



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**November 2, 2015**

APPROVED: November 16, 2015

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

**ABSENT:** Robert Stemple

**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

**APPOINTMENTS**

- Inspector of Buildings, David Lindberg was present to follow-up on previous discussions regarding proposed revisions to inspectional permit fees (building, electrical and plumbing, permit tracking software and electrical and plumbing inspector compensation.) He referred to the materials in the agenda packet. He has taken the data he previously provided in his comparative spreadsheets and reformatted it to fit in the Permit Fee Schedule templates his department currently uses. He clarified and explained some of the new categories for the Selectmen. He noted that there was also an outstanding clerical error that these new schedules address concerning "Temporary Structure" fees. The fee re-categorization and structure was designed to make the process easier for applicants. There was discussion about the proposed fee structure and how it compares the fee structures used in other communities. Lindberg advised that there is no uniform fee schedule or guidelines among the communities in Mass. These new schedules were structured based on input from our inspectors; who tried to make it equitable and fair. On a related note, he advised that communities also have differing ways of compensating their inspectors. Member Bak moved to revise the fees for building permits, electrical permits, and plumbing/gas permits as proposed by the Inspector of Buildings, said fees to be implemented effective January 1, 2016. Seconded by Member Gorman. **Approved 4-0.** Lindberg also briefed the Selectmen as to his concerns about the software service currently being used by his department; that he is investigating upgrades and alternative vendors. He will be coming forward in the future with a proposal.
- Town Treasurer/Tax Collector, Patrick McIntyre was present to discuss foreclosed and tax title properties. Town Planner Adam Dusheneau and members of various land use boards were also present for this discussion. McIntyre referred to the list of foreclosed and tax title properties provided in the Selectmen's agenda packet. It was further noted that this material was also forwarded to the Chairs of the respective land use boards. He provided updates on the status of several of the properties. The Housing Board has indicated that they may be interested in offering the 405 Middle Rd parcel for a Habitat of Humanity project. Planner Dusheneau advised that though it is not a "buildable lot" it may still be viable site, but more investigation is needed. He confirmed that Habitat for Humanity had previously looked at this parcel but declined to proceed due to concerns about the property, but there have been changes recently to Habitat's leadership and this is now being re-visited. Board of Health Chair, Marie Cannon interjected that there could be water/septic compliance issues that could make development prohibitive. Ducheseau noted that at this point, this is just a possibility and these issues and others would have to be investigated if they proceed. McIntyre advised that he would like to hold an auction this spring for some of these properties, such as the commercial parcels on Codman Hill Road and parcels along and/or adjoining the Reed Farm Road. McIntyre reviewed the auction process; how the Town currently holds title to the listed parcels and the procedures required to convey these respective parcels [i.e. auction, Town Meeting vote]. There was a discussion concerning "bundling" of some of the auctioned parcels. General input was provided by some of the land use board members that were present. Chair Amoroso asked that these boards provide the Selectmen with these and any other comments or concerns they might have in a written memo within 30 days, so the Selectmen can make some decisions as to the disposition of these properties before the end of the year. It was confirmed that the Conservation Commission provided just such a memo and it was included with tonight's agenda materials. The Tax Collector was also asked to compile additional information on the practice of "bundling" parcels at auction.

- Boxborough Historical Society (BHSI) President, Jeanne Kangas was present to discuss a capital campaign regarding the Steele Farm property. Kangas noted that the BHSI, in conjunction with the Trustees of Reservation, holds the preservation restriction on the property on behalf of the Town. They are responsible for the preservation and protection of this property. To this end, the BHSI Board wants to initiate a capital campaign seeking private donations. The initial focus of their efforts will be on the necessary repairs to the Wetherbee Farmhouse, which is on the National Registration of Historic Places. Based on estimates received there is a significant cost to restore this building. This farmhouse is historically significant and an icon for our Town according to Kangas. Similar to the efforts to restore our nation's Liberty Bell, the BHSI would like to launch a private endeavor to fund the restoration of the farmhouse. Tonight is the first step, as the Selectmen are the owners of the property; the BHSI is seeking the Selectmen's support for this effort. Another benefit would be making this property; once again, a usable space for the Town as space is currently at a premium. The building is currently in poor condition and if we don't work to preserve it now we will lose that option. This capital campaign would be an opportunity to find out if residents support preserving the farmhouse. BHSI is a 501(c)(3) charitable corporation so donations would be tax deductible. A segregated "capital" bank account has been established. The BHSI has also identified and is exploring, both public and private grant funding sources; that could help with capital project planning and/or the actual work. The Selectmen voiced some concerns – such as, what would be the cost of this project, the campaign's target amount; and if the Town be expected to "buy-in" to this project. They also cited the failure of the Whitcomb House preservation fund; another private effort. The Selectmen determined that no action would be taken at this time. They asked that the BHSI provide them with more information; fleshing this out and addressing these concerns before they consider supporting this proposal.
- Personnel Board Chair, Anne Canfield and members Becky Neville & Hugh Fortmiller were present for the Selectmen's follow-up discussion concerning the Town Department Assistant's job description. It was noted that this agenda item is simply to approve updates to the existing job description as no motion had been prepared as part of the original, October 19<sup>th</sup> discussion. Member Bak moved to approve the revised job description for the position of Department Assistant, as approved by the Personnel Board on October 7, 2015. Seconded by Member Fox. **Approved 4-0.**
- Police Chief Warren Ryder and Lieutenant Warren O'Brien were present for a further discussion of updates to the Dept.'s policies and procedures (Oath of Office; Code of Conduct: Non-Sworn Personnel; Mission Statement and Organizational Values; Disposal of Criminal Justice Information; Shift Briefing (Roll Call); Safe Haven Act; Anti-Harassment and Discrimination). Town Counsel has provided their input on these policies and provided their proposed edits. It was noted that Member Gorman had also provided some editorial/grammatical comments that have been incorporated. Chief Ryder advised that based on the input received, further work is needed on the Anti-Harassment and Discrimination policy language so he asked that this item be pulled. Member Fox moved to adopt the following Police Department policies and procedures as presented to the Board of Selectmen on November 2, 2015: "Oath of Office;" "Code of Conduct: Non-Sworn Personnel;" "Mission Statement and Organizational Values;" "Disposal of Criminal Justice Information;" "Shift Briefing (Roll Call);" and "Safe Haven Act." Seconded by Member Gorman. **Approved 4-0.** Chief Ryder advised that this review is an on-going process and he will have several policies, along with the Anti-Harassment and Discrimination policy which he will be submitting for consideration at a later date.
- Chief Ryder remained to discuss a draft report on Regionalization of Police Services that has been prepared. Lt. O'Brien was also present. Chair Amoroso provided background on how the need for this research was identified at a Joint Selectmen/Finance Committee meeting - about whether it was worthwhile to see if it was in the best interest of the Town to initiate a formal exploration of possibly regionalizing police services. Tonight's report is the culmination of the Chief's preliminary research. Chief Ryder spoke to the report's most significant points. Conceptually regionalization makes sense, the reality is that it would be difficult to develop and initiate. There is a lot of resistance from the very factions that would need to come together to make this a reality. To make this marketable to our community the cost savings would need to be significant enough to offset the loss of autonomy and control. Further, any return on the initial investment would be far down the road. Also, though there is legislation that supports this, despite several attempts, no community has exercised this statute. "Sharing" of services does exist but only in the most rural areas of the state. Though the data does not indicate further investigation at this time is supportable this report is useful as it identifies cost areas and the roadblocks. Chief Ryder will circulate this draft to the Board so that the Selectmen can provide their feedback. It can then be finalized so it is available for any future discussions. He advised that Chief White is developing a similar report concerning Fire services.
- There were no Citizens concerns.

## MINUTES

- The Board passed over approval of the minutes for the Regular session of October 19, 2015, and the Workshop meeting of October 24, 2015.

- Member Gorman moved to accept the minutes for the Executive sessions of October 19, 2015, and October 24, 2015 as written. Seconded by Member Fox. **Approved 4-0.**

## SELECTMEN REPORTS

- Member Fox reported that MAGIC has launched “Climate Change Resiliency” campaign. Their intent is to create a regional Plan that will work to identify what actions towns might want to take in forward planning for potential environmental changes. Several Boxborough residents are participating in this effort.
- He also reported that he is working with Master Plan Update Comm. Chair, John Markiewicz on the Plan’s Mission Statement. The MPUC has determined that there will be not be an Implementation group, but rather there will be periodic planning discussions run by the Selectmen and Planning Board.
- Member Bak reported on the information obtained by members of the Voc. Ed. Advisory Comm. that had met with the Nashoba Valley Tech School Supt. and a member of their School Comm. Nashoba has 85% In-District enrollment with a \$15,000 per student assessment, the lowest in state. Out-of-District Tuition is \$12,000, excluding transportation or capital contribution. Along with the expected trades programs including engineering; they recently launched a VetTech program. They have 85% college placement. Nashoba has a capital plan and in 2004 they were reimbursed by the MSBA 68% on their last renovation project. They also received 58% reimbursement for a roof replacement. There was discussion about Ayer recent joining of the Nashoba District; how Nashoba’s District Agreement addresses approving a new community and the obvious cost disparity compared to other schools.
- Chair Amoroso reported that he and Member Fox attended the meeting recently held in Weston for the Minuteman District Selectmen to discuss matters related to the District. The focus of discussion was the proposed building project; the related bonding and required Town Meeting approval versus a Districtwide ballot. The Minuteman School Comm. has yet to vote on whether to go with a Town meeting vote or ballot. At the Weston meeting Chair Amoroso presented further amendments to the District Agreement that he had circulated earlier in the year, and has subsequently updated. This was a protracted but productive discussion which he hopes addressed and alleviated some of the attendees concerns. He feels these amendments are the way forward. They also discussed how to proceed in communicating this new proposal to the towns that previously approved the amended agreement; thereby gaining their support. He outlined the procedure and the votes that would be necessary for the School Comm. to move forward with a ballot. He also discussed the differing perspectives of the School Comm. member as to whom they represent. He feels a lot more optimistic than when he started this process and that they are making progress. Stakeholders that previously seemed entrenched are now willing to discuss his proposal.
- Member Gorman reported that he has discussed, with DPW Director Garmon and BICAO Lindberg, the concerns raised during Personnel Board’s report on the Dept. Asst. survey as to the working conditions at the DPW facility. The renovations that would be necessary to improve the office’s work environment would not be easy or cheap. It has been suggested that an office trailer could be rented; and office functions re-located there until a more permanent solution can be achieved. However, even this could run into issues. Finding a resolution to this will not be simple. He further advised that the DPW road paving inventory is in process.

*The Board took item #7c, out of order.*

## NEW BUSINESS

- Member Fox opened discussion on the approval of Conservation Restriction(s) – Jefferson at Beaverbrook. Town Planner Adam Dushesneau was present for this discussion. Town Counsel has reviewed these materials and provided input and edits, as necessary. There was discussion of the subject areas, the Jefferson at Beaverbrook development and the conditions set forth in the documents & accompanying plans. Member Fox moved to approve and authorize the Conservation Commission to accept on behalf of the Town, for the purposes set forth in G.L. c.40, s.8C, a grant of certain interests in land off Massachusetts Avenue and Hill Road in the Town from Jefferson at Beaver Brook, LLC, as set forth in a Declaration and Grant of Restrictive Covenants and Easements presented to the Board this day for review and depicted on a plan of land accompanying said Declaration entitled: “Easement Plan of Land in Boxborough, Massachusetts,” dated October 26, 2015, prepared by Vanasse Hangen Brustlin, Inc. for TDI Real Estate Acquisition, LLC. Seconded by Member Gorman. **Approved 4-0.**
- The Board took up the resignations of Lauraine Harding and Carla Bacharach from their respective boards; thanking them for their service to the Town.
  - Chair Amoroso moved to accept with regrets and place on file effective immediately the resignation of Lauraine Harding from the Council on Aging. Seconded by Member Bak. **Approved 4-0.**
  - Chair Amoroso moved to accept with regrets and place on file effective immediately the resignation of Carla Bacharach from the Public Celebrations and Ceremonies Committee. Seconded by Member Bak. **Approved 4-0.**

## **EXECUTIVE SESSION**

- At 9:21 PM, Chair Amoroso moved to adjourn to executive session in the Town Administrator's office to discuss the value of real estate and to adjourn immediately thereafter. He further stated that to conduct such session in an open meeting may have a detrimental effect on the negotiating position of the Board. Seconded by Member Bak. **Approved 4-0** by Roll Call: Fox "aye;" Bak "aye;" Gorman "aye;" and Amoroso "aye."

**SELECTMEN'S ANNOUNCEMENTS**  
**NOVEMBER 2, 2015**

- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage. <http://www.boxborough-ma.gov/board-of-selectmen>
  
- In observance of **Veterans' Day**, Town Hall Offices will be closed on Wednesday, November 11<sup>th</sup>.
  
- On **Veterans Day, the Acton-Boxborough Rotary** will be honoring our veterans with a breakfast at the Boxborough Holiday Inn from 8 -10 AM. Later in the day, the Boxborough Minutemen will be sponsoring a luncheon for Boxborough veterans at noon at the Boxborough Community Center (on Middle Road across from the Town Hall). Please RSVP for the luncheon by contacting CoA Coordinator, Laura Arsenault no later than Friday, November 6<sup>th</sup>.
  
- On Monday November 16<sup>th</sup> at 7:05 PM, the Board of Selectmen will hold a **Public Hearing on the adoption of a Residential Factor**, which will establish the percentages of the tax burden borne by each class of real and personal property for Fiscal 2016. The Assessor will be present to provide related information and data and the fiscal effect of the available alternatives.
  
- **Construction for Jefferson at Beaver Brook development**, located at the intersection of Mass. Ave. and 495, is underway and will entail some blasting. The blasting is expected to take place over the next couple of weeks. This work has been permitted by the Town and will be closely monitored by our Fire Dept. Please refer the Town's website for more information on this development or contact the Boxborough Fire Dept. on their business number 978-264-1770, if you have questions concerning the construction blasting.
  
- The **2015 Deer Hunting Season has opened. Archery Season is underway** and runs through November 28<sup>th</sup>, followed by Shot Gun Season and then Primitive Weapon or Muzzle Season. Please be aware that, in Boxborough, hunting is allowed only on private land with permission of the owner and is not allowed on any Town-owned property. For everyone's safety and enjoyment, please remember to exercise some trail safety common sense during Hunting Season. A list of suggested Trail Safety Tips and other resources may be found in Links to "Helpful Information" on the Conservation Commission's webpage.

- Residents are advised that a **winter parking ban** will go into effect starting November 15<sup>th</sup> and will run until April 1<sup>st</sup>. On-street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecast. Also, no overnight or weekend parking is allowed at any Town-owned facilities without permission. Unattended vehicles can obstruct the snow removal operations and may be subject to towing. Please go to the Town's website or call DPW at 978-264-1790 for more information.
- There is still space available in the Recreation Commission's **fall fitness program line-up**. There are offerings for adults, with a "Boot Camp" and Fusion Fitness with Holly Kouvo of Fitting Fitness In. They are also offering both adult and children Tae Kwon Do programs run by Rick Barrett. To register or to get more information, please go to the Town's website.
- **The Town's Video On Demand service**, which features Board of Selectmen meetings and recordings of other public meetings, can now be viewed by the following link from the Town website's homepage on the left-hand side under Resources: **BXB-TV On Demand**, <http://bxbtv.pegcentral.com/index.php>
- Are you 18 or older with two years or more of audio/video experience and are willing to work on an as-needed basis, then **BXB-TV**, our government channel broadcast provider, is looking for you. **Qualified candidates** would assist with the filming of various Town-related meetings and events. Please submit your resume to BXB-TV Video Production Supervisor Kirby Dolak at Littleton Cable TV, 37 Shattuck St., Littleton, MA 01460, or submit via email to [kdolak@littletonma.org](mailto:kdolak@littletonma.org)
- **The Sargent Memorial Library has launched its new evening hours**. They are now open Monday through Thursday evenings until 8:00 PM. Please go to the Library's webpage for if you would like more information.
- Friends of the Boxborough Library will hold their **Fall Book Sale** at the Sargent Memorial Library from 9:00 AM to 2:00 PM this **Saturday, Nov. 7<sup>th</sup>**. A preview sale for members will take place Friday, Nov. 6<sup>th</sup>, from 7:00 to 9:00 PM (memberships are always available at the door). Your gently used books can be donated for the sale this week during regular Library hours (*no VCR video tapes or magazines, please*). The funds from this sale support many programs that help to make our Library a special place.
- **You can now apply and pay for Transfer Station Stickers and Bulk Item Disposal Vouchers on-line**. Go to the Transfer Station's webpage <http://www.boxborough-ma.gov/transfer-station> for more information.

- **If you are over 65**, your sticker and bulk voucher fees are waived; however, you still need to apply by going to the Transfer Station's webpage to complete the on-line form, or you can apply either by mail or in person at Town Hall.
  - If you are looking to **dispose 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.
- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 to 4:00 PM Sunday, November 8<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.
- The **Boxborough Minuteman Company** is looking for men and women over 18 who are interested in service to the Town and/or perpetuating the memory of the Minutemen of 1775 to consider applying for membership. For more information visit [www.boxboroughminutemen.org](http://www.boxboroughminutemen.org).
- 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 Town website's homepage on the left-hand side under Resources.
- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's webpage, give them a call, or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Acton-Boxborough Cultural Council (2), Conservation Commission (1), Council on Aging (1), Design Review Board (1 at-large member), Housing Board (1), Public Celebrations & Ceremonies Committee (3), Recreation Commission (1), Steele Farm Advisory Committee (3) and the Well-Being Committee has (2 at-large vacancies). Also, the Town Moderator is seeking one (1) volunteer to serve on the Finance Committee. Please consider participating on a Town

board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- The **Selectmen want to hear from you**, and we invite residents to contact them regarding issues of concern. The Board can be contacted via email from the link on the Selectmen's webpage.

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**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**November 2, 2015**  
**Boxborough Town Hall**  
**Grange Meeting Room**

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

**2. ANNOUNCEMENTS**

**3. APPOINTMENTS**

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

- a) Inspector of Buildings, David Lindberg – discussion regarding proposed revisions to inspectional permit fees (building, electrical and plumbing , permit tracking software and electrical and plumbing inspector compensation, 7:05 PM  
*Move to revise the fees for building permits, electrical permits, and plumbing/gas permits as proposed by the Inspector of Buildings, said fees to be implemented effective January 1, 2016*
- b) Town Treasurer/Tax Collector, Patrick McIntyre and possibly members of land use boards – discussion regarding foreclosed and tax title properties and process for disposition, 7:20 PM
- c) Jeanne Kangas, Boxborough Historical Society President, regarding Steele Farm capital campaign, 7:45 PM  
*Move to support the Boxborough Historical Society, Inc. in their initiative to begin a Capital Campaign to raise funds for the preservation and restoration of the 1784 Levi Wetherbee (Steele) Farmhouse*

**VOTE:**

- d) Members of the Personnel Board (a quorum may be present) – Dept Asst. job description, 7:50 PM  
*Move to approve the revised job description for the position of Department Assistant, as approved by the Personnel Board on October 7, 2015*

**VOTE:**

- e) Police Chief Warren Ryder, 7:55 PM
- i. Further discussion regarding policies and procedures (*Oath of Office; Code of Conduct: Non-Sworn Personnel; Mission Statement and Organizational Values; Disposal of Criminal Justice Information; Shift Briefing (Roll Call); Safe Haven Act; Anti-Harassment and Discrimination*)  
*Move to adopt the following Police Department policies and procedures as presented to the Board of Selectmen on November 2, 2015 [or as presented to the Board of Selectmen on November 2, 2015 and further revised]: "Oath of Office;" "Code of Conduct: Non-Sworn Personnel;" "Mission Statement and Organizational Values;" "Disposal of Criminal Justice Information;" "Shift Briefing (Roll Call);" "Safe Haven Act;" "Anti-Harassment and Discrimination"*

**VOTE:**

- ii. Draft Report on Regionalization of Police Services, discussion and input

- f) Citizens concerns

**4. MINUTES**

- a) Regular session, October 19, 2015  
b) Executive session, October 19, 2015  
c) Workshop meeting, October 24, 2015

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

**5. SELECTMEN REPORTS**

**6. OLD BUSINESS**

**7. NEW BUSINESS**

- a) Resignation from Council on Aging – Lauraine Harding

*Move to accept with regrets and place on file effective immediately the resignation of Lauraine Harding from the Council on Aging*

ACCEPT & POF

- b) Resignation from Public Celebrations and Ceremonies Committee – Carla Bacharach

*Move to accept with regrets and place on file effective immediately the resignation of Carla Bacharach from the Public Celebrations and Ceremonies Committee*

ACCEPT & POF

- c) Approval of Conservation Restriction(s) – Jefferson at Beaverbrook

*Move to approve and authorize the Conservation Commission to accept on behalf of the Town, for the purposes set forth in G.L. c.40, s.8C, a grant of certain interests in land off Massachusetts Avenue and Hill Road in the Town from Jefferson at Beaver Brook, LLC, as set forth in a Declaration and Grant of Restrictive Covenants and Easements presented to the Board this day for review and depicted on a plan of land accompanying said Declaration entitled: "Easement Plan of Land in Boxborough Massachusetts," dated October 26, 2015, prepared by Vanasse Hangen Brustlin, Inc. for TDI Real Estate Acquisition, LLC.*

VOTE:

**8. CORRESPONDENCE**

ACCEPT & POF

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

**9. PRESS TIME**

**10. CONCERNS OF THE BOARD**

**11. EXECUTIVE SESSION**

*Move to adjourn to executive session in the Town Administrator's office to discuss the value of real estate and to adjourn immediately thereafter*

ROLL CALL  
VOTE:

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

**12. ADJOURN**



**BOXBOROUGH BUILDING DEPARTMENT**  
 29 Middle Road, Boxborough, Massachusetts 01719  
 Phone: (978) 264-1726 • Fax: (978) 264-3127

## **BUILDING PERMIT FEES**

No permits will be issued unless we have a current certificate of insurance on file showing liability coverage and workers compensation coverage (or a workers comp affidavit if you work alone). This info can be faxed to 978.264.3127, Attn: Building Department. Call if you need an affidavit form sent.

