



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**June 29, 2015**

**APPROVED: July 20, 2015**

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

**ALSO PRESENT:** Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

Chair Amoroso called the meeting to order at 7:00 p.m. in the Grange Meeting Room of Town Hall.

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

**ANNOUNCEMENTS**

Chair Amoroso read the announcements

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

**NEW BUSINESS**

- The Selectmen took up the Retirement letter of Tax Collector Maripatt Shemowat, thanking her for her many years of service to the Town. There was a round of applause. Chair Amoroso moved to accept and place on file the letter of retirement, effective June 30, 2015, from Maripatt Shemowat, who has dutifully served the Town as Tax Collector for the past 30 years. Seconded by Member Bak. **Approved 5-0.**

**APPOINTMENTS**

- Patrick McIntyre was present for his reappointment as Town Treasurer and so that he could be appointed to act in the capacity of Tax Collector. There was discussion regarding him taking on the additional responsibilities and the additional time that will be required during this transition. There was also discussion regarding the requisite compensation for these additional responsibilities.
  - Further to the recommendation of the Town Administrator, Member Bak moved to reappoint Patrick McIntyre to the position of Town Treasurer, and also to appoint Patrick to serve as Tax Collector, for a term effective July 1, 2015, and ending on June 30, 2016. Seconded by Member Gorman. **Approved 5-0.**
  - Further to the recommendation of the Personnel Board and the Town Administrator, Member Bak moved that Patrick McIntyre be placed on Step 3 of Grade 15 effective July 1, 2015. Seconded by Member Gorman. **Approved 5-0.**
- Police Chief Warren Ryder, Police Lieutenant candidate Warren O'Brien, his family and friends and a contingent of Boxborough and other local officers were present. Chief Ryder spoke to O'Brien's background, his professional credentials and his history with the Boxborough Police Department. This promotion is well-deserved, and there was a round of applause. Further to the recommendation of Police Chief Warren Ryder, Member Fox moved to appoint Warren O'Brien to the position of Police Lieutenant for a term commencing July 1, 2015, and ending on June 30, 2016. Seconded by Member Gorman. **Approved 5-0.** Town Clerk Liz Markiewicz swore in Lieutenant O'Brien, and his wife and son pinned on his Lieutenant insignia.
- Town Assessor Ruth Anderson was present to follow up on proposed street address changes. Fire Chief Randolph White and members of the public were also present. Assessor Anderson referred to the materials provided regarding this proposal, both her current memorandum and the materials previously presented to the Selectmen. It

is the assessor's responsibility to identify issues, such as street numbers that are noncompliant with the Street Numbering Bylaw and to bring these issues to the Selectmen so they can then make a determination. Pursuant to the Selectmen's instruction, she reached out to the affected property owners, inviting them to provide input regarding this proposal. She discussed the feedback that was received from four residents and said that her original proposal remains unchanged. These addresses should be brought into compliance for the reasons outlined in her initial memorandum. Chief White spoke to the public safety, 911 Response programming concerns and of a similar renumbering project that took place on Swanson Road several years ago. The Selectmen discussed the proposal and the feedback received. Several Pine Hill Road residents were present and also provided their input. The Assessor was instructed to send supplemental communication to the renters living in the condominiums located at 73 Liberty Square Rd.; inviting them to also provide feedback concerning this proposed renumbering. The Assessor was asked to update to the Selectmen in the fall, so the Selectmen can determine how to proceed. Member Gorman moved to instruct the Assessor not to change the addresses for the four property owners that objected to this renumbering proposal. Seconded by Chair Amoroso. **Approved 5-0.**

- The Selectmen took up the appointment and reappointment of various board members to three-year terms effective July 1, 2015, through June 30, 2018, unless otherwise noted:
  - Acton-Boxborough Cultural Council Co-Chair Sunanda Sahay and ABCC proposed appointee Sheila Hanrahan were present. Hanrahan spoke to her background, years in Town and previous volunteer efforts at the Blanchard School. Chair Amoroso moved to appoint Sheila Hanrahan to the Acton-Boxborough Cultural Council. Seconded by Member Gorman. **Approved 5-0.**
  - Chair Amoroso also moved to reappoint Christian Habersaat as an alternate member to the Zoning Board of Appeals for a one-year term, from July 1, 2015 through June 30, 2016. Seconded by Member Gorman. **Approved 5-0.**
  - Chair Amoroso also moved to reappoint Simon Bunyard to the Board of Registrars. Seconded by Member Gorman. **Approved 5-0.**
  - Ron Vogel spoke to his years in Town and his experience with various boards over the years, including the Boxborough Affordable Housing Trust and his reappointment to the BAHT. Chair Amoroso moved to reappoint Ron Vogel to the Boxborough Affordable Housing Trust for a two-year term, from July 1, 2015, through June 30, 2017. Seconded by Member Bak. **Approved 5-0.**
  - John Rosamond was present regarding his reappointment to the Community Preservation Committee. Chair Amoroso moved to reappoint John Rosamond to the Community Preservation Committee. Seconded by Member Bak. **Approved 5-0.**
  - Though John Neyland was unable to attend, Chair Amoroso also moved to reappoint John Neyland to the Community Preservation Committee. Seconded by Member Gorman. **Approved 5-0.**
  - Dennis Reip was present seeking reappointment to the Conservation Commission. He spoke to his services on the ConsCom and some of their recent activities. Chair Amoroso moved to reappoint Dennis Reip to the Conservation Commission. Seconded by Member Bak. **Approved 5-0.**
  - Council on Aging Chair Frank Powers and members Frank Sibley and Liz West were present to discuss CoA activities and Sibley's and West's respective reappointments to the CoA. Sibley noted that he has served on the CoA since 2007, and West advised that she has served on practically every committee in her 40-plus years in Town.
    - Chair Amoroso moved to reappoint Frank Sibley to the Council on Aging. Seconded by Member Stemple. **Approved 5-0.**
    - Chair Amoroso moved to reappoint Elizabeth West to the Council on Aging. Seconded by Member Gorman. **Approved 5-0.**
  - Chair Amoroso moved to reappoint Robert Stemple to the Design Review Board. Seconded by Member Fox. **Approved 5-0.**
  - Energy Committee members Richard Garrison and Abigail Reip were present to discuss EnCom activities and their respective reappointments. They are pleased with the LittleBox Solar Initiative, through which approximately 45 residents attended the EnCom's Meet the Installer event in Boxborough.
    - Chair Amoroso moved to reappoint Richard Garrison to the Energy Committee. Seconded by Member Stemple. **Approved 5-0.**
    - Chair Amoroso moved to reappoint Abigail Reip to the Energy Committee. Seconded by Member Bak. **Approved 5-0.**

- Though Larry Grossman was unable to attend, Chair Amoroso also moved to reappoint Larry Grossman to the Energy Committee. Seconded by Member Bak. **Approved 5-0.**
- Carla Bacharach was present to be considered for appointment to the Public Celebrations and Ceremonies Committee. She spoke to her background, years in Town and previous volunteer efforts at the Blanchard School, Emerson Hospital and the Discovery Museum. Chair Amoroso moved to appoint Carla Bacharach to the Public Celebrations and Ceremonies Committee. Seconded by Member Bak. **Approved 5-0.**
- There was discussion on appointing a representative to the MART Advisory Board. Current MART Rep. Frank Powers was present and stated that continuing as the MART Rep., he feels, is in conflict with his new Van driving responsibilities. The Selectmen will continue to consider this matter.
- Laura Rakauskas, President, Acton-Boxborough Monday Night Quarterbacks, and Peter Rakauskas were present to discuss the A-B Monday Night Quarterbacks' athletic field permit and fee waiver request. Ms. Rakauskas explained this volunteer booster organization's efforts to raise funds and promote all football activities at A-B, also promoting the spirit of the A-B program. She described the program for which they are looking to use the Flerra Meadow athletic fields. Except for 2014, this program has been run at Flerra for several years with no issues. This is a school-sanctioned activity. As this is a no-fee activity, which is to benefit A-B youth, and as this is a volunteer/non-profit group, they are seeking a waiver of fees. The Recreation Commission has approved this use and their fee waiver request. There was discussion about how they should apply for this usage and fee waiver in the future. They were asked to apply annually. Chair Amoroso moved to waive the fee for the Acton-Boxborough Monday Night Quarterbacks to use the soccer field at Flerra for the purpose of holding high school football agilities from 5:00-8:00 p.m. on August 17 -21, 2015. Seconded by Member Fox. **Approved 5-0.**
- There were no Citizens concerns.

## MINUTES

- Member Gorman moved to accept the minutes for the Regular sessions of May 11, 2015, and May 12, 2015, as written and June 15, 2015, as revised. Seconded by Member Fox. **Approved 5-0.**

## SELECTMEN REPORTS

- Member Fox reported that he and TA Shaw had met with Littleton Cable to discuss the process to get some public meetings broadcast through on-demand services, archiving/retention procedures and the duration for which these recordings will remain available. This is a work in progress, but we are hoping to initiate before the fall.

He also reported that he, TA Shaw and Chief Ryder met with Guardian regarding their support contract going forward.

Member Fox reported that he had attended the Energy Committee's Meet the Installer event at the Blanchard School. He estimates that about 50 people were in attendance. He was impressed with the Clean Energy personnel conducting the presentation.

- Member Bak reported that the Community Preservation Committee is in the process of developing a one-page application form and brief outline of the application process. They are also working to develop a timeline and overall plan going forward.
- Chair Amoroso reported on Minuteman School District items – The Board has been copied on various communications regarding Minuteman. Member Bak will be chairing a vocational education study committee.
- Member Gorman reported that he and Member Fox had attended a recent SNAG meeting where the participants reviewed the feedback received at Town Meeting. The two departments will be reviewing their "needs" details to prioritize items. However, this is not as straightforward as you might think. Member Fox added that his take away from Town Meeting is that SNAG has to take a more grassroots approach.

He also reported that he had attended the Public Safety Communications Project public meeting. A lot of information was made available at the meeting, and there was a good discussion.

Member Gorman reported that he and TA Shaw met regarding the Town's trash hauling and tipping contracts. New three-year agreements have been successfully negotiated, with better terms for tipping than our previous contract.

He also reported that there was a significant increase in traffic on Hill Road last week. It seems that Hill Road became a de facto detour during MassDoT's ongoing work on I-495 and Route 2. As far as he knows, the Town was not notified that traffic was being rerouted. Does MassDoT have to notify communities when they take these actions?

Member Gorman also commented that he would like to see all Committees' charges on their respective webpages, along with any Bylaws that apply to specific boards. TA Shaw noted that these exist for the most part but will have the webpages reviewed.

- Member Stemple advised that the Vizsla Fun Day had to be cancelled due to rain and will be rescheduled.

### **OLD BUSINESS**

- The Board reopened discussion on the creation of the Public Safety Communications Committee, the setting of its charge, the term of the committee and the possible appointment of members. Fire Chief Randolph White and members of the public were present for this discussion. [Town Planner Duchesneau was present for the latter part of this discussion.] Chair Amoroso provided background on the matter before the Board, a summary of the Board's previous Public Safety Communication project discussions and the proposed modifications to the initial specifications that have been identified as necessary to maintain the "line of sight" requirements. This will be an advisory group which will review the original project proposal, public safety requirements, and subsequent revisions, along with the other concerns that have been brought forth, and will then report back to the Selectmen. The Selectmen reviewed the Committee's proposed charge drafted by Member Gorman. The audience also provided their input on the proposed language. Minor changes were made. It was determined that this committee shall consist of no more than seven members; however, it was noted that the composition should be broad, with representation from the Hill/Middle Road neighborhood, those that reside in areas that currently experiencing coverage deficits and those that can provide technical expertise. Those that were interested in serving were invited to explain how their participation would be beneficial to this effort. The Selectmen asked Frank Hubley, Eric Wong, George Elanbaas, John Rosamund, Malcolm Reid, Maria Neyland and Jeanne Steele Kangas to serve on the Committee. The TA reported that Marie Cannon had also agreed to serve but was unable to be present for the BoS meeting. The Selectmen stressed that time is of the essence here and asked the committee to hold their first meeting as soon as possible. There was a brief discussion regarding the article amount and what has been expended to date. Chair Amoroso moved to approve the charge of the Public Safety Communications Committee as revised and to appoint Frank Hubley, Eric Wong, George Elanbaas, John Rosamund, Malcolm Reid, Maria Neyland and Jeanne Steele Kangas to serve on the Public Safety Communications Committee for a term of one year. Seconded by Member Fox. **Approved 5-0.**

*At the request of FinCom Chair Dilip Subramanyam, the Selectmen took Agenda Item 7d (i-x), out of order.*

### **NEW BUSINESS (Continued)**

- The Selectmen took up several Reserve Fund Transfer Requests and Reserve Fund Transfers and Inter-departmental transfer pursuant to MGL Ch. 44 §33B:
  - In keeping with best practices an audit of the Tax Collector's "accounting system" was necessitated by Ms. Shemowat's retirement. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$1,400 from the Reserve Fund to account #001-135-5301-0000 (Accountant Audit). Seconded by Member Bak. **Approved 5-0.**
  - Member Fox moved to forward to the Finance Committee for approval the request to transfer \$111 from the Reserve Fund to account #001-145-5711-0000 (Treasurer Travel). Seconded by Member Bak. **Approved 5-0.**
  - Member Bak moved to forward to the Finance Committee for approval the request to transfer \$1,596.15 from the Reserve Fund to account #001-146-5110-0000 (Collector Salary). This is to cover accrued vacation time for the retiring Tax Collector and a minor year-end shortfall in the salary line. Seconded by Member Stemple. **Approved 5-0.**

- FY 15 Legal Expenses were higher than anticipated. Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$8,000 from the Reserve Fund to account #001-151-5311-0000 (Legal Services). Seconded by Member Gorman. **Approved 5-0.**
- There was discussion regarding the Technology budget, the consultant's billing practices, the lack of timely incremental billing for multi-phased projects and the need for departments to advise the TA on work orders so that invoiced services would not come as a surprise. The TA expects the process to be smoother going forward in FY 16. Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$14,752.07 from the Reserve Fund to account #001-156-5306-0000 (Technology Consulting). Seconded by Member Bak. **Approved 5-0.**
- The Board took up Inter-departmental transfers. This fiscal practice was enabled by the State's municipal reform act around 2010. This type of transfer can occur only in the last two months of the fiscal year.
  - Pursuant to MGL Ch. 44 §33B, Member Stemple moved to transfer \$1,000 from 001-192-5115-000, Town Hall Clerical Salary, to 001-192-5241-0000, Town Hall Building/Grounds Maintenance Service. Seconded by Member Gorman. **Approved 5-0.**
  - Pursuant to MGL Ch. 44 §33B, Member Fox moved to transfer \$325 from 001-241-5112-0000, Building Inspector Salary, to 001-241-5599-0000, Building Inspector Office Supplies. Seconded by Member Bak. **Approved 5-0.**
  - Pursuant to MGL Ch. 44 §33B, Member Bak moved to transfer \$11,949 from 001-220-5116-0000, Fire Salary - Per Diem FF, to 001-215-5134-0000, Dispatch Overtime Full-time. Seconded by Member Fox. **Approved 5-0.**
  - Chair Amoroso moved to rescind the vote taken on June 1, 2015 to forward a reserve fund transfer request to the Finance Committee to cover a deficit in Snow and Ice Vehicle Maintenance Supply. Seconded by Member Fox. **Approved 5-0.**
  - Pursuant to MGL Ch. 44 §33B, Chair Amoroso moved to transfer \$12,055 from 001-422-5114-0000, DPW Salary, to 001-423-5442-0000, Snow and Ice Vehicle Maintenance Supply. Seconded by Member Gorman. **Approved 5-0.**
  - Pursuant to MGL Ch. 44 §33B, Member Gorman moved to transfer \$1,075 from 001-630-5126-0000, Rec Comm Part-time Salary, to 001-630-5241-0000, Rec Comm Contracted Services. Seconded by Member Bak. **Approved 5-0.**

#### **OLD BUSINESS (Continued)**

- Member Fox opened discussion on extending the term of the Intermunicipal Agreement for Regional Housing Consultant Services. Town Planner Adam Duchesneau was present for this discussion. Tonight's action is to follow up on previous discussions regarding the status of this IMA when the Selectmen were advised to expect the current request. These services were extremely helpful in updating the Town's Housing Production Plan, and there are other initiatives that may be available to the Town through this program. This expense is being funded through the Affordable Housing Trust. There was one minor correction identified – the contact person needs to be changed to the current Town Planner, Adam Duchesneau. Further to the recommendation of the Housing Board, Member Fox moved to renew the Intermunicipal Agreement by and between the Towns of Hudson, Littleton, Boxborough, Stow and Bolton for the purpose of sharing the services and costs of a common Regional Housing Consultant for a third one-year term, commencing on January 1, 2016, and expiring on December 31, 2016. Seconded by Member Stemple. **Approved 5-0.**

#### **NEW BUSINESS (Continued)**

- The Selectmen reviewed the input received from Town Counsel concerning the performance evaluation process. Current law governing these matters severely hinders us. It is not helpful or practical when dealing with the realities of the process. There was discussion as to how to manage the current performance evaluations and how to administer this process going forward. It was determined that more direction is needed from Town Counsel on this.
- TA Shaw reported on the status of the Selectmen's goals. She commented on the status of the Grange Meeting Room improvements and noted that residents at Town Meeting had voiced their desire that the improvements not be done in a piecemeal fashion. The Inspector of Buildings has been working on a comprehensive plan for the room. It was also noted that the status of the Local Emergency Planning Committee (LEPC) certification should be reviewed. The goals will be reviewed again in the next few months.

- The Selectmen took up the Employee Reappointments. Chair Amoroso moved to appoint the following for a term commencing July 1, 2015, and ending on June 30, 2016:

Employee	Title/Position
Donald Morse	Animal Control Officer–Other
Donald Morse	Cemetery Superintendent
Phyllis Tower	Animal Control Officer–Dogs & Cats
David Birt	Election Warden
Owen Neville	Election Warden
Phyllis Tower	Field Driver
Patrick McIntyre	Tax Collector
Jennifer B. Barrett	Town Accountant
Ruth T. Anderson	Town Assessor
Adam Duchesneau	Town Planner
Patrick McIntyre	Town Treasurer
David G. Lindberg	Inspector of Buildings/ Code Administration Officer
Craig Martin	Call Inspector of Buildings/ Code Administration Officer
Charles Weeks	Inspector of Wires
William C. Morehouse	Assistant Inspector of Wires
Gary Corey	Inspector of Gas & Plumbing

Employee	Title/Position
Norman Card, Jr.	Assistant Inspector of Gas & Plumbing
Kopelman & Paige. PC	Town Counsel
Robert Bielecki	Patrol Officer
Patrick S. Colburn	Patrol Officer
Philip M. Gath	Patrol Officer
Jeffrey C. Landgren	Patrol Officer
Robert R. Romilly, Jr.	Patrol Officer
Nicholas A. DiMauro	Sergeant
Brett A. Pelley	Sergeant
Gordon N. Clark	Special Police Officer
Robert DaCosta	Special Police Officer
Steven P. Duffy	Special Police Officer
Frank Gordon	Special Police Officer
Peter Kinnas	Special Police Officer
Patrick E. Mortimer	Special Police Officer
Katelyn Pfeifer Special	Special Police Officer
Phyllis Tower	Lock-up Attendant
Richard Tower	Lock-up Attendant
Amy Waxman	Lock-up Attendant

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

- Member Fox opened discussion on the Intermunicipal Agreement (IMA) with the Town of Littleton for the provision of Animal Control Officer Services. The Town entered into an IMA with Littleton for Animal Control Officer Services last year. The agreement being presented is, for the most part, an extension of the previously agreed-to terms, with changes to some of the compensation terms, increasing some amounts, specifically as to those for after-hours services. Member Fox moved that the Board of Selectmen vote, pursuant to MGL C.40,§4A, to authorize execution of an Intermunicipal Agreement with the Town of Littleton for the provision by Boxborough of animal control officer services for Littleton at a base cost of \$17,000, for a term commencing July 1, 2015 and running through June 30, 2016. Seconded by Member Stemple. **Approved 5-0.**
- Member Fox moved to submit a joint application with the Towns of Acton, Littleton, Maynard and Westford for a Community Compact with the Baker/Polito Administration for the CrossTown Connect Transportation Management Association as a “best practice” for transportation. Seconded by Member Gorman. Member Fox opened the discussion by noting this statewide initiative may provide the town with the opportunity to share resources and receive some form of technical assistance. The TA commented that no funding or specific resource commitments have yet been identified by the state. The Chair raised concerns about entering into an agreement with the “Administration” versus one with the Commonwealth. The Selectmen requested additional information and would like to see sample language of a compact document.

- Discussion was opened on amending our Memorandum of Understanding (MoU) with the A-B Regional School District, specifically regarding DPW services provided to the Blanchard School. TA Shaw explained that A-B Region personnel contacted DPW and requested their assistance to push back snow at the Blanchard parking lot this past winter. The requested services were provided; however, it came to light that requesting the DPW to perform these tasks as well as the associated compensation had not been addressed in the MoU which was executed last year. The TA asked Town Counsel to prepare revisions to the MoU to address these circumstances. DPW Director Garmon and ABRSD Facilities Manager Head reviewed the covered tasks and agreed on the terms. However, the A-B Regional School Committee has not had an opportunity to provide their input on the revised MoU. The Selectmen will defer any action until ABRSC has provided their input.
- The Selectmen reviewed their Liaison assignment for FY 16. Except for the reassignment of Clerk responsibilities to Member Bak, these assignments are unchanged; references to those boards that are no longer active were deleted from the list.

#### **CORRESPONDENCE**

- The various communications regarding the Minuteman School District will be discussed at a later date.

#### **CONCERNS OF THE BOARD**

- There was discussion regarding the Town's paving project schedule and the status of the current paving project. The DPW will be asked to prepare an updated schedule for posting.
- Member Bak asked that the Board provide her with input regarding the formation of the vocational education study group so a charge can be developed. TA Shaw will compile any input.

#### **ADJOURN**

- The meeting adjourned at 10:15 p.m.



## SELECTMEN'S ANNOUNCEMENTS

JUNE 29, 2015

*More Information on these Announcements can be found on the Town's website [www.boxborough-ma.gov](http://www.boxborough-ma.gov).*

- A good time was had by all at this year's **Fifer's Day**. Thanks to the Minutemen and Public Celebration Committee for all their hard work in making this day possible. Congratulations to George Krusen this year's Golden Fife recipient and Ernie Fournier for being chosen as Parade Marshall.
- Residents are advised that the **Transfer Station** will be closed this Saturday, July 4<sup>th</sup>.
- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage.
- Residents are reminded that all Town **email addresses** were updated back in 2014. Town employees can be contacted using the person's first initial and last name: [initiallastname@boxborough-ma.gov](mailto:initiallastname@boxborough-ma.gov). as an example the Town Administrator's address is: [sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov). Emails sent to staff members using their old email addresses are no longer being forwarded.
- Tonight is the 2<sup>nd</sup> night of the Board of Selectmen's **Annual appointment process** for the fiscal year beginning July 1 and we will be meeting with citizens who have expressed an interest in serving the town. These various committees provide the backbone to town government, which could not succeed without the valuable contributions of its citizens. We applaud those who continue to dedicate their time to the operations of the town.

We are aware of vacancies which will need to be filled on the following committees: ZBA (1) and (1) alternate member, Acton-Boxborough Cultural Council (3), Housing Board (1), Conservation Comm. (1), Design Review Board (1 at-large member), Public Celebrations & Ceremonies Comm. (2), Recreation Comm. (1), and the Steele Farm Advisory Committee (2). Please consider participating. You will find it to be a worthwhile and rewarding experience. Remember Town Government Begins with You !!"

- **The Town introduced its new on-line application and payment service on June 1<sup>st</sup> for Transfer Station Stickers and Bulk Item Disposal Vouchers.**
  - There was a glitch with 2<sup>nd</sup> sticker portion of the on-line application. This has now been resolved. Please contact the DPW if you have applied for a 2<sup>nd</sup> sticker but have still not received it.
  - If you prefer, you can still apply by mail or in person, just download & print the FY 16 Transfer Station Application or Bulk Item Voucher Application from the Town's website or picked up at Town Hall.
  - **If you are over 65**, your sticker and bulk voucher fees are waived, however you cannot use the Online Payment Center to process these applications. You have to apply for your sticker or bulk voucher by mail or in person at Town Hall.
  - If you are looking to **disposal of bulk items** please 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.
- The Boxborough Recreation Commission is accepting applications for **Flerra Summer Playground**. The program runs from July 6<sup>th</sup> through July 31st. Applications can be downloaded from the Recreation Commission webpage or picked up at the Town Hall and the Sargent Memorial Library.

- Drivers are asked to use extra caution during the summer months especially in July. As noted the **Summer Playground Program** begins at Flerra Meadow next Monday, July 6<sup>th</sup> and will run through Friday, July 31<sup>st</sup>. Drop off begins around 8:00 a.m. with pick up after 12:30 p.m. Many children will be riding their bikes to camp and around town in general during the summer so you are asked to drive with care.
- The **Acton-Boxborough Farmers' Market** is back for its seventh season. The market is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village and will be open on Sundays from 10 AM to 1 PM.
- **Come join your friends and neighbors at Boxborough's Harvest Fair** on Saturday, September 12<sup>th</sup> from 11:00 to 4:00 here at the Boxborough Town Hall and UCC Church. Start preparing your entry for the fair. More information will be provided in the coming months.
- **Central Massachusetts Mosquito Control** Project personnel intend on being in Boxborough to investigate complaints received from resident about mosquitoes on July 8<sup>th</sup>, 14<sup>th</sup>, 21<sup>st</sup> and 28<sup>th</sup>. Please go the Board of Health webpage for more information.
- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 pm to 4:00 pm on Sunday, July 12<sup>th</sup> and August 9<sup>th</sup>. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss the Treasures and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.
- 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 **Public Safety Space Needs Advisory Group (SNAG)** has posted information on their findings on the Town's website under News & Announcements.
- 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 **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.



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**June 29, 2015**  
**Boxborough Town Hall**  
**Grange Meeting Room**

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

**2. ANNOUNCEMENTS**

**3. APPOINTMENTS**

*[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]*

- a) Patrick McIntyre, for re-appointment as Town Treasurer, also acting in the capacity of Tax Collector
- i. *Further to the recommendation of the Town Administrator, move to re-appoint Patrick McIntyre to the position of Town Treasurer, and also to appoint Patrick to serve as Tax Collector, for a term effective July 1, 2015 and ending on June 30, 2016* **VOTE:**
  - ii. *Further to the recommendation of the Personnel Board and the Town Administrator, move that Patrick McIntyre be placed on Step 3 of Grade 15 effective July 1, 2015* **VOTE:**
- b) Police Chief Warren Ryder and proposed candidate for appointment as Police Lieutenant, Warren O'Brien, 7:20 PM  
*Further to the recommendation of Police Chief Warren Ryder, move to appoint Warren O'Brien to the position of Police Lieutenant for a term commencing effective July 1, 2015 and ending on June 30, 2016* **VOTE:**
- c) Ruth Anderson, Town Assessor, to follow up on proposed street address changes, 7:30 PM
- d) Various board members to be considered for (re) appointment for terms effective **July 1, 2015 through June 30, 2018, unless otherwise noted** (starting at  $\approx$  7:40 PM)
- i. Sheila Hanrahan, Acton-Boxborough Cultural Council (new appointee) **VOTE:**
  - ii. Christian Habersaat, Zoning Board of Appeals, alternate member (**July 1, 2015 – June 30, 2016**) **VOTE:**
  - iii. Simon Bunyard, Board of Registrars **VOTE:**
  - iv. Ron Vogel, Boxborough Affordable Housing Trust (**July 1, 2015 – June 30, 2017**) **VOTE:**
  - v. John Neyland, Community Preservation Committee **VOTE:**
  - vi. John Rosamond, Community Preservation Committee **VOTE:**
  - vii. Dennis Reip, Conservation Commission **VOTE:**
  - viii. Frank Sibley, Council on Aging **VOTE:**
  - ix. Elizabeth West, Council on Aging **VOTE:**
  - x. Robert Stemple, Design Review Board **VOTE:**
  - xi. Richard Garrison, Energy Committee **VOTE:**
  - xii. Larry Grossman, Energy Committee (unable to attend) **VOTE:**
  - xiii. Abigail Reip, Energy Committee **VOTE:**
  - xiv. Carla Bacharach, Public Celebrations and Ceremonies (new appointee) **VOTE:**
  - xv. TBD, MART Representative (**July 1, 2015 – June 30, 2016**) **VOTE:**

- e) Laura Rakauskas, President, Acton-Boxborough Monday Night Quarterbacks, re: athletic field permit waiver request, 8 PM  
*Move to waive the fee for the Acton-Boxborough Monday Night Quarterbacks to use the soccer field at Flerra for the purpose of holding high school football agilities from 5 – 8 PM on August 17 -21* **VOTE:**

- f) Citizens concerns

#### 4. MINUTES

- a) Regular session, May 11, 2015 **ACCEPT & POF**
- b) Regular session, May 12, 2015 **ACCEPT & POF**
- c) Regular session, June 15, 2015 **ACCEPT & POF**

#### 5. SELECTMEN REPORTS

#### 6. OLD BUSINESS

- a) Creation of Public Safety Communications Committee  
Set charge and term of committee; possibly appoint members **VOTE:**  
(Residents who have expressed a possible interest in serving: Hugh Fortmiller, Jeanne Kangas, Frank Hubley, Eric Wong, Anne Canfield, Anne McNeece, George Elenbaas, Maria Neyland, Jim Bacharach, and John Rosamond)
- b) Extend term of Intermunicipal Agreement for Regional Housing Consultant Services  
*Further to the recommendation of the Housing Board, move to renew the Intermunicipal Agreement by and between the Towns of Hudson, Littleton, Boxborough, Stow and Bolton for the purpose of sharing the services and costs of a common Regional Housing Consultant for a third one-year term, commencing on January 1, 2016 and expiring on December 31, 2016* **VOTE:**
- c) Performance evaluations – review input from Town Counsel
- d) Goals status

#### 7. NEW BUSINESS

- a) Retirement of Tax Collector Maripatt Shemowat, effective June 30, 2015  
*Move to accept and place on file the letter of retirement, effective June 30, 2015, from Maripatt Shemowat, who has dutifully served the Town as Tax Collector for the past 30 years* **VOTE:**  
**[Please take out of order prior to 3a]**
- b) Employee Appointments (see attached list)  
*Move to appoint... for a term commencing July 1, 2015 and ending on...* **VOTE:**
- c) Intermunicipal Agreement with the Town of Littleton for the provision of Animal Control Officer Services  
*Move that the Board of Selectmen vote, pursuant to MGL C.40, §4A, to authorize execution of an intermunicipal agreement with the Town of Littleton for the provision by Boxborough of animal control officer services for Littleton at a base cost of \$17,000, for a term commencing July 1, 2015 and running through June 30, 2016* **VOTE:**
- d) Reserve Fund Transfers and Inter-departmental transfer pursuant to MGL ch 44 §33B
  - i. Accountant Audit  
*Move to forward to the Finance Committee for approval the request to transfer \$2,000 from the Reserve Fund to account #001-135-5301-0000 (Accountant Audit)* **VOTE:**
  - ii. Treasurer Travel **VOTE:**  
*Move to forward to the Finance Committee for approval the request to transfer \$111 from the Reserve Fund to account #001-145-5711-0000 (Treasurer Travel)*

- iii. Collector Salary  
*Move to forward to the Finance Committee for approval the request to transfer \$1,596.15 from the Reserve Fund to account #001-146-5110-0000 (Collector Salary)* VOTE:
- iv. Legal Services  
*Move to forward to the Finance Committee for approval the request to transfer \$8,000 from the Reserve Fund to account #001-151-5311-0000 (Legal Services)* VOTE:
- v. Technology  
*Move to forward to the Finance Committee for approval the request to transfer \$14,752.07 from the Reserve Fund to account #001-156-5306-0000 (Technology Consulting)* VOTE:
- vi. Town Hall Building/Grounds Maintenance Service  
*Pursuant to MGL ch 44 §33B, move to transfer \$1,000 from 001-192-5115-000, Town Hall Clerical Salary to 001-192-5241-0000, Town Hall Building/Grounds Maintenance Service* VOTE:
- vii. Building Inspector Office Supplies  
*Pursuant to MGL ch 44 §33B, move to transfer \$325 from 001-241-5112-0000, Building Inspector Salary to 001-241-5599-0000, Building Inspector Office Supplies* VOTE:
- viii. Dispatch Overtime Full-time  
*Pursuant to MGL ch 44 §33B, move to transfer \$11,949 from 001-220-5116-0000, Fire Salary - Per Diem FF to 001-215-5134-0000, Dispatch Overtime Full-time* VOTE:
- ix. Snow and Ice Vehicle Maintenance Supply  
*Move to rescind the vote taken on June 1, 2015 to forward a reserve fund transfer request to the Finance Committee to cover a deficit in Snow and Ice Vehicle Maintenance Supply* VOTE:  
*Pursuant to MGL ch 44 §33B, move to transfer \$TBD from 001-422-5114-0000, DPW Salary to 001-423-5442-0000, Snow and Ice Vehicle Maintenance Supply* VOTE:
- x. Recreation Commission Contracted Services  
*Pursuant to MGL ch 44 §33B, move to transfer \$1,075 from 001-630-5126-0000, Rec Comm Part-time Salary to 001-630-5241-0000, Rec Comm Contracted Services* VOTE:
- e) Community Compact  
*Move to submit a joint application with the Towns of Acton, Littleton, Maynard, and Westford for a Community Compact with the Baker/Polito Administration for the CrossTown Connect Transportation Management Association as a "best practice" for transportation* VOTE:
- f) Amended MoU with the ABRSD VOTE:
- g) BoS Liaisons – review for July 20<sup>th</sup> meeting

**8. CORRESPONDENCE**

ACCEPT & POF

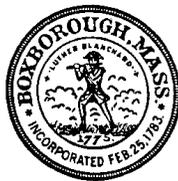
- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

**9. PRESS TIME**

**10. CONCERNS OF THE BOARD**

**11. ADJOURN**





## ADMINISTRATION

# Memo

**To:** Board of Selectmen  
**From:** Selina Shaw, Town Administrator  
**Re:** Appointment of Tax Collector  
**Cc:** Patrick McIntyre; Finance Committee  
**Date:** June 29, 2015

As you know, Mary P. Shemowat, who has well served the Town as Tax Collector for the past thirty years, recently informed me that she would be retiring effective the close of business on June 30. For your consideration on tonight's agenda is the re-appointment of Patrick McIntyre as Town Treasurer, also acting in the capacity of Tax Collector for a term effective July 1, 2015 through June 30, 2016. Patrick is a Certified Massachusetts Municipal Treasurer and had capably served as Treasurer in the town of Clinton for nine years when he took over the reins from Margaret Dennehy in Boxborough last year. He has been an enthusiastic and valued member of the finance team and town hall staff. When I interviewed Patrick for the position of Town Treasurer over a year ago, I informed him that our Tax Collector would likely be retiring in the next few years, at which point the town might seek to combine the two positions. Patrick has been preparing for that eventuality by attending the Collector's certification training and has completed the first of three years, with the second, upcoming in the fall. I am confident that the town will be well-served by Patrick performing the roles of both Treasurer and Collector.

