support services and to help them to navigate the sometimes complicated application process. She brings a wealth of knowledge and experience as a public health social worker. Please go the Community Services Coordinator's webpage for more information.
- The Boxborough Energy Committee is working on launching - the **Boxborough Solar Initiative**, a program designed to lower the costs of installing small-scale solar PV panels in our community. They are looking to launch this Solar Initiative program in mid-2015. More Information is available on the Town's website under News.
- Please be sure that you have an FY 2015 sticker, so that you will be able to access the Transfer Station. Also residents looking to **disposal of bulk items** at the Transfer Station need to purchase a voucher at Town Hall. Checks or exact amount in cash, please. Disposal fees range from \$5.00 to \$50.00 depending on the item. You might consider donating your items to the local not-for-profit organization, Household Goods Recycling of Massachusetts (HGRM) www.hgrm.org. They are happy to accept clean, functional items in good working condition. Please refer to the Transfer Station webpage or call the DPW for more information.

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call, or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The 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 (3), 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 **Winter Road Conditions/Parking, FY 15 Transfer Station Applications, and Bulk Item Disposal Vouchers** please go to the DPW's or Transfer Station's webpage or contact the DPW at 978-264-1790.
- For more information on the Community Preservation Act surcharge please go to the Community Preservation Committee's webpage or contact Town Assessor, Ruth Anderson directly by phone at 978-264-1720, or by email: randerson@boxborough-ma.gov.
- To make an appointment with Veterans' Services Officer (VSO) Donald Morse, outside of his Wednesday morning office hours please contact Department Assistant, Denise Monteiro at 978-264-1726 or dmonteiro@boxborough-ma.gov
- For more information Community Services please go to the Community Service Coordinator's webpage or contact Lauren Abraham directly by phone at 978-264-1730, or by email: labraham@boxborough-ma.gov.
- Please contact John Fallon, of the Boxborough Historical Society, at 978-264-0069 if you have questions about the Boxborough Museum, wish to know more about upcoming events or to arrange a private tour of the **Boxborough's Historic Town Center**



BOARD OF SELECTMEN
Meeting Agenda
January 12, 2015
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER (TOWN ADMINISTRATOR'S OFFICE), 6:30 PM

2. 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 reconvene in open session at 7:30 PM in the Grange Meeting Room to continue the regular business on the agenda

**ROLL CALL
VOTE:**

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

RE-CONVENE IN GRANGE MEETING ROOM, 7:30 PM

3. ANNOUNCEMENTS

4. APPOINTMENTS

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

- a) Police Chief Warren Ryder, to present proposed FY 16 Police Department and Public Safety Dispatch Department budgets, 7:30 PM
- b) Fire Chief Randolph White, to present proposed FY 16 Fire Department budget, 8:15 PM
- c) Citizens' concerns

5. MINUTES

- a) Executive session, December 15, 2014
- b) Regular session, January 5, 2015
- c) Executive session, January 5, 2015

**ACCEPT & POF
ACCEPT & POF
ACCEPT & POF**

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) FY 16 Budget
- b) Revised License Agreement between the Town of Boxborough and the Acton-Boxborough Regional School District allowing for installation of the cable within the Town's Municipal Space - Tentative

8. NEW BUSINESS

- a) Massachusetts Municipal Association (MMA) and MIIA Annual Meetings, January 24, 2015
Move to authorize the Chairman of the Boxborough Board of Selectmen to designate Robert T. Stemple as the Town's voting delegate at the MMA and MIIA Annual Meetings to be held on January 24, 2015

VOTE:

- b) Special Town Meeting/Annual Town Meeting, May 11, 2015

Move to call the annual town meeting, to begin on Monday, May 11, 2015, at 7 PM, to be held at the Blanchard Memorial School and if necessary, a special town meeting to be held within the annual town meeting

VOTE:

- c) Chapter 90 Reimbursement Request (\$288,813.65) & Final Report for Reclamation and Paving of Reed Farm Road

Move to authorize the submission of Chapter 90 Final Report and Reimbursement Request in the amount of \$288,813.65 for reclamation and paving of Reed Farm Road, and to certify conformance with applicable statutes and regulations

VOTE:

- d) Petition article submitted for Annual Town Meeting – “Restoring and Maintaining Constitutional Governance Resolution of Boxborough, MA”

Move to forward the above-named petition article to the Board of Registrars for certification of signatures and if certified, to place on the Annual Town Meeting warrant

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. ADJOURN

8a

**Massachusetts Municipal Association
Annual Business Meeting
Saturday, January 24, 2015**

Credential Vote Form

Note: Please fill out if you, as the eligible voting member, **cannot** attend the MMA Annual Business Meeting and wish to designate another person from your community to vote in your place.