### **Residential/Commercial Building:**

New and Existing Structures, Roofing, Siding, Foundation, Demolition	\$10.00 per thousand of estimated cost \$50.00 minimum fee
Re-inspection fee	\$50.00
Carnival	\$250.00
Occupancy Permit or Change of Use	\$50.00
Sign Permits	
Up to 16 square feet	\$30.00
17-36 square feet	\$50.00
37-59 square feet	\$75.00
Over 59 square feet	\$100.00
Temporary Structures	\$50.00
Solid Fuel-Burning Appliance (Wood/Coal/Pellet)	\$50.00
Sheet Metal Residential	\$75.00
Sheet Metal Commercial	\$10.00 per thousand of estimated cost \$75.00 minimum fee

- WORK PERFORMED WITHOUT A PERMIT SHALL BE CHARGED DOUBLE FEE.
- PERMIT IS VOID IF WORK IS NOT STARTED WITHIN 6 MONTHS OF DATE OF ISSUE OR IF THERE IS A 6 MONTH LAPSE BETWEEN INSPECTIONS.
- FEES NOT COVERED ABOVE WILL BE DETERMINED BY THE INSPECTOR.
- IF MORE INSPECTIONS THAN LISTED ARE REQUIRED, AN ADDITIONAL FEE MAY BE ASSESSED.





## BOXBOROUGH BUILDING DEPARTMENT

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1726 Fax: (978) 264-3127

# ELECTRICAL PERMIT FEES

No permits will be issued unless we have a current certificate of insurance on file showing liability coverage and workers compensation coverage (or a workers comp affidavit if you work alone). This info can be faxed to 978.264.3127, Attn: Building Department. Call if you need an affidavit form sent.

### Residential (minimum \$50.00)

New House (per unit)	\$200.00 (4 inspections)
Additions/ Remodels	\$100.00 (2 inspections)
Service Upgrade/ Temp Service	\$50.00 (1 inspection)
Single Appliance	
Water heater, oil/ gas furnace or boiler	\$50.00 (1 inspection)
Split A/C System	
Compressor/ Air Handler	\$100.00 (2 inspections)
Solar System	\$100.00 (2 inspections)
Permanent Pools, Hot Tubs, Spas	\$150.00 (3 inspections)
Storable pools, Hot Tubs, Spas	\$100.00 (2 inspections)
Septic Systems	\$100.00 (2 inspections)
Security/ Fire Alarm Systems	\$100.00 (2 inspections)
Automatic Generators	\$100.00 (2 inspections)
Portable Generators	\$50.00 (1 inspection)
Additional or Re-Inspections	\$50.00

### Industrial/Commercial (minimum \$80.00)

Existing Building	\$80.00 minimum up to \$4,000. \$20.00 per \$1,000 up to \$100,000. \$10.00 per \$1,000 over \$100,000
New Building	Same as Existing Building
Low Voltage- Telecommunications	
Alarms & Sound Systems	Same as Existing Building
Re-inspections	\$ 80.00

- **WORK PERFORMED WITHOUT A PERMIT SHALL BE CHARGED DOUBLE FEE.**
- **PERMIT IS VOID IF WORK IS NOT STARTED WITHIN 6 MONTHS OF DATE OF ISSUE OR IF THERE IS A 6 MONTH LAPSE BETWEEN INSPECTIONS.**
- **FEES NOT COVERED ABOVE WILL BE DETERMINED BY THE INSPECTOR.**
- **IF MORE INSPECTIONS THAN LISTED ARE REQUIRED, AN ADDITIONAL FEE MAY BE ASSESSED.**



**Permit Fee Comparison  
September 2015**

<b>Electrical Permit Fees</b>	<b>Boxborough Proposed</b>	<b>Boxborough Current</b>	<b>Acton</b>	<b>Harvard</b>	<b>Littleton</b>	<b>Maynard</b>	<b>Stow</b>
<b>Residential</b>							
Minimum	\$50.00	\$45.00	\$50.00	\$45.00	\$50.00	\$50.00	\$50.00
New House	\$200.00 (4 insp)	\$180.00 (4 insp)	\$260.00 up to 3 inspections \$80.00 additional inspections	100 amp service \$110.00 200 amp service \$150.00 400 amp service \$200.00	\$150.00	\$125.00	\$300.00
Additions	\$100.00 (2 insp)	\$90.00 (2 insp)	\$60.00 first insp \$40.00 each additional insp	\$45.00 (1-10 outlets/fixtures) \$55.00 (10+ outlets/fixtures)	\$30.00 less than 10 outlets \$75.00 more than 10 outlets	\$1.00 per \$100.00 electrical cost plus \$25.00 administrative fee	\$100.00 (2 insp)
Remodel existing residence	\$50.00 (1 insp)	\$45.00 (1 insp)	\$50.00 first insp \$30.00 each additional insp	\$45.00 (1-10 outlets/fixtures) \$55.00 (10+ outlets/fixtures)	\$30.00 less than 10 outlets \$75.00 more than 10 outlets	\$1.00 per \$100.00 electrical cost plus \$25.00 administrative fee	\$100.00 (2 insp)
Single Appliance (AC, oil burner, generator, hot water heater)	\$50.00 (1 insp)	\$45.00 (1 insp)	\$50.00 first insp \$30.00 each additional insp	\$45.00	\$30.00	\$50.00	\$50.00
Service change, temp service or sub meter	\$50.00 (1 insp)	\$45.00 (1 insp)	\$50.00 first insp \$30.00 each additional insp	\$55.00	\$30.00	\$75.00	\$50.00
Swimming pools, hot tub, spas	\$150.00 (3 insp)	\$90.00 (2 insp)		\$55.00	\$75.00		\$50.00 min
Alarm: security, fire or septic	\$100.00 (2 insp)	\$90.00 (2 insp)			\$30.00	\$50.00	
Residential Solar Installations	\$100.00 (2 insp)		\$120.00				
Re-inspections	\$50.00	\$45.00 each	\$50.00	\$45.00	\$30.00	\$50.00	\$50.00

**Permit Fee Comparison  
September 2015**

<b>Electrical Permit Fees</b>	<b>Boxborough Proposed</b>	<b>Boxborough Current</b>	<b>Acton</b>	<b>Harvard</b>	<b>Littleton</b>	<b>Maynard</b>	<b>Stow</b>
<b>Industrial/Commercial</b>							
Minimum	\$80.00	\$75.00	\$80.00		\$50.00	\$50.00	
New Building	Same as existing building	\$2.00 per \$1,000 electrical contract cost	same as existing	\$2.00 per 100 of electrical cost (\$220.00 minimum fee)	\$2.00 per \$100 electrical cost first \$100,000 plus \$100 each over \$100,000	\$1.00 per \$100.00 electrical cost plus \$25.00 administrative fee	\$2.00 per \$1,000 of the total value of construction determined for building permit
Existing Building	\$80.00 minimum up to \$4,000. \$20.00 per \$1,000 up to \$100,000. \$10.00 per \$1,000 over \$100,000	\$20.00 per \$1,000 electrical contract cost up to \$100,000; then \$10.00 per \$1,000 electrical contract cost over \$100,000	\$100.00 if value is equal or less than \$10,000 and \$80.00 for each additional inspection If value is greater than \$10,000 the fee will be 2% of the cost	\$2.00 per 100 of electrical cost (\$110.00 minimum fee)	\$2.00 per \$100 electrical cost first \$100,000 plus \$100 each over \$100,000	\$1.00 per \$100.00 electrical cost plus \$25.00 administrative fee	\$2.00 per \$1,000 of the total value of construction determined for building permit
Low voltage- telephone, communication, alarm and sound	Same as existing building	same as existing building	\$50.00 first insp \$30.00 each additional insp	\$55.00	same as existing building	\$1.00 per \$100.00 market value plus \$25.00 administrative fee	same as existing building
Annual Maintenance Permit	Discontinue	\$200.00		\$110.00	\$200.00		
Re-inspections	\$80.00	\$75.00	\$80.00	\$45.00	\$50.00	\$50.00	\$50.00



**BOXBOROUGH BUILDING DEPARTMENT**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1726 • Fax: (978) 264-3127

## **PLUMBING/GAS PERMIT FEES**

No permits will be issued unless we have a current certificate of insurance on file showing liability coverage and workers compensation coverage (or a workers comp affidavit if you work alone). This info can be faxed to 978.264.3127, Attn: Building Department. Call if you need an affidavit form sent.

### **Plumbing**

<b><u>Residential</u></b>	<b><u>(minimum \$60.00)</u></b>
New House (up to 11 fixtures)	\$240.00
Over 11 fixtures additional per fixture	5.00
Complete Bath <u>or</u> Kitchen	120.00
Fixture/Appliance (1-5)	60.00
Over 5 fixtures/appliances additional per fixture	5.00
New or replacement well	60.00
Re-inspection Fee	60.00
<b><u>Industrial/Commercial</u></b> <b><u>(minimum \$150.00)</u></b>	
<b><u>New Construction/Remodel/Addition:</u></b>	
First fixture	\$150.00
Each additional fixture	30.00
Furnace/Boiler/Unit Heater	100.00
Re-inspection Fee	60.00

### **Gas**

<b><u>Residential</u></b>	<b><u>(minimum \$75.00)</u></b>
First Connection	\$75.00
Each additional connection	20.00
<b><u>Industrial/Commercial</u></b> <b><u>(minimum \$150.00)</u></b>	
First connection	\$150.00
Each additional connection	30.00

- WORK PERFORMED WITHOUT A PERMIT SHALL BE CHARGED DOUBLE FEE.
- PERMIT IS VOID IF WORK IS NOT STARTED WITHIN 6 MONTHS OF DATE OF ISSUE OR IF THERE IS A 6 MONTH LAPSE BETWEEN INSPECTIONS.
- FEES NOT COVERED ABOVE WILL BE DETERMINED BY THE INSPECTOR.
- IF MORE INSPECTIONS THAN LISTED ARE REQUIRED, AN ADDITIONAL FEE MAY BE ASSESSED.

**PERMIT FEE COMPARISON  
September 2015**

<b>Plumbing Permit Fees</b>	<b>Boxborough Proposed</b>	<b>Boxborough Current</b>	<b>Acton</b>	<b>Harvard</b>	<b>Littleton</b>	<b>Maynard</b>	<b>Stow</b>
<b>Residential</b>							
Minimum	\$60.00	\$35.00	\$50.00	\$40.00	\$25.00	\$75.00	\$50.00
New House	\$240.00 up to 11 fixtures \$5 each additional fixture	\$125.00	\$260.00 up to 11 fixtures \$5.00 for each additional fixture	\$80.00 first fixture \$8.50 each additional fixture	See single fixture	See single fixture	\$200.00
Single Fixture	\$60.00 (1-5 fixtures)	\$35.00 (1-5)	\$60.00 (1 inspection) \$40.00 each additional inspection up to 5 fixtures \$5 for each additional fixture	\$80.00 first fixture \$8.50 each additional fixture	\$81.00	\$75.00	\$100.00
Each additional fixture	\$5.00	\$5.00 each	\$5.00	\$8.50	\$5-\$6.00	\$15.00	
Complete bath or kitchen	\$120.00	\$75.00					
New appliance (1-5)	\$60.00	\$35.00	\$60.00	\$80.00	\$81.00	\$75.00	\$100.00
Additional over 5	\$5.00	\$5.00 each	\$5.00 each	\$8.50	\$5-\$6.00	\$15.00	
Replacement Fixture (1-5)	\$60.00	\$35.00	\$60.00	\$80.00	\$81.00	\$75.00	\$50.00 rough \$50.00 Final (usually 2 insp)
Additional over 5	\$5.00	\$5.00 each	\$5.00 each	\$8.50	\$5-\$6.00	\$15.00	
New or replacement well	\$60.00	\$35.00					
Re-Inspection Fee	\$60.00	\$35.00	\$50.00	\$40.00	\$25.00	\$75.00	\$50.00

**PERMIT FEE COMPARISON  
September 2015**

<b>Plumbing Permit Fees</b>	<b>Boxborough Proposed</b>	<b>Boxborough Current</b>	<b>Acton</b>	<b>Harvard</b>	<b>Littleton</b>	<b>Maynard</b>	<b>Stow</b>
<b>Industrial/Commercial</b>							
Minimum	\$150.00	\$100.00	\$80.00	\$80.00			
First Fixture	\$150.00	\$100.00	\$100.00(1 inspection) \$80.00 each additional inspection up to 5 fixtures	\$80.00	\$65.00 up to 10 fixtures	\$100.00	\$50.00 per inspection (commercial) \$90.00 per inspection (industrial)
Each additional fixture	\$30.00	\$20.00	\$5.00	\$14.50	\$10.00	\$25.00	
Furnace/Boiler/Unit Heater	\$100	\$75.00	\$80.00	\$40.00		\$100.00	\$60.00 Up to 350,000 BTUs additional \$50.00, 350,000 to 500,000 BTUs additional \$60.00, Every 100,000 BTUs over 500,000 additional \$50.00
Reinspection Fee	\$60.00	\$35.00	\$80.00	\$35.00	\$25.00	\$50.00	\$50.00 min
<b>Gas Permit Fees</b>							
<b>Residential</b>							
Minimum	\$75.00	\$50.00	\$60.00	\$40.00	\$81.00	\$75.00	\$50.00
First Connection	\$75.00	\$50.00	\$60.00	\$40.00	\$81.00	\$75.00	\$50.00
Each additional connection	\$20.00	\$15.00	\$40.00	\$14.50	\$5.00	\$25.00	\$20.00
<b>Industrial/Commercial</b>							
Minimum	\$150.00	\$100.00	\$100.00	\$80.00	\$65.00	\$75.00	\$60.00
First Connection	\$150.00	\$100.00	\$100.00	\$80.00	\$65.00 up to 10 fixtures	\$75.00	\$60.00
Each additional connection	\$30.00	\$20.00	\$80.00	\$14.50	\$10.00	\$25.00	\$25.00



Town of Boxborough  
Tax Title Listing  
As of November 2nd, 2015

Owner, M/P/L	Property Address	Land Court Case #	Beg Balance Taxes	Interest	Certificate of Redemption	Legal Fees	Land Court Fees	Total Balance	Comments
Hemphill Drilling & Blasting 12-020-000 Non-payment of 2008 taxes <i>Foreclosed 03/21/13</i>									
OHC Development LLC 15-069-000 <i>Foreclosed 02/12/13</i>									
Biotti, Joseph Jr. & Frank 10-171-000	26 Emanuel Drive	14 TL 148260	\$26,544.37	\$14,800.80	\$ 78.46	\$ 700.00	\$ 665.00	\$42,788.63	Vacant 0.92 acre parcel with 160 feet of frontage but <u>currently</u> unbuildable
Biotti, Joseph & Francis 10-080-000	48 Loreto Drive	14 TL 148260	\$4,705.24	\$2,020.42	\$ 78.46	\$ 700.00	\$ 665.00	\$8,169.12	Vacant 5.87 acre parcel that is mostly wooded with significant wetlands thus unbuildable.
Biotti, Joseph & Francis 10-081-000	52 Loreto Drive	14 TL 148260	\$21,409.47	\$9,008.31	\$ 78.46	\$ 700.00	\$ 665.00	\$31,861.24	Vacant 3.03 acre parcel containing wetlands and located in the Wetland & Watershed Overlay District. Unbuildable
Biotti, Joseph & Francis 10-082-000	37 Loreto Drive	14 TL 148260	\$21,552.92	\$9,069.24	\$ 78.46	\$ 700.00	\$ 665.00	\$32,065.62	Vacant 3.21 acre parcel containing wetlands and located in the Wetland & Watershed Overlay District. Unbuildable
Biotti, Joseph & Francis 10-078-000	20 Loreto Drive	14 TL 148260	\$1,234.61	\$538.07	\$ 78.46	\$ 700.00	\$ 665.00	\$3,216.14	Vacant 1.4 acre parcel containing wetlands and located in the Wetland & Watershed Overlay District. Unbuildable
Biotti, Joseph & Francis 10-083-000	23 Loreto Drive	14 TL 148260	\$4,057.88	\$1,743.92	\$ 78.46	\$ 700.00	\$ 665.00	\$7,245.26	Vacant 5.04 acre parcel containing wetlands and located in the Wetland & Watershed Overlay District. Unbuildable
Bank of America 07-008-119	95 Swanson Rd. Unit # 119	14 TL 148264	\$5,434.08	\$1,298.71	\$ 75.00	\$ 700.00	\$ 665.00	\$8,172.79	Payment rec'd on 10/29/15. Will be redeemed and out of Tax Title.

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Town of Boxborough  
 Tax Title Listing  
 As of November 2nd, 2015

Owner, M/PL	Property Address	Land Court Case #	Beg Balance Taxes	Interest	Certificate of Redemption	Legal Fees	Land Court Fees	Total Balance	Comments
Russell D Graves 12-010-112	276 Codman Hill Road Unit # 26A	File Pending	\$2,631.45	\$501.75	\$ 75.00			\$3,208.20	Condo unit in a large multi-unit structure.
<b>Total Tax Liens</b>			<b>\$ 87,570.02</b>	<b>\$ 38,981.23</b>	<b>\$ 620.76</b>	<b>\$ 4,900.00</b>	<b>\$ 4,655.00</b>	<b>\$136,727.01</b>	

10 MAP 171 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 242,300 / 242,300  
 USE VALUE: 242,300 / 242,300  
 ASSESSED: 242,300 / 242,300

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	07-5-241
Prior Id # 2:	14
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

!1333!

PRINT	
Date	Time
03/29/15	12:30:58
LAST REV	
Date	Time
03/25/15	12:01:16
apro	
1333	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
26		EMANUEL DRIVE, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
131	0.920			242,300	242,300
Total Card		0.920		242,300	242,300
Total Parcel		0.920		242,300	242,300

Legal Description	User Acct
LOT 14A	
Entered Lot Size	
Total Land: 0.92	
Land Unit Type: AC	

GIS Ref	
GIS Ref	
Insp Date	

OWNERSHIP

Owner 1:	BIOTTI JOSEPH JR
Owner 2:	BIOTTI FRANK
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry
Postal:	02459

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	131	FV		0	.92	241,800	241,800	241,800	Year End Roll	12/12/2014
2014	131	FV		0	.92	239,400	239,400	239,400	Year End Roll	1/22/2014
2013	131	FV		0	.92	228,000	228,000	228,000		10/22/2012
2012	131	FV		0	.92	245,300	245,300	245,300	Year End	11/30/2011
2011	131	FV		0	.92	265,900	265,900	265,900		9/14/2010
2010	131	FV		0	.92	265,900	265,900	265,900	2010 Commitment	12/7/2009
2009	131	FV		0	.92	302,100	302,100	302,100		10/20/2008
2008	131	FV		0	.92	302,100	302,100	302,100	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

TAX DISTRICT

PAT ACCT.

NARRATIVE DESCRIPTION  
 This Parcel contains .92 ACRES of land mainly classified as POTENTL

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: \_\_\_\_\_  
 VERIFICATION OF VISIT NOT DATA

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
131	POTENTL		40075		SQUARE FESITE			0	4.25	1.42	R3						242,297						242,300	

Total AC/HA:	0.92000	Total SF/SM:	40075	Parcel LUC:	131 POTENTL	Prime NB Desc:	R3	Total:	242,297	Spl Credit		Total:	242,300
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10 080 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

Total Card / Total Parcel  
APPRaised: 53,900 / 53,900  
USE VALUE: 53,900 / 53,900  
ASSESSed: 53,900 / 53,900



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-5-241
Prior Id # 2:	37
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

!1913!

PRINT	
Date	Time
03/29/15	15:42:44
LAST REV	
Date	Time
03/25/15	09:41:43
apro	
1913	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
48		LORETO DRIVE, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
132	5.871			53,900	53,900
Total Card		5.871		53,900	53,900
Total Parcel		5.871		53,900	53,900
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A	

Legal Description	
LOT 37/ FORMERLY #46 LORETO DR	
Entered Lot Size	
Total Land:	
Land Unit Type:	

User Acct
GIS Ref
GIS Ref
Insp Date
03/26/09

OWNERSHIP

Owner 1:	BIOTTI JOSEPH
Owner 2:	BIOTTI FRANCIS
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry
Postal:	02459

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	132	FV		0	5.871	53,400	53,400	53,400	Year End Roll	12/12/2014
2014	132	FV		0	5.871	52,800	52,800	52,800	Year End Roll	1/22/2014
2013	132	FV		0	5.871	52,800	52,800	52,800		10/22/2012
2012	132	FV		0	5.871	61,600	61,600	61,600	Year End	11/30/2011
2011	132	FV		0	5.871	64,600	64,600	64,600		9/14/2010
2010	132	FV		0	5.871	64,600	64,600	64,600	2010 Commitment	12/7/2009
2009	131	FV		0	21.64	866,300	866,300	866,300		10/20/2008
2008	131	FV		0	21.64	866,300	866,300	866,300	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
St/Prov:	Cntry
Postal:	

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

PAT ACCT.

1913
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NARRATIVE DESCRIPTION

This Parcel contains 5.871 ACRES of land mainly classified as UNDEV

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
3/26/2009	FIELD REVIEW	538	WILL NASER
3/26/2009	FIELD REVIEW	538	WILL NASER
4/7/2003	PERMIT INT	999	COLLEEN W
1/1/1999			

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:				Topo		
D				Street	PT	PAVED TW
s				Gas:	2	LIGHT
t						

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
132	UNDEV		5.87059		ACRES	EXCESS		0	9,180.	1.00	R2						53,892						53,900	LOTS: .39,.37,.33,

Total AC/HA:	5.87059	Total SF/SM:	255723	Parcel LUC:	132 UNDEV	Prime NB Desc:	R2	Total:	53,892	Spl Credit		Total:	53,900
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Disclaimer: This Information is believed to be correct but is subject to change and is not warranted. Database: AssessPro - Boxborough apro 2016



10 081 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

Total Card / Total Parcel  
APPRAISED: 231,200 / 231,200  
USE VALUE: 231,200 / 231,200  
ASSESSED: 231,200 / 231,200



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-5-241
Prior Id # 2:	37.2
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
52		LORETO DRIVE, BOXBOROUGH

OWNERSHIP

Owner 1:	BIOTTI JOSEPH
Owner 2:	BIOTTI FRANCIS
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry
Postal:	02459

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This Parcel contains 3.039 ACRES of land mainly classified as POTENTL

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	% Spec Land	J Code	Fact	Use Value	Notes
131	POTENTL		60000		SQUARE	FESITE		0	3.6	1.00	R2						216,000					216,000	
131	POTENTL		1.6611		ACRES	EXCESS		0	9,180.	1.00	R2						15,249					15,200	

Total AC/HA:	3.03851	Total SF/SM:	132358	Parcel LUC:	131	POTENTL	Prime NB Desc:	R2	Total:	231,249	Spl Credit:		Total:	231,200
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IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
131	3.039			231,200	231,200	LOT 2	
Total Card	3.039			231,200	231,200	Entered Lot Size	
Total Parcel	3.039			231,200	231,200	Total Land:	
Source:	Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel:	N/A	Land Unit Type:	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	131	FV		0	3.039	269,600	269,600	269,600	Year End Roll	12/12/2014
2014	131	FV		0	3.039	266,900	266,900	266,900	Year End Roll	1/22/2014
2013	131	FV		0	3.039	254,900	254,900	254,900		10/22/2012
2012	131	FV		0	3.039	269,700	269,700	269,700	Year End	11/30/2011
2011	131	FV		0	3.039	291,500	291,500	291,500		9/14/2010
2010	131	FV		0	3.039	291,500	291,500	291,500	2010 Commitment	12/7/2009
2009	131	FV		0	21.64	866,300	866,300	866,300		10/20/2008

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
3/26/2009	FIELD REVIEW	538	WILL NASER
4/7/2003	PERMIT INT	999	COLLEEN W
1/1/1999			

Sign: \_\_\_\_\_  
VERIFICATION OF VISIT NOT DATA



10 082 000  
 MAP LOT BLOCK

1 of 1  
 CARD

Boxborough

APPRaised: 232,900 / 232,900  
 USE VALUE: 232,900 / 232,900  
 ASSESSED: 232,900 / 232,900



Patriot Properties Inc.

