



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**March 23, 2015**

**Approved: April 27, 2015**

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member; Jim Gorman, Member and Susan Bak, 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. The Selectmen recognized Boy Scout Alec Coverdale who was attending the meeting as a Merit Badge requirement.

**APPOINTMENTS**

- No one asked to speak under the Citizens concerns.

**MINUTES**

The Selectmen passed over approval of the minutes for the Joint workshop meeting (BoS and FinCom) of March 3, 2015; Regular session of March 9, 2015; and the Executive sessions of February 23, 2015 and March 16, 2015.

**SELECTMEN REPORTS**

- Member Stemple reported that the Steele Farm Advisory Comm. is preparing for the Conway School's appearance at the April 13<sup>th</sup> Selectmen's meeting.
- Chair Amoroso reported that the Editor of the A-B Beacon communicated concerns regarding the salutation submitted on a letter of support for the Boxborough Solar Initiative. The Selectmen had voted to support this Energy Committee initiative however the newspaper's policy is to only publish letter "signed" by individuals. The outcome was that the individual members of the Energy Comm. were named and salutation identifies him as the signing as Selectmen Chair.
- Member Gorman reported that the Well Being Committee is pleased with the updates being provided by the Community Services Coordinator. The Selectmen discussed whether a presentation would be needed at Town Meeting for this budget item (her hours). It was determined that slides explaining services and supporting this item would be prepared but only used if needed.
- He also reported that the Space Needs Advisory Group has met, however he will report on that meeting during the article discussion.

**NEW BUSINESS**

- Chair Amoroso moved to re-appoint Donald Morse as Veterans Agent for a term commencing April 1, 2015 and ending on March 31, 2016. Seconded by Member Stemple. **Approved 5-0.**
- Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$9,100 from the Reserve Fund to account #001-135-5305-0000 (Accountant Software Support) to enable the timely conversion of the Tax Collector data to the integrated VADAR financial software package for the FY 2016 tax cycle. Seconded by Member Stemple. **Approved 5-0.**

**OLD BUSINESS**

The Selectmen opened discussion on the Special/Annual Town Meeting.

		<b>Dept</b>	<b>Description</b>	<b>Amount</b>	<b>Vote/Recommendation</b>
<b>Special Town Meeting</b>					
1		-	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200, Police	<b>TBD</b>	Pending – no recommendation @ this time.
2		-	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200A, Dispatch	<b>TBD</b>	Pending – no recommendation @ this time.
3		-	Fund Cost Items of First Year of Collective Bargaining Agreement - Boxborough Professional Firefighters, Local 4601	<b>TBD</b>	Pending – no recommendation @ this time.
4			<b>NEW</b> Deficit in Snow & Ice Recovery	<b>TBD</b>	Town Accountant recommends the use of Free cash. Moved to recommend and place on warrant as has been suggested. Amoroso/Stemple <b>Approved 5-0. Renumbered STM Article #1</b>
<b>Annual Town Meeting</b>					
1		-	Choose Town Officers	-	No action needed
2		-	Receive Reports	-	No action needed
3		-	Set Salaries and Compensation of Elected Officers	-	No action needed
4		-	Amend Personnel Plan and Personnel Classification and Compensation Plan	-	Board had approved 3-0 at 4/16/15 public hearing. Member Gorman voiced concerns and advised he would not be recommending. Moved to recommend and place on warrant. Bak/Amoroso. <b>4 Yea</b> (Amoroso, Stemple, Fox, Bak)– <b>1 Nay</b> (Gorman)
5		-	Town Operating Budget	-	Passed over will return to.
6		-	Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District	-	Chair Amoroso spoke to this article, the background and proposed recommendation not to approve. Moved to place on warrant and not to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
7			Withdrawal from Minuteman Regional Vocational School District		Chair Amoroso spoke to this article, the background and proposed recommendation to approve withdrawal. Provided his rationale to support both of these recommendations. Moved to place on warrant and to recommend. Amoroso/Gorman <b>Approved 5-0.</b>
<b>Transfers</b>					
8			<del>Transfer Unexpended Balances in Prior Year Articles</del>		<i>Article was removed/deleted from Warrant.</i>
9		100	Transfer to Stabilization Fund	100,000	Moved to place on warrant; to recommend and use Free Cash. Gorman/Bak <b>Approved 5-0.</b>
10		171	Conservation: Transfer to Conservation Trust for Future Purchase	5,000	Moved to place on warrant; to recommend and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
11		950	Transfer to OPEB Trust Fund	100,000	Moved to place on warrant; to recommend and use Free Cash. Amoroso/Gorman <b>Approved 5-0.</b>
<b>Salary (plus)</b>					
12		141	Assessor: Certification Stipend	1,000	This is a one-time vote; this would become part of Assessor’s salary. Moved to place on warrant; to recommend and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
13		210	Police: Promote 1 Sgt to LT	14,460	There was discussion. Member Bak spoke to an analysis she had prepared on this. It was also noted that as a “Strong Chief,” Chief Ryder is responsible for managing his department’s staffing. Moved to place on warrant; to recommend and use Free Cash. Fox/Stemple <b>Approved 4 Yea</b> (Amoroso, Stemple, Fox, Gorman)– <b>1 Nay</b> (Bak)
14		215	<del>Additional Dispatcher (wages of \$9,034 &amp; health ins @ \$15,570) [NB: less OT and less PT hrs]</del>	<del>24,604</del>	<i>After discussion. Moved not to support article. Bak/Amoroso <b>4 Yea</b> (Amoroso, Stemple, Fox, Bak)–<b>1 Nay</b> (Gorman) Article was removed/deleted from warrant.</i>
15		220	Additional Firefighter/Shift Restructuring (wages of \$25,627 & health ins @ \$15,570)	41,197	This is currently an executive session matter, not for discussion in open session.
16	-	422	<del>Additional DPW Worker (addl wages of \$34,049 &amp; health ins @ \$15,570)</del>	<del>49,619</del>	<i>Article was removed/deleted; replaced with subsequent article.</i>

16		422/4 23	Replace 2 PT DPW workers with FT DPW worker (add'l wages of \$16,092 & health ins @ \$15,570)	31,662	There was discussion regarding DPW need for more manpower and the difficulty in recruit part-time workers. One of the two part-time workers has recently resigned so the article was revised. Moved to place on warrant; to recommend and use Free Cash. Gorman/Amoroso <b>Approved 5-0.</b>
17	-	640	Additional Library Hours/PT staffing (extend open hours on M & W from 6 PM to 8 PM)	44,162	This item can be taken up as an amendment under Article # 5-Budget, on Town Meeting floor. <i>Article was removed/deleted from warrant.</i>
			<b>Other Exp</b>		
17		192	Grange Meeting Room Stage/Lobby Project	35,000	The CPC recently declined to act on this project proposal. The merits of funding now or re-introducing proposal to CPC in the future were discussed. The Town Clerk supports this article. Moved to place on warrant; to recommend and use Free Cash. Bak/Stemple <b>Approved 4 Yea</b> (Bak, Stemple, Fox, Gorman)— <b>1 Nay</b> (Amoroso)
18		210	Police: Department Accreditation	14,000	There was discussion on the materials provided regarding this accreditation from Police Chief Assoc. This would be keeping with best practices. Similar to an audit. Moved to place on warrant; to recommend, conditional, that this is a one-time expense and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
19	-	210	Police: Palm Scanner	25,000	After discussion. Moved not to support article. Bak/Amoroso <b>5-0.</b> <i>Article was removed/deleted from warrant.</i>
20		210	Public Safety building programmatic review and schematic design	69,500	Member Gorman spoke to the information provided in the consultant's presentation at a recent Space Needs Advisory Group meeting; possible timeframe and the issues/concerns with this site. Moved to place on warrant; to recommend and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
21		220	Fire: Pumper Truck (to replace #64; 20 yr. old "maintenance hog")	650,000	Member Gorman also spoke to this article. Engine 64 is over 20 years old, past its useful life; maintenance/repair costs were just under \$100,000 over its life; there are significant corrosion issues and the 2-man cab set up is no longer compliant. He also detailed the benefits of a new engine. If approved could be delivered by spring 2016. Moved to place on warrant; to recommend and use Borrowing. Gorman/Fox <b>Approved 5-0.</b>
22		220	Fire: Turnout Gear (Personal Protective Equipment)	140,000	The National Fire Prevention Assoc. recommends that turnout gear be replaced every 10 years. To participate in Mass. training programs this equipment cannot be over 10 years old. This is a safety issue for fire personnel, similar to Police vests. Draft recommendation was revised. Moved to place on warrant; to recommend and use Borrowing. Gorman /Stemple <b>Approved 5-0.</b>
23		422	DPW: 3/4 Ton Pickup Truck (to replace "Juan's truck")	40,000	To replace a 2005 truck with significant body rot and front-end damage. Moved to place on warrant; to recommend and use Borrowing. Gorman /Fox <b>Approved 5-0.</b>
24		422	DPW: Road Paving	300,000	This would allow DPW to repair/repave more road miles than is currently possible using just Ch. 90 funds; allowing the DPW to "catch-up" on repairs/paving projects. Moved to place on warrant; to recommend and use Borrowing. Gorman /Amoroso <b>Approved 5-0.</b>
25		422	DPW: New vibratory asphalt roller (replacement)	40,000	Philosophical disagreement with FinCom regarding funding source. FinCom believes Ch. 90 funds should be used just for paving, not for the related equipment such as this. Moved to place on warrant; to recommend and use Borrowing. Gorman/Amoroso <b>Approved 5-0.</b>
26		422	DPW: New chipper	60,000	DPW chipper is over 20 years old. The proposed equipment is quicker and can handle larger pieces. Moved to place on warrant; to recommend and use Borrowing. Gorman /Amoroso <b>Approved 5-0.</b>
27		691	Historical Commission: Museum basement painting project	5,000	This is necessary before records can be stored. Also evidence of mold needs to be addressed. Moved to place on warrant; to recommend and use Free Cash. Gorman/Stemple <b>Approved 5-0.</b>
		Total		1,703,088	
			<b>CPA</b>		These will be combined into one article. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
28			FY 15 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes); FY 16 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes) and 5% for administrative and operating expenses; FY 16 projects	TBD	Pursuant to CPA, this is the mandatory set aside.

			Steele Farm barn exterior restoration (\$90,000)		
			Preservation and restoration of Town Hall steps (\$10,000)		
			Conservation of historical records (\$12,000)		
			<b>Non-Appropriation Financial</b>		
29		Multi	Departmental Revolving Funds Re-authorization		This is an annual "Housekeeping" item. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
30		141	Assessor: Personal Exemption Percentage		This will only need to be done this year – future will just carry forward. Moved to place on warrant and to recommend. Bak/Stemple <b>Approved 5-0.</b>
31		220	Fire Alarm System maintenance Revolving Cap Increase (from \$4,100)	10,000 Cap	This is an annual vote; however the Fire Dept. would like to increase this cap to cover maintenance costs. Moved to place on warrant and to recommend. Gorman/Stemple <b>Approved 5-0.</b>
32			Chapter 90 Highway Reimbursement Program		"Housekeeping" item. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
33		541	COA: New Revolving Acct for Programs	15,000 Cap	CoA is establishing a revolving fund for their program offerings; and they intend to expand their offerings so they would like to also increase the cap. Moved to place on warrant and to recommend. Fox/Bak <b>Approved 5-0.</b>
34		610	Library: New Revolving Acct for Copy Machine Funds	1,500 Cap	"Housekeeping" item. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
35			Rescind Unused Borrowing Authorization	\$50,000	"Housekeeping" item. This is the balance of amounts authorized but not actually borrowed Moved to place on warrant and to recommend. Fox/Amoroso <b>Approved 5-0.</b>
			<b>Zoning Bylaw Amendments</b>		<i>Zoning Bylaw articles not under the Selectmen's purview, no action needed.</i>
36			Change Definition 2101 "Accessory Structure" to "Accessory Building"		
37			Amend Definition 2152 "Mixed-use" to be inclusive of all permitted uses		
38			Amend Section 4000 Use Regulations, 4100 General (Administrative Correction)		
39			Change the word "Churches" to "Places of Worship" in Section 6006 Parking Schedule		
40			Amend Section 4003(1) Residential Uses to allow the Bed and Breakfast use by Special Permit in the Agricultural-Residential and Residential-1 zoning districts		
41			Various amendments to Section 6300 Signs		
42			Add new section regarding Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety		
			<b>Other Planning Board</b>		
43			Accept a sidewalk easement located on the property at 55-61 Codman Hill Road (Craftsman Village)		This will be under Consent Agenda – no recommendation needed.
			<b>Petition Article</b>		
44			Restoring & Maintaining Constitutional Governance Resolution of Boxborough, Massachusetts		There was discussion regarding the submitted language, information that is available regarding this concept and the legality of proposal. Moved not to support article. Amoroso/Bak <b>5-0.</b> As a Petition Article it remains on the warrant.

The Selectmen clarified that their votes reflected support of the presented recommendations as written, except for Member Gorman's Turn-out gear recommendation, which is supported as revised. TA Shaw will send a follow up email on the outstanding recommendations.

***The Selectmen took a brief recess; reconvening at 9:20 PM***

- The Selectmen reviewed, discussed and voted the FY 2016 budgets.

<b>Dept.</b>			<b>Votes/Comments</b>
<b>100s</b>	<b>Town Government</b>		
122	Selectmen		Appreciation Event discussed. Budget will remain same, and will revisit for FY 17.
135/146	Town Acct./Tax Collector		Increase to Accountant software line, offset by moving software out of Tax Collector's budget.
141	Assessor		FY 16 is re-evaluation year so increased to cover consultant costs.
145	Treasurer		Treasurer eligible for stipend in FY 16 and going forward.
151	Legal Services		Level funded.
156	Technology		FY 16 intention is to fund 100% from within budget. This budget was new to FY 15 and is evolving. TA Shaw the intent for utilized this budget going forward; the proposed agreement with the IT consultant; the rationale as to changing the funding source and the balance of in these funds.
162	Elect. & Registrar.		Expenses down slightly one less election
175	Planning Board		Reflects increase as MapGEO was significantly underfunded in FY 15.
	Total Salaries - Town Government	670,057	Moved to approve. Bak/Stemple <b>Approved 5-0</b>
	Total Other - Town Government	322, 506	Moved to approve. Bak/Stemple <b>Approved 5-0</b>
<b>200s</b>	<b>Protection</b>		
210	Police Salary		Reflects budget without Lt position and 2 man shift coverage. FinCom wanted discussion on TM floor. Working number, CBU still pending.
210	Total Other		FinCom revised - Removed annual vehicle replacement. 3 new vehicles were acquired last year.
215	Dispatch Salary		Working number, CBU still pending.
220	Fire Salary		Working number CBU still pending.
241	Building Insp.Other		Increased due to consultant fees for new development.
292	ACO Dog & Cat Salary		This is just reflects Boxborough's portion
	Total Salaries - Protection	2,102,596	Moved to approve. Fox/Bak <b>Approved 4 Yea</b> (Bak, Stemple, Fox, Amoroso)– <b>1 Nay</b> (Gorman)
	Total Other - Protection	269,688	Moved to approve. Fox/Bak <b>Approved 5-0.</b>
<b>300s</b>	<b>Education</b>		
310	Minuteman		
320	ABRSD		
	Total Education	11,285,654	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>
<b>400s</b>	<b>DPW</b>		
423	Total Snow & Ice		FY 15 30% over budget to date. Will keep level funded
429	Fuel		Down mostly due to reduced fuel prices.

433	Transfer Station		This is placeholder/level funded - awaiting additional hauling quotes to finalize.
	Total Salaries - Public Works	579,859	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>
	Total Other - Public Works	440,185	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>
<b>500s</b>	<b>Health Services</b>		
511	BoH Other		Landfill Monitoring expense is up.
529	Community Services		New budget line - using FY 15 ATM Article to level fund.
541	CoA		Printing costs down
	Total Salaries - Health Services	77,724	Moved to approve. Stemple/Amoroso <b>Approved 5-0</b>
	Total Other - Health Services	46,523	Moved to approve. Stemple/Gorman <b>Approved 5-0</b>
<b>600s</b>	<b>Culture &amp; Recreation</b>		
610	Library		Not under BoS purview.
670	Steele Farm		Increase in electric costs - heaters
691	Total Hist Comm		Increase in electric costs - new HVAC
	Total Salaries - Culture & Rec	249,399	Moved to approve. Stemple/Gorman <b>Approved 5-0</b>
	Total Other - Culture & Rec	144,865	Moved to approve. Stemple/Gorman <b>Approved 5-0</b>
<b>700s</b>	<b>Administration</b>		
	Total Other - Administration	2,576,563	Moved to approve. Amoroso/Gorman <b>Approved 5-0</b>
132	Total Reserve Fund	185,000	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>

The Town Accountant has suggested that the Town draw down \$900,000 from Free Cash, which is currently at \$ 1.9 Million, to off-set the increase to taxes. FinCom's practice is to maintain Free Cash at 5% of proposed budget. Stabilization is still solid at \$1.2 Million. If we draw down as she suggests the anticipated tax increase would be 2.6%. Accountant Barrett will be ask to what would be the maximum that the Town could draw down from Free Cash.

TA Shaw advised that FinCom did not vote to support the full submitted IT budget.

#### **ADJOURN**

- At 10:35 PM, the agenda was completed and the meeting was adjourned.

## SELECTMEN'S ANNOUNCEMENTS

MARCH 23, 2015

The necessary contact information can be found at the end of these Announcements

- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage.
  
- **The FY 2016 budget process continues.** 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 Date....**  
**Boxborough's Annual Town Meeting** will begin on **Monday, May 11<sup>th</sup>**. Town Meeting information, including the FY 16 draft budget, is available on the Town's website. This information will be updated periodically as we move closer to Town Meeting.
  
- **Nomination papers are available for elected town offices** at the Town Clerk's office at Town Hall, 29 Middle Road. The annual Town Election will be held May 18<sup>th</sup>. Offices that will be on this year's ballot are:  
Moderator  
Two positions on the Board of Selectmen  
Two positions on the Planning Board  
Two positions on the Library Board of Trustees  
One position on the A-B Regional School Committee  
One position on the Board of Health.  
The last day to file completed papers is Monday, March 30<sup>th</sup>. Please contact the Town Clerk, Liz Markiewicz if you have any questions.
  
- **The Master Plan Update Committee is looking for your input.** Please share your thoughts on the local quality of life, including goods, services, and amenities accessible in town. Your input is valuable and will inform economic development planning in the Town of Boxborough for the next decade to come by completing a brief on-line survey which can be accessed from a link provided on the Master Plan Update Committee's webpage or under News & Announcements.

- The **Acton-Boxborough United Way** is also looking for your input as part of a Community Needs Assessment they are conducting for Acton and Boxborough. Please take a moment to complete a brief on-line survey which can be accessed from a link provided under News & Announcements.
  
- In an effort to improve service to residents, the Selectmen would like to announce that **on-line registration** & payment for FY 16 Transfer Station Stickers and Bulk Permit Disposal Vouchers will soon be available on the Town's website. More details will be provided in the coming weeks.
  
- **Community Gardening Plots are available for the 2015 growing season.**
  - Community Garden at Flerra Meadows plot applications are now being accepted. Applications and a copy of the Flerra Meadows Community Garden Rules & Regulations are available in the Planning Office in Town Hall and on the Agricultural Comm. webpage. Please contact Town Planner Adam Duchesneau if you have any questions.
  
  - The Middle Road Community Garden at the intersection of Middle Road and Depot Road will also open soon. Contact Owen Neville at 978-263-3285 or [middleroadgarden@gmail.com](mailto:middleroadgarden@gmail.com) for more information and to reserve a plot.

More information on both Community Garden sites is available on the Agricultural Commission's webpage and under News & Announcements.

Save the Date.....

- The **Minuteman School Building Committee** will be here in Boxborough on Wednesday, April 8, 2015 to present information on the proposal building options for the Minuteman High School facility. More Information is available on the Home page under News & Announcements.
  
- The Boxborough Energy Committee will be launching their **Boxborough Solar Initiative**, with a forum on April 16, 2015. More Information is available on the Energy Committee's webpage and under News & Announcements.
  
- All dogs in Massachusetts are required to be licensed annually by **March 10<sup>th</sup>**. If you have not already licensed your dog, you **will now be assessed a \$75.00 fine, in addition to the base license fee for each dog**. Applications can be obtained at Town Hall or downloaded from the town website. Applications and proof of rabies vaccination should be delivered to the Town Clerk's office at Town Hall. Contact Town Clerk Liz Markiewicz for more information.
  
- FY 15 stickers are needed to access the Transfer Station. Also if you are looking to **disposal of bulk items** at the Transfer Station you will need to purchase a voucher at Town Hall. Checks or exact amount in cash, please. These 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 (HGRM) [www.hgrm.org](http://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.

- We invite you to explore the Town's website [www.boxborough-ma.gov](http://www.boxborough-ma.gov). Information such as the **Transportation options** available for those living or working in Boxborough, has been posted on our Homepage under Resources. You can also go to the **Community Services Coordinator** webpage learn more about how she is able to assist residents in identifying resources available from various support services and agencies and to help them to navigate the process.
- The **Veterans' Services Officer** Donald Morse, is holding office hours on Wednesday mornings at the Town Hall. For more information and to access links to Veterans Resources please go to the Veterans Services webpage. Contact Department Assistant, Denise Monteiro at 978-264-1726 to arrange for an appointment outside of his Wednesday morning office hours.
- **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 Comm. (3), Recreation Comm. (2), the Steele Farm Advisory Committee (2), and the Conservation Comm. 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](mailto:selectmen@boxborough-ma.gov).
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw at: [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)
- 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](mailto: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](mailto: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](mailto:labraham@boxborough-ma.gov) .
- For more information on the proposed **Amendments to the Town's Zoning Bylaws** or to on signing up for a gardening plot at the **Community Garden at Flerra Meadows** Contact Town Planner Adam Duchesneau at 978-264-1723 or [ADuchesneau@Boxborough-MA.gov](mailto:ADuchesneau@Boxborough-MA.gov)



## BOARD OF SELECTMEN

### Meeting Agenda

March 23, 2015, 7 PM

**Continuing March 24, 2015 at 7:30 AM,  
if necessary to continue the business on the agenda**

Boxborough Town Hall  
Grange Meeting Room

#### 1. CALL TO ORDER, 7:00 PM

#### 2. ANNOUNCEMENTS

#### 3. APPOINTMENTS

- a) Citizens' concerns

#### 4. MINUTES

- a) Joint workshop meeting (BoS and FinCom), March 3, 2015
- b) Regular session, March 9, 2015
- c) Executive session, February 23, 2015
- d) Executive session, March 16, 2015

ACCEPT & POF  
ACCEPT & POF  
ACCEPT & POF  
ACCEPT & POF

#### 5. SELECTMEN REPORTS

#### 6. NEW BUSINESS

- a) Appointment of Veterans Agent, Donald Morse (April 1, 2015 – March 31, 2016)  
*Move to re-appoint Donald Morse as Veterans Agent for a term commencing April 1, 2015 and ending on March 31, 2016*
- b) Reserve Fund Transfer  
*Move to forward to the Finance Committee for approval the request to transfer \$9,100 from the Reserve Fund to account #001-135-5305-0000 (Accountant Software Support) to enable the timely conversion of the Tax Collector data to the integrated VADAR financial software package for the FY 2016 tax cycle*

VOTE:

VOTE:

#### 7. OLD BUSINESS

- a) Special/Annual Town Meeting
  - i. Review of articles and vote all articles and recommendations
  - ii. Review proposed funding of articles (members of FinCom may be present)
- b) FY 2016 budget
  - i. Review of all budgets and vote

VOTE:

VOTE:

VOTE:

#### 8. CORRESPONDENCE

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

ACCEPT & POF

#### 9. PRESS TIME

#### 10. CONCERNS OF THE BOARD

#### 11. ADJOURN [OR RECESS TO MARCH 24, 2015 AT 7:30 AM, IF NECESSARY]



4a  
Town of Boxborough



Joint Meeting of the Finance Committee and Board of Selectmen  
Tuesday, March 3, 2015  
Boxborough Town Hall, Morse Hilberg Room

**Attendees:**

**FinCom**

1. Dilip Subramanyam
2. Ted Kail
3. Jeff Scott
4. Neal Hesler
5. Eve Li
6. Jim Ham
7. Steve Ballard
8. John Rosamond

**BoS**

1. Vince Amoroso
2. Bob Stemple
3. Susan Bak
4. Jim Gorman
5. Les Fox
6. Selina Shaw – Town Administrator

**Absent:** Amy Burke, FinCom

**Public Attendance:** Chief Ryder, Boxborough Police

The meeting was called to order at 7:35 pm by Vince and Dilip respectively.