X I cannot attend the MMA Annual Business Meeting on
Saturday, January 24, 2015.

Name Vincent M. Amoroso

Signature _____

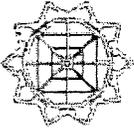
Municipality Boxborough

I authorize the following person to vote in my place:

Name Robert T. Stemple

Title Clerk, Boxborough Board of Selectmen

**Please Return By January 14 To:
Victoria Sciafani
MMA
One Winthrop Square
Boston, MA 02110
Fax: 617-695-1314**



**MASSACHUSETTS
MUNICIPAL
ASSOCIATION**

ONE WINTHROP SQUARE, BOSTON, MA 02110
617-426-7272 • 800-882-1498 • fax 617-695-1314 • www.mma.org

January 7, 2015

Dear Local Official,

The Massachusetts Municipal Association's Annual Business Meeting will take place during the MMA Annual Meeting and Trade Show. This year, the Business Meeting is scheduled from 10:15 to 11:50 a.m., on Saturday, January 24, 2015, in Ballroom A at the Hynes Convention Center in Boston.

This letter outlines the voting procedures at the Annual Business Meeting. Each MMA member city or town is entitled to **ONE** vote. In order to vote at the meeting, a local official must be:

- The Mayor in a member city;
- The Chair of the Board of Selectmen or the Chair of the Town Council in a member town;

If an official from one of these categories cannot attend the January 24th business meeting, a councillor, selectman, or manager from that same MMA member city or town can vote in the person's place - but **only with written authorization** from the Mayor, Chair of the Board of Selectmen or Chair of the Town Council.

These voting requirements are clearly stated in the MMA bylaws as follows:

"The following individuals are hereby designated as voting delegates and shall vote on behalf of members eligible to vote at any meeting of the members: (i) in the case of a city (A) its chief executive, or (B) a councillor designated in writing by such chief executive officer; (ii) in the case of a town, (A) the chairman of the Board of Selectmen, the chairman of the Town Council, or (B) another selectman or councillor designated in writing by such chairman, or (C) the manager designated in writing by such chairman."

Eligible voters must pick up a single vote card on site at the MMA Annual Meeting in order to cast votes at the MMA Annual Business Meeting. If you will be voting on behalf of your community but do not receive a voting card in your registration packet when you check-in at the meeting, please visit the credentials table before the meeting begins. Only one voting card will be issued per member community.

Those Mayors and Chairs of the Board of Selectmen or Town Councils who cannot attend the Annual Business Meeting on Saturday, January 24, and who will be designating someone else to take their place, must send in a written authorization beforehand to the MMA, c/o Victoria Sclafani, One Winthrop Square, Boston, MA 02110. **We must receive these designation forms by Wednesday, January 14th at the latest**, so please take the time to **fill out the enclosed form today** and return it right away. Please remember to include your signature when filling out the enclosed form.

Thank you very much -- we look forward to seeing you in January at Annual Meeting!

Sincerely,

A handwritten signature in black ink, appearing to read "Geoffrey C. Beckwith".

Geoffrey C. Beckwith
Executive Director

Enclosure

VOTING DELEGATE DESIGNATION FORM

The voting delegate for the City/Town of Boxborough

is Robert T. Stemple
(Name) (Please Print)

Please return this form by January 12, 2015 to:

Stanley J. Corcoran
Executive Vice President
Massachusetts Interlocal Insurance Association
One Winthrop Square
Boston, MA 02110

or FAX to:
(617) 426-9546

REQUIREMENTS FOR VOTING

The requirements for voting are detailed in the by-laws of each organization. In summary:

Each member shall have one vote which may be cast only by its voting delegate. The following individuals are eligible voting delegates.