PROPERTY LOCATION

No	Alt No	Direction/Street/City
37		LORETO DRIVE, BOXBOROUGH

**OWNERSHIP**

Owner 1:	BIOTTI JOSEPH
Owner 2:	BIOTTI FRANCIS
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry
Postal:	02459

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This Parcel contains 3.218 ACRES of land mainly classified as POTENTL

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
				Sewer	A	SEPTIC
				Electri		
				Exmpt		
				Topo		
				Street	PT	PAVED TW
				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
131	POTENTL		60000		SQUARE FESITE			0	3.6	1.00	R2						216,000						216,000	
131	POTENTL		1,8407		ACRES EXCESS			0	9,180.	1.00	R2						16,898						16,900	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
131	3.218			232,900	232,900
Total Card	3.218			232,900	232,900
Total Parcel	3.218			232,900	232,900
Source:	Market Adj Cost	Total Value per SQ unit /Card:		N/A	/Parcel: N/A

**Legal Description**

LOT 3

**Entered Lot Size**

Total Land:

**Land Unit Type:**

**User Acct**

GIS Ref

GIS Ref

**Insp Date**

03/26/09

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	131	FV		0	3.218	271,200	271,200	271,200	Year End Roll	12/12/2014
2014	131	FV		0	3.218	268,600	268,600	268,600	Year End Roll	1/22/2014
2013	131	FV		0	3.218	256,600	256,600	256,600		10/22/2012
2012	131	FV		0	3.218	271,600	271,600	271,600	Year End	11/30/2011
2011	131	FV		0	3.218	293,500	293,500	293,500		9/14/2010
2010	131	FV		0	3.218	293,500	293,500	293,500	2010 Commitment	12/7/2009
2009	131	FV		0	21.64	866,300	866,300	866,300		10/20/2008

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

PAT ACCT.

2512

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
3/26/2009	FIELD REVIEW	538	WILL NASER
4/7/2003	PERMIT INT	999	COLLEEN W
1/1/1999			

Sign: \_\_\_\_\_

VERIFICATION OF VISIT NOT DATA

USER DEFINED

Prior Id # 1:	11-5-241
Prior Id # 2:	37.3
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Bld Reason:	
Civil District:	
Ratio:	

Total AC/HA: 3.21811 Total SF/SM: 140181 Parcel LUC: 131 POTENTL Prime NB Desc: R2 Total: 232,898 Spl Credit: Total: 232,900



10 078 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

APPRAISED: 12,900 / 12,900  
USE VALUE: 12,900 / 12,900  
ASSESSED: 12,900 / 12,900

Total Card / Total Parcel



Patriot Properties Inc.

PROPERTY LOCATION

No	Alt No	Direction/Street/City
20		LORETO DRIVE, BOXBOROUGH

OWNERSHIP

Owner 1:	BIOTTI JOSEPH
Owner 2:	BIOTTI FRANCIS
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry Own Occ:
Postal:	02459 Type:

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This Parcel contains 1.405 ACRES of land mainly classified as UNDEV

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
132	UNDEV		1.40473		ACRES	EXCESS		0	9,180.	1.00	R2						12,895						12,900	

Total AC/HA:	1.40473	Total SF/SM:	61190	Parcel LUC:	132 UNDEV	Prime NB Desc:	R2	Total:	12,895	Spl Credit:		Total:	12,900
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IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
132	1.405			12,900	12,900
Total Card		1.405		12,900	12,900
Total Parcel		1.405		12,900	12,900
Source: Market Adj Cost		Total Value per SQ unit /Card:		N/A	/Parcel: N/A

Legal Description	User Acct
PARCEL A	
Entered Lot Size	
Total Land:	
Land Unit Type:	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	132	FV		0	1.405	12,800	12,800	12,800	Year End Roll	12/12/2014
2014	132	FV		0	1.405	12,600	12,600	12,600	Year End Roll	1/22/2014
2013	132	FV		0	1.405	12,600	12,600	12,600		10/22/2012
2012	132	FV		0	1.405	14,700	14,700	14,700	Year End	11/30/2011
2011	132	FV		0	1.405	15,500	15,500	15,500		9/14/2010
2010	132	FV		0	1.405	15,500	15,500	15,500	2010 Commitment	12/7/2009
2009	131	FV		0	21.64	866,300	866,300	866,300		10/20/2008

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

TAX DISTRICT

PAT ACCT.

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
3/26/2009	FIELD REVIEW	538	WILL NASER
4/7/2003	PERMIT INT	999	COLLEEN W
1/1/1999			

Sign: \_\_\_\_\_ VERIFICATION OF VISIT NOT DATA \_\_\_\_\_



10 083 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

Total Card / Total Parcel  
APPRaised: 46,200 / 46,200  
USE VALUE: 46,200 / 46,200  
ASSESSed: 46,200 / 46,200



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-5-241
Prior Id # 2:	37.C
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

Insp Date  
03/26/09

!2509!

PRINT  
Date Time  
04/03/15 15:23:41

LAST REV  
Date Time  
03/25/15 09:41:43

apro  
2509

PROPERTY LOCATION

No	Alt No	Direction/Street/City
23		LORETO DRIVE, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
132	5.035			46,200	46,200
Total Card 5.035 46,200 46,200					
Total Parcel 5.035 46,200 46,200					
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A	

Legal Description	User Acct
PARCEL C	
Entered Lot Size	
Total Land:	
Land Unit Type:	

OWNERSHIP

Owner 1:	BIOTTI JOSEPH
Owner 2:	BIOTTI FRANCIS
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry
Postal:	02459

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	132	FV		0	5.035	45,800	45,800	45,800	Year End Roll	12/12/2014
2014	132	FV		0	5.035	45,300	45,300	45,300	Year End Roll	1/22/2014
2013	132	FV		0	5.035	45,300	45,300	45,300		10/22/2012
2012	132	FV		0	5.035	52,900	52,900	52,900	Year End	11/30/2011
2011	132	FV		0	5.035	55,400	55,400	55,400		9/14/2010
2010	132	FV		0	5.035	55,400	55,400	55,400	2010 Commitment	12/7/2009
2009	131	FV		0	21.64	866,300	866,300	866,300		10/20/2008

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	
Postal:	

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

PAT ACCT.

Date	Result	By	Name
3/26/2009	FIELD REVIEW	538	WILL NASER
4/7/2003	PERMIT INT	999	COLLEEN W
1/1/1999			

NARRATIVE DESCRIPTION

This Parcel contains 5.035 ACRES of land mainly classified as UNDEV

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

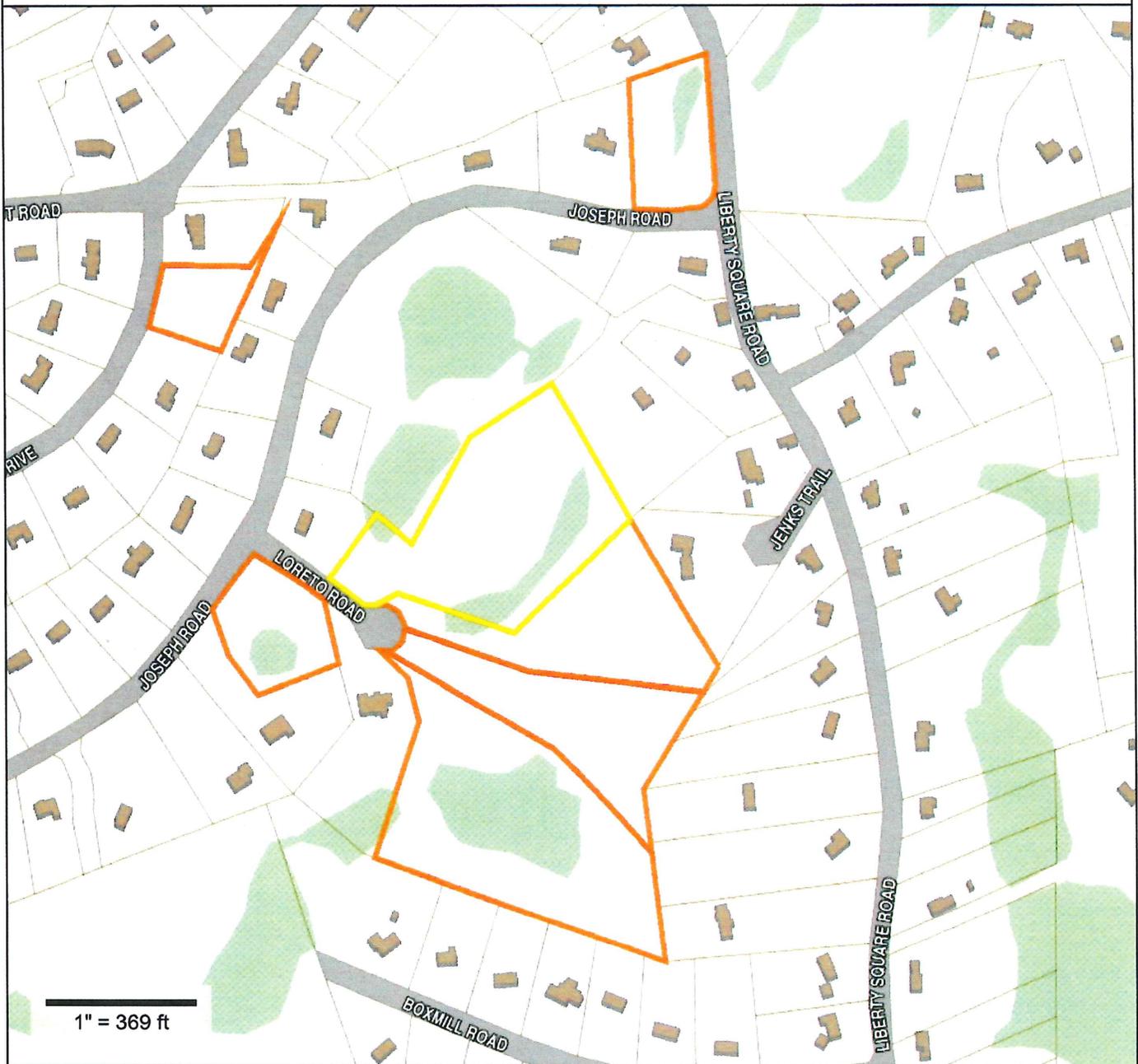
Date	Result	By	Name
3/26/2009	FIELD REVIEW	538	WILL NASER
4/7/2003	PERMIT INT	999	COLLEEN W
1/1/1999			

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Influ	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	% Spec Land	J Code	Fact	Use Value	Notes
132	UNDEV		5.0351		ACRES	EXCESS		0	9,180.	1.00	R2						46,222					46,200	

Total AC/HA: 5.03510 Total SF/SM: 219329 Parcel LUC: 132 UNDEV Prime NB Desc: R2 Total: 46,222 Spl Credit: Total: 46,200





**Property Information**

Property ID 11-5-241-87.6 10-080-000  
 Location 0 LORETO DR  
 Owner BIOTTI JOSEPH &



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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Parcels updated January 1, 2013







EXTERIOR INFORMATION

Table with exterior details: Type: 7 - CONDO-GRDN, Sty Ht: 3 - 3, (Liv) Units: 1, Total: 1, Foundation: 1 - CONCRETE, Frame: 1 - WOOD, Prime Wall: 8 - BRICK VENR, Sec Wall: 6 - STUCCO, 40%, Roof Struct: 2 - HIP, Roof Cover: 1 - ASPHALT SH, Color, View / Desir.

BATH FEATURES

Table with bath details: Full Bath: 1, Rating: AVERAGE, A Bath, Rating, 3/4 Bath, Rating, 1/2 Bath, Rating, A HBth, Rating, OthrFix, Rating.

COMMENTS

HARVARD RIDGE - LEVERETT HOUSE changed from Ext to Int FY04 .

SKETCH

GENERAL INFORMATION

Table with general info: Grade: C - AVERAGE, Year Blt: 1972, Eff Yr Blt, Alt LUC, Alt %, Jurisdic, Const Mod, Lump Sum Adj.

CONDO INFORMATION

Table with condo info: Location: I - INTERIOR, Total Units: 176, Floor: L - LOWER LEVEL, % Own, Name: HR - HARVARD RIDG.

RESIDENTIAL GRID

Table with residential grid: 1st Res Grid, Desc: Line 1, # Units: 1, Level, FY, LR, DR, D, K, FR, RR, BR, FB, HB, L, O, Other, Upper, Lvl 2, Lvl 1, Lower, Totals: RMs: 4, BRs: 2, Baths: 1, HB.

Unsketched SubAreas: FFL: 747,

INTERIOR INFORMATION

Table with interior info: Avg Ht/FL: STD, Prim Int Wall: 1 - DRYWALL, Sec Int Wall, Partition: T - TYPICAL, Prim Floors: 4 - CARPET, Sec Floors, Bsmnt Flr, Subfloor, Bsmnt Gar, Electric: 3 - TYPICAL, Insulation: 2 - TYPICAL, Int vs Ext: S, Heat Fuel: 3 - ELECTRIC, Heat Type: 6 - ELECTRC BB, # Heat Sys: 1, % Heated: 100, % AC, Solar HW: NO, Central Vac: NO, % Corn Wall, % Sprinkled.

DEPRECIATION

Table with depreciation: Phys Cond: AV - Average, 29.0%, Functional, Economic, Special, Override, Total: 29.4%.

REMODELING

Table with remodeling: Exterior, Interior, Additions, Kitchen, Baths, Plumbing, Electric, Heating, General.

RES BREAKDOWN

Table with res breakdown: No Unit, RMS, BRS, FL, 1, 4, 2, Totals: 1, 4, 2.

CALC SUMMARY

Table with calc summary: Basic \$ / SQ: 84.50, Size Adj.: 1.60481930, Const Adj.: 0.93186355, Adj \$ / SQ: 126.367, Other Features: 17500, Grade Factor: 1.00, Neighborhood Inf: 1.00000000, LUC Factor: 1.00, Adj Total: 111896, Depreciation: 32898, Depreciated Total: 78999.

COMPARABLE SALES

Table with comparable sales: Rate, Parcel ID, Typ, Date, Sale Price, WtAv\$/SQ, AvRate, Ind.Val, Juris. Factor, Before Depr: 126.37, Special Features: 0, Val/Su Net: 105.76, Final Total: 79000, Val/Su SzAd: 105.76.

SUB AREA

Table with sub area details: Code, Description, Area - SQ, Rate - AV, Undepr Value, Sub Area, % Usbl, Descrip, % Type, Qu # Ten, Net Sketched Area: 747, Total: 94,396, Size Ad: 747, Gross Are: 747, FinArea: 747.

SUB AREA DETAIL

MOBILE HOME

Table with mobile home fields: Make, Model, Serial #, Year, Color.

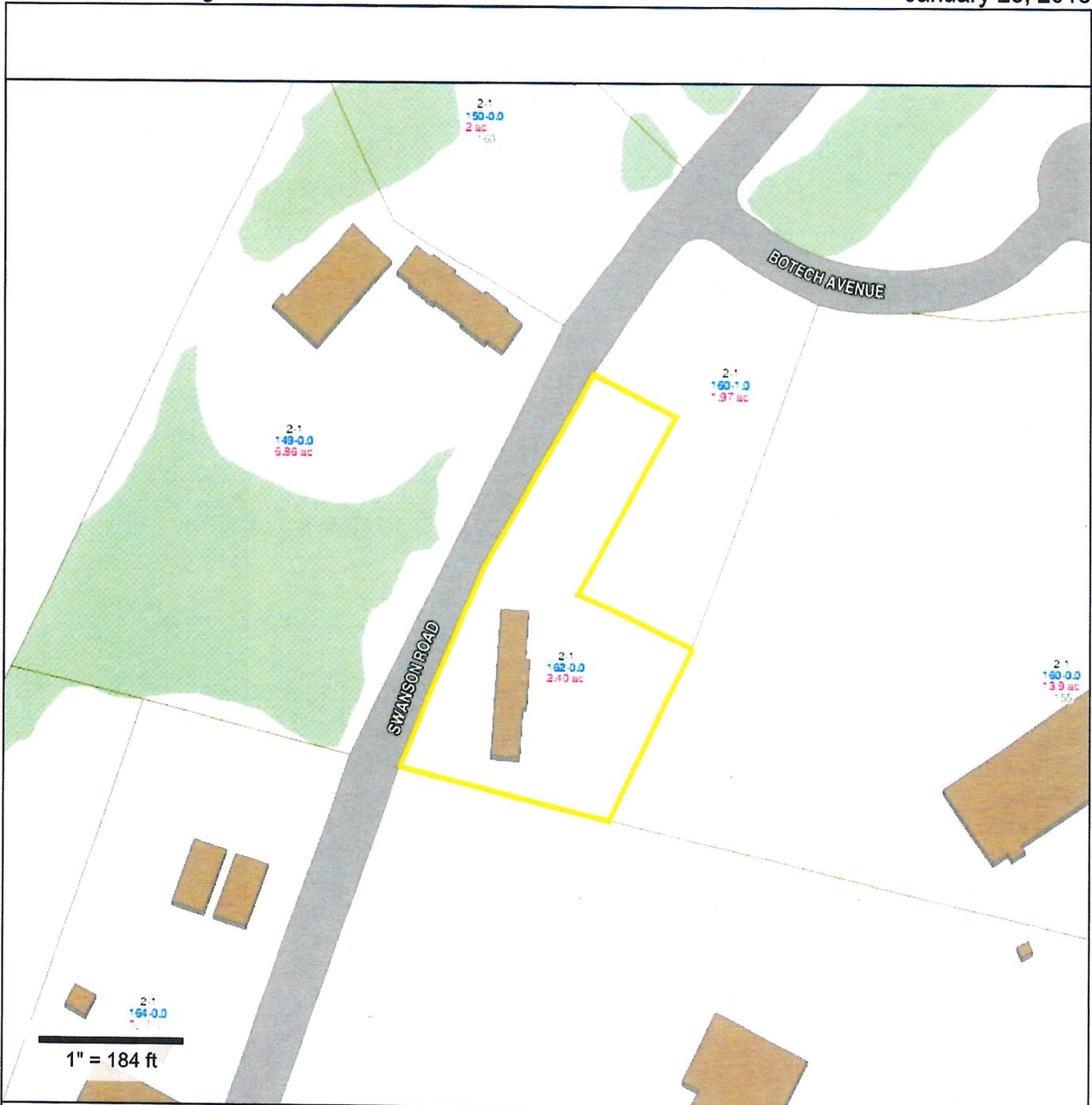
SPEC FEATURES/YARD ITEMS

Table with spec features/yard items: Code, Description, A Y/S Qty, Size/Dim, Qual Con Year, Unit Price, D/S, Dep, LUC, Fact, NB Fa, Appr Value, JCod JFact, Juris. Value, More: N, Total Yard Items, Total Special Features, Total.

IMAGE

AssessPro Patriot Properties, Inc





**Property Information**

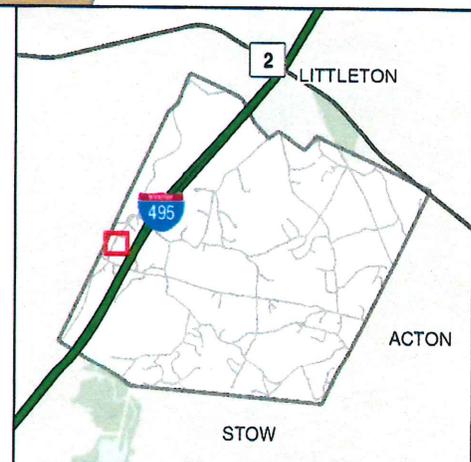
Property ID 02-1-102-119-0 07-008-119  
 Location 95 SWANSON RD  
 Owner BANK OF AMERICA, N.A.



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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Parcels updated January 1, 2013





12 010 112  
MAP LOT BLOCK

1 of 1 CONDO  
CARD Boxborough

Total Card / Total Parcel  
APPRaised: 79,400 / 79,400  
USE VALUE: 79,400 / 79,400  
ASSESSed: 79,400 / 79,400



**Patriot**  
Properties Inc.

**USER DEFINED**

Prior Id # 1:	01-1-135
Prior Id # 2:	26.A
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

**PROPERTY LOCATION**

No	Alt No	Direction/Street/City
276		CODMAN HILL ROAD, BOXBOROUGH

**OWNERSHIP**

Unit #	26A
Owner 1:	GRAVES D. RUSSELL
Owner 2:	
Owner 3:	
Street 1:	P.O. BOX 722
Street 2:	
Twn/City:	DRACUT
St/Prov:	MA Cntry
Postal:	01826
Own Occ:	N
Type:	

**PREVIOUS OWNER**

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	
Postal:	

**NARRATIVE DESCRIPTION**

This parcel contains . ACRES of land mainly classified as CONDO with a CONDO-GRDN Building built about 1975, having primarily BRICK VENTR Exterior and 803 Square Feet, with 1 Unit, 1 Bath, 0 3/4 Bath, 0 HalfBath, 5 Rooms, and 2 Bdms.