**Integrated Software Package:**

Selina provided some background information on the decision to purchase combined software for the tax collector, treasurer and accountant from VADAR. There was considerable discussion about the decision regarding functionality, cost and data transition but it was felt that most of these were resolvable. In the end it was agreed that this was a decision that should be made by the town administrator. The vendor has been invited back in to meet with the interested parties to review the functionality and finalize the deal.

**Information Technology Budget:**

Selina and Les described the agreements with Verizon and Comcast that allow funds to come into the town for restricted usage at the discretion of the Board of Selectmen and how the funds have been expended to-date. Over the past few years, the town has transitioned from part-time assistance (shared with Blanchard) to a full salaried position to outsourcing the help when the individual left.

## Town of Boxborough



There was significant discussion about the cost of the program (especially since the town has replaced 30+ devices in the past year) and about the availability of cable funds to help offset some of this cost. One idea to be followed up on is for Selina and Eve to speak with the vendor to negotiate a more cost-effective arrangement with tiered pricing with priorities placed on some of the critical devices.

### **Capital Plan Presentation:**

Ted Kail outlined the new approach that he was developing with Dave Lindberg and the various heads of departments to make greater use of the capital plan in planning and maintenance. It was well received and generated a lot of discussion. Vince expressed interest in seeing the final version as soon as it was ready.

### **Proposed Chapter 90 expenditures:**

Vince indicated that the selectmen have put an article for ATM for additional funds to cover paving. He explained that the town needed to catch up and this would be very helpful in this regard. Jim Gorman explained the complex filing process the town has to go through with the state before starting a paving project, and explained why the town was unlikely to get a "volume discount" for any paving work. There was also some discussion about the use of Chapter 90 funds for paving versus capital purchases of equipment. It appeared that there might be some consensus about the purchase of a Roller but not a Chipper. This latter item might be better suited to a warrant article. Vince also noted that Tom Garmon is preparing a longer-term plan for scheduling road paving across the town.

### **Additional Positions/Regionalization:**

There was a brief discussion about the additional positions requested for the Fire, DPW and Dispatch departments and the different drivers for the requests in each department. There was also a brief discussion about regionalization and recognition that a special committee might be needed to look into this. Some ideas about inter-municipal agreements, equipment sharing, etc. were brought up. It was also suggested that the town explore the possibility of a state grant to help this effort. It was noted that a relatively recent study to review regionalization of Dispatch facilities had highlighted some technical issues that would need to be resolved, and suggested identifying towns that might be interested in regionalizing could be important.

### **Police/Fire Re-organization/Patrol Policy:**

There is a new policy in place to have two-person shifts going forward by the Police Department. Chief Ryder and John Gorman described the re-organization in the Police and Fire departments, respectively. It appears that the town has had a 2-person shift policy in place for a few years but this has not been staffed due to budgetary constraints. The FY16 budget aims to implement this policy by including provision for no "open" shifts.

### **Public Safety Study:**

Chief Ryder and Jeff Scott (FinCom) brought the committees up-to-date on where things stood. There was some concern about the direction and cost of where the consultants appeared to be heading. It was agreed that a lot more work was needed to be able to make an intelligent decision going forward.

Town of Boxborough



A factor that might affect this is the possibility of regionalization. There was some discussion about a phased approach and the possibility of purchasing a piece of property adjacent to the DPW.

At 10:15 pm, both committees voted by roll call to adjourn, to re-convene in executive session for a discussion on collective bargaining strategy, and to adjourn immediately after that.

The meeting closed at 10.55pm.

Respectfully submitted,  
Dilip Subramanyam  
John Rosamond  
March 5, 2015.





# Reserve Fund Transfer Request

Date: March 23, 2015

It is requested by the undersigned that the sum of \$9,100 be transferred from the Reserve Fund to:

UMAS Acct. # 001-135-5305-0000  
(Fund # - Dept. # - Object - Detail)

Description Accountant Software Support

The balance in the line item as of 03/04/15 (Date) is \$0.85. An amount of \$ 2,768,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

To provide for a smooth transition to the VADAR integrated financial software suite in time for preparation of the preliminary tax bills that are due on August 3 (these are mailed out the last week in June), it is necessary to freeze the Point data no later than May 2 and carry out the conversion from Point to VADAR in the current fiscal year. This will enable us to have a data audit trail for the complete FY 16 cycle, starting the fiscal year with a "clean" system. It is also prudent that the new tax software produces the preliminary bills which are due on August 3, so that there is room for adjustment, if necessary, before the third and fourth quarter tax bills.

By law, before I can enter into a contract, in this case for the acquisition and installation of the tax collection suite, there must be an appropriation in place; hence, the request for the RFT at this time. The RFT covers the amount necessary for year one of the software (\$6,072.80) and for 3 host user accounts (\$2,970), which provide for remote internet access and disaster recovery services. The Town will likely not be invoiced until FY 16. You could elect to reduce the FY 16 budget by the amount of the RFT. Otherwise, the Accountant could likely hold the RFT as authorized, but not place it on the books.

One last point to mention and no pun is intended... As I had mentioned, Point will charge the town for providing the data to VADAR. I hope to get a quote from Point prior to the BoS and FinCom meetings There will be a second RFT for this.

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

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

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

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

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

VADAR@Systems, Inc.

Date: 3/16/2015  
Parcels: 2356

Available via MA State Contract ITS#42

Pricing Proposal  
Financial Software Proposal for Boxborough, MA

One Time Set Up Charges:

Data Migration/File Set-Up All Master Tax/Revenue Applications	\$ 2,990.00	\$ -			
Software Installation & Implementation Tax/Revenue	\$ 990.00	\$ -			
User Training Tax/Revenue (3 visits)	\$ 2,370.00	\$ -			
<b>Subtotal One Time Charges:</b>	<b>\$ 6,350.00</b>	<b>\$ -</b>			

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>(Year 4)</u>	<u>(Year 5)</u>
	<u>Acquisition</u>	<u>Annual Support</u>	<u>Annual Support</u>	<u>Annual Support</u>	<u>Annual Support</u>
<u>Software Licenses &amp; Support Charges:</u>					
Full Receivables Suite - Quarterly Billing/Collection	\$ 14,990.00	\$ 2,923.05	\$ 2,923.05	\$ 2,923.05	\$ 2,923.05
Real Estate & Personal Property Billing & Collection	included	included	included	included	included
Motor Vehicle Excise Billing & Collection	included	included	included	included	included
Municipal Lien Certificates	included	included	included	included	included
Abatement / Exemptions	included	included	included	included	included
Patriot Properties Assessing Data bridge	included	included	included	included	included
Collector Receipts Turnover	included	included	included	included	included
Delinquent Real Estate	included	included	included	included	included
Tax Title	included	included	included	included	included
<b>Annual Software &amp; Support Subtotals:</b>	<b>\$ 14,990.00</b>	<b>\$ 2,923.05</b>	<b>\$ 2,923.05</b>	<b>\$ 2,923.05</b>	<b>\$ 2,923.05</b>
<b>Annual Totals Before Discount:</b>	<b>\$ 21,340.00</b>	<b>\$ 2,923.05</b>	<b>\$ 2,923.05</b>	<b>\$ 2,923.05</b>	<b>\$ 2,923.05</b>

Multi VADAR@ Suite Discount

	\$ 1,499.00	\$ 292.31	\$ 292.31	\$ 292.31	\$ 292.31	<u>5 Year Total</u>
<b>Annual Totals:</b>	<b>\$ 19,841.00</b>	<b>\$ 2,630.75</b>	<b>\$ 2,630.75</b>	<b>\$ 2,630.75</b>	<b>\$ 2,630.75</b>	<b>\$ 30,363.98</b>

Special Financing - 5 Year Spread Cost - VADAR Software:

	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>(Year 4)</u>	<u>(Year 5)</u>	
	\$ 6,072.80	\$ 6,072.80	\$ 6,072.80	\$ 6,072.80	\$ 6,072.80	\$ 30,363.98
<b>VADAR Host - 3 Host User Accounts:</b>	<b>\$ 2,970.00</b>	<b>\$ 14,850.00</b>				
<b>Annual Grand Totals - Software and Hosting:</b>	<b>\$ 9,042.80</b>	<b>\$ 45,213.98</b>				

**\*\*Year 6 VADAR Software support costs to be capped at \$3,990**

Additional Notes:

This proposal is reflective of a three (3) year contract; support fees will be held firm for 5 years  
 Above pricing includes the following on-site training: 3 on-site visits; additional on-site training is \$790 per day minimum one day billed  
 Above pricing includes the following data migration services: current year and past two years history for real estate and mvx; additional data migration services provided at \$125 per hour  
 No manual data entry included  
 Each software license, unless otherwise noted, is a single site license for one individual, physical building or location; each single site license contains five (5) client licenses  
 Approved custom Programming or approved special programming billed at \$125 per hour, minimum one hour charged  
 VADAR Host includes 24/7 secure, remote Internet access to your applications and data from any High-Speed Internet Connection in the world  
 VADAR Host pricing includes remote server monitoring, MS-Office Licenses, Daily Data Backup, Disaster Recovery Services, and Anti-Virus Software  
 VADAR Host: each host user account costs \$990 per year extra  
**Proposal valid through June 30, 2015**

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

*For the Period 7/1/14 To 2/28/14*

<i>AccountNumber</i>	<i>AccountName</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Payments This Period</i>	<i>Payments To Date</i>	<i>Receipts This Period</i>	<i>Receipts To Date</i>	<i>Payments to Date-Net</i>	<i>Ending Balance</i>	<i>Percent Expended</i>
<b>Accountant</b>											
001-135-5112-0000	Accountant Salary	64,311.00	0.00	64,311.00	39,916.80	39,916.80	0.00	0.00	39,916.80	24,394.20	62.07%
001-135-5301-0000	Accountant Audit	22,000.00	0.00	22,000.00	15,000.00	15,000.00	0.00	0.00	15,000.00	7,000.00	68.18%
001-135-5305-0000	Accountant Software Support	2,768.00	0.00	2,768.00	2,767.15	2,767.15	0.00	0.00	2,767.15	0.85	99.97%
001-135-5420-0000	Accountant Office Supplies	400.00	0.00	400.00	190.70	190.70	0.00	0.00	190.70	209.30	47.68%
001-135-5711-0000	Accountant Travel	550.00	0.00	550.00	0.00	0.00	0.00	0.00	0.00	550.00	0.00%
001-135-5712-0000	Accountant Training/Conferences	1,200.00	0.00	1,200.00	290.00	290.00	0.00	0.00	290.00	910.00	24.17%
001-135-5730-0000	Accountant Dues	50.00	0.00	50.00	50.00	50.00	0.00	0.00	50.00	0.00	100.00%
<b>Sum</b>	<b>Accountant</b>	<b>91,279.00</b>	<b>0.00</b>	<b>91,279.00</b>	<b>58,214.65</b>	<b>58,214.65</b>	<b>0.00</b>	<b>0.00</b>	<b>58,214.65</b>	<b>33,064.35</b>	<b>63.78%</b>

**FY2016 Proposed Articles  
Town of Boxborough**

<u>Dept</u>	<u>Description</u>	<u>Amount</u>
<b><u>Special Town Meeting</u></b>		
1	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200, Police	
2	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200A, Dispatch	
3	Fund Cost Items of First Year of Collective Bargaining Agreement - Boxborough Professional Firefighters, Local 4601	
<b><u>Annual Town Meeting</u></b>		
1	Choose Town Officers	
2	Receive Reports	
3	Set Salaries and Compensation of Elected Officers	
4	Amend Personnel Plan and Personnel Classification and Compensation Plan	
5	Town Operating Budget	
6	Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District	
7	Withdrawal from Minuteman Regional Vocational School District	
<b>Transfers</b>		
8	Transfer Unexpended Balances in Prior Year Articles	
9	100 Transfer to Stabilization Fund	100,000
10	171 Conservation: Transfer to Conservation Trust for Future Purchase	5,000
11	950 Transfer to OPEB Trust Fund	100,000
<b>Salary (plus)</b>		
12	141 Assessor: Certification Stipend	1,000
13	210 Police: Promote 1 Sgt to LT	21,125
14	215 Additional Dispatcher (wages of \$9,034 & health ins @ \$15,570) [NB: less OT and less PT hrs]	24,604
15	220 Additional Firefighter/Shift Restructuring (wages of \$25,627 & health ins @ \$15,570)	41,197

7/a

**FY2016 Proposed Articles  
Town of Boxborough**

	<u>Dept</u>	<u>Description</u>	<u>Amount</u>	
16	422	Additional DPW Worker (add'l wages of \$34,049 & health ins @ \$15,570)	49,619	
16	422/523	Replace 2 PT DPW workers with FT DPW worker (add'l wages of \$16,092 & health ins @ \$15,570)	31,662	
17	610	Additional Library Hours/PT staffing (extend open hours on M & W from 6 PM to 8 PM)	14,162	<b>Budget amendment</b>
<b>Other Exp</b>				
17	192	<b>Grange Meeting Room Stage/Lobby Project</b>	<b>35,000</b>	
18	210	Police: Department Accreditation	14,000	
19	210	Police: Palm Scanner	25,000	
20	210	Public Safety building programmatic review and schematic design	69,500	
21	220	Fire: Pumper Truck (to replace #64; 20 yr. old "maintenance hog"	650,000	
22	220	Fire: Turnout Gear (Personal Protective Equipment)	140,000	
23	422	DPW: 3/4 Ton Pickup Truck (to replace "Juan's truck")	40,000	
24	422	DPW: Road Paving	300,000	
25	422	DPW: New vibratory asphalt roller (replacement)	40,000	
26	422	DPW: New chipper	60,000	
27	691	Historical Commission: Museum basement painting project	5,000	
	Total		1,703,088	
<b>CPA</b>				
28		FY 15 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes); FY 16 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes) and 5% for administrative and operating expenses; FY 16 projects Steele Farm barn exterior restoration (\$90,000) Preservation and restoration of Town Hall steps (\$10,000) Conservation of historical records (\$12,000)	TBD	
<b>Non-Appropriation Financial</b>				
29	Multi	Departmental Revolving Funds Re-authorization		
30	141	Assessor: Personal Exemption Percentage		
31	220	Fire Alarm System maintenance Revolving Cap Increase (from \$4,100)	10,000 Cap	

**FY2016 Proposed Articles  
Town of Boxborough**

<u>Dept</u>	<u>Description</u>	<u>Amount</u>
32	Chapter 90 Highway Reimbursement Program	
33	541 COA: New Revolving Acct for Programs	15,000 Cap
34	610 Library: New Revolving Acct for Copy Machine Funds	1,500 Cap
35	Rescind Unused Borrowing Authorization	TBD
<b>Zoning Bylaw Amendments</b>		
36	Change Definition 2101 "Accessory Structure" to "Accessory Building"	
37	Amend Definition 2152 "Mixed-use" to be inclusive of all permitted uses	
38	Amend Section 4000 Use Regulations, 4100 General (Administrative Correction)	
39	Change the word "Churches" to "Places of Worship" in Section 6006 Parking Schedule	
40	Amend Section 4003(1) Residential Uses to allow the Bed and Breakfast use by Special Permit in the Agricultural-Residential and Residential-1 zoning districts	
41	Various amendments to Section 6300 Signs	
42	Add new section regarding Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety	
<b>Other Planning Board</b>		
43	Accept a sidewalk easement located on the property at 55-61 Codman Hill Road (Craftsman Village)	
<b>Petition Article</b>		
44	Restoring & Maintaining Constitutional Governance Resolution of Boxborough, Massachusetts	



**ARTICLE 4 AMEND FY 2016 PERSONNEL ADMINISTRATION PLAN**  
(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan to reflect administrative changes as summarized below and for which the complete text of the proposed revisions is on file in the Town Clerk's office and is also available on the Town's website; further, by amending the Classification and Compensation Schedule, formerly know as Schedules A & B; or to take any other action relative thereto.

**The Personnel Board recommends (5-0\*).**

While many amendments to the Plan are housekeeping changes, amendments to hiring practices, vacations, and sick leave reflect the Personnel Board's efforts to attract and retain outstanding non-union town employees.

Housekeeping amendments include administrative adjustments in response to the new Regional School Committee and unification of the Classification and Compensation Schedule into a single schedule.

To occasionally attract a highly experienced candidate to work for the Town, an amendment to hiring practices allows department heads to offer a higher-than-minimum pay step (with the recommendation of the Personnel Board and approval of the Board of Selectmen).

To improve non-union employees' job satisfaction and performance, the Personnel Board recommends that employees receive a modest increase in vacation with pay, while limiting to two weeks the accrued vacation time an employee may carry into the next fiscal year. (Under special circumstances, department heads may allow a carryover of more than two weeks.) **\*The Personnel Board's internal vote regarding vacation changes was 4-1.**

To describe the reasons an employee is permitted to take paid sick leave, a number of amendments reflect the terms of the Massachusetts Paid Sick Leave Law passed in November 2014. Amendments regarding unpaid leaves of absence follow the provisions of the Family and Medical Leave Act.

To bring hourly wages into compliance with new state minimum wage provisions, an amendment adjusts the pay scale of five non-union positions. Additionally, wages and salaries reflect a COLA increase of 1.5%.





**MINUTEMAN**  
A REVOLUTION IN LEARNING

January 30, 2015

received  
2-3-2015

Vincent Amoroso, Chair  
Board of Selectmen  
Town of Boxborough  
Town Hall  
29 Middle Rd.  
Boxborough, MA 01719

Dear Chair Amoroso:

I am writing on behalf of the Minuteman Regional School Committee to request that the Boxborough Board of Selectmen place on the warrant for the 2015 Boxborough Annual Town Meeting the enclosed Article. Additionally, we request that this Article be placed on the warrant in close proximity to other school related Articles.

Please feel free to contact Superintendent Edward Bouquillon, who would be happy to provide whatever further information you or the other Selectmen might desire. Thank you for your cooperation.

Sincerely,

*Nancy Banks*  
Nancy Banks, Secretary  
Minuteman School Committee

cc: Town Administrator Selina Shaw ✓

Enclosure

ARTICLE # \_\_\_\_ . AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT  
AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

To see if the Town will vote, consistent with Section VII of the existing "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town.



**TOWN OF BOXBOROUGH**

**TOWN ASSESSOR**

29 Middle Road, Boxborough, Massachusetts 01719

Phone (978) 264-1720 • Fax (978) 264-3127

randerson@boxborough-ma.gov

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**MEMORANDUM**

TO: Selina Shaw  
Town Administrator

FROM: Ruth Anderson, MAA *RA*  
Town Assessor

DATE: November 20, 2014

RE: Warrant Article

Pursuant to Massachusetts General Laws Chapter 59, Section 21A, Boxborough may grant an annual stipend to the Assessor in compensation for completing the necessary courses of study and being awarded certification from the Association of Massachusetts Assessors as a certified Massachusetts assessor. In May, 2008, similar stipends were approved for the Treasurer, Collector, and Town Clerk in order to encourage continued education.

Copies of all applicable legislation are attached for your reference, as well as prior Town Meeting warrant information for the mentioned positions.