1. In the case of a city or a town with a city form of government, (a) its chief executive, or (b) a person designated in writing by such chief executive;
2. In the case of all other towns, (a) the Chairman of its Board of Selectmen, (b) another Selectman designated in writing by such Chairman, or (c) the Manager designated in writing by such Chairman.

Voting in person is required for the election of the Board of Directors. All voting will be by a vote of hands, unless a roll call is requested by three or more voting delegates.

The nominees receiving the greatest number of votes shall be deemed elected as directors and shall commence their terms at the conclusion of the meeting.

If you are a voting delegate and wish to nominate another person as a director, such nomination must be received in writing no later than January 12, 2015, twelve days prior to the Annual Meeting. Enclosed is a nomination form for this purpose.

MEMORANDUM

TO: MIIA Members

FROM: **Massachusetts Interlocal Insurance Association, Inc.**
Nominating Committee: Geoffrey Beckwith, Buzz Stapczynski, Ira Singer, Kim Roy, Mary Pat Flynn

DATE: December 22, 2014

SUBJECT: Nominating Committee Report

MIIA is again calling on its members to participate in electing officials to serve on the Massachusetts Interlocal Insurance Association, Inc. Board of Directors. The Board is responsible for approving and directing the overall policies of the MIIA programs. This is an important task since MIIA has a combined membership of more than 350 members for the health, property and liability, and workers' compensation insurance programs.

At the MIIA Annual Meeting to be held on January 24, 2015, members will elect two individuals to fill three-year terms to expire in January 2018 and two individuals to fill the remaining year of three-year terms expiring in January 2016. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board of Directors:

For three-year terms expiring in January 2018:

Mary Pat Flynn, Selectman, Falmouth – Ms. Flynn was the Human Resources Director for the Town of Plymouth. She is presently a member of the MIIA, Inc. and the MIIA Property and Casualty Group, Inc. boards.

Ira Singer, Town Administrator, Middleton – Mr. Singer has more than twenty-five years of experience in local government. He currently serves on all three boards.

For the remaining year of three-year terms expiring in January 2016:

Kenneth Walto, Town Manager, Dalton - Mr. Walto has been the town manager in Dalton since 2001 and served in local government for more than 20 years. He currently serves on the MIIA Health Benefits Trust board and is an active member of the Massachusetts Municipal Management Association and the Massachusetts Municipal Personnel Association.

Rocco Longo, Town Administrator, Marshfield - Mr. Longo has extensive experience in local government, including serving as town manager in Billerica and Duxbury prior to his position in Marshfield. He has been an active member of the MMA and the Massachusetts Municipal Management Association, including participation on both boards.

Buzz Stapczynski, Town Manager, Andover and **Kim Roy, Selectman, Halifax** will continue to serve in three-year terms expiring in January 2017.

Enclosed are the Requirements for Voting and a Voting Delegate Designation Form to help us prepare for the voting. MIIA would greatly appreciate your designating the voting delegate for your municipality. Also enclosed is a Nominating Form, should you wish to nominate another candidate. Please contact Ann Ludlow at 617-426-7272 ext. 258 if you have any questions on the election process.

MIIA, Inc.

MEMORANDUM

TO: Property and Casualty Group Members

FROM: **MIIA Property and Casualty Group, Inc. Nominating Committee:**
Geoffrey Beckwith, Ira Singer, Rocco Longo

DATE: December 22, 2014

SUBJECT: Nominating Committee Report

Three members of the Board of Directors of the MIIA Property and Casualty Group, Inc. are to be elected this year for two-year terms expiring in 2017 and one member to be elected to fill the remaining year of a two-year term expiring in January 2016. The Nominating Committee respectfully submits the following candidates for nomination as members of the Board.

For two-year terms expiring January 2017:

Kenneth Walto, Town Manager, Dalton - Mr. Walto has been the town manager in Dalton since 2001 and served in local government for more than 20 years. He currently serves on the MIIA Health Benefits Trust board and is an active member of the Massachusetts Municipal Management Association and the Massachusetts Municipal Personnel Association.

Mary Pat Flynn, Selectman, Falmouth – Ms. Flynn was the Human Resources Director for the Town of Plymouth. She is presently a member of the MIIA, Inc. and the MIIA Property and Casualty Group, Inc. boards.