**OTHER ASSESSMENTS**

Code	Descrip/No	Amount	Com. Int

**PROPERTY FACTORS**

Item	Code	Description	%	Item	Code	Description
Z				water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

**LAND SECTION (First 7 lines only)**

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	% Spec Land	J Code	Fact	Use Value	Notes
102	CONDO		0		SQUARE FESITE			0	0.	0.00	CD												

**IN PROCESS APPRAISAL SUMMARY**

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
102	0.000	79,400			79,400		
Total Card						Entered Lot Size	
Total Parcel						Total Land:	0
Source: Market Adj Cost						Land Unit Type:	AC
Total Value per SQ unit /Card:				98.88	/Parcel:	98.88	

**PREVIOUS ASSESSMENT**

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	102	FV	79,400	0	.		79,400	79,400	Year End Roll	12/12/2014
2014	102	FV	89,400	0	.		89,400	89,400	Year End Roll	1/22/2014
2013	102	FV	90,700	0	.		90,700	90,700		10/22/2012
2012	102	FV	91,000	0	.		91,000	91,000	Year End	11/30/2011
2011	102	FV	98,000	0	.		98,000	98,000		9/14/2010
2010	102	FV	100,600	0	.		100,600	100,600	2010 Commitment	12/7/2009
2009	102	FV	122,600	0	.		122,600	122,600		10/20/2008
2008	102	FV	124,500	0	.		124,500	124,500	xc	12/7/2007

**SALES INFORMATION**

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
CLINTON SAVINGS	21908/360		4/2/1992	FORCLOSURE	34,000	No	No		
WHITE	20143/242		10/18/1989	FORCLOSURE	65,000	No	No		

**BUILDING PERMITS**

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

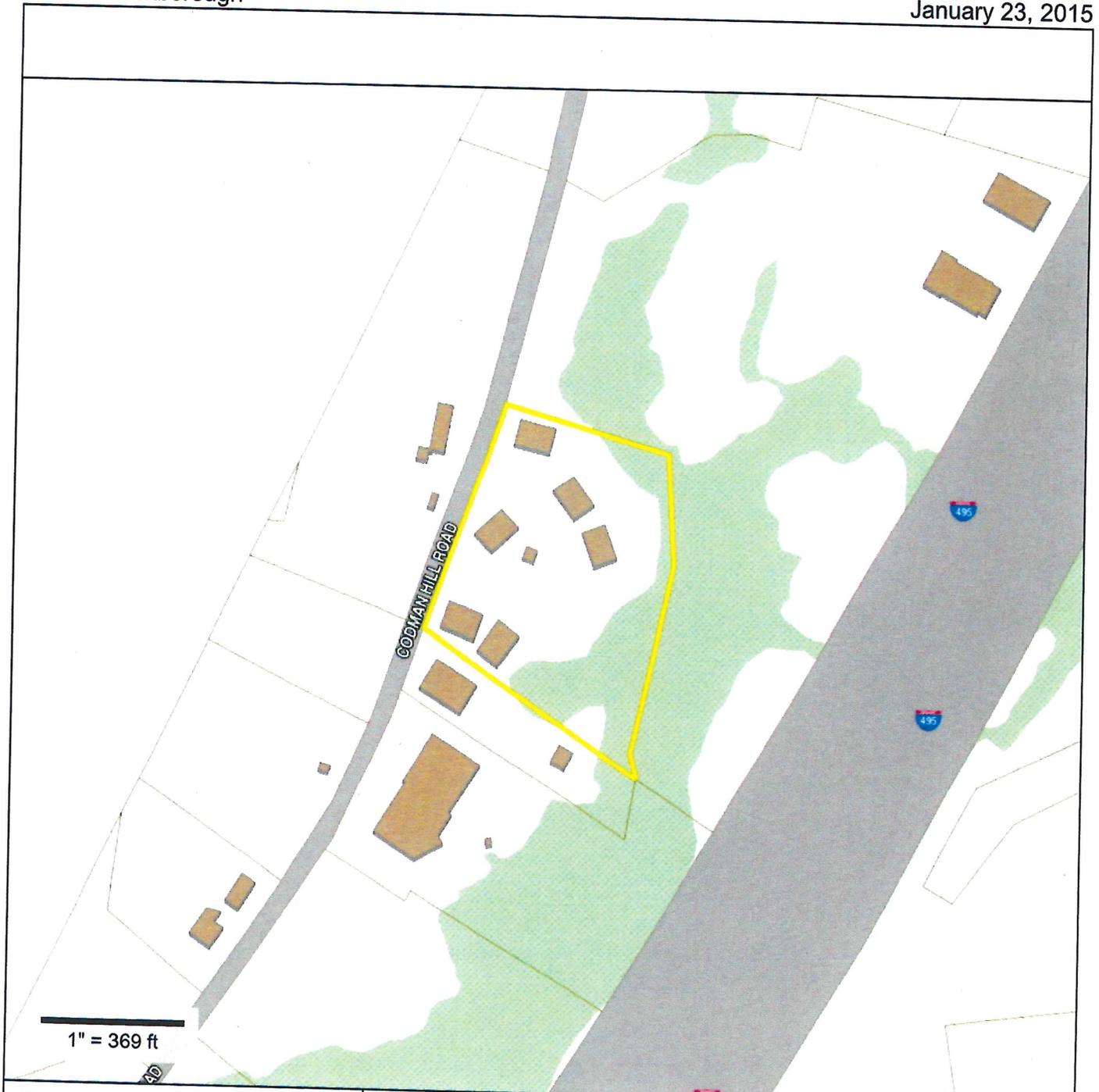
**ACTIVITY INFORMATION**

Date	Result	By	Name

Sign: \_\_\_\_\_  
VERIFICATION OF VISIT NOT DATA

Total AC/HA:	0.00000	Total SF/SM:	0	Parcel LUC:	102 CONDO	Prime NB Desc:	CD	Total:		Spl Credit:		Total:	
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**Property Information**

Property ID ~~011-135-26.A~~ 12-010-112  
Location 276 CODMAN HILL RD  
Owner GRAVES RUSSELL D.



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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Parcels updated January 1, 2013





**Town of Boxborough  
Foreclosed Properties  
As of November 2, 2015**

Owner, [Former Owner] M/P/L	Property Address	Tax Balance	Legal Court	"Cost" To Acquire	Assessed Value	Comments
<b>Town of Boxborough</b> <b>[Hemphill Drilling &amp; Blasting]</b> 12-020-000 2/12/2013	381 Codman Hill Road	\$ 24,690.52	\$ 2,386.63	\$ 27,077.15	\$ 232,200.00	Vacant 3.34 acre parcel with approx. 240 feet of frontage and located within the Industrial-Commercial zoning district.
<b>Town of Boxborough</b> <b>[OHC Development LLC]</b> 15-069-000 2/12/2013	49 Massachusetts Ave	\$ 26,070.79	\$ 2,153.96	\$ 28,224.75	\$ 37,500.00	Vacant 4.09 acre parcel containing substantial frontage on both Mass Ave & Applewood Drive. Located in the Agricultural - Residential zoning district. Significant wetlands exist.
<b>Town of Boxborough</b> <b>[R. Adams]</b> 08-085-000 9/18/2003	71A Whitcomb Road	\$ 306.06	\$ 1,588.26	\$ 1,894.32	\$ 700.00	Small piece of land split during construction of Rt 495
<b>Town of Boxborough</b> <b>[R. Adams]</b> 08-005-000 6/13/2003	300 Rear Beaver Brook Road	\$ 218.97	\$ 988.26	\$ 1,207.23	\$ 200.00	Small piece of land split during construction of Rt 495
<b>Town of Boxborough</b> <b>[M. Davis]</b> 19-008-000 8/14/2004	95 Rear Hager Lane	\$ 12,051.07	\$ 2,467.80	\$ 14,518.87	\$ 29,000.00	Land locked and very wet. Potential auction - if reserve not met then transfer to ConsComm
<b>Town of Boxborough</b> <b>[J. Moody]</b> 05-024-000 11/13/2003	190 Davidson Road	\$ 40,760.52	\$ 1,278.84	\$ 42,039.36	\$ 195,000.00	May be of interest to abutters and worthy of auction. If reserve not met then transfer to ConsComm.

**Town of Boxborough  
Foreclosed Properties  
As of November 2, 2015**

Owner, [Former Owner] M/P/L	Property Address	Tax Balance	Legal Court	"Cost" To Acquire	Assessed Value	Comments
<b>Town of Boxborough</b> <b>[A. Porazzo]</b> 15-080-000 11/26/2003	84 Massachusetts Ave	\$ 27,138.25	\$ 1,615.00	\$ 28,753.25	\$ 6,000.00	Wet lands. Only of interest to an abutter
<b>Town of Boxborough</b> <b>[Owner Unknown]</b> 10-135-000 4/21/2006	354 Rear Sargent Road	\$ 1,325.78	\$ 1,639.49	\$ 2,965.27	\$ 22,200.00	Landlocked. Could be developed with the abutting parcel. Auction and if reserve not met transfer to ConsComm
<b>Town of Boxborough</b> <b>[Kelleher]</b> 10-179-000 6/7/2006	572 Depot Road	\$ 43,617.36	\$ 2,415.94	\$ 46,033.30	\$ 195,000.00	May be of interest to abutters and worthy of auction. If reserve not met then transfer to ConsComm.
<b>Town of Boxborough</b> <b>[C &amp; S Development]</b> 04-058-000 1/5/2009	150 Tokatawan Spring Lane	\$ 308.39	\$ 3,555.92	\$ 3,864.31	\$ 1,400.00	Has never been officially deeded to the Town but Creighton Hammill passed away before doing so.
<b>Town of Boxborough</b> <b>[Reed Farm]</b> 15-041-000 15-037-000 15-055-000 15-056-000 15-054-000 15-060-000 15-108-000 6/5/2009	40 Reed Farm Road 213 Liberty Square Road 67 Reed Farm Road 51 Reed Farm Road 241 Reed Farm Road 117 Liberty Square Road 38 Nashoba Drive	\$ 1,279.20 \$ 427.22 \$ 2,628.30 \$ 3,266.07 \$ 3,170.73 \$ 1,379.34 \$ 324.02	\$ 1,046.12 \$ 1,046.12 \$ 1,046.12 \$ 1,046.12 \$ 1,298.40 \$ 1,298.40 \$ 1,298.40	\$ 2,325.32 \$ 1,473.34 \$ 3,674.42 \$ 4,312.19 \$ 4,469.13 \$ 2,677.74 \$ 1,622.42	\$ 11,800.00 \$ 2,600.00 \$ 26,400.00 \$ 32,900.00 \$ 31,900.00 \$ 12,900.00 \$ 1,600.00	Many of these <b>Reed Farm</b> parcels are very wet however there may be the potential of a buildable lot amongst them.            Tiny parcel on it's own - transfer to ConsComm
<b>Town of Boxborough</b> <b>[Wetherbee]</b> 17-013-000 8/20/2009	1499 Hazard Lane	\$ 13,957.72	\$ 3,580.07	\$ 17,537.79	\$ 16,400.00	Under water, part of the Water Management for the Delaney Project in Stow.

**Town of Boxborough  
Foreclosed Properties  
As of November 2, 2015**

Owner, [Former Owner] M/P/L	Property Address	Tax Balance	Legal Court	"Cost" To Acquire	Assessed Value	Comments
<b>Town of Boxborough</b>						
<b>[Biotti, Joseph &amp; Francis]</b>						
10-158-000	13 Joseph Road	\$ 2,897.76	\$ 1,443.46	\$ 4,341.22	\$ 195,000.00	Vacant 1.56 acre parcel located at the intersection of Joseph Rd & Liberty Sq. Has conforming frontage on both roadways. Contains wetlands and situated in the Wetland & Watershed district.
<b>Town of Boxborough</b>						
<b>[Harold P Hilberg]</b>						
04-012-000	1096-Rear Hill Road	\$ 4,830.08	\$ 1,440.00	\$ 6,270.08	\$ 62,400.00	Vacant 6.24 acre parcel abutting Rt 495 with no roadway frontage. Unbuildable.
		<b>\$ 210,648.15</b>	<b>\$ 34,633.31</b>	<b>\$ 245,281.46</b>	<b>\$ 1,113,100.00</b>	

**OTHER - Already transferred to care, custody and control of Board of Selectmen**

<b>Town of Boxborough</b>						
<b>[Picnic St. Trust]</b>						
		\$ 90,922.45	\$ 3,455.50	\$ 94,377.95		
09-038-000	420 Middle Road				\$ 357,300.00	Abuts Steele Farm & the Community Gardens
09-039-000	414 Middle Road				\$ 259,500.00	Abuts Steele Farm & the Community Gardens
09-084-000	405 Middle Road *				\$ 205,500.00	Abuts Steele Farm & the Community Gardens
7/17/1997						



12 020 000  
 MAP LOT BLOCK

1 of 1  
 CARD

Boxborough

Total Card / Total Parcel  
 APPRAISED: 232,200 / 232,200  
 USE VALUE: 232,200 / 232,200  
 ASSESSED: 232,200 / 232,200



PROPERTY LOCATION

No	Alt No	Direction/Street/City
381		CODMAN HILL ROAD, BOXBOROUGH

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS OWNER

Owner 1:	HEMPHILL DRILLING & BLASTING -
Owner 2:	-
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This Parcel contains 3.34 ACRES of land mainly classified as MUN/VAC/SELE

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	C	C	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		80000		SQUARE FESITE			0	3.3	0.80	C2			TOPO	-20		211,200						211,200	
930	MUN/VAC/SE		1.5035		ACRES EXCESS			0	20,000.	0.70	C2			TOPO	-30		21,049						21,000	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
930	3.340			232,200	232,200		
Total Card		3.340		232,200	232,200	Entered Lot Size	
Total Parcel		3.340		232,200	232,200	Total Land: 3.34	
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A		Land Unit Type: AC	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	3.34	232,200	232,200	232,200	Year End Roll	12/12/2014
2014	930	FV		0	3.34	232,200	232,200	232,200	Year End Roll	1/22/2014
2013	390	FV		0	3.34	232,200	232,200	232,200		10/22/2012
2012	391	FV		0	3.34	237,900	237,900	237,900	Year End	11/30/2011
2011	391	FV		0	3.34	239,400	239,400	239,400		9/14/2010
2010	391	FV		0	3.34	252,700	252,700	252,700	2010 Commitment	12/7/2009
2009	391	FV		0	3.34	266,000	266,000	266,000		10/20/2008
2008	391	FV		0	3.34	266,000	266,000	266,000	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	13826/640		10/30/1979	OTHER	40,000	Yes	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

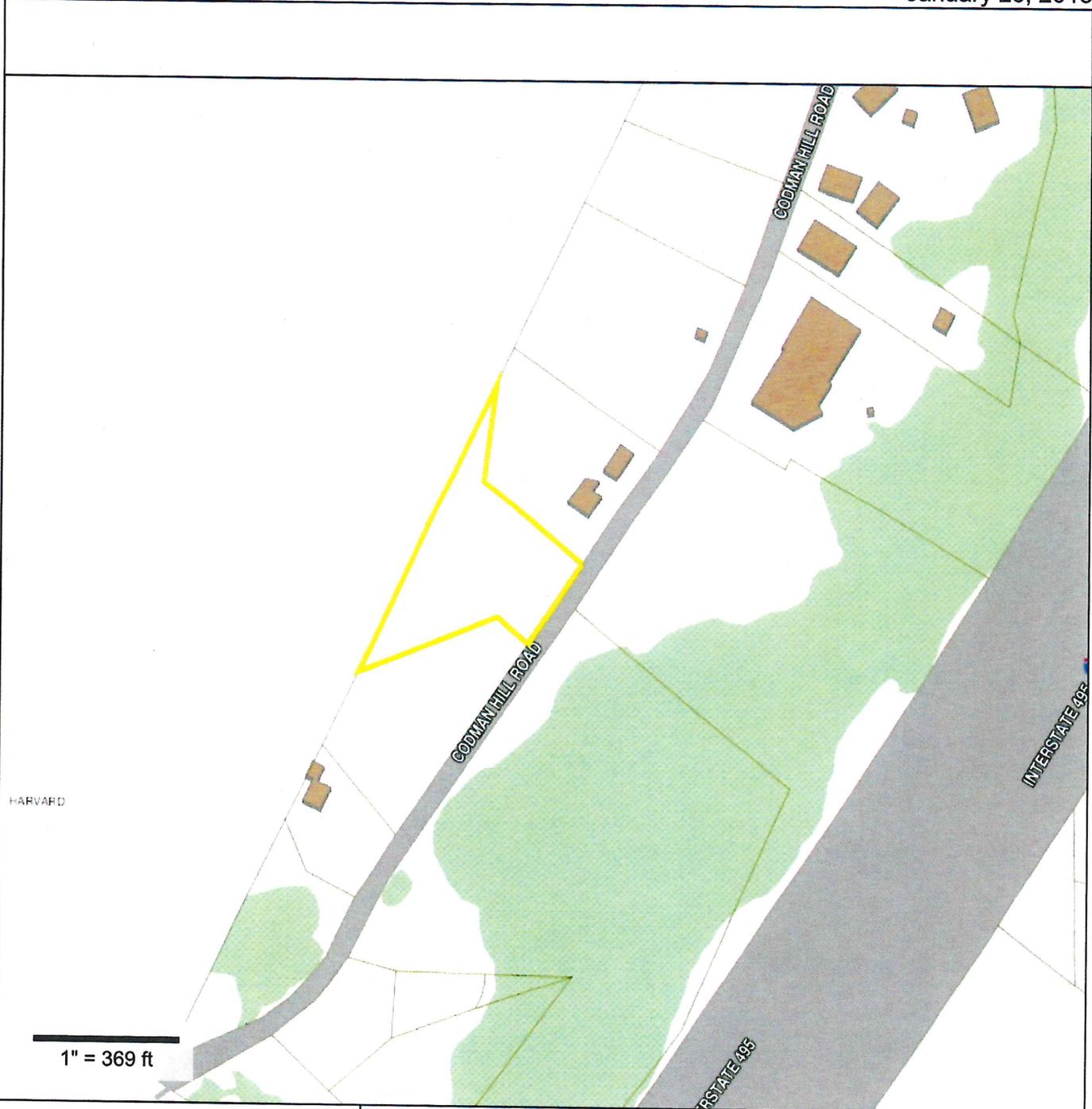
ACTIVITY INFORMATION

Date	Result	By	Name

Sign: \_\_\_\_\_  
 VERIFICATION OF VISIT NOT DATA

Total AC/HA:	3.34005	Total SF/SM:	145493	Parcel LUC:	930	MUN/VAC/SELE	Prime NB Desc:	C2	Total:	232,249	Spl Credit		Total:	232,200
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**Property Information**  
 Property ID 04-1-103-0-0 12-020-000  
 Location 381-0 CODMAN HILL RD  
 Owner HEMPHILL DRILLING & BLAST



**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2013











**Property Information**  
Property ID 11-6-006-0.0 ~~11-6-006-0.0~~ 15-069-000  
Location 490 MASS AV  
Owner OHC DEVELOPMENT LLC

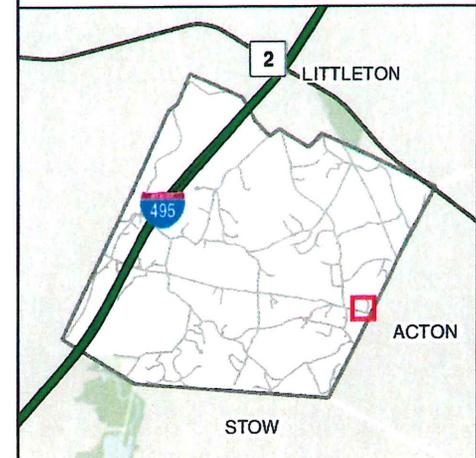


**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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Parcels updated January 1, 2013

1" = 184 ft





08 MAP 085 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 700 / 700  
 USE VALUE: 700 / 700  
 ASSESSED: 700 / 700

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	03-3-160
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
71 A		WHITCOMB ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	0.080			700	700
Total Card		0.080		700	700
Total Parcel		0.080		700	700
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A	

Legal Description	
Entered Lot Size	
Total Land:	0.08
Land Unit Type: AC	

User Acct
GIS Ref
GIS Ref
Insp Date

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	.08	700	700	700	Year End Roll	12/12/2014
2014	930	FV		0	.08	700	700	700	Year End Roll	1/22/2014
2013	930	FV		0	.08	700	700	700		10/22/2012
2012	903	FV		0	.08	800	800	800	Year End	11/30/2011
2011	903	FV		0	.08	900	900	900		9/14/2010
2010	903	FV		0	.08	900	900	900	2010 Commitment	12/7/2009
2009	903	FV		0	.08	1,000	1,000	1,000		10/20/2008
2008	903	FV		0	.08	1,000	1,000	1,000	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	ADAMS, RUTH -
Owner 2:	-
Street 1:	3 LARCH RD
Twn/City:	ACTON
St/Prov:	MA Cntry
Postal:	01720

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	TAX TAKING	Notes
ADAMS, RUTH,	41359-134		11/4/2003	INVOLVED GOV		Yes	No		12/28/2000	
	9867/231		8/11/1961	OTHER		No	No			

NARRATIVE DESCRIPTION

This Parcel contains .08 ACRES of land mainly classified as  
 R1A2276 P027E  
 MUN/VAC/SELE  
 JUDGM

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: \_\_\_\_\_  
 VERIFICATION OF VISIT NOT DATA

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		0.08		ACRES	EXCESS		0	9,180.	1.00	S2						734						700	

Total AC/HA:	0.08000	Total SF/SM:	3485	Parcel LUC:	930	MUN/VAC/SELE	Prime NB Desc:	S2	Total:	734	Spl Credit:		Total:	700
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Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Database: AssessPro - Boxborough

apro

2016





**Property Information**  
 Property ID 03-3-160-0.0-08-085-000  
 Location ~~0-RT-495~~  
 Owner BOXBOROUGH TOWN OF  
 71A Whitcomb Rd