MT  
WED

**TOWN OF BOXBOROUGH**  
**SPECIAL/ANNUAL TOWN MEETING**  
**MAY 8, 2000**

**LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

1. WELL DEVELOPMENT COSTS
2. RESCIND UNUSED BALANCE OF HETZ BOND AUTHORIZATION
3. ACCEPTANCE OF M.G.L. CHAPTER 40, SECTION 22F – SETTING OF FEES

**ANNUAL TOWN MEETING**

**QUESTION 1 - EXEMPT FROM PROP 2 1/2 BLANCHARD MEMORIAL SCHOOL  
POTABLE/WASTEWATER IMPROVEMENTS**

1. CHOOSE TOWN OFFICERS
2. HEAR AND ACCEPT REPORTS
3. SET SALARIES AND COMPENSATION OF OFFICERS
4. PERSONNEL ADMINISTRATION PLAN CHANGES
5. TOWN OPERATING BUDGET
6. CAPITAL IMPROVEMENTS – ACTON-BOXBOROUGH REGIONAL SCHOOLS
7. REVOLVING FUND - ELECTRICAL INSPECTION\*\*
8. REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\*
9. REVOLVING FUND - FIRE ARMS PERMITS\*\*
10. REVOLVING FUND - STEELE FARM\*\*
11. REVOLVING FUND - DOG LICENSE FEES\*\*
12. AMENDMENT TO THE DRIVEWAY APPROACH BYLAW\*\*
13. RESCIND BOND AUTHORIZATION FOR SCHOOL CONSTRUCTION\*\*
14. GREEN ACRES EASEMENT – ACCEPTANCE OF FIRE POND\*\*
15. ~~TOKATAWAN SPRING ROAD ACCEPTANCE\*\*~~ WT
16. PARCEL X LAND GIFT\*\*
17. ~~CEDARWOOD ROAD ACCEPTANCE\*\*~~ WT
18. CAPITAL IMPROVEMENTS – FIRE PROTECTIVE EQUIPMENT
19. FIRE CHIEF POWERS AND DUTIES – CH 48 S. 42
20. CAPITAL IMPROVEMENTS – DPW DUMP TRUCK AND SANDER
21. CAPITAL IMPROVEMENTS – POLICE BULLET PROOF VESTS
22. REVOLVING FUND – POLICE DETAILS
23. POLICE CHIEF POWERS AND DUTIES – CH 41 S. 97A

- ARTICLE 1  
Majority Vote Item
24. QUINN BILL ACCEPTANCE – CH 41 S. 108L
  25. DESIGN REVIEW AND OTHER TOWN CENTER ZONING BYLAW CHANGES
  26. MASTER PLAN
  27. ADDITIONAL COMPENSATION FOR TOWN CLERK, TAX COLLECTOR AND TREASURER
  28. CONSERVATION COMMISSION TRUST FUND REPLENISHMENT
  29. CLOSE OUT ARTICLE 8 OF ATM FY00 FOR BLANCHARD MEMORIAL SCHOOL CONSTRUCTION DESIGN AND HEAR INTERIM REPORT
  30. HIRE WATER RESOURCES CONSULTANT
  31. 2/3 VOTE COUNT BYLAW
  32. CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL POTABLE / WASTEWATER IMPROVEMENTS
  33. AMEND THE ZONING BYLAW PETITION – CARL JOHNSON††
  34. AMEND THE ZONING BYLAW BY INCREASING THE MINIMUM FRONT SETBACK IN THE BUSINESS AND BUSINESS-1 DISTRICTS
  35. RECREATION FIELD DEVELOPMENT
  36. LIBRARY ARCHITECTURAL FEASIBILITY STUDY AND DESIGN
  37. TO HEAR THE INTERIM REPORT OF THE CONSERVATION COMMISSION REGARDING THE POTENTIAL PURCHASE OF TWO PARCELS FOR CONSERVATION
  38. GEOGRAPHIC INFORMATION SYSTEM (GIS) FUNDING
  39. CAPITAL IMPROVEMENTS – COMPUTERS FOR BUILDING DEPARTMENT & BOARD OF HEALTH
  40. DISPATCH CENTER FUNDING

**LEGEND**

- \*\* CONSENT AGENDA  
 †† PETITION ARTICLE



**BOXBOROUGH SPECIAL TOWN MEETING**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 8, 2000 at 7:30 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

ARTICLE 27 ACCEPT CH. 170 OF THE ACTS OF 1999 – AN ACT ALLOWING  
ADDITIONAL COMPENSATION FOR TOWN CLERK OR MUNICIPAL  
COLLECTOR OR TREASURER UPON CERTIFICATION

(Majority vote required)

OR UNAN

To see if the Town will vote to accept Chapter 170 of the Acts of 1999, or take any other action relative thereto.

**Summary:**

In any Town that votes to accept this Chapter, any Town Clerk, Collector or Treasurer who has completed coursework specified in this law will receive an additional compensation of 10 % of their annual compensation, up to \$1,000 annually in addition to their regular salary which shall be paid by the Town. There is a limit to receiving only one \$1,000 award when more than one certificate has been awarded. The amount can be prorated for mid-year awarding of the certification.

**The Board of Selectmen Recommends (5 – 0).**

This act recognizes the achievement of professional certification associated with activities in executing the functions of town government.

**The Finance Committee Recommends.**

We believe that increasing the education, capabilities, and professionalism of town staff is an important goal furthered by the adoption of this Chapter of Mass. General Laws. The stipend awarded for the completion of the respective certification program(s) is a small but meaningful reward for the efforts of the individuals involved. These efforts at furthering their skills and standing within the professional society are reflected in increased effectiveness of Town Hall operations.

**NOTES:**

**FY2016 Budget  
210-Proposed LT**

Name	Rate/Hour	# Hours	# of Shifts Paid	# of Shifts Worked	Total
<b>POLICE CHIEF</b> RYDER	\$ -	2,096	262	260	\$ 117,750.00
<b>LIEUTENANT</b> LIEUTENANT	\$ 38.00	2,096	262	261	\$ 79,648.00
<b>HOLIDAYS WORKED - LT</b>	\$ 38.00	24	6		\$ 912.00
<b>TOTAL LIEUTENANT SALARY</b>					\$ 80,560.00
<b>SERGEANTS</b> DIMAURO	\$ 36.66	2,096	262	245	\$ 76,839.36
O'BRIEN	\$ -	2,096	262	245	\$ -
PELLEY	\$ 33.61	2,096	262	245	\$ 70,446.56
				<u>735</u>	\$ 147,285.92
<b>SERGEANT'S SHIFT DIFFERENTIAL</b> Evening Shift	\$ 0.53	2,920	365		\$ 1,547.60
Officers working 3PM - 11PM receive a stipend of \$0.53/hour					
<b>HOLIDAYS WORKED</b>	\$ 35.14	60	15		\$ 2,108.10
<b>TOTAL SERGEANT'S SALARY</b>					\$ 150,942.00
<b>FULL TIME OFFICERS</b> ROMILLY	\$ 31.89	2,096	260	245	\$ 66,841.44
LANDGREN	\$ 33.22	2,096	260	245	\$ 69,629.12
BOWOLICK	\$ 29.23	2,096	260	245	\$ 61,266.08
COLBURN	\$ 33.22	2,096	260	245	\$ 69,629.12
GATH	\$ 28.95	2,096	260	245	\$ 60,679.20
BIELECKI	\$ 25.47	2,096	260	245	\$ 53,385.12
FAGUNDES	\$ 23.15	2,096	260	245	\$ 48,522.40
			<u>1,820</u>	<u>1,715</u>	\$ 429,952.48
<b>SHIFT DIFFERENTIAL</b> Evening Shift	\$ 0.53	2,920	365		\$ 1,547.60
Overnight Shift	\$ 0.88	5,840	730		\$ 5,139.20
Officers working 3PM - 11PM receive a stipend of \$0.53/hour					
Officers working 11PM - 7AM receive a stipend of \$0.88/hour					
			<u>8,760</u>		\$ 6,686.80
<b>HOLIDAYS WORKED</b>	\$ 29.30	204	51		\$ 5,978.07
This rate reflects a median wage of					
<b>TOTAL OFFICER'S SALARY</b>					\$ 442,618.00
<b>DEPARTMENT ASSISTANT</b> VEROS	\$ 25.04	2,096			\$ 52,484.00
<b>SPECIAL OFFICERS USED FOR BASIC COVERAGE</b>	\$ 17.63	288	36		\$ 5,077.44
Special Officer coverage based on					

## FY2016 Budget 210-Proposed LT

Name	Rate/Hour	# Hours	# of Shifts Paid	# of Shifts Worked	Total		
<b>TRAINING</b>							
Each special officer requires the following training per year.							
		<u>Hrs/Officer</u>	<u>Total Hours</u>				
		18	162	Firearms Training			
		8	72	CPR			
		8	72	First Responder			
		8	72	School Active Shooter Training			
		42	378	Total Hours Required			
			<u>Officers</u>				
	\$ 17.63	42	9		\$ 6,664.14		
<b>COURT APPEARANCES</b>							
Court appearances by Special Police officers.							
	\$ 17.63	4	7		\$ 493.64		
<b>TOTAL SPECIAL OFFICERS</b>							
					\$ 12,236.08		
<b>LOCKUP ATTENDANTS</b>							
	\$ 15.37	425			\$ 6,533.00		
<b>PATROL COVERAGE EARNED TIME</b>							
		<u>Vacation Days</u>	<u>Holidays</u>	<u>Sick Days</u>	<u>Personal Days</u>	<u>Bereavement Days</u>	<u>Total Days</u>
LIEUTENANT		25	11	7	3	1	47
DIMAURO		25	11	7	3	1	47
OBRIEN							0
PELLEY		25	11	7	3	1	47
ROMILLY		25	11	7	3	1	47
LANDGREN		25	11	7	3	1	47
BOWOLICK		25	11	7	3	1	47
COLBURN		10	11	7	3	1	32
GATH		10	11	7	3	1	32
BIELECKI		10	11	7	3	1	32
FAGUNDES		No need to cover additional officer					0
Total Shifts		180	99	63	27	9	378
Total Hours		1,440	792	504	216	72	3,024
<b>TOTAL BASIC COVERAGE FOR EARNED TIME</b>							
Total Shifts Covered by Specials	\$ 17.63	240	30				\$ 4,231.20
Total Shifts Covered by Sergeants	\$ 52.70	512	64				\$ 26,983.68
Total Shift coverage by FT Officers	\$ 43.96	1,392	174				\$ 61,187.35
Total Shifts Covered by NEW Flex			110				\$ 92,402.23
UNFILLED SHIFTS			0				\$ 92,402.23

**FY2016 Budget  
210-Proposed LT**

Name	Rate/Hour		# Hours	# of Shifts Paid	# of Shifts Worked	Total Hours	Total
	Firearms Training	In-Service Training					
<b>PATROL COVERAGE TRAINING</b>							
LIEUTENANT	32	40	8	0	0	80	
DIMAURO	32	40	8	0	0	80	
O'BRIEN						0	
PELLEY	No need to cover "Flex" officer					0	
ROMILLY	32	40	8	16	40	136	
LANDGREN	32	40	8	0	40	152	
BOWOLICK	32	40	8	0	0	80	
COLBURN	32	40	8	0	10	90	
GATH	32	40	8	0	0	80	
BIELECKI	32	40	16	0	0	88	
FAGUNDES	32	40	8	0	8	96	
Total Hours	288	360	80	16	98	882	
Total Shifts	36	45	10	2	12	5	110

<b>TOTAL BASIC COVERAGE FOR TRAINING</b>	Total Coverage by Specials	\$ 17.63	400	50	\$ 7,052.00
	Total Coverage by Sergeants	\$ 52.70	160	20	\$ 8,432.40
	Total Coverage by FT Officers	\$ 43.96	320	40	\$ 14,066.06
	<b>UNFILLED SHIFTS</b>			0	\$ 29,550.46
					<b>\$ 29,550.46</b>

<b>PATROL COVERAGE COURT/INVESTIGATIONS</b>	Court Time Sergeants	\$ 52.70	128	16	\$ 6,745.92
	Court Time FT Officers	\$ 43.96	352	44	\$ 15,472.66
	Investigations FT Officers	\$ 43.96	80	10	\$ 3,516.51
					<b>\$ 25,735.10</b>
					<b>\$ 25,735.10</b>

<b>LIEUTENANT OVERTIME</b>		\$ 57.00			\$ -
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<b>DEPARTMENT MEETINGS</b>	LIEUTENANT	\$ 57.00			\$ -
	SGTs	\$ 52.70	16		\$ 843.24
	FT Officers	\$ 43.96	56		\$ 2,461.56

<b>STAFF MEETINGS</b>	LIEUTENANT	\$ 57.00			\$ -
	SGTs	\$ 52.70	32		\$ 1,686.48
					<b>\$ 4,991.28</b>
					<b>\$ 4,991.28</b>

<b>TOTAL OVERTIME</b>					<b>\$ 152,680.00</b>
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TOWN DETAILS		# Officers			
Town Meeting	1 night	4	16	4	
Town Meeting	3 nights	2	24	6	
Memorial Day		5	20	5	
Fifer's Day Race		6	24	6	
Fifer's Day Field		1	8	1	
Tree Lighting		1	4	1	
Grange Fair		2	8	2	
Winterfest		2	8	2	
DPW		20	160	20	
Misc Events		2	8	2	
<b>TOTAL TOWN DETAILS</b>		\$ 47.01	280		<b>\$ 13,163.00</b>

<b>TOTAL BUDGET</b>					<b>\$ 1,028,966.00</b>
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## FY2016 Budget 210-Proposed LT

Name	Rate/Hour	# Hours	# of Shifts Paid	# of Shifts Worked	Total		
	<u>Rate/Hour</u>						
	<u>Regular</u>						
RYDER	\$ 56.18	\$ 117,750.00					
LIEUTENANT	\$ 38.00	0%	\$ -	\$ 38.00	\$ 57.00		
DIMAURO	\$ 30.55	20%	\$ 6.11	\$ 36.66	\$ 54.99		
OBRIEN	\$ 30.55	10%	\$ -	\$ -	\$ -		
PELLEY	\$ 30.55	10%	\$ 3.06	\$ 33.61	\$ 50.42		
		Average:	\$	\$ 35.14	\$ 52.70		
ROMILLY	\$ 26.57	20%	\$ 5.32	\$ 31.89	\$ 47.84		
LANDGREN	\$ 26.57	25%	\$ 6.65	\$ 33.22	\$ 49.83		
BOWOLICK	\$ 26.57	10%	\$ 2.66	\$ 29.23	\$ 43.85		
COLBURN	\$ 26.57	25%	\$ 6.65	\$ 33.22	\$ 49.83		
GATH	\$ 26.57	\$5,000	\$ 2.38	\$ 28.95	\$ 43.43		
BIELECKI	\$ 23.15	10%	\$ 2.32	\$ 25.47	\$ 38.21		
FAGUNDES	\$ 23.15	0%	\$ -	\$ 23.15	\$ 34.73		
		Average:	\$	\$ 29.30	\$ 43.96		
VEROS	\$ 25.04		\$ -	\$ 25.04	\$ 37.56		
SPECIAL OFFICER	\$ 17.63						
LOCK UP ATTENDANT	\$ 15.37						
TOWN DETAIL	\$ 47.01						

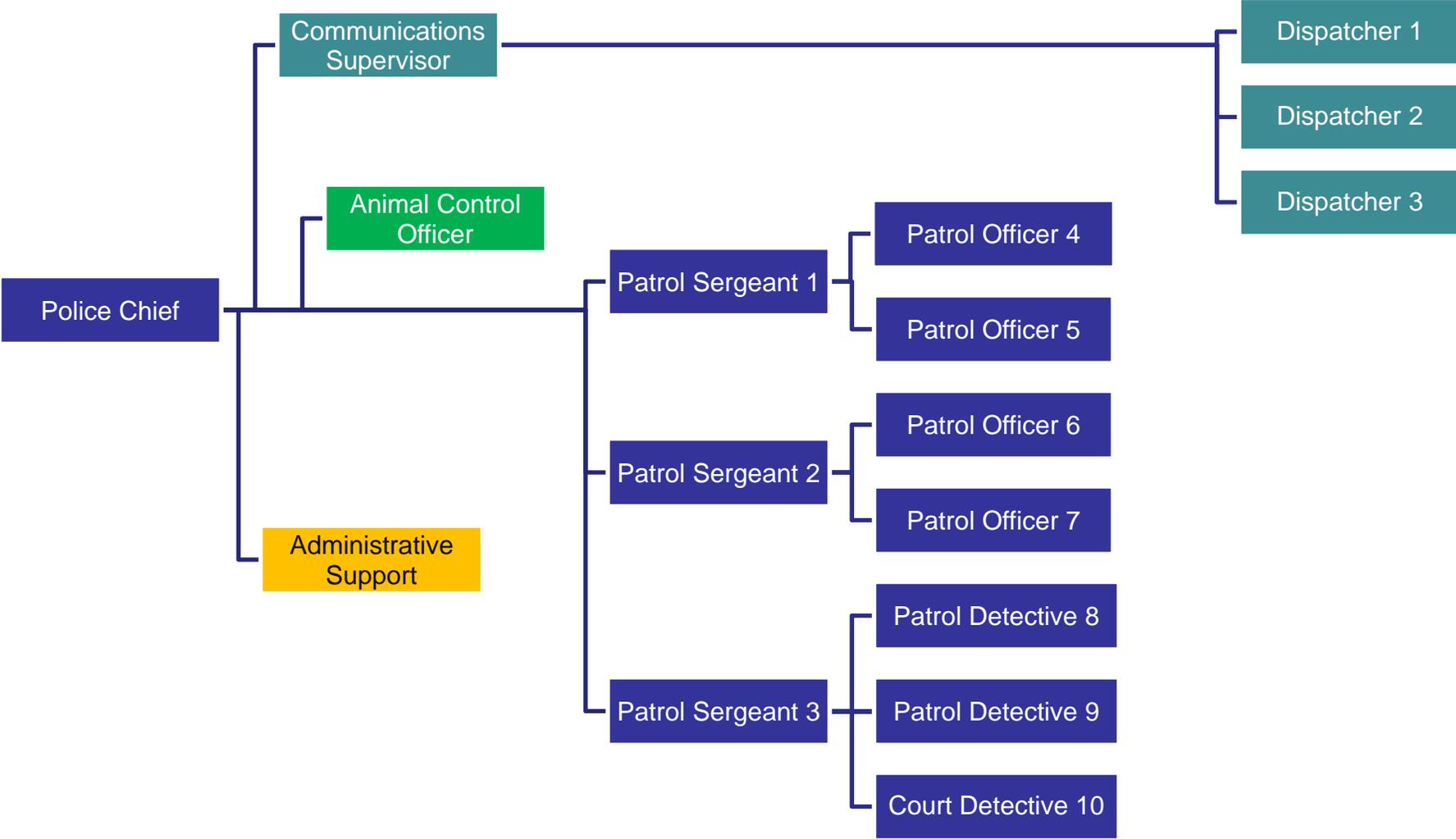
<p>5112 Chief 5114 FT Officer 5115 Clerical 5124 Special Officer 5125 Lockup 5134 OT 5144 Town Detail</p>	<p>Officers with % rate are grandfathered as "Quinn" eligible under Ch. 41 S.108L. Officers with a set rate fall under the new CBA.</p>	
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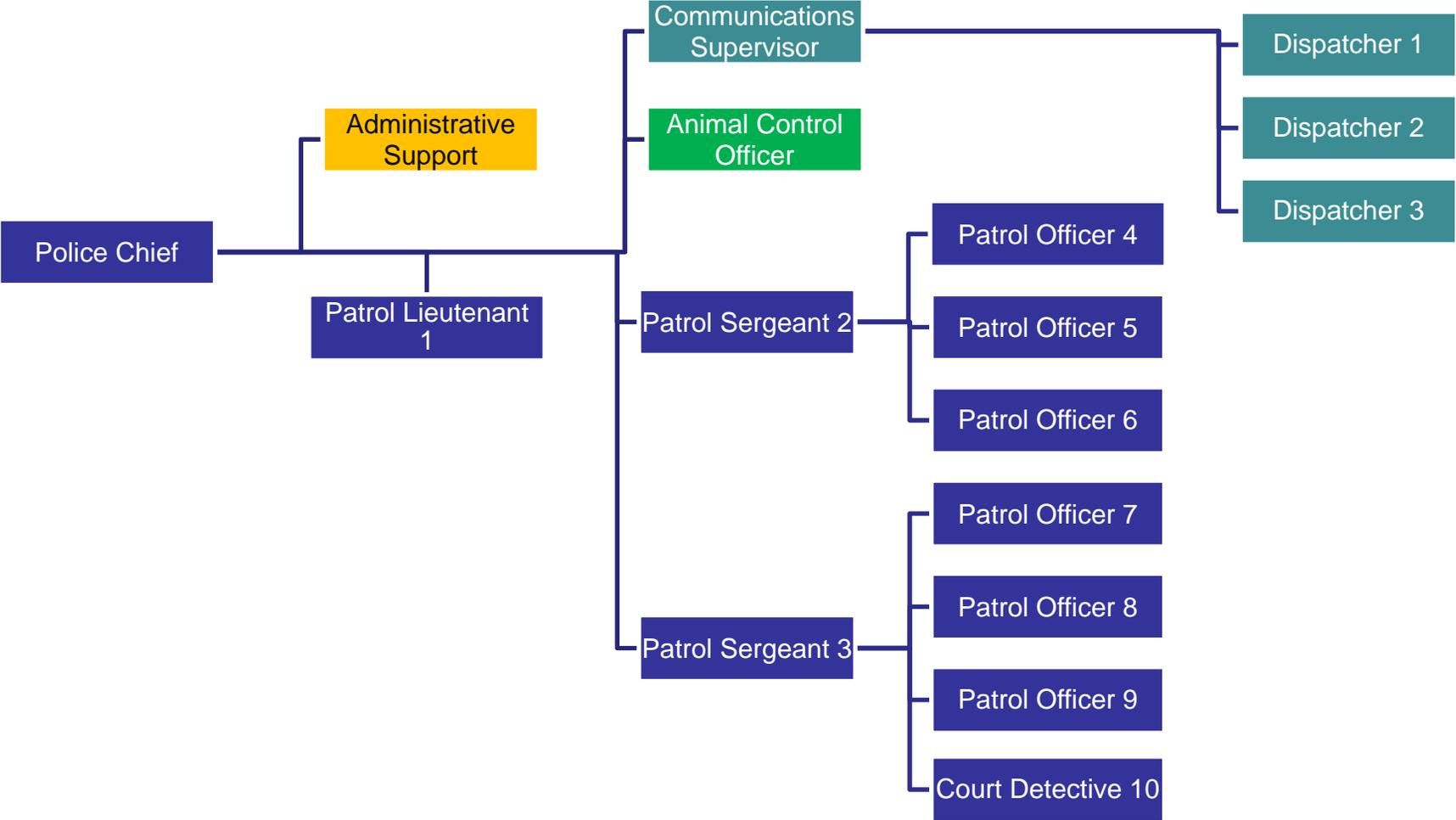
LEVEL STAFFING	Total	Total
POLICE CHIEF	\$ 117,750.00	\$ 117,750.00
LIEUTENANT	\$ 79,648.00	
LIEUTENANT HOLIDAY WORKED	\$ 912.00	
	\$ 80,560.00	
SERGEANT'S WAGES	\$ 147,285.92	
SHIFT DIFFERENTIAL	\$ 1,547.60	
SGT'S HOLIDAY WORKED	\$ 2,108.10	
TOTAL SERGEANT'S PAY	\$ 150,942.00	
FULL TIME OFFICERS SALARY	\$ 429,952.48	
SHIFT DIFFERENTIAL	\$ 6,686.80	
FT OFF. HOLIDAY WORKED	\$ 5,978.07	
TOTAL FULL TIME OFF. PAY	\$ 442,618.00	\$ 674,120.00
DEPARTMENT ASSISTANT	\$ 52,484.00	\$ 52,484.00
SPECIAL OFFICER COVERAGE	\$ 5,077.44	
SPECIAL OFFICER TRAINING	\$ 6,664.14	
COURT APPEARANCES	\$ 493.64	
TOTAL SPECIAL OFFICERS	\$ 12,236.00	\$ 12,236.00
LOCKUP ATTENDANTS	\$ 6,533.00	\$ 6,533.00
OVERTIME		
EARNED TIME COVERAGE	\$ 92,402.23	
TRAINING COVERAGE	\$ 29,550.46	
COURT/INVESTIGATIONS	\$ 25,735.10	
LIEUTENANT OT	\$ -	
STAFF MEETINGS	\$ 4,991.28	
TOTAL OFFICER OT	\$ 152,680.00	\$ 152,680.00
TOWN DETAILS	\$ 13,163.00	\$ 13,163.00
TOTAL DEPARTMENT SALARY & WAGES	\$ 1,028,966.00	