Kim Roy, Selectman, Halifax – Ms. Roy has served in Halifax in appointed and elected positions for 20 years. She has served as president of the Board of the Association of Town Finance Committees. She has been a selectman since 2010 and was elected to the Massachusetts Selectmen's Association Executive Committee. She serves on the MMA Board of Directors and the Local Government Advisory Commission.

For the remaining year of a two-year term expiring in January 2016:

Paul Cohen, Town Manager, Chelmsford for the remaining year in a two-year term expiring in 2016. Mr. Cohen has been a town administrator for 24 years. He has been the town manager in Chelmsford since 2006.

Ira Singer, Town Administrator, Middleton; and Rocco Longo, Town Manager, Marshfield will continue to service in two-year terms expiring in January 2016.

Enclosed is a Voting Delegate Form to help us prepare for the voting. MIIA would greatly appreciate your designating the voting delegate for your municipality. A nomination form is also enclosed.

Please contact Ann Ludlow at 617-426-7272 ext. 258 if you have any questions on the election process.

8C
Submit this Form to District Highway Director



CHAPTER 90 - FINAL REPORT

updated 8/2012

CONTRACT# 50741

City/Town	<u>Boxborough</u>	Project	<u>Reclamation and Paving of Reed Farm Rd</u>	
Location(s)	<u>Reed Farm Road</u>			
Length	<u>3479 plus cul de sac</u>	Feet	Width	<u>30</u> Feet
Work was Started	<u>10 / 7 / 2014</u>	and Completed	<u>12 / 5 / 2014</u>	
Work was Suspended	<u>n/a / /</u>	and Resumed	<u>n/a / /</u>	
Done by: Force Account	<u> </u>	Advertised Contract	<u>x</u>	Other <u> </u>

* **REMARKS:** We anticipated that there would be a large amount of unsuitable materials that would need to be removed (Unclassified Excavation), however, this was not the case and the project came in ~ \$18,426 under winning bid price.

EXPENDITURES:	State Funds @ 100%	\$288,813.65
	Municipal Funds	\$
	Other Funds	\$
	TOTAL PROJECT EXPENDITURES	\$288,813.65

SCOPE OF WORK:

The work entails full depth roadway reclamation, excavation and removal of unsuitable road bed gravel; furnishing and installing bituminous paving; furnishing and installing bituminous berm; repair and adjustment of existing drainage structures to finished grade; disposal of waste materials, providing traffic management and other incidental work.

CERTIFICATION

The undersigned hereby certify under penalties of perjury that documentation to substantiate the above expenditures is available for examination in accordance with Executive Order No. 195 (April 27, 1981) and Chapter 11, Section 12.

We further certify that all equipment rental costs are within the approved limits established by the MassDOT Highway Division, that the Municipality has complied with all applicable statutes and regulations, that the requests for reimbursements for allowable project expenses actually incurred are in conformance with the "Chapter 90" Project Request, and that the Municipality will be responsible for the future maintenance of this project including the cost thereof.

Copies of the notification published in the Central Register and notice in a newspaper of local circulation required by Chapter 149, Section 44J, and the prevailing wages as determined by the Department of Labor and Industries obtained in compliance with Chapter 149, Section 27F, of the General Laws, as applicable, must be attached.

PREPARED & REVIEWED BY	
Prepared by: <u>Ucker Gray</u>	<u>12-31-14</u>
Reviewed by:	
Highway Officer's Title	<u>1/2/15</u> Date
Accounting Officer's Title	<u>1/8/15</u> Date

Signed:	
Duly Authorized Municipal Officials	Date

• Include additional Contract Nos. if other Chapter 90 Funds were also used. List street names, total amounts charged to each location, extra work orders, etc. Use back if necessary, or attach supporting papers.



CHAPTER 90 – REIMBURSEMENT REQUEST

updated 8/2012

City/Town: Boxborough Project: Reed Farm Road 50741

Project request was approved on 8/5/2014 for \$ 410,375.00

at 100% Reimbursement Rate = \$ 410,375.0

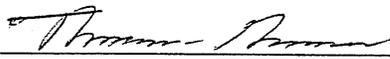
- 1) Attached are forms which document payment of approved expenditures totaling \$288,813.65 for which we are requesting \$288,813.65 at the approved reimbursement rate of 100%.
- 2) The amount expended to date on this project is \$288,813.65.
- 3) Is this request for a FINAL payment on this project? Yes No

4) Remarks:

We anticipated that there would be a large amount of unsuitable materials that would need to be removed (Unclassified Excavation), however, this was not the case and the project came in ~ \$18,426 under winning bid price.