**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**

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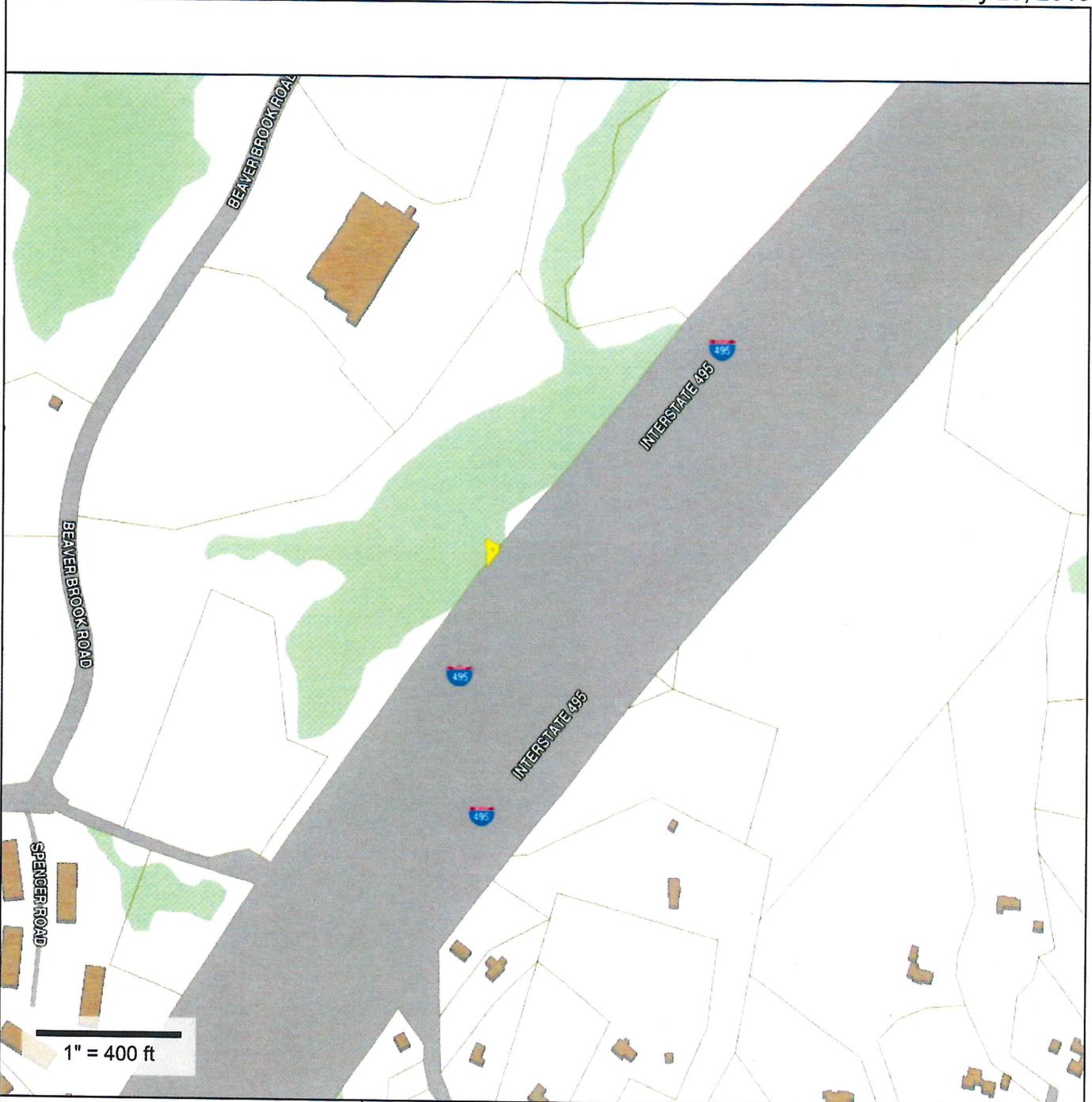
Parcels updated January 1, 2013











**Property Information**

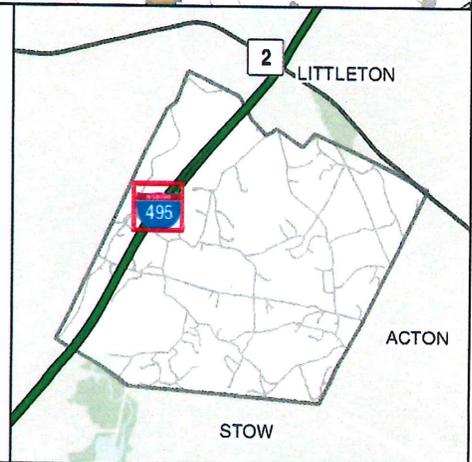
Property ID 03-1-194-0.0 *08-05-000*  
 Location *RT 495*  
 Owner BOXBOROUGH, TOWN OF  
*300 Rear Beaver Brook Rd*



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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Parcels updated January 1, 2013





19 008 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

Total Card / Total Parcel  
APPRAISED: 29,000 / 29,000  
USE VALUE: 29,000 / 29,000  
ASSESSED: 29,000 / 29,000



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	05-2-190
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
95	REAR	HAGER LANE, BOXBOROUGH

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS OWNER

Owner 1:	DAVIS, MARY ELIZABETH -
Owner 2:	HEIRS OF -
Street 1:	147 MAIN ST
Twn/City:	MAYNARD
St/Prov:	MA Cntry
Postal:	01754

NARRATIVE DESCRIPTION

This Parcel contains 5.23 ACRES of land mainly classified as R1A/C/SELE JUDGE

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	% Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		2.23		ACRES	EXCESS		0	9,270.	1.00	R3						20,672					20,700	TAX TITLE TAKING 8
930	MUN/VAC/SE		3		ACRES	WET	0.3	0	9,270.	0.30	R3						8,343					8,300	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	5.230			29,000	29,000
Total Card	5.230			29,000	29,000
Total Parcel	5.230			29,000	29,000
Source:	Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel:	N/A

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	5.23	29,000	29,000	29,000	Year End Roll	12/12/2014
2014	930	FV		0	5.23	28,200	28,200	28,200	Year End Roll	1/22/2014
2013	930	FV		0	5.23	28,200	28,200	28,200		10/22/2012
2012	903	FV		0	5.23	32,900	32,900	32,900	Year End	11/30/2011
2011	903	FV		0	5.23	36,800	36,800	36,800		9/14/2010
2010	903	FV		0	5.23	36,800	36,800	36,800	2010 Commitment	12/7/2009
2009	903	FV		0	5.23	39,200	39,200	39,200		10/20/2008
2008	903	FV		0	5.23	39,200	39,200	39,200	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	TAX TITLE	Notes
DAVIS, MARY ELI	43685-458		9/9/2004	INVOLVED GOV		1	No	No	12/28/2000	
	11486/158		4/2/1968	OTHER			No	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

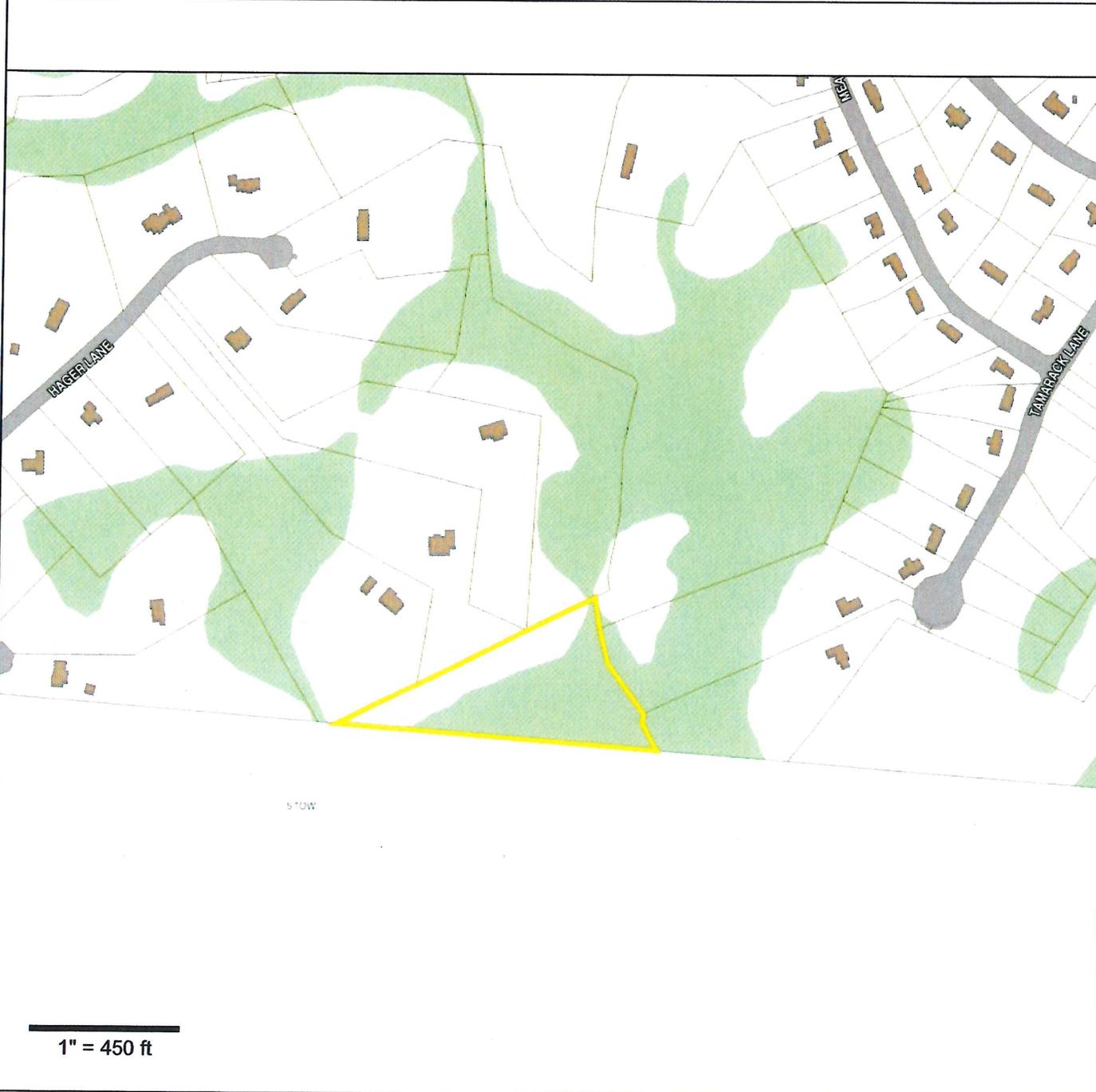
ACTIVITY INFORMATION

Date	Result	By	Name
4/7/2003	PERMIT INT	999	COLLEEN W

Sign: VERIFICATION OF VISIT NOT DATA

Total AC/HA:	5.23000	Total SF/SM:	227819	Parcel LUC:	930 MUN/VAC/SELE	Prime NB Desc:	R3	Total:	29,015	Spl Credit:		Total:	29,000
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**Property Information**  
Property ID 05-2-190-0-0-19-008-000  
Location 0 MORSE LN  
Owner BOXBOROUGH TOWN OF  
*45 Rear Hager Lane*

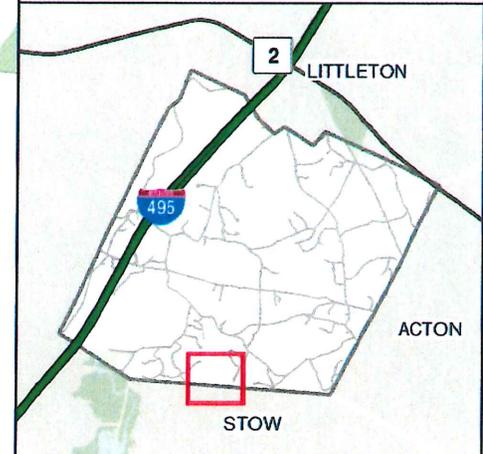


**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

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Parcels updated January 1, 2013

1" = 450 ft





05 024 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

APPRAISED: Total Card / Total Parcel  
195,000 / 195,000  
USE VALUE: 195,000 / 195,000  
ASSESSED: 195,000 / 195,000



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	08-6-147
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
190		DAVIDSON ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
101	1.377			195,000	195,000
Total Card		1.377		195,000	195,000
Total Parcel		1.377		195,000	195,000
Source: Market Adj Cost		Total Value per SQ unit /Card:		N/A	/Parcel: N/A

Legal Description	
Entered Lot Size	
Total Land:	3.35
Land Unit Type: AC	

User Acct
GIS Ref
GIS Ref
Insp Date

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719
Own Occ:	Type:

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	3.35	9,300	9,300	9,300	Year End Roll	12/12/2014
2014	930	FV		0	3.35	9,000	9,000	9,000	Year End Roll	1/22/2014
2013	930	FV		0	3.35	9,000	9,000	9,000		10/22/2012
2012	903	FV		0	3.35	10,600	10,600	10,600	Year End	11/30/2011
2011	903	FV		0	3.35	11,800	11,800	11,800		9/14/2010
2010	903	FV		0	3.35	11,800	11,800	11,800	2010 Commitment	12/7/2009
2009	903	FV		0	3.35	12,600	12,600	12,600		10/20/2008
2008	903	FV		0	3.35	12,600	12,600	12,600	xc	12/7/2007

!1597!

Date	Time
03/29/15	13:57:55
LAST REV	
Date	Time
03/24/15	14:15:15
apro	
1597	

PREVIOUS OWNER

Owner 1:	MOODY, JAY M & JOYCE E -
Owner 2:	-
Street 1:	PO BOX 67
Twn/City:	LANCASTER
St/Prov:	MA Cntry
Postal:	01523-0067

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	TAX TAKING	Notes
MOODY, JAY M &	41640-342		12/18/2003	INVOLVED GOV		Yes	No		12/28/2000	
	12495/11		8/7/1973	OTHER		No	No			

NARRATIVE DESCRIPTION

This Parcel contains 1.377 ACRES of land mainly classified as BK 42236 PG 284 JUDGM

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1994			

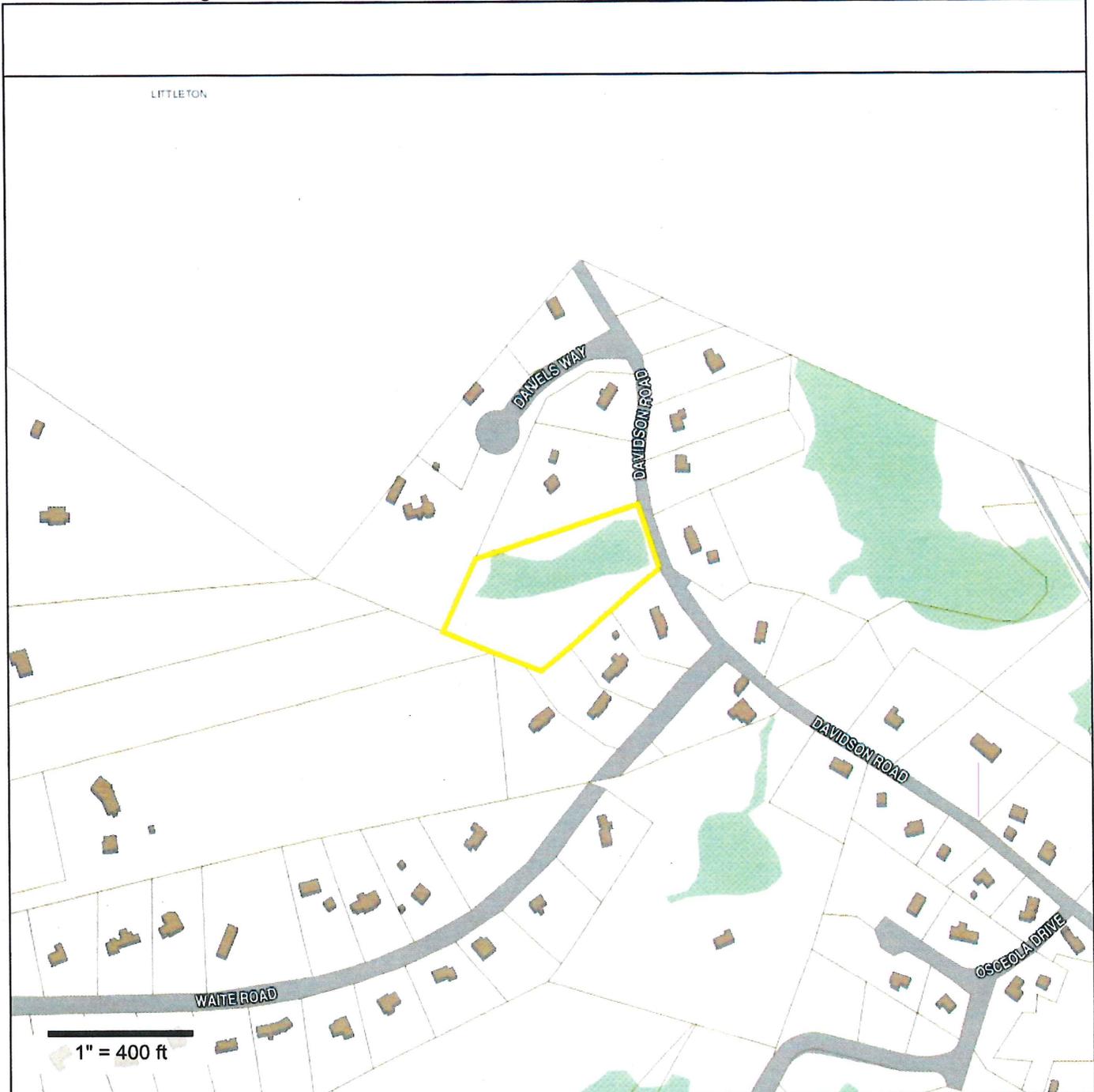
Sign: \_\_\_\_\_

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Influ	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
101	ONE FAM		60000			SQUARE FESITE		0	3.25	1.00	R1						195,000						195,000	

Total AC/HA:	1.37741	Total SF/SM:	60000	Parcel LUC:	101 ONE FAM	Prime NB Desc:	R1	Total:	195,000	Spl Credit:		Total:	195,000
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**Property Information**

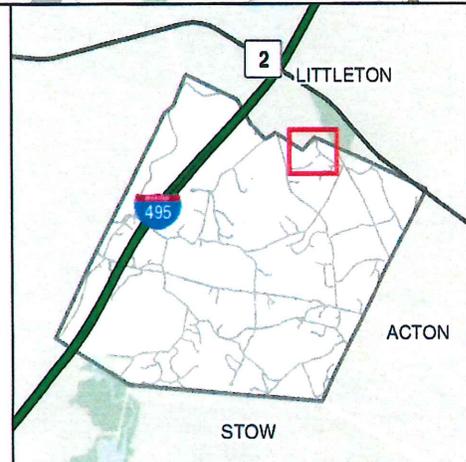
Property ID ~~08-6-147-0-0~~ **05-024-000**  
 Location **190** DAVIDSON RD  
 Owner BOXBOROUGH TOWN OF



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2013





PROPERTY LOCATION

No	Alt No	Direction/Street/City
84		MASSACHUSETTS AVENUE, BOXBO

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719 Type:

PREVIOUS OWNER

Owner 1:	BOXBOROUGH - TOWN OF
Owner 2:	MUNICIPAL -
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

NARRATIVE DESCRIPTION

This Parcel contains 1. ACRES of land mainly classified as  
MUN/VAC/SELE

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	C	C	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	5	HEAVY

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		1		ACRES	WET	0.3	0	20,000.	0.30	C1						6,000						6,000	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	1.000			6,000	6,000

Total Card	1.000	6,000	6,000
Total Parcel	1.000	6,000	6,000
Source:	Market Adj Cost	Total Value per SQ unit /Card:	N/A /Parcel: N/A

Legal Description	User Acct
	GIS Ref
	GIS Ref
	Insp Date
Entered Lot Size	
Total Land:	1
Land Unit Type:	AC

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	1.	6,000	6,000	6,000	Year End Roll	12/12/2014
2014	930	FV		0	1.	6,000	6,000	6,000	Year End Roll	1/22/2014
2013	930	FV		0	1.	6,000	6,000	6,000		10/22/2012
2012	903	FV		0	1.	5,400	5,400	5,400	Year End	11/30/2011
2011	903	FV		0	1.	5,900	5,900	5,900		9/14/2010
2010	903	FV		0	1.	6,300	6,300	6,300	2010 Commitment	12/7/2009
2009	903	FV		0	1.	6,600	6,600	6,600		10/20/2008
2008	903	FV		0	1.	6,600	6,600	6,600	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
BOXBOROUGH,TOWN	41924-335		1/31/2004	INVOLVED GOV		No	No		JUDGMENT TAX LIEN DEED
PORRAZZO, ARMAN	41924-335		11/26/2003	FORCLOSURE		Yes	No		
	15922/587		12/14/1984	OTHER	30,000	No	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1995		REB	R BALL

Sign: \_\_\_\_\_

VERIFICATION OF VISIT NOT DATA \_\_\_\_\_

Total AC/HA:	1.00000	Total SF/SM:	43560	Parcel LUC:	930	MUN/VAC/SELE	Prime NB Desc:	C1
--------------	---------	--------------	-------	-------------	-----	--------------	----------------	----

Total:	6,000	Spl Credit		Total:	6,000
--------	-------	------------	--	--------	-------



USER DEFINED

Prior Id # 1:	11-4-287
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

!1906!