Training: Additional LT \$2000  
Dues: Additional LT \$1200

# Boxborough Police Department Organization Chart



# Boxborough Police Department Proposed Organization Chart

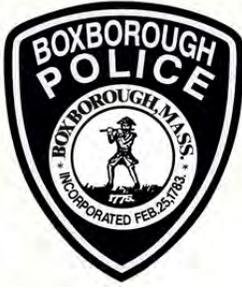


## Boxborough Police Department Patrol Schedule

	5/7/2014	5/8/2014	5/9/2014	5/10/2014	5/11/2014	5/12/2014	5/13/2014
<i>SHIFT</i>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>
0700-1500	Patrol Sgt. 1	Patrol Sgt. 1	Detective 2	Detective 2	Patrol Sgt. 1	Patrol Sgt. 1	Patrol Sgt. 1
0700-1500	Court Detective	Court Detective	Officer 1	Officer 1	Court Detective	Court Detective	Court Detective
1500-2300	Lieutenant	Lieutenant	Lieutenant			Lieutenant	Lieutenant
1500-2300	Detective 2	Detective 2	Detective 1	Detective 1	Detective 1	Detective 1	Detective 2
1500-2300	Officer 1	Officer 1	Officer 2	Officer 2	Officer 3	Officer 3	Officer 1
2300-0700	Officer 2	Officer 2	Officer 3	Officer 3	Officer 4	Officer 4	Officer 2
2300-0700	Officer 4	Officer 4	Patrol Sgt. 2	Patrol Sgt. 2	Patrol Sgt. 2	Patrol Sgt. 2	Officer 4
2300-0300							
<b>COURT</b>							
<b>SCHOOL</b>							
<b>INVEST.</b>							
<b>OTHER</b>							
<b>I.O.D.</b>							
<i>off schedule</i>							
VACATION							
SICK DAY							
PERSONAL							
HOLIDAY							
COMP. DAY							
SWAP							

## Boxborough Police Department Patrol Schedule

	5/7/2014	5/8/2014	5/9/2014	5/10/2014	5/11/2014	5/12/2014	5/13/2014
<i>SHIFT</i>	<b>THURSDAY</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>	<b>MONDAY</b>	<b>TUESDAY</b>	<b>WEDNESDAY</b>
0700-1500	Patrol Sgt. 1	Patrol Sgt. 1	Patrol Sgt. 1	Detective 1	Detective 1	Patrol Sgt. 1	Patrol Sgt. 1
0700-1500	Officer 1	Officer 2	Officer 2	Patrol Sgt. 2	Patrol Sgt. 2	Officer 1	Officer 1
<b>FLEX</b>		Detective 3	Detective 3	Detective 3	Detective 3		
1500-2300	Patrol Sgt. 2	Officer 3	Officer 3	Patrol Sgt. 3	Patrol Sgt. 3	Patrol Sgt. 2	Patrol Sgt. 2
1500-2300	Detective 2	Detective 1	Detective 1	Officer 1	Officer 1	Detective 2	Detective 2
2300-0700	Officer 4	Detective 2	Detective 2	Officer 4	Officer 4	Officer 4	Officer 4
2300-0700	Officer 2	Patrol Sgt. 3	Patrol Sgt. 3	Officer 3	Officer 3	Officer 2	Officer 2
2300-0300							
<b>COURT</b>							
<b>SCHOOL</b>							
<b>INVEST.</b>							
<b>OTHER</b>							
<b>I.O.D.</b>							
<i>off schedule</i>							
VACATION							
SICK DAY							
PERSONAL							
HOLIDAY							
COMP. DAY							
SWAP							



**BOXBOROUGH POLICE DEPARTMENT**  
520 Massachusetts Avenue, Boxborough, Massachusetts 01719

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

## **POLICE LIEUTENANT – JOB DESCRIPTION**

### **I. CHARACTERISTICS OF THE CLASS**

Under the direction of the Chief of Police, the Lieutenant is responsible for planning, scheduling, and coordinating the activities of the Police Department. The Lieutenant supervises and/or manages subordinate supervisors, officers, and civilians on field and staff operations. Duties may also include an element of personal danger and exposure to adverse weather conditions, while overseeing that departmental rules and regulations are adhered to. The Lieutenant also utilizes a wide scope of independent judgment as authorized by the Chief of Police. Performs other work as requested or assigned.

### **II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)**

- A.** Authorizes overtime, leave, and training requests; prepares work schedules; establishes and evaluates goals and objectives; directs and focuses staffing.
- B.** Subject to the direction and control of the Chief of Police, assumes the role as the second officer in charge of the Department. In this capacity, working through the Sergeants/Officers, he/she has direct control over all members and employees.
- C.** Possesses full line authority, as well as staff authority, and assumes the powers, duties and responsibilities of the Chief in his/her absence.
- D.** Trains and develops subordinates.
- E.** Evaluates subordinates and completes performance appraisals; reviews subordinate supervisor appraisals of officers and staff.
- F.** Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control in the department is maintained; sets short-term objectives and goals in the division.
- G.** Identifies operational and administrative deficiencies and recommends changes; makes recommendation to the Chief of Police concerning a wide range of policy and procedure issues for a more efficient operation.

**H.** Responds to citizen's complaints regarding subordinates or complaints of general service on goals/objectives; investigates all complaints against officers and services offered by the department; investigates internal affairs complaints as needed.

**I.** Maintains liaison between administration and operations.

**J.** In all cases of infractions by members of the department, prepares a written report with full supporting details of incidents with recommendations to the Chief.

**K.** Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.

**L.** Responds to serious or complex incidents; monitors action of the staff; authorizes request for specialized units to be called to a scene; assists in investigations, interviews and interrogations.

**M.** Reports immediately to the Chief of Police incidents of serious importance or concern.

**N.** Provides for the correct and timely completion of all administrative matters concerning members under command; completes written reports concerning daily activities, staff requests, and various projects.

**O.** Ensures that the department properly coordinates its activities with other units and agencies.

**P.** Prepares written reports, forms, and other paperwork as required; submits a report of all unusual/serious incidents.

**Q.** Assist with preparation of the department budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.

**R.** Performs the work of subordinate supervisors and employees if and when required.

*(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. This classification specification does not create an employment contract between the Town of Boxborough and the employee and is subject to change by the Chief of Police as the needs of the Town and the department change over time.)*

### **III. REQUIREMENTS**

#### **A. Training and Experience**

1. Seven (7) years experience in law enforcement two (2) years experience as a Sergeant.

2. High School Diploma, Associate's Degree in Criminal Justice, Business or Administration preferred; seven (7) years of related experience as a police officer with supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

- MA Police Academy Certified
- In-Service Recertification
- CPR Certification
- CORI (Criminal Offender Record Information) Certified
- Licensed to Carry Firearms Permit
- Possession of a motor vehicle operator's license
- First Responder Certification
- AED
- Taser Certification
- Breathalyzer
- Chemical Spray

**B. Knowledge, Abilities, and Skills**

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the methods, practices, and technical equipment used in crime and accident investigation.
3. Knowledge of demographics and geography of the community.
4. Knowledge of modern management procedures and methods.
5. Knowledge of federal, state and local laws and local ordinances.
6. Ability to act effectively in crisis situations.
7. Ability to analyze data and make decisions.
8. Knowledge of principles and practices of training and development.
9. Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.
10. Ability to establish and maintain effective working relationships with other town departments, public agencies, news media, superiors, subordinates, and the general public.
11. Ability to work shift schedules.

12. Ability to learn and adapt to changing technologies and practices.
13. Ability to exercise discretion.
14. Ability to communicate effectively, orally and in writing.
15. Skill in directing and managing complex law enforcement programs.
16. Skill in the use of firearms and other police weapons.

**C. Physical Requirements:**

1. Perform all the duties of a Police Officer and assigned tasks.
2. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

**D. Environmental Requirements**

1. Task may require infrequent exposure to adverse environmental conditions.

**E. Sensory Requirements:**

1. Task requires color perception and discrimination without impairment. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires sound perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.

**F. Other Requirements:**

1. Must maintain all certifications and training of a Boxborough Police Officer.

FLSA Status: Exempt

## FY2016 Budget 215-Proposed 5 FT

	Name	Rate/Hour	# Hours	# of Shifts Paid	# of Shifts Worked		Total
<b>SUPERVISOR</b>	SANTUCCI	\$ 23.66	2,096	262		\$	49,591.36
<b>FULL TIME DISPATCHERS</b>	DELORME	\$ 21.41	2,096	262		\$	44,875.36
	PFEIFER	\$ 21.41	2,096	262		\$	44,875.36
	CARTIER	\$ 18.65	2,096	262		\$	39,090.40
	NEW HIRE	\$ 18.02	2,096	262		\$	37,769.92
				1310		\$	216,202.40
						\$	216,202.40
<b>SHIFT DIFFERENTIAL</b>	Evening Shift	\$ 0.60	2,920	365		\$	1,752.00
	Overnight Shift	\$ 0.90	2,920	365		\$	2,628.00
	Officers working 3PM - 11PM receive a stipend of \$0.60/hour					\$	4,380.00
	Officers working 11PM - 7AM receive a stipend of \$0.90/hour					\$	4,380.00
<b>TOTAL DISPATCHER'S SALARY</b>							\$ 220,583.00
<b>PART TIME DISPATCHERS</b>		\$ 17.33	0	0		\$	-
	Shifts Needed to fill out 4/2 schedule						
	365 X 3 = 1095 total shifts/yr: 2 shifts per week + 24 = 128						
<b>OVERTIME COVERAGE EARNED TIME</b>							
		<u>Vacation Days</u>	<u>Holidays</u>	<u>Sick Days</u>	<u>Personal Days</u>	<u>Bereavement Days</u>	<u>Total Days</u>
	SANTUCCI	15	11	10	3	2	41
	DELORME	15	11	10	3	2	41
	PFEIFER	15	11	10	3	2	41
	CARTIER	10	11	10	3	2	36
	NEW HIRE	10	11	10	3	2	36
	Total Shifts	65	55	50	15	10	195
	Total Hours	520	440	400	120	80	1,560
<b>TOTAL BASIC COVERAGE FOR EARNED TIME</b>	Total Shifts Covered by FT OT	\$ 30.95	1,000	125			\$ 30,945.00
	Coverage by new hire			70			\$ 30,945.00
<b>TRAINING</b>	PT Dispatchers	\$ 17.33	80	10			\$ 1,386.40
	New Hire	\$ 18.02	360	45			\$ 6,487.20
	FT Dispatchers	\$ 30.95	128	16			\$ 3,960.96
							\$ 11,834.56
<b>STORM OR EVENT COVERAGE</b>	PT Dispatchers	\$ 17.33	40	5			\$ 693.20
	FT Dispatchers	\$ 30.95	32	4			\$ 990.24
	FT Police - OT	\$ 47.84	0	0			\$ -
							\$ 1,683.44
<b>ORDER-IN, CALL BACK OR CALL IN</b>		\$ 10.32	40				\$ 412.60
<b>TOTAL EXTRA COVERAGE</b>							\$ 44,876.00
<b>TOTAL BUDGET</b>							\$ 265,459.00

**FY2016 Budget  
215-Proposed 5 FT**

					<b>LEVEL STAFFING</b>	
		<u>Rate/ Hour</u> Regular	<u>Rate/ Hour</u> Overtime	<u>Rate/ Hour</u> Double Time	Difference DT-OT	
SANTUCCI	F	\$ 23.66	\$ 35.49	\$ 47.32		SUPERVISOR \$ 49,591.36
DELORME	F	\$ 21.41	\$ 32.12	\$ 42.82		FT DISPATCH \$ 166,611.04
PFEIFER	F	\$ 21.41	\$ 32.12	\$ 42.82		SHIFT DIFFERENTIAL \$ 4,380.00 \$ 220,583.00
CARTIER	B	\$ 18.65	\$ 27.98	\$ 37.30		PT DISPATCH \$ -
NEW HIRE	A	\$ 18.02	\$ 27.03	\$ 36.04		EARNED TIME COVERAGE \$ -
	Average:	\$ 20.63	\$ 30.95	\$ 41.26	\$ 10.32	TRAINING COVERAGE \$ 7,873.60
PT DISPATCHER	Sch B	\$ 17.33	\$ 26.00			EVENT COVERAGE \$ 693.20 \$ 8,567.00
POLICE OT	F	\$ 31.89	\$ 47.84			OVERTIME
NEW HIRE TRAIT	A	\$ 18.02	\$ 27.03			EARNED TIME COVERAGE \$ 30,945.00
						TRAINING COVERAGE \$ 3,960.96
						EVENT COVERAGE \$ 990.24
						CALLBACK \$ 412.60 \$ 36,309.00
						TOTAL DEPARTMENT SALARY & WAGES \$ 265,459.00

Uniforms: Additional dispatcher proposed, additional uniform allowance \$300

## FY2016 Budget 220-Proposed 5x24

Name	Rate/Hour	# Hours	# Shifts	Total Hours	Total
<b>FIRE CHIEF</b> WHITE		2,096	262		\$ 97,113.00
<b>FULLTIME FIRE FIGHTERS</b>					
WILLIAMS	\$ 30.52	2,216			\$ 67,632.32
GRAY	\$ 29.34	2,620			\$ 76,870.80
KENNEFICK	\$ 22.63	2,216			\$ 50,148.08
GALOFARO	\$ 22.63	2,216			\$ 50,148.08
New Hire	\$ 21.87	2,216			\$ 48,463.92
					\$ 293,263.20
					\$ 293,264.00

	Fulltime		Per Diem				
	Firefighter	Firefighter	Firefighter	Firefighter			
Monday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Tuesday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Wednesday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Thursday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Friday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Saturday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Sunday	1	2	\$ 17.63	10	52	520	\$ 18,335.77
Less Holidays		2	\$ 17.63	10	-11	-110	\$ (3,878.72)
Holidays		2	\$ 26.45	10	11	110	\$ 5,818.08
							\$ 130,289.76
							\$ 130,289.76

	Fulltime		Per Diem				Rate
	Firefighter	Firefighter	Firefighter	Firefighter			
Monday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Tuesday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Wednesday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Thursday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Friday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Saturday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Sunday	1	1	\$ 17.63	14	52	728	\$ 12,835.04
Less Holidays		1	\$ 17.63	14	-11	-154	\$ (2,715.10)
Holidays		1	\$ 26.45	14	11	154	\$ 4,072.66
							\$ 91,202.84
							\$ 91,202.84

<b>TRAINING COVERAGE</b>	\$ 17.63	300					\$ 5,289.17
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<b>PER DIEM FIRE TRAINING</b>	\$ 17.63	748					\$ 13,187.65
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<b>PER DIEM EMS TRAINING</b>	\$ 17.63	374					\$ 6,593.83
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	Vacation Days	Holidays	Sick Days	Personal Days	Bereavement Days	Total Days
WILLIAMS	13		6	3	2	23.5
GRAY	13	covered above	6	3	2	23.5
KENNEFICK	10		6	3	2	21
GALOFARO	12		6	3	2	23
New Hire	10		6	3	2	21
Total Shifts	57	0	30	15	10	112
Total Hours	684	0	360	180	120	1,120
Coverage by Per Diem	342	0	180	90	96	708
Unstaffed	144	0	48	12	4	208
Coverage by OT	198	0	132	78	20	428
Coverage by Per Diem		\$ 17.63	708			\$ 12,482.43

## FY2016 Budget 220-Proposed 5x24

Name	Rate/Hour	# Hours	# Shifts	Total Hours		Total
Coverage by OT	\$ 38.10	428				\$ 16,305.52
<b>PER DIEM SHIFT COVERAGE BY FT FIREFIGHTER</b>						
6 Day Shifts & 10 Night Shifts	\$ 38.10	200				\$ 7,619.40
<b>OVERTIME/TRAINING</b>						
	<u>Box Alarms</u>	<u>Struck Boxes</u>	<u>EMS Training</u>	<u>Fire Training</u>		
WILLIAMS	200	0	24	48		
GRAY	200	0	24	48		
KENNEFICK	200	0	24	48		
GALOFARO	200	0				
New Hire	200	0	24	48		
Total Hours	1,000	0	96	192		
	\$ 38.10	1,288				\$ 49,068.94
<b>New Hire Academy Coverage</b>						
Full Time Coverage - Nights	\$ 38.10	224				\$ 8,533.73
<b>ORDER - IN</b>						
est 1 night per month						
WILLIAMS	\$ 45.78	14	12			\$ 7,692.00
<b>CALL FIGHTER/FIGHTER CALLBACK</b>						
	\$ 17.63	3,408				\$ 60,085.00
<b>TOTAL BUDGET</b>						\$ 798,727.25

		Rate/Hour		Rate/Hour	Rate/Hour	Rate/Hour	LEVEL STAFFING	
		Regular		Education	Total	Overtime		
WHITE		\$ 46.33	\$ 97,113.00				FIRE CHIEF	\$ 97,113.00 \$ 97,113.00
WILLIAMS	LT	\$ 29.34	4%	\$ 1.18	\$ 30.52	\$ 45.78	FT WAGES	\$ 293,264.00 \$ 293,264.00
GRAY	LT	\$ 29.34		\$ -	\$ 29.34	\$ 44.01	DAY COVERAGE	\$ 130,289.76
KENNEFICK	B	\$ 22.63		\$ -	\$ 22.63	\$ 33.95	NIGHT COVERAGE	\$ 91,202.84
GALOFARO	B	\$ 22.63		\$ -	\$ 22.63	\$ 33.95	TRAINING COVERAGE	\$ 5,289.17
New Hire	B	\$ 21.87		\$ -	\$ 21.87	\$ 32.81	TRAINING	\$ 13,187.65
PER DIEM		\$ 17.63				\$ 26.45	TRAINING	\$ 6,593.83
DEPUTY CHIEF		\$ 22.66				\$ 34.00	EARNED TIME COVERAGE	\$ 12,482.43
CALL LT		\$ 19.41				\$ 29.11	Total Per Diem	\$ 289,046.00
							CALLBACK	\$ 60,085.00 \$ 60,085.00
							OVERTIME	\$ 16,305.52
							SHIFT COVERAGE	\$ 7,619.40
							TRAINING	\$ 49,068.94
							ACADEMY COVERAGE	\$ 8,533.73
							ORDER-IN	\$ 7,692.00
							Total Overtime	\$ 89,220.00
							TOTAL BUDGET	\$ 798,728.00

5112 Chief  
5114 FT  
5116 PD  
5124 On Call  
5134 OT

Uniforms: Additional Firefighter proposed, additional uniform allowance \$1200

## FY2016 Budget Worksheet 220-Salary Analysis

INCREASED STAFFING	FY-16 24hr x 5FT	
FIRE CHIEF	\$ 97,113.00	\$ 97,113.00
FT WAGES	\$ 293,264.00	\$ 293,264.00
DAY COVERAGE	\$ 130,289.76	
NIGHT COVERAGE	\$ 91,202.84	
TRAINING COVERAGE	\$ 5,289.17	
TRAINING	\$ 13,187.65	
TRAINING	\$ 6,593.83	
EARNED TIME COVERAGE	\$ 12,482.43	
Total Per Diem	\$ 259,046.00	
CALLBACK	\$ 60,085.00	\$ 60,085.00
OVERTIME	\$ 16,305.52	
SHIFT COVERAGE	\$ 7,619.40	
BOX ALARMS/TRAINING	\$ 49,068.94	
ACADEMY COVERAGE	\$ 8,533.73	
ORDER-IN	\$ 7,692.00	
Total Overtime	\$ 89,220.00	
<b>TOTAL BUDGET</b>	<b>\$ 798,728.00</b>	

LEVEL STAFFING	FY-16 10hr x 4FT	
FIRE CHIEF	\$ 97,113.00	\$ 97,113.00
FT WAGES	\$ 275,415.00	\$ 275,415.00
DAY COVERAGE	\$ 37,641.22	
NIGHT COVERAGE	\$ 182,405.67	
TRAINING COVERAGE	\$ 5,289.17	
TRAINING	\$ 13,187.65	
TRAINING	\$ 6,593.83	
EARNED TIME COVERAGE	\$ 13,822.35	
Total Per Diem	\$ 258,940.00	
CALLBACK	\$ 60,085.00	\$ 60,085.00
OVERTIME	\$ 7,726.32	
SHIFT COVERAGE	\$ 20,498.40	
BOX ALARMS/TRAINING	\$ 46,830.96	
ORDER-IN	\$ 7,692.00	
Total Overtime	\$ 82,748.00	
<b>TOTAL BUDGET</b>	<b>\$ 774,301.00</b>	

LEVEL STAFFING	FY-15 Current 10 hr x 4FT	
FIRE CHIEF	\$ 97,113.00	\$ 97,113.00
FT WAGES	\$ 271,432.00	\$ 271,432.00
DAY COVERAGE	\$ 37,084.95	
NIGHT COVERAGE	\$ 179,710.02	
TRAINING COVERAGE	\$ 5,211.00	
TRAINING	\$ 12,992.76	
TRAINING	\$ 6,496.38	
EARNED TIME COVERAGE	\$ 13,618.08	
Total Per Diem	\$ 255,114.00	
CALLBACK	\$ 59,197.00	\$ 59,197.00
OVERTIME	\$ 7,614.60	
SHIFT COVERAGE	\$ 7,770.00	
BOX ALARMS/TRAINING	\$ 46,153.80	
ORDER-IN	\$ 7,692.00	
Total Overtime	\$ 69,231.00	
<b>TOTAL BUDGET</b>	<b>\$ 752,087.00</b>	

New Hires at Lower Rates = less actual expenditures

LEVEL STAFFING	FY-15 Original Budget	
FIRE CHIEF	\$ 93,378.00	\$ 93,378.00
FT WAGES	\$ 287,292.10	\$ 287,292.10
DAY COVERAGE	\$ 38,040.30	
NIGHT COVERAGE	\$ 180,196.38	
TRAINING COVERAGE	\$ 5,211.00	
TRAINING	\$ 12,992.76	
TRAINING	\$ 6,496.38	
EARNED TIME COVERAGE	\$ 14,034.96	
Total Per Diem	\$ 256,972.00	
CALLBACK	\$ 59,196.96	\$ 59,197.00
OVERTIME	\$ 8,367.48	
SHIFT COVERAGE	\$ 9,154.08	
BOX ALARMS/TRAINING	\$ 48,289.53	
ORDER-IN	\$ 2,563.14	
Total Overtime	\$ 68,374.00	
<b>TOTAL BUDGET</b>	<b>\$ 765,214.00</b>	

### FY-2016 Budget vs FY-2016 Proposed

FY16 Budget with revised 24hr Staffing:	798,728
FY16 Budget current Staffing:	774,301
Difference	24,427
Training cost (eliminated in next FY)	(8,534)
<b>TOTAL</b>	<b>15,893</b>

Net increase for additional Full Time Firefighter (after year 1)

### FY-2016 Budget vs FY-2016 Proposed OT

FY16 OT Budget at 24hr Staffing:	89,220
FY16 OT Budget at 10hr Staffing:	82,748
Difference	6,472
Training cost (eliminated in next FY)	(8,534)
<b>TOTAL</b>	<b>(2,062)</b>

Less overtime cost with additional Full Time Firefighter (after year 1)

Current FY15 Budget: 765,214

Actual Projected Expense: 752,087  
(New hires at lower rates) 13,127 Under Budget - estimate turned back to Free Cash

FY16 Budget current Staffing: 774,301  
(includes 1.5 COLA for Per Diem) (9,087) Less than previous FY

FY16 Budget with revised Staffing: 798,728  
(includes 1.5 COLA for Per Diem) 33,514 Increase over FY15, includes Additional FT + Training  
(includes 1 Additional FT FF)  
(Scheduling change to 1,2,1,4 24 hour shifts)

(8,534) Training cost (eliminated in next FY)  
24,980 Average cost to hire FT FF (at salary of \$50,148.00) in subsequent years

**FY2016 Budget Worksheet  
220-Proposed Article**

**Reasons for the Fifth Full-Timer**

Since the fall of 1988, (26 years) the department's nighttime staffing model hasn't changed. In recent years, no one has really sat down and figured out how much it would cost to implement a 24-hour, full-time, rotating schedule. This proposed schedule, would improve the safety of the town residents and department personnel. I offer the following explanations to justify the need.