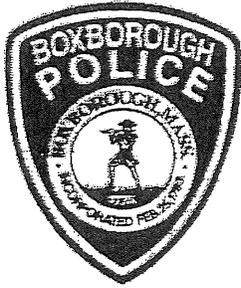
In addition to his duties as Treasurer, which involve payroll, cash management, including the investment, disbursement and borrowing of cash, he will take on the duties of the Collector which entail printing of bills, preparing mailings, posting payments into the computer system, preparing municipal lien certificates and issuing demand notices when a bill becomes past due. He will have the support of existing administrative staff in town hall and we will examine the need for additional assistance and provide further support as necessary.

I met with the Personnel Board on Friday, and sought and received their unanimous support to bring forward to you a recommendation to place Patrick on Step 3 of Grade 15, effective July 1. Patrick is currently slated to move to Step 2; I believe that his willingness to jump in to take on the additional responsibilities of Tax Collector merit movement to the next step, which will result in an additional \$1,672 of compensation. Funding is in place through the Tax Collector's budget to meet this additional cost. I would propose that any additional support, should it be necessary, be funded through the same source.

I expect to seek the Selectmen's support as well as that of the Finance Committee, to place an article on the next town meeting warrant for the combined position of Treasurer-Collector, but that will be the subject of a later discussion.



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

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May 9, 2015

Warren J. O'Brien

Dear Warren,

I am pleased to formally extend to you an offer to fill our Police Lieutenant vacancy in the Town of Boxborough. I am impressed by your capabilities, experience and qualifications as well as your drive and enthusiasm. You will assume the position of Lieutenant on July 1, 2015, and I will ask the Board of Selectmen to formally appoint you on Monday evening, June 29, 2015 at approximately 7:00 PM.

The initial salary for the position will be set at \$75,699.<sup>00</sup> per year (Step 7, Grade 15 on our FY 2016 Classification and Compensation Plan schedule). The normal hours for this salaried position are forty (40) hours per week. The position is a non-union position governed by the Town's Personnel Administration Plan and subject to the terms and conditions contained therein. As with all non-union positions in Boxborough, the position is subject to a six-month probationary training period. If during that probationary period your service were determined by the Town to be unsatisfactory, your employment with the Town could be terminated.

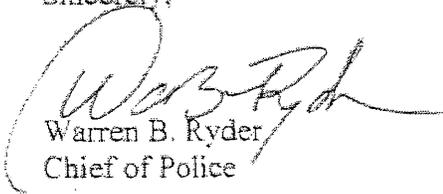
In addition to your salary and benefits noted above, you may elect to work Private Detail assignments in Boxborough during your off hours once all regular full time officers have refused the assignment. The Town will reimburse you up to \$1,450.<sup>00</sup> per fiscal year for your costs for acquiring, maintaining and cleaning of your clothing, uniforms and related equipment.

If available and at my sole discretion, a police vehicle may be provided in connection with the performance of your duties as Police Lieutenant and/or for your professional growth and development. Since the Police Lieutenant is always on call, you may drive the vehicle for locally

personal reasons, except during earned leave times and for periods during which you would NOT be reasonably expected or available to respond to an incident or event.

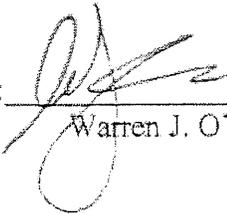
Thank you very much for your verbal acceptance of this job offer. I know that you will find work in your new position in Boxborough very satisfying.

Sincerely,



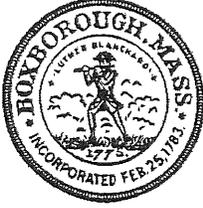
Warren B. Ryder  
Chief of Police

cc: Board of Selectmen  
Other Elected Board if appropriate  
Patrick McIntyre, Town Treasurer

Accepted by:   
Warren J. O'Brien

Date: 6/9/2015

3c



**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: Board of Selectmen

FROM: Ruth T. Anderson, MAA  
Town Assessor *R. Anderson*

cc: Selina Shaw, Town Administrator  
David Lindberg, Building Inspector

DATE: June 17, 2015

RE: Street Address Changes

The Board may recall that in November, 2014, we discussed changing the street numbers of several properties in Boxborough to bring them into compliance with the current Street Numbering Bylaw and to ensure public safety by correcting several inconsistencies. The Selectmen directed me to survey the affected property owners, and determine what the general consensus was for all interested parties.

Attached you will find copies of the following:

1. My original Memo to the Board dated October 21, 2014;
2. The letter which was printed with individual owner names and mailed;
3. Responses received from the Chief of Police and Fire Chief;
4. Maps and a listing of property number inconsistencies;
5. Written responses received from property owners.

Of the sixteen (16) properties that would be affected by the proposed changes, I received response from four (4) owners. One individual responded twice in writing, and one notified me by phone.

It remains my position that these street numbers should be changed in order to comply with our Street Numbering Bylaw and to ensure public safety. I await your direction.

Thank you.





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: Board of Selectmen

FROM: Ruth T. Anderson, MAA  
Town Assessor *RA*

cc: Selina Shaw, Town Administrator  
David Lindberg, Building Inspector  
Maripatt Shemowat, Tax Collector  
Randolph White, Fire Chief  
Warren Ryder, Police Chief

DATE: October 21, 2014

RE: Street Address Changes

In the course of reviewing existing and new construction properties in Boxborough, it has come to my attention that several parcels follow an inconsistent numbering system. For instance, odd numbers appear on either side of a street, such as houses 115 and 118 being beside each other rather than on opposite sides of the street. Another instance has #101 appearing before #89. These inconsistencies could potentially hinder public safety efforts should an emergency arise. In coordination with Dave Lindberg, Code Enforcement Officer, I will be notifying the particular property owners that their street addresses will be changed as of January 1, 2015, to bring them into compliance with the Boxborough Street Numbering Bylaw, and also to avoid any future confusion for emergency response personnel.

Attached for your review is a copy of the letter I intend to send, as well as a listing of each affected property and maps showing the current numbers assigned to illustrate the confusing addresses.

Please feel free to contact myself or Dave Lindberg with any questions or concerns.

Thank you.



**TOWN OF BOXBOROUGH**

29 Middle Road, Boxborough, Massachusetts 01719  
Phone (978) 264-1700 • Fax (978) 264-3127

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November 1, 2014

«OWNER1»  
«OWNER2»  
«ADDRESS»  
«CITY», «ST» «ZIP»

Re: House Renumbering

Dear Property Owner:

A review of properties in Boxborough has revealed several inconsistencies in the way some parcels are numbered. These inconsistencies cause confusion and could potentially hinder public safety efforts should an emergency arise. In order to rectify these issues, your property will be renumbered, effective January 1, 2015.

We understand that the inconvenience of changing a street number is substantial, but believe the public safety issues outweigh the nuisance involved in correcting these longstanding errors. Your new street address is listed below. In accordance with the Boxborough Street Numbering Bylaw, please take the necessary steps to properly identify your home from the street. If you have any questions or concerns in this matter, please feel free to contact the Assessor or the Building Inspector.

CURRENT ADDRESS

NEW ADDRESS (as of 1/1/2015)

«OLD\_LOCATION»

«NEW\_LOCATION»

Sincerely,

Ruth T. Anderson  
Town Assessor

David Lindberg  
Building Inspector/Code Enforcement Officer

cc: Police Department  
Fire Department  
Tax Collector  
Town Clerk  
Town Planner  
U.S. Postal Service – Boxborough, MA  
Nashoba Regional Board of Health



## Boxborough Fire Department

502 Massachusetts Avenue  
Boxborough, MA 01719

Business 978-264-1770 Fax 978-263-0038

[www.boxboroughfire.com](http://www.boxboroughfire.com)

Randolph T. White  
*Fire Chief*

To: Board of Selectmen

From: Randolph T. White, Fire Chief

Date: November 10, 2014

Re: Purposed Address Changes

This letter is in response to the Board of Selectmen's request, for my input on the Town Assessor purposed Street Address Changes.

In my opinion, I feel that following the Town Assessor's recommendation for correcting the inconsistencies is sensible.

The Town has a Street Numbering Bylaw in place to ensure public safety a consistent numbering system, which will be used for emergency, postal, and general identification purposes. In an emergency, fire, police, and mutual aid, depend on house numbers to find the emergency location quickly as possible.

I know that this will come as a potential inconvenience to the homeowners affected, but will minimize any future confusion for emergency responders.

Please feel free to contact me with any questions.



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

To: Board of Selectmen  
From: Chief Warren B. Ryder  
Date: November 7, 2014  
Re: Street Address Changes

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I offer the following comments in response to the Boards request for input on the recent street numbering proposal. First, I commend the Assessor for noting these inconsistencies and proposing a plan of action to correct the problem. Secondly, when I was asked for input last month, I responded by asserting that; As far as the Police Department is concerned we are accustomed to the irregular and inconsistent numbering schemes of this community and that I did not feel that the benefit would be worth the inconvenience to the residents.

The affected residents will have to update records with their lienholders, financial institutions, registry of deeds, utility providers, employers, medical institutions, insurance companies, post office, friends/family, etc... However, there are on-line services available such as [updater.com](http://updater.com) that can ease the burden of this chore.

The Boxborough Communications (Dispatch) will need to update internal records, databases and maps to assure a prompt response of emergency services. Also, the State 911 Department will need notification to update their records and mapping software.

In conclusion, I suggest that these changes would be a responsible action of the Town. There would be an initial inconvenience to the some but, a probable long term benefit to all.

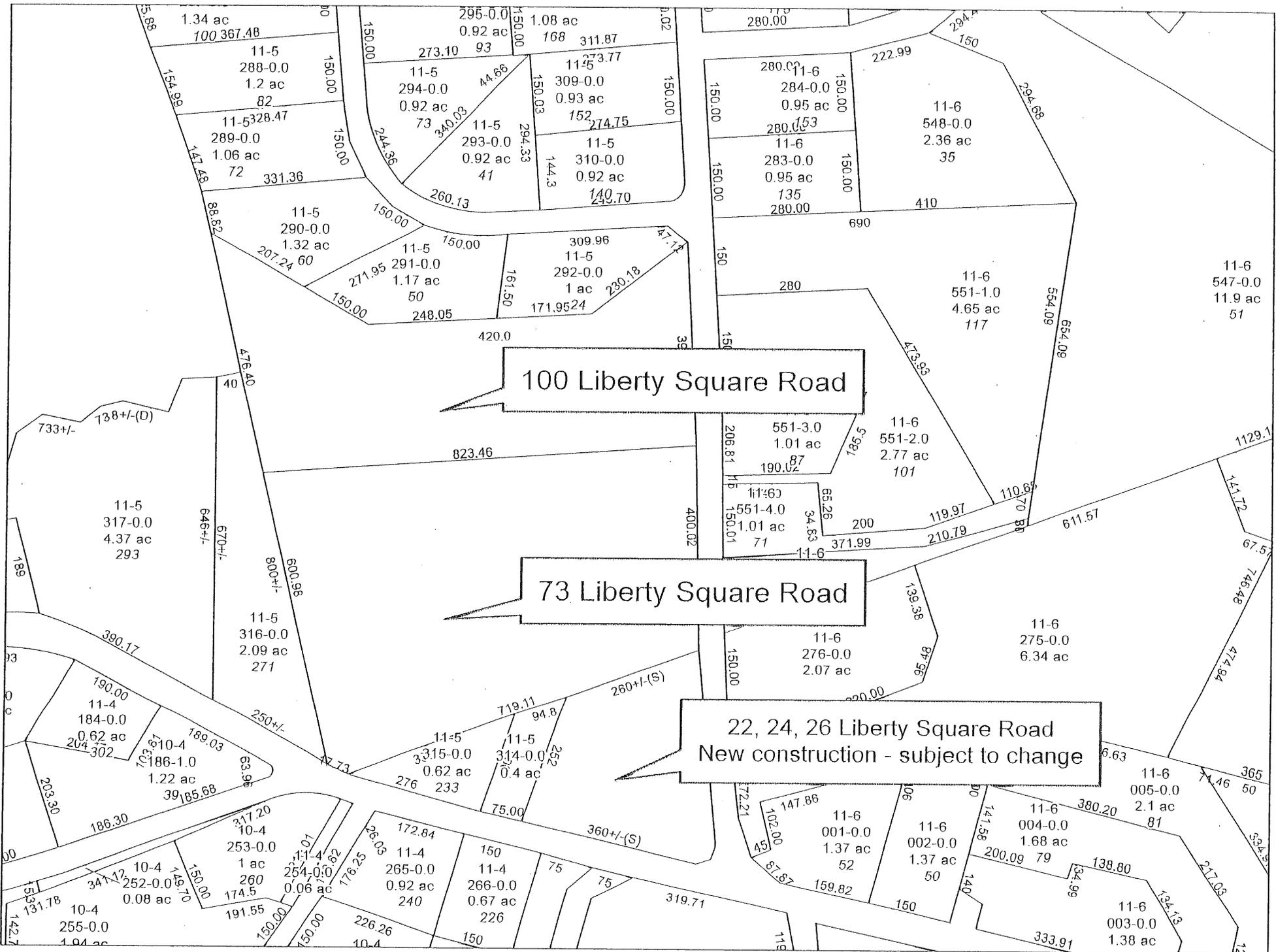
WBR/cop

OLD LOCATION

101 Liberty Square Road  
133 Pine Hill Road  
115 Pine Hill Road  
118 Pine Hill Road  
73 Liberty Square Road Unit 12A  
73 Liberty Square Road Unit 14A  
73 Liberty Square Road Unit 16A  
73 Liberty Square Road Unit 18A  
73 Liberty Square Road Unit 20A  
73 Liberty Square Road Unit 24A  
73 Liberty Square Road Unit 30A  
73 Liberty Square Road Unit 32A  
73 Liberty Square Road Unit 34A  
73 Liberty Square Road Unit 36A  
73 Liberty Square Road Unit 22A  
73 Liberty Square Road Unit 26A

NEW LOCATION

83 Liberty Square Road  
124 Pine Hill Road  
110 Pine Hill Road  
107 Pine Hill Road  
72 Liberty Square Road Unit 12A  
72 Liberty Square Road Unit 14A  
72 Liberty Square Road Unit 16A  
72 Liberty Square Road Unit 18A  
72 Liberty Square Road Unit 20A  
72 Liberty Square Road Unit 24A  
72 Liberty Square Road Unit 30A  
72 Liberty Square Road Unit 32A  
72 Liberty Square Road Unit 34A  
72 Liberty Square Road Unit 36A  
72 Liberty Square Road Unit 22A  
72 Liberty Square Road Unit 26A

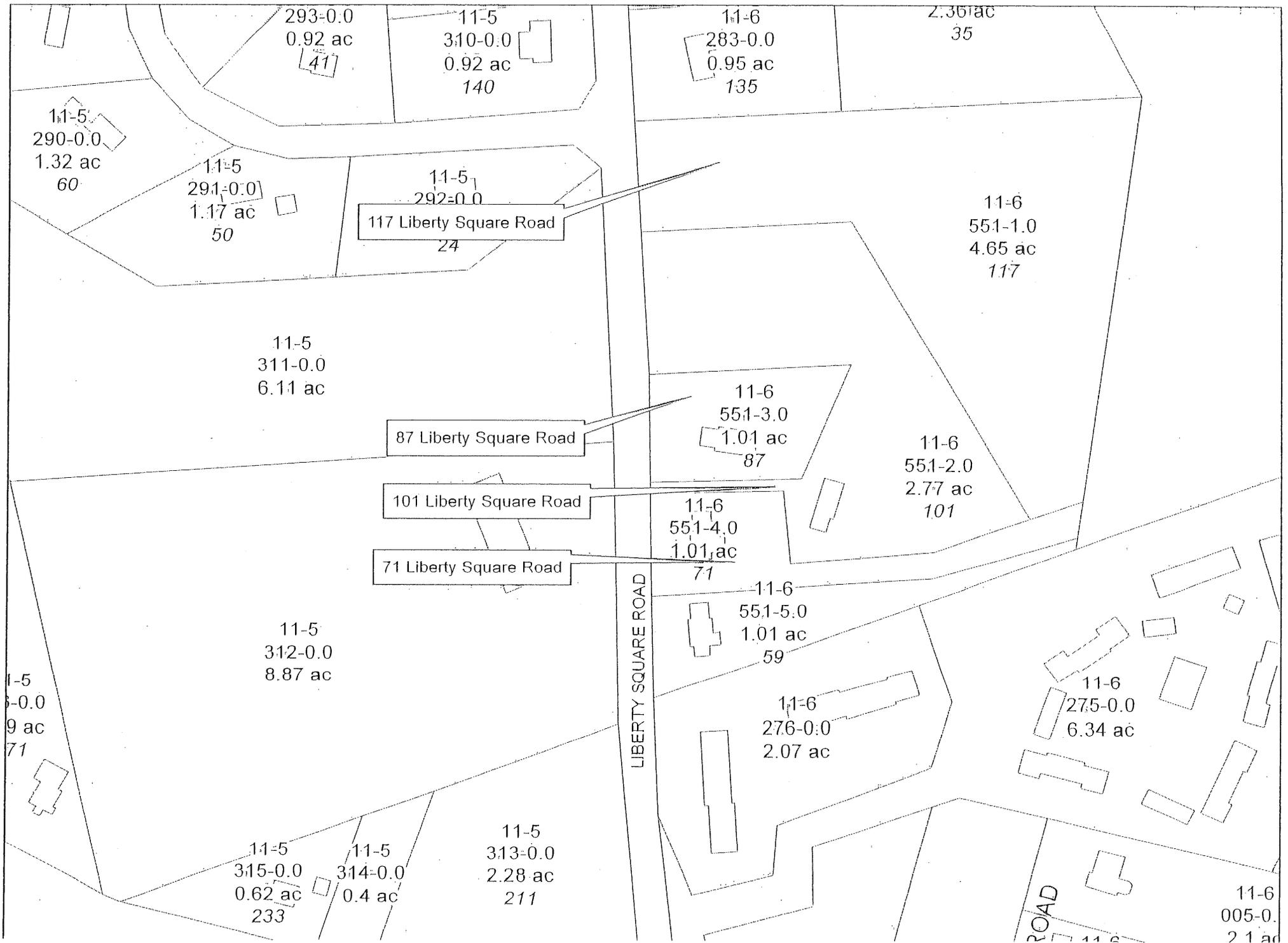


100 Liberty Square Road

73 Liberty Square Road

22, 24, 26 Liberty Square Road  
New construction - subject to change





11-5  
293-0.0  
0.92 ac  
41

11-5  
310-0.0  
0.92 ac  
140

11-6  
283-0.0  
0.95 ac  
135

2.36 ac  
35

11-5  
290-0.0  
1.32 ac  
60

11-5  
291-0.0  
1.17 ac  
50

11-5  
292-0.0  
117 Liberty Square Road  
24

11-6  
551-1.0  
4.65 ac  
117

11-5  
311-0.0  
6.11 ac

87 Liberty Square Road

11-6  
551-3.0  
1.01 ac  
87

11-6  
551-2.0  
2.77 ac  
101

101 Liberty Square Road

11-6  
551-4.0  
1.01 ac  
71

71 Liberty Square Road

11-5  
312-0.0  
8.87 ac

11-6  
551-5.0  
1.01 ac  
59

11-5  
313-0.0  
0.9 ac  
71

11-6  
276-0.0  
2.07 ac

11-6  
275-0.0  
6.34 ac

11-5  
315-0.0  
0.62 ac  
233

11-5  
314-0.0  
0.4 ac

11-5  
313-0.0  
2.28 ac  
211

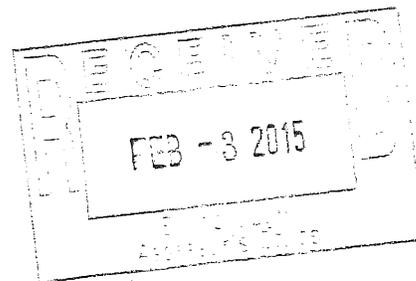
ROAD

11-6  
005-0.0  
2.1 ac

Ray Gagnon  
133 Pine Hill Road  
Boxborough, MA 01719-1915

January 23, 2015

Ms. Ruth T. Anderson, Town Assessor  
Mr. David Lindberg, Bldg. Inspct., Code Enf. Ofcr.  
**TOWN OF BOXBOROUGH**  
29 Middle Road  
Boxborough, MA 01719



Dear Ruth and David,

First of all thanks to both of you for taking the time to speak with me when I visited the Town Hall briefly some days ago. I very much appreciate your time.

May I request that you add this letter as an "addendum" to my letter of December 8, 2014, sent to you in response to your letter of November 20, 2014, requesting feedback from residents who would be affected by the street re-numbering currently being considered?

In thinking further about this issue, an alternative course of action suggested itself to me that I thought it might be helpful to pass on to you.

My suggestion would be that, instead of contemplating an immediate and wholesale change of all addresses in question at once, you consider phasing in the new numbers you desire over-time *as the relevant residences change hands*. For instance, as best as I can tell from the information provided along with your November letter, the residents abutting me on Pine Hill Road – current address, I believe, is 115 Pine Hill – just recently moved into this residence within, if memory serves me correctly, the last year or so. *That* would have been the *perfect* opportunity to renumber that address – *with no resulting inconvenience or expense to anyone*.

In my case, to cite a second example, I am currently in my mid-60's. Though I have absolutely no plans to retire, obviously at some point in the relatively not-too-distant future, perhaps, I may well do so. And – who knows? – at that time I might well move in order to downsize. Or, of course, I might well just die anywhere along that same timeframe. At either of the two latter points, the town would be perfectly free to update this location's street number, again, with *no inconvenience, no expense, and no potential negative business impact to anyone*.

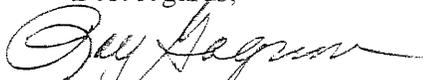
I recognize, of course, that this approach would not *immediately* result in a complete renumbering of all the residences whose numbers you seek to change. However, it would still achieve the exact, same objective completely *over time*. And it would have the great advantage of avoiding what, to my mind, is the *very presumptuous and unfair visitation of significant and needless inconvenience and cost upon the relevant town residents by town officials who, themselves, remain comfortably unaffected by the negative consequences they are bringing about*.

To any who would counter this proposal with the objection that “it will take too long” I would simply ask: *Where, all of a sudden, does this earth-shattering sense of urgency come from?* Consider my residence, as an example. I have lived here since 1993 – nearly a *quarter of a century*. My understanding is that the Nixon’s before me, who actually built the residence, lived here since the late sixties. That’s close to *half a century*. During all that time, *the number has been 133*. I can guarantee you that no one has died here because of this, and there are no other calamities that have befallen me as a result of my current street number. So again, I ask: *After a status quo of some 50 years, how can anyone attempt to justify the assertion that it is absolutely imperative that all these numbers be changed urgently and simultaneously?*

Instead, I would urge you and any other town officials involved in this process, unless you decide to drop this issue entirely, to kindly consider the alternative I’ve suggested here. I believe it represents a reasonable “compromise” approach that ultimately achieves what the town is trying to bring about while, at the same time, avoiding significant, undesirable and, in my view, unjustifiable impact on current residents. As I’m sure you can infer, here from, *I continue to be very strenuously opposed* to the immediate, wholesale, mandated re-numbering under consideration.

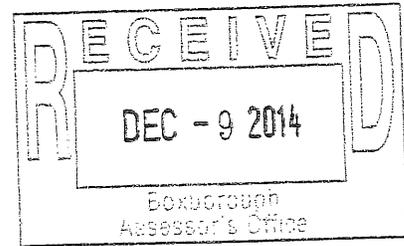
Once again, as in the case of my previous letter, I thank you very much for taking the time to consider my thoughts here, and I look forward to continuing to monitor this process carefully and to responding vigorously, if necessary, as it unfolds.

Best regards,



Ray Gagnon

Ray Gagnon  
133 Pine Hill Road  
Boxborough, MA 01719-1915



December 8, 2014

Ms. Ruth T. Anderson, Town Assessor  
Mr. David Lindberg, Bldg. Inspct., Code Enf. Ofcr.  
**TOWN OF BOXBOROUGH**  
29 Middle Road  
Boxborough, MA 01719

Dear Ruth and David,

I write in response to your letter of November 20, 2014 regarding the proposal to change certain street numbers on Pine Hill Road, including mine.

First of all, I would like to express my *sincere thanks* to the Board of Selectmen for having the courtesy and enlightenment to seek feedback from the "affected property owners" *before* simply taking unilateral action. I originally learned of this change issue while at the Town Hall recently on other business and got the distinct impression at that time that this change was all but a *fait accompli*, which, pending a routine "vote of the Board of Selectmen in November," would be "announced by letter to all affected residents," and "become effective as of January 1." Kudos to the Board for deciding to handle the issue in this way instead.

Having been given the opportunity, then, which I greatly appreciate, to weigh in on this issue, I would like to hereby express strongly and unequivocally, my *very* "strenuous objection" (to use the words of your letter) to the proposed changes that would affect me on Pine Hill Road.

I have thought about and evaluated this issue carefully, and I strongly feel it to be a proposal whose rationale is based on a questionable overabundance of caution that *undervalues* the significant, costly and time-consuming burden it would place on individuals *other than those who would be imposing it*. As I see it, this measure would enforce upon me a *costly, bothersome certainty*, apparently because the Town seeks to "protect" me from *the remotest possibility of a safety or emergency problem* which has *never* occurred in the 20+ years I've been a resident at this address and about which, I, myself, *the actual resident* am not at all concerned. In short, my plea would be: there's nothing broken here, so *please* don't "fix" it, because for me, the "fix" will be far more painful than the "risk" you seek to "protect" me against – assuming there even *is* a risk.

This letter, therefore, is my first step in registering my very strong and unconditional opposition to this proposal, and I am prepared to continue to engage in any required dialogue or process with you or any other relevant parties in order to prevent this address change from being imposed on me, I feel, inappropriately and ill-advisedly.

In service of initiating the process of making my case, I would like to cite the following concrete reasons and concerns for my strenuous opposition and objection to the proposed renumbering.

I'd like to emphasize here that, for me, the proposed street number change has implications far beyond what, for a normal street resident, would be the routine drudgery and cost of informing friends, family, creditors, etc. of an address change. That's because I have operated a business (management consulting practice) from my home office now for over 20 years. My clients are both domestic and international. Therefore, a simple, token change to the digits of my street number will have time/cost implications that will not only affect my personal contacts but all of my business contacts and communications, past and present, as well. It would have cost/waste implications for all of my business promotions/communications materials (stationary, business cards, give-aways, etc., etc.). It would incur costs for me to update my website and might well adversely affect my online business presence (obsoleting my online business addresses, etc., etc.) and the significant investment I have made in search engine optimization (SEO) work on this website to improve its performance. Lastly, and very importantly, given my long tenure at the address *as currently numbered* and the far-flung nature of many of my clients over a 20+ year period, I very much fear the possible opportunity cost of lost revenue should a "long lost" past client suddenly attempt to contact me using the "former" number to renew the relationship and engage me anew for consulting services. Given the scale of consulting fees, this could amount to, literally, tens of thousands of dollars in potential lost or "missed" revenue.

For all of the above reasons, therefore, I want to reiterate as clearly and unequivocally as I can my very strenuous objection and opposition to the proposed address change for me here on Pine Hill Road.

I would also like to inform the Town that, in service of maintaining my current address, I would be more than pleased to sign an unqualified "hold harmless" agreement, absolving the Town of Boxborough of liability and/or responsibility for any and all remotely conceivable outcomes that might result in the future due to my existing street number. As I indicated above, after 20+ incident-free years as a resident at this address, the highly-remote possibility of my street number's impact on my safety in an emergency situation is a total non-issue for me.

Once again, I *greatly appreciate and thank you* for the opportunity to communicate my position on this issue, and I am prepared to engage with you in whatever continued dialogue or process is required to ensure that the proposed change does not happen.

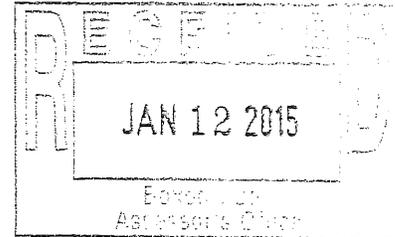
I would like to thank you for your time in reviewing this document and for giving my response your careful attention and consideration, and I would appreciate it, once you have reviewed and discussed, if you would kindly inform me as to what the next steps in this process need to be, if any.

Very cordially yours,

  
Ray Gagnon

January 7th, 2015

Ms. Ruth T. Anderson, Town Assessor  
Mr. David Lindberg, Building Inspector, Code Enforcement Officer  
**Town Of Boxborough**  
29 Middle Road  
Boxborough, Ma. 01719



Dear Ruth and David,

We are writing in response to your November 20th, 2014 letter regarding a proposed changing of our street number, 115 Pine Hill Road. Thank you for allowing us the opportunity to respond.

We are adamantly opposed to having our number changed. There are numerous financial and other issues regarding renumbering which make this an untenable proposal for us. Add to this the extreme inconvenience of alerting multiple agencies both national and international, the costs associated with property ownership as well as legal implications and changes surrounding such a major alteration leave us no choice but to convey to you in the strongest language possible our need to not have our street number changed. We cannot imagine reasons which hold greater weight than those listed above which would require the extreme task and associated costs of a renumbering after more than 40 years. Our house was built in 1971 by the Town Treasurer and her husband, as you may know.

We are also aware that our neighbors on Pine Hill are extremely opposed to this renumbering. Although we realize it would be nice to have all the numbers just so, our house is clearly marked as 115 and has been for more than 40 years and there is no doubt about where we live. Perhaps if this were New York City and our numbering was off by one city block or the equivalent of 1000+ residences, this renumbering would make sense. However given that these are long-standing residences which have had these numbers for decades, we cannot fathom any reason where renumbering from 115 to 110 after more than 40 years outweighs the great costs and major inconveniences to us the owners of these homes.

Again, we are very grateful for the opportunity to voice our strong stand against renumbering, and are ready to continue to engage in whatever continued dialogue or process is necessary to prevent this renumbering from occurring.

Sincerely yours,

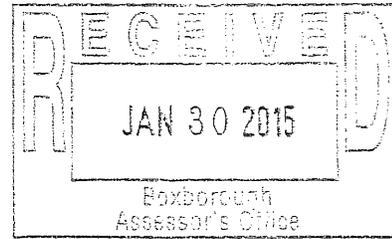
Vikram Parikh, M.S.

Jeannette Marianne Lee, Ph.D.



January 29, 2015

From: Trina and Michael Toups  
118 Pine Hill Road  
Boxborough, MA 01719



To: Ruth T. Anderson  
Town Assessor  
Town of Boxborough  
29 Middle Road  
Boxborough, MA 01719

Re: House Renumbering  
Property Location: 118 Pine Hill Road

In the letter of November 20, 2014 regarding the house renumbering it was stated that there were some inconsistencies that could cause confusion and potentially hinder public safety efforts. However, it is our contention that our current number assignment is correct under the Street Numbering Bylaw as amended on May 17, 1995. Our access to the property is from the driveway that is located near the far property line which ends approximately 1189 feet from the beginning of the street based on adding up the dimensions listed on the map enclosed on the original letter. Hence, our property is easily accessed at 1180 feet from the beginning of Pine Hill Road and this point is the location of the garage portion of our house and the driveway access. This is also the current location of our mailbox. Our address is consistent with both our mailbox and property access. The house numbers were assigned by the town based on what was then the town's best judgment of the proper house numbers at the time the numbers were issued.

The only possible point of contention is that our house number is even yet many of the houses on this side of the road are odd. However, a casual reading of the Street Number Bylaw highlights that "the point of beginning shall be designated by even numbers" and that "all locations on the right side of said road shall be considered the point of beginning." This seems to imply that the north side of Pine Hill Road should be considered the even numbered side of the road. If so, then that would imply that our number is correct, at least according to the Street Number Bylaw.