PRINT

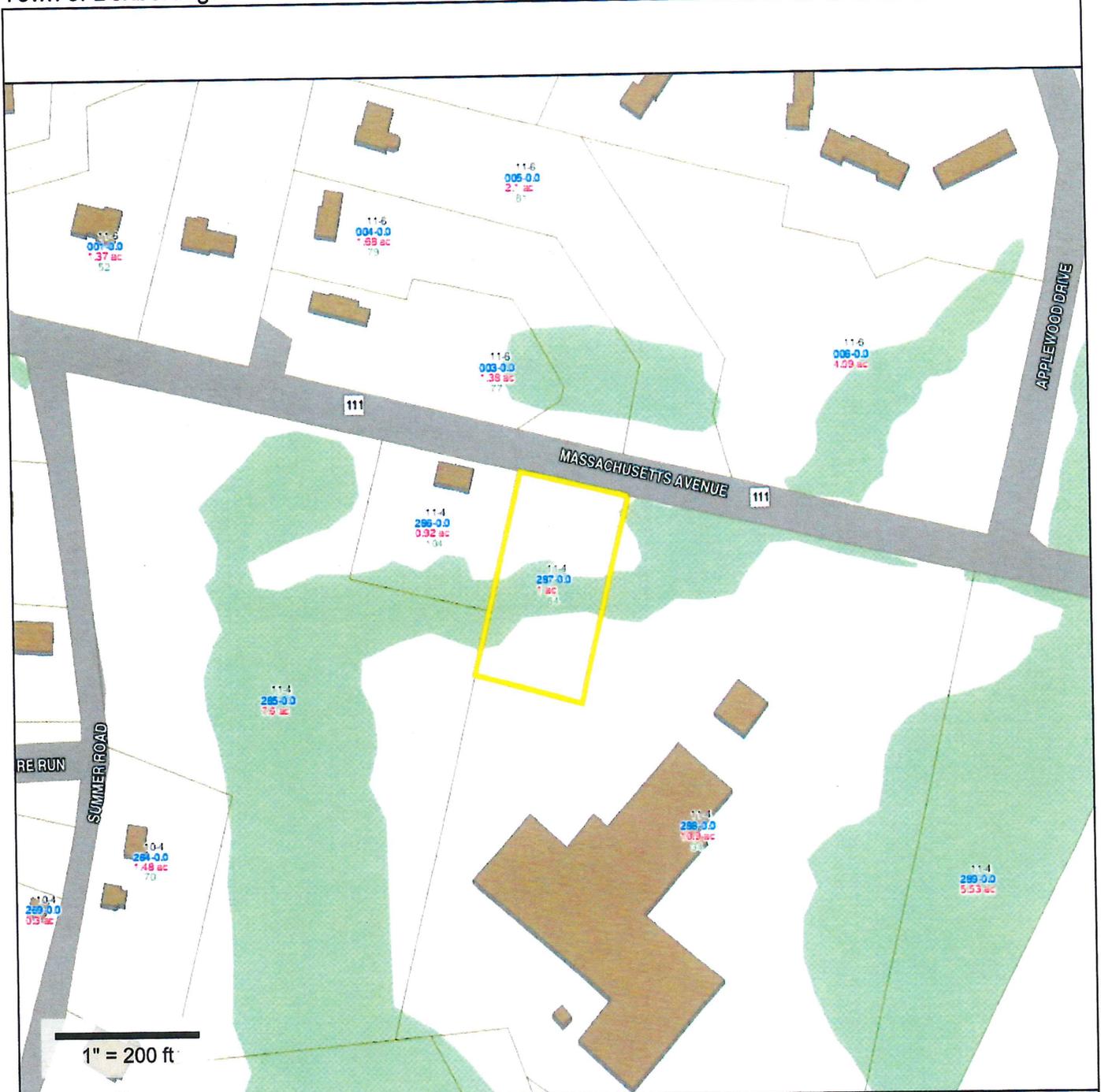
Date	Time
03/29/15	15:40:25

LAST REV

Date	Time
03/25/15	13:10:56

apro 1906





**Property Information**

Property ID ~~11-4-287-0-0~~ 15-080-000  
 Location 84 MASS AV  
 Owner BOXBOROUGH TOWN OF



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Parcels updated January 1, 2013





10 MAP 135 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 22,200 / 22,200  
 USE VALUE: 22,200 / 22,200  
 ASSESSED: 22,200 / 22,200

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-346
Prior Id # 2:	2
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

12139!

PRINT

Date	Time
04/01/15	19:23:03

LAST REV

Date	Time
03/25/15	09:41:44

apro 2139

PROPERTY LOCATION

No	Alt No	Direction/Street/City
354	REAR	SARGENT ROAD, BOXBOROUGH

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719
Own Occ:	Type:

PREVIOUS OWNER

Owner 1:	BOXBOROUGH - TOWN OF
Owner 2:	MUNICIPAL -
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

NARRATIVE DESCRIPTION

This Parcel contains 2.42 ACRES of land mainly classified as MAJAINC SELE BK 44296 P

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	4	NONE
o				Sewer	4	NONE
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	N	NONE
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Influ	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		2.42		ACRES	EXCESS		0	9,180.	1.00	R2						22,216						22,200	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	2.420			22,200	22,200
Total Card	2.420			22,200	22,200
Total Parcel	2.420			22,200	22,200
Source:	Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel:	N/A

Legal Description	User Acct
Entered Lot Size	Total Land: 2.42
Land Unit Type:	AC

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	2.42	22,400	22,400	22,400	Year End Roll	12/12/2014
2014	930	FV		0	2.42	21,800	21,800	21,800	Year End Roll	1/22/2014
2013	930	FV		0	2.42	21,800	21,800	21,800		10/22/2012
2012	903	FV		0	2.42	25,400	25,400	25,400	Year End	11/30/2011
2011	903	FV		0	2.42	28,400	28,400	28,400		9/14/2010
2010	903	FV		0	2.42	28,400	28,400	28,400	2010 Commitment	12/7/2009
2009	903	FV		0	2.42	30,300	30,300	30,300		10/20/2008
2008	903	FV		0	2.42	30,300	30,300	30,300	.xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	LAND COURT	Notes
OWNER UNKNOWN	47474-321		5/19/2006	INVOLVED GOV		No	No			
OWNER UNKNOWN,	44296-508		4/21/2006	INVOLVED GOV		1	No	No		tax title taking
	N/A		1/1/1900			No	No			

TAX DISTRICT

PAT ACCT.

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

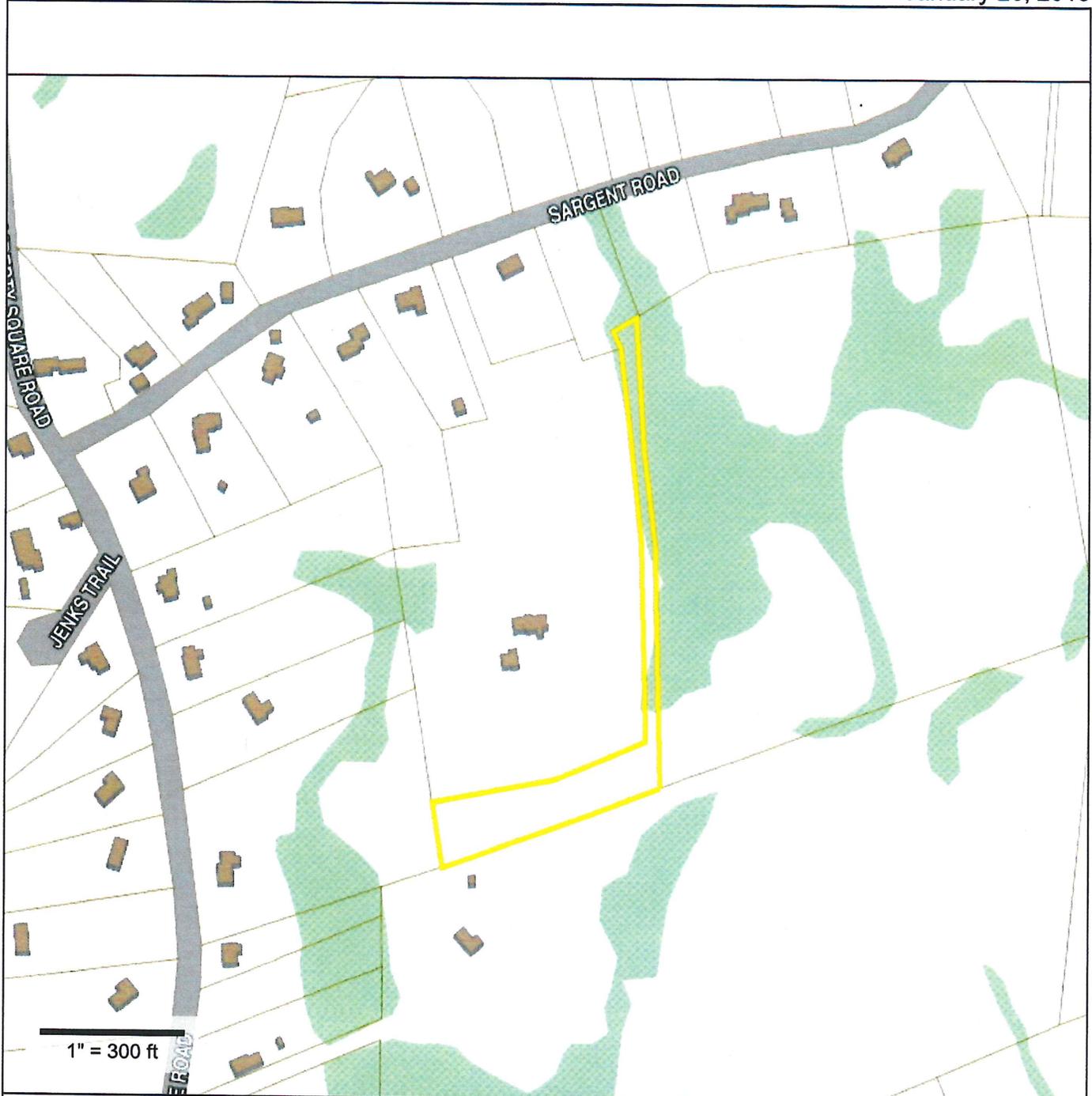
ACTIVITY INFORMATION

Date	Result	By	Name
6/4/2008	FIELD REVIEW	538	WILL NASER
Sign: VERIFICATION OF VISIT NOT DATA			

Total AC/HA: 2.42000 Total SF/SM: 105415 Parcel LUC: 930 MUN/VAC/SELE Prime NB Desc: R2 Total: 22,216 Spl Credit Total: 22,200

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted. Database: AssessPro - Boxborough apro 2016





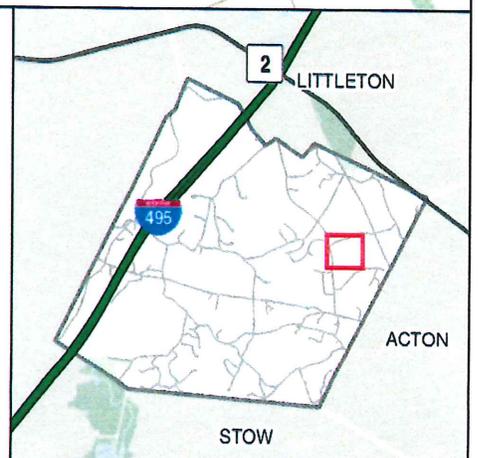
**Property Information**  
 Property ID ~~11-6-346-2.0~~ 10-135-000  
 Location 0 SARGENT RD  
 Owner BOXBOROUGH TOWN OF  
 354 Rear Sargent Rd.



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Parcels updated January 1, 2013





10 MAP 179 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 195,000 / 195,000  
 USE VALUE: 195,000 / 195,000  
 ASSESSED: 195,000 / 195,000

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	07-5-252
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Bld Reason:	
Civil District:	
Ratio:	

!1368!

PRINT

Date	Time
03/29/15	12:42:38

LAST REV

Date	Time
03/24/15	14:48:03

apro 1368

PROPERTY LOCATION

No	Alt No	Direction/Street/City
572		DEPOT ROAD, BOXBOROUGH

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS OWNER

Owner 1:	KELLEHER - PAULA J (FRASSICA)
Owner 2:	-
Street 1:	112A HIGH ST
Twn/City:	NORTH ATTLEBOROUGH
St/Prov:	MA Cntry
Postal:	02760

NARRATIVE DESCRIPTION

This Parcel contains 1.377 ACRES of land mainly classified as BLDG 282 JUDGM

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
101	ONE FAM		60000		SQUARE FESITE			0	3.25	1.00	R1						195,000						195,000	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
101	1.377			195,000	195,000
Total Card	1.377			195,000	195,000
Total Parcel	1.377			195,000	195,000
Source:	Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel:	N/A

Legal Description	User Acct
Entered Lot Size	
Total Land:	0.93
Land Unit Type:	AC

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	.93	199,900	199,900	199,900	Year End Roll	12/12/2014
2014	930	FV		0	.93	194,100	194,100	194,100	Year End Roll	1/22/2014
2013	930	FV		0	.93	199,800	199,800	199,800		10/22/2012
2012	903	FV		0	.93	197,800	197,800	197,800	Year End	11/30/2011
2011	903	FV		0	.93	215,100	215,100	215,100		9/14/2010
2010	903	FV		0	.93	215,100	215,100	215,100	2010 Commitment	12/7/2009
2009	903	FV		0	.93	228,900	228,900	228,900		10/20/2008
2008	903	FV		0	.93	217,400	217,400	217,400	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	TAX TAKING	Notes
KELLEHER, PAULA	47860-191		7/25/2006	INVOLVED GOV		1	Yes	No	12/28/2000	
	12297/532		9/28/1972	OTHER			No	No		

TAX DISTRICT

PAT ACCT.

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
8/15/1994			

Sign: VERIFICATION OF VISIT NCT DATA

Total AC/HA: 1.37741 Total SF/SM: 60000 Parcel LUC: 101 ONE FAM Prime NB Desc: R1 Total: 195,000 Spl Credit Total: 195,000

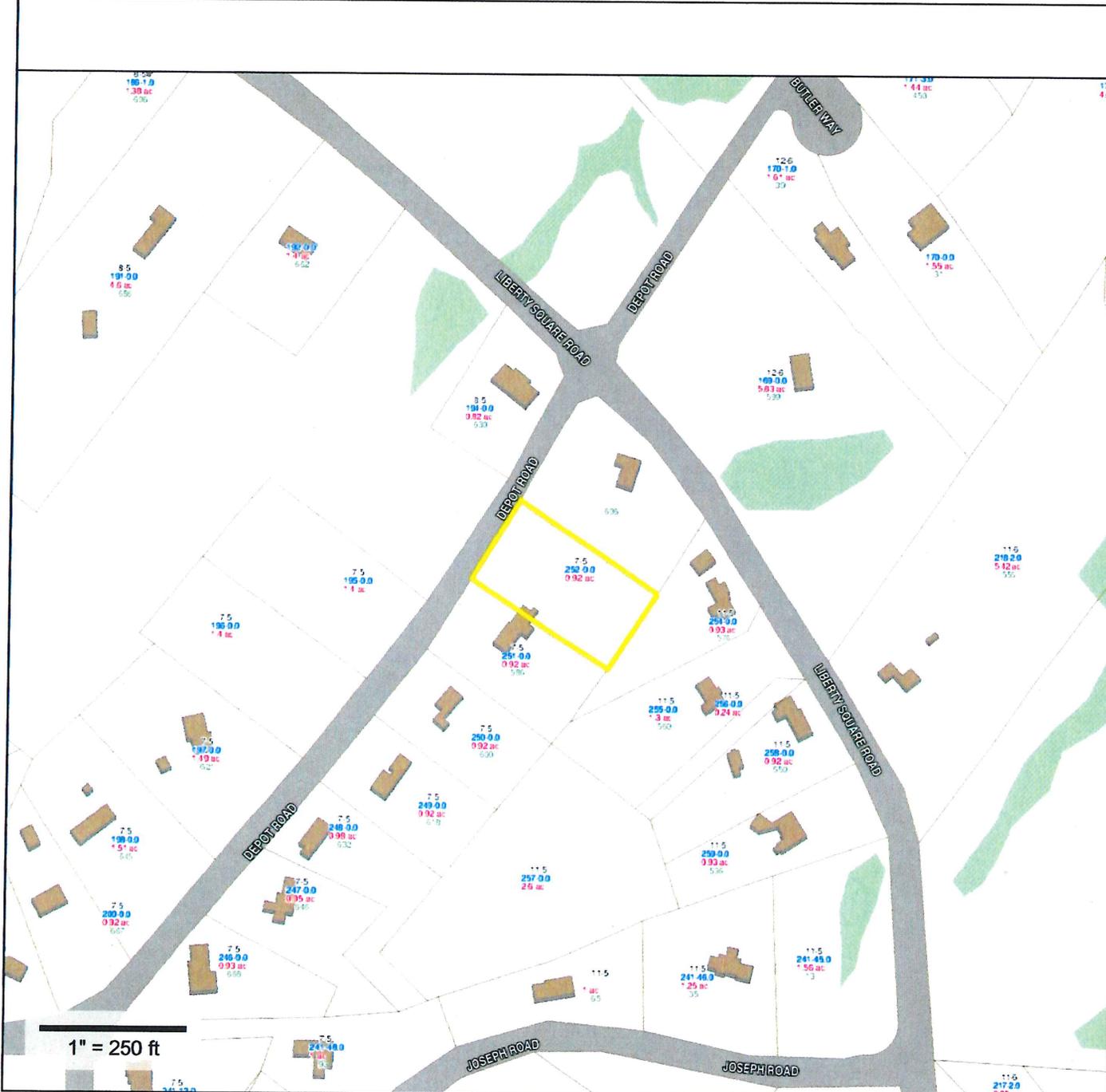
Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Database: AssessPro - Boxborough

apro

2016





**Property Information**

Property ID ~~07-5-252-0.0~~ 10-17A-000  
 Location 0 DEPOT RD S12 Dept  
 Owner BOXBOROUGH TOWN OF



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Parcels updated January 1, 2013







PROPERTY LOCATION

No	Alt No	Direction/Street/City
150		TOKATAWAN SPRING LANE, BOXBO

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS OWNER

Owner 1:	C & S DEVELOPMENT COMPANY, INC -
Owner 2:	-
Street 1:	83 WILDER RD
Twn/City:	BOLTON
St/Prov:	MA Cntry
Postal:	01740

NARRATIVE DESCRIPTION

This Parcel contains .15 ACRES of land mainly classified as **MUN/VAC/SE**

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water		
o				Sewer		
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PC	PAVED CU
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		0.15		ACRES	EXCESS		0	9,270.	1.00	R3						1,391						1,400	

Total AC/HA:	0.15000	Total SF/SM:	6534	Parcel LUC:	930	MUN/VAC/SE	Prime NB Desc:	R3	Total:	1,391	SpI Credit:		Total:	1,400
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IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	0.150			1,400	1,400
Total Card	0.150			1,400	1,400
Total Parcel	0.150			1,400	1,400
Source:	Market Adj Cost	Total Value per SQ unit /Card:		N/A	/Parcel: N/A

Legal Description	User Acct
PARCEL Z	
Entered Lot Size	
Total Land: 0.15	
Land Unit Type: AC	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	.15	1,400	1,400	1,400	Year End Roll	12/12/2014
2014	930	FV		0	.15	1,400	1,400	1,400	Year End Roll	1/22/2014
2013	930	FV		0	.15	1,400	1,400	1,400		10/22/2012
2012	903	FV		0	.15	1,600	1,600	1,600	Year End	11/30/2011
2011	903	FV		0	.15	1,600	1,600	1,600		9/14/2010
2010	903	FV		0	.15	1,600	1,600	1,600	2010 Commitment	12/7/2009
2009	132	FV		0	.15	1,900	1,900	1,900		10/20/2008
2008	132	FV		0	.15	1,900	1,900	1,900	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
C & S DEVELOPME	49155-16		12/31/2008	INVOLVED GOV		No	No		LAND COURT DECREE, 07TL136171
JS KANGAS & ASS	27637/353		9/2/1997	OTHER	768,000	Yes	No		
STEELE REALTY T	27637/351		9/2/1997	CONVENIENCE	300,000	Yes	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

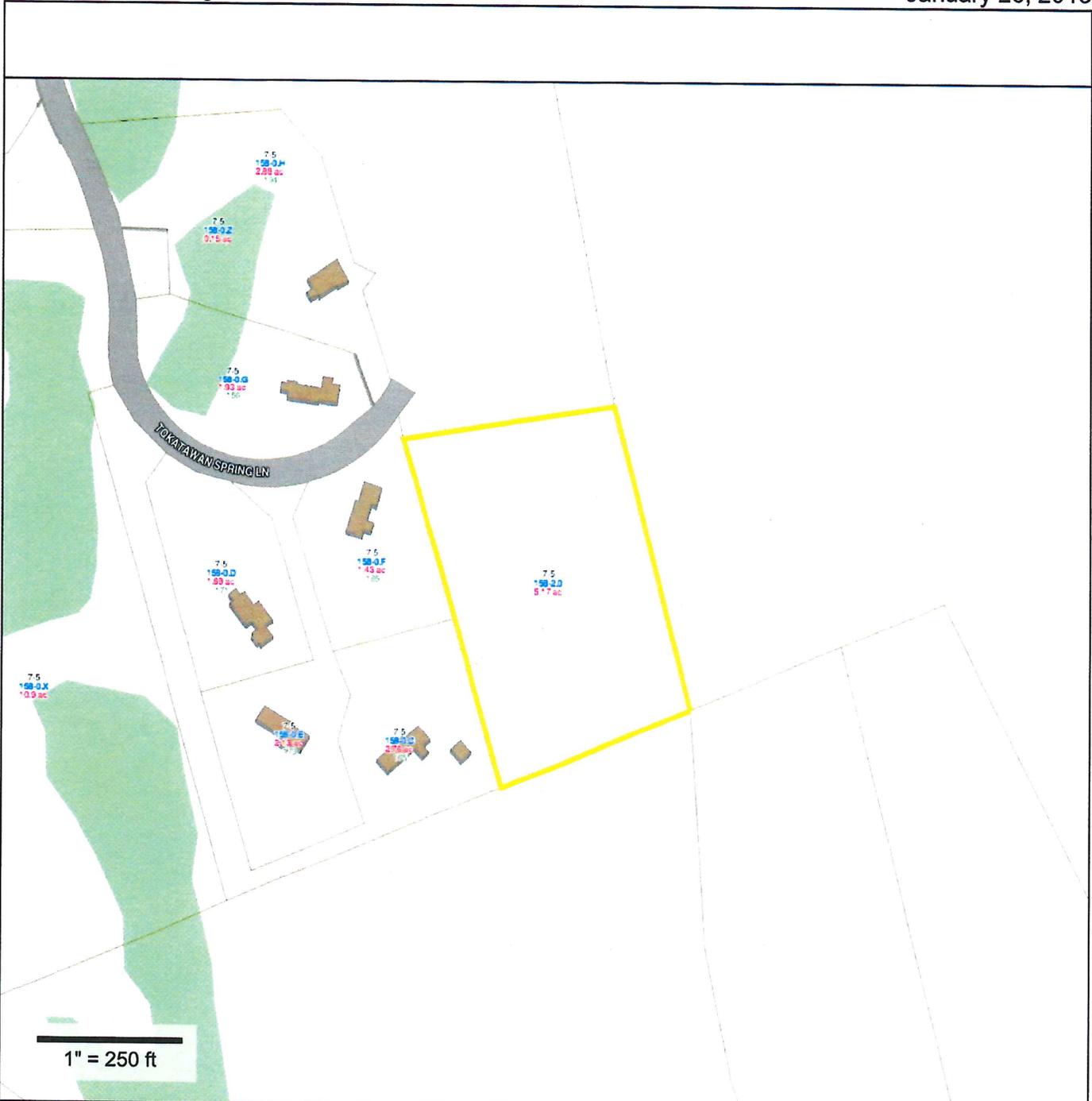
ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1998			

Sign: \_\_\_\_\_

VERIFICATION OF VISIT NOT DATA





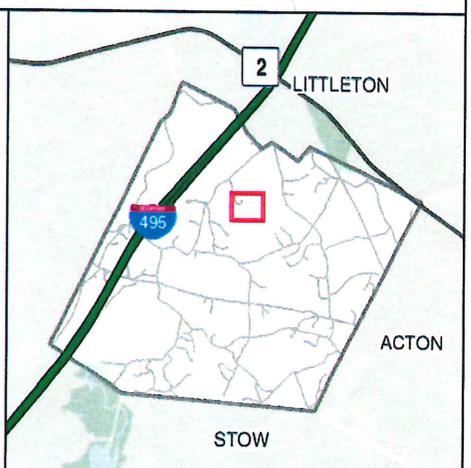
**Property Information**  
 Property ID 07-5-158-2.0 04-058-000  
 Location 0 HILL RD 150 Tokatawan Spring Ln.  
 Owner BOXBOROUGH TOWN OF



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Parcels updated January 1, 2013





15 MAP 041 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 11,800 / 11,800  
 USE VALUE: 11,800 / 11,800  
 ASSESSED: 11,800 / 11,800

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-501
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

12147!