CERTIFICATION

A. I hereby certify under penalties of perjury that the charges for labor, materials, equipment, and services itemized and summarized on the attached forms are true and correct, and were incurred on this project in conformance with the MassDOT Highway Division Policies and established Municipal Standards that were approved for this project.

 _____ Director _____ 1/2/15
 (Signed) (Municipal Highway Official Title) (Date)

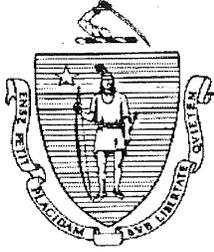
B. I/we certify under penalties of perjury that the items as listed or summarized on the attached forms were examined; that they are in conformity with our existing wage schedule, equipment rates, and all applicable statutes and regulations; that they are properly chargeable to the appropriation(s) designated for this work; and that Executive Order No. 195, dated April 27, 1981 and Chapter 11, Section 12 is acknowledged as applicable.

REVIEWED AND APPROVED FOR TRANSMITTAL

by Jennifer Zwick Signed: _____
Town Accountant _____
 (Accounting Officer's Title)

DATE 1/8/15

(Duly Authorized)



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

Received
1-12-2015

January 8, 2015

Mr. Vincent Amorso, Chairperson
Town of Boxborough
29 Middle Road
Boxborough, MA 01719

Dear Mr. Amorso:

We are pleased to inform you that the Chapter 90 local transportation aid funding for Fiscal Year 2015 has increased from \$200 million to \$300 million statewide.

This letter certifies that the **Town of Boxborough's** Chapter 90 apportionment for Fiscal Year 2015 has been increased from **\$219,160** to **\$328,740**. This apportionment will automatically be incorporated into your existing 10-Year Chapter 90 contract, which will soon be available on the MassDOT website. <http://www.massdot.state.ma.us/chapter90>.

We look forward to working closely with your community to ensure the continuing success of the Chapter 90 program in the years to come.

Please feel free to contact Matthew Bamonte at (857) 368-9151 with any questions you may have regarding the Chapter 90 program.

Sincerely,

A handwritten signature in black ink that reads "Charles D. Baker".

Governor

82

Loretta J. Crowley
700 Massachusetts Avenue, #2
Boxborough, MA 01719
(978) 263-1303

January 4, 2015

Received
1-5-2015
3:50pm
Inhand

Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719
(978) 264-1700

Re: RESTORING & MAINTAINING CONSTITUTIONAL GOVERNANCE RESOLUTION OF BOXBOROUGH,
MASSACHUSETTS

To Whom it May Concern:

Enclosed please find, the Petition for the 2015 Town Meeting, with 15 signatures and the 2-paged Resolution, proposed for adoption. Included, is a brief synopsis, describing the nature for the proposal.

Hoping to have an educational forum, prior to Town Meeting; or to invite the Town's People to a B.O.S. meeting, for a debate. Given the topic, I wish to graciously present a Supreme Court Ruling and another Legal Analysis of the topic at hand.

Looking forward to meeting with and working with you, as this process progresses.

Sincerely,


Loretta J. Crowley,

Resident

Enclosures: 4

Suggested Form for Petition to Add Article to Town Meeting Warrant to Call a Special Town Meeting

Petitioner hereby requests the Boxborough Board of Selectmen to:

- Place the following article on the Annual Town Meeting warrant [10 signatures required]
- Place the following article on the special town meeting warrant for an already scheduled STM on _____ (list date) [100 signatures required]
- Call a special town meeting to consider the following article [200 signatures required]

Article wording:

Restoring & Maintaining Constitutional Governance
 Resolution of Boxborough, MA:
 (see Attached Resolution 2pgs.)