The letter correctly states that the **"inconvenience of changing a street number is substantial."** There is the added issue in that it will make it difficult for old acquaintances to reach us via mail in the future, especially in future years when the post office no longer remembers the number change. We have lived in town since 1992 at this address and contacting all business that we currently do business with to change our address will be a very time consuming affair. It will be impossible for us to contact all past acquaintances that have our address and may wish to contact us in the future.

We feel that the inconvenience and problems introduced by changing the street numbers greatly out-weigh any conceptual benefit from this change. There will be new confusion introduced for the order of the numbering of 115 and 118 are interchanged as the current proposal does. Our driveways are directly opposite so the current numbering is reasonable. Furthermore, the current numbering is consistent with our mailbox placement.

Remember that when the Town of Boxborough adopted a local dispatch center one of the proposed advantages was that the emergency services would be familiar with intricacies of the town of Boxborough. This is a very minor intricacy that is part of the character of Boxborough.

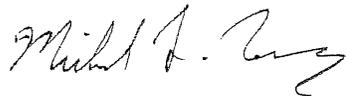
**We are very strongly opposed to changing our street number.** We see no compelling changes needed on Pine Hill Road. A compelling change would be where the order of the house access is strikingly different from the actual house number such as might occur on properties with a shared common driveway where the "legal" frontage is not located near the drive. No such confusion exists for the cases cited on Pine Hill Road.

If the number must be changed against our wishes, then I respectfully submit that the proposed numbering scheme will introduce additional problems. At least some new confusion could be avoided if a less drastic change were implemented such as changing 115 to 116 and 118 to 117. This would help with the odd even confusion, although with properly displayed house numbers, this should not be a major issue. Interchanging the order of our addresses would generate unnecessary new confusion. However even a less drastic change will require a large effort on our part to inform businesses and acquaintances of our "new" address. Again, we are strongly opposed to changing our street number for a minimal hypothetical benefit. A benefit, we already enjoy by having posted house numbers per the Street Numbering Bylaw.

Respectfully,



Trina and Michael Toups



32  
BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2016  
Complete List

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)</b>					
Nancy	Evans	10/21/13	2016		
<b>Sheila</b>	<b>Hanrahan</b>	<b>06/29/15</b>		<b>2018</b>	
Ramika	Shah	06/30/14	2017		
VACANT				2018	<i>Formerly held by Nancy Kumaraswami</i>
VACANT				2018	<i>Formerly held by Marion Powers</i>
VACANT				2018	<i>Formerly held by Alexi Presti-Simpson</i>
<b>Agricultural Commission - Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agricultural Activities in Town) Established ATM 5/12/08</b>					
Kathie	Becker	07/21/08	2017		
Bryon	Clemence	07/21/08	2017		
Brian	Morrison	07/01/12	2018		
Owen	Neville	07/21/08	2016		
John	Neyland	07/21/08	2016		
<b>Airport Study Committee - 5 members; 3 year terms, est 8/9/93 - Dissolved 2014</b>					
<b>Zoning Board of Appeals - staggered 3 year terms; 5 full &amp; 2 alternate members (1 year terms)</b>					
Tom	Gorman	01/27/03	2016		
Kristin	Hilberg	11/03/08	2017		
Michael	Toups	10/02/06	2017		
Lonnie	Weil	10/02/06	2016		
Chris	Habersaat	09/22/03	2015	2016	Alternate
VACANT				2018	Formerly held by Karen Warner
VACANT				2016	Alternate
<b>Board of Registrars - staggered 3 year terms; 3 members &amp; Town Clerk</b>					
Elizabeth	Markiewicz	st elected 5/15/06	2013		Chair by virtue of Town Clerk position
Nancy	Brown	06/30/81	2017		
<b>Simon</b>	<b>Bunyard</b>	<b>02/04/15</b>	<b>2015</b>	<b>2018</b>	
Virginia	Richardson	05/22/06	2016		
<b>Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07</b>					
Les	Fox	07/01/07	2017		BoS
R. Allen	Murphy	07/01/07	2016		BHB
<b>Ron</b>	<b>Vogel</b>	06/20/11	<b>2015</b>	<b>2017</b>	<b>BHB</b>
Channing	Wagg	06/20/11	2017		At - Large
Neal	Hesler	07/21/14	2016		FinCom

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2016  
Complete List**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00</b>					
Michael	Fetterman	03/31/14	2016		
Diane	Friedman	08/08/05	2016		
Joan	Meyer	01/08/01	2018		
R. Allen	Murphy	11/18/02	2017		
Ron	Vogel	01/22/01	2016		
VACANT				2018	
<i>Les</i>	<i>Fox</i>		<i>(2015)</i>	<i>2016</i>	<i>Ex-officio</i>
<i>Dave</i>	<i>Koonce</i>		<i>(2015)</i>	<i>2016</i>	<i>Ex-officio</i>
<b>Boxborough Information Technology Committee (BIT.com)</b> Staggered 3 year terms; 7 members, est. 2/26/01 (Charter) Inactive since 2013					
<b>Boxborough Well-Being Committee - Established November 18, 2013</b> (At-large members - 3 year terms; Housing Bd, BoH & UCC members - 2 year terms; Ex-officio members - 1 year terms.)					
Susie	Allen	11/18/13	06/30/16		At-Large
Liz	Markiewicz	11/18/13	06/30/16		At-Large
Kate	Smyers	11/18/13	06/30/16		At-Large
Channing	Wagg	11/18/13	06/30/16		At-Large
Pam	Follett	11/18/13	2017		BoH
Al	Murphy	11/18/13	2017		BHB
Cindy	Worthington-Berry	11/18/13	2017		UCC
<i>Lauren</i>	<i>Abraham</i>	<i>11/05/14</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - CSC</i>
<i>Laura</i>	<i>Arsenault</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - CoA</i>
<i>Tamara</i>	<i>Bedard</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Nashoba BoH</i>
<i>Jim</i>	<i>Gorman</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - BoS</i>
<i>Gail</i>	<i>Kessler-Walsh</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Blanchard School</i>
<i>Warren</i>	<i>Ryder</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Police Chief</i>
<i>Selina</i>	<i>Shaw</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Town Administrator</i>
<i>Randolph</i>	<i>White</i>	<i>11/18/13</i>	<i>06/30/15</i>	<i>2016</i>	<i>Ex-Officio - Fire Chief</i>
<b>Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.</b>					
Donald	Morse	07/01/09	2016		
Becky	Neville	07/01/12	2018		
William	Sutcliffe	07/01/09	2017		

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2016  
Complete List**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Community Preservation Committee - Staggered terms; 9 members CPA/CPC Bylaw Approved 2014 ATM &amp; CPA Approved at 11/4/14 Election</b>					
Hugh	Fortmiller	11/17/14	2016		BoS Designee
Mitzi	Garcia-Weil	12/15/14	2016		RecCom
Rita	Grossman	11/17/14	2018		BoS Designee
<i>Owen</i>	<i>Neville</i>	<i>11/24/14</i>	<i>2016</i>		<i>Planning Board Appointee</i>
<b>John</b>	<b>Neyland</b>	<b>11/24/14</b>	<b>2015</b>	<b>2018</b>	<b>Agricultural Commission</b>
Dennis	Reip	11/24/14	2017		Conservation Commission
Alan	Rohwer	11/24/14	2017		Historical Commission
<b>John</b>	<b>Rosamond</b>	<b>11/24/14</b>	<b>2015</b>	<b>2018</b>	<b>Finance Committee</b>
Ron	Vogel	12/15/14	2017		Housing Board
<b>Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)</b>					
David	Follet	09/25/06	2017		
Charlene	Golden	pre-1974	2017		
Norm	Hanover	08/29/11	2016		
Dave	Koonce	06/30/87	2017		
<b>Dennis</b>	<b>Reip</b>	<b>09/08/03</b>	<b>2015</b>	<b>2018</b>	
Hoff	Stuart	11/19/12	2016		
VACANT				2018	
<b>Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)</b>					
Sonali	Bhatia	08/03/09	2018		
Lauraine	Harding	06/25/12	2016		
Susan	Page	07/21/14	2016		
Frank	Powers	10/21/13	2017		
<b>Frank</b>	<b>Sibley</b>	<b>04/02/07</b>	<b>2015</b>	<b>2018</b>	
<b>Elizabeth</b>	<b>West</b>	<b>07/01/12</b>	<b>2015</b>	<b>2018</b>	
Barbara	Wheeler	01/26/09	2016		
<b>Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)</b>					
Kevin	Mahoney	07/29/13	2016		Hist Comm designee
Eduardo	Pontoriero	11/03/14	2016		Planning Bd. designee
<b>Robert</b>	<b>Stemple</b>	<b>07/01/12</b>	<b>2015</b>	<b>2018</b>	<b>BoS designee</b>
VACANT					Perm Bldg Comm designee
VACANT					At-large Member

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2016**

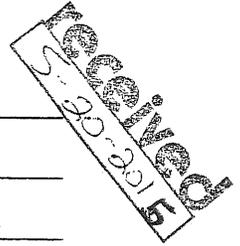
**Complete List**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Finance Committee - appointed by the Town Moderator</b>					
Steve	Ballard	03/13/13	2015		
Amy	Burke	11/17/14	2017		
Neal	Hesler	07/01/01	2016		
Ted	Kail	07/01/14	2017		
Eve	Li	10/31/13	2016		
John	Rosamond	06/15/13	2016		
Jeff	Scott	08/08/12	2015		
Dilip	Subramanyam	11/19/11	2017		
VACANT				2018	Formerly held by Jim Ham
<b>Energy Committee - est. 2/9/09(Amended 3/8/10 &amp; 3/17/14) by the Board of Selectmen; 8 members (7 voting &amp; 1 non-voting - LELWD Rep.); staggered 3 year terms</b>					
Richard	Garrison	07/16/12	07/07/05	2018	
Larry	Grossman	03/08/10	2015	2018	
Rebecca	Morris	11/03/14	2017		
Francie	Nolde	02/09/09	2016		
Abigail	Reip	07/11/11	2015	2018	
Keshava	Srivastava	06/24/13	2017		
Santiago	Tapia-Perez	02/13/12	2017		
Margaret	Webber	03/08/10	2016		
VACANT			2016		Ex-officio LELWD Rep.
<b>Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985</b>					
Mary	Larson	06/30/97	2016		
Kevin	Mahoney	07/01/12	2017		
Trena	Minudri	07/01/12	2016		
Alan	Rohwer	07/01/88	2018		
Shirley	Warren	07/01/88	2018		
<b>MART Advisory Board Representative</b>					
TBD					Previously held by Frank Powers (originally appt. 7/1/2008)
<b>Metropolitan Area Planning Council (MAPC) and MAGIC Representative</b>					
Les	Fox	05/04/09	04/30/18		
John	Markiewicz	05/01/15	04/30/18		Alternate
<b>Permanent Building Committee</b>					
<b>VACANT (5 slots)</b>					

**BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2016  
Complete List**

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
<b>Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members</b>					
Sheila	Bauer	07/02/12	2017		
Anne	Canfield	10/16/06	2018		
Pat	Flanagan	06/26/06	2018		
Hugh	Fortmiller	07/01/14	2017		
Rebecca	Neville	01/14/13	2016		
<b>Planning Board - Associate Member Joint Appointment of the Selectmen and Planning Board</b>					
VACANT					
<b>Public Celebrations &amp; Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)</b>					
Carla	Bacharach	06/15/15	2015	2018	
Susan	Chavez	11/17/14	2017		
Trena	Minudri	08/03/09	2018		
Owen	Neville	10/22/07	2017		
VACANT			2016		<i>Unexpired Term of Sheila Bauer</i>
VACANT				2018	<i>Formerly held by Lori Lotterman</i>
<b>Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)</b>					
Megan	Connor	03/31/14	2018		
Hilary	Greven	01/28/13	2018		
Kevin	Lehner	09/17/01	2016		
Claudine	Lesk	04/06/15	2017		
Matthew	Rosner	04/25/11	2016		
Mitzi	Garcia-Weil	11/19/12	2018		
VACANT			2017		
<b>Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BoS approved increase in term to 3 yrs, to be staggered, 6/5/05</b>					
David	Birt	08/11/14	2017		
Bruce	Hager	10/31/05	2016		
Jeanne	Steele-Kangas	10/21/13	2018		
Edward	Whitcomb	05/10/04	2018		
VACANT			2017		<i>Unexpired Term of Judi Resnick</i>
VACANT				2018	

## Resident Interest Form



Name: Sheila Hudrahan Phone: [REDACTED]  
 Address: 40 Fifers Lane  
 Occupation: Director Engineering  
 Special Training/Education: Ms. Computer Science / Mathematics  
 Experience/General Interest: Interested in art, frequent visitor of museums, attending plays, performances  
 Amount of time available: 4-5 hours / month  
 Date submitted: 5/14/2015 E-mail Address: [REDACTED]

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Board of Health\*
- Boxborough Emergency Reserve Corps
- Board of Registrars
- Board of Selectmen\*
- Boxborough Housing Board
- Cemetery Commission
- Community Preservation Committee
- Conservation Commission
- Council on Aging
- Design Review Board
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees\*
- Permanent Building Committee
- Personnel Board
- Planning Board\*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee\*
- Steele Farm Advisory Committee
- Well-Being Committee
- Zoning Board of Appeals

The filling out of this form does not assure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719**

\*Indicates an elected board

3 d xiv

**From:** AB [mailto:ab1712@yahoo.com]  
**Sent:** Tuesday, June 09, 2015 7:24 AM  
**To:** Selina Shaw  
**Cc:** cmahoney@boxborough-ma.gov; Carla Bacharach  
**Subject:** Re: Public Celebrations & Ceremonies Committee - Reappointment

Hi Cheryl/Selina:

Thank you. I would like to be considered for reappointment. I am able to attend the 6/15 meeting for appointments but will be on vacation on 6/29.

In addition, I would like to also nominate to PCCC Carla Bacharach. Carla is a long-term resident with a strong interest in Boxborough community and history and would be an excellent addition to our committee. We currently have open slots on the committee and Lori Lotterman is rolling off June 30th.

Please let me know what I need to do to request the BoS appoint Carla to our committee.

Thank you!

Trena

---

**From:** Selina Shaw <sshaw@boxborough-ma.gov>  
**To:** Trena Minudri <ab1712@yahoo.com>  
**Cc:** Selina Shaw <sshaw@boxborough-ma.gov>; cmahoney@boxborough-ma.gov  
**Sent:** Wednesday, May 20, 2015 4:12 PM  
**Subject:** Public Celebrations & Ceremonies Committee - Reappointment

Dear Trena,

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

The Board of Selectmen will take up the annual appointment process, starting at their meeting on Monday, June 15 and continuing on Monday, June 29. Your appointment to the Public Celebrations & Ceremonies Committee will be expiring on June 30. The BoS will be meeting with their appointed volunteers who have expressed an interest in continuing their service, in order to discuss their interest in serving, as well as their goals for the committee. The meeting also gives the Board an opportunity to thank their volunteers for their tremendous support and contributions, without which the town could not operate.

Since I will be on vacation and not returning until June 11, please let Cheryl know if you would like to be considered for reappointment, and also let her know if you will be able to attend the selectmen's meeting on **June 15th** or if you'd prefer to come in on the **29th**. Cheryl will firm up the time a bit later. We are hoping to continue the process we started a few years ago with Town Clerk Liz Markiewicz present to perform a public swearing-in ceremony.

We look forward to hearing from you.

Regards,  
Selina



3e

**From:** Kevin Lehner [mailto: [REDACTED]]  
**Sent:** Friday, June 19, 2015 10:03 PM  
**To:** cmahoney@boxborough-ma.gov  
**Cc:** sshaw@boxborough-ma.gov  
**Subject:** Re: FW: 2015 Field Use Application - AB Monday Night QBs

This is approved. I will speak with the applicant to ensure we are on the same page in regards to field conditions.  
Hope to see you both tomorrow at some point.

Kevin

---

On 06/15/15, Cheryl Mahoney<[cmahoney@boxborough-ma.gov](mailto:cmahoney@boxborough-ma.gov)> wrote:

Kevin,

I know we've spoken about this waiver request, but looking through this file and it seems I got a "formal" reply from the RecCom.

Could you respond & cc'ng Selina to provide me with the RecCom's position on this fee waiver request.

Thanks,  
Cheryl  
978-264-1714

*\*\*\*Please note my new phone number and email address, along with the Town's new web address [www.boxborough-ma.gov](http://www.boxborough-ma.gov).\*\*\**

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**From:** laura rakauskas [ [REDACTED]]  
**Sent:** Wednesday, March 18, 2015 1:10 PM  
**To:** Cheryl Mahoney  
**Subject:** Re: 2015 Field Use Application - AB Monday Night QBs

Hi Cheryl,

ABMNQ has never been charged a fee for agilities. We request the field without a fee. The activities consist of running laps, push ups, etc, the same first week exercising of the year under adult supervision, as all the past years have been. No pads, helmets or other equipment will be involved.

Warm Regards,  
Laura  
Laura Rakauskas  
President ABMNQ  
(and Boxborough Resident)

---



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 Fax: (978) 264-3127
www.town.boxborough.ma.us

Field Permit Application

Effective Date: January 1, 2012

COMPLETE SECTIONS I AND II ONLY. File application at the Boxborough Town Hall at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough Town Hall) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued.

SECTION I

Application Date: February 25, 2015 Email Address: LraKaus@gmail.com

Name of Organization: Acton Boxborough Monday Night Quarterbacks

Contact Person: Laura Pakauskas Phone: Home ( ) 978 621 9532

Address: 89 Summer Rd Work ( )

Town/City: Boxborough State: MA Zip Code: 01769

Organization: Resident Non-Resident Number of Participants: 60

Describe Activity: High School football team agilities, running, push-ups etc

SECTION II

Facility/Field Requested: Please be sure to check facility and circle preferred configuration for soccer Configuration of fields at each location to be determined by Town

Flerra Soccer Liberty Soccer Fifer's Soccer
11 v 11 6 v 6 11 v 11 6 v 6 11 v 11 6 v 6
8 v 8 4 v 4 8 v 8 4 v 4 8 v 8 4 v 4

Flerra Baseball Liberty Baseball Other Acton Boxborough FB agilities - no pads

DATE(s) REQUESTED:

1st Choice Aug 17-21, 2015 Time Requested: Start Time 5pm End Time: 8pm

2nd Choice Aug 17-21, 2015 Time Requested: Start Time 6pm End Time: 8pm

Will Food/Beverages be Served? NO If Yes, be specific: NO

Will Alcohol be Served?\* NO Has a permit been obtained by the Board of Selectmen? N/A

\* A separate application for the liquor license must be obtained through the Town Administrator's Office.

Fire - Permit required for all cook-outs, and must be obtained through the Fire Department.

Has a permit been obtained by the Fire Department? N/A

Please notify the Boxborough Recreation contact for cancellations so that we may plan accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable.

Lucia Palacios  
(Representative's Signature)

2-25-2015  
(Date)

\*\*\*\*\*

PERMIT FOR USE OF RECREATION FACILITIES

( ) THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

( ) THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

Permit issue by \_\_\_\_\_ Date \_\_\_\_\_  
Town Administrator

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Copy to:

\_\_\_\_\_ Grounds (Tom Garmon)    \_\_\_\_\_ Police    \_\_\_\_\_ Fire  
\_\_\_\_\_ Town Administrator    \_\_\_\_\_ Authorized Rep.    \_\_\_\_\_ RecComm

\_\_\_\_\_  
\_\_\_\_\_

Office use only: Application received on: \_\_\_\_/\_\_\_\_/\_\_\_\_ BY: \_\_\_\_\_

Permit Fee: \$ \_\_\_\_\_ Check # \_\_\_\_\_

Application approved / denied on \_\_\_\_/\_\_\_\_/\_\_\_\_

Applicant contacted on \_\_\_\_/\_\_\_\_/\_\_\_\_ by: Phone Email Mail

Second contact on: \_\_\_\_/\_\_\_\_/\_\_\_\_ by: Phone Email Mail

Application Withdrawn \_\_\_\_/\_\_\_\_/\_\_\_\_

**Boxborough Field Use Permit Policy**  
**Effective January 1, 2012**

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

**Scheduling of Fields**

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

**Application Process**

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit in the Boxborough Town Hall.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the town.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to Town Hall two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Town Administrator or her designee, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature below.

## **Waiver/Reduction of Fees**

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application. Town Administrator will forward all fee wiver/reduction requests to the Board of Selectmen for action.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

## **Subletting of fields**

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency. Permit holder shall refer outside agency to Town for issuance of a permit.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation. Permit holder shall refer entity to Town for issuance of a permit.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

## **Cancellation Policy**

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

## **Field Closure and Inclement Weather Field Use**

1. When a field has been ordered to be closed, for whatever reason, the field shall NOT be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW or the Recreation Commission designee will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.

3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
  - a. The field has standing water on it (i.e. puddles).
  - b. Base paths on softball and baseball fields have any standing water.
  - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
  - d. Lightning is present. There is no exception to this rule.
  - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

**Removal of Trash**

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

Laura Pakauskas President ABMWQ  
 Representative's Name and Organization

Laura Pakauskas 3/18/2015  
 Representative's Signature & Date



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**May 11, 2015**

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

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

**ALSO PRESENT:** Selina Shaw, Town Administrator; Attorney Jonathan Eichman, Kopelman and Paige (Town Counsel)

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.

**CALL TO ORDER**

Chair Amoroso convened the meeting at 6:00 P.M. in the Administrative Conference Room at the Blanchard Memorial School.

**MINUTES**

- Selectman Fox moved to accept the minutes of the regular session of April 6, 2015, as revised. Seconded by Selectman Gorman. **Approved 5-0.** Selectman Fox moved to accept the minutes of the executive session of April 27, 2015, as written. Seconded by Selectman Gorman. **Approved 5-0.** Selectman Stemple moved to accept the minutes of the executive session of May 4, 2015, as written. Seconded by Selectman Gorman. **Approved 5-0.**

*The Board took New Business out of order.*

**NEW BUSINESS**

- Reserve Fund Transfer Request- Electrical Inspector Part-time Salary  
 Selectman Stemple moved to forward to the Finance Committee for approval the request to transfer \$270 from the Reserve Fund to account #001-245-5124-0000 (Electrical Inspector Part-time Salary) to provide funding to pay for services of Bill Morehouse, Assistant Electrical Inspector. Seconded by Selectman Bak. **Approved 5-0.**
- Appointment of Tax Collector  
 Further to the request of the Town Administrator, Chair Amoroso moved to appoint Mary P. Shemowat as the Boxborough Tax Collector for a term commencing May 19, 2015 and ending on June 30, 2016. Seconded by Selectman Gorman. Selectman Bak suggested that the Board consider only an initial appointment until June 30 of the current year and then reappoint as part of the annual "appoint-a-thon". With less than six weeks left in the fiscal year, the Board opted to move forward with an appointment through 2016. **Approved 5-0.**
- Ratification and Execution of Memoranda of Agreements between the Town and each of the collective bargaining units  
 Selectman Fox moved to ratify and execute the "Memorandum of Agreement between the Town of Boxborough and Massachusetts Coalition of Police, Local 200 for Successor Collective Bargaining Agreement", dated 5/5/15, for the period of July 1, 2015 through June 30, 2018. Seconded by Member Stemple. **Approved 5 - 0.**

Selectman Stemple moved to ratify and execute the "Memorandum of Agreement between the Town of Boxborough and Massachusetts Coalition of Police, Local 200A, Dispatch for Successor Collective Bargaining Agreement", dated 5/5/15, for the period of July 1, 2015 through June 30, 2018. **Approved 5 - 0.**

Selectman Gorman moved to ratify and execute the “Memorandum of Agreement between the Town of Boxborough and Boxborough Professional Firefighters, Local 4601 for Successor Collective Bargaining Agreement”, dated 5/5/15, for the period of July 1, 2015 through June 30, 2018. **Approved 5 – 0.**

#### **OLD BUSINESS**

- Special/Annual Town Meeting  
Article 21A - Public Safety Building Programmatic Review and Schematic Design. Chair Amoroso related discussions he had with some members of the Finance Committee. FinCom supports moving forward to better define the town’s requirements for the public safety facility; however, they do not believe that town should rush into schematic design. FinCom is planning to provide an amendment on town meeting floor for a lesser appropriation, as well as a decreased scope. The Moderator would like the Board and FinCom to come to a mutual understanding on the process for presenting the article. The Selectmen discussed how the article would be approached at Town Meeting. The BoS will move the article and provide a presentation, FinCom will provide recommendation, FinCom will amend, town meeting will vote on amendment and then possibly back to main motion. Discussion moved on to how best to proceed with the project. General agreement that nothing would be gained by delaying. Selectman Gorman suggested that the consultant should be directed to provide options for the upper and lower cost bounds that the Board thinks the town would support. Chair Amoroso said that the minimum needs for public safety and state requirements should be examined, and the associated costs should be provided. Then an array of options and associated costs should be presented and reviewed. Selectman Bak sought to understand why the second study was more expensive than the first, and what the town would be getting this time around that has not already been provided. Selectman Gorman explained that the cost estimates provided in stage one were based on general square footage estimates. A professional construction cost estimator would be utilized in the second stage; more options would be reviewed; architect would provide engineered design drawings. The BoS generally agreed to move forward as planned since there was no apparent rational basis to decrease the request as presented in the warrant.

#### **ADJOURN**

- The meeting was adjourned at 6:45 PM.



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**May 12, 2015**

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

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

**ALSO PRESENT:** Selina Shaw, Town Administrator

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.

**CALL TO ORDER**

Chair Amoroso convened the meeting at 6:00 P.M. in the Administrative Conference Room at the Blanchard Memorial School.

**MINUTES**

- The minutes of the May 11, 2015 regular session will be brought forward at a future date.

**OLD BUSINESS**

- **Special/Annual Town Meeting**  
 The Board continued discussion regarding Article 21 A, "Public Safety Building Programmatic Review and Schematic Design". It is expected that the Finance Committee will move to amend the article to request a lesser appropriation (\$30,000 instead of \$69,500); additionally they will move to change the scope of the article to establish prioritized requirements, rough cost frameworks for identified requirements and options, and generation of recommended alternatives that can be presented to a subsequent Town Meeting for consideration and selection for more detailed architectural investigation. As discussed on the previous evening, the Board believes that the prudent means forward is to proceed as described in the warrant. Chair Amoroso, possibly accompanied by some other selectmen, will meet with the Moderator and Finance Committee upon conclusion of this meeting to discuss the process for presenting the motion on the article as written and the FinCom's amendment.

**CORRESPONDENCE**

- There was no discussion on the correspondence.

**ADJOURN**

- The meeting was adjourned at 6:40 PM.



BOARD OF SELECTMEN  
Meeting Minutes  
June 15, 2015

APPROVED: \_\_\_\_\_

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

**ABSENT:** Susan Bak

**ALSO PRESENT:** Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

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

Chair Amoroso called the meeting to order at 7:00 P.M. in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Amoroso read the announcements

**APPOINTMENTS**

- The Selectmen took up the re-appointment of various board members terms effective July 1, 2015 through June 30, 2018, unless otherwise noted.
  - Brian Morrison was present to discuss Agricultural Commission activities and his re-appointment. Morrison has enjoyed serving on the AgCom since he and his family took over is grandparents' farm. Chair Amoroso moved to re-appoint Brian Morrison to the Agricultural Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**
  - Les Fox and Channing Wagg spoke to their experience on the Boxborough Affordable Housing Trust; that affordable housing is a monumental concern here in Mass. and that their desire to continue serving on the BAHT.
    - Chair Amoroso moved to re-appoint Les Fox to the Boxborough Affordable Housing Trust for a term of two years, from July 1, 2015 through June 30, 2017. Seconded by Member Stemple. **Approved 4-0.**
    - Chair Amoroso moved to re-appoint Channing Wagg to the Boxborough Affordable Housing Trust for a term of two years, from July 1, 2015 through June 30, 2017. Seconded by Member Fox. **Approved 4-0.**
  - Boxborough Housing Board Chair Al Murphy and member Joan Meyer were present for her re-appointment to the BHB. As a professional realtor she is an asset to the Board. Chair Amoroso moved to re-appoint Joan Meyer to the Boxborough Housing Board for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**
  - The Selectmen took up Pamela Follett, and Al Murphy's re-appointment to the Boxborough Well-Being Committee. They provide essential input to the WBC on health, and housing related concerns. There was also discussion regarding the recent on-line posting of the A-BUW's needs survey data.
    - Chair Amoroso moved to re-appoint Pamela Follett to the Boxborough Well-Being Committee for a term of two years, from July 1, 2015 through June 30, 2017. Seconded by Member Fox. **Approved 4-0.**
    - Chair Amoroso moved to re-appoint R. Allen Murphy to the Boxborough Well-Being Committee for a term of two years, from July 1, 2015 through June 30, 2017. Seconded by Member Fox. **Approved 4-0.**
    - Though she was unable to attend Chair Amoroso also moved to re-appoint Cindy Worthington-Berry to the Boxborough Well-Being Committee for a term of two years, from July 1, 2015 through June 30, 2017. Seconded by Member Gorman. **Approved 4-0.**
  - Rebecca Neville was present to discuss Cemetery Commission activities and her re-appointment. The Commission has identified a contractor who will be dealing with the North Cemetery's crypt repairs and they may consult with him on the general repair/restoration of the site. They working on creating a Capital Plan and are considering using CPA funds for this work. Chair Amoroso moved to re-appoint Rebecca Neville to the Cemetery Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**
  - Council on Aging Chair Frank Powers and member Sonali Bhatia were present to request that Ms. Bhatia be re-appointed to the CoA. Chair Amoroso moved to re-appoint Sonali Bhatia to the Council on Aging for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Stemple. **Approved 4-0.**

- Historical Commission Chair Alan Rohwer and member Shirley Warren were present to discuss Historical Commission activities and their respective re-appointments. They presented the Selectmen with the new Town Hall historic marker/sign.
  - Chair Amoroso moved to re-appoint Alan Rohwer to the Historical Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Gorman. **Approved 4-0.**
  - Chair Amoroso moved to re-appoint Shirley Warren to the Historical Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Gorman. **Approved 4-0.**
- Personnel Board Chair Anne Canfield and member Pat Flanagan were present to discuss Personnel Bd activities and their respective re-appointments. They enjoy serving the Town's wonderful employees and conducted a very productive employee outreach earlier this year.
  - Chair Amoroso moved to re-appoint Anne Canfield to the Personnel Board for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**
  - Chair Amoroso moved to re-appoint Pat Flanagan to the Personnel Board for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Gorman. **Approved 4-0.**
- Trena Minudri was present to discuss Public Celebrations & Ceremonies Committee activities and her re-appointment. She enjoys helping to maintain the Town's important traditions. She was complemented on this year's Memorial Day events. Chair Amoroso moved to re-appoint Trena Minudri to the Public Celebrations & Ceremonies Committee for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Gorman. **Approved 4-0.**
- Steele Farm Advisory Committee Chair Bruce Hager and members Jeanne Steele Kangas and Edward Whitcomb were present to discuss SFAC activities and the Steele Kangas and Whitcomb's respective re-appointments. They discussed visiting and working the farm when Burpee Steele owned the property. It was stated that more effort should be put into restoring the house.
  - Chair Amoroso moved to re-appoint Jeanne Steele Kangas to the Steele Farm Advisory Committee for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Stemple. **Approved 4-0.**
  - Chair Amoroso moved to re-appoint Edward Whitcomb to the Steele Farm Advisory Committee for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**
- Recreation Commission members Megan Connor, Hilary Greven, and Mitzi Garcia-Weil were present to discuss RecCom activities and their respective re-appointments. They are excited about the CPA funding opportunities for programing and facility improvements.
  - Chair Amoroso moved to re-appoint Megan Connor to the Recreation Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Stemple. **Approved 4-0.**
  - Chair Amoroso moved to re-appoint Hilary Greven to the Recreation Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Gorman. **Approved 4-0.**
  - Chair Amoroso moved to re-appoint Mitzi Garcia-Weil to the Recreation Commission for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**
- Rita Gibes Grossman was present to discuss her re-appointment to the Community Preservation Committee. Though the CPC was just formed in January its appointments are to be staggered and this is the first term that requires renewal as part of that cycle. She was thanked for being the driving force that made the CPC a reality. Chair Amoroso moved to re-appoint Rita Gibes Grossman to the Community Preservation Committee for a term of three years, from July 1, 2015 through June 30, 2018. Seconded by Member Fox. **Approved 4-0.**

Simon Bunyard, Board of Registrars; Elizabeth West, Council on Aging; and Carla Bacharach, Public Celebrations & Ceremonies were not present tonight so their appointments will be re-scheduled to June 29<sup>th</sup>.