- Will provide the community better coverage on nights and weekends by having knowledgeable full-time staff on duty that can make quick and accurate decisions, providing stability during emergency situations.
- Will provide a more formal structure within the department, while providing accurate communications between shifts, by insuring proper awareness of critical situations and daily activities, hence improving department readiness.
- The increasing number of order-ins over the last several years, have been to cover the open per-diem shifts. The Town is not able to order-in Per-Diem workers, therefore leaving the burden on the full-time staff to cover. The proposed staffing change will help alleviate order-ins, control overtime costs, improve productivity, improve employee retention, and reduce employee burnout.

**FY2016 Budget Worksheet**  
**220-Proposed Article**

**Boxborough Fire Department Historical Staffing Timeline**

**Full Time Fire Chief:** First full-time Fire Chief started July of 1985 or 1986.

**First Full Time Firefighters/EMTs:** On July 20, 1987, first two (2) full-time firefighters/EMTs for the Town of Boxborough were hired. The shifts consisted of 50 hours a week, Monday through Friday 7:00am to 5:00pm. At 5:00pm the two full-time firefighters/EMTs went home. On-Call Firefighters and EMTs (some were Firefighters and others were EMTs) would be “On-Call” carrying pagers and respond from their residences when an emergency call arose.

**Around The Clock 24 Hour Coverage:** In the fall of 1988 the Town implemented a modified work schedule (based on Town of Lincoln Fire Department) to cover the Boxborough Fire Department 24 hours a day 7 days a week and supplemented it with On-Call Firefighters. The On-Call Firefighters and EMTs were cross-trained and became Per-Diem Firefighters/EMTs working nights and weekends. The shifts consisted of 2 full-time Firefighters/EMTs 7:00am to 5:00pm and 2 Per-Diem Firefighters/EMTs 5:00pm to 7:00am Monday through Friday. Saturday and Sunday 7:00am to 5:00pm and 5:00pm to 7:00am were staffed with Per-Diem as well.

**The Third Fire Firefighter/EMT:** In May of 1998 the Town voted to add a third full-time Firefighter/EMT and the full-time work schedule changed. The new schedule put a full-timer in Saturday and Sunday 7:00am to 5:00pm as to provide 1 full-time Firefighter/EMT and 1 Per-Diem Firefighter/EMT. Saturday and Sunday 5:00pm to 7:00am shifts were staffed with Per-Diem Firefighters/EMTs

**The fourth Fire Firefighter/EMT:** In May of 2006 the Town voted to add a fourth full-time Firefighter/EMT. The fourth Firefighter/EMT was added Monday through Friday 7:00am to 5:00pm increasing the day-time staffing levels to four. Mondays and Fridays (3 Full-Timers & 1 Per-Diem) Tuesday, Wednesday, and Thursday (4 Full-Time Fighters) The Full-Time Firefighters rotate every fourth (4<sup>th</sup>) Saturday and Sunday 7:00am to 5:00pm.

**Full-Time Lieutenants:** In May of 2007 the Town voted to add two full-time Lieutenants. The Two Senior Full-Time Firefighters were promoted, keeping the daytime staffing level at four.

**FY2016 Budget  
422-Proposed +1FT**

*new proposed*

*FT worker replacing  
2 PT*

		FY2016			
Position	Name	Pay Step	S/Hr	Hours	Total Wages
Director	Tom		\$ 40.26	2,096	\$ 82,812.00
Total Director Salary					\$ 82,812.00
Foreman	Scott	13-9	\$ 31.48	2,096	\$ 65,982.08
	Gillis	11-9	\$ 24.42	2,096	\$ 51,184.32
	Bo	11-9	\$ 24.42	2,096	\$ 51,184.32
	Jeff	11-9	\$ 24.42	2,096	\$ 51,184.32
	New Hire	11-1	\$ 20.04	2,096	\$ 42,003.84
	Juan	10-8	\$ 23.06	2,096	\$ 48,333.76
	Larry	10-8	\$ 23.06	2,096	\$ 48,333.76
	Part Time Seasonal	Richard	11-4	\$ -	0
	Ed	Sch B	\$ 14.26	1,040	\$ 14,830.40
Total Regular Salary					\$ 373,037.00
Dept Asst	Vicki	11-9	\$ 24.42	2,096	\$ 51,184.32
Total Clerical Salary					\$ 51,185.00
	Scott	Overtime	\$ 47.22	75	\$ 3,541.50
	Gillis	Overtime	\$ 36.63	75	\$ 2,747.25
	Bo	Overtime	\$ 36.63	75	\$ 2,747.25
	Jeff	Overtime	\$ 36.63	75	\$ 2,747.25
	New Hire	Overtime	\$ 30.06	75	\$ 2,254.50
	Juan	Overtime	\$ 34.59	75	\$ 2,594.25
	Larry	Overtime	\$ 34.59	75	\$ 2,594.25
Total Overtime					\$ 19,227.00
<b>Total</b>					<b>\$ 526,261.00</b>
Snow & Ice	New Hire	Overtime	\$ 30.06	215	\$ 6,462.90

**FY2016 Budget  
422-Salary Worksheet**

*submitted*

FY2016					
Position	Name	Pay Step	S/Hr	Hours	Total Wages
Director	Tom		\$ 39.51	2,096	\$ 82,812.00
Total Director Salary					\$ 82,812.00
Foreman	Scott	13-9	\$ 31.48	2,096	\$ 65,982.08
	Gillis	11-9	\$ 24.42	2,096	\$ 51,184.32
	Bo	11-9	\$ 24.42	2,096	\$ 51,184.32
	Jeff	11-9	\$ 24.42	2,096	\$ 51,184.32
	Juan	10-8	\$ 23.06	2,096	\$ 48,333.76
	Larry	10-8	\$ 23.06	2,096	\$ 48,333.76
Part Time	Richard	11-4	\$ 21.58	832	\$ 17,954.56
Part Time	New Hire	11-1	\$ 20.04	832	\$ 16,673.28
Seasonal	Ed	Sch B	\$ 14.26	1,040	\$ 14,830.40
Total Regular Salary					\$ 365,661.00
Dept Asst	Vicki	11-9	\$ 24.42	2,096	\$ 51,184.32
Total Clerical Salary					\$ 51,185.00
	Scott	Overtime	\$ 47.22	75	\$ 3,541.50
	Gillis	Overtime	\$ 36.63	75	\$ 2,747.25
	Bo	Overtime	\$ 36.63	75	\$ 2,747.25
	Jeff	Overtime	\$ 36.63	75	\$ 2,747.25
	Juan	Overtime	\$ 34.59	75	\$ 2,594.25
	Larry	Overtime	\$ 34.59	75	\$ 2,594.25
Total Overtime					\$ 16,972.00
<b>Total</b>					<b>\$ 516,630.00</b>



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

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TO: Board of Selectmen  
DATE: March 16, 2015  
RE: Grange Room Stage/ Lobby Project

Dear Members of the Board,

I would like to request your consideration of the project designed to remove the stage from the Grange Room and build a Lobby/Reception Area in its place. This plan initially came out of discussions among Town Hall staff about the serious lack of organized and accessible storage space available for daily operations. We also looked at how the Town Hall functions, from the perspective of staff and the townspeople.

While the staff concerns were (are) storage and additional potential office space, we also believe that we can improve the traffic flow through the building. With elections, Grange meetings, and a multitude of other meetings held in the Grange Room, the question of *how* people navigate the building seemed as relevant as *whom* and *when* do they use the building.

**PURPOSE:** The intent of this project is to create a lobby or reception area at the east end of the Grange Hall. This new room would provide an area for those waiting to enter the room for a meeting or event to congregate without distracting those already inside. Likewise, it will be a waiting area for the two offices that will be at that end of the building. Further, it will greatly enhance the efficiency with which the townspeople are able to vote, as it will allow the Town Clerk to develop a queue that makes better use of the space and does not extend down the stairs. Advancing this project is critical to continuing with a series of actions designed to increase the efficiency of Town Hall space.

**HISTORY:** When the building was originally constructed, the primary point of entrance and egress was through the double doors at the west end of the room. The stage filled most of the east end, flanked by two small rooms on either side. When the addition to the rear was built in 1989, the stage area was significantly altered to accommodate the corridor that now connects to the new addition.

At that same time, the Massachusetts Architectural Access Board ruled that: 1) the new primary entrance to Town Hall would be through the new connector foyer and be properly identified with signage, 2) make accessibility to the second floor available through the use of a porch lift, and 3) the front steps out to Middle Road could now only be used for emergency egress.

**AMOUNT:** The amount sought for this project is \$35,000.

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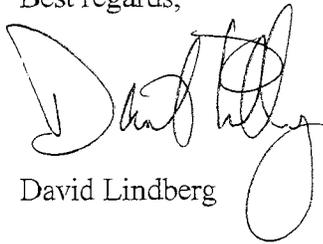
**FUNDING SOURCE:** I am requesting that this project be presented as a warrant article at the annual Town Meeting in May and I am seeking the endorsement of the Board of Selectmen. I recently went before the Community Preservation Committee with an informal presentation of this project but was turned down, in large part, due to the lack of funds available for historic projects. The CPC had already developed a list of historic projects that they will support this year.

It is important to bear in mind that this project is also related to the conversion of the museum basement into a records storage area. The museum space will allow for the storage and access of plans, files, and reports that now are on the stage and elsewhere. The new storage space created with this plan will be specifically for items such as voting equipment, bulk copier paper, and other items that need to be secure but should not tie up valuable space in the vault.

This is a sensible project that will add value to the operation of the Town Hall. It is a straightforward improvement that will enable this 100+ yr. old building to adapt to 21<sup>st</sup> century demands. Further, it can be done and useable while the final details are worked out for the Grange Room restoration project which will be brought before the CPC within the next year.

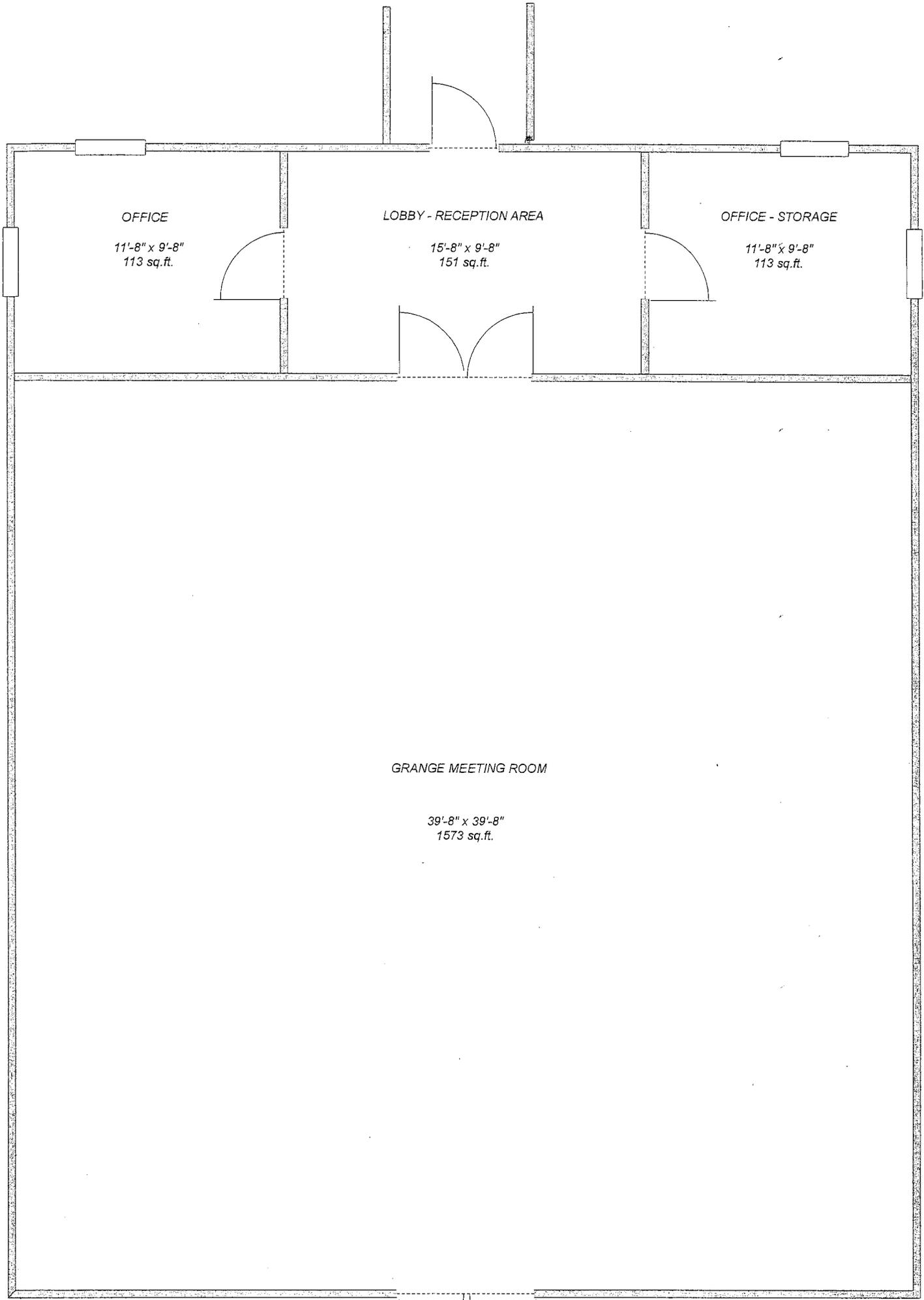
Thank you for your time and consideration of this project.

Best regards,

A handwritten signature in black ink, appearing to read "David Lindberg". The signature is stylized and cursive, with a large initial "D" and a long, sweeping underline that extends under the name.

David Lindberg

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OFFICE  
11'-8" x 9'-8"  
113 sq.ft.

LOBBY - RECEPTION AREA  
15'-8" x 9'-8"  
151 sq.ft.

OFFICE - STORAGE  
11'-8" x 9'-8"  
113 sq.ft.

GRANGE MEETING ROOM

39'-8" x 39'-8"  
1573 sq.ft.

## Selina Shaw

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**From:** Chief Warren B. Ryder <Wryder@Boxborough-MA.Gov>  
**nt:** Wednesday, February 25, 2015 12:42 PM  
**ro:** 'Selina Shaw'  
**Subject:** Space Needs Article

Selina,

Once the Space Needs Advisory Group meets I will look for their input as to our potential next steps.

Can you please reserve a place holder for a potential Special Article for:

Public Safety Building programming review and schematic design estimated at \$69,500

Thanks,  
-Warren

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

78-264-1751 Admin Line  
978-268-5123 Admin Fax

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

## *Fire Dept Warrant Article Requests*

### **Pumper Replacement**

Replace a 20 year old (1994) pumper as outlined in the 2016 Capital Plan. The Town has spent more in repairs, then what the pumper's originally cost. **Request: \$650,000**

### **Personal Protective Equipment**

Replace Existing Turnout Gear (January 2006) per NFPA 1851 The Massachusetts Fire Training Council has adopted the NFPA 1851 standards, for turnout gear used for Live Fire Training, at the academy. This standard recommends structural firefighting turnout gear, be replaced every ten (10) years. **Request: \$140,000**

47

Paving Schedule 20015

Flag Hill rd Reclaim/fine grade

Pine Hill rd Reclaim /fine grade

Stone Hedge rd Reclaim/fine grade

~ 2 - 2 1/2 miles

\$605273.00

Roads to be paved

Hill rd from rt 111 to Middle rd Estimate \$280,000.00

Picnic st end to end Estimate \$160,000.00

Burrough from rt 111 to Stow rd Estimate \$3000,000.00

Joseph rd Reclaim /fine grade \$230,000.00

Robinson rd cole plane pave

Swanson rd cole plane pave

Whitcomb rd west over lay

921,227

315,000
250 —
<hr/>
565,000

## Selina Shaw

---

**From:** Tom Garmon <tgarmon@boxborough-ma.gov>  
**Sent:** Thursday, February 26, 2015 11:26 AM  
**To:** sshaw@boxborough-ma.gov  
**Subject:** RE: Placeholders

Good morning Selina

Placeholder For a new vibratory asphalt roller \$40,000.00 and a new chipper at \$60,000.00 they can be bought on state bid list. The finance committee did not recommend using chapter 90 funds.

---

**From:** Selina Shaw [<mailto:sshaw@boxborough-ma.gov>]  
**Sent:** Wednesday, February 25, 2015 3:23 PM  
**To:** Tom Garmon  
**Cc:** [vfranz@boxborough-ma.gov](mailto:vfranz@boxborough-ma.gov)  
**Subject:** Placeholders

Hi Tom,

Just a nudge to send me an email regarding the placeholders for the roller and chipper, in case Ch 90 monies are not used. Thanks.

Regards,  
Selina

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

***Boxborough: A Rural, Engaged Community for All***

***\*\*Please note new email address: [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)\*\****

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

**2015 TOWN MEETING  
WARRANT ARTICLE**

**BOXBOROUGH MUSEUM  
BASEMENT PAINTING PROJECT**

**PURPOSE:** This article is being brought before Town Meeting voters to seek funding for the preparation and painting of the lower level of the museum building.

**JUSTIFICATION:** Following construction of the new library building on Mass. Ave., the Town has retained ownership of this building, with the only occupant being the Historical Museum. Plans and progress are being made to fully utilize the whole building. The lower level is being repurposed into a municipal records storage area- as we are mandated by statute to maintain voluminous amounts of old records. Further, in our agreement with the Historical Society, we must provide them storage space in the lower level.

**PROPOSAL:** The ceiling, walls, and floor are all in need of fresh paint. Residual carpet adhesive will be ground off the floor, the walls will be scraped of any loose paint, and then all surfaces will be repainted.

A small utility room will be constructed to provide secure space for new public safety communications equipment and the existing electrical service panel.

**AMOUNT:** The amount sought for this article is \$ 5,000.00.

David Lindberg  
Inspector of Buildings

STEELE FARM BARN EXTERIOR RENOVATION  
484 Middle Road  
Boxborough, MA

Specifications - 2/6/15

Entire exterior of building to be repaired and painted as specified below:

CARPENTRY

Replace all windows, sills and casings. Two double hung in gables and 10 - 32" x 30" (overall frame) true divided 6 lite barn sash with 1 1/16" x 3 3/4" composite flat casing and 1 5/8" composite sill by BROSCO or equal (approval required).

Replace 48" x 7'6" 8 lite sliding door on northwest side with 6 lite flush door similar to large barn doors as per attached drawings.

Replace door on northeast side with a flush door as per attached drawings, hung in new Brosco framesaver jamb with exterior aluminum threshold, new hasp and thumb latch.

Replace manure door on south side with flush door as per attached drawings, hung in new Brosco framesaver jamb with exterior aluminum threshold, add hasp and hook and eye on interior side.

Repair rotted sills on northeast and northwest corners of the barn (specify allowance).

Replace all siding and corner boards and door trim. Use actual measure 7/8" thick solid wood and 1/2" x 6" pre-primed red cedar clapboards attached with 2 1/2" stainless steel ring shanked nails into barn framing all installed over Tyvec after nailing existing board sheathing as needed.

Replace large barn doors, door hardware, and cover as per attached drawings and specifications.

Comply with lead paint regulations and all raw wood must be primed with Benjamin Moore Exterior Wood Primer (094). Use Dap Dynaflex 230 white caulking where necessary.

Solid wood for door casings and corner boards to be an approved wood for exterior applications such as cedar, redwood, fir, mahogany, cypress, white oak or approved substitute.

Must have portable bathroom facilities on site for workers for duration of the job.

Building permit is required but no fee will be charged.

Reference drawings and specifications dated 2-6-15 on bid.

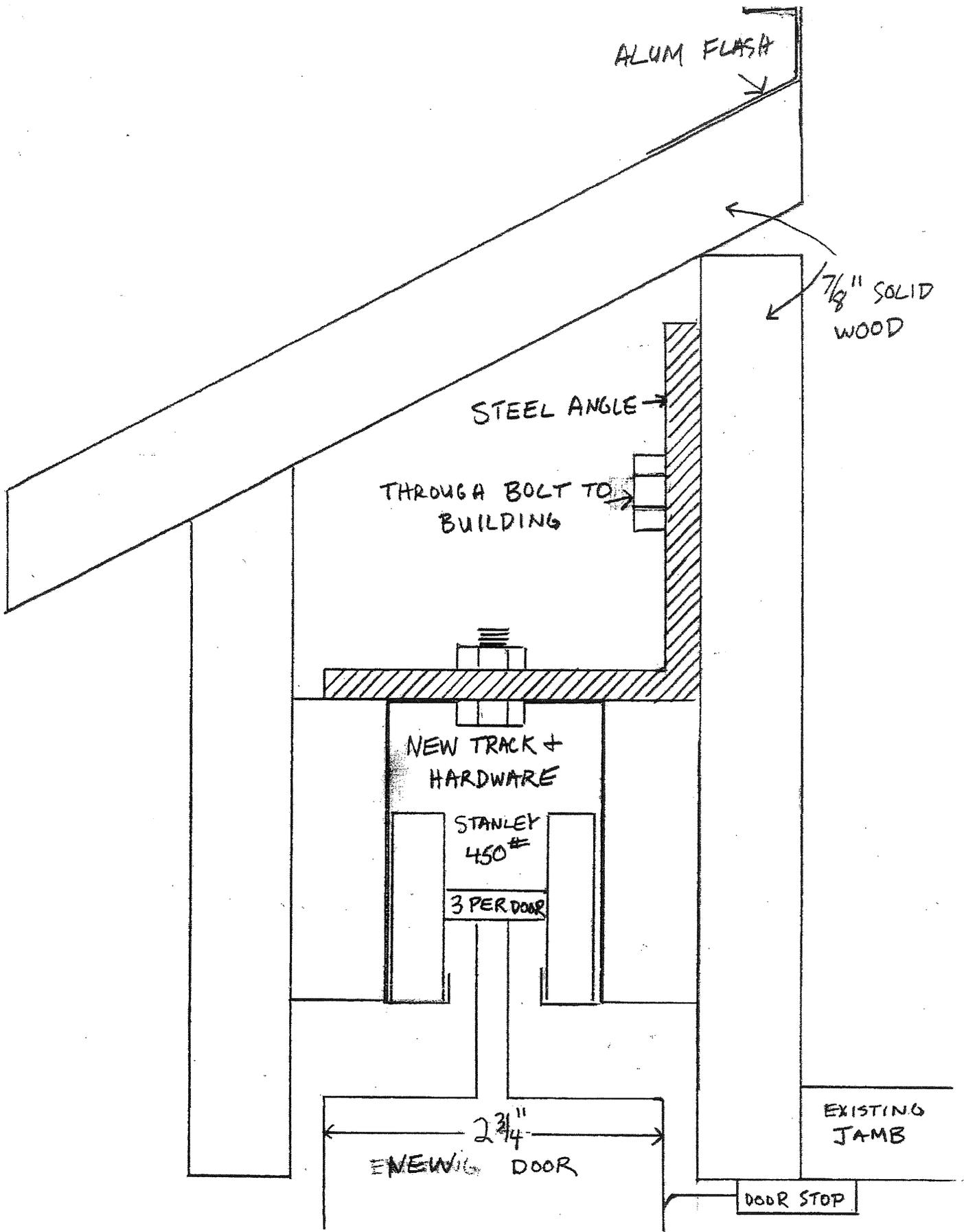
## PAINTING

Prepare rake and fascia boards for primer and prime with Benjamin Moore Exterior Wood Primer (094) or equal.