PRINT

Date	Time
04/01/15	19:25:43

LAST REV

Date	Time
03/25/15	11:06:08

apro 2147

PROPERTY LOCATION

No	Alt No	Direction/Street/City
40		REED FARM ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	1.280			11,800	11,800
Total Card		1.280		11,800	11,800
Total Parcel		1.280		11,800	11,800
Source:		Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel: N/A

Legal Description
Entered Lot Size
Total Land: 1.28
Land Unit Type:
AC

User Acct
GIS Ref
GIS Ref
Insp Date

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719
Own Occ:	Type:

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	1.28	11,600	11,600	11,600	Year End Roll	12/12/2014
2014	936	FV		0	1.28	11,500	11,500	11,500	Year End Roll	1/22/2014
2013	936	FV		0	1.28	11,500	11,500	11,500		10/22/2012
2012	936	FV		0	1.28	13,400	13,400	13,400	Year End	11/30/2011
2011	936	FV		0	1.28	14,100	14,100	14,100		9/14/2010
2010	936	FV		0	1.28	14,100	14,100	14,100	2010 Commitment	12/7/2009
2009	132	FV		0	1.28	16,000	16,000	16,000		10/20/2008
2008	132	FV		0	1.28	16,000	16,000	16,000	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-17		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

NARRATIVE DESCRIPTION

This Parcel contains 1.28 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1992			

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA		1.28		ACRES	EXCESS		0	9,180.	1.00	R2						11,750						11,800	

Total AC/HA:	1.28000	Total SF/SM:	55757	Parcel LUC:	936	MUN/VAC/TAXT	Prime NB Desc:	R2	Total:	11,750	Spl Credit		Total:	11,800
--------------	---------	--------------	-------	-------------	-----	--------------	----------------	----	--------	--------	------------	--	--------	--------

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted. Database: AssessPro - Boxborough apro 2016



15 MAP 041 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 11,800 / 11,800  
 USE VALUE: 11,800 / 11,800  
 ASSESSED: 11,800 / 11,800

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-501
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

12147!

PRINT

Date	Time
04/01/15	19:25:43

LAST REV

Date	Time
03/25/15	11:06:08

apro 2147

PROPERTY LOCATION

No	Alt No	Direction/Street/City
40		REED FARM ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	1.280			11,800	11,800
Total Card		1.280		11,800	11,800
Total Parcel		1.280		11,800	11,800
Source:		Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel: N/A

Legal Description	User Acct
Entered Lot Size	
Total Land: 1.28	
Land Unit Type: AC	

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719
Own Occ:	Type:

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	1.28	11,600	11,600	11,600	Year End Roll	12/12/2014
2014	936	FV		0	1.28	11,500	11,500	11,500	Year End Roll	1/22/2014
2013	936	FV		0	1.28	11,500	11,500	11,500		10/22/2012
2012	936	FV		0	1.28	13,400	13,400	13,400	Year End	11/30/2011
2011	936	FV		0	1.28	14,100	14,100	14,100		9/14/2010
2010	936	FV		0	1.28	14,100	14,100	14,100	2010 Commitment	12/7/2009
2009	132	FV		0	1.28	16,000	16,000	16,000		10/20/2008
2008	132	FV		0	1.28	16,000	16,000	16,000	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-17		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

TAX DISTRICT

PAT ACCT.

NARRATIVE DESCRIPTION

This Parcel contains 1.28 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1992			

Sign: \_\_\_\_\_ VERIFICATION OF VISIT ACT DATA

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA		1.28		ACRES	EXCESS		0	9,180.	1.00	R2						11,750						11,800	

Total AC/HA:	1.28000	Total SF/SM:	55757	Parcel LUC:	936	MUN/VAC/TAXT	Prime NB Desc:	R2	Total:	11,750	Spl Credit		Total:	11,800
--------------	---------	--------------	-------	-------------	-----	--------------	----------------	----	--------	--------	------------	--	--------	--------

Disclaimer: This Information is believed to be correct but is subject to change and is not warranted.

Database: AssessPro - Boxborough

apro

2016

EXTERIOR INFORMATION

Type: Sty Ht: (Liv) Units: Total: Foundation: Frame: Prime Wall: Sec Wall: Roof Struct: Roof Cover: Color: View / Desir:

BATH FEATURES

Full Bath: Rating: A Bath: Rating: 3/4 Bath: Rating: A 3QBth: Rating: 1/2 Bath: Rating: A HBth: Rating: OthrFix: Rating:

COMMENTS

Empty box for comments.

SKETCH

Large empty box for sketching.

GENERAL INFORMATION

Grade: Year Bilt: Eff Yr Bilt: Alt LUC: Alt %: Jurisdct: Const Mod: Lump Sum Adj:

OTHER FEATURES

Kits: Rating: A Kits: Rating: Frpl: Rating: WSFlue: Rating:

CONDO INFORMATION

Location: Total Units: Floor: % Own: Name:

RESIDENTIAL GRID

Table with columns: 1st Res Grid, Desc, # Units, Level, FY, LR, DR, D, K, FR, RR, BR, FB, HB, L, O. Includes rows for Other, Upper, Lvl 2, Lvl 1, Lower, and Totals (RMs, BRs, Baths, HB).

REMODELING

Exterior: Interior: Additions: Kitchen: Baths: Plumbing: Electric: Heating: General:

RES BREAKDOWN

Table with columns: No Unit, RMS, BRS, FL. Includes a Totals row.

INTERIOR INFORMATION

Avg Ht/FL: Prim Int Wall: Sec Int Wall: Partition: Prim Floors: Sec Floors: Bsmnt Flr: Subfloor: Bsmnt Gar: Electric: Insulation: Int vs Ext: Heat Fuel: Heat Type: # Heat Sys: % Heated: % AC: Solar HW: Central Vac: % Com Wall: % Sprinkled:

DEPRECIATION

Phys Cond: 0.0% Functional: % Economic: % Special: % Override: % Total: 0%

CALC SUMMARY

Basic \$ / SQ: Size Adj.: 1.00000000 Const Adj.: 16.00000000 Adj \$ / SQ: Other Features: 0 Grade Factor: Neighborhood Inf: 1.00000000 LUC Factor: 1.00 Adj Total: 0 Depreciation: 0 Depreciated Total: 0

COMPARABLE SALES

Table with columns: Rate, Parcel ID, Typ, Date, Sale Price. Includes summary rows for WtAv\$/SQ, AvRate, Ind.Val, Juris. Factor, Before Depr, Special Features, Val/Su Net, Final Total, Val/Su SzAd.

SUB AREA

Table with columns: Code, Description, Area - SQ, Rate - AV, Undepr Value. Includes summary rows for Net Sketched Area, Total, Size Ad, Gross Are, FinArea.

SUB AREA DETAIL

Table with columns: Sub Area, % Usbl, Descrip, % Type, Qu # Ten.

IMAGE

AssessPro Patriot Properties, Inc

MOBILE HOME

Make: Model: Serial #: Year: Color:

SPEC FEATURES/YARD ITEMS

Table with columns: Code, Description, A, Y/S, Qty, Size/Dim, Qual, Con, Year, Unit Price, D/S, Dep, LUC, Fact, NB Fa, Appr Value, JCod, JFact, Juris. Value. Includes a Total row at the bottom.

More: N

Total Yard Items:

Total Special Features:

Total:

15 MAP 037 LOT 000 BLOCK

1 of 1 CARD

Boxborough

Total Card / Total Parcel  
 APPRAISED: 2,600 / 2,600  
 USE VALUE: 2,600 / 2,600  
 ASSESSED: 2,600 / 2,600



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-502
Prior Id # 2:	0.B
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
213		LIBERTY SQUARE ROAD, BOXBORO

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

NARRATIVE DESCRIPTION

This Parcel contains .29 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA		0.29		ACRES	EXCESS		0	9,090.	1.00	R1						2,636						2,600	.50 / FT

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	0.290			2,600	2,600
Total Card	0.290			2,600	2,600
Total Parcel	0.290			2,600	2,600
Source:	Market Adj Cost	Total Value per SQ unit /Card:		N/A	/Parcel: N/A

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	.29	2,700	2,700	2,700	Year End Roll	12/12/2014
2014	936	FV		0	.29	2,600	2,600	2,600	Year End Roll	1/22/2014
2013	936	FV		0	.29	2,600	2,600	2,600		10/22/2012
2012	936	FV		0	.29	3,000	3,000	3,000	Year End	11/30/2011
2011	936	FV		0	.29	3,400	3,400	3,400		9/14/2010
2010	936	FV		0	.29	3,400	3,400	3,400	2010 Commitment	12/7/2009
2009	132	FV		0	.29	3,600	3,600	3,600		10/20/2008
2008	132	FV		0	.29	3,600	3,600	3,600	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-18		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: \_\_\_\_\_

Total AC/HA: 0.29000 Total SF/SM: 12632 Parcel LUC: 936 MUN/VAC/TAXT Prime NB Desc: R1 Total: 2,636 Spl Credit: Total: 2,600



PROPERTY LOCATION

No	Alt No	Direction/Street/City
67		REED FARM ROAD, BOXBOROUGH

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

NARRATIVE DESCRIPTION

This Parcel contains 9.5 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA		9.5		ACRES	WET	0.3	0	9,270.	0.30	R3						26,420						26,400	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	9.500			26,400	26,400
Total Card	9.500			26,400	26,400
Total Parcel	9.500			26,400	26,400
Source:	Market Adj Cost	Total Value per SQ unit /Card:		N/A	/Parcel: N/A

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	9.5	25,900	25,900	25,900	Year End Roll	12/12/2014
2014	936	FV		0	9.5	25,700	25,700	25,700	Year End Roll	1/22/2014
2013	936	FV		0	9.5	25,700	25,700	25,700		10/22/2012
2012	936	FV		0	9.5	29,900	29,900	29,900	Year End	11/30/2011
2011	936	FV		0	9.5	31,300	31,300	31,300		9/14/2010
2010	936	FV		0	9.5	31,300	31,300	31,300	2010 Commitment	12/7/2009
2009	132	FV		0	9.5	35,600	35,600	35,600		10/20/2008
2008	132	FV		0	9.5	35,600	35,600	35,600		12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-19		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
4/7/2003	PERMIT INT	999	COLLEEN W

Sign: \_\_\_\_\_



USER DEFINED

Prior Id # 1:	11-6-546
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Bld Reason:	
Civil District:	
Ratio:	

PRINT

Date	Time
04/01/15	19:40:23

LAST REV

Date	Time
03/25/15	12:16:57

apro 2191



15 MAP 056 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 32,900 / 32,900  
 USE VALUE: 32,900 / 32,900  
 ASSESSED: 32,900 / 32,900

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-547
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
51		REED FARM ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	11.960			32,900	32,900
Total Card		11.960		32,900	32,900
Total Parcel		11.960		32,900	32,900
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A	

Legal Description	
Entered Lot Size	
Total Land:	11.96
Land Unit Type: AC	

User Acct
GIS Ref
GIS Ref
Insp Date
04/07/03

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	11.96	32,600	32,600	32,600	Year End Roll	12/12/2014
2014	936	FV		0	11.96	32,300	32,300	32,300	Year End Roll	1/22/2014
2013	936	FV		0	11.96	32,300	32,300	32,300		10/22/2012
2012	936	FV		0	11.96	37,700	37,700	37,700	Year End	11/30/2011
2011	936	FV		0	11.96	39,500	39,500	39,500		9/14/2010
2010	936	FV		0	11.96	39,500	39,500	39,500	2010 Commitment	12/7/2009
2009	132	FV		0	11.96	44,900	44,900	44,900		10/20/2008
2008	132	FV		0	11.96	44,900	44,900	44,900	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-20		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

NARRATIVE DESCRIPTION

This Parcel contains 11.96 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
4/7/2003	PERMIT INT	999	COLLEEN W

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	% Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA:		11.96		ACRES	WET	0.3	0	9,180.	0.30	R2						32,938					32,900	

Total AC/HA:	11.96000	Total SF/SM:	520978	Parcel LUC:	936	MUN/VAC/TAXT	Prime NB Desc:	R2	Total:	32,938	Spl Credit		Total:	32,900
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15 054 000  
MAP LOT BLOCK

1 of 1  
CARD

Boxborough

APPRaised: 31,900 / 31,900  
USE VALUE: 31,900 / 31,900  
ASSESSed: 31,900 / 31,900

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-550
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
241		REED FARM ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	23.200			31,900	31,900
Total Card		23.200		31,900	31,900
Total Parcel		23.200		31,900	31,900
Source:		Market Adj Cost	Total Value per SQ unit /Card: N/A		/Parcel: N/A

Legal Description	User Acct
	GIS Ref
	GIS Ref
Entered Lot Size	
Total Land: 23.2	
Land Unit Type: AC	

Insp Date	04/07/03
	12195!

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	23.2	31,600	31,600	31,600	Year End Roll	12/12/2014
2014	936	FV		0	23.2	31,300	31,300	31,300	Year End Roll	1/22/2014
2013	936	FV		0	23.2	31,300	31,300	31,300		10/22/2012
2012	936	FV		0	23.2	36,500	36,500	36,500	Year End	11/30/2011
2011	936	FV		0	23.2	38,300	38,300	38,300		9/14/2010
2010	936	FV		0	23.2	38,300	38,300	38,300	2010 Commitment	12/7/2009
2009	132	FV		0	23.2	43,500	43,500	43,500		10/20/2008
2008	132	FV		0	23.2	43,500	43,500	43,500	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

NARRATIVE DESCRIPTION

This Parcel contains 23.2 ACRES of land mainly classified as MUN/VAC/TAXT

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-21		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

TAX DISTRICT

PAT ACCT.

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
4/7/2003	PERMIT INT	999	COLLEEN W

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA		23.2		ACRES	WET	0.3	0	9,180.	0.15	R2			WET	-50		31,946						31,900	

Sign:

VERIFICATION OF VISIT NOT DATA

\_\_\_/\_\_\_/\_\_\_

Total AC/HA:	23.20000	Total SF/SM:	1010592	Parcel LUC:	936	MUN/VAC/TAXT	Prime NB Desc:	R2	Total:	31,946	Spl Credit		Total:	31,900
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15 MAP 060 LOT 000 BLOCK

1 of 1 CARD

Boxborough

Total Card / Total Parcel  
 APPRAISED: 12,900 / 12,900  
 USE VALUE: 12,900 / 12,900  
 ASSESSED: 12,900 / 12,900



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-6-551
Prior Id # 2:	1
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

04/07/03

12196!

PRINT  
 Date Time  
 04/01/15 19:42:03

LAST REV  
 Date Time  
 03/25/15 12:16:57

apro  
 2196

PROPERTY LOCATION

No	Alt No	Direction/Street/City
117		LIBERTY SQUARE ROAD, BOXBORO

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	4.650			12,900	12,900
Total Card		4.650		12,900	12,900
Total Parcel		4.650		12,900	12,900
Source:		Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel: N/A

Legal Description	LOT 1
Entered Lot Size	
Total Land:	4.65
Land Unit Type:	AC

User Acct
GIS Ref
GIS Ref
Insp Date

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	4.65	12,900	12,900	12,900	Year End Roll	12/12/2014
2014	936	FV		0	4.65	12,600	12,600	12,600	Year End Roll	1/22/2014
2013	936	FV		0	4.65	12,600	12,600	12,600		10/22/2012
2012	936	FV		0	4.65	14,600	14,600	14,600	Year End	11/30/2011
2011	936	FV		0	4.65	16,400	16,400	16,400		9/14/2010
2010	936	FV		0	4.65	16,400	16,400	16,400	2010 Commitment	12/7/2009
2009	132	FV		0	4.65	17,400	17,400	17,400		10/20/2008
2008	132	FV		0	4.65	17,400	17,400	17,400	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	TOWN OF BOXBOROUGH -
Owner 2:	-
Street 1:	29 MIDDLE RD
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
TOWN OF BOXBORO	49155-22		6/25/2009	FORCLOSURE		No	No		TAX TAKING 1/25/2007
D&B REALTY TRUS	20605/218		6/19/1990	INTRA-CORP		1	Yes	No	

PAT ACCT.

2196
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NARRATIVE DESCRIPTION

This Parcel contains 4.65 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
4/7/2003	PERMIT INT	999	COLLEEN W

Sign: \_\_\_\_\_

VERIFICATION OF VISIT NOT DATA

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infru	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA		4.65		ACRES	WET	0.3	0	9,270.	0.30	R3						12,932						12,900	

Total AC/HA:	4.65000	Total SF/SM:	202554	Parcel LUC:	936	MUN/VAC/TAXT	Prime NB Desc:	R3	Total:	12,932	Spl Credit		Total:	12,900
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PROPERTY LOCATION

No	Alt No	Direction/Street/City
38		NASHOBA DRIVE, BOXBOROUGH

OWNERSHIP

Owner 1: BOXBOROUGH TOWN OF	Unit #:
Owner 2:	
Owner 3:	
Street 1: 29 MIDDLE RD.	
Street 2:	
Twn/City: BOXBOROUGH	
St/Prov: MA Cntry	Own Occ:
Postal: 01719	Type:

PREVIOUS OWNER

Owner 1: REED FARM INC -
Owner 2: -
Street 1: 435 NEWBURY ST UNIT 213
Twn/City: DANVERS
St/Prov: MA Cntry
Postal: 01923

NARRATIVE DESCRIPTION

This Parcel contains .17 ACRES of land mainly classified as MUN/VAC/TAXT

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA:		0.17		ACRES	EXCESS		0	9,180.	1.00	S2						1,561						1,600	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
936	0.170			1,600	1,600	PARCEL A	
Total Card		0.170		1,600	1,600	Entered Lot Size	
Total Parcel		0.170		1,600	1,600	Total Land: 0.17	
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A		Land Unit Type: AC	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	.17	1,600	1,600	1,600	Year End Roll	12/12/2014
2014	936	FV		0	.17	1,500	1,500	1,500	Year End Roll	1/22/2014
2013	936	FV		0	.17	1,500	1,500	1,500		10/22/2012
2012	936	FV		0	.17	1,800	1,800	1,800	Year End	11/30/2011
2011	936	FV		0	.17	1,900	1,900	1,900		9/14/2010
2010	936	FV		0	.17	1,900	1,900	1,900	2010 Commitment	12/7/2009
2009	132	FV		0	.17	2,100	2,100	2,100		10/20/2008
2008	132	FV		0	.17	2,100	2,100	2,100	.xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
REED FARM INC,	49155-23		6/25/2009	FORCLOSURE		No	No		tax taking 1/25/2007
HARBISON	25123/556		1/13/1995	PORTION/ASSE	160,000	Yes	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: \_\_\_\_\_ VERIFICATION OF VISIT NOT DATA



USER DEFINED

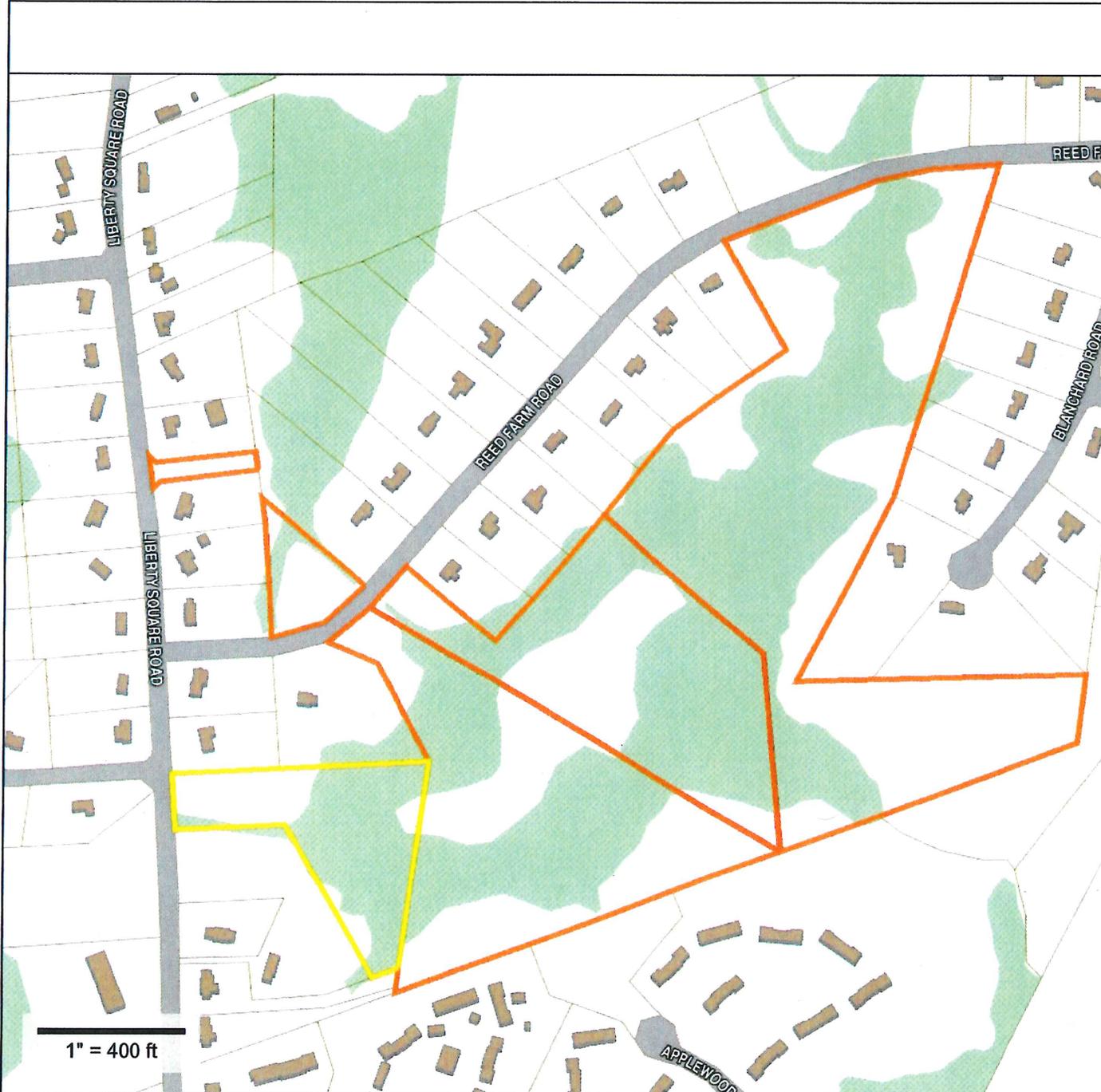
Prior Id # 1:	08-6-148
Prior Id # 2:	0.A
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

!1598!