- The Selectmen took up two athletic field permit waiver/reduction requests. Members of the Recreation Commission remained for these discussions.
  - Holly Kuovo, owner of *Fitting Fitness In* was present to request that the Selectmen approve a fee reduction arrangement. She has been offering an early morning "bootcamp" to residents for the past several years. This is the same reduced fee arrangement, 10% of the program revenue, which was approved in years past. The full fee would be \$600.00, which would make the cost of offering the program prohibitive. She estimates she will have between 6-10 participants. Recreation Comm. supports this request. Member Fox moved to approve the request of Holly Kuovo, *Fitting Fitness In*, to use Fifer's Field on Monday and Wednesday mornings from 5:30 – 6:30 AM for the period July 6 – August 12, 2015 for the purpose of providing a Women's Boot Camp, and to approve a reduced fee equal to 10% of program revenues. Seconded by Member Gorman. **Approved 4-0.**
  - Christine Casebolt and Laura Ristaino of the Blanchard 6<sup>th</sup> grade Celebrations Committee were present to request a fee waiver. Due to certain difficulties their Committee will not be holding the traditional 6<sup>th</sup> Grade Celebrations at the Blanchard School. They are asking for the use of Ferra for this event and that the field usage fee be waived. This situation seems to be an unfortunate casualty of regionalization. Recreation Comm. supports this request. Member Stemple moved to approve the request of the Blanchard Celebrations Committee to use Ferra Field for the purpose of holding the annual end-of-year

celebration for Blanchard's 6<sup>th</sup> grade class on Monday, June 22, from 4 – 7 PM (rain date – Wednesday, June 24), and to waive the fee. Seconded by Member Gorman. **Approved 4-0.**

- The floor was opened for Citizens concerns. Jeanne Steele Kangas stated that there is a need for signage in our historic town center district, advertising that we have a historic town center that is on the National Historic Register. The Selectmen noted that this area has not been registered/designated by the Town. She was asked to reach out to the Historical Commission chair about this.

#### MINUTES

- Member Gorman moved to accept the minutes for the Regular session, June 1, 2015, as revised. Seconded by Member Fox. **Approved 4-0.**
- Member Gorman moved to accept the minutes for the Executive session, June 1, 2015, as written. Seconded by Member Fox. **Approved 4-0.**

#### SELECTMEN REPORTS

- Member Fox reported that he was re-appointed as MAGIC's Vice-Chair at a recent meeting. MassDOT spoke at this meeting about their mass transportation improvement efforts.

He also reported that he and BHB Chair Murphy attended a MassHousing Institute presentation on Housing RFPs. The material presented seemed in keeping with Boxborough's current approach.

Member Fox also reported that he had met with the Chiefs and Town Planner on Public Safety Communication upgrade project.

- Chair Amoroso noted that, at their last meeting, he had opened a discussion on forming a vocational education study group and had asked Board members to provide the names of individuals capable of assisting in this process. Based on the input received he has reached out to some residents about serving on this study group.
- Member Gorman reported on DPW activities. The paving project is nearing completion. The MassDOT winter recovery funds were primarily used to fill potholes in the area of Eldridge & Old Harvard Roads and are almost exhausted. The crypt repair estimate came in less than anticipated. This work will be contracted at the beginning of FY16. DPW is still awaiting a quote for the necessary Hager Well work; this project will not be started until FY 16. There should be little if any interruption of water service. DPW is working on revising their paving priority list, as certain tasks must to be undertaken before some roadways can be paved. The additional \$300,000 approved at Town Meeting will benefit those projects slated for next spring. DPW is investigating the process to implement a multi-year roadwork contracting process.

#### OLD BUSINESS

- Member Gorman provided an update on the proposed Middle Road Public Safety communication systems upgrades and formation of the related study group. Members of the public also were present for this discussion. He and Member Fox have participated in discussions with the communication systems consultants. Several options have been presented, which the Town will continue to evaluate. Though this is a work in progress, based on the current information the optimal solution that addresses both coverage concerns & and will keep costs manageable is still citing a pole behind museum. There are other locations, which would allow the current aesthetic of the museum's viewscape to remain unchanged but there are coverage issues and/or significant potential increases in costs involved with these sites. What is preserving a "viewscope" worth in terms of public safety and cost. There will be a significant amount of information provided at the public meeting on June 24 and residents will have an opportunity to provide input. This will be an information sharing public event; no decisions will be made this meeting. It was noted that if the proposed project remains within its budget and within current town regulations that Selectmen will be making the final determination. However, if the Town goes forward with a more expensive option then this may have to go back to Town Meeting for additional funding. As to the study group - names of interested parties are being gathered and the formation of this study group will be discussed at upcoming Selectmen's meetings.
- The Selectmen re-opened discussion on the proposed Banner policy and location. Town Planner Adam Duchesneau and Planning Board member Owen Neville were present along with others. The Town Planner and Building Inspector have worked together to research the concerns previously raised. Planner Duchesneau advised that he has reviewed Zoning Bylaws and determined that this form of signage falls under the Temporary Sign section and would be considered an allowable use. There was discussion about the wording on this section of the bylaw; that the wording of this policy and their language should be consistent. Planning Bd member Neville advised that the Planning Bd. has not yet discussed this and he feels the Planning Bd. would like the opportunity to provide input. He also voiced concern about the proposed location. Though it would be in the Town's right-of-way this placement could potentially impede possible future development of the sited commercial property and

other location should be considered. It was noted that this site is currently a derelict building. There were also concerns as to what would be the DPW's man-hours cost involved in these new responsibilities. As there is no urgency regarding this matter this will be tabled until the July 20<sup>th</sup> Selectmen so further input could be provided.

#### NEW BUSINESS

- The Selectmen took up several Reserve Fund Transfer Requests;
  - Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$116.72 from the Reserve Fund to account #001-175-5711-0000 (Planning Board Travel) to cover outstanding travel costs for FY15. Seconded by Member Stemple. **Approved 4-0.**
  - It was noted that though the Chief is seeking a RFT for Police Overtime, there an offset coming in to the General Fund from the Insurance proceeds for the injured officer. Member Gorman Moved to forward to the Finance Committee for approval the request to transfer \$57,034 from the Reserve Fund to account #001-210-5134-0000 (Police Overtime) . Seconded by Member Fox. **Approved 4-0.**
  - Member Fox Moved to forward to the Finance Committee for approval the request to transfer \$105.00 from the Reserve Fund as follows: \$60 to account #001-291-5341-0000 (Animal Control Telephone) and \$45 to account #001-291-5799-0000 (Animal Control Other Expense). Seconded by Member Gorman. **Approved 4-0.**
  - Additional unanticipated testing for Landfill Monitoring was necessary. Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$2,550 from the Reserve Fund to account #001-511-5241-0000 (Landfill Monitoring) . Seconded by Member Stemple. **Approved 4-0.**
  - Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$6,660 from the Reserve Fund to account #001-610-5241-0000 (Library Building/Grounds Maintenance Service) . Seconded by Member Fox. **Approved 4-0.**
  - Member Fox Moved to forward to the Finance Committee for approval the request to transfer \$100 from the Reserve Fund to account #001-691-5241-0000 (Historical Comm Building/Grounds Maint). Seconded by Member Gorman. **Approved 4-0.**
  - Member Fox Moved to forward to the Finance Committee for approval the request to transfer \$1,550 from the Reserve Fund to account #001-912-5173-0000 (Police & Fire Accident Insurance) .Seconded by Member Gorman. **Approved 4-0.**

#### CORRESPONDENCE

- There was discussion on the resident's complaint regarding the Animal Control Officer and Police Department's mishandling of his dog bite complaint. Based on the information provided these employees acted appropriately. The secondary issue raised was that he cannot speak to ACO directly but has to go through Dispatch. This is the appropriate process for the handling of these calls.
- There was discussion on the Personnel Board's report on their employee outreach efforts and their responses to the concerns raised. This is a positive step in dealing with employee morale.

#### ADJOURN

- The meeting was adjourned at 8:35 PM.

6a

Selina Shaw

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**From:** Selina Shaw <sshaw@boxborough-ma.gov>  
**Sent:** Friday, June 26, 2015 12:21 PM  
**To:** '(sbak@comcast.net)'; 'James Gorman (jgorman@tritonsys.com)'; 'Les Fox (lesfox@comcast.net)'; 'Robert Stemple (bstemple@verizon.net)'; 'Robert T. Stemple (robert.stemple@griresearch.org)'; 'Vincent Amoroso (amorosovm@gmail.com)'  
**Cc:** WRyder@Boxborough-MA.Gov  
**Subject:** FW: Public safety communications comm

Good afternoon,

Following up with further info from Warren...

Areas with very poor coverage include Littlefield, Littlefield end of Depot, Colonial Ridge, Daniels Way, Davidson, Osceola, the Flagg Hill "valley" down to Summer Road, area around Meenmore condos... Warren can fill in what I may have missed...

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.*

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**From:** Selina Shaw [<mailto:sshaw@boxborough-ma.gov>]  
**Sent:** Friday, June 26, 2015 10:45 AM  
**To:** '(sbak@comcast.net)'; 'James Gorman (jgorman@tritonsys.com)'; 'Les Fox ([lesfox@comcast.net](mailto:lesfox@comcast.net))'; 'Robert Stemple ([bstemple@verizon.net](mailto:bstemple@verizon.net))'; 'Robert T. Stemple ([robert.stemple@griresearch.org](mailto:robert.stemple@griresearch.org))'; 'Vincent Amoroso ([amorosovm@gmail.com](mailto:amorosovm@gmail.com))'  
**Subject:** Public safety communications comm

Good morning,

On June 1, as I was enjoying a lovely time in Siracusa, the Board discussed forming an ad hoc committee to explore the options available to meet our Public Safety communications needs. The matter will be brought forward for discussion on Monday evening, at 8:15-ish, I am estimating. I believe that Jim is planning to draft a charge for the Board to consider. Vince and I have been discussing the possible composition of such a committee, which could be comprised of a diverse group of residents (5 seems like a manageable number), with representation from the FinCom, abutters, resident(s) in area(s) with poor radio coverage and resident(s) in area(s) of good coverage, someone with a technical background... all part of Monday night's discussion. With that in mind, I reached out to Warren yesterday to ask about coverage in the areas where individuals, who had already expressed an interest in serving, live. I have contacted him today for input on the area in town with the worse coverage. Will pass that along when I have heard back.

I will be inviting the folks listed below to attend on Monday. The number next to their names indicates the level of coverage from 1 – 10, with 1 being very poor and 10 being excellent.

Hugh Fortmiller, Sargent Road, 3

Jeanne Kangas, Hill Road, in the vicinity of Tokatawan Spring Lane, 3

Frank Hubley, Old Harvard Road, in the vicinity of Howard Lane, 6

Eric Wong, Stonehedge Place, 6

Anne Canfield, Stow Road, in the vicinity of Richardson, 7

Anne McNeece, Stow Road, across from Flerra, 9

George Elenbaas, Middle Road, in the vicinity of Picnic Street, 9

Maria Neyland, Picnic Street, near Avebury Circle 9

Jim Bacharach, Hill Road, in the vicinity of Wetherbee Lane, 10

John Rosamond, Hill Road, in the vicinity of Meetinghouse Lane, 10

You may have others in mind who would be interested in serving. Please invite them to attend as well. Anyone not selected for the committee, along with the public in general, should be encouraged to attend the meetings and continue to provide input to the Board.

As always, I would respectfully ask that you do not discuss this matter among yourselves outside of Monday's open meeting.

Thanks,  
Selina

Selina S. Shaw  
Town Administrator  
29 Middle Road  
Boxborough, MA 01719  
(978) 264-1700 general  
(978) 264-1712 direct  
(978) 264-3127 fax  
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***Boxborough: A Rural, Engaged Community for All***

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## **Public Safety Communications Committee**

29 June 2015

The Boxborough Public Safety Communications Committee (the Committee) will be an ad hoc committee, appointed by the Board of Selectmen, and serving for the period July 1, 2015 to June 30, 2016. The purpose of the committee is to gather and review data concerning the feasible options for bringing the Boxborough public safety communications network to a satisfactory standard of operations, from its present unsatisfactory state. The committee will consider the technical, financial, social, conservation and operational responsiveness attributes of various solution options that may be presented by the Police and Fire Chiefs, consultants or contractors employed by the Town, or other parties having suitable standing. The committee will call and post meetings, subject to the Open Meeting Law, to hear presentations by and receive relevant information from, the Police and Fire Chiefs, consultants or contractors, Boxborough citizens, and appropriate Board and Committee members or Town employees. The committee will review the data thus obtained, and formulate recommendations for the most attractive public safety communications options, to be presented to the Board of Selectmen. The committee may request the presence of the Police and Fire Chiefs, consultants, contractors or other parties having suitable standing in this matter, at their meetings, subject to reasonable notification periods and scheduling parameters.

The Committee will be formed of five (5) Boxborough citizens, appointed by the Board of Selectmen for the aforementioned term (July 1, 2015 to June 30, 2016), and representing a range of interests from the technical to social and conservation, to operational performance. At its first meeting the Committee will elect a chairman and determine if and how many non-voting, ex officio, members it might include. One member of the Board of Selectmen and one of the Police or Fire Chiefs will be designated as Town liaisons to the Committee, and will be copied on any and all communications produced by the Committee. The Committee will provide recommendations (by majority vote) to the Board of Selectmen regarding the design and implementation option for public safety communications improvements that it deems in the Town's best interests. In the event that additional funding is required to implement the Committee's selected upgrade option, the Committee will be responsible for making written recommendation and oral presentation to a Boxborough Town Meeting, justifying the need for any additional funds. Such recommendation will be made at least one month in advance of the May 2016 Annual Town Meeting or any Special Town Meeting that might be called for an earlier date. For public safety communication system options not requiring additional funding, the Committee will make their recommendations at the earliest possible date.

66

**Selina Shaw**

---

**From:** Adam Duchesneau <aduchesneau@boxborough-ma.gov>  
**Sent:** Tuesday, June 16, 2015 3:31 PM  
**To:** Selina Shaw  
**Cc:** Al Murphy; Al Murphy  
**Subject:** BoS Agenda Item for 6/29

Hi Selina,

The Housing Board voted at their last meeting to recommend to the Board of Selectmen that the Intermunicipal Agreement for Regional Housing Services be renewed for Year 3 which would run from January 1, 2016 to December 31, 2016. According to the IMA, this needs to be voted on by the Selectmen by June 30<sup>th</sup>. I was hoping that this item could be placed on the Board of Selectmen's agenda for their meeting on June 29<sup>th</sup>. This same topic for the Year 2 services was covered at the April 6, 2015 Board of Selectmen's meeting as follows:

"Renew the Intermunicipal Agreement by and between the Towns of Hudson, Littleton, Boxborough, Stow and Bolton for the purpose of sharing the services and costs of a common Regional Housing Consultant for a second one-year term, commencing on January 1, 2015 and expiring on December 31, 2015."

Please let me know if you need any additional information for this to be added to the Selectmen's agenda for June 29<sup>th</sup>. Please note the Planning Board is also meeting at 7:30 PM that same evening. Thanks.

Adam

Adam L. Duchesneau, AICP  
Town Planner  
Town of Boxborough | 29 Middle Road | Boxborough, MA 01719  
t 978-264-1723 | f 978-264-3127 | [ADuchesneau@Boxborough-MA.gov](mailto:ADuchesneau@Boxborough-MA.gov)  
*Boxborough: A Rural, Engaged Community for All*

## AGREEMENT

THIS AGREEMENT is entered into by and between the Towns of Hudson, Littleton, Boxborough, Stow, and Bolton, by and through each town's Board of Selectmen, hereafter referred to individually as a "Municipality" and collectively as the "Municipalities," and the Hudson Municipal Affordable Housing Trust Fund, by and through its Board of Trustees, hereinafter referred to as the "Trust," with no such Selectman or Trustee having personal liability, this 22nd day of November 2013, as follows:

WHEREAS, the Municipalities desire to share the services and costs of a common Regional Housing Consultant ("RHC"); and

WHEREAS, the Town of Hudson, through its Hudson Municipal Affordable Housing Trust and the administrative support of the Hudson Community Development Department, is willing and capable of acting as the lead Municipality (the Town of Hudson acting through the Trust being referred to in this Agreement as the "Lead Municipality") in procuring, and overseeing such Consulting Services; and

WHEREAS, each of the Municipalities has authority to enter into this Agreement pursuant to G.L. c. 40, §4A; and the Trust has authority to enter into this Agreement pursuant to G.L.c. 44, §55C. The authorizing vote of each Municipality's Board of Selectmen and the Trustees of the Trust is also appended hereto as Exhibit C.

Town of Hudson, duly authorized by its Board of Selectmen  
Hudson Municipal Affordable Housing Trust Fund, duly authorized by its Board of Trustees  
Town of Littleton, duly authorized by its Board of Selectmen  
Town of Stow, duly authorized by its Board of Selectmen  
Town of Boxborough, duly authorized by its Board of Selectmen  
Town of Bolton, duly authorized by its Board of Selectmen

NOW, THEREFORE, the Municipalities and the Trust, in mutual consideration of the covenants contained herein, intending to be legally bound, agree under seal as follows:

1. Term. The term of this Agreement shall commence on January 1, 2014 and shall expire on December 31, 2014, unless earlier terminated as set forth herein. Any Municipality or the Trust may withdraw from the Agreement as defined below. The Agreement may be renewed for two additional one-year terms as voted by each Municipality and the Trust by its duly authorized Board by June 30th of the year of the expiring term.

2. Lead Municipality. During the Term of this Agreement, the Town of Hudson, acting as the Lead Municipality through the Trust, shall oversee the RHC. The Town of Hudson, through its standard procurement practices, through the Trust, shall contract with a suitable RHC to provide the housing administrative services to all the participating Municipalities as described in Section IV: "Project Overview, & Deliverables" (p.9-23) of the Request for Proposal ("RFP")

issued publicly on May 17<sup>th</sup>, 2013, a copy of which is attached to this Agreement as Exhibit A and incorporated herein.

3. Duties. During the Term of this Agreement, the RHC shall perform the housing administrative services described in the RFP pursuant to a contract entered into by the Lead Municipality with the RHC (the "RHC Contract").

4. Fee Structure. The Municipalities have identified the need for services from the RHC in an approximate annual allocation of hours as indicated in Exhibit B: "Final Consultant Hours and Pricing Chart," attached and incorporated herein, as derived from the RFP and the RHCs original fee proposal of \$55 per hour. Municipalities acknowledge that Monitoring and Regional Activities, (listed in the Final Consultant Hours and Pricing Chart, line 8a), are base contract services (the "Base Contract Services"). As part of this Agreement and the RHC Contract, participating Municipalities may also avail themselves of additional local support in the amount of hours specified in Exhibit B, line 13a ("Local Support"). The executed RHC Contract shall have a fixed amount not to exceed the hours and fees so designated in Exhibit B, Line 14.

5. Municipal Appropriation. Upon signing of this IMA, each Municipality shall appropriate or shall have available through available funds held in its own Affordable Housing Trust Fund a minimum amount equal to the Base Contract Services for Monitoring and Regional Activities as expressed in Exhibit B, Line 8a plus the administrative fee for the Lead Municipality of \$350 per Municipality and a maximum amount not to exceed the total price identified in Exhibit B expressed as "Total Contract Amount Not to Exceed" (Line 14, which includes optional Local Support) for the given Municipality. Any RHC hours, desired by individual Municipalities in excess of the amount of hours and fees specified in Exhibit B, Line 14, shall first be pre-approved by the requesting Municipality, the RHC, and the Lead Municipality and shall not exceed 25% of the allotted fee in Exhibit B, Line 14, pursuant to G.L. c. 30B.

6. Payment. The Town of Hudson as Lead Municipality shall quarterly invoice the Municipalities for the preceding quarter with payment due within 30 days of the invoice date for work actually performed and billed by the Consultant; and the Municipalities shall make such payments to the Lead Municipality pursuant to the established Consultant Price Proposal, Exhibit B.

7. Second Year Adjustments. The annual allocation of hours in Exhibit B: Fee Structure shall be reviewed and adjusted, if necessary, annually, three (3) months prior to end of each year of the Term of this Agreement. The Town of Hudson as Lead Municipality shall provide to all Municipalities a record of the actual hours of services provided to each Municipality and make any adjustments necessary for the following year Term.

8. Termination. (Subsection A) Any Municipality other than the Town of Hudson as Lead Municipality, by a vote of its respective authorizing Board, may withdraw from and terminate this Agreement at the end of any year with the provision of at least six months prior

written notice to the Lead Municipality. No such termination shall affect any obligation of indemnification that may have arisen hereunder prior to such termination. Upon such termination, the Lead Municipality shall prepare full statements of outstanding unpaid financial obligations under this Agreement and present the same to the terminating Municipality for payment within thirty (30) days thereafter. The Town of Hudson as Lead Municipality, by a vote of its Board of Selectmen, and the Hudson Municipal Affordable Housing Trust, by vote of its Board of Trustees, may together terminate this Agreement upon the provision of at least two months prior written notice to the participating Municipalities. After termination of this Agreement, the Town of Hudson as Lead Municipality shall remain liable to the participating Municipalities for any portion of the payments received not earned. (Subsection B) Any Municipality may withdraw at the end of any fiscal year in which the municipal legislative body has not appropriated funds sufficient to support that municipality's participation in the subsequent fiscal year. In such an event, the municipality shall give as much notice to other subscribers to this Inter-Municipal Agreement as the circumstances allow.

9. Steering Committee. There shall exist an Inter-Municipal Steering Committee comprised of one (1) representative from each Municipality, who shall be appointed by the appropriate appointing authority of the Municipality. The Committee shall meet as needed, generally on a quarterly basis. The RHC, with direction from the Town of Hudson as Lead Municipality shall prepare and send to each municipality a quarterly status report prior to the quarterly meeting.

10. Conflict Resolution. The Advisory Committee may hold additional meetings to discuss and resolve any conflicts that may arise including, but not limited to, disagreements regarding the needs of each Municipality and changes to the annual allocation of hours as indicated in Exhibit B: Fee Structure. Any recommendations made to the Community Development Director overseeing the RHC must be made by a majority vote. Any unresolved issues shall be decided by the Executive Assistant (Chief Administrative Officer) of the Town of Hudson.

11. Financial Safeguards. The Town of Hudson as Lead Municipality shall maintain separate, accurate and comprehensive records of all services performed for each of the Municipalities hereto, and all contributions received from the Municipalities. The Town of Hudson as Lead Municipality shall issue a financial report for each fiscal year to each of the Municipalities by December 31 of the following fiscal year.

12. Assignment. None of the Municipalities shall assign or transfer any of its rights or interests in or to this Agreement, or delegate any of its obligations hereunder, without the prior written consent of all of the other Municipalities.

13. Amendment. This Agreement may be amended only in writing pursuant to a vote by all Municipalities, and the Trust, duly authorized thereunto.

14. Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, illegal or unenforceable, or if any such term is so held when applied to any particular circumstance, such invalidity, illegality or unenforceability shall not affect any

other provision of this Agreement, or affect the application of such provision to any other circumstances, and the remaining provisions hereof shall not be affected and shall remain in full force and effect.

15. Governing Law. This Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Massachusetts.

16. Headings. The paragraph headings herein are for convenience only, are no part of this Agreement and shall not affect the interpretation of this Agreement.

17. Notices. Any notice permitted or required hereunder to be given or served on any Municipality shall be in writing signed in the name of or on behalf of the Municipality or Trust giving or serving the same. Notice shall be deemed to have been received at the time of actual receipt of any hand delivery or three (3) business days after the date of any properly addressed notice sent by mail as set forth below:

Town of Hudson

Hudson Board of Selectmen  
c/o Thomas Moses, Executive Assistant  
78 Main Street  
Hudson, MA 01749

Hudson Municipal Affordable Housing Trust Fund

c/o Michelle Ciccolo, Community Development Director  
78 Main Street  
Hudson, MA 01749

Town of Littleton

Littleton Board of Selectmen  
c/o Keith Bergman, Town Administrator  
37 Shattuck Street  
Littleton, MA 01460

Town of Stow

Stow Board of Selectmen  
c/o Karen Kelleher, Stow Town Planner  
380 Great Road  
Stow, MA 01775

Town of Boxborough

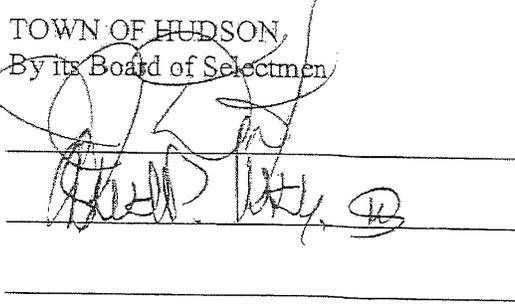
Boxborough Board of Selectmen  
c/o Elizabeth Hughes, Town Planner  
29 Middle Road  
Boxborough, MA 01719

Town of Bolton  
Bolton Board of Selectmen  
c/o Bolton Secretary  
663 Main Street  
Bolton, MA 01740

18. Complete Agreement. This Agreement constitutes the entire Agreement between the Municipalities and the Trust concerning the subject matter hereof, superseding all prior agreements and understandings. There are no other agreements or understandings between the Municipalities and the Trust concerning the subject matter hereof. Each Municipality and the Trust acknowledges that it has not relied on any representations by any other Municipality or the Trust or by anyone acting or purporting to act for another Municipality or the Trust or for whose actions any other Municipality or the Trust is responsible, other than the express, written representations set forth herein.

WITNESS OUR HANDS AND SEALS as of the first date written above.

TOWN OF HUDSON  
By its Board of Selectmen

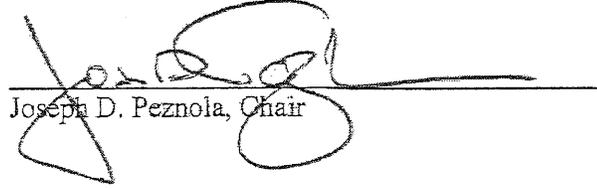


A large, stylized handwritten signature in black ink is written over a horizontal line. The signature is somewhat illegible but appears to be a name followed by initials. Below this line is another horizontal line, and then a third horizontal line.

Jan D'... clerk

WITNESS OUR HANDS AND SEALS as of the first date written above.

Hudson Municipal Affordable Housing Trust Fund



Joseph D. Peznola, Chair



## Department Head Performance Appraisals

	Option	Downside	Question for Town Counsel	Response from Town Counsel
1	BoS liaison compiles written feedback from other Board members and creates a composite performance appraisal	<ul style="list-style-type: none"> <li>• How do we handle conflicting feedback?</li> <li>• Easy to give positive feedback, but difficult to give feedback where improvement is required particularly in a public forum – unless the performance is based strictly on <b>measurable and quantifiable goals</b></li> </ul>	<ul style="list-style-type: none"> <li>• Can the liaison <b>meet</b> with the department head <b>privately to discuss</b> the performance appraisal? If so, does the document become a public record?</li> <li>• Can the written performance appraisal be given to the department head without any discussion? If so, does the document become a public record?</li> <li>• Or must the appraisal be <u>delivered and discussed</u> during an open meeting?</li> </ul>	<ul style="list-style-type: none"> <li>• Concern that the AG's office would view this action as subterfuge designed to avoid the Open Meeting law.</li> <li>• Requirement that discussion of employee's performance by a multi-member board take place in open session</li> <li>• Yes, the composite evaluation becomes public. AG's office would say that the individual evaluations would become public</li> </ul> <p><u>Recommendations</u> Non-member compile the evaluations</p>
2	Liaison creates the performance appraisal for department head without any written feedback from other Board members.	Opinion of one Board member <b>may not provide a balanced view of the actual performance</b> - unless the performance is based on measurable and quantifiable goals/objectives	<ul style="list-style-type: none"> <li>• Can the liaison meet with the department head privately to discuss the performance appraisal? If so, does the document become a public record</li> <li>• Or must the appraisal be <u>delivered</u> during an open meeting?</li> </ul>	<ul style="list-style-type: none"> <li>• If no written or verbal feedback from other Board members, the Liaison may write the performance evaluation and <b>deliver it privately</b>.</li> <li>• Written evaluation is exempt from disclosure under Public Records law.</li> </ul>
3	Do not do written performance appraisals	If there's a performance problem and no documented feedback, it makes it difficult to take whatever steps are necessary to terminate the employment		Not recommended.

bc

Selina Shaw

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**From:** Joseph S. Fair [REDACTED]  
**Sent:** Wednesday, November 12, 2014 10:48 AM  
**To:** [REDACTED]  
**Cc:** Selina S. Shaw (sshaw@boxborough-ma.gov); John Giorgio  
**Subject:** Performance evaluations conducted by the Board of Selectmen

Susan:

I am writing in response to your inquiry last week regarding what process the Board of Selectmen may follow when conducting performance evaluations of employees. As I had mentioned when we spoke, there were a number of revisions to the Open Meeting Law that went into a few years back which altered to some extent the advice we had previously provided to clients on the subject. Additionally, the Attorney General's Office has issued a number of rulings, opinions and other published advice subsequent to the change in the law that are instructive on the issue. Although it is our opinion that the Attorney General's Office has interpreted some of the revisions to the Open Meeting Law too broadly as it relates to the subject of performance evaluations, particularly as it relates to whether the written performance evaluation instrument is no longer exempt from public disclosure as a "personnel record", the information that follows below reflects the positions that we believe the Attorney General's Office would likely take regarding the performance evaluation process. Furthermore, if the Attorney General's Office's interpretation of the Open Meeting Law as it relates to performance evaluations were to be challenged in court, there is a reasonable likelihood, in our opinion, that the Attorney General's interpretation would be given some deference by the court in light of the fact that the Open Meeting Law is a statute over which the Attorney General is responsible for enforcing.

Having said this, it continues to be the case that "[p]erformance evaluations and discussions of an employee's professional competence must occur in open session." G.L. c. 30A, §21(a)(1); District Attorney for the Northern District v. School Committee of Wayland, 455 Mass. 561, 569 (2009). However, to the extent that the Supreme Judicial Court ("SJC") had previously held in School Committee of Wayland that the actual drafting of the performance evaluation could take place in Executive Session so as to preserve the employee's privacy interests in his/her written performance evaluation instrument per the Public Records Law (see Wakefield Teachers Association v. School Committee of Wakefield, 431 Mass. 792, 799 (2000)), the Attorney General's Office has taken the view that written performance evaluations are no longer exempt under the revised Open Meeting Law. Instead, the Attorney General has ruled that "[s]imply stated, evaluations of the professional competence of public officials that are conducted by public bodies must be done publicly and in accordance with the requirements of the Open Meeting Law. Furthermore, all written evaluations completed by members of a public body, whether individual or comprehensive in nature, are public records and may be available to the public upon request following the completion of the evaluation process." OML-2011-24. In light of this, it is clear that the Attorney General's Office is of the opinion that the revised Open Meeting Law no longer allows a multi-member board to enter Executive Session for the purpose of drafting the written performance evaluation document itself.

With respect to the process that a multi-member board could now follow when conducting performance evaluations, the Attorney General's Office has provided the following guidance:

**May the individual evaluations of an employee be aggregated into a comprehensive evaluation?**

Yes. Members of a public body may individually create evaluations, and then submit them to an individual to aggregate into a master evaluation document to be discussed at an open meeting. Ideally, members of the public body should submit their evaluations for compilation to someone who is not a member of the public body, for example, an administrative assistant. If this is not a practical option, then the chair or other designated public body member may compile the evaluations. However, once the individual evaluations are submitted for aggregation there should be no deliberation among members of the public body regarding the content of the evaluations outside of an open meeting, whether in person or over email.

As the foregoing demonstrates, the Attorney General's Office has advised that members of a multi-member board may generate individual evaluations of an employee's performance and submit them to a designated individual who would in turn compile the members' individual submissions into a composite or master evaluation. Any and all discussion of the

composite evaluation and/or the individual evaluations by the members of the board, however, could only take place at a properly posted meeting in open session. To the extent that any of the individual evaluations and/or the composite evaluation are discussed by the board and used at a meeting, said evaluations would be considered public records under the Open Meeting Law. In this regard, the Attorney General's Office has offered the following:

**Are individual evaluations completed by members of public bodies public records?**

Yes. The Open Meeting Law carves out an exception from the personnel records exemption from the Public Records Law for "materials used in a performance evaluation of an individual bearing on his professional competence," that were created by members of a public body and used during a meeting. See G.L. c. 30A, §22(e). Individual evaluations created and used by members of a public body for the purpose of evaluating an employee are public records. Comprehensive evaluations that aggregate the individual public body members' evaluations are also public records if they are used during the course of a meeting. However, evaluations conducted by individuals who are *not* members of public bodies are *not* public records. For example, the individual evaluations created by municipal employees in response to a request for feedback on the town administrator are not public records, provided the employees completing the evaluations are not also members of the public body tasked with evaluating the town administrator's professional competency.

What is less clear, however, is whether evaluations which are not discussed at the meeting are considered public records under the revised Open Meeting Law. Interestingly, the Attorney General's Office states in the above that comprehensive evaluations are public records "if they are used during the course of a meeting." (emphasis added). Similarly, the Attorney General's Office notes that individual evaluations created and "used" by members of the public body for the purpose of evaluating an employee are public records. The Attorney General's Office has previously acknowledged that "[t]he Open Meeting Law does not define what it means for a document to be used at a meeting. At a minimum, it is clear that where a document is physically present, verbally identified, and the contents are discussed by members of a public body during an open session meeting; it has been "used" for purposes of the Open Meeting Law." OML 2013-64 citing OML 2012-42. In those cases where a document is used only by a non-member and not distributed to the body's members during a meeting, however, the Attorney General's Office has previously held that the document has not been "used" at the meeting for purposes of the Open Meeting Law. OML 2012-42. All of this would seem to suggest then that if individual evaluations are created by members of a public body and submitted to a non-member, e.g. Town Administrator, Administrative Assistant, etc., for compilation, but not discussed at the public body's meeting, the individual evaluations have not been "used" within the meaning of the Open Meeting Law and would therefore not be subject to public disclosure. Although it is not entirely clear at this time if the Attorney General's Office would agree with this conclusion, in the event the Board of Selectmen elects to follow the Attorney General's guidance above and have individual members submit evaluations for compilation into a master evaluation, the Board should designate a non-member as the person responsible for compiling the evaluations and should refrain from any discussion or circulation of the individual evaluations among its members if it wishes to preserve its ability to argue that the individual evaluations are exempt from public disclosure under the Open Meeting Law.