December 14, 2014

	Voter Name	Voter Signature	Street Address
1	Loretta J Crowder	Loretta J. Crowder	700 Mass. Ave. #2 Boxborough MA
2	Kathleen McKee	Kathleen McKee	404 Old Harvard Rd Boxborough
3	Joanna Stuebel	[Signature]	435 Robinson Rd Boxborough
4	Dore Priest	[Signature]	801 Burroughs Rd
5	Tommy Rozambek	[Signature]	90 Brentwood Way
6	Rosemary Vicker	[Signature]	135 Star Rd Boxboro
7	Colin Barr	[Signature]	45 Bradford Rd
8	Mari Cannon	Mari Cannon	447 Littlefield Rd
9	Michael Smith	[Signature]	120 BARKER LN
10	Robin Johnston	Robin Johnston	708 Hill Rd
11	Keth Simpson	[Signature]	36 Priest Lane
12	Lynn Hughes	[Signature]	182 Pine Hill Rd.
13	Brian Christmas	[Signature]	411 Robinson Rd
14	Peter PETER/RUDENKO	[Signature]	579 STOW RD
15	Joan Rudenko	Joan Rudenko	579 Stow Rd

2/17/14
 ↑

RESTORING & MAINTAINING CONSTITUTIONAL GOVERNANCE RESOLUTION OF
BOXBOROUGH, MASSACHUSETTS

WHEREAS, the Town of Boxborough, Massachusetts is not a "battlefield" subject to the "laws of war;" and

WHEREAS, Federal Judge Katherine Forrest has ruled Section 1021(b)(2) of the 2012 NDAA, H.R.1540 unconstitutional; and

WHEREAS, the use of the words "any person" changes the original intent; and

WHEREAS, the term "belligerent act" is a broad and undefinable term; and

WHEREAS, the U.S. Supreme Court has ruled that neither Congress nor the President can Constitutionally authorize the detention and/or disposition of "any person" in the United States, or citizen of the United States "under the law of war" who is not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger;" and

WHEREAS, for the purposes of this resolution, the terms "arrest," "capture," "detention under the law of war," "disposition under the law of war," and "law of war" are used in the same sense and shall have the same meaning, as such terms have in the 2012 NDAA, Section 1021(c); and therefore

BE IT RESOLVED, that notwithstanding any treaty, federal, state, or local law or authority, enacted or claimed, including, but not limited to, an authorization for use of military force, national defense authorization act, or any similar law or authority enacted or claimed by Congress or the Office of the President directed at "any person" in the Town of Boxborough, who is not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger," it is unconstitutional, and therefore unlawful for any person to:

- a. arrest or capture "any person" in Boxborough, or citizen of Boxborough, within the United States, with the intent of "detention under the law of war," or
- b. actually subject "any person" in Boxborough, to "disposition under the law of war," or
- c. subject "any person" to targeted killing in Boxborough, or citizen of Boxborough, within the United States; and be it further

RESOLVED, that the Town of Boxborough requests the Massachusetts State Legislature recognize the duty of the Commonwealth of Massachusetts to interpose itself between unconstitutional usurpations by the federal government or its agents, either foreign and/or domestic, and the inhabitants of this Commonwealth, as well as the duty to defend the unalienable natural rights of the people, all of which is consistent with our oaths to defend the Constitution of the United States and the Constitution of the Commonwealth of Massachusetts against all enemies, foreign and domestic; and be it further

Cont. RESTORING & MAINTAINING CONSTITUTIONAL GOVERNANCE RESOLUTION OF
BOXBOROUGH, MASSACHUSETTS

RESOLVED, that the Town of Boxborough, requests our Congressional delegation commence immediately with renewed efforts to repeal the unconstitutional sections of the NDAA, to wit, sections 1021(b)(2) and 1021(c)(1) and 1022(a)(3) and 1022(a)(4) , and any other section or provision which will have the same, or substantially the same effect, on "any person" in the United States not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger;" and be it finally

RESOLVED, that the Town of Boxborough requests our Congressional delegation to introduce, support, and secure the passage of legislation which clearly states that Congress not only does not authorize, but in fact prohibits the use of military force, military detention, military trial, extraordinary rendition, or any other power of the "law of war" against "any person" in the United States not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger."