PRINT  
Date Time  
03/29/15 13:58:15  
LAST REV  
Date Time  
07/21/14 11:56:32  
apro

Total AC/HA: 0.17000 Total SF/SM: 7405 Parcel LUC: 936 MUN/VAC/TAXT Prime NB Desc: S2 Total: 1,561 Spl Credit Total: 1,600





**Property Information**

Property ID ~~41-6-551-1.0~~ 15-060-000  
Location 117 LIBERTY SQ RD  
Owner TOWN OF BOXBOROUGH



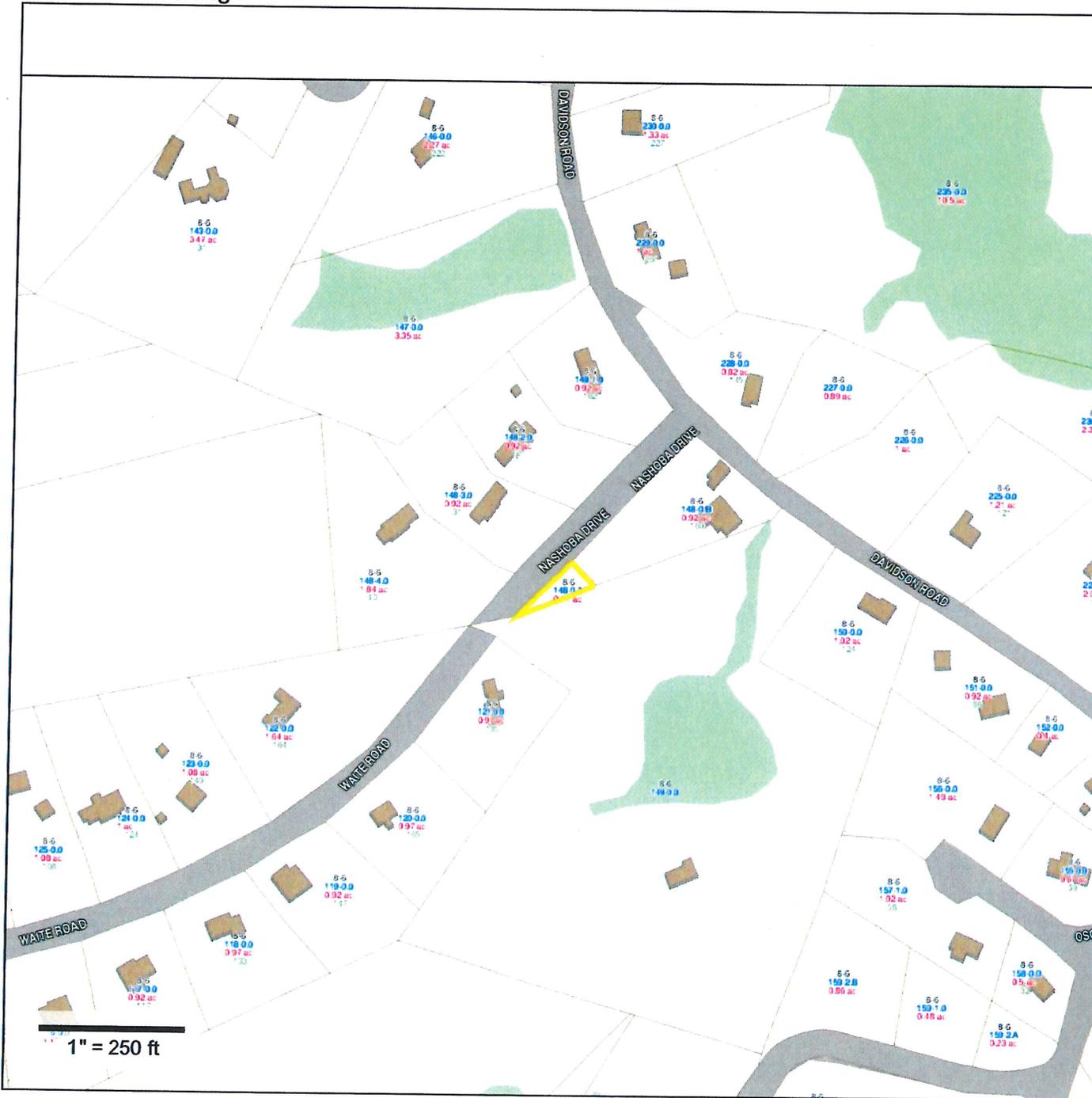
**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2013







**Property Information**  
Property ID 06-6-148-0.A ~~05-108-000~~  
Location 38-0 NASHOBA DR  
Owner TOWN OF BOXBOROUGH



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2013





PROPERTY LOCATION

No	Alt No	Direction/Street/City
1499		HAZARD LANE, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
936	5.470			16,400	16,400
Total Card		5.470		16,400	16,400
Total Parcel		5.470		16,400	16,400

Legal Description	User Acct
Entered Lot Size	
Total Land: 5.47	
Land Unit Type: AC	

GIS Ref
GIS Ref
Insp Date



OWNERSHIP

Owner 1: BOXBOROUGH TOWN OF
Owner 2:
Owner 3:
Street 1: 29 MIDDLE RD.
Street 2:
Twn/City: BOXBOROUGH
St/Prov: MA Cntry Own Occ:
Postal: 01719 Type:

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	936	FV		0	5.47	16,400	16,400	16,400	Year End Roll	12/12/2014
2014	936	FV		0	5.47	16,400	16,400	16,400	Year End Roll	1/22/2014
2013	936	FV		0	5.47	16,400	16,400	16,400		10/22/2012
2012	936	FV		0	5.47	14,800	14,800	14,800	Year End	11/30/2011
2011	936	FV		0	5.47	16,200	16,200	16,200		9/14/2010
2010	903	FV		0	5.47				2010 Commitment	12/7/2009
2009	392	FV		0	5.47	18,100	18,100	18,100		10/20/2008
2008	392	FV		0	5.47	26,900	26,900	26,900	xc	12/7/2007

Parcel ID 17-013-000

1133!

PRINT Date Time 03/23/15 00:25:11

LAST REV Date Time 07/15/14 15:42:11

apro 133

USER DEFINED

Prior Id # 1: 01-2-104

Prior Id # 2: 0

Prior Id # 3:

Prior Id # 1:

Prior Id # 2:

Prior Id # 3:

Prior Id # 1:

Prior Id # 2:

Prior Id # 3:

ASR Map:

Fact Dist:

Reval Dist:

Year:

Land Reason:

Bld Reason:

Civil District:

Ratio:

PREVIOUS OWNER

Owner 1: WETHERBEE, EDWARD -
Owner 2: -
Street 1: MASS AVE
Twn/City: BOXBOROUGH
St/Prov: MA Cntry Own Occ:
Postal: 01719 Type:

NARRATIVE DESCRIPTION

This parcel contains 5.47 ACRES of land mainly classified as MUN/VAC/TAXT with a N/A Building built about , having primarily N/A Exterior and Square Feet, with 0 Unit, 0 Bath, 0 3/4 Bath, 0 HalfBath, 0 Rooms, and 0 Bdrm.

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
WETHERBEE, EDWA	32236-290		8/20/2009	FORCLOSURE		No	No		TAX TAKING 12/28/2000
	387/77		1/1/1900	OTHER		No	No		

TAX DISTRICT

PAT ACCT.	Notes

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	OP	OP	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descrip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
5/4/2007	INF FM OTHER	538	WILL NASER

Sign: \_\_\_\_\_

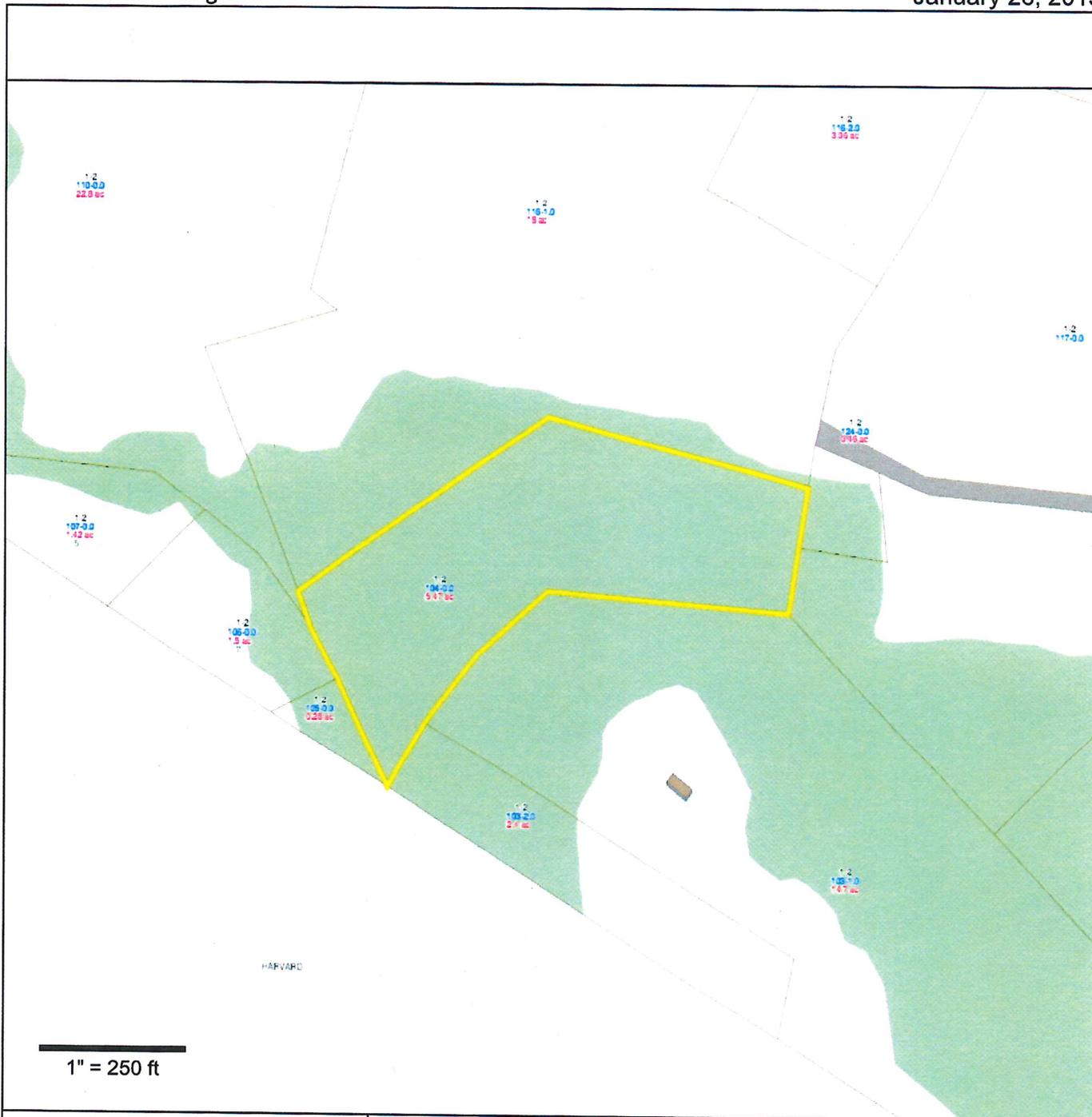
VERIFICATION OF VISIT NOT DATA

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
936	MUN/VAC/TA:		5.47		ACRES	WET	0.3	0	20,000.	0.15	C2			LANDLOC	-50		16,410						16,400	

Total AC/HA: 5.47000	Total SF/SM: 238273	Parcel LUC: 936	MUN/VAC/TAXT	Prime NB Desc: C2	Total: 16,410	Spl Credit	Total: 16,400
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**Property Information**  
 Property ID 01-2-104-0.0 17-013-000  
 Location ~~0~~ HAZARD LN  
 Owner TOWN OF BOXBOROUGH  
 1499 Hazard Ln

  
**MAP FOR REFERENCE ONLY  
 NOT A LEGAL DOCUMENT**  
 The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.  
 Parcels updated January 1, 2013





10 MAP 158 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 195,000 / 195,000  
 USE VALUE: 195,000 / 195,000  
 ASSESSED: 195,000 / 195,000

Total Card / Total Parcel



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	11-5-241
Prior Id # 2:	45
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

1918!

PRINT

Date	Time
03/29/15	15:44:24

LAST REV

Date	Time
03/24/15	14:48:03

apro 1918

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
101	1.377			195,000	195,000
Total Card		1.377		195,000	195,000
Total Parcel		1.377		195,000	195,000
Source:		Market Adj Cost	Total Value per SQ unit /Card:	N/A	/Parcel: N/A

Legal Description	
LOT 45	
Entered Lot Size	
Total Land: 1.56	
Land Unit Type:	
AC	

User Acct
GIS Ref
GIS Ref
Insp Date

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	132	FV		0	1.56	14,200	14,200	14,200	Year End Roll	12/12/2014
2014	132	FV		0	1.56	14,000	14,000	14,000	Year End Roll	1/22/2014
2013	132	FV		0	1.56	14,000	14,000	14,000		10/22/2012
2012	132	FV		0	1.56	16,400	16,400	16,400	Year End	11/30/2011
2011	132	FV		0	1.56	17,200	17,200	17,200		9/14/2010
2010	132	FV		0	1.56	17,200	17,200	17,200	2010 Commitment	12/7/2009
2009	132	FV		0	1.56	19,500	19,500	19,500		10/20/2008
2008	132	FV		0	1.56	19,500	19,500	19,500	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
	15075/388		6/23/1983	OTHER		No	No		

PAT ACCT.

1918
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PROPERTY LOCATION

No	Alt No	Direction/Street/City
13		JOSEPH ROAD, BOXBOROUGH

OWNERSHIP

Owner 1:	BIOTTI JOSEPH
Owner 2:	BIOTTI FRANCIS
Owner 3:	
Street 1:	99 MANDALAY RD
Street 2:	
Twn/City:	NEWTON
St/Prov:	MA Cntry
Postal:	02459

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This Parcel contains 1.377 ACRES of land mainly classified as ONE FAM

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1997			

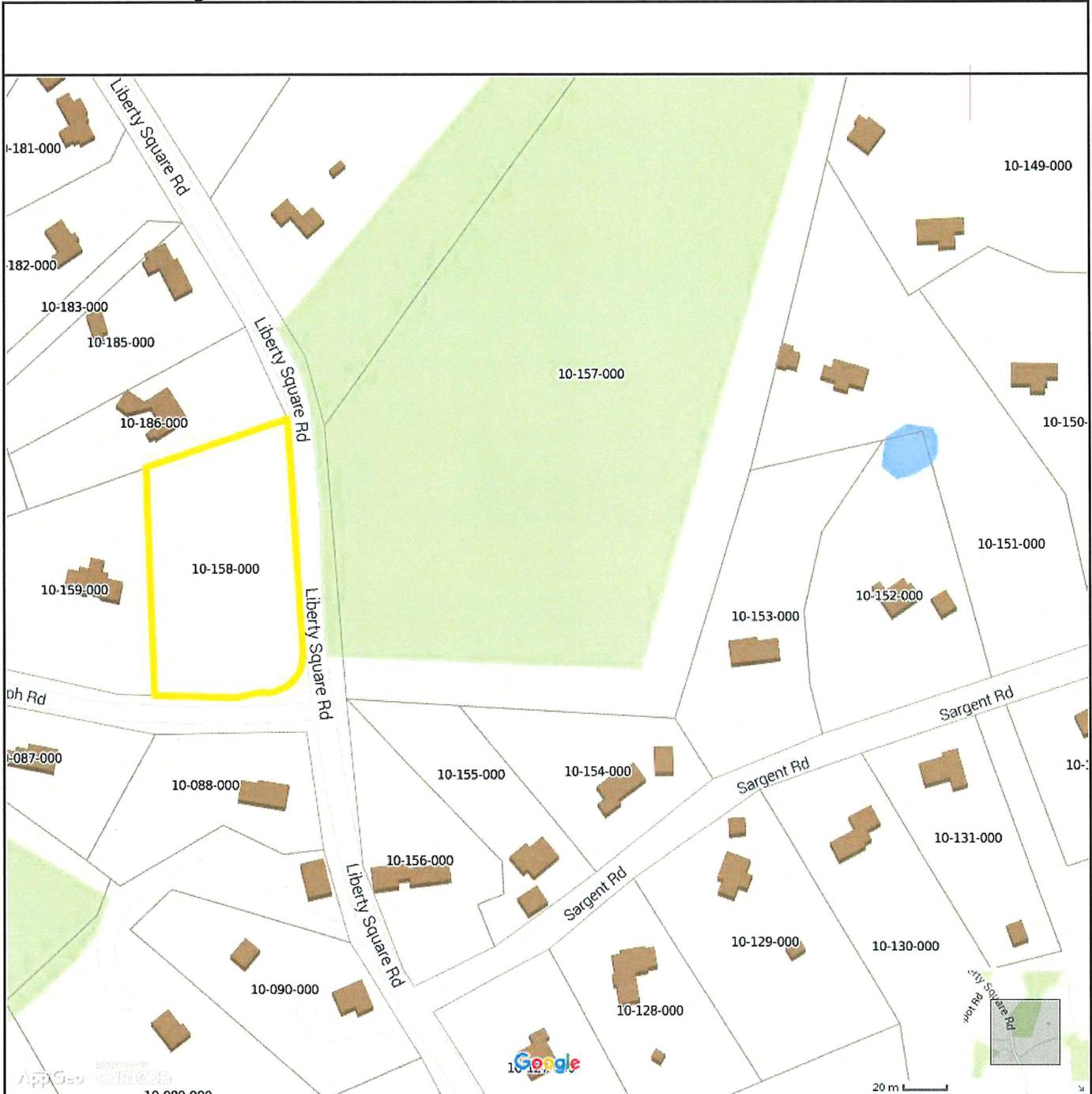
Sign: VERIFICATION OF VISIT NOT DATA

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infru	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
101	ONE FAM		60000		SQUARE FESITE			0	3.25	1.00	R1						195,000						195,000	

Total AC/HA:	1.37741	Total SF/SM:	60000	Parcel LUC:	101 ONE FAM	Prime NB Desc:	R1	Total:	195,000	Spl Credit		Total:	195,000
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**Property Information**

**Property ID** 10-158-000  
**Location** 13 JOSEPH ROAD  
**Owner** BIOTTI JOSEPH

**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

Town of Boxborough, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated 1/1/2015  
 Properties updated 1/1/2015



04 012 000  
 MAP LOT BLOCK

1 of 1  
 CARD

Boxborough

APPRaised: 62,400 / 62,400  
 USE VALUE: 62,400 / 62,400  
 ASSESSed: 62,400 / 62,400

Total Card / Total Parcel

PROPERTY LOCATION

No	Alt No	Direction/Street/City
1096	REAR	HILL ROAD, BOXBOROUGH

**OWNERSHIP**

Owner 1:	HILBERG HAROLD P
Owner 2:	
Owner 3:	
Street 1:	1098 HILL RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

**PREVIOUS OWNER**

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	
Postal:	

**NARRATIVE DESCRIPTION**  
 This Parcel contains 6.24 ACRES of land mainly classified as UNDEV

**OTHER ASSESSMENTS**

Code	Descrip/No	Amount	Com. Int

**PROPERTY FACTORS**

Item	Code	Description	%	Item	Code	Description
Z	C	C	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	% Spec Land	J Code	Fact	Use Value	Notes
392	UNDEV		6.24		ACRES	EXCESS		0	20,000.	0.50	C1			LANDLO	-50		62,400					62,400	EXCESS LAND TO RES

Total AC/HA:	6.24000	Total SF/SM:	271814	Parcel LUC:	392 UNDEV	Prime NB Desc:	C1	Total:	62,400	Spl Credit		Total:	62,400
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IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
392	6.240			62,400	62,400
Total Card	6.240			62,400	62,400
Total Parcel	6.240			62,400	62,400
Source:	Market Adj Cost	Total Value per SQ unit /Card:		N/A	/Parcel: N/A

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	392	FV		0	6.24	62,400	62,400	62,400	Year End Roll	12/12/2014
2014	392	FV		0	6.24	62,400	62,400	62,400	Year End Roll	1/22/2014
2013	392	FV		0	6.24	62,400	62,400	62,400		10/22/2012
2012	392	FV		0	6.24	56,200	56,200	56,200	Year End	11/30/2011
2011	392	FV		0	6.24	61,800	61,800	61,800		9/14/2010
2010	392	FV		0	6.24	65,200	65,200	65,200	2010 Commitment	12/7/2009
2009	392	FV		0	6.24	68,600	68,600	68,600		10/20/2008
2008	392	FV		0	6.24	41,200	41,200	41,200	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	Notes
KEYES	22640/583		11/20/1992	PART INTERES	14,000	Yes	No		
	5896/484		12/28/1934	OTHER		No	No		

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: \_\_\_\_\_



USER DEFINED

Prior Id # 1:	04-3-168
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Bld Reason:	
Civil District:	
Ratio:	

PRINT