I hope the foregoing information is helpful. In the event that you or the Board of Selectmen have any questions, please do not hesitate to contact me.

Thank you.

Joe

*Joseph S. Fair, Esq.*  
*Kopelman and Paige, P.C.*



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**FY 2015 BoS Goals and Projects  
Status at June 29, 2015**

**Goals**

All citizens will be accorded respect, courtesy, and fair due process by Town employees and members of all boards and commissions dealing with the public. Policies will be created for key government functions, based upon generally accepted practices throughout the Commonwealth.

Promote transparency in town government. Continue to provide information about town government, including related documents (e.g. minutes, bylaws, contracts), on town's website.

Expand the communication channels among the BoS, department heads and boards/commissions - by instituting formal quarterly meetings with department heads and meetings at least semi-annually with all boards. Liaisons should meet with department heads on a monthly basis. Expand communication channels among the selectmen, keeping all members informed.

Reinforce a high level of accountability flowing down from the BoS to the departments by creating overall goals for the town government and flowing specific contributing objectives and priorities to the department heads. Performance reviews will be based upon an accounting of actual performance against the agreed-upon objectives and priorities. Refine performance tool.

Formalize a personnel and capital resource planning activity in order to effectively prioritize potential personnel additions, infrastructure requirements, capital equipment purchases, and other large discretionary acquisitions such as land purchases in an environment of limited and possibly shrinking resources. This will require department heads, boards and commissions to carefully forecast personnel, infrastructure, capital, and real property needs and priorities. These individual forecasts will be integrated and prioritized from a town-wide perspective in order to constitute comprehensive five-year and ten-year plans that will form the basis for effective town meeting actions.

Establish several realistic goals and participate in regional and statewide municipal organizations working toward improvements in local revenue distributions, effective development policies, regional management of emergency services, affordable housing policies and other resource management issues. Review potential for consolidation of services within the town.

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Annual Goals Workshop	BoS Chair	BoS/TA			Annually in September; status of goals to be reviewed quarterly		Status Review 06/29/15		
Appreciation Event	Vince Amoroso	BoS			Annually in September	Fun time for volunteers and staff	Holiday greetings from BoS sent to all staff 12/11/14		Consider alternative means to show appreciation to town staff

FY 2015 BoS Goals and Projects  
Status at June 29, 2015

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Information Technology [IT (incl WAN), VoIP, Cable]	Les Fox	Les Fox/Dept. heads		ongoing		Immediate needs and long-term strategy for networks (including servers), email, desktops, security, licensing and cable.	Ongoing		In preparation for FY 17, review steady-state operations, closely monitor issues and costs to repair & determine best approach forward (consultant, employee or hybrid)
						Training session for staff on trouble-shooting common problems.	Guardian has been asked to arrange		TA will pursue.
						VoIP maintenance and support	Ongoing		Consider as part of complete IT support
		Les Fox/TA				Upgrading of cable system			Entered IMA with Littleton for provision of cable services effective 5/1/15
		Les Fox, Town Clerk, Town Assessor and TA				Ongoing improvements, including more on-line forms, applications, on-line payments	Ongoing		Transfer Stn app, bulk permits, a number of Town Clerk on-line apps went live in May/June
Capital Asset Management Plan	Jim Gorman	Inspector of Buildings				Narrative describing each of the assets, the life cycle and current overall status of the town's infrastructure as well as plans for managing the replacement/repair of those assets. Should also include Inventory of town roads, with condition, anticipated useful life, repair schedule and potential funding for those			Still a work-in-progress
Capital Plan	FinCom	Ted Kail				Excel linked spreadsheet by years and departments in detail, including annual debt service			To tie together with capital asset mgt plan, perhaps an addl column could be added to provide description of each item and how it is used.
5-Year Personnel Plan	BoS liaisons to dept. heads	Primary dept. heads				Comprehensive town-wide integrated plan of personnel resource utilization			This should be a fluid document to be reviewed annually.
Fire Cistern replacement	Jim Gorman	Fire Chief				Master cistern plan to be included in capital asset management plan	Checked annually		Cisterns are noted in capital plan. They are checked annually; all are in good shape.

FY 2015 BoS Goals and Projects  
Status at June 29, 2015

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Town Hall Improvements	Susan Bak	BI/DPW Director/TA				Replace Grange Meeting Room floor	<i>CPC and Town Meeting turned down funding. Wanted plan for all Grange Meeting Room renovations; not piecemeal. BI working on</i>		<i>To be completed with rest of GMR improvement.</i>
						Drop ceiling - replace			
						Grange meeting room stage			
						Foundation and paving improvements (T Hall, DPW and Hist museum)			
Historical Museum Basement	Jim Gorman	BI/ Hist Comm/TA/Town Clerk				Plan for possible storage use	<i>DPW has cleared out basement. New furnace installed. Town Meeting approved painting</i>		
LEPC/Emergency Mgt	Jim Gorman				Ongoing	Updated CEMP, semi-annual meetings			
						Blanchard to serve as emergency shelter			
						Emergency preparedness guide for residents	<i>No progress</i>		<i>Seek input from Elect. Inspector and LELWD on responsibilities of residents vs. utility co... Work with LEPC to put info brochure together for distro and posting on website.</i>
Master Plan Update	BoS			Fall 2014	Dec. 2015	Revised Master Plan	<i>MPUC working hard.</i>		
Economic Development	Les Fox	Les Fox/TA/Planner							<i>Need to determine town's appetite for development... Expect input during Master Plan process.</i>

FY 2015 BoS Goals and Projects  
Status at June 29, 2015

Goal / Project	BoS Team Leader/Liaison	Team Members	Priority	Start Date	Target Date	Deliverables	Status	Date Completed	Notes
Collective Bargaining Agreements Dispatch, Fire and Police CBU's	BoS	Town Counsel (Joe Fair) and TA			ATM May 2015	Executed CBAs	Complete	May 2015	
Department Head Negotiations	Amoroso & Fox (PC) Amoroso & Gorman (FC) Fox & Stemple (DPW)				Various	Negotiated contract and salary			TA contract negotiated through Sept. 2016; Police Chief & DPW Director through June 2017; Fire Chief through August 2018.
Department Head Reviews	BoS				January/February 2015		Process for releasing still being discussed		
Water Exploration	Susan Bak/Vince Amoroso					Protection of potential water sources			On hold. Master Plan may provide some recommendations.
OPEB - GASB 45	BoS	BoS, FinCom, Treasurer		ongoing		Plan to fund future benefits	Treasurer just received report on 6/24.		
Regional Transfer Station	Vince Amoroso	TA, DPW Director				Access to some number of residents from Stow if feasible			Will revisit annually
Disposition of Tax Title Properties	Susan Bak	TA, Town Treasurer		Fall 2011	Spring 2015	Possible revenue to town			Continue to review properties and determine next steps (auction... transfer to another town entity)
Stow Road Task Force	Les Fox			Fall 2011	2015	Develop a plan for moving forward with aff housing project	In final review		
Outreach to Public on Town Services	Bob Stemple					Comprehensive plan for communication to residents on town matters, including how to sign up for Code Red and Nixle and expansion of website.	Town Services booth at Fifers day		Utilize website and cable bulletin board
Establishment of code of conduct/ values and statement of ethics	Bob Stemple & Susan Bak					Code of conduct, ethics for BoS and town boards (and employees)		January 2015	
Procurement Delegation	James Gorman	TA				Recommendation on potential delegation of some levels of procurement	TA provided recommendations. Dept heads need training		

7a

Received  
6-18-15



TOWN OF BOXBOROUGH  
MARY P. SHEMOWAT, TAX COLLECTOR  
29 Middle Road  
Boxborough, Massachusetts 01719  
Phone: (978) 264-1718 · Fax: (978) 264-3127  
mshemowat@boxborough-ma.gov

Dear Selina,

After much contemplation in the past few weeks, I will be resigning my position as Boxborough's Tax Collector and retiring as of June 30, 2015. During the past six months, I have seen the lack of respect given to the Tax Collector's position, even though it is a critical part of the town's financial system. During this time, decisions were made as to what the Tax Collector's software should be, without any regard or input from the Tax Collector, by individuals who do not understand all the intricacies of the tax collection process. Under the guise of financial integration, this resulted in a much more costly approach, when the integration could have been achieved by adding packages to the different existing software already in place at a much lower cost to the town.

I have enjoyed serving the people of Boxborough for the past 30 years, treating them with dignity, respect and fairness while achieving a nearly 100% collection rate. But, with the changing to an appointed position and with the inferior tax collection software that will be used, I do not feel that I can provide the high standards that I hold to in this position.

Therefore, with the end of the fiscal year coinciding with use of the new software, I feel that this is the appropriate time to transition into the next phase of my life.

Sincerely,

Mary P. Shemowat, CMMC  
Tax Collector

Cc: Board of Selectmen ✓



76  
 FY 2016  
 APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer - Other	June 30, 2016
Donald	Morse	Cemetery Superintendent	June 30, 2016
Donald	Morse	Veterans' Agent	March 31, 2016
Vacant		Assistant Veterans' Agent	March 31, 2015
Phyllis	Tower	Animal Control Officer - Dogs & Cats	June 30, 2016
David	Birt	Election Warden	June 30, 2016
Owen	Neville	Election Warden	June 30, 2016
Phyllis	Tower	Field Driver	June 30, 2016
Selina S.	Shaw	Town Administrator, Chief Procurement Officer and ADAAA Compliance Officer	Sept. 30, 2016
Maripatt	Shemowat	Tax Collector (Appointed May 11, 2015)	June 30, 2016
Patrick	McIntyre	Tax Collector	June 30, 2016
Jennifer B.	Barrett	Town Accountant	June 30, 2016
Ruth T.	Anderson	Town Assessor	June 30, 2016
Adam	Duchesneau	Town Planner	June 30, 2016
Patrick	McIntyre	Town Treasurer	June 30, 2016
David G.	Lindberg	Inspector of Buildings/Code Administration Officer	June 30, 2016
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2016
Charles	Weeks	Inspector of Wires	June 30, 2016
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2016
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2016
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2016
Randolph T.	White	Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director and Roy Custance Scholarship Administrator	June 30, 2017
Thomas	Garmon	Director of Public Works, Tree Warden and Moth Superintendent	June 30, 2017
Kopelman & Paige. PC		Town Counsel	June 30, 2016
Warren B.	Ryder	Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director	June 30, 2017
Warren J.	O'Brien	Lieutenant	June 30, 2016
Robert	Bielecki	Patrol Officer	June 30, 2016
Nathan W.	Bowolick	Patrol Officer (Appointed Temporary Sergeant 2/4/15 - until no longer necessary)	Until no longer necessary
Patrick S.	Colburn	Patrol Officer	June 30, 2016
Philip M.	Gath	Patrol Officer	June 30, 2016
Jeffrey C.	Landgren	Patrol Officer	June 30, 2016
Robert R.	Romilly, Jr.	Patrol Officer	June 30, 2016
Robert	Fagundes	Probationary Full-time Patrol Officer	August 20, 2015
Nicholas A.	DiMauro	Sergeant	June 30, 2016
Brett A.	Pelley	Sergeant	June 30, 2016
Gordon N.	Clark	Special Police Officer	June 30, 2016
Robert	DaCosta	Special Police Officer	June 30, 2016
Steven P.	Duffy	Special Police Officer	June 30, 2016
Frank	Gordon	Special Police Officer	June 30, 2016
Peter	Kinnas	Special Police Officer	June 30, 2016
Patrick E.	Mortimer	Special Police Officer	June 30, 2016
Katelyn	Pfeifer	Special Police Officer	June 30, 2016
Phyllis	Tower	Lock-up Attendant	June 30, 2016
Richard	Tower	Lock-up Attendant	June 30, 2016
Amy	Waxman	Lock-up Attendant	June 30, 2016

NB: those grayed out are listed for informational purposes only. Their appointments are still current  
 As of 06292015



INTERMUNICIPAL AGREEMENT  
ANIMAL CONTROL SERVICES

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Littleton, a municipal corporation with a principal office at Town Hall, 37 Shattuck Street, Littleton, MA 01460 ("Littleton").

Whereas, Littleton is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Littleton seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Littleton.

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2015, through June 30, 2016, subject to appropriation of funding by Littleton.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Boxborough's Commitment to Provide ACO Services to Littleton

5. Basic Services: Boxborough shall provide routine ACO services to Littleton as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. Emergency Services: For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Littleton to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

Littleton's Financial Commitment to Pay Boxborough for Animal Control Services

7. In consideration for the basic services provided under this Agreement, Littleton shall pay Boxborough the sum of Seventeen Thousand Dollars (\$17,000) for the period July 1, 2015 through June 30, 2016, to be paid in eleven monthly installments of One Thousand Four Hundred Sixteen Dollars and Sixty-seven Cents (\$1,416.67) and one final installment of One Thousand Four Hundred Sixteen Dollars and Sixty-three Cents.
8. In consideration for the emergency services provided under this Agreement, Littleton shall pay

Boxborough the sum of \$30.09 per hour, with a four hour minimum per call, for the period July 1, 2015 through June 30, 2016.

9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Boxborough's Treasurer will invoice Littleton on a monthly basis, and Littleton's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Littleton warrants and represents that it has appropriated funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Littleton warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Littleton has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

#### **Fees, Licensing and Fines**

9. Dog owner shall be responsible for paying the following fees directly to Boxborough:
  - a) \$10 Dog Pick-up fee
  - b) \$50 Dog picked up not displaying a valid license
  - c) \$40 Dog kenneling per day
10. Dog owner shall be responsible for paying licensing and fines directly to Littleton.
11. In the event of non-payment, abandoned animal or unknown animal, the Littleton will be responsible for unpaid fees and will be added to the monthly invoice.

#### **Record Keeping**

14. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

#### **Personnel**

15. During the Term, Boxborough shall employ and pay all benefits for the ACO.
16. The ACO while engaged in performing ACO Services in Littleton under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Littleton.
17. Littleton shall, at its sole cost, add the ACO performing Services in Littleton under this Agreement as an additional insured under all of Littleton's liability insurance policies covering Littleton's employees including without limitation the automobile and comprehensive general liability insurance policies.

#### **Rights and Indemnities**

18. By entering into this Agreement, Boxborough and Littleton have not waived any governmental

immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

#### Procedure to Request Services

20. Littleton Police shall provide initial response to all animal complaints in Littleton and determine if ACO services are required.
21. If Littleton Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Littleton Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Littleton Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

#### Scope of ACO Services

23. ACO Services under this Agreement shall include the following:
  - a) Catching stray and/or injured dogs.
  - b) Seeking treatment for ill/injured impounded dogs as necessary.
  - c) Responding to complaints regarding stray or injured animals.
  - d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
  - e) Working with the Littleton Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
  - f) Verifying rabies and licensing status of impounded dogs.
  - g) Prosecuting violators of Littleton's animal control bylaws.
  - h) Checking dead animals for microchip. Littleton shall be responsible for final disposition.
  - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Littleton shall be responsible for cost.
  - j) Providing advice and information to residents regarding pest control options.
  - k) ACO shall pick up destroyed animals and arrange with Littleton's Animal Inspector for testing if necessary. Littleton shall be responsible for paying the testing fees and for final disposition of destroyed animals.
24. The ACO shall have enforcement jurisdiction in Littleton under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.

25. ACO shall attend dog hearings as requested.
26. Littleton Police should destroy severely injured dogs if possible and safe to do so.
27. Littleton Police should destroy rabid animals if possible and safe to do so.
28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

#### Administration

29. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Littleton shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

#### Termination

32. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 18 and 19 above.

#### Notices

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Littleton Town Administrator, Town Hall, 37 Shattuck Street, Littleton, MA 01460, with a copy to the Boxborough Board of Selectmen at the same address.

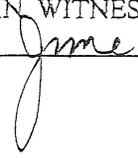
#### Assignment

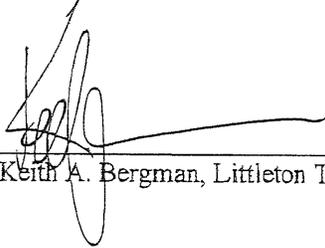
34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

35. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the 22 day of June, 2015.

  
\_\_\_\_\_  
Selina S. Shaw, Boxborough Town Administrator

  
\_\_\_\_\_  
Keith A. Bergman, Littleton Town Administrator

APPROVED BY: Board of Selectmen of the Town of Boxborough

\_\_\_\_\_  
Vincent M. Amoroso, Chair

\_\_\_\_\_  
Robert T. Stemple, Clerk

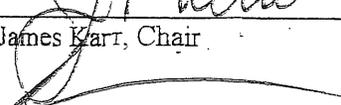
\_\_\_\_\_  
Susan M. Bak

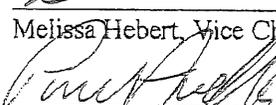
\_\_\_\_\_  
Leslie R. Fox

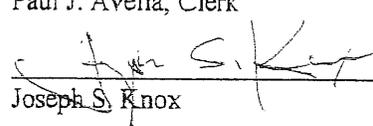
\_\_\_\_\_  
James J. Gorman

APPROVED BY: Board of Selectmen of the Town of Littleton

  
\_\_\_\_\_  
James Karr, Chair

  
\_\_\_\_\_  
Melissa Hebert, Vice Chair

  
\_\_\_\_\_  
Paul J. Avella, Clerk

  
\_\_\_\_\_  
Joseph S. Knox

\_\_\_\_\_  
Charles DeCoste



7 di



# Reserve Fund Transfer Request

Date: 6/15/15

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

UMAS Acct. # 001-135-5301-0000  
(Fund # - Dept. # - Object - Detail)

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

The balance in the line item as of 6/22/15 (Date) is \$ 0.00. An amount of \$ 22,000 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.

Amount required for review of operations of the Tax Collector's "accounting system". This review has been necessitated by the retirement of the current Tax Collector and should be completed before the position is vacated and filled by a new appointee.

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

<u>[Signature]</u> <u>6/15/15</u>	(Signature)	Selina Shaw - 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>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>			<i>7/1/14 To 6/22/15</i>		<i>Net Expenses To Date</i>	<i>Available Balance</i>	<i>Percent Expended</i>
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>	<i>Payments To Date</i>			
<b>Accountant</b>									
001-135-5112-0000	Accountant Salary	64,311.00	0.00	64,311.00	0.00	62,092.80	62,092.80	2,218.20	96.55%
001-135-5301-0000	Accountant Audit	22,000.00	0.00	22,000.00	0.00	22,000.00	22,000.00	0.00	100.00%
001-135-5305-0000	Accountant Software Support	2,768.00	4,700.00	7,468.00	0.00	7,467.15	7,467.15	0.85	99.99%
001-135-5420-0000	Accountant Office Supplies	400.00	0.00	400.00	0.00	278.98	278.98	121.02	69.75%
001-135-5711-0000	Accountant Travel	550.00	0.00	550.00	0.00	363.45	363.45	186.55	66.08%
001-135-5712-0000	Accountant Training/Conferences	1,200.00	0.00	1,200.00	0.00	785.52	785.52	414.48	65.46%
001-135-5730-0000	Accountant Dues	50.00	0.00	50.00	0.00	50.00	50.00	0.00	100.00%
<b>Sum</b>	<b>Accountant</b>	<b>91,279.00</b>	<b>4,700.00</b>	<b>95,979.00</b>	<b>0.00</b>	<b>93,037.90</b>	<b>93,037.90</b>	<b>2,941.10</b>	<b>96.94%</b>



100 Quannapowitt Parkway  
Suite 101  
Wakefield, MA 01880  
T. 781-914-1700  
F. 781-914-1701  
[www.powersandsullivan.com](http://www.powersandsullivan.com)

**Engagement Letter to Provide Consulting Services**

June 22, 2015

Ms. Selina Shaw  
Town Administrator  
Town of Boxborough, Massachusetts  
29 Middle Road  
Boxborough, MA 01719

Dear Ms. Shaw:

This letter confirms our understanding of the engagement between Powers & Sullivan, LLC and the Town of Boxborough. We are engaged as consultants to assist the Town in the review of the Collectors Office in light of the sudden resignation of the department head.

We will perform a review of operations of the Collector's accounting system which will include but not be limited to a review of billing, collections, turnovers and deposits. The nature of our procedures will be limited. Therefore fraud may exist in the Town that we will not identify during the performance of those procedures.

The planning of the engagement will be customized and evolve as the engagement progresses; as a result the scope may change as the engagement progresses.

Our findings and conclusions will be presented in an objective and unbiased manner. We are not aware of any conflict that would affect our ability to act impartially.

Our fee for the services provided will be billed at our standard hourly rates. We will not bill for items such as copies, postage and similar items. Our standard hourly rates are \$195 for partners, \$150 for managers, \$125 for seniors, \$100 for assistants and \$40 for office support staff. Based on our initial discussions we expect the fee to be between \$2,000 - \$2,800. We will bill the Town monthly as the work progresses and provide estimates on the cost of the remaining work.

If this is in accordance with your understanding and meets your approval, please sign and date one copy of this letter in the space provided and return it to us. If the need for additional services arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter.

Sincerely,



Powers & Sullivan, LLC

Accepted by: 

Date: June 23, 2015



# Reserve Fund Transfer Request

Date: June 25<sup>th</sup> 2015

It is requested by the undersigned that the sum of \$ 111.<sup>00</sup> be transferred from the Reserve Fund to:

UMAS Acct. # 001-145-5711-0000

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

Description (e.g. Selectmen's expenses) TRAVEL EXPENSES

The balance in the line item as of June 24<sup>th</sup> (Date) is \$ (6.04). An amount of \$ 500.<sup>00</sup> 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.

These expenses exceeded the amount that was budgeted by the previous Treasurer. These expenses were incurred during the 2015 Spring Conf of the Mass Collectors & Treasurers Assoc.

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

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

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

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

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



TOWN OF BOXBOROUGH  
REQUEST FOR CHECK - FY2015

Requester's Name: Patrick McIntyre

Date: June 19<sup>th</sup>, 2015

Purpose: Cape Cod MCTA Conference

Expense:

Please be specific

Lodging \$ 474.76  
Account # 001 - 145 - 5711 - 0000

Mileage (210 miles x \$0.575) \$ 120.75  
Account # 001 - 145 - 5711 - 0000

Check Payable to:

Name: Patrick McIntyre

Address: 32 Mount View Dr.

City, ST, Zip: Clinton, MA 01510

Memo: \_\_\_\_\_

Total Check \$ 595.51

All receipts must be returned to the Town Accountant upon use of the requested check. If a receipt is not available, please supply sufficient documentation with this form to substantiate the request.

Respectfully submitted,

\_\_\_\_\_  
Signature

Approved by Department Head \_\_\_\_\_

\_\_\_\_\_  
Title/Department

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>			<i>7/1/14 To</i>		<i>6/22/15</i>		<i>Available</i>	<i>Percent</i>
		<i>Original</i>	<i>Budget</i>	<i>Current</i>	<i>Receipts</i>	<i>Payments</i>	<i>Net</i>	<i>Expenses</i>		
		<i>Budget</i>	<i>Adjustments</i>	<i>Budget</i>	<i>To Date</i>	<i>To Date</i>	<i>To Date</i>	<i>Balance</i>	<i>Expended</i>	
<b>Treasurer</b>										
001-145-5112-0000	Treasurer Salary	64,311.00	0.00	64,311.00	0.00	62,092.80	62,092.80	2,218.20	96.55%	
001-145-5154-0000	Treasurer Certification Stipend	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00	0.00	100.00%	
001-145-5301-0000	Treasurer Payroll Service	3,700.00	0.00	3,700.00	0.00	4,347.02	4,347.02	-647.02	117.49%	
001-145-5311-0000	Treasurer Performance Bond	525.00	0.00	525.00	0.00	525.00	525.00	0.00	100.00%	
001-145-5313-0000	Treasurer Banking Fees	1,680.00	0.00	1,680.00	5.70	339.00	333.30	1,346.70	19.84%	
001-145-5316-0000	Treasurer Tax Title Foreclosures	1,000.00	0.00	1,000.00	0.00	1,572.07	1,572.07	-572.07	157.21%	
001-145-5317-0000	Treasurer Printing Services	350.00	0.00	350.00	0.00	0.00	0.00	350.00	0.00%	
001-145-5420-0000	Treasurer Office Supplies	125.00	0.00	125.00	0.00	401.12	401.12	-276.12	320.90%	
001-145-5711-0000	Treasurer Travel	500.00	0.00	500.00	0.00	506.04	506.04	-6.04	101.21%	
001-145-5712-0000	Treasurer Training/Conferences	400.00	0.00	400.00	0.00	130.00	130.00	270.00	32.50%	
001-145-5730-0000	Treasurer Dues	70.00	0.00	70.00	0.00	50.00	50.00	20.00	71.43%	
<b>Sum</b>	<b>Treasurer</b>	<b>73,661.00</b>	<b>0.00</b>	<b>73,661.00</b>	<b>5.70</b>	<b>70,963.05</b>	<b>70,957.35</b>	<b>2,703.65</b>	<b>96.33%</b>	

## Budget Warning - Summary

Ledger	Budget Group Name	Description	Available	Pending	Over
Exp	Treasurer Other	Treasurer Other Exp	485.45	-595.51	-110.06

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# Reserve Fund Transfer Request

Date: June 29, 2015

It is requested by the undersigned that the sum of \$1,596.15 be transferred from the Reserve Fund to:

UMAS Acct. # 001-146-5110-0000  
(Fund # - Dept. # - Object - Detail)

Description Collector Salary

The balance in the line item as of 06/22/15 (Date) is \$2,209.71. An amount of \$ 64,087.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The Tax Collector is retiring effective June 30, 2015 and has 6.5 days of accrued vacation time (6.5 days x 8 hrs/day x \$30.39/hr) for a total of \$1,595.88. Additionally, the salary budget had been rounded down instead of rounding up, resulting in the under-budgeting of the salary line by \$0.27.

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

<u>[Signature]</u> <u>6/26/15</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. # \_\_\_\_\_ 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	_____	_____



**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>		<i>7/1/14 To</i>	<i>6/22/15</i>	<i>Payments To Date</i>	<i>Net Expenses To Date</i>	<i>Available Balance</i>	<i>Percent Expended</i>
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>				
<b>Tax collector</b>									
001-146-5110-0000	Collector Salary	64,087.00	0.00	64,087.00	0.00	61,877.29	61,877.29	2,209.71	96.55%
001-146-5154-0000	Collector Certification Stipend	1,000.00	0.00	1,000.00	0.00	1,000.00	1,000.00	0.00	100.00%
001-146-5305-0000	Collector Software Support	8,742.00	2,950.00	11,692.00	0.00	11,692.00	11,692.00	0.00	100.00%
001-146-5311-0000	Collector Performance Bond	680.00	0.00	680.00	0.00	680.00	680.00	0.00	100.00%
001-146-5316-0000	Collector Tax Title	160.00	0.00	160.00	0.00	0.00	0.00	160.00	0.00%
001-146-5317-0000	Collector Printing Services	1,400.00	0.00	1,400.00	0.00	957.20	957.20	442.80	68.37%
001-146-5345-0000	Collector Postage	7,140.00	0.00	7,140.00	0.00	7,041.15	7,041.15	98.85	98.62%
001-146-5420-0000	Collector Office Supplies	551.00	0.00	551.00	0.00	175.02	175.02	375.98	31.76%
001-146-5711-0000	Collector Travel	400.00	0.00	400.00	0.00	130.48	130.48	269.52	32.62%
001-146-5712-0000	Collector Training/Conferences	1,000.00	0.00	1,000.00	0.00	668.22	668.22	331.78	66.82%
001-146-5730-0000	Collector Dues	45.00	0.00	45.00	0.00	50.00	50.00	-5.00	111.11%
<b>Sum</b>	<b>Tax collector</b>	<b>85,205.00</b>	<b>2,950.00</b>	<b>88,155.00</b>	<b>0.00</b>	<b>84,271.36</b>	<b>84,271.36</b>	<b>3,883.64</b>	<b>95.59%</b>

1595.88 VAC





# Reserve Fund Transfer Request

Date: June 29, 2015

It is requested by the undersigned that the sum of \$8000 be transferred from the Reserve Fund to:

UMAS Acct. # 001-151-5311-0000  
(Fund # - Dept. # - Object - Detail)

Description Legal Services

The balance in the line item as of 06/22/15 (Date) is \$15,316.93. An amount of \$ 53,500 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Remaining bills to be paid, including final estimated total \$23,201.18. Balance in departmental budget is only \$15,316.93, leaving a deficit of \$7,884.25. Rounded up RFT request...

April: \$6,980.39  
May: \$10,235.91  
June through 6/19/15: \$3,984.88  
June (6/20 - 6/30/15 estimated): \$2,000

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

<u>[Signature]</u> <u>6/26/15</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from the Reserve Fund to UMAS Acct. # \_\_\_\_\_ 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	_____	_____

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

Account Number	Account Name	For the Period			7/1/14 To		6/22/15		Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date	Payments To Date					
Legal Department											
001-151-5311-0000	Legal Services	50,000.00	0.00	50,000.00	0.00	36,623.50	36,623.50	13,376.50	73.25%		
001-151-5399-0000	Legal Expenses	3,500.00	0.00	3,500.00	0.00	1,559.57	1,559.57	1,940.43	44.56%		
<b>Sum</b>	<b>Legal Department</b>	<b>53,500.00</b>	<b>0.00</b>	<b>53,500.00</b>	<b>0.00</b>	<b>38,183.07</b>	<b>38,183.07</b>	<b>15,316.93</b>	<b>71.37%</b>		

April < 6897.30 >  
 < 82.89 >  
  
 May < 10,235.91 >  
 < 1,899.37 >  
  
 June through 6/19 < 3,984.88 >  
 June est to 6/30 < 2000 - >  


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 7884.25

KOPELMAN AND PAIGE, P.C.

101 ARCH STREET.  
BOSTON, MA 02110  
(617) 556-0007

STATEMENT NO. 104625

BOARD OF SELECTMEN  
BOXBOROUGH TOWN HALL  
29 MIDDLE ROAD  
BOXBOROUGH, MA 01719

JUNE 12, 2015

IN REFERENCE TO: PROFESSIONAL SERVICES THROUGH May 31, 2015

TOTAL: 54.70 9,572.50

ACCUMULATED DISBURSEMENTS AT COST; REPRODUCTION OF DOCUMENTS, EXPRESS MAIL, SPECIAL POSTAGE, TOLL CALLS AND ON-LINE RESEARCH.

TOTAL COSTS: 663.41

TOTAL DUE \$ 10,235.91

\_\_\_\_\_  
Signature

\$ \_\_\_\_\_  
Amount to Pay Vendor Acct #

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Invoice Date Invoice #

\_\_\_\_\_  
Posting Account

# MONTHLY DISBURSEMENTS

DATE >= 6/1/15 AND CLIENT SORT CONTAINS 'BOXBOROUGH'

<u>TRANS</u>	<u>DATE</u>	<u>PROF</u>	<u>NARRATIVE</u>	<u>COMPONENT</u>	<u>STATEMENT</u> <u>UNITS</u>	<u>STATEMENT</u> <u>PRICE</u>	<u>EXTENDED</u> <u>AMOUNT</u>
				GRAND TOTAL	28.1000		<hr/> 3,984.88

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# Reserve Fund Transfer Request

Date: 6/29/15

It is requested by the undersigned that the sum of \$ 14,752.07 be transferred from the Reserve Fund to:

UMAS Acct. # 001-156-5306-0000

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

Description (e.g. Selectmen's expenses) Technology Consulting

The balance in the departmental budget as of 6/29/15 (Date) is \$ 4,099.97. An amount of \$ 27,997 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.

After processing of 6/29 warrant, balance in the technology budget (\$3,435.97) will be insufficient to pay remaining outstanding invoices (invoice #10683, \$863; invoice #11116, \$8,998; portion of invoice #11120, \$6,650.04; Guardian svcs awaiting invoice, \$1,277; est phone/inet not yet rec'd, \$400)

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

<u>[Signature]</u> <u>6/26/15</u>	(Signature)	<u>Selina Shaw - Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period			7/1/14 To 6/22/15		Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date	Payments To Date			
Technology									
001-156-5306-0000	Technology Consulting	1,080.00	0.00	1,080.00	0.00	1,727.50	1,727.50	-647.50	159.95%
001-156-5341-0000	Technology Telephone	10,000.00	0.00	10,000.00	0.00	7,067.91	7,067.91	2,932.09	70.68%
001-156-5341-0610	Technology Telephone (Library)	1,600.00	0.00	1,600.00	0.00	1,105.48	1,105.48	494.52	69.09%
001-156-5343-0000	Technology Internet Access	1,380.00	0.00	1,380.00	0.00	4,303.96	4,303.96	-2,923.96	311.88%
001-156-5344-0000	Technology Website Hosting	4,634.00	0.00	4,634.00	0.00	2,674.70	2,674.70	1,959.30	57.72%
001-156-5422-0000	Technology Software	4,700.00	0.00	4,700.00	0.00	4,700.00	4,700.00	0.00	100.00%
001-156-5582-0000	Technology Hardware	4,600.00	0.00	4,600.00	0.00	2,314.48	2,314.48	2,285.52	50.31%
Sum	Technology	27,994.00	0.00	27,994.00	0.00	23,894.03	23,894.03	4,099.97	85.35%

6/29 warrant <664->

3435.97

#10683 <863->

#11116 part <898> H/W

#11116 bal. <8400>

#11120 part <6650.04>

Guardian o/s not rec'd <1277>

phone bills est. <400>

<14,752.07>

Guardian Information Technologies,  
 Inc.  
 23 Water Street, Suite 2  
 Leominster, MA 01453  
 (978) 840-1212



<b>Bill To:</b>
Town of Boxborough Attn: Selina Shaw 29 Middle Road Boxborough, MA 01719 United States

<b>Date</b>	<b>Invoice</b>
06/18/2015	11116
<b>Account</b>	
Town of Boxborough	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Net 30 days	07/18/2015	signed scope	Servers Redeployment Project

<b>Company Name</b>	Town of Boxborough
<b>Contact Name</b>	Selina Shaw
<b>Ship to Address</b>	29 Middle Road Boxborough, MA 01719

Systems Engineering Services per the signed scope of work total \$8,100 001-156-5306-0000

Materials:  
 16GB RAM (upgrade for LUTHER server) \$898 001-156-5582-0000

Make checks payable to Guardian Information Technologies, Inc.	<b>Invoice Subtotal:</b>	8,998.00
	<b>Sales Tax:</b>	0.00
	<b>Invoice Total:</b>	<b>8,998.00</b>

Thank you for your business!