Paint complete exterior with 2 coats Benjamin Moore Aura Waterborne Exterior paint or equal (approval required).

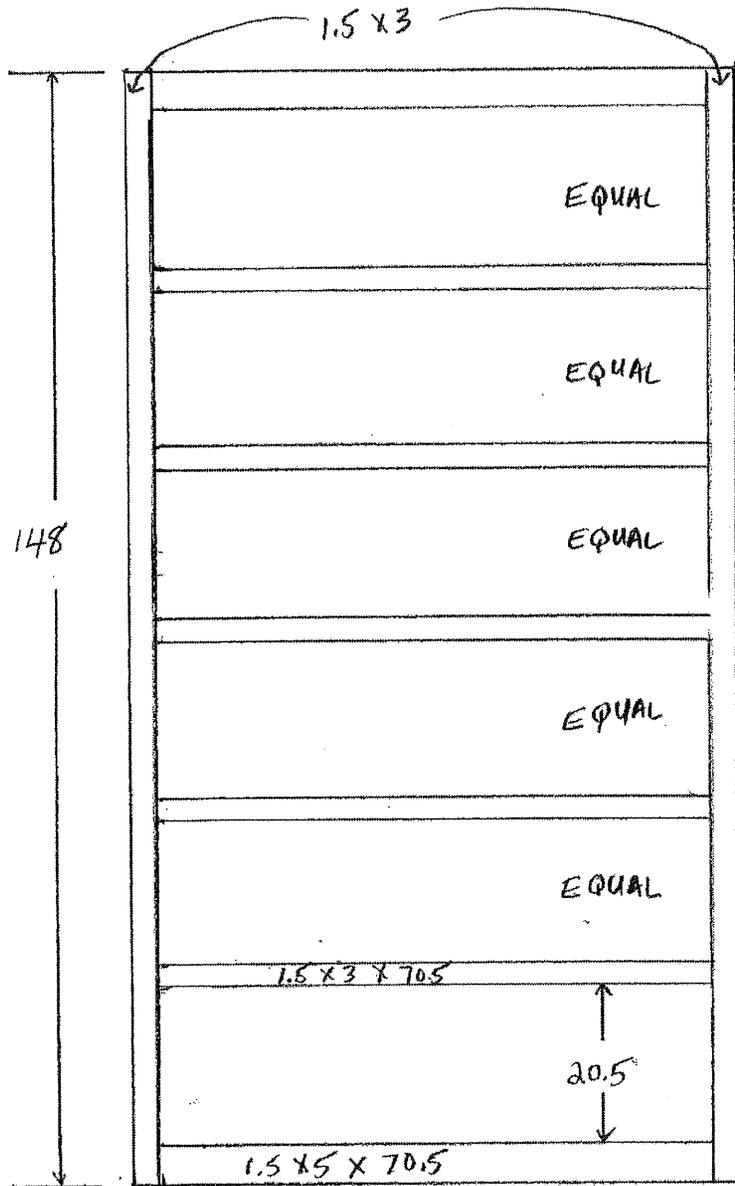
Use Dap Dynaflex 230 white caulking where necessary.

Comply with lead paint regulations.



LARGE BARN DOORS TRACK + ROOF

STEELE FARM #1  
SCALE 1" = 1"

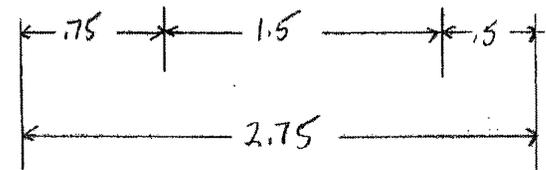
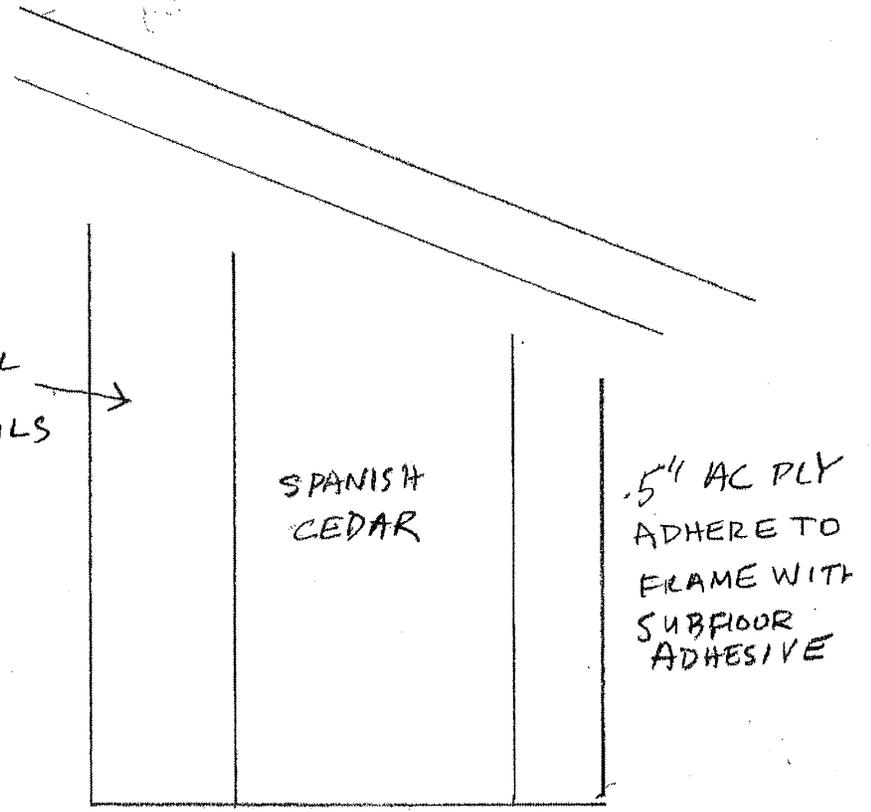


LARGE BARN DOOR FRAME  
SPANISH CEDAR

STEELE FARM #2

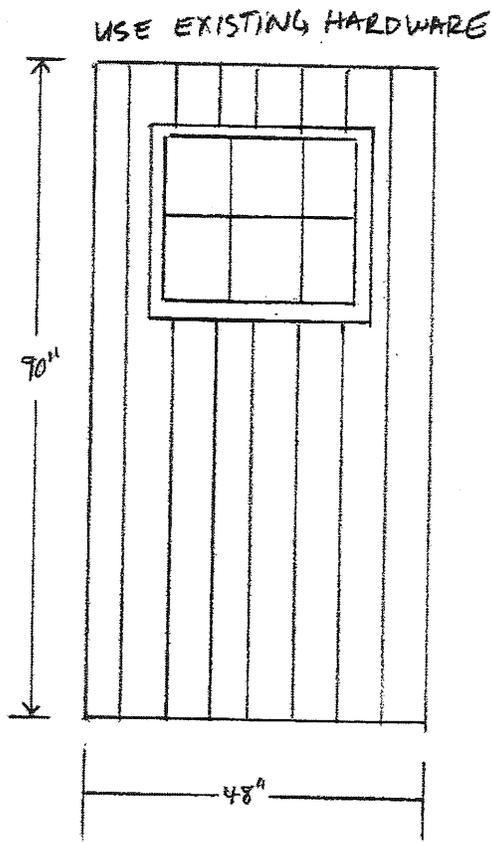
Double biscuit and glue all joints with Titebond III  
 ADD .75 X 2.75 SOLID WOOD ON VERTICAL EDGES  
 OF DOOR  
 FINISHED DOORS - 78" WIDE X 148" HIGH  
 3" ASTRAGAL WHERE DOORS MEET

1 X 6 V GROOVE  
 CEDAR VERTICAL  
 SIDING NAIL  
 WITH SS NAILS

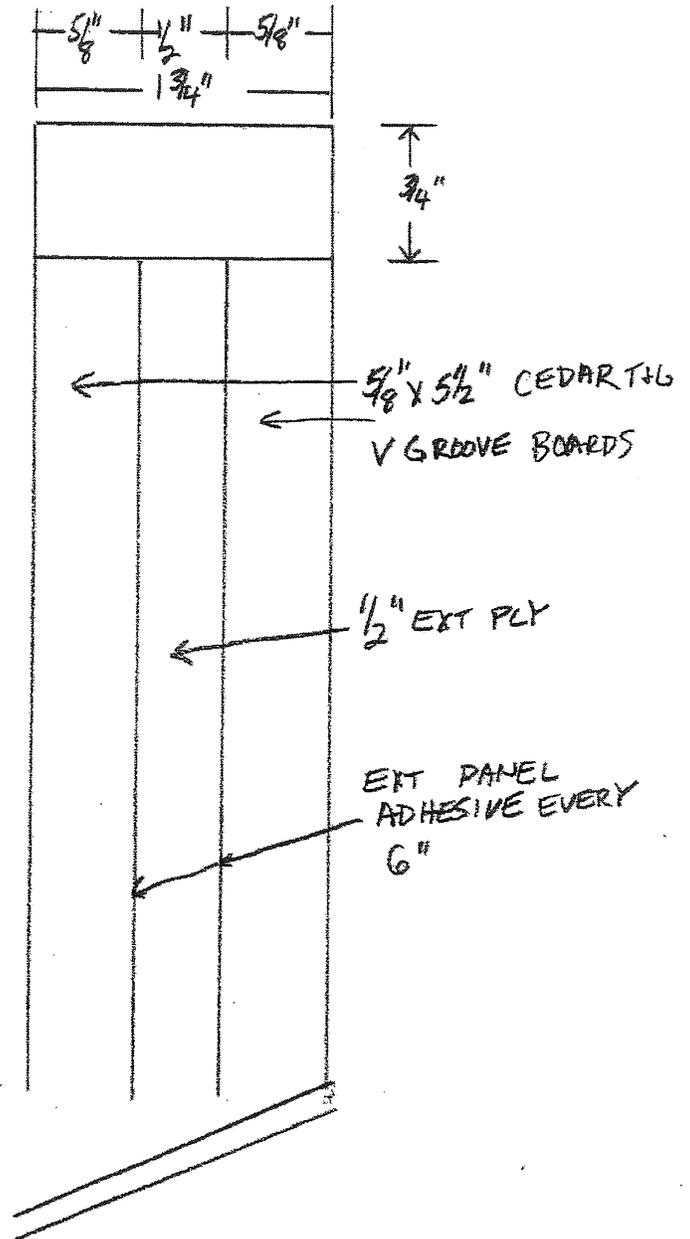


SECTION THRU DOOR AT BOTTOM  
 TOP SIMILAR





SLIDING DOOR NW CORNER  
 NE CORNER DOOR + MANURE  
 DOOR SIMILAR LOOK - NO SASH  
 + 36" x 6'8" DOORS  
 SCALE 1/2" = 1"



CORE DETAIL OF DOORS  
 SCALE 1" = 1"

STEELE FARM #3



**Town of Boxborough, Massachusetts**  
**Request for Community Preservation Act Funding**  
**FY2016**

Department: Town Clerk  
Contact Person: Liz Markiewicz  
Phone: 978-264-1727

Date: 03/02/2015

**Request for funding for Conservation of Historical Records**

**Amount requested for FY16: \$12,000**

**Description of Project:**

This request is for \$12,000 to fund the first phase of a three-year project to preserve historic records of the town. A representative from the Records Preservation Services department of Kofile Preservation has examined our records and has provided us with an estimate of the cost of conservation. (See attached.) The process includes deacidification, mending and reinforcement of paper as necessary, resewing and rebinding. For an extra fee of \$225-\$275 or so per book, each page will be photographed before rebinding and made into a CD for web access.

**Rationale for request:**

One of the obligations of towns within the Commonwealth is the preservation of public records. Under MGL 66:9 "every person having custody of any public record books of the commonwealth...shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible, and cause them to be repaired, rebound or renovated."

**Financial Impact to the Town:**

<b>Phase</b>	<b>Conservation</b>	<b>CD</b>	<b>35mm Film</b>	<b>Shipping</b>	<b>Total</b>
I	\$9,134	\$1,275	\$1,275	\$100	\$11,784
II	\$8,864	\$1,100	\$1,100	\$100	\$11,164
III	\$7,654	\$1,005	\$1,005	\$100	\$9,764
Total	\$25,652	\$3,380	\$3,380	\$300	\$32,712

**Conservation Proposal**  
 Boxborough, MA  
 July 18, 2013

	<u>Conservation</u>	<u>35mm security film</u>	<u>Scan to CD</u>
<b><u>Phase 1</u></b>			
Town Records 1835-1866	\$1,526.00 sew	\$225.00	\$225.00
Town Records 1866-1896	1,925.00 sew	275.00	275.00
Town Records 1896-1918	1,925.00 sew	275.00	275.00
Town Records 1918-1933	2,008.00 Mylar, 2 vols.	250.00	250.00
Town Records 1932-1947	1,750.00 sew	250.00	250.00
<b>Totals</b>	<b>\$9,134.00</b>	<b>\$1,275.00</b>	<b>\$1,275.00</b>

**Phase 1 total: \$11,684.00**

**Phase 2**

Town Records 1947-1955	750.00 sew	100.00	100.00
Town Records 1955-1961	750.00 sew	100.00	100.00
Town Records 1961-1969	1,688.00 Mylar, 2 vols.	150.00	150.00
Town Records 1970-1975	1,249.00 Mylar, 1 vol.	150.00	150.00
Town Order Book 1853-1876	979.00 sew	150.00	150.00
Selectmen's Orders 1876-1911	1,738.00 Mylar, 2 vols.	200.00	200.00
Town Order Book 1820-1833	960.00 Mylar, 1 vol.	150.00	150.00
Board of School 1881-1898	750.00 sew	100.00	100.00
<b>Totals</b>	<b>\$8,864.00</b>	<b>\$1,100.00</b>	<b>\$1,100.00</b>

**Phase 2 total: \$11,064.00**



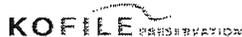
**Conservation Proposal**  
 Boxborough, MA  
 July 18, 2013

	<u>Conservation</u>	<u>35mm security film</u>	<u>Scan to CD</u>
<b><u>Phase 3</u></b>			
Boxborough Library 1891-1951	750.00 Mylar, 1 vol.	100.00	100.00
Marriages, Deaths & Births 1880-1938 (Important Event)	750.00 Mylar, 1 vol.	100.00	100.00
Marriages, Births, Deaths c. 1843-1869	750.00 Mylar, 1 vol.	100.00	100.00
Rebellion Record (book, index and workbook)	750.00 Mylar, 1 vol.	100.00	100.00
Deaths 1874-1971	750.00 Mylar, 1 vol.	100.00	100.00
Mortgages 1890-1947	1,050.00 Mylar, 1 vol.	140.00	140.00
Lien Statements & Attachments 1857-1891	1,104.00 Mylar, 1 vol.	140.00	140.00
Tax Record 1830	750.00 sew	100.00	100.00
6 small booklets – no covers			
Valuation Records 1834-1840			
Combine above two	1,000.00 Mylar, 1 vol.	125.00	125.00
<b>Totals</b>	<b>\$7,654.00</b>	<b>\$1,005.00</b>	<b>\$1,005.00</b>

**Phase 3 total: \$9,664.00**

**Phase 4, 5, 6:** 22 volumes of Valuation Records 1861-1975

*Prices do not include shipping*





**2015 REQUEST FOR FUNDING  
COMMUNITY PRESERVATION COMMITTEE**

**TOWN HALL FRONT STEPS  
PRESERVATION & RESTORATION**

**PURPOSE:** This article is being brought to the Community Preservation Committee to request funding for the restoration of the exterior steps at the front of Town Hall. Associated landscaping and signage are also to be included.

**JUSTIFICATION:** The Town Hall steps had been a mass of concrete that had begun cracking and spawling. Red bricks were mortared to the concrete structure as a way of refacing the steps. Over time, water has made its way between and under the bricks, causing the mortar joints to fail and the bricks to come loose. The tripping hazard is particularly concerning on the steps, where someone going down could easily fall forward.

**PROPOSAL:** The bricks will be removed and the concrete will be prepared for a new surface. That surface may need to be determined based on the condition of the concrete but likely will be a veneer slate or stone product. Signage to fulfill the 1989 ruling by the Massachusetts Architectural Access Board will be installed.

**AMOUNT:** The amount sought for this project is \$ 10,000.00.

Thank you for your consideration.

David Lindberg  
Inspector of Buildings





**TOWN OF BOXBOROUGH  
TOWN ASSESSOR**

29 Middle Road, Boxborough, Massachusetts 01719  
Phone (978) 264-1720 • Fax (978) 264-3127  
randerson@boxborough-ma.gov

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**MEMORANDUM**

TO: Selina Shaw  
Town Administrator

FROM: Ruth Anderson, MAA   
Town Assessor

DATE: November 19, 2014

RE: Warrant Article

The State Legislature has recently passed legislation under Massachusetts General Laws Chapter 59, Section 5C ½ which, upon local acceptance, allows the exemption percentage voted at the beginning of the fiscal year to apply until another percentage is voted. Boxborough has historically voted to grant 100% of the allowed personal exemption amount, and it has been required that they approve that amount at Town Meeting each year. This new legislation allows a vote to be taken and have it hold until another amount is voted at some future date. It will essentially remove the annual housekeeping item from the Town Meeting Warrant.

Copies of past Town Meeting verbiage and the new legislation are attached for your reference.

**PART I** ADMINISTRATION OF THE GOVERNMENT**TITLE IX** TAXATION**CHAPTER 59** ASSESSMENT OF LOCAL TAXES**Section 5C1/2** Additional exemption allowed notwithstanding prohibition of first paragraph of Sec. 5

*[ Text of section added by 2014, 62, Sec. 14 effective July 2, 2014.]*

Section 5C1/2. In a city or town that accepts this section and is certified by the commissioner to be assessing all property at full and fair cash valuation, a taxpayer who otherwise qualifies for an exemption pursuant to any clause specifically listed in the first paragraph of section 5 for which receipt of another exemption on the same property is prohibited, shall be granted an additional exemption that shall be uniform for all exemptions and the amount of which shall not exceed 100 per cent of the exemption for which the taxpayer qualifies, as may be determined by the legislative body of the city or town, subject to its charter, not later than the beginning of the fiscal year to which the tax relates. Notwithstanding any provision of this chapter to the contrary, the exemption shall be in addition to any exemption allowable pursuant to said section 5; provided, however, that in no instance shall the taxable valuation of the property, after all applicable exemptions, be reduced below 10 per cent of its full and fair cash valuation, except through the applicability of clause Eighteenth of said section 5; and provided, further, that the additional exemption shall not result in any taxpayer paying less than the taxes paid in the preceding fiscal year. Acceptance of this section by a city or town shall not increase the amount that it otherwise would have been reimbursed by the commonwealth pursuant to the respective clause.

**ARTICLE 39 PERSONAL REAL ESTATE EXEMPTIONS\*\***

(Majority vote required)

To see if the Town will vote to continue to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

**Summary**

*Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.*

*“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.*

*Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Ruth Anderson, at 978-264-1720 or by e-mail to: [randerson@boxborough-ma.gov](mailto:randerson@boxborough-ma.gov).*

**The Board of Selectmen recommends unanimously (5-0).**

This simply is a housekeeping article; each year we must reconsider and accept this article so that our senior citizens, disabled veterans, and others who qualify can continue to receive the property tax relief the Town has traditionally provided them. Chapter 73 allows a Town to grant these exemptions at its discretion, but limits the amount of the exemption to no more than twice the statutory amount. We are not required to grant these exemptions, but we do so because we think it is right. Moreover, Boxborough traditionally grants the maximum exemption allowed by law. We urge the Town to continue that practice.

**The Finance Committee recommends unanimously (5-0).**



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

Owen Neville, Chair    Eduardo Pontoriero, Clerk    Nancy Fillmore    John Markiewicz    Hongbing Tang

## 2015 Annual Town Meeting Warrant Articles

### ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 2101 ACCESSORY STRUCTURE

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2101 Accessory Structure, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

*2101 ~~Accessory Structure~~ **Building*** shall mean a detached building ~~or structure~~, subordinate to the principal building or use and located on the same lot therewith, the use of which is customarily incidental to such principal building or use.

**Explanation:** The proposed amendment would change the title of the definition from “Accessory Structure” to “Accessory Building”. In the Town of Boxborough’s Zoning Bylaw, there is currently no definition for “Accessory Building”, however, Section 5007 addresses Accessory Buildings as follows:

#### 5007 Location of Accessory Buildings

No accessory buildings shall be located within the required front yard area. No accessory building shall be located in any side area nearer to the side lot line than ten (10) feet, or in a rear area nearer to the rear lot line than 10 feet, or nearer to another principal or accessory building than ten (10) feet. For the purpose of this Bylaw, a garage attached to a dwelling shall be considered an accessory building, provided that there is no occupiable or living space, that does not conform to the minimum setback for residential dwellings, above any part of the garage footprint.

This amendment would allow all constructions on a property to be grouped into one of three of the following definitions:

- Building, Principal (defined by Section 2116)
- Accessory Building (defined by Section 2101)
- Structure (defined by Section 2181)

The difference between a “Building” and a “Structure” would remain the same based upon their current definitions in the Zoning Bylaw (Section 2112 Building and Section 2181 Structure).

**ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 2152 MIXED-USE**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2152 Mixed-use, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

2152 Mixed-use shall mean any combination of two or more *permitted* ~~of the following~~ principal uses: ~~retail, office, dwelling~~.