Recognizing our duty to defend the Constitutions of the United States and the Commonwealth of Massachusetts, as well as recognizing the duty of the people to protect our unalienable natural rights to "life, liberty, and the pursuit of happiness" as articulated in the Declaration of Independence, we, the Town Council of the Town of Boxborough, Massachusetts, do hereby adopt this Resolution.

Loretta J. Crowley

700 Massachusetts Avenue, #2

Boxborough, MA 01719

(978) 263-1303

RESTORING & MAINTAINING CONSTITUTIONAL GOVERNANCE RESOLUTION OF BOXBOROUGH,
MASSACHUSETTS

SYNOPSIS

The National Defense Authorization Act (NDAA) is used to fund our Military. Until 2012, it referred to Military operations and matters, mainly, outside of our nation. On December 31, 2011, at the stroke of midnight, the 2012 NDAA was signed into law H.R.1540. Simultaneously attached, was a "Signing Statement" from the POTUS, drawing attention to Sections 1021 & 1022 that were, mysteriously added, noting, that these Sections would not apply to American citizens. The topic of Sections 1021 & 1022 changed, extensively, non-related, from the previous year's Sections 1021 & 1022. A law suit, immediately, commenced (Hedges v. Obama) Judge Katherine Forrest Ruled in favor of Hedges, giving an Opinion and Order, inviting Congress to Amend Sections 1021(b)(2) & 1022(a)(3) & 1022(a)(4). After Government Appeal, a Permanent Injunction was Ruled, against Sections 1021(b)(2) & 1022(a)(3) & 1022(a)(4) by Judge Forrest, in NY. Since further appeal, was in favor of the Government, there have been many Bills presented to remedy this overreach. Upon continued and extensive legal analysis, Sections 1021 & 1022 are considered unconstitutional, violating our 1st, 4th, 5th, 10th, and 14th Amendments. In addition, the principle of Separation of Powers has been compromised, as a direct result and gives the POTUS powers never intended, referenced to in Article VI, of the Constitution, the Supremacy Clause. Since Supreme Court has determined that Section 1031 (b)(2) in the 2001, Authorization for Use of Military Force (AUMF), which was implemented as a direct result of the September 11, 2001 attacks, is in place, abroad, the NDAA Sections 1021 & 1022 are moot, according to testimony given by Government, in the law suit; however, the Domestic application of the NDAA 1021 & 1022 are a dangerous development and are being stricken by new Laws, Resolutions, and Nullifications across the Nation.

The 2012 NDAA, Sections 1021 and 1022, authorizes the indefinite military detention, without charge or trial, of any person, including an American citizen, and applies the "Law of War," to U.S. soil, making the United States legally a battlefield.

For more information, please visit : PandaUnite.org KrisAnnHall.com



Internal Communications and Outgoing Communications
January 12, 2015

1. Email from Boxborough Historical Society Chair, Jeanne Steele Kangas, dated December 28, 2014 to TA Shaw advising that the BHSI has unanimously voted to offer to service as Boxborough's participant in the Freedom's Way "Hidden Treasures" program and to feature the two Town Hearses. [*Freedom's Way August 27, 2014, Invitation attached for reference*] *



Selina Shaw

From: Jeanne Kangas <[REDACTED]>
Sent: Sunday, December 28, 2014 6:01 PM
To: 'Selina shaw'
Cc: John Fallon
Subject: Freedom's Way Hidden Treasures Project/Program

Selina,

On Dec. 17, the Boxborough Historical Society voted unanimously to serve as Boxborough's participant in the Hidden Treasures program, May 16-17, 2015, of Freedom's Way Heritage Area (FWHA); and to feature Boxborough's two unique hearses as our 'treasures.' I'm glad to have you forward to me any future communications from FWHA. I have contacted Polly Kienle, their Consulting Project Manager and notified her of our participation. The Project timeline calls for BHSI to submit a signed partnership agreement to FWHA by January 1, and I expect we will meet that deadline.

Jeanne

Jeanne Steele Kangas
959 Hill Road
Boxborough, MA 01719
Home 978-263-8594
Work 978-369-0001 x101

August 27, 2014

Selina Shaw, Town Administrator
BoxboroughTown Hall
29 Middle Road
Boxborough, MA 01719

FREEDOM'S WAY
NATIONAL
HERITAGE AREA

Dear Selina,

Freedom's Way Heritage Area invites your town to participate in an exciting two-day regional celebration entitled "Hidden Treasures." On Saturday, May 16th and Sunday, May 17th, 2015, each participating community will offer a free, public program featuring a "hidden treasure" in their town. Please help us meet our goal to promote your town's treasure across the 994-square-mile Freedom's Way area, home to over 750,000 people.