Guardian Information Technologies,  
 Inc.  
 23 Water Street, Suite 2  
 Leominster, MA 01453  
 (978) 840-1212



<b>Bill To:</b>
Town of Boxborough Attn: Selina Shaw 29 Middle Road Boxborough, MA 01719 United States

<b>Date</b>	<b>Invoice</b>
06/18/2015	11120
<b>Account</b>	
Town of Boxborough	

<b>Terms</b>	<b>Due Date</b>	<b>PO Number</b>	<b>Reference</b>
Net 30 days	07/18/2015		

Services	Work Type	Hours	Rate	Amount
<u>Billable Services</u>				
Systems & Network Engineer	Travel	1.00	33.75	33.76
Desktop Engineer	Travel	4.00	23.75	95.04
Desktop Engineer	Regular / Onsite	10.75	95.00	1,021.25
Desktop Engineer	Regular / Offsite	14.75	95.00	1,401.25
Systems & Network Engineer	Regular / Onsite	12.75	135.00	1,721.25
Systems & Network Engineer	Regular / Offsite	21.50	135.00	2,902.50
<u>Non-Billable Services</u>				
Desktop Engineer	Regular / Offsite	4.50	95.00	0.00
Systems & Network Engineer	Regular / Offsite	3.00	135.00	0.00
Desktop Engineer	Regular / Onsite	2.00	95.00	0.00
Systems & Network Engineer	Regular / Onsite	9.00	135.00	0.00
Desktop Engineer	Travel	1.00	23.75	0.00
Systems & Network Engineer	Travel	1.00	33.75	0.00
<b>Total Services:</b>				<b>7,175.05</b>

Make checks payable to Guardian Information Technologies, Inc.	<b>Invoice Subtotal:</b>	7,175.05
	<b>Sales Tax:</b>	0.00
	<b>Invoice Total:</b>	<b>7,175.05</b>

Thank you for your business!

DPW 95 + 168.75 + 261.26 525.01

RFT 6650.04

Guardian Information Technologies,  
 Inc.  
 23 Water Street, Suite 2  
 Leominster, MA 01453  
 (978) 840-1212



<b>Bill To:</b>
Town of Boxborough Attn: Selina Shaw 29 Middle Road Boxborough, MA 01719 United States

<b>Date</b>	<b>Invoice</b>
01/22/2015	10683
<b>Account</b>	
Town of Boxborough	

Terms	Due Date	PO Number	Reference
Net 30 days	02/21/2015		BPS02 Warranty Renewal

Other Charges		
Billable Other Charges		
Dell Warranty Renewal on BPS02 through Jan 2016 \$863		
<b>Total Other Charges:</b>		
<b>863.00</b>		
Make checks payable to Guardian Information Technologies, Inc.	<b>Invoice Subtotal:</b>	863.00
	<b>Sales Tax:</b>	0.00
	<b>Invoice Total:</b>	<b>863.00</b>

001-156-5582-0000

Thank you for your business!

## Selina Shaw

---

**From:** Walton, Jay <jwalton@guardianinfo.com>  
**Sent:** Friday, June 26, 2015 12:16 PM  
**To:** Selina Shaw  
**Cc:** Collette, Katie  
**Subject:** RE: FY 15 close out  
**Attachments:** FW: Past Due Guardian Invoice 10683 (8.75 KB); 10683.pdf

Selina,

I've pushed through any Service Tickets that we had on our Service Board that were completed with some level of resolution (either completely closed out or awaiting response from client for over 2 weeks).

Most of the Service Tickets were for DPW (Wireless deployment), Fire and PD (Phone system changes, etc.) – I only see one ticket for Town Hall, invoicing for \$135.00

The total amount set to invoice is \$1,276.26 – Katie, our Finance Director, can send this out to you on Monday.

Additionally, the attached invoice for Warranty Renewal on BPS02 was sent to Chief Ryder. Email correspondence attached also. I believe that Brad and Chief Ryder had discussed this after it had been sent out and, in our meeting yesterday we addressed the question again, clarifying warranty renewals in that some renewals will be placed through a 3<sup>rd</sup> party if we are unable to renew through Dell (or manufacturer direct).

Please let me know if you have any questions or concerns.

Great to see you yesterday!

Thanks,

Jay

**Jason K. Walton**

Guardian Information Technologies, Inc.  
23 Water St., Suite 2  
Leominster, MA 01453  
978-840-1212 x 126  
978-840-1166 (FAX)  
[jwalton@guardianinfo.com](mailto:jwalton@guardianinfo.com)

---

**From:** Selina Shaw [<mailto:sshaw@boxborough-ma.gov>]  
**Sent:** Thursday, June 25, 2015 9:46 PM  
**To:** Walton, Jay  
**Subject:** FY 15 close out

Hi, Jay,

I just wanted to check in and see if there were any more invoices for FY 15? As I mentioned I am preparing to close out the year. It would be very helpful if you could let me know on Friday.

Thanks.



# Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: June 29, 2015

It is requested by the undersigned that the sum of \$ 1,000 be transferred from:  
UMAS Acct. # 001-192-5115-0000  
(Fund # - Dept. # - Object - Detail)  
Description (e.g. Selectmen's expenses) Town Hall Clerical Salary

To:  
UMAS Acct. # 001-192-5241-0000  
(Fund # - Dept. # - Object - Detail)  
Description (e.g. Selectmen's expenses) Town Hall Building/Grounds Maintenance Service

The balance in the Town Hall Clerical Salary line item as of 6/22/15 (Date) is \$ 24,866.27. An amount of \$ 168,116 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 5043.48.

The balance in the Town Hall Other Expenses (in the aggregate) line item as of 6/22/15 (Date) is \$ 2,214.29. An amount of \$ 45,355 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Balance remaining after 6/29 warrant (\$1,818.81) will be insufficient to cover year end bills (LELD \$600 est; Natl Grid \$100 est; Service Master \$900; Pitney Bowes \$554; Belmont Springs \$29; Misc \$635). There were a number of maintenance items that had not been budgeted - plumbing, HVAC and elevator repairs, which attributed to this shortfall.

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] 6/26/15 (Signature) Town Administrator (Title)

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

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

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



TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/14 To	6/22/15	Payments To Date	Net	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date		Expenses To Date		
Town Hall									
001-192-5115-0000	Town Hall Clerical Salary	168,116.00	0.00	168,116.00	0.00	143,249.73	143,249.73	24,866.27	85.21%
001-192-5210-0000	TH Electricity	8,300.00	0.00	8,300.00	0.00	6,607.37	6,607.37	1,692.63	79.61%
001-192-5212-0000	TH Heating	4,100.00	0.00	4,100.00	0.00	4,842.88	4,842.88	-742.88	118.12%
001-192-5241-0000	TH Bldg/Grounds Maint Service	1,500.00	0.00	1,500.00	0.00	7,421.30	7,421.30	-5,921.30	494.75%
001-192-5271-0000	TH Equipment Lease	6,731.00	0.00	6,731.00	0.00	6,074.14	6,074.14	656.86	90.24%
001-192-5305-0000	TH Software Lic/Support	1,500.00	0.00	1,500.00	0.00	1,500.00	1,500.00	0.00	100.00%
001-192-5312-0000	TH Advertising/Legal Notices	700.00	0.00	700.00	0.00	1,288.36	1,288.36	-588.36	184.05%
001-192-5317-0000	TH Printing Services	4,206.00	0.00	4,206.00	0.00	3,484.60	3,484.60	721.40	82.85%
001-192-5345-0000	TH Postage	5,300.00	0.00	5,300.00	72.70	2,570.00	2,497.30	2,802.70	47.12%
001-192-5420-0000	TH Office Supplies	1,525.00	0.00	1,525.00	0.00	452.97	452.97	1,072.03	29.70%
001-192-5421-0000	TH Copier Supplies	2,300.00	0.00	2,300.00	0.00	1,263.87	1,263.87	1,036.13	54.95%
001-192-5441-0000	TH Bldg/Grounds Maint Supplies	1,000.00	0.00	1,000.00	0.00	2,771.83	2,771.83	-1,771.83	277.18%
001-192-5443-0000	TH Equipment Maint Supplies	1,000.00	0.00	1,000.00	0.00	755.15	755.15	244.85	75.52%
001-192-5490-0000	TH Meals/Refreshments	100.00	0.00	100.00	0.00	109.33	109.33	-9.33	109.33%
001-192-5599-0000	TH Cleaning Supplies	1,000.00	0.00	1,000.00	0.00	911.40	911.40	88.60	91.14%
001-192-5710-0000	TH Lodging/Meals	720.00	0.00	720.00	0.00	324.00	324.00	396.00	45.00%
001-192-5711-0000	TH Travel	283.00	0.00	283.00	0.00	507.23	507.23	-224.23	179.23%
001-192-5712-0000	TH Training/Conferences	2,470.00	0.00	2,470.00	0.00	967.00	967.00	1,503.00	39.15%
001-192-5730-0000	TH Dues	1,078.00	0.00	1,078.00	0.00	1,047.50	1,047.50	30.50	97.17%
001-192-5799-0000	TH Other Expenses	1,542.00	0.00	1,542.00	0.00	314.48	314.48	1,227.52	20.39%
Sum	Town Hall	213,471.00	0.00	213,471.00	72.70	186,463.14	186,390.44	27,080.56	87.31%

< 24,866.27 >

Total other  
bills pro 1/24  
Available

2,214.29  
< 395.48 >  
1,818.81





# Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: June 25, 2015

It is requested by the undersigned that the sum of \$ 325.00 be transferred from:

UMAS Acct. # 001-241-5112-0000

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

Description (e.g. Selectmen's expenses) Building Insp Salary

To:

UMAS Acct. # 001-241-5599-0000

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

Description (e.g. Selectmen's expenses) Bldg Insp Office Supplies

The balance in the Salary line item as of 6/25/15 (Date) is \$ 4,737.87. An amount of \$ 68,383.00 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 2118.99. 2051.49M

The balance in the Supplies line item as of 6/25/15 (Date) is \$ 131.07. An amount of \$ 700.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Additional supplies, training and travel have stressed the "Total Other" accounts at year end. The additional funds will be used to cover storage containers in preparation of archiving large plans.

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] (Signature) INSPECTOR OF BLOGS (Title)  
[Signature] (Signature) Town Administrator 6/26/15 (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from UMAS Acct. # 001-241-5112-0000 to UMAS Acct. # 001-241-5599-0000 to be used for the purposes and in the amounts indicated above.

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

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

Denise Monteiro

From: Borrero, Laura <lborrero@globalindustrial.com>  
Sent: Thursday, June 25, 2015 3:16 PM  
To: DMONTEIRO@BOXBOROUGH-MA.GOV  
Subject: NEW GLOBAL QUOTE REQUEST

Hi Denise,

Please see the new quote below for your records and advise if you should need anything further.

Thank you and have a great day!

Sincerely,

Laura Borrero

Account Manager

800-231-3538 Ext. 7107

Direct: 516-608-7107

Fax: 516-608-3541

[www.globalindustrial.com](http://www.globalindustrial.com)

FEDERAL ID# 11-3584699

DUNS# 001472216

CAGE CODE 1BA20



11 HARBOR PARK DRIVE  
PORT WASHINGTON, NY 11050

## Sales Quote

Account #: 526544	Quote #: 3149294	Quote Issued: 06/25/2015
BOXBOROUGH TOWN HALL		*Quote Expires 30 Days from Issue
DENISE MONTERO	Phone: (978) 264- 1726	
29 MIDDLE RD	Fax:	
BOXBOROUGH, Massachusetts 01719		

Part#	Description	Shipping	Quantity	Price	Extended
269993	Rubbermaid 3R43 Roughneck Clear Tote 95 Quart	UPS - GROUND	12	\$20.25	\$243.00
Item Total:					\$243.00
Estimated Freight:					\$60.35
PLEASE BE SURE TO REVIEW OUR TERMS AND CONDITIONS					*Total: \$303.35

Notes	Thank you for the opportunity to help with your needs. To place your order or for further assistance please contact me. Name: LAURA BORRERO Email: <a href="mailto:lborrero@globalindustrial.com">lborrero@globalindustrial.com</a> Phone: (516) 608-7107 x7107 Fax: (516) 608-3541
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**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>			<i>7/1/14 To 6/22/15</i>		<i>Net Expenses To Date</i>	<i>Available Balance</i>	<i>Percent Expended</i>
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>	<i>Payments To Date</i>			
<b>Building Inspector</b>									
001-241-5112-0000	Bldg Insp Salary	68,383.00	0.00	68,383.00	0.00	63,645.13	63,645.13	4,737.87	93.07%
001-241-5242-0000	Bldg Insp Vehicle Maint Svc	100.00	0.00	100.00	0.00	84.56	84.56	15.44	84.56%
001-241-5599-0000	Bldg Insp Office Supplies	700.00	0.00	700.00	0.00	568.93	568.93	131.07	81.28%
001-241-5711-0000	Bldg Insp Travel	300.00	0.00	300.00	0.00	583.81	583.81	-283.81	194.60%
001-241-5712-0000	Bldg Insp Training/Conferences	960.00	0.00	960.00	0.00	690.00	690.00	270.00	71.88%
001-241-5730-0000	Bldg Insp Dues	190.00	0.00	190.00	0.00	115.00	115.00	75.00	60.53%
<b>Sum</b>	<b>Building Inspector</b>	<b>70,633.00</b>	<b>0.00</b>	<b>70,633.00</b>	<b>0.00</b>	<b>65,687.43</b>	<b>65,687.43</b>	<b>4,945.57</b>	<b>93.00%</b>





# Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: June 29, 2015

It is requested by the undersigned that the sum of \$ 11,949.00 be transferred from:  
UMAS Acct. # 001-220-5116-0000  
(Fund # - Dept. # - Object - Detail)  
Description (e.g. Selectmen's expenses) Fire Salary - PD FF

To:  
UMAS Acct. # 001-215-5134-0000  
(Fund # - Dept. # - Object - Detail)  
Description (e.g. Selectmen's expenses) Dispatch Overtime Full-time

The balance in the Fire Salaries ( in the aggregate) line item as of 6/22/15 (Date) is \$ 82,318.48. An amount of \$ 765,214 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 22,956.42.

The balance in the Dispatch OT FT line item as of 6/22/15 (Date) is \$ -17,978.09. An amount of \$ 46,519.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Please see explanation presented on RFT form attached.

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] (Signature) Fire Chief (Title)  
[Signature] (Signature) Town Administrator (Title)  
[Signature] (Signature) \_\_\_\_\_ (Title)

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

Board of Selectmen	Date:	Finance Committee	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

Account Number	Account Name	For the Period		7/1/14 To	6/22/15	Payments To Date	Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date				
<b>Fire</b>									
001-220-5112-0000	Fire Salary -Chief	93,378.00	0.00	93,378.00	0.00	90,157.94	90,157.94	3,220.06	96.55%
001-220-5114-0000	Fire Salary -FT FF/EMT	287,293.00	0.00	287,293.00	0.00	257,547.60	257,547.60	29,745.40	89.65%
001-220-5116-0000	Fire Salary -PD FF	256,972.00	0.00	256,972.00	0.00	207,079.46	207,079.46	49,892.54	80.58%
001-220-5124-0000	Fire Salary -On Call	59,197.00	0.00	59,197.00	0.00	27,257.88	27,257.88	31,939.12	46.05%
001-220-5134-0000	Fire OT	68,374.00	0.00	68,374.00	0.00	100,852.64	100,852.64	-32,478.64	147.50%
001-220-5210-0000	Fire Electricity	5,950.00	0.00	5,950.00	0.00	6,242.27	6,242.27	-292.27	104.91%
001-220-5212-0000	Fire Heating	6,500.00	0.00	6,500.00	0.00	6,898.80	6,898.80	-398.80	106.14%
001-220-5241-0000	Fire Bldg/Grounds Maint Svc	5,400.00	0.00	5,400.00	0.00	920.69	920.69	4,479.31	17.05%
001-220-5242-0000	Fire Vehicle Maint Svc	15,000.00	0.00	15,000.00	0.00	24,222.48	24,222.48	-9,222.48	161.48%
001-220-5243-0000	Fire Equipment Maint Svc	18,850.00	0.00	18,850.00	0.00	7,663.76	7,663.76	11,186.24	40.66%
001-220-5301-0000	Fire Ambulance Billing	7,178.00	0.00	7,178.00	0.00	3,438.58	3,438.58	3,739.42	47.90%
001-220-5302-0000	Fire Medical Services	2,000.00	0.00	2,000.00	0.00	2,930.00	2,930.00	-930.00	146.50%
001-220-5341-0000	Fire Cell Phone	2,400.00	0.00	2,400.00	0.00	3,338.34	3,338.34	-938.34	139.10%
001-220-5441-0000	Fire Bldg/Grounds Maint Supply	1,200.00	0.00	1,200.00	0.00	1,430.46	1,430.46	-230.46	119.21%
001-220-5443-0000	Fire Equipment Maint Exp	13,500.00	0.00	13,500.00	0.00	12,562.54	12,562.54	937.46	93.06%
001-220-5500-0000	Fire Medical Supply	5,750.00	0.00	5,750.00	0.00	4,890.77	4,890.77	859.23	85.06%
001-220-5591-0000	Fire Uniforms	7,800.00	0.00	7,800.00	0.00	5,801.68	5,801.68	1,998.32	74.38%
001-220-5712-0000	Fire Training/Conferences	2,900.00	0.00	2,900.00	0.00	603.80	603.80	2,296.20	20.82%
001-220-5730-0000	Fire Dues	3,300.00	0.00	3,300.00	0.00	2,939.00	2,939.00	361.00	89.06%
001-220-5731-0000	Fire Certification/License	2,000.00	0.00	2,000.00	0.00	1,293.40	1,293.40	706.60	64.67%
001-220-5799-0000	Fire Other Expenses	3,770.00	0.00	3,770.00	0.00	1,212.05	1,212.05	2,557.95	32.15%
<b>Sum</b>	<b>Fire</b>	<b>868,712.00</b>	<b>0.00</b>	<b>868,712.00</b>	<b>0.00</b>	<b>769,284.14</b>	<b>769,284.14</b>	<b>99,427.86</b>	<b>88.55%</b>

82,318.48



# Reserve Fund Transfer Request

Date: 6/12/2015

It is requested by the undersigned that the sum of \$ 11,949.00 be transferred from the Reserve Fund to:

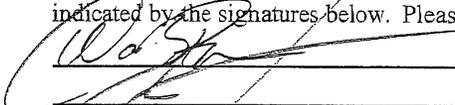
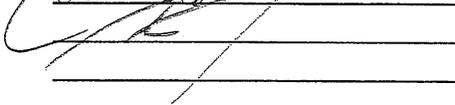
UMAS Acct. # 001-215-5134-0000  
(Fund # - Dept. # - Object - Detail)

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

The balance in the line item as of 6/12/2015 (Date) is \$(16,093.25). An amount of \$46,519. 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.

I offer this Reserve Fund Transfer estimate as the likely amount needed to finish out the year for the Dispatch Center. A significant investment into training part time personnel was made in FY15 totaling 548 hours. Recruiting and maintaining sufficiently trained part-time staff continues to be a struggle. The center traditionally experiences a high turnover of part-time dispatchers. Also, we have difficulty with regularly filling the normal open shifts with part-time staff as the open shifts are constantly moving under the current 4/2 schedule defined by the labor agreement.

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

	(Signature)	<u>CHIEF OF POLICE</u>	(Title)
	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>		<i>7/1/14 To</i>	<i>6/22/15</i>	<i>Payments To Date</i>	<i>Net</i>	<i>Available Balance</i>	<i>Percent Expended</i>	
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>		<i>Expenses To Date</i>			
<b>Dispatch</b>										
001-215-5114-0000	Dispatch Salary FT	177,768.00	0.00	177,768.00	0.00	183,325.87	183,325.87	-5,557.87	103.13%	
001-215-5116-0000	Dispatch Salary PT	26,015.00	0.00	26,015.00	0.00	1,997.19	1,997.19	24,017.81	7.68%	
001-215-5134-0000	Dispatch OT FT	46,519.00	0.00	46,519.00	0.00	64,497.09	64,497.09	-17,978.09	138.65%	
001-215-5210-0000	Dispatch Electric	200.00	0.00	200.00	0.00	483.85	483.85	-283.85	241.93%	
001-215-5243-0000	Dispatch Equipment Maint Svc	7,300.00	0.00	7,300.00	0.00	6,099.95	6,099.95	1,200.05	83.56%	
001-215-5305-0000	Dispatch Software/Records Mgt	19,290.00	5,578.00	24,868.00	0.00	20,910.00	20,910.00	3,958.00	84.08%	
001-215-5341-0000	Dispatch Telephone	4,130.00	0.00	4,130.00	0.00	2,509.54	2,509.54	1,620.46	60.76%	
001-215-5591-0000	Dispatch Uniforms	1,600.00	0.00	1,600.00	0.00	1,398.70	1,398.70	201.30	87.42%	
001-215-5599-0000	Dispatch Office Expense	2,500.00	0.00	2,500.00	0.00	2,153.61	2,153.61	346.39	86.14%	
001-215-5712-0000	Dispatch Training	1,000.00	0.00	1,000.00	0.00	801.80	801.80	198.20	80.18%	
<b>Sum</b>	<b>Dispatch</b>	<b>286,322.00</b>	<b>5,578.00</b>	<b>291,900.00</b>	<b>0.00</b>	<b>284,177.60</b>	<b>284,177.60</b>	<b>7,722.40</b>	<b>97.35%</b>	

# FY15 - Budget Report

**DISPATCH PAYROLL**

	Spent	Budgeted	Balance	% Used
001-215-5114-0000 D: PAY: FULL TIME	\$ 179,771.44	\$ 177,768.00	\$ (2,003.44)	101.1
001-215-5116-0000 D: PAY PART TIME	\$ 1,997.19	\$ 26,015.00	\$ 24,017.81	7.7
001-215-5134-0000 D: PAY FT OT	\$ 62,612.25	\$ 46,519.00	\$ (16,093.25)	134.6
	<b>\$ 244,380.88</b>	<b>\$ 250,302.00</b>	<b>\$ 5,921.12</b>	<b>97.6</b>

\$ (3,500.00) 3 weeks	\$ (10,500.00)
Bal	\$ 5,921.12
<hr/>	
-335 AVG OT	
22 SHIFTS	
	<hr/> \$ (7,370.00)
RFT	\$ (11,948.88)

We input our payroll weekly into our software and as of today our internal salary balance is \$5,921.12. Our regular weekly payroll is \$3,500 with 3 more weeks in the fiscal year. \$3,500 X 3 weeks is \$10,500. leaving a deficit of (\$4,578.88). Additionally, there are 22 open shifts in the next 3 weeks that will be filled with overtime. The average 8 hour overtime shift costs \$335. These 22 shifts X \$335 = (\$7,370.) The combined RFT amount is \$11,948.88.

Miller, Andrew S.

			\$ 17.0700	
Disp Training	001-215-5114-0000	Hours: 382.00	Rate: 17.0700	6,520.74
			Gross:	6,520.74

O'Donnell, Sherrie A.

			\$ 17.0700	
Disp Training	001-215-5114-0000	Hours: 134.00	Rate: 17.0700	2,287.38
			Gross:	2,287.38

Poirier, Michelle L.

			\$ 17.0700	
Disp Training	001-215-5114-0000	Hours: 16.00	Rate: 17.0700	273.12
			Gross:	273.12

Rose, Jessi S.

			\$ 16.8400	
Disp Training	01-221-5100-5197	Hours: 16.00	Rate: 16.8400	269.44
			Gross:	269.44

Total Department Hours (Excluding Salary): 548.00

Total Department Gross: \$9,350.68

Signed: \_\_\_\_\_ Date: \_\_\_\_\_



# Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: June 29, 2015

It is requested by the undersigned that the sum of \$ reviewing w/ acct. 6/29 be transferred from:

UMAS Acct. # 001-422-5114-0000

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

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

To:

UMAS Acct. # 001-423-5442-0000

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

Description (e.g. Selectmen's expenses) Snow and Ice Vehicle Maintenance Supply

The balance in the DPW Salaries (in the aggregate) line item as of 6/22/15 (Date) is \$ 35,942.38. An amount of \$ 505,987 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 15,179.61.

The balance in the Snow and Ice Vehicle Maint Supply line item as of 6/22/15 (Date) is \$ - 10,085.66. An amount of \$ 10,283.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

See explanation on original RFT Request form. attached.

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) \_\_\_\_\_ (Title)  
\_\_\_\_\_  
(Signature) \_\_\_\_\_ (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from UMAS Acct. # \_\_\_\_\_ 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 Accountant	_____	_____

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

Account Number	Account Name	For the Period		7/1/14 To	6/22/15	Net				
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date	Payments To Date	Expenses To Date	Available Balance	Percent Expended	
<b>Public Works</b>										
001-422-5112-0000	DPW Salary -Director	82,812.00	0.00	82,812.00	0.00	79,954.56	79,954.56	2,857.44	96.55%	
001-422-5114-0000	DPW Salary	356,337.00	0.00	356,337.00	0.00	321,777.76	321,777.76	34,559.24	90.30%	
001-422-5115-0000	DPW Salary -Clerical	50,238.00	0.00	50,238.00	0.00	48,504.97	48,504.97	1,733.03	96.55%	
001-422-5134-0000	DPW OT	16,600.00	0.00	16,600.00	0.00	19,807.33	19,807.33	-3,207.33	119.32%	
001-422-5210-0000	DPW Electricity	2,250.00	0.00	2,250.00	0.00	4,672.06	4,672.06	-2,422.06	207.65%	
001-422-5212-0000	DPW Heating	3,000.00	0.00	3,000.00	0.00	3,989.32	3,989.32	-989.32	132.98%	
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	6,000.00	7,694.00	13,694.00	0.00	13,181.52	13,181.52	512.48	96.26%	
001-422-5242-0000	DPW Vehicle Maint Svc	12,000.00	0.00	12,000.00	0.00	22,541.99	22,541.99	-10,541.99	187.85%	
001-422-5302-0000	DPW Medical Svc	300.00	0.00	300.00	0.00	205.00	205.00	95.00	68.33%	
001-422-5331-0000	DPW Street Maint Supply	9,500.00	0.00	9,500.00	0.00	5,652.38	5,652.38	3,847.62	59.50%	
001-422-5341-0000	DPW Cell Phones	2,500.00	0.00	2,500.00	0.00	2,333.61	2,333.61	166.39	93.34%	
001-422-5399-0000	DPW Other Services	10,250.00	0.00	10,250.00	0.00	5,216.40	5,216.40	5,033.60	50.89%	
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	7,000.00	0.00	7,000.00	0.00	5,092.05	5,092.05	1,907.95	72.74%	
001-422-5442-0000	DPW Vehicle Maint Supply	19,000.00	0.00	19,000.00	0.00	9,523.10	9,523.10	9,476.90	50.12%	
001-422-5580-0000	DPW Tools/Equipment	8,000.00	0.00	8,000.00	0.00	2,080.97	2,080.97	5,919.03	26.01%	
001-422-5591-0000	DPW Uniforms	6,000.00	0.00	6,000.00	0.00	5,877.02	5,877.02	122.98	97.95%	
001-422-5599-0000	DPW Other Office Exp	750.00	0.00	750.00	0.00	2,623.34	2,623.34	-1,873.34	349.78%	
001-422-5712-0000	DPW Training/Conferences	500.00	0.00	500.00	0.00	199.36	199.36	300.64	39.87%	
001-422-5730-0000	DPW Dues	240.00	0.00	240.00	0.00	0.00	0.00	240.00	0.00%	
001-422-5731-0000	DPW Certification/License	300.00	0.00	300.00	0.00	220.00	220.00	80.00	73.33%	
<b>Sum</b>	<b>Public Works</b>	<b>593,577.00</b>	<b>7,694.00</b>	<b>601,271.00</b>	<b>0.00</b>	<b>553,452.74</b>	<b>553,452.74</b>	<b>47,818.26</b>	<b>92.05%</b>	
	<i>Tot. sal budgeted</i>	<i>565,987</i>						<i>Tot sal</i>	<i>35,942.38</i>	

15,179.61

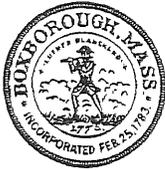
TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/14 To	6/22/15	Payments To Date	Net	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date		Expenses To Date		
Public Works - Snow and Ice									
001-423-5126-0000	S&I Seasonal Wages	5,540.00	0.00	5,540.00	0.00	15,500.92	15,500.92	-9,960.92	279.80%
001-423-5134-0000	S&I OT	47,581.00	0.00	47,581.00	0.00	65,608.76	65,608.76	-18,027.76	137.89%
001-423-5243-0000	S&I Equipment Maint Svc	10,774.00	0.00	10,774.00	0.00	2,988.86	2,988.86	7,785.14	27.74%
001-423-5442-0000	S&I Vehicle Maint Supply	10,283.00	0.00	10,283.00	0.00	20,368.66	20,368.66	-10,085.66	198.08%
001-423-5531-0000	S&I Street Maint Supply	86,708.00	0.00	86,708.00	0.00	140,693.75	140,693.75	-53,985.75	162.26%
Sum	Public Works - Snow and Ice	160,886.00	0.00	160,886.00	0.00	245,160.95	245,160.95	-84,274.95	152.38%

STM

75,000 -  
<92,749.5>





# Reserve Fund Transfer Request

Date: 5/18/15

It is requested by the undersigned that the sum of \$ 12,054.95 be transferred from the Reserve Fund to:

UMAS Acct. # 001-423-5442-0000

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

Description (e.g. Selectmen's expenses) S&I Vehicle Maint Supply

The balance in the line item as of 5/18/15 (Date) is \$ -12865.66. An amount of \$ 10283.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The majority of this transfer is to cover the cost of a new Plow for the Backhoe #13 (\$11,300).

The remaining \$754.95 is general expense due to extreme weather, the difference of the Free Cash Appropriation at Special Town Meeting 5/11/15

Town Meeting Appropriated \$75,000 from Free Cash to offset the total deficit of \$87,054.95

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

<u>[Signature]</u>	(Signature)	Tom Garmon - DPW Director	(Title)
<u>[Signature]</u>	(Signature)	Selina Shaw - Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

Board of Selectmen	Date:	Finance Committee	Date:
<u>[Signature]</u>	<u>5/11/15</u>	_____	_____
<u>[Signature]</u>	_____	_____	_____
<u>[Signature]</u>	_____	_____	_____
<u>[Signature]</u>	_____	_____	_____

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

\* \* I N V O I C E \* \*

Page 1

J.C. MADIGAN, INC.  
450 OLD UNION TURNPIKE  
LANCASTER, MA 01523  
PHONE # (978)847-2900  
FAX # (978)847-0068

INV. DATE: 02/05/15

INVOICE #  
243297

SOLD TO: 1490  
TOWN OF BOXBOROUGH - DPW  
HIGHWAY DEPARTMENT  
  
BOXBOROUGH MA 01719

SHIP TO:  
TOWN OF BOXBOROUGH - DPW  
HIGHWAY DEPARTMENT  
  
BOXBOROUGH, MA 01719

TERMS: N30

PO#

COMMENTS

SOLD BY: JD

SHIP VIA:

PART NUMBER	PART DESCRIPTION	QTY	LOC	UOM	PRICE	EXTENDED
EVER132TEL3654SHV	PLOW, R 11' TE STL HYD VORT SERIAL#: Ser No.: 1W7157	1.00		EA	11,300.00	11,300.00

#13



Signature

\$ 11,300

1490

Amount to Pay

Vendor Acct #

2,5,15

243297

Invoice Date

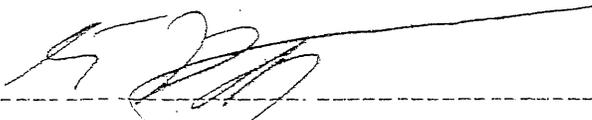
Invoice #

001.423.5442.0000

Posting Account

Subtotal	\$11,300.00
Sales Tax	\$0.00
Order Total	\$11,300.00
Amt Paid	\$0.00
AMOUNT DUE	\$11,300.00

RECEIVED BY:



A 20% RE-STOCKING FEE WILL BE CHARGED ON ANY RETURNED ITEMS!  
YOU MUST HAVE PROOF OF PURCHASE TO RETURN ANY ITEMS.