**Explanation:** Currently this definition in the Town of Boxborough’s Zoning Bylaw is inconsistent with Section 4003 Use Regulation Schedule, as different uses are permitted on the same property in certain zoning districts which would not be considered retail, office, or dwelling uses. This proposed amendment would make the definition of “Mixed-use” consistent with the Use Regulation Schedule and with current zoning enforcement practices. The amendment clarifies that multiple types of different permitted uses in a zoning district can be located on the same property, assuming they meet all other requirements of the Zoning Bylaw.

**ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 4001  
GENERAL**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4001 General under Section 4000 Use Regulations, by adding the following the language in bold italics and deleting the language indicated by strikethroughs:

*4001 General*

No structure shall be erected or used or land used except as set forth in Section 4003, “Use Regulation Schedule”, or in Section 4100, “Accessory Buildings and Uses”, unless exempted by Section 4100, or by statute. Where a use is not specifically mentioned in Section 4003, that use shall be prohibited.

Symbols employed below shall mean the following:

- Y - a permitted use.
- N - an excluded or prohibited use.
- SP - a use authorized under special permit as provided under Section ~~9250~~ **9200**.

**Explanation:** This is simply an administrative amendment to the Town’s Zoning Bylaw as there is no Section 9250 in the Bylaw. Section 9200 regarding Special Permits is the correct section that should be referenced.

**ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 6006  
PARKING SCHEDULE**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6006 Parking Schedule, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

*6006 Parking Schedule*

**OFF-STREET PARKING REQUIREMENTS**

Assembly area with fixed seats including auditoriums, <del>churches</del> <b><i>places of worship</i></b> , and similar uses including funeral parlors	One space per four seats
--	--------------------------

**Explanation:** This proposed amendment would change the word “churches” to “places of worship” in Section 6006 of the Boxborough Zoning Bylaw and clarify that all places of worship, including churches, synagogues, mosques, temples, etc., are held to the same off-street parking requirements. Additionally, it will make this section of the Zoning Bylaw consistent with existing zoning enforcement practices.

**ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1)  
RESIDENTIAL USES**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4003(1) Residential Uses, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

*4003(1) RESIDENTIAL USES*

**DISTRICTS**

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Bed and Breakfast	<del>N</del> <b><i>SP<sup>1</sup></i></b>	<del>N</del> <b><i>SP<sup>1</sup></i></b>	N	N	N	SP <sup>1</sup>	N

<sup>1</sup>See Section 5004

*5004 Supplementary Intensity Regulations*

- (1) For bed and breakfast in ***AR, R1, and*** TC district, not to exceed 4 guest rooms per acre, and to be designed as a single-family structure.

**Explanation:** Currently under the Town of Boxborough’s Zoning Bylaw, a Bed and Breakfast use is only permitted in the Town Center Zoning District with a Special Permit. This proposed amendment would permit Bed and Breakfast uses in the Agricultural-Residential (AR) and Residential-1 (R1) Zoning Districts by Special Permit as well.

**ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 6300 SIGNS**  
(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6300 Signs, by adding the language in bold italics and deleting the language indicated by strikethroughs:

**6300 Signs**

*6301 Purpose*

The purposes of this section of the Zoning Bylaw are to promote the public health, safety, and welfare of users of Boxborough's streets, roads, and highways; to prevent visual distractions and obstructions from signs which can create traffic hazards; to enhance the visual quality of signage; to provide for adequate identification of the occupants and/or use of the premises; and to limit indiscriminate advertising.

*6302 Administration*

No sign shall be erected, displayed, altered, or enlarged until an application has been filed and a permit for such an action has been issued. All applications for signs shall include a scale drawing specifying dimensions, materials, illumination, letter sizes, colors, support systems and location on land or buildings, with all relevant measurements. Whenever a sign is proposed for a residential subdivision or on a building requiring site plan approval, the sign location, size, and illumination shall be approved by the Planning Board prior to the issuance of a sign permit by the Inspector of Buildings. Unless otherwise specified, sign permits shall be issued by the Inspector of Buildings if it is determined that the sign complies with all applicable sections of this Bylaw and the State Building Code, Article 14.

*6303 General Requirements*

Signs shall be consistent with or complement the building's construction materials. The use of materials such as wood or stone is encouraged. Sign lettering should complement the style and period of the building and should be compatible with the architectural style of the buildings. Signs should not obscure important architectural features or details such as transoms, windows, sills, moldings, and cornices. Traditional block and curvilinear styles which are easy to read are preferred. Signs on adjacent storefronts shall be coordinated in height, proportion, and design. Colors shall complement the facade color of the building. Generally signs should not contain more than three **(3)** colors except when an illustration is used. Fluorescent colors are prohibited.

- (1) All signs shall be maintained by the owner in a clean, safe, and sanitary condition. The Inspector of Buildings may order removal of any signs that are not maintained or erected in accordance with the provisions of this section.
- (2) Any sign which shall have been abandoned for a period of sixty **(60)** days, or which advertises a product or identifies a business or activity which has not been sold or conducted on the premises for sixty **(60)** days shall be removed within thirty **(30)** days of notification to take such action from the Inspector of Buildings.
- (3) Sign Illumination. Any illuminated sign shall employ only white light of constant intensity and shall conform with Section 6200 of this Bylaw. ~~No sign shall be illuminated for more than 30 minutes after the closing of any store or business.~~ Internally

lit signs are discouraged in Industrial-Commercial, Business and Office Park Districts and are prohibited in the Agricultural-Residential and the Town Center District.

#### 6304 *Prohibited Signs*

- (1) No sign shall be erected that creates a traffic hazard or obstructs sight lines or distracts from signs regulating traffic.
- (2) No sign shall contain any moving, flashing or animated lights, or visible moving parts excepting portions of signs that may indicate the time of day, or the outdoor temperature for information of the general public.
- (3) Trailer type signs, roof signs, off-premises signs, and billboards are strictly prohibited.
- (4) Any sign not specifically covered in Section 6300.**

#### 6305 *Exemptions*

The following signs shall not require a sign permit.

- (1) Signs erected or posted and maintained for public safety and welfare or pursuant to any governmental function, law, Bylaw, or other regulation.
- (2) A bulletin board or similar sign not exceeding twenty **(20)** square feet in display area *per side*, in connection with any ~~church~~ **place of worship**, museum, library, school, or similar public or semi-public structure.
- (3) Signs relating to trespassing and hunting, not exceeding two **(2)** square feet in area *per side*.
- (4) Temporary non-illuminated political signs.
- (5) Temporary signs in connection with any ~~church~~ **place of worship, public school system**, or town event, **provided that the sign is removed within seven (7) days following the completion of the event.**
- (6) The provisions of this Bylaw shall not apply to any accessory sign lawfully in existence at the time of adoption of this Bylaw (March 20, 1967) or the adoption of any amendments.
- (7) Signs associated with an agricultural use as defined in MGL c.40A, §3, offering for sale produce and other products, provided the following:
  - (a) The sign may indicate only the name of the farm, products for sale and/or the price of said products;
  - (b) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
  - (c) Only two **(2)** such signs may be located on a property without a sign permit;
  - (d) The sign is located on the same property on which the agricultural use is conducted;
  - (e) The sign is displayed only when the agricultural use is open to the public for purchase of products;
  - (f) The sign is not illuminated or inflatable.

(8) *Off-site and on-site temporary signs associated with a yard sale, garage sale, estate sale, etc. provided they are six (6) square feet or less per side, are posted no more than five (5) days in advance of the event, and shall be removed within twenty four (24) hours following the completion of the event.*

(9) *Off-site temporary signs associated with a real estate open house provided they are six (6) square feet or less per side, are posted no more than five (5) days in advance of the event, and shall be removed within twenty four (24) hours following the completion of the event.*

(810) Temporary signs associated with tradesmen business, provided the following:

- (a) The sign may indicate only the name of the business and contact information such as address, phone, email and/or web address;
- (b) The sign shall be *six (6)* square feet or less *per side*;
- (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
- (d) Only one double-faced sign per tradesmen may be located on a property;
- (e) The sign is located on the same property on which the tradesmen is currently conducting business;
- (f) The property owner shall ensure that the sign is removed within seven (7) days following the completion of the work.

(911) Temporary signs associated with a retail business, provided the following:

- (a) The sign may indicate only the name of the business, the special event or sale of a product and price;
- (b) The sign shall be *six (6)* square feet or less *per side*;
- (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
- (d) Only one double-faced sign per business may be located on a property, ~~with no more than a total of four signs on any one property;~~
- (e) The sign is located on the same property on which the business is conducted;
- (f) The sign is displayed only when the business is open to the general public;
- (g) The sign is not illuminated or inflatable and does not have any moving parts.
- (h) The sign *may be* displayed **during the first six (6) months after the new business initially opens, but subsequent to that time not more than ten (10) days a month.**

6306 *Signs Permitted in Residential Districts* shall include:

- (1) One sign displaying the street number and/or name of the occupant of the premises and/or pertaining to a permitted home occupation or accessory use, provided that such sign is no greater than one square foot in area *per side*.

- (2) One temporary sign pertaining to the lease or sale of the premises; such sign to be no greater than six (6) square feet in area *per side*, and shall be removed within seven (7) days of the lease or sale thereof.
- (3) One bulletin or announcement board, identification sign, or entrance marker pertaining to a permitted use on the premises other than a dwelling or accessory use thereto or pertaining to a use permitted by the Board of Appeals, provided that such sign shall not exceed ten (10) square feet in area *per side*.
- (4) One non-illuminated subdivision identification sign per street entrance provided that the sign shall not exceed ten (10) square feet in area *per side*.
- (5) Historical markers erected or placed by a bonafide historical association or a governmental agency.

6307 *Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts* shall include:

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area *per side* and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet *per side* advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area *per side* nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.
- (6) *Historical markers erected or placed by a bonafide historical association or a governmental agency.*

6308 *Signs Permitted in the Town Center District*

Any new sign or alterations to existing signs shall require Design Review in accordance with Section 8100. Signs in the Town Center District should be oriented to the pedestrian. Buildings' facades shall not be cluttered with signs and signs shall not overpower the facades to which they are attached.

- (1) One projecting or wall sign per street frontage for each business establishment. The aggregate of all such signs shall not exceed one and a half (**1.5**) square feet of total sign area per linear foot of storefront or ~~10~~**ten** percent of the wall area to which they are attached, whichever is less. No wall sign shall extend above or beyond its wall, and projecting signs shall have a minimum clearance of eight (**8**) feet from the bottom of the sign.
- (2) One sign displaying the street number and/or name of the occupant of the premises provided that such sign is no greater than one (1) square foot in area.
- (3) One directory of establishments occupying a building at each public entrance thereto, not exceeding one (1) square foot per establishment.
- (4) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed twenty (20) square feet in area *per side* and ten (10) feet in height. Such sign shall be removed within seven (**7**) days of issuance of an occupancy permit.
- (5) A temporary freestanding pole or ground sign not exceeding twenty (20) square feet *per side* advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (**7**) days of the sale, lease or rental thereof.
- (6) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed twenty (20) square feet in area *per side* nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.
- (7) *Historical markers erected or placed by a bonafide historical association or a governmental agency.*
- (78) Materials such as wood or stone shall be used. Plastic signs and internally lit signs are not appropriate in the Town Center and are expressly prohibited.

**Explanation:** The proposed amendment makes adjustments to the regulations for temporary signs associated with places of worship, the public school system, yard sales, real estate open houses, and businesses. The amendment also allows for signs to be erected for historical markers in the Business Districts, Office Park Districts, Industrial-Commercial Districts, and the Town Center District. The proposed amendment also performs administrative corrections and clarifications for the permitted size of signs.

**ARTICLE XX ZONING BYLAW AMENDMENT – AMEND SECTION 2190  
WIRELESS COMMUNICATION FACILITY AND SECTION 7400  
WIRELESS COMMUNICATION FACILITIES**

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities by adding the language in bold italics and deleting the language as indicated by strikethroughs:

*2190 Wireless Communication Facility* shall mean a facility for the reception and transmission of ~~personal~~ wireless communication signals including towers, antennas, panels, and appurtenant structures designed to facilitate the following types of services, ***including, but not limited to:*** cellular telephone services, personal communication systems, ~~and~~ enhanced specialized mobile radio service, ***and other commercial or governmental systems.***

**7400 Wireless Communication Facilities**

*7401 Purpose*

The purposes of this Bylaw are as follows:

- (1) to minimize adverse impacts of wireless communication facilities on residential neighborhoods and the community;
- (2) to encourage the shared use of facilities to reduce the need for new facilities; and
- (3) to limit the overall number and height of facilities to what is necessary to serve the public.

*7402 Applicability*

This Section shall apply to reception and transmission facilities for ~~the purpose of personal wireless communication services~~ ***systems operated by a public utility, commercial entity, or other public or private entity.*** This Bylaw shall not apply to towers or antennas installed for use by a federally licensed amateur radio operator.

*7403 General Requirements*

Wireless Communication Facilities shall be allowed only in the Wireless Communication Facilities Overlay District only upon issuance of a special permit in accordance with the provisions of MGL *Chapter* 40A, § 9, this Bylaw and any rules and regulations adopted hereunder. ***Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety shall be permitted in any zoning district upon issuance of a special permit.*** The Board of Appeals shall be the Special Permit Granting Authority for Wireless Communication Facilities.

- (1) Wireless Communication Facilities should be concealed within existing structures where possible.
- (2) Lattice style towers and similar facilities requiring more than one leg or guy wires for support are prohibited.

- (3) All structures associated with wireless communication facilities shall be removed within one year of cessation of use.
- (4) The tower height shall not exceed 100 feet measured from the base of the tower to the highest point of the tower including anything on it.
- (5) All towers shall be set back from lot lines a minimum of the height of the tower except where the tower abuts the right of way of Route I-495 and Route 2 where the setbacks shall be the minimum permitted by the Commonwealth of Massachusetts. All towers shall be setback a minimum of 500 feet from any school building.
- (6) No tower shall be located within 1500 feet of another such tower.
- (7) Any utilities servicing a tower shall be located underground.
- (8) Lighting of wireless communication facilities shall be limited to low level security lighting installed at or near ground level, except for lighting required by the Federal Aviation Administration (FAA).
- (9) Fencing shall be provided to control unauthorized access to the tower. All equipment areas shall be landscaped and screened from public view.
- (10) The facility shall contain one sign no greater than one square foot that provides the phone number where the operator in charge can be reached on a 24-hour basis.

#### *7404 Criteria*

A special permit for a wireless communication facility shall not be issued unless the Special Permit Granting Authority finds the following:

- (1) Existing or approved facilities cannot accommodate the applicant's proposal.
- (2) The facility has been designed to accommodate the maximum number of providers but in no case less than three (3).
- (3) The applicant has agreed to allow other service providers to co-locate on the tower, now, or at any time in the future.
- (4) The tower has been designed, using the best available technology, to blend into the surrounding environment through the use of color, camouflaging techniques, or other architectural treatments.
- (5) The facility has been designed to minimize adverse visual impacts on the abutters and the community as demonstrated by illustrations and by a balloon test performed in accordance with any requirements adopted by the Board of Appeals.
- (6) The facility is sited in such a manner that it is screened, to the maximum extent possible, from public view.
- (7) A qualified engineer has certified that the facility is designed to meet all health and safety standards of applicable state and federal law.

#### *7405 Conditions*

Before approving any special permit under this Section, the Special Permit Granting Authority may impose conditions, safeguards, and limitations to assure that the proposal is in harmony with the general purpose and intent of this Bylaw.

#### *7406 Bonding*

Prior to the issuance of a building permit the Special Permit Granting Authority may require a performance guarantee to ensure compliance with the plan and conditions set forth in their decision.

**Explanation:** In this proposed amendment, the definition for a Wireless Communication Facility has been broadened to ensure it includes all types of wireless communication systems and their equipment. Section 7402 Applicability, has also been broadened to ensure it also includes all types of wireless communication systems and their equipment. Additionally, under the current Town of Boxborough Zoning Bylaw, a Wireless Communication Facility is only permitted in the Wireless Communication Facilities Overlay District and with a Special Permit from the Board of Appeals. The proposed amendment to Section 7403 General Requirements, would allow Wireless Communication Facilities to be erected by local, state, or federal government entities for the purposes of public safety outside of the Wireless Communication Facilities Overlay District, and with a Special Permit from the Board of Appeals.

## **ARTICLE XX ACCEPTANCE OF CODMAN HILL ROAD SIDEWALK EASEMENT**

(Majority vote required)

To see if the Town will vote to accept the perpetual, non-exclusive right and easement in gross over, under and upon the certain strip of land in Boxborough, Middlesex County, Massachusetts, shown as "Proposed Sidewalk Easement" on a plan entitled "Easement Plan, 211 Massachusetts Avenue" dated August 7, 2013, prepared by Lothian Survey, LLC, which plan is recorded herewith (the "Easement Premises"). The Easement Premises are located on property of Craftsman Village Boxborough, LLC ("Grantor") off Codman Hill Road, Boxborough, Massachusetts (the "Property").

Included in this grant is the perpetual, non-exclusive right and easement in gross for the Town of Boxborough, Massachusetts ("Grantee") to use the Easement Premises in common with Grantor and others from time to time entitled to use same for all purposes for which sidewalks are now or hereafter may be used in the Town of Boxborough, Massachusetts, including without limitation inspecting, installing, constructing, repairing, removing, replacing, clearing, operating, maintaining and using a public sidewalk, together with the perpetual right and easement to enter upon said Easement Premises with any and all material and equipment necessary from time to time for all purposes stated herein and uses incidental thereto. Grantee shall have the right hereunder to permit members of the public to use the Easement Premises.

**Explanation:** As part of the Craftsman Village 40B Comprehensive Permit Development located at 55-61 Codman Hill Road, Post-Construction Condition # 6 required the Applicant to provide an executed easement to the benefit of the Town for the sidewalk that is located outside of the Codman Hill Road right-of-way. This article is seeking Town Meeting to accept this easement to permit public access on the sidewalk that has been created on private property.

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

January 4, 2015

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

Received  
1-5-2015  
3:50pm  
in hand

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. Crowley	Loretta J. Crowley	700 Mass. Ave. #2 Boxborough MA
2	Kathleen Kelly	Kathleen Kelly	404 Old Harvard Rd Boxborough
3	Younna Sturges	[Signature]	435 Robinson Rd Boxboro
4	Jane Priest	Jane Priest	801 Burroughs Rd
5	Tommy Rosenberdy	[Signature]	90 Brentwood Way
6	Rosemary Vicker	[Signature]	155 Star Ln Boxboro
7	Clara Barr	[Signature]	45 Blanchard Rd
8	Mari Cannon	Mari Cannon	447 Littlefield Rd
9	Michael Smith	[Signature]	120 BARTON LN
10	Robin Johnston	Robin Johnston	708 Hill Rd
11	Keth Simpson	[Signature]	36 Pine Lane
12	Lynn Hughes	[Signature]	182 Pine Hill Rd.
13	Robert Christmas	[Signature]	411 Robinson Rd
14	Peter Rudeanu	[Signature]	579 Star Rd
15	Jean Rudeanu	Jean Rudeanu	579 Star 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, towit, 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](http://PandaUnite.org)    [KrisAnnHall.com](http://KrisAnnHall.com)

## VMA Recommendations for Town Meeting Warrant Articles

### Article 6: AMENDMENTS TO THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT REGIONAL AGREEMENT

#### The Board of Selectmen Does Not Recommend (5-0).

These Proposed Amendments were submitted by the Minuteman Regional Vocational School District's School Committee. The motivation was the need to obtain the unanimous consent of the member towns in order to undertake the vital and long overdue capital campaign necessary to bring the existing, antiquated school structure into compliance with building codes. However, there have been strong and continuing objections by some of the larger member towns to the way in which the current Regional Agreement allocates votes and assesses costs. Those members have been unwilling to agree to undertake a new capital program unless changes are made to the Regional Agreement to address their concerns, and the School Committee has done so with these Proposed Amendments.

The District has obtained approval from the Massachusetts School Building Authority (MSBA) to finance 40% of the costs of the new construction. However, that commitment was first made by MSBA several years ago, and MSBA has informed the District that it will expire on June 30, 2016. Before that date, the member towns must vote to accept bonding for their respective shares of the new capital spending, or MSBA's funding will disappear.

The Proposed Amendments will only become effective if passed unanimously by the sixteen member towns of The Minuteman Regional School District. They were first proposed in 2014 and appeared on the 2014 Town Warrants of all sixteen member towns. At those Town Meetings, ten towns passed them, one town rejected them, and five, including Boxborough, voted to pass them over. They are being presented again this year by the School Committee in a second effort to gain the necessary unanimous consent. Based on numerous conversations with our counterparts from the other member towns, we do not expect that the Proposed Amendments as currently drafted will pass unanimously. We recommend that Boxborough voters reject the Proposed Amendments for the following reasons:

Compared to the current Regional Agreement, the Proposed Amended Regional Agreement would disadvantage Boxborough in many important respects.

**1) Voting:** It would change the current system, in which each of the sixteen member towns has an equal vote, and employ weighted voting for most School Committee actions, based on the four (4) year rolling average enrollment. **This would reduce our voting power from 1/16, or 6.25%, to 4.04%.**

**2) Borrowing:** It would change the current system, whereby a single community, voting at Town Meeting, has the power to block new borrowing. Instead, new borrowing could be authorized by a two-thirds (2/3) vote of all members, without regard for the weight of the vote. Dissenting members could avoid liability for the new debt **only** by a) disapproving of the debt by majority vote at a Town Meeting called for the purpose, **and** b) moving to withdraw from the region by a two-thirds (2/3) vote at a Town Meeting called for the purpose **within sixty (60) days** of the vote

that approved the new debt. **This proposal would eliminate our ability to veto authorization for new borrowing, and make it extremely difficult to avoid liability for the new debt.**

**3) Withdrawal:** It would change the method for withdrawal. Now, a community may seek to withdraw at any time by a majority vote at its annual or special town meeting. Each of the other member towns must then vote on the request at a special town meeting called for the purpose, but in no case later than their next annual town meeting. In order to become effective, all member towns and the Commissioner of Elementary and Secondary Education must approve. The process can be completed within one year from the date the community votes to withdraw. The new method permits withdrawal only as of July 1 of a given fiscal year. The community seeking to withdraw must obtain a two-thirds (2/3) vote at Town Meeting no less than three (3) years before the desired July 1 withdrawal date. Withdrawal will only be allowed by approval of a majority of the remaining members and the Commissioner of Elementary and Secondary Education. We believe the Commissioner is unlikely to approve withdrawal absent a compelling reason to do so. *(See the related discussion in our Recommendation with respect to Article 7.)* **The proposed change from unanimous approval to majority approval by the other member towns is a benefit, that, in our judgment, is more than outweighed by the requirement that a withdrawal motion pass Town Meeting by a two-thirds (2/3) vote, no less than 3 years before the desired July 1 withdrawal date.**

**4) Assessment:**

a) Operating Costs: It would change the method of calculating our assessment of annual operating costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. **At a time of declining enrollment, this would increase our assessment by counting students who are no longer enrolled.**

b) Capital Costs: It would change the method of calculating our assessment of capital costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. In addition, it would consider certain factors used in calculating Chapter 70 state aid. **In other words, it would add a wealth based formula to increase our assessment.**

**5) Total Cost:** The proposed changes would decrease the assessments of seven towns and increase those of the remaining nine.