Our First "Hidden Treasures" Event – Your Community's Opportunity to Connect with its History

"Treasures" chosen could be objects or documents held in local collections, public monuments, landscapes or structures. Each community will select a single "hidden treasure" that tells an exciting or unexpected story from its history.

With assistance from Freedom's Way, each community will develop a program that shares that story and the "hidden treasure" with the public. We aim to entice families to explore the history of our 45 communities through fun and creative activities.

We would appreciate it if you would pass our invitation to participate in the "Hidden Treasures" event to a community group you think would be interested in collaborating with us. With your help, this inaugural year will be a success and "Hidden Treasures" will become a Freedom's Way tradition.

You may know which organizations have previously worked with Freedom's Way — we would be pleased to renew our acquaintance with them. On the other hand, we look forward to involving more community groups in the Heritage Area and welcome the opportunity to be introduced to other stewards of history and landscape.

The Freedom's Way Heritage Association works in partnership with the National Park Service to support the Freedom's Way National Heritage Area in Massachusetts and New Hampshire.



Freedom's Way connects the people, places and communities of the Heritage Area through preservation, conservation and educational initiatives to protect and promote our shared resources and to encourage residents and visitors to explore our landscape, history and culture.

Freedom's Way
Heritage Association
94 Jackson Road, Suite 311
Devens, MA 01434

www.freedomsway.org

Freedom's Way Will Support Each Participating Community

Through communication and targeted support, we will provide the participating organization with a framework for program development. At each step along the way, through creation, refinement, and implementation, Freedom's Way will be ready with the tools and materials needed to assist in developing the best program possible.

Our Timeline

The deadline for committing to participation in the May, 2015 "Hidden Treasures" event is the end of October 2014. We would like to start conversations with you, your staff or interested community groups previous to that. Freedom's Way will provide a media kit that can be used to generate community interest.

More Information about Freedom's Way

To learn more about our mission and activities, visit freedomsway.org.

Join Us for "Hidden Treasures"!

Don't miss this chance to share your community's hidden treasure! We look forward to hearing from a representative of your community by October 15. Should you or your staff have questions, don't hesitate to contact us at the contact address below.

We greatly look forward to collaborating with an organization from your community and to learning about the hidden treasure they choose to share in May, 2015.

Sincerely,



Polly Kienle
Consulting Project Manager
Freedom's Way National Heritage Area
94 Jackson Road, Suite 311
Devens, MA 01434
Phone: (978) 772-3654 x303
Email: pkienle@freedomsway.org

96



**Minutes, Notices and Updates
January 5, 2015**

Minutes

1. Minutes of the Personnel Board meeting held December 3, 2014.
2. Minutes of the Conservation Commission meetings held November 19, 2014 and December 17, 2014.

Notices

1. Notice an Acton-Boxborough Regional School Committee meeting held January 8, 2015
2. Notice of a Nashoba Associated Board of Health meeting held January 8, 2015
3. Notices of Acton-Boxborough Cultural Council meetings:
 - a. To be held January 12, 2015
 - b. To be held January 15, 2015
4. Notice of a Finance Committee meeting to be held January 12, 2015
5. Notice of an AgCom meeting to be held January 13, 2015
6. Notice of a Recreation Commission meeting to be held January 13, 2015
7. Notice of a Library Board of Trustees meeting to be held January 13, 2015
8. Notice of an Energy Committee meeting to be held January 14, 2015
9. Notice of a Council on Aging meeting to be held January 15, 2015
10. Notice of a Personnel Board meeting to be held January 15, 2015
11. Steel Farm Advisory Committee meeting to be held January 20, 2015 [Revised]



General Correspondence
January 12, 2015

1. December 2014 Newsletter, *OARS*, from the Organization for the Assabet, Sudbury & Concord Rivers.
2. Nationalgrid Informational Brochure "Your Safety is Our Commitment"