PLEASE REMIT TO: J.C. MADIGAN, INC.  
450 OLD UNION TURNPIKE  
LANCASTER, MA 01523

THIS IS YOUR INVOICE. NO OTHER WILL BE MAILED

Filter by: Segment 2: 423

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

### Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer: This Period		Journal Entry: This Period		Receipt: This Period		Payment: This Period		Ending	% Var.
	Encumbered	To Date	Allocated	To Date	To Date	To Date	To Date	To Date				
001-423-5126-0000	5,540.00	0.00			0.00		0.00		-15,500.92			
S&I Seasonal Wages	0.00	0.00	5,540.00		0.00		0.00		-15,500.92		-9,960.92	279.80
001-423-5134-0000	47,581.00	0.00			0.00		0.00		-65,608.76			
S&I OT	0.00	0.00	47,581.00		0.00		0.00		-65,608.76		-18,027.76	137.89
001-423-5243-0000	10,774.00	0.00			0.00		0.00		-2,988.86			
S&I Equipment Maint Svc	0.00	0.00	10,774.00		0.00		0.00		-2,988.86		7,785.14	27.74
001-423-5442-0000	10,283.00	0.00			0.00		0.00		-23,148.66			
S&I Vehicle Maint Supply	0.00	0.00	10,283.00		0.00		0.00		-23,148.66		-12,865.66	225.12
001-423-5531-0000	86,708.00	0.00			0.00		0.00		-140,693.75			
S&I Street Maint Supply	0.00	0.00	86,708.00		0.00		0.00		-140,693.75		-53,985.75	162.26
	160,886.00	0.00			0.00		0.00		-247,940.95			
5 Account(s) totaling:	0.00	0.00	160,886.00		0.00		0.00		-247,940.95		-87,054.95	154.11

STMArt-1

- 75,000

120,886.00

001-423-5442-0000

plow

- 11,300

remaining

754.95

## Ledger History - Detail - Expenditure Ledger

Account:	Tran. Name	Comment	Payee	Beginning	Debit	Credit	Ending
001-423-5442-0000		S&I Vehicle Maint Supply	<i>Summary:</i>	0.00	23,148.66	10,283.00	-12,865.66
		<b>Block/Batch</b>	<b>Posted:</b> 07/01/2014		0.00	10,283.00	10,283.00
	Tran. Type:	Beginning Balanc	By: jbarrett				
		Public Works	S&I, Lighting, Well, Fuel, Haz Waste, Transfer St		0.00	10,283.00	10,283.00
	<b>Warrant:</b>	2015-17	<b>Block/Batch</b> 2015/17 DPW	<b>Posted:</b> 11/04/2014	3,477.05	0.00	6,805.95
	Tran. Type:	Payable	By: jbarrett				
		IV23648	Winter Equipment Company		3,477.05	0.00	6,805.95
	<b>Warrant:</b>	2015-22	<b>Block/Batch</b> 2015/22 DPW	<b>Posted:</b> 12/09/2014	22.79	0.00	6,783.16
	Tran. Type:	Payable	By: jbarrett				
		8770-92326	Carquest of Acton		22.79	0.00	6,783.16
	<b>Warrant:</b>	2015-23	<b>Block/Batch</b> 2015/23 DPW	<b>Posted:</b> 12/16/2014	79.99	0.00	6,703.17
	Tran. Type:	Payable	By: jbarrett				
		100148433	Tractor Supply Credit plan		79.99	0.00	6,703.17
	<b>Warrant:</b>	2015-27	<b>Block/Batch</b> 2015/27 DPW	<b>Posted:</b> 01/20/2015	4,125.62	0.00	2,577.55
	Tran. Type:	Payable	By: jbarrett				
		004604	C.C. Fillmore Truck Repair I		1,143.00	0.00	5,560.17
		65897966	Fleetpride		202.62	0.00	5,357.55
		23689	Tom Berube		2,780.00	0.00	2,577.55
	<b>Warrant:</b>	2015-30	<b>Block/Batch</b> 2015/30 DPW	<b>Posted:</b> 02/17/2015	11,349.96	0.00	-8,772.41
	Tran. Type:	Payable	By: jbarrett				
		8770-96590	Carquest of Acton		49.96	0.00	2,527.59
		243297	J.C. Madigan Inc.		11,300.00	0.00	-8,772.41
	<b>Warrant:</b>	2015-32	<b>Block/Batch</b> 2015/32 DPW	<b>Posted:</b> 03/03/2015	1,202.14	0.00	-9,974.55
	Tran. Type:	Payable	By: jbarrett				
		244349	J.C. Madigan Inc.		386.91	0.00	-9,159.32
		8770-97451	Carquest of Acton		5.99	0.00	-9,165.31
		244385	J.C. Madigan Inc.		130.12	0.00	-9,295.43
		59897	JPM Hydraulics Inc.		232.70	0.00	-9,528.13
		59911	JPM Hydraulics Inc.		130.00	0.00	-9,658.13
		4056453	Kimball Midwest		14.68	0.00	-9,672.81
		01 300428	Schmidt Equipment Inc.		292.48	0.00	-9,965.29
		295988/1	Acton Hardware		9.26	0.00	-9,974.55
	<b>Warrant:</b>	2015-34	<b>Block/Batch</b> 2015/34 DPW	<b>Posted:</b> 03/17/2015	2,891.11	0.00	-12,865.66
	Tran. Type:	Payable	By: jbarrett				
		IV26287	Winter Equipment Company		1,683.11	0.00	-11,657.66
		180356	Acton Ford		399.80	0.00	-12,057.46
		101830	Ayer Auto Parts		539.65	0.00	-12,597.11

72x



# Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: June 25, 2015

It is requested by the undersigned that the sum of \$ 1075.00 be transferred from  
UMAS Acct. # 001-630-5126-0000  
(Fund # - Dept. # - Object - Detail)  
Description (e.g. Selectmen's expenses) Rec Comm PT Salary

To:  
UMAS Acct. # 001-630-5241-0000  
(Fund # - Dept. # - Object - Detail)  
Description (e.g. Selectmen's expenses) Rec Comm Contracted Svc

The balance in the Salary line item as of 6/25/15 (Date) is \$ 6,228.59. An amount of \$ 26,471.00 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 1,076.13. 794

[law states 3% or \$5000 whichever is greater] *MM*

The balance in the Contracted Svc line item as of 6/25/15 (Date) is \$ 65.79. An amount of \$ 1900.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Additional supplies, training and increased electrical rates have stressed the "Total Other" accounts at year end. The additional funds will be used to cover the tent rental, POD rental and Porta Potties for summer camp.

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] (Signature) RECREATION - CHAIR (Title)  
[Signature] (Signature) \_\_\_\_\_ (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ \_\_\_\_\_ from UMAS Acct. # 001-630-5126-0000 to UMAS Acct. # 001-630-5241-0000 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

**TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT**

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>			<i>7/1/14 To 6/22/15</i>		<i>Net Expenses To Date</i>	<i>Available Balance</i>	<i>Percent Expended</i>
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>	<i>Payments To Date</i>			
<b>Recreation Commission</b>									
001-630-5126-0000	Rec Comm PT	26,471.00	0.00	26,471.00	0.00	20,242.41	20,242.41	6,228.59	76.47%
001-630-5210-0000	Rec Comm Electricity	1,200.00	0.00	1,200.00	0.00	1,138.07	1,138.07	61.93	94.84%
001-630-5241-0000	Rec Comm Contracted Svc	1,900.00	0.00	1,900.00	0.00	1,834.21	1,834.21	65.79	96.54%
001-630-5351-0000	Rec Comm Programs	5,900.00	0.00	5,900.00	0.00	4,022.75	4,022.75	1,877.25	68.18%
001-630-5599-0000	Rec Comm Other Supplies	400.00	0.00	400.00	0.00	1,006.85	1,006.85	-606.85	251.71%
<b>Sum</b>	<b>Recreation Commission</b>	<b>35,871.00</b>	<b>0.00</b>	<b>35,871.00</b>	<b>0.00</b>	<b>28,244.29</b>	<b>28,244.29</b>	<b>7,626.71</b>	<b>78.74%</b>



THE 189<sup>TH</sup> GENERAL COURT OF  
THE COMMONWEALTH OF MASSACHUSETTS

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TITLE VII CITIES, TOWNS AND DISTRICTS

PREV NEXT

CHAPTER 44 MUNICIPAL FINANCE

PREV NEXT

Section 33B Transfer of appropriations; restrictions

PREV NEXT

Section 33B. (a) On recommendation of the mayor, the city council may, by majority vote, transfer any amount appropriated for the use of any department to another appropriation for the same department. In addition, the city council may, by majority vote, on recommendation of the mayor, transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, an amount appropriated for the use of any department other than a municipal light department or a school department to the appropriation for any other department, but the amount transferred from 1 department to another may not exceed, in the aggregate, 3 per cent of the annual budget of the department from which the transfer is made. Except as provided in the preceding sentence, no transfer shall be made of any amount appropriated for the use of any city department to the appropriation for any other department except by a 2/3 vote of the city council on recommendation of the mayor and with the written approval of the amount of the transfer by the department having control of the appropriation from which the transfer is proposed to be made. No transfer involving a municipal light department or a school department shall be made under the previous sentence without the approval of the amount of the transfer by a vote of the municipal light department board or by a vote of the school committee, respectively.

(b) A town may, by majority vote at any meeting duly held, transfer any amount previously appropriated to any other use authorized by law. Alternatively, the selectmen, with the concurrence of the finance committee or other entity established under section 16 of chapter 39, may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated for the use of any department other than a municipal light department or a school department to the appropriation for any other department or within a department, but the amount transferred from 1 department to another or within a department may not exceed, in the aggregate, 3 per cent of the annual budget of the department from or within which the transfer is made or \$5,000, whichever is greater.

(c) No approval other than that expressly provided in this section shall be required for any transfer under this section.

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COMMUNITY COMPACT APPLICATION

**Cross Town Connect Transportation Management Association-  
Towns of Acton, Boxborough, Littleton, Maynard and Westford**

*This is the part of a regional compact application - \_Yes*

*Best Practice Area #1 - Transportation and Citizen Safety - \_Other*

*Why did you choose this best practice?*

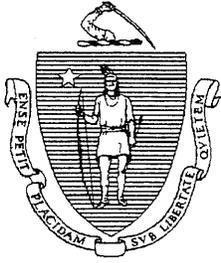
The Towns of Acton, Boxborough, Littleton, Maynard and Westford – working together, and with private sector partners including IBM, Red Hat, Juniper Networks, the Guitierrez Co., and Clock Tower Place-- have established the CrossTown Connect (CTC) Transportation Management Association (TMA) to expand transportation opportunities which promote economic development in the Route 2 / I-495 technology corridor, and to better address the needs of commuters, reverse commuters, senior citizens, persons with disabilities, special populations, and the general population in our region.

Our five Towns have made significant strides together— even receiving recognition from the International City/County Management Association (ICMA) with a Local Government Excellence Award for Community Partnership, to be presented at ICMA’s 2015 annual conference in Seattle this September. But there is much more we need to accomplish—particularly to address first mile / last mile / reverse commute issues and better link where employees live with where they work—for which we now seek to partner with the Baker/Polito Administration through the Community Compact program.

Some \$277-million in long-awaited capital improvements to the Fitchburg Commuter Rail Line will be complete by January 2016, with the stated goal of reducing the commute from Fitchburg to Porter Square to one hour. For our part, CrossTown Connect communities hope to see earlier, later, and more frequent service, including a first reverse-commute-of-the-day from Boston that can arrive at South Acton and Littleton MBTA stations before – rather than after – 8 AM, so that employees commuting out to our region can get to work on time. Additional on-site parking is also needed at the newly reconstructed Littleton MBTA station, in particular. Central Transportation Planning Staff (CTPS) transportation planners are currently exploring community and corporate shuttle routes for our towns, which would help to expand our region’s economic base. A Community Compact with the Administration can help ensure that this effort receives needed attention and support.

CrossTown Connect straddles the boundaries of the Lowell and Montachusett regional transit authorities, with three towns in one, and two in the other. CTC provides a centralized dispatch function for council on aging shuttles operated by individual towns; but seeks to work with LRTA, MART, and MassDOT to overcome the many bureaucratic hurdles which prevent further integration of our services. By way of example, a COA shuttle from Littleton (MART) ought to be able to pick up a senior in Acton (LTRA) on its way to Emerson Hospital in Concord, especially if that frees up a shuttle to take other seniors to other destinations. A Community Compact with the Administration can help ensure that we identify and overcome the bureaucratic hurdles and streamline redundant operations to help meet the needs of our growing senior population.

CrossTown Connect works with MassRIDES to promote transportation demand management; and seeks to join with other TMAs through the Statewide Commuter Options Program to enhance our ability to reduce traffic congestion and improve air quality. While we are part of ongoing discussions between MassDOT and MassCommute about the future of TMA funding programs in Massachusetts, a Community Compact with the Administration can help ensure that needs of newer TMAs, such as CrossTown Connect, can receive full attention.



Office of the Governor  
**Commonwealth of Massachusetts**  
State House • Boston, MA 02133  
(617) 725-4000

**CHARLES D. BAKER**  
GOVERNOR

**KARYN E. POLITO**  
LIEUTENANT GOVERNOR

June 11, 2015

Dear Municipal Executive:

The Baker-Polito Administration is pleased to announce the opening of the inaugural round of Community Compact applications. For the past 5 months, Governor Baker and I have traveled the Commonwealth and met with municipal leaders. In partnering with our hardworking municipalities, we pave the way for better and brighter opportunities in our schools and communities.

Becoming a strong partner with our municipalities is a critical first step in the right direction for our Administration, and the Community Compact agreements are one way the state is being responsive to the needs of municipalities. The Compact spells out the commitments of the state and gives the municipal leader the flexibility to choose a best practice (or practices) that make the most sense for your community. The website includes a listing of the best practice areas to choose from.

To help inform you in considering entering into a Community Compact, the website includes a helpful Question and Answer section. There will be no cost to your community to enter into a Compact and the state will endeavor to provide you with resources toward implementing your chosen best practice (or practices). For more information and to apply please visit: [www.mass.gov/CCC](http://www.mass.gov/CCC).

You may access the application page, however to begin the application you will need a password. The password for your community is yuBuSP6w. Applications cannot be saved once they are started and should be completed all at once. Your community can only make one submission for this cycle. Applications are accepted on a rolling basis and will be reviewed within one month of submission.

As the Chair of the Community Compact Cabinet, I look forward to working with you in the coming weeks and months. If you have any questions, contact Sean Cronin, Senior Deputy Commissioner of Local Services, at [croninse@dor.state.ma.us](mailto:croninse@dor.state.ma.us).

Sincerely,

A handwritten signature in black ink, appearing to read "Karyn E. Polito".

KARYN E. POLITO  
LIEUTENANT GOVERNOR



The Official Website of the Governor of Massachusetts

**Governor  
Charlie Baker**

Home > The Administration > Councils, Cabinets, Commissions, Panels, & Task Forces > Community Compact Cabinet > Community Compact FAQs

## Community Compact Frequently Asked Questions

- Governor Charlie Baker
- Lieutenant Governor Karyn Polito
- Cabinet
- Governor's Internship Program
- Councils, Cabinets, Commissions, Panels, & Task Forces
- Community Compact Cabinet
  - Compact Application
  - Frequently Asked Questions**
  - Commonwealth Commitments
  - Best Practice Areas
- Judicial Nominating Commission
- Staff

- 1. What is a Community Compact?**  
 The Community Compact is a voluntary, mutual agreement entered into between the Baker-Polito Administration and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The Compact also articulates the commitments the Commonwealth will make on behalf of all communities.
- 2. When was the Community Compact program launched?**  
 The first Executive Order, signed by the Governor in January 2015, established the Community Compacts. The Order creates a Community Compact Cabinet that will work toward mutual accountability, work to reduce red tape, promote best practices, and develop specific 'Community Compacts' with local governments. These Community Compacts create clear mutual standards, expectations, and accountability for both the state and municipalities as we seek to create better government for our citizens. The Baker-Polito Administration values input from the municipal leaders of the Commonwealth and will utilize the Community Compacts as a way to continue to engage them.
- 3. What communities are eligible for a Community Compact? And are these optional?**  
 The Community Compact agreement is open to all the cities and towns of the Commonwealth. While a great tool for cities and towns, Community Compacts are optional. All Compact agreements are subject to review by the Division of Local Services before they are signed.
- 4. How does a Community Compact work? What is the obligation of my community?**  
 Communities will self-identify the best practice(s) from the list on the Community Compact website. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The municipal leader will be required to sign and authorize the Compact for a community. Those communities participating in the Community Compact will, over a two year period, implement the best practice(s) they selected when entering into the Compact. Resources for technical assistance from the Commonwealth will be prioritized for those communities entered into a Compact and seeking to implement their best practice(s). The Division of Local Services serves as the primary point of entry for communities looking for resources in best practice development and implementation.
- 5. What is the obligation of the Commonwealth?**  
 The Commonwealth's commitments are found on the Community Compact website. In addition, the Commonwealth will offer incentives to communities for entering into a Community Compact, including prioritizing Commonwealth technical assistance resources to help reach your chosen best practice(s). Extra points on certain grants, and a grant program specifically for Compact communities are also incentives included for participation in the program.
- 6. Is there a deadline to apply for the Compact? How do I access the application?**  
 No. A community may choose to enter into the Community Compact at any time. Each Compact agreement will run for two years. During the two year period of each compact, the Division of Local Services will periodically check in with the communities to monitor progress towards the implementation of the selected best practice(s). The application can be found by visiting [www.mass.gov/ccc](http://www.mass.gov/ccc). You will need a passcode to fill out the Community Compact application. If you do not have a passcode, please contact DLS by sending an email to Daniel Bertrand at [bertrandd@dor.state.ma.us](mailto:bertrandd@dor.state.ma.us).
- 7. Can communities have a joint Community Compact?**  
 Yes, for smaller communities, regionalization of the Compact is an option. The Communities will individually fill out an application, choose the same best practice(s) and choose the regionalization option on the website.
- 8. Where can I find out more information?**  
 To find out more information please visit [www.mass.gov/ccc](http://www.mass.gov/ccc).

### Recommended Content

#### People also viewed...

- First Community Compact Applications Launched
- Executive Order No. 554

#### You recently viewed...

- Community Compact Cabinet
- ITS42
- Statewide Contract User Guides



**FIRST AMENDMENT  
TO THE MAY 22, 2014 MEMORANDUM OF UNDERSTANDING BETWEEN  
THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT AND  
THE TOWN OF BOXBOROUGH**

This First Amendment to that May 22, 2014 Memorandum of Understanding (“MOU”) is made as of the \_\_\_\_ day of \_\_\_\_\_, 2015, by and between the **ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**, a Massachusetts regional school district acting by and through its duly authorized Regional District School Committee, with a mailing address of 16 Charter Road, Acton, Massachusetts 01720 (the “District”), and the **TOWN OF BOXBOROUGH**, a Massachusetts municipality acting by and through its duly authorized Board of Selectmen, with a mailing address of 29 Middle Road, Boxborough, Massachusetts 01719 (the “Town”), Hereinafter, the District and the Town are together the “Parties” and individually a “Party.”

**RECITALS**

**WHEREAS**, on May 22, 2014, the Town and the District entered into an Intermunicipal Agreement (the “IMA”) for the purpose facilitating the regionalization of the elementary schools in the towns of Boxborough and Acton in accordance with the votes of the respective Town Meetings on June 3, 2013 accepting amendments to the Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts to provide for such regionalization;

**WHEREAS**, in accordance with the terms of the IMA, on that same date the Town and the District executed a Memorandum of Understanding (“MOU”) for the purpose of addressing certain issues arising out of the decision to fully regionalize the public schools in the Town and to provide for cooperation of the Town and the District concerning those issues; and

**WHEREAS**, the District may seek the services of the Town’s Department of Public Works as needed for the maintenance of the grounds at the Blanchard Memorial School, located at 493 Massachusetts Avenue, and the Town is willing to provide such services to the extent its resources permit;

**NOW THEREFORE**, the parties agree to amend the MOU to set forth their agreement as to the provision of such services by the addition of the following Paragraph 7.

**PARAGRAPH 7. PROVISION OF BOXBOROUGH DEPARTMENT OF PUBLIC WORKS SERVICES AT THE BLANCHARD MEMORIAL SCHOOL.**

- (a) Upon the District’s request in the manner set forth more fully herein, the Town will use its best efforts to provide the services and equipment of the Town’s Department of Public Works to perform the following work at the Blanchard Memorial School (the “Work”), which work may include:

- (1) Snow removal from parking lots, driveways, and sidewalks;
  - (2) Maintenance and repair (but not repaving) of paved access surfaces, including parking lots, driveways and sidewalks;
  - (3) Maintenance and repair of outdoor drainage structures;
  - (4) Landscaping maintenance, including grass cutting and leaf removal;
  - (5) Other services within the usual range of services provided by the Department of Public Works.
- (b) All Work shall be performed by Department of Public Works staff using Town equipment at the District's sole cost and expense, and the District shall reimburse the Town for the Work as follows:
- (1) Department of Public Works staff performing the Work will be paid at the Town's Department of Public Works worker's hourly overtime rate;
  - (2) A minimum three-hour period will be charged for all Work;
  - (3) The Town will submit bills for reimbursement on a quarterly basis until otherwise agreed upon by the Parties.
- (c) The District will make service requests to the Department of Public Works Director or his/her designee, and the Town shall act upon such requests, in the manner set forth in the Provision of Services Procedures attached hereto and incorporated herein as **Exhibit H**. The Director shall approve the Work as the schedule and the resources of the Department of Public Works allows. The Town provides no guarantee that services will be available upon request. The Parties will cooperate and take such action as is required to effectuate the terms of the Provision of Services Procedures, which action shall include periodically reviewing and updating said Procedures as appropriate;
- (d) The District agrees to indemnify and hold harmless the Town and each and all of its officials, officers, employees, agents, servants and representatives (the Indemnitees) from any and all claims or causes of action arising from or in connection with the Town's performance of, or its failure to perform, the Work as defined herein, including, without limitation, any claim of liability, loss, damages, costs and expenses for personal injury or damage to real or personal property by reason of any negligent act or omission or intentional misconduct by the Town in performing or failing to perform the Work. The foregoing indemnity and hold harmless agreement shall include indemnity against all costs, expenses, and liabilities incurred in or in connection with any such claim or proceeding brought thereon, including reasonable attorneys' fees, and the defense thereof with counsel acceptable to the Town, or counsel selected by an insurance company that has accepted liability for any such claim.

By entering into this agreement, none of the parties has waived any governmental immunity or limitation of damages which may be extended to them by operation of law.

- (e) The District shall maintain comprehensive public liability insurance, including coverage for bodily injury, wrongful death and property damage, in an amount acceptable to the Town and sufficient to support the obligations of the District under the terms of this Agreement to indemnify, defend and hold harmless the Town. The District will add the Town as an additional insured on relevant policies. Failure to do so does not affect the validity of the District's agreement to indemnify and hold harmless the Town.
- (f) Financial Safeguards. The Town, by and through its Department of Public Works, shall maintain separate, accurate and comprehensive records of all Work performed, all costs incurred for such Work, and all reimbursements and contributions received from the District for such Work. The District shall maintain separate, accurate and comprehensive records of all payments to the Town for the Work. The parties shall cooperate in providing for the audit of such records on a regular basis, and shall prepare and make available to each other on a yearly basis financial statements detailing the costs incurred and the payments made.

**IN WITNESS WHEREOF**, the District and the Town have caused this instrument to be executed in their behalf by their respective officers thereunto duly authorized as of the day and year first above written.

ACTON-BOXBOROUGH  
REGIONAL SCHOOL DISTRICT

TOWN OF BOXBOROUGH

By its Regional District School  
Committee

By its Board of Selectmen

\_\_\_\_\_  
Name:  
Title: Chair  
Duly authorized by vote of the  
Regional School District Committee  
dated \_\_\_\_\_

\_\_\_\_\_  
Name: Vincent M. Amoroso  
Title: Chair  
Duly authorized by vote of the Board  
of Selectmen dated \_\_\_\_\_

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
Name: Kimberly A. Rozak  
Title: District Counsel

\_\_\_\_\_  
Name: Jonathan Eichman  
Title: Town Counsel

## EXHIBIT H

### Boxborough Department of Public Works Provision of Services Procedures

A. The District will make all requests for services in writing in the form required by the Department of Public Works, which may be by mail, facsimile, or e-mail. Such request will include:

1. A description of the service(s) requested;
2. The time and date for such services to be provided and any important deadlines or other time constraints relevant to the provision of such service;
3. The specific location on the Blanchard Memorial School site where such service is to be provided and any constraints with respect to site access.

B. The Department of Public Works Director or his/her designee will respond in writing to the request for service, which response will include the following:

1. A confirmation of available service;
2. If service is not available, a brief explanation; If services will be available at a later date or time, such later date or time will be provided.
3. If services are available or will be available at a later date, an estimate of the expected costs for staff and equipment will be provided.

C. The District shall accept the proposed time, date, and costs associated with the requested services in writing or reject the response. The Department of Public Works will not commence work without written confirmation from the District that it has received the Department's response to its request and accepts the terms upon which such service will be provided.

79  
**Board of Selectmen Committee/Liaison List**  
**Showing FY 15 Assignments**  
**For Discussion July 20, 2015**

Current BoS Assignments/Positions  
 X = Primary Member  
 L = Liaison

Assignment	V. Amoroso	S. Bak	L. Fox	J. Gorman	R. Stemple
<b>BoS Chairmanship</b>	X				
<b>BoS Clerk</b>					X
<b>Committees/Teams</b>					
Acton-Boxborough Cultural Council		L			
Acton-Boxborough R.S.D. Financial Oversight Committee	X				
Acton-Boxborough R.S.D. School Committee					L
Agricultural Commission			L		
BHB (Housing Board)			L		
BIT.Com			L		
BLF (2)	X		X		
Boxborough Affordable Housing Trust			X		
Cemetery Commission				L	
Community Preservation Committee		L			
Conservation Commission	L				
Contract Negotiating Team	X		X		
CoA (Council on Aging)			L		
Design Review Board					X
Energy Committee	L				
Finance Committee					L
Board of Health		L			
Historical Commission				L	
Library					L
Personnel Board		L			
Planning Board (including Master Plan Steering)			L		
Public Celebrations & Ceremonies Committee				L	
Recreation Commission		L			
Steele Farm					L
(Civil) War Memorial(s)				X	
Well-Being Committee				L	
Zoning Board of Appeals			L		
<b>Departments</b>					
Fire/Emergency Management				L	
Police			L		
Public Safety Dispatch					L
Public Works				L	
Town Hall		L			
<b>External</b>					
MAGIC/ MAPC			X (4/30/18)		
I-495	x	X			
MBTA					X
MART	Delegated to Frank Powers				

**Board of Selectmen Committee/Liaison List**

**FY 20116**

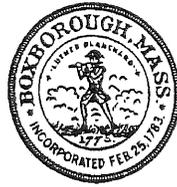
**For Discussion July 20, 2015**

**Current BoS Assignments/Positions**

X = Primary Member

L = Liaison

Assignment	V. Amoroso	S. Bak	L. Fox	J. Gorman	R. Stemple
<b>BoS Chairmanship</b>	X				
<b>BoS Clerk</b>		X			
<b>Committees/Teams</b>					
Acton-Boxborough Cultural Council					
Acton-Boxborough R.S.D. Financial Oversight Committee					
Acton-Boxborough R.S.D. School Committee					
Agricultural Commission					
BHB (Housing Board)					
BIT.Com					
BLF (2)					
Boxborough Affordable Housing Trust			X		
Cemetery Commission					
Community Preservation Committee					
Conservation Commission					
Contract Negotiating Team					
CoA (Council on Aging)					
Design Review Board					X
Energy Committee					
Finance Committee					
Board of Health					
Historical Commission					
Library					
Personnel Board					
Planning Board (including MPUC)					
Public Celebrations & Ceremonies Committee					
Recreation Commission					
Steele Farm					
(Civil) War Memorial(s)					
Water Resources - disbanded					
Well-Being Committee					
Zoning Board of Appeals					
<b>Departments</b>					
Fire/Emergency Management					
Police					
Public Safety Dispatch					
Public Works					
Town Hall					
<b>External</b>					
MAGIC/ MAPC			X		
I-495					
MBTA					
MART					Delegated to ...



**Internal Communications and Outgoing Communications**  
**June 29, 2015**

1. Cover letter from JPI Regional Gen'l Mgr. Greg Belew, dated June 9, 2015, to Vincent Amoroso, Chairman Boxborough Selectmen accompanying the Final Approval Report on the Jefferson at Beaver Brook development. [Complete Report is available in the "For Review" slot]
2. Letter from the Historical Commission, dated June 22, 2015, to the Selectmen regarding the erection of the antenna tower at 575 Middle Road. #
3. Communications regarding the Minuteman Regional School District:
  - a. Copy of a letter from the Belmont Selectmen, Chair, Sami Baghdady; Vice-Chair, Mark Paolillo and member, Jim Williams, dated June 23, 2015, to MSBA Chief Exec. Officer, Maureen Valente regarding the Minuteman Regional Vocational & Technical School District building project.\*
  - b. Copy of a letter from Attorney Edward Lennox, dated June 15, 2015, to Superintendent Edward Bouquillon regarding Incurring debt for the school project. [Accompanied by FAQs prepared Dr. Bouquillon's office]\*
4. Letter from the Chief of the FEMA Risk Analysis Branch/Mitigation Division (Region 1) Marilyn Hilliard, dated June 10, 2015, to BoS Chairperson Vincent Amoroso advising of upcoming Risk Mapping, Assessment, and Planning (Risk MAP) Discovery meetings for communities within the Merrimack Watershed. [Accompanied by a copy of Boxborough's "Community Information Sheet".]

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



3a

TOWN OF BELMONT  
OFFICE OF THE BOARD OF SELECTMEN  
455 CONCORD AVENUE  
BELMONT, MASSACHUSETTS 02478

\*

[Selectmen@belmont-ma.gov](mailto>Selectmen@belmont-ma.gov)

455 CONCORD AVENUE  
BELMONT, MA 02478-2573  
PHONE (617) 993-2610  
FAX (617) 993-2611

Received  
6-23-2015

BOARD OF SELECTMEN  
SAMI S. BAGHDADY, Chair  
MARK A. PAOLILLO, Vice-Chair  
JAMES R. WILLIAMS, Selectman

TOWN ADMINISTRATOR  
DAVID J. KALE

VIA REGULAR MAIL

ASSISTANT TOWN ADMINISTRATOR  
PHYLLIS L. MARSHALL

June 23, 2015

Ms. Maureen G. Valente  
Chief Executive Officer  
Massachusetts School Building Authority  
40 Broad Street, Suite 500  
Boston, MA 02109

RE: MSBA PROJECT NO. 200908300605  
MINUTEMAN REGIONAL VOCATIONAL AND TECHNICAL SCHOOL DISTRICT

Dear Ms. Valente,

It gives us no pleasure to write this letter to you. However, we feel that it is essential to do so. Specifically, we are writing to you to ask that the Massachusetts School Building Authority (MSBA) indefinitely postpone taking action on the recent request by the Minuteman Regional Vocational and Technical School District (Minuteman) to move the above-referenced project into Module 4 and to begin schematic design work on a new school building designed to serve 628 students. In Belmont's view, while we believe that all sixteen Minuteman member communities are united in their belief that some form of rebuilding or renovation of the Minuteman facility is unquestionably needed and, therefore, worthy of continued MSBA support, Minuteman has not yet obtained the level of support in our community, and we suspect other communities within the District, to proceed forward with the development of schematic plans around this particular alternative. Moreover, we would also parenthetically note that the Minuteman School Committee vote to enter into Module 4 was not unanimous, nor has the District successfully amended its Regional Agreement, two preconditions that the MSBA had previously stated in a meeting with municipal representatives that the MSBA felt were important to be met in order for the Minuteman to proceed into Module 4.

Simply put, Belmont's objections are twofold. First, we don't think that Minuteman has ever sincerely complied with what Belmont believes was an agreed-upon process to build support for the scope of the project before even commencing the feasibility study, much less advancing this deeply into the process. Second, notwithstanding the majority vote of the Minuteman

School Committee to proceed into Module 4, Belmont believes there are still critical questions regarding the proposed size of the facility which, not only remain unanswered, but which have never been critically examined or fully vetted by either the School Committee or the member towns. Other communities may have other issues which they feel must be addressed before their communities can support a new school building project.

In order to explain Belmont's objections to the process that has been followed, or, as is perhaps more accurate, that has not been followed, it is important for us to take some time to review with you the history around the project. Addendum A of this letter outlines that chronology. It is also important for us to share with you some of the key questions that Belmont believes require additional consideration before support for a 628-student school, or a school of some alternative size, can be provided with any reasonable degree of confidence by our community. Addendum B outlines our view of some of those key unanswered questions.

Despite the long elapsed time that Minuteman has been discussing the building project, as the chronology in Addendum A hopefully adequately demonstrates, the process that Minuteman has followed for determining the recommended school size has generally been devoid of any critical or systematic analysis regarding various alternatives and has, instead, been marked by a series of single-evening discussions at Minuteman School Committee meetings, usually culminating in the School Committee making on-the-spot decisions, often while promising that the opportunity for soliciting input from the member towns and reaching a consensus on school sizing would happen at some point in the future. More importantly, the agreed-upon and seemingly MSBA-mandated prerequisite that Minuteman obtain the approval from member towns on school sizing before undertaking anything more than an enrollment study was never even remotely adhered to.