**The result is that Boxborough would suffer by far the largest per capita increase of any member town:**

**Per Capita Change With Proposed Amendments**

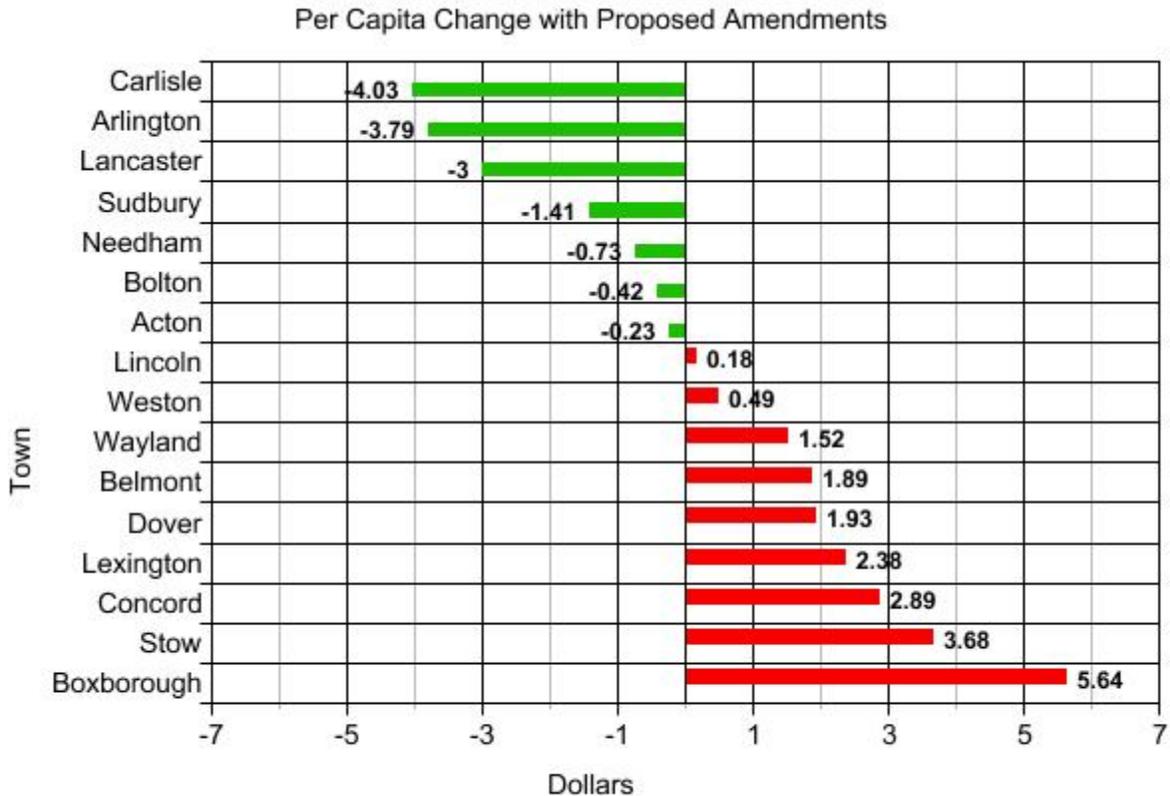
<b>TOWN Change</b>	<b>Change<sup>1</sup></b>	<b>Enrollment<sup>2</sup></b>	<b>Population<sup>3</sup></b>	<b>Per Capita</b>
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<sup>1</sup> "Comparison of Assessment Totals under Current and Proposed Model", Minuteman Regional School District

<sup>2</sup> Minuteman Regional School District, New Assessment Model, Capital Assessments

Carlisle	(19,545)	12	4,852	(\$4.03)
Arlington	(162,561)	153	42,844	(\$3.79)
Lancaster	(24,159)	26	8,055	(\$3.00)
Sudbury	(24,859)	19	17,659	(\$1.41)
Needham	(21,209)	34	28,886	(\$0.73)
Bolton	(2,071)	11	4,897	(\$0.42)
Acton	(4988)	25	21,924	(\$0.23)
Lincoln	1,168	5	6,362	\$0.18
Weston	5,545	4	11,261	\$0.49
Wayland	19,695	7.5	12,994	\$1.52
Belmont	44,003	30	23,291	\$1.89
Dover	10,782	1	5,589	\$1.93
Lexington	74,765	47	31,394	\$2.38
Concord	50,969	7	17,669	\$2.89
Stow	24,271	22	6,590	\$3.68
<b>Boxborough</b>	<b>28,194</b>	<b>4</b>	<b>4,996</b>	<b>\$5.64</b>



"Comparison of Assessment Totals under Current and Proposed Model", Minuteman Regional School District

As discussed above, we expect that the Proposed Amendments again will fail to pass unanimously. In anticipation of that, we have already proposed a "Plan B" for the District, which would simultaneously allow those members that wish to withdraw to do so, amend the Agreement to satisfy the needs of the larger towns, and permit the remaining members to approve the capital spending program before the June 30, 2016 deadline. We have presented Plan B to the Superintendent and the other members, and have been informed that it will be given full consideration if these Proposed Amendments fail.

**Article 7: WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

**The Board of Selectmen Recommends Unanimously (5-0).**

Boxborough has been a member of the Minuteman High School Regional School District for many years. Unfortunately, the time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining a member of the Region. Our enrollment has recently declined from 16 students to 4 students, or some 1/2% of total enrollment. We have little influence on the Region, which is understandable: it is not reasonable to expect that the Region

would operate in a manner that optimizes Boxborough's experience when a town like Arlington provides 38% of member towns' enrollment.

**It is time to trade our meaningless voice for a meaningful choice.**

Withdrawing from the Region will better serve our students. Because we are a member town, our students must attend Minuteman unless it does not offer the program they would like to pursue. As a non-member, our students would be able to apply to other fine schools that are as close or closer, such as Nashoba Valley Technical School in Westford, or Assabet Valley Regional Technical High School in Marlborough. Of course, they would still be able to apply to Minuteman on the same basis as students from other non-member towns, who currently account for nearly half its enrollment. This would be a meaningful choice.

Moreover, withdrawing from the Region will also be better financially. For many years we have paid more to educate our students at Minuteman than non-member towns. We have raised this issue with the Region many times, and have been rebuffed many times with the explanation that it is necessary to charge non-members less in order to keep enrollment at suitable levels. This disparity would only be worse if we adopt the proposed amendments, which would impose on Boxborough the largest per capita increase of any member. (*See the related discussion in our Recommendation with respect to Article 6.*) Withdrawing would end the discriminatory pricing Boxborough has experienced for years.

How likely is it that Boxborough will be allowed to withdraw? We will need the approval of all member towns and the Commissioner of Elementary and Secondary Education. This is likely to happen only if there is a compelling reason. A compelling reason now exists because a majority of the other members and the Commissioner wish to amend the existing agreement. This is because they need to obtain the consent of those towns that would benefit from amending the agreement to undertaking the vital and long overdue capital campaign to necessary to bring the existing school structure into compliance with building codes.

Boxborough will never have a greater voice in the Region than it does under the current agreement, which allows us to veto any changes. Boxborough will never be able to make a more compelling case for being allowed to withdraw than it can at this Town Meeting by voting against the Proposed Amendments and in favor of withdrawal. If we do so, we can then proceed with "Plan B" as described above, which would simultaneously allow those members that wish to withdraw to do so, amend the Agreement to satisfy the needs of the larger towns, and permit the remaining members to approve the capital spending program before the June 30, 2016 deadline.

**ARTICLE 10: CONSERVATION: TRANSFER TO CONSERVATION TRUST FUND FOR FUTURE PURCHASE**

The Board of Selectmen supports the Commission in its request. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

## Recommendations for Special and Annual Town Meeting Warrant Articles

Jim Gorman

22 March 2015

### Special Town Meeting Within Annual Town Meeting

1. Fund Cost Items of First Year of Collective Bargaining Agreement – Mass. Coalition of Police, Local 200 Police –
2. Fund Cost Items of First year of Collective Bargaining Agreement – Mass. Coalition of Police, Local 200A, Dispatch –
3. **Fund Cost Items of First Year of Collective Bargaining Agreement – Boxborough Professional Firefighters, Local 4601 –**

The Board of Selectmen Defers its Recommendation Until Such Time as a Collective Bargaining Agreement is reached.

### Annual Town Meeting

1. Choose Town Officers
2. Receive Reports
3. Set Salaries and Compensation of Elected Officials
4. Amend Personnel Plan and Personnel Classification and Compensation Plan
5. Town Operating Budget
6. Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District
7. Withdrawal from Minuteman Regional Vocational School District
8. Transfer Unexpended Balances in Prior Year Articles
9. Transfer to Stabilization Fund
10. Conservation: Transfer to Conservation Trust for Future Purchase
11. Transfer to OPEB Trust Fund
12. Assessor: Certification Stipend
13. Police: Promote 1 Sgt. To Ltnt.
14. Additional Dispatcher

#### **15. Fire Captain**

#### **The Board of Selectmen Recommends, by a Vote of N-M**

Promotes one of the two lieutenants to Fire Captain, who will have the duty of being second in command of the department and acting for the Chief when he is not available. The Fire Captain will receive a premium over the Lieutenant's pay, which is largely covered by the stipend formerly applied to the Deputy Chief position, which the Captain effectively replaces.

## **16. Replace 2 PT DPW Workers with FT DPW Worker**

### **The Board of Selectmen Recommends, by a Vote of N-M**

The DPW has for many years carried two part time positions, scheduled for 16 hours per week or 32 hours per pay period. It has been difficult to fill these positions, due to the relatively small number of qualified individuals who would wish to take a 16 hour per week job. This article creates an additional full-time, 40 hour per week position to replace the two part time positions and provide an additional 8 hours per week in the bargain (e.g. 40 hours versus 32 hours). The added cost of approximately \$32,000 is due very nearly half and half to the additional hours provided by the full time employee and the associated health insurance benefits. The reliable addition of another full time employee will allow the DPW greater flexibility in deploying crews to projects such as a road or tree work, which require several individuals on the crew for greatest productivity.

17. Grange Meeting Room Stage/Lobby Project

18. Police: Department Accreditation

19. Police: Palm Scanner

## **20. Public Safety Building Programmatic Review and Schematic Design**

### **The Board of Selectmen Recommends, by a Vote of N-M**

Under Article 23D of the May 2014 Annual Town Meeting, the Town appropriated \$25,000 for the purpose of conducting a Public Safety Space Needs Assessment to determine the program needs of the Police and Fire Departments, and investigate tradeoffs in conceptual design for a building or buildings required to meet the assessed program needs. After a thorough advertising and selection process, the Town selected HKT Architects, Inc. of Somerville, MA to conduct this study in concert with a committee of 15 Town officials and residents, including the Police and Fire Chiefs. This study evaluated the Police and Fire facility needs in detail and formulated seven (7) distinct building concepts, including renovation, addition, new build and combination solutions to the Police and Fire space needs problem. The results of this study indicated that an ideal solution to the public safety space needs problem would cost in the vicinity of \$24 Million to \$26 Million. The committee of Town residents and officials believe that this total cost greatly exceeds that which the Town Meeting is likely to approve, and proposes herewith to extend the present study to an assessment of what the Town could build to best fit the Police and Fire Department space needs, subject to a TBD lower bound total cost and TBD upper bound total cost. This article funds the desired extension of the public safety space needs study, and we believe that it is essential to properly plan for construction that is necessary to replace or augment the current public safety buildings. The Police and Fire Stations suffer numerous deficiencies in their ability to support police and fire operations, as well as serious structural and mechanical deficiencies with respect to current building codes. The recently completed study highlights the areas needing improvement and provides a foundation of analysis upon which to build public safety building concepts more in line with what the Town is able to afford. The outcome of this study will be conceptual building projects meeting the lower bound and upper bound cost constraints provided to the team, so that a future Town Meeting will possess the information necessary to make an informed decision concerning new public safety construction.

## **21. Fire: Pumper Truck (to replace Engine #64)**

### **The Board of Selectmen Recommends, by a Vote of N-M**

This article proposes to replace Engine 64, which was purchased new in 1994, with a new multi-purpose pumper truck. Two questions must be answered to justify this large purchase: 1) Must we replace Engine 64 at this time? And 2) Does Boxborough require 3 multi-purpose fire trucks? The answer to the first question is an

emphatic Yes, since Engine 64 suffers numerous defects due to design and age-related deterioration. It has a two person cab, related to an earlier era where it was permissible for firefighters to ride on the vehicle exterior to the incident. Current regulations require all firefighters to ride inside the vehicle cab when underway, so Engine 64 is useful only for those situations when only two persons are available to respond to an incident. The engine body, pump works and plumbing are constructed of plain carbon steel and suffer serious problems from corrosion. We have spent nearly the original purchase price on repairs to Engine 64, and the rate of repairs is not getting smaller. There is no doubt that Engine 64 must be replaced, and soon. As to the question of whether Boxborough needs three multi-purpose fire trucks, the answer is again yes. The fire service is built around operational plans and contingencies, which require the ability to respond to incidents in Town where one truck might be out for servicing or on a mutual aid call, when another incident might arise in Town. If we have only two primary response vehicles, we suffer a significant likelihood of being unable to properly respond to incidents if one were to be unavailable due to any of several contingencies. There is certainly the possibility of mutual aid from surrounding towns, but that option is for those unusual situations straining the capacity of any individual town to respond. We cannot build mutual aid into our normal operations strategy. The proposed vehicle will be constructed of all-welded Aluminum body work, stainless steel plumbing, and a plastic tank, promising a useful life of 30 years or more, with minimal high level maintenance.

## **22. Fire: Turnout Gear (Personal Protective Equipment)**

### **The Board of Selectmen Recommends, by a Vote of N-M**

Current turnout gear for per diem and call firefighters will see their tenth birthday during FY 2016 (January 2006). NFPA recommendations include that turnout gear should be retired and replaced after ten years. While NFPA recommendations do not have the force of law in Massachusetts as they do in many states, there are at least three compelling reasons for replacing the turnout gear at this time in accordance with the NFPA recommendations:

- Safety of Boxborough Firefighters – while the current turnout gear represents a range of apparent condition, from not half bad to pretty shabby, it has generally suffered degradation in protection to a greater or lesser degree and represents increased risk to the firefighter, who may be called upon to enter a situation representing the upper limit of the nominal turnout gear protection performance.
- Training at the Fire Academy – the Massachusetts Fire Training Council has adopted the NFPA recommendation in force, and will not allow firefighters to attend training in turnout gear that is more than ten years old. We send firefighters to the Academy on a routine basis and would suffer serious disruption in training schedules if we do not replace the turnout gear.
- Potential Liability – should a Boxborough firefighter be injured in the line of duty at least arguably due to deficiencies in the turnout gear performance, the Town would be in an untenable position with respect to liability in light of failure to follow NFPA recommendations.

## **23. DPW: ¾ Ton Pickup Truck (replacement)**

### **The Board of Selectmen Recommends, by a Vote of N-M**

This article proposes to replace a 2005 Ford F350 ¾ ton pickup truck employed by the DPW for plowing, building and grounds maintenance, and assistance with the full range of DPW crew tasks. The truck suffers severe body corrosion damage and other significant maintenance issues as would be expected in a vehicle of ten years age

and a relatively harsh service life. The ongoing maintenance of the front end and body has become an excessive burden to the DPW maintenance account.

#### **24. DPW: Road Paving**

##### **The Board of Selectmen Recommends, by a Vote of N-M**

As most residents are aware, many roads in Boxborough are in deplorable condition. The Town receives between \$200,000 and \$300,000 annually from the Commonwealth under the Chapter 90 program, which monies are to be spent on repair and upkeep of roadways. Boxborough contains approximately 30 miles of roadways, and the average cost of repaving runs to approximately \$300,000 per mile. If we rely on Chapter 90 money alone to resurface roads in Town, it will take approximately 30 years to cycle through all the roads, which timespan exceeds the typical life of a roadway by a wide margin. The DPW has in effect been forced into a policy of triaging roads, in which the average condition of Boxborough's roadways continues to deteriorate. This article proposes to augment Chapter 90 funds to the extent that on average we could resurface approximately 2 miles per year, instead of the 1 mile per year at steady state enabled by Chapter 90 funds. This level of overall repaving should allow to Town to catch up with the deteriorating road condition in concert with sealing and spot repairs of the worst roads in Town. We anticipate that this will be an ongoing request until such time that the general condition of roadways improves, or Chapter 90 funding allocations increase, to the point that we may be able to diminish the Town's investment in repaving.

#### **25. DPW: New Vibratory Asphalt Roller**

##### **The Board of Selectmen Recommends, by a Vote of N-M**

Purchase of this roller will allow the DPW to undertake moderate scale road repairs with Town personnel, augmenting the Chapter 90 repaving conducted by outside contractors, for those jobs where perhaps a short stretch must be repaired over a culvert, frost heave or other localized road damage. The Town purchased a "hot box" to support such small scale road repairs with state funds last year, and the combination of hot box and roller will allow the DPW to respond to road condition issues before they grow into serious problems.

#### **26. DPW: New Chipper**

##### **The Board of Selectmen Recommends, by a Vote of N-M**

This article proposes to replace the current chipper, which is over 20 years old, to support scheduled tree work necessary to maintain safe rights of way throughout Town, as well as the not infrequent emergency tree work to clean up after storms, accidents or other mishaps.

27. Historical Commission: Museum Basement Painting Project (Town Hall??? Records Storage)

28. CPA FY 15 Set Asides and Specific Projects

29. Department Revolving Funds Re-Authorization

30. Assessor: Personal Exemption Percentage

**31. Fire Alarm System Maintenance Revolving Fund Cap Increase**

### **The Board of Selectmen Recommends, by a Vote of N-M**

The fire alarm system maintenance revolving fund collects modest fees from businesses in Town that have radio boxes relaying fire alarms to receiver units in both the Police and Fire Stations. The monies collected in the revolving fund are used for routine and extraordinary maintenance of the receiver units in the police and fire stations. The revolving fund monies are allowed to accumulate to the designated cap, currently \$4100, and then go to the general fund should the net of the monies collected and spent on maintenance exceed the cap. Recently, some major repairs have been required on the receiving stations, indicating the prudence of increasing the revolving fund cap to \$10,000. There is no direct budgetary impact of increasing the cap, it simply allows more money to be accumulated in the fund for maintenance and repairs before rolling any excess to the general fund.

### **32. Chapter 90 Highway Reimbursement Program**

#### **The Board of Selectmen Recommends, by a Vote of N-M**

This article authorizes the Town to spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts.

33. COA: New Revolving Fund/Account for Programs
34. Library: New Revolving Fund/Account for Copy Machine Funds
35. Rescind Unused Borrowing Authorization
36. Change Definition 2101 "Accessory Structure" to "Accessory Building"
37. Amend Definition 2152 "Mixed Use" to be inclusive of all uses
38. Amend Section 4000 Use Regulations, 4100 General (Administrative Correction)
39. Change the Word "Churches" to "Places of Worship" in Section 6006 Parking Schedule
40. Amend Section 4003(1) Residential Uses to allow Bed and Breakfast use by Special Permit in the Agricultural-Residential and Residential – 1 zoning districts
41. Various Amendments to Section 6300 Signs
42. Add new Section regarding Wireless Communication Facilities erected by a local, state or federal government entity for the purposes of public safety
43. Accept a sidewalk easement located on the property at 55-61 Codman Hill Road (Craftsman Village)
- 44. Restoring and Maintaining Constitutional Governance Resolution of Boxborough, Massachusetts**

#### **The Board of Selectmen Recommends, by a Vote of N-M**

While the legal battles and congressional arguments surrounding the meaning of Sections 1021 and 1022 of the FY 2012 National Defense Authorization Act (2012 NDAA) are far from conclusively settled, the Board of Selectmen agrees that it is desirable to remind our legislators in Boston and Washington that detention of US citizens and permanent residents in unconstitutional fashion by US Armed Forces on US territory, and adjudication by military tribunal, is not to be tolerated. We furthermore affirm the right and tradition of citizens to petition the legislature for redress of grievances.

## # 17 Police Department Accreditation

To ensure the Boxborough Police Department operates with the highest levels of professionalism and training, the Police Chief institutes policies and procedures to guide the officers. To date significant progress has been achieved with the creation and updating of over 50 individual policies and procedures. Each of these is specifically tailored to meet the needs of the Town of Boxborough and its police department. Adherence to a proper set of operational policies and practices reduces risk to the department and town.

The law enforcement profession is continually evolving in response to statutes, court findings and recognized best practices. The Police Chief wishes to ensure that his officers have been provided with the most appropriate procedures and tools to guide them in the safe discharge of their duties and interactions with the public. The accreditation process uses a combination of expert external review and self-evaluation to verify that current standards and best practices are being followed. Where necessary it will help identify areas in need of improvement or adjustment. In the business world, external consultants are used to review operations and advise on best practices. The Town's auditor annually reviews our financial and business practices to identify areas for improvement. Police Department accreditation is in the same spirit.

Accreditation is an on-going process of self-initiated evaluation that will assist the Boxborough Police department to meet and maintain standards that have been established for the profession, by the profession. These standards have been carefully selected to address critical areas of police management, operations, and technical support activities. The accreditation process will ensure not only that the department has a comprehensive system of written directives and policies in place, but also quantitative methods to verify adherence to the standards it sets for itself.

Achieving accreditation from the Massachusetts Police Accreditation Commission would be considered a very significant accomplishment, highly regarded within the law enforcement community.





**Internal Communications and Outgoing Communications**  
**March 23, 2015**

1. Email communication from Viola Baboola, Verizon New England, Inc., dated March 19, 2015, to Town Administrator Selina Shaw, regarding their 2014 Annual License Fee and a copy of their check in the amount of \$514.50 regarding same.

8b



**Minutes, Notices and Updates**  
**March 23, 2015**

**Minutes**

1. Minutes of the Finance Committee meeting held March 9, 2015.

**Notices**

1. Notice of an Acton-Boxborough Regional School Comm. Policy Subcommittee meeting held March 18, 2015
2. Notice of a Historical Commission meeting held March 18, 2015
3. Notices of Acton-Boxborough Cultural Council Sub-Committee meetings:
  - a. Held March 18, 2015
  - b. Held March 19, 2015
4. Notice of Finance Committee meetings:
  - a. To be held March 23, 2015
  - b. To be held March 30, 2015
5. Notice of a Minuteman Regional School Committee meeting to be held March 24, 2015
6. Notice of a Library Board of Trustees meeting to be held April 14, 2015
7. Notice of a Steele Farm Advisory Committee meeting to be held April 21, 2015
8. Notice of the Boxborough Conservation Trust Annual Meeting/Presentation to be held April 2, 2015
9. Save the Date Notice from the MBTA Advisory Board to be held April 13, 2015

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**General Correspondence**  
**March 23, 2015**

*NONE*