The aforementioned process has now led to Minuteman having analyzed three separate size schools in Module 3 of the feasibility study, thereby affirming Belmont's initial concerns that beginning the feasibility study before the Minuteman communities had reached a consensus on the size of the facility to be studied was an imprudent use of both the District's money and the MSBA's money. Minuteman now finds itself at the end of Module 3 and there is still no endorsement regarding the optimal size for a new or renovated school within Belmont, and we suspect other towns as well. In Belmont's view, to compound this situation by plunging ahead into Module 4 and potentially spending another \$400,000 or so developing schematic plans around a facility whose size has still not been explicitly ratified in any formal sense by the Minuteman communities, is a poor use of the District towns' monies and the State's funds. Moreover, if pushing the feasibility study forward into Module 4 leads to a building project that gets rejected by the Minuteman communities because it wasn't fully vetted, lots of time and money will have been wasted. An even worse use of State and local funds would be a scenario in which a new school is approved, gets built, and is then subsequently viewed as being the wrong size facility to serve the needs of the Minuteman communities. In Belmont's view, it is far better to pause now, obtain the support and buy-in on the facility size (whether that be 628 students or some other number) that should have been

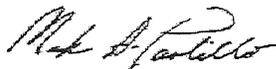
obtained at least three years ago (as Belmont has been advocating for the past five years and as the MSBA apparently had previously endorsed). Only after the critical unanswered questions, as exemplified in Addendum B, have been addressed and only after the scope of the project has been fully vetted by and ratified by the member communities, does it then make sense to enter Module 4. Consequently, Belmont respectfully requests that the MSBA indefinitely table Minuteman's request to enter into Module 4 until such time as the substantive and procedural issues addressed in this letter have been satisfactorily addressed.

We appreciate your consideration of Belmont's request, and look forward to continuing to pursue a building project for Minuteman that best serves the needs of the member towns. We would welcome the opportunity to talk to you further about any of the ideas contained herein if that would be helpful and productive from your perspective.

Sincerely,



Sami Baghdady  
Chair



Mark Paolillo  
Vice Chair



Jim Williams  
Member

cc: Dr. Edward Bouquillon, Minuteman Superintendent  
Minuteman School Committee  
Town Managers/Town Administrators, Minuteman District Towns  
Chair, Boards of Selectmen, Minuteman District Towns  
Mr. Jack McCarthy, Executive Director, MSBA  
Ms. Mary Pichetti, Director of Capital Planning, MSBA

## Addendum A: CHRONOLOGY REGARDING BUILDING SIZING

### 1. Initial MSBA Correspondence

When Minuteman first requested approval in the spring of 2010 from the sixteen member towns to borrow up to \$724,000 for a feasibility study, Belmont's Town Meeting twice rejected the request. Belmont's vote did not reflect any objection to a potential school building project. Rather, Belmont's objection was that the bulk of the requested funding would be used to undertake detailed architectural design work around a building for which there was no agreement on the appropriate size.

Subsequent to an initial vote by Belmont's Town Meeting on April 28, 2010 to reject Minuteman's request, on May 3, 2010, the MSBA issued a letter, which stated, among other things, the following:

The Minuteman Regional School District has assured the MSBA that it understands that the final membership, the resulting agreed upon enrollment and the educational program are key elements of the feasibility study and therefore, without their resolution, the study cannot proceed. As such, the Minuteman Regional School District acknowledges that all of these issues must be successfully resolved and agreed upon by the Minuteman School Committee and its member communities prior to entering into a Feasibility Study Agreement with the MSBA and prior to the proceeding of the procurement of any consultants for a feasibility study. (Emphasis added.)

At a Belmont Town Meeting held on that same May 3, 2010 date, during which Minuteman's request was reconsidered, a Belmont Town Meeting member expressed the sentiment that the approval on school size should come from Town Meeting, not just from the Minuteman School Committee, and pressed the Superintendent as to what form the MSBA's mandated community approval would take. The Superintendent assured Belmont's Town Meeting that Belmont, and the other Minuteman communities, would be free to decide what body within their town would be designated to provide that approval, including Town Meeting if the community so chose.

### 2. Minuteman School Committee Vote on Feasibility Study Borrowing:

Subsequent to the MSBA's letter, on May 17, 2010, under a warrant article identified as Article 58, Arlington's Town Meeting approved Minuteman's request for authorization to borrow feasibility study funds. Arlington's approval was contingent, however, on Minuteman complying with a number of prerequisite conditions, including the following:

The Superintendent agrees not to go forward with the second phase of the feasibility study (architect, project manager, etc.) unless all 16 member towns approve, or not disapprove, of the enrollment and [Regional Agreement Task Force's] conclusions. (Emphasis again added.)

Based on the MSBA letter and Arlington's Town Meeting vote, on June 15, 2010, the Minuteman School Committee amended its request to the member towns for authorization to borrow funds and to proceed with the feasibility study. The School Committee vote stated, in part, the following:

The Minuteman Regional Vocational Technical School District (the "District") hereby recognizes the conditions of process as outlined in a correspondence from the Massachusetts School Building Authority, dated May 3, 2010, and the amended Article 58 of the Town of Arlington, dated May 17, 2010, and associated details of alignment of procedures within these understandings, and shall instruct its Superintendent to accommodate these procedures and conditions within the legal scope of his authority.

In July 2010, based on the conditions contained in the May 3, 2010 letter from the MSBA, the conditions contained in Arlington's Article 58, and the language in the June 15, 2010 Minuteman School Committee vote, the Belmont Board of Selectmen concluded that the objections voiced at Belmont's Town Meeting specifying that an agreement on school sizing should precede a detailed feasibility study had been adequately addressed, and the Selectmen agreed, by virtue of non-disapproval of the Minuteman School Committee's vote, to support Minuteman's amended request to borrow funds for a feasibility study.

### 3. Development of the School Sizing Recommendation

Despite the aforementioned assurances that the member towns, and not just the Minuteman School Committee, would first agree on the recommended sizing for a new school before entering into the formal feasibility study, such a process was never followed. Instead, below is a recap of the major actions that have led to the current recommended facility of 628 students.

- Sometime in late 2010 or early 2011, Minuteman engaged the New England School Development Council (NESDEC) to undertake an enrollment study. According to information provided verbally to the Minuteman School Committee by Dr. Bouquillon, he personally reviewed at least twelve drafts of the NESDEC enrollment study before providing the Minuteman School Committee their first copy of the study as part of the April 5, 2011 meeting materials. That enrollment study suggested that Minuteman could support a school sized for 1,100 students. Amazingly, despite a fervent request by Belmont's Minuteman's School Committee representative and other School Committee members to discuss the enrollment study at a School Committee meeting, the Minuteman School Committee never had a single substantive discussion on the NESDEC enrollment study and its implicit conclusions regarding school sizing. Without ever even discussing the content of the study, much less bringing the matter to a formal vote, at its May 10, 2011 meeting, the School Committee informally authorized the Superintendent to submit the study to the MSBA.
- On August 8, 2011, the MSBA issued an initial design enrollment approval for a school of 800 students, of which 460 (58%) of those students were projected to come from within the sixteen member communities, and the remaining 340 (42%) were projected to come from non-member towns.
- The MSBA re-issued their enrollment certification letter on October 11, 2011. As that letter clearly notes, in an e-mail to the MSBA dated September 1, 2011, without any support from, or even discussion with, the Minuteman School Committee, Dr. Bouquillon unsuccessfully tried to

persuade the MSBA to change its approval from a *maximum* of 800 students to a *minimum* of 800 students. In response to Dr. Bouquillon's attempt to alter the initial approval, the MSBA's October 11, 2011 letter was explicit that the design enrollment certification was for a maximum of 800 students. With the affirmative acknowledgement that the MSBA's 800-student number represented a cap on enrollment, not a specified targeted enrollment, the Minuteman School Committee voted to sign the enrollment certification at its October 18, 2011 meeting.

- At the May 22, 2012 Minuteman School Committee meeting, despite the fact that the prerequisite conditions required for proceeding with the feasibility study had not been met, and, specifically, despite the fact that Minuteman had made no attempt to go back to the sixteen member towns for approval on the proposed school sizing before proceeding with the feasibility study, over the vehement objections of the Belmont representative on the School Committee, among others, the Minuteman School Committee voted to execute a Feasibility Study Agreement with MSBA and to commence the formal feasibility study process for a school sized for a maximum of 800 students.
- It is important to note that, at this point in time, Belmont considered both contacting the MSBA directly, as we are now doing, and/or potentially taking legal action against Minuteman over the District's failure to follow the previously-mandated and agreed-upon protocol before commencing with the feasibility study. However, Belmont decided to hold off taking either action, in part due to assurances that the discussion about the appropriate sizing of the school would take place during Module 3 of the MSBA process and that Minuteman would not enter into Module 4 without the member towns having an opportunity to endorse the proposed school sizing. For example, in a subsequent letter from the Superintendent to the Belmont Board of Selectmen dated April 4, 2013, Dr. Bouquillon cited the MSBA requirements to obtain public input on proposed projects and stated:

The result of those statutory impositions is that Member Towns will have an opportunity to directly participate in determinations as to the size and scope of a proposed project.
- On July 24, 2012, presumably as a result of back-channel feedback the MSBA apparently received from some stakeholders expressing concerns about a potential school of 800 students, the MSBA issued a second enrollment certification directing Minuteman to also consider a school sized for 435 students, a level that was consistent with the MSBA's estimate in the original enrollment certification of the enrollment that could likely be supported from member-town students alone. At its August 13, 2012 meeting, as with the discussion that took place at the October 2011 Minuteman School Committee meeting regarding the initial 800-student enrollment certification, the School Committee concluded that the MSBA's revised enrollment certification did not necessarily mandate that the 435- and 800-student enrollment numbers be the only school sizes considered, but rather, that those two numbers merely represented a cap and a floor on a potential school size. Based on that explicit understanding, the Minuteman School Committee voted to sign the second enrollment certification.

- Notwithstanding the Minuteman School Committee's stated understanding that the two enrollment certifications merely represented the ends of a continuum regarding a potential school project, from late 2012 through late 2013, Minuteman's feasibility study design team focused their attention solely on those two ends of the continuum - a 435-student school and an 800-student school, culminating in the submission to the MSBA of the Preliminary Design Program for both a 435-student school and an 800-student school in November 2013.
- At the February 4, 2014 School Committee meeting, based on concerns regarding the time and cost associated with having the design team conduct a feasibility study on two separate school sizes, the School Committee authorized the design team to abandon any analysis around a 435-student school and focus exclusively on the 800-student alternative. This approval was once again based on an explicit understanding that the 800-student size was a "not to exceed" number. In fact, the motion that was adopted that night specifically stated that:
 

This action is taken with the understanding that, should the MSBA and public feedback support lowering this "design target enrollment", it can occur. (Emphasis added.)
- At the May 20, 2014 School Committee meeting, with no prior discussion by the Minuteman School Committee, and certainly no formal input from the member towns, the Superintendent presented his own proposal for a school sized for 628 students. The Superintendent's presentation made the case that such a school could be supported by enrollment solely from the member towns if there was a 25% increase in the application rate to Minuteman by member-town eighth-graders. The School Committee did not discuss the merits of the Superintendent's proposal that night, instead agreeing to discuss the proposal at its next meeting. At the June 27, 2014 School Committee meeting, with no further analysis or deliberation, other than the discussion at the table that night, and with no attempt to consider other potential school sizes, the School Committee voted to proceed with a school designed to accommodate 628 students.

It is worth noting that during this entire multi-year process, there was never any attempt made to determine the appropriate school sizing through a bottom-up process of looking at the vocational program mix that might be included within schools of various enrollment capacities. Partly as a result of separate requests over several years by Belmont's representative on the Minuteman School Committee, Minuteman eventually did create an Education Plan Task Force comprised of several School Committee members. That task force was convened in the summer of 2013, but its explicit charge was to look only at the menu of vocational programs that would potentially be contained within the 435- and 800-student schools specified in the MSBA enrollment certifications. There was no discussion within the Education Plan Task Force about the possible mix of vocational program offerings that might be offered in other potential schools sized somewhere between 435 and 800 students. After the School Committee vote in June 2014 to proceed forward with a recommended size of 628 students, the Education Plan Task Force was reconvened, again with the explicit mandate to consider only the menu of vocational programs that might be offered in a 628-student school.

Throughout the entire aforementioned process, there was no explicit attempt by the Minuteman School Committee to ever formally or systematically consider the positive and negative impacts of schools of other potential sizes, and there was certainly no systematic attempt to engage the member towns in specific discussions regarding potential alternative sizes for a new or renovated facility. In fact, the first and only formal sessions held in Minuteman member towns to discuss the building project were held in March and April of 2015, and those presentations were intentionally designed to limit the presentation and discussion to which building option for a 628-student school was preferable. When, in recognition of the long-standing concern within Belmont regarding the school sizing question, the Belmont School Committee representative added three slides discussing enrollment and sizing to a 50-slide presentation, he was subsequently publicly chastised by another Minuteman School Committee member as having "hijacked" the presentation and for deviating from the proscribed agenda. Notwithstanding those admonishments, in Belmont, virtually every question that was asked and virtually every comment that was made at the hearing, which was attended by the full Board of Selectmen, representatives of Belmont's Warrant (aka, Finance) Committee, Capital Budget Committee, and School Committee, as well as Town Meeting members, addressed the issue of enrollment and school sizing. In fact, at the end of the meeting, only one attendee was prepared to support any of the three 628-student school options. Every other attendee indicated that there were still key questions that needed to be addressed before any alternative could be supported by our community.

## Addendum B: CRITICAL UNANSWERED QUESTIONS ON SCHOOL SIZING

It is important to understand that Belmont does not have a preconceived notion as to what the appropriate size for a new or renovated Minuteman facility should be. Belmont believes that such a decision should be the outgrowth of a disciplined analysis of that key strategic question, and that ultimately, the endorsement of that strategic decision resides with the member towns, not just with the current Minuteman administration or School Committee. That said, Belmont is not yet persuaded that a strong enough case has been made to date as to why a new or renovated Minuteman school needs to be over 50% larger than that which is supported by the District's current and recent member-town enrollment. Belmont further believes that there are several key questions that have not yet been fully addressed, and without an attempt by Minuteman to answer them in good faith, it is hard for us to see the project being supported by our community's Town Meeting members and citizens as it is currently being proposed. Some of these key unanswered questions include:

### 1. Projected Future In-District and Out-of-District Enrollment:

Member-town high school enrollment at Minuteman has been below the proposed school size of 628 students every year since 1989, a period of 25 years. In fact, except for a slight uptick in enrollment between 2003 and 2007, member-town enrollment at Minuteman has been below 450 students since 1994, a period of 20 years. Currently member-town enrollment at Minuteman is below 400 students, where it has essentially been for the last six years.

In spite of this declining trend in member-town enrollment, the 2011 enrollment study optimistically predicted that with improved marketing, the member-town enrollment at Minuteman could increase dramatically. In fact, the 2011 enrollment study projected that by the current 2014-2015 school year, member-town enrollment at Minuteman would have jumped to 1,067 students rather than the 384 students that were actually enrolled this year. That is essentially the same justification, albeit at a reduced magnitude, that the Superintendent used in May of 2014 to support his assertion that a school of 628 students could be fully supported by member-town enrollment. However, if one takes the peak enrollment from each and every member town over the last 15 or so years and assumes that that peak enrollment continues in perpetuity, member-town enrollment would still fall about 10% short of the recommended design enrollment of 628 students.

When Minuteman made their building project presentations to member towns this past March and April, they had scaled back the projected member-town enrollment even further, to 525 students. Even at that reduced number, Minuteman acknowledged that a 525-student in-district enrollment was predicated on the assumption that member-town enrollment in each and every Minuteman community would grow by 8% per year for four successive years, an overall increase in member-town enrollment of over 35%. No support or justification was provided for this latest assumption, other than that improved marketing and a new building would lead to an increase in member-town enrollments. Frankly, Belmont suspects that the economic and

demographic profile of the District's member towns has a far more powerful impact on the historic enrollment trends at Minuteman than either marketing or the physical condition of the facility, and a "build it and they will come" mantra is an insufficient justification, in our town's judgment, to support a school sized 50% larger than one designed to meet the current member-town enrollment.

It is possible that, in order to provide a more diverse menu of programs, in order to provide some capacity for future enrollment growth, or for other reasons, the member towns could make a strategic decision to support a school that is sized larger than one designed to serve only current member-town enrollment levels. And, in looking at the historic data, Minuteman has generally had 200 or more non-member students enrolled in its high school programs during the 20 or so years since member-town enrollment fell below 500 students. However, there are two important factors impacting non-member enrollment which Belmont feels have not adequately been considered. First is the impact that assessing non-member communities a substantial capital facilities charge (upwards of \$7,500 per student using Minuteman's current estimates) will have on the willingness of those non-member communities to send students to Minuteman versus seeking other alternatives. Belmont has heard rumblings that many of the larger-sending non-member communities have vowed not to pay such a facilities fee and to challenge the legality of such a fee in court if necessary. Second, there has been no attempt to gauge how the recently-proposed changes by DESE to the freshmen exploratory program at vocational high schools might impact non-member enrollments. In Belmont's view, in light of these two factors, some additional analysis on future non-member enrollments is required beyond the mere assertion that for the last 20 years Minuteman has had more than 200 non-member students so it should have no problem attracting equivalent levels of non-member students for the duration of the new school's useful life.

## 2. Menu of Vocational Programs Under Alternative Sized Facilities:

As noted in Addendum A, the Minuteman Education Plan Task Force never considered the impact that various school sizes other than 435, 800, and 628 students would have on Minuteman's vocational program offerings. However, Belmont notes that the proposed menu of vocational programs under a 628-student school includes the addition of a new Multi-Media Engineering program and the preservation of a Horticulture program that currently and recently serves only 6 member-town students. There has been no hue and cry within Belmont for Minuteman to add a Multi-Media Engineering program, and the elimination of a program that serves only 6 students from the 16 member towns would not seem to represent a significant loss to our communities. Using the MSBA's 40-students-per-program metric that Minuteman used for those two programs, eliminating those two programs alone suggests that a new Minuteman facility could easily be sized at 548 students with no material impact on program diversity. There may be other programmatic adjustments that might well support other potential size configurations. From Belmont's perspective, it does not appear that any of this "what if?", bottom-up analysis has ever been undertaken by the School Committee, and certainly no such thinking has ever been shared with the member towns.

3. Projected Costs and Financial Risks Associated With Alternative Sized Facilities:

As part of the community briefings held in the member communities this past March and April, Minuteman released summary cost projections for the three 628-student school options, as well as a cost for renovating the facility without MSBA assistance. However, there has been no detail provided on the supporting assumptions that lie behind those projections. More importantly, subsequent to the building project briefings, Minuteman indicated that the cost for building a new 435-student school was estimated at \$135.7 million, a reduction of only \$9.2 million, or 6.4%, from the estimated \$144.9 million cost of a new 628-student school. A 6.4% cost reduction for almost a 50% reduction in capacity seems counterintuitive to us. At a minimum, Belmont would like to see some more detail regarding the assumptions that were used to develop the current cost estimates. Moreover, in order to make a fully informed decision on school sizing, it is essential that the member towns also have some mechanism to understand how those building costs might change under alternative sized schools.

In addition to obtaining a better understanding of the projected upfront capital costs associated with different sized facilities, member towns should also have some understanding of the marginal difference in the District operating budget that would be associated with different sized facilities. And, towns also need a better understanding regarding the sensitivity to those capital cost and operating cost estimates should non-member enrollment fall below the current estimates and/or the State reverse its current stance on allowing vocational schools to charge non-member communities a capital facilities fee because, ultimately, it is the member towns that will bear the financial risk of any debt issued to build a school sized larger than that which is needed to serve just member-town students



MURPHY, HESSE, TOOMEY & LEHANE, LLP  
Attorneys At Law

CROWN COLONY PLAZA  
300 CROWN COLONY DRIVE  
SUITE 410  
QUINCY, MA 02169

75-101 FEDERAL STREET  
BOSTON, MA 02110

ONE MONARCH PLACE  
SUITE 1310R  
SPRINGFIELD, MA 01144

TEL: 617-479-5000 FAX: 617-479-6469  
TOLL FREE: 888-841-4850

www.mhtl.com

Arthur P. Murphy  
James A. Toomey  
Katherine A. Hesse  
Michael C. Lehane  
John P. Flynn  
Regina Williams Tate  
Edward F. Lenox, Jr.  
Mary Ellen Sowyrda  
David A. DeLuca  
Donald L. Graham  
Andrew J. Waugh  
Geoffrey P. Wermuth  
Robert S. Mangiaratti  
Kathryn M. Murphy  
Alisia St. Florian  
Thomas W. Colomb

Doris R. MacKenzie Ehrens  
Clifford R. Rhodes, Jr.  
Karis L. North  
Bryan R. Le Blanc  
Brandon H. Moss  
Michael J. Maccaro  
Kevin F. Bresnahan  
Kathleen Y. Ciampoli  
Brian P. Fox  
Lauren C. Galvin  
Tami L. Fay  
Kier B. Wachterhauser  
Sarah A. Catignani  
Lena-Kate Ahern  
Felicia S. Vasudevan

Ann M. O'Neill, Senior Counsel

*Please respond to Quincy*

June 15, 2015

Dr. Edward Bouquillon  
Superintendent  
Minuteman Regional School District  
758 Marrett Road  
Lexington, MA 02421

Re: Incurring of debt for school project

Dear Ed:

You have asked me to confirm certain advice which I have given in the past concerning the methods by means of which a regional school committee can gain approval for the incurring of debt, and also concerning some of the practical ramifications of the method that is chosen.

The process for the incurring of debt by regional school districts in Massachusetts is controlled by G.L. Chapter 71, Section 16, and there are two subsections of Section 16 (i.e., subsections (d) and (n)) that are relevant.

If Chapter 71, subsection (d) is utilized, the process is as follows. First, the regional school committee would vote to incur the debt (because the current Regional Agreement does not create a higher standard, the vote would be a simple majority vote), and would then vote (again, by a simple majority vote) to use subsection (d). I recommend that these be two separate votes. Within 7 calendar days of the vote, the District must provide written notice to each of the Boards of Selectmen of the member towns, identifying the amount of the proposed debt and a general description for the purpose for the debt. It is then up to each Board of Selectmen to decide whether or not to call a town meeting for the purpose of approving or not approving the proposed

MURPHY, HESSE, TOOMEY & LEHANE, LLP  
Attorneys At Law

Dr. Edward Bouquillon  
Superintendent  
June 15, 2015  
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debt. Unless one or more of the member towns holds a town meeting within 60 calendar days of the regional school committee's vote and votes to disapprove the incurring of the debt, the incurring of debt will be deemed to have been approved upon the expiration of the 60 days. In other words, under subsection (d) any one of the member towns can defeat the incurring of debt by holding a town meeting within 60 days and voting to disapprove the debt, but if a town fails to call a town meeting within 60 days, or fails to vote to disapprove the incurring of the debt, that town will be taken to have approved the incurring of the debt.<sup>1</sup>

The process under subsection (n) is entirely different, and, because the current Minuteman Agreement is silent concerning the process for incurring debt, the Minuteman Committee is free to utilize either subsection (d) or subsection (n), and there is no obligation for the Committee to attempt one method before the other. Under subsection (n), the regional school committee would vote to incur the debt and would vote to utilize subsection (n). As above, I recommend that these be two separate votes. The needed margin for each is a simple majority. The District then would schedule a district-wide ballot vote consistent with the rather specific requirements contained in subsection (n). This election would occur on the same date throughout the District, with uniform voting hours throughout the District, using ballots and ballot language prepared by the District, and with the District bearing the expense of the election. The votes are then aggregated, District-wide, with the majority prevailing. The fact that the voters in certain of the towns may vote to disapprove the debt will be irrelevant if the overall vote District-wide is to approve the debt. The assessments needed to pay the debt will proceed consistent with the apportionment language in Section IV (D), even in regard to those member towns in which the voters in the subsection (n) election have voted to disapprove the debt. This last point deserves emphasis. Even if a majority of the voters in a particular member town were to vote against ~~the~~ incurring of the debt in a subsection (n) election, that member town will still be liable to pay its eventual assessments for that debt if a majority of the voters, District-wide, vote to approve the incurring of the debt in a subsection (n) election.

As an aside, I should mention that if the School Committee votes to utilize subsection (n) for the approval of the debt, the wording of the eventual ballot question should be approved by "bond counsel" ahead of time.

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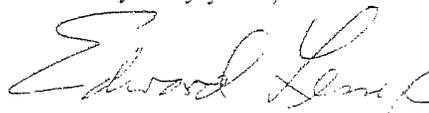
<sup>1</sup> There is a second paragraph in subsection (d) which is potentially relevant to vocational school districts. However, the opening sentence of this paragraph reads as follows: "In the case of a vocational regional school district, if the district agreement so provides or is amended to so provide, such debt may also be incurred if two thirds of the member towns do not vote disapproval within said sixty day period..." (underlining supplied)...Because the current Minuteman Agreement is silent as to the process for incurring debt, this second paragraph of subsection (d) is not relevant to Minuteman.

MURPHY, HESSE, TOOMEY & LEHANE, LLP  
Attorneys At Law

Dr. Edward Bouquillon  
Superintendent  
June 15, 2015  
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Please let me know if you have additional questions.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Edward Lenox, Jr.", written in black ink.

Edward F. Lenox, Jr.

EFL/sjb  
cc: Kevin Mahoney

Frequently Asked Questions  
District-Wide Balloting  
June 16, 2015

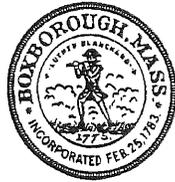
1. **Is a district-wide ballot legal?** Yes. State law provides the Minuteman school district with two (2) ways to borrow money for capital projects (construction projects). Both of these options are outlined in Massachusetts General Laws Chapter 71, Section 16. Subsection (d) allows the district to borrow with approval from the Town Meetings in its member towns. Subsection (n) allows the district to borrow with approval by a district-wide ballot.
2. **Why haven't I heard about district-wide balloting before?** Good question. Regional vocational school districts have generally gone the "traditional" route to borrow for large capital projects, by securing approval from each of their member towns at Town Meetings. But Subsection (n) – a district-wide ballot -- is also an option available in state law.
3. **Has this been done before?** Yes. Bay Path Regional Vocational Technical High School in Charlton secured approval for a \$73.8 million renovation project through a district-wide ballot in 2012. In June of 2015, Franklin County Technical School in Turners Falls will ask voters to approve \$2.456 million in renovations.
4. **What does Minuteman have in common with Bay Path and Franklin County Tech?** All three are regional vocational technical schools. Like the other two, Minuteman has a sprawling district, with multiple member communities. Bay Path has 10 member towns. Franklin County has 19. Minuteman has 16.
5. **So what's the process?** The first step would be for the Minuteman School Committee to vote to incur the debt and to hold a district-wide ballot. A simple majority vote is required in both cases. The next step would be to set a date and hold the election.
6. **What quantum of votes is required for the School Committee to issue debt?** A simple majority vote is required.
7. **What quantum of votes is required for the School Committee to call for a district-wide ballot?** A simple majority vote is required.
8. **The election must cost money to run. Who pays for it?** The school district pays for it. In this case, Minuteman would pay for the printing of ballots, poll workers, police officers, constables, and other expenses related to the election.
9. **How much money are we talking about?** Franklin County expects to pay about \$60,000 for the district-wide ballot in its 19 member towns. Bay Path paid approximately

\$48,000 for the district-wide ballot in its 10 member towns. We expect that Minuteman would pay \$55,000-65,000 for the district-wide ballot in its 16 member towns.

10. **Where's the money coming from?** If the Minuteman district decides to hold a district-wide ballot, it will transfer funds from within its existing \$19.8 million budget to pay for the election. The district won't ask to increase its budget to pay for the district-wide ballot. A district-wide ballot will not increase assessments.
11. **Has this been cleared by district counsel?** Yes. Murphy, Hesse, Toomey & Lehane, LLP, Minuteman's counsel, has carefully reviewed the statute and is advising the school on the process that must be followed. We have also consulted with Atty. Rick Manley, Minuteman's bond counsel, and Atty. Thomas Kiley of Cosgrove, Eisenberg, & Kiley, P.C.
12. **Who picks the date for the district-wide ballot?** The Minuteman School Committee has the ultimate say, but will work with town clerks to select a date that is best for the most communities.
13. **Who writes the ballot question?** The actual wording will be drafted by Minuteman's bond counsel.
14. **How long is the election?** That's up to Minuteman. The law says that the election must be held on the same date, with uniform voting hours. The polls must be open for at least four (4) hours and no more than eight (8) hours. Again, the decision is made by Minuteman.
15. **Where do people vote?** That's up to Minuteman. The number and location of the polling place or polling places in each town are determined by the district School Committee after consultation with the selectmen. With their input, we would select a single location in each town.
16. **How are the votes counted? And how do you decide which side wins?** Election officials count and certify the votes in their individual towns. Those votes are added together. The aggregate count is what matters. The majority rules.
17. **So not every town needs to vote to approve?** No. What's important is the overall, aggregate vote total. Remember that this is a district-wide referendum to gauge the wishes of the entire Minuteman district, not just the wishes of voters in a particular town.
18. **In prior district-wide votes, have some towns voted against?** Yes. In 2012, seven (7) of the ten (10) towns in the Bay Path district in Central Massachusetts voted in favor of the \$73.8 million renovation project. Three towns – North Brookfield, Oxford, and Paxton – voted against the ballot question by slim margins. Those three towns were still bound by the decision of the electorate to support the project.

19. **Who makes sure this is a fair election?** The Office of the Massachusetts Secretary of State, the Office of Campaign & Political Finance, the State Ethics Commission, and local election officials all will be monitoring the campaign and the outcome of the election.
20. **Can groups run organized campaigns for or against the district-wide ballot?** Yes, but they must abide by the requirements of state law.
21. **Can Minuteman employees take part in the campaign?** Yes, but only to the limited extent allowed by the Office of Campaign & Political Finance and the State Ethics Commission. Public employees cannot use their public positions or public resources to promote a ballot question. They can prepare newsletters concerning a ballot question but may not send them to the public, unsolicited. They can prepare news releases, but those releases need to be reviewed by OCPF. Public employees can inform voters about the date and place for an election but cannot make any comments on the merits of the ballot question when doing so.
22. **Does this rule apply to everyone?** As a general matter, policy makers such as members of the School Committee and Superintendent have more latitude. However, they still cannot use public funds to support or oppose a ballot question.
23. **Can Minuteman employees serve on a campaign committee?** Yes. Public employees can serve on a campaign committee, but cannot solicit money or serve as the committee's treasurer. On their own time and their own dime, they can do what other citizens do. For example, they can write a Letter to the Editor, supporting or opposing a ballot question. They can contribute money in their own name to a ballot question committee.
24. **How will Minuteman employees know what they can do – and what they cannot do?** The school administration will provide employees with written guidance from the school's lawyers. It will also make sure that the Office of Campaign & Political Finance holds a training or provides written materials for all employees.
25. **Why not just go the "traditional" route and ask Town Meetings for approval?** Good question. First, it's extremely time-consuming. The district would need to convince voters in 16 separate towns – with 16 very different constituencies – to approve the project. This will literally take months, perhaps longer. Second, the Town Meeting route requires unanimity. That is, if even one Town Meeting says "no," the project stalls. Third, there is a real sense of urgency here. Multiple engineering studies have cited serious problems with the building. The New England Association of Schools & Colleges (NEASC) has placed Minuteman on "warning" status solely due to the building. Minuteman and the Massachusetts School Building Authority (MSBA) have been engaged in a feasibility study since 2009. This may be the longest feasibility study in MSBA history. Time is running out.

26. **What are the advantages of using a district-wide ballot instead?** There are many. It's been used before. It gives every voter in the district an opportunity to be heard. It's completed in one day. Most important, it gets us approval in a timely fashion that would secure state funding through the Massachusetts School Building Authority (MSBA).
27. **Is there a minimum number of voters – or percentage of voters -- who need to go to the polls to make a district-wide election valid?** No.
28. **What happens if the ballot question is approved?** The project moves ahead. Assessments to pay the debt move ahead consistent with the terms of the Regional Agreement.
29. **What happens if the ballot question is not approved?** A couple of options are available. The district could submit it to Town Meeting. The district could try another district-wide ballot. All options would need to occur within the MSBA deadline of June 30, 2016.



**Minutes, Notices and Updates**  
**June 29, 2015**

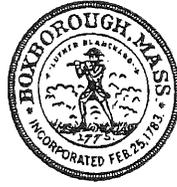
**Minutes**

1. Personnel Board minutes from the meeting held June 9, 2015.

**Notices**

1. Notice of a Public Celebrations & Ceremonies Committee meeting held June 24, 2015
2. Notices of A-B School Regional School District related meetings:
  - a. ABRSC Policy Subcommittee meeting held June 24, 2015
  - b. Regular School Committee meeting held June 25, 2015
3. Notice a Personnel Board meeting held June 26, 2015
4. Notice a Library Board of Trustees meeting held August 11, 2015
5. Decision No. 2015-01 from the Zoning Board of Appeals, dated June 16, 2015, granting, Olympus Realty Trust's application to amend the conditions for a Special Permit under ZBA Decision # 1997-20 [free standing sign and ice skating facility building] at the subject property located at 34 Mass. Ave., subject to the listed conditions.
6. Notice of the Administration of the Oath of Office to Warren J. O'Brien, Lieutenant, Boxborough Police Department on June 29, 2015. [Reception to follow]

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**General Correspondence**  
**June 29, 2015**

1. Invitation to the Minute Man Air Field Ribbon Cutting & 46<sup>th</sup> Anniversary Reception on Thursday, July 9<sup>th</sup>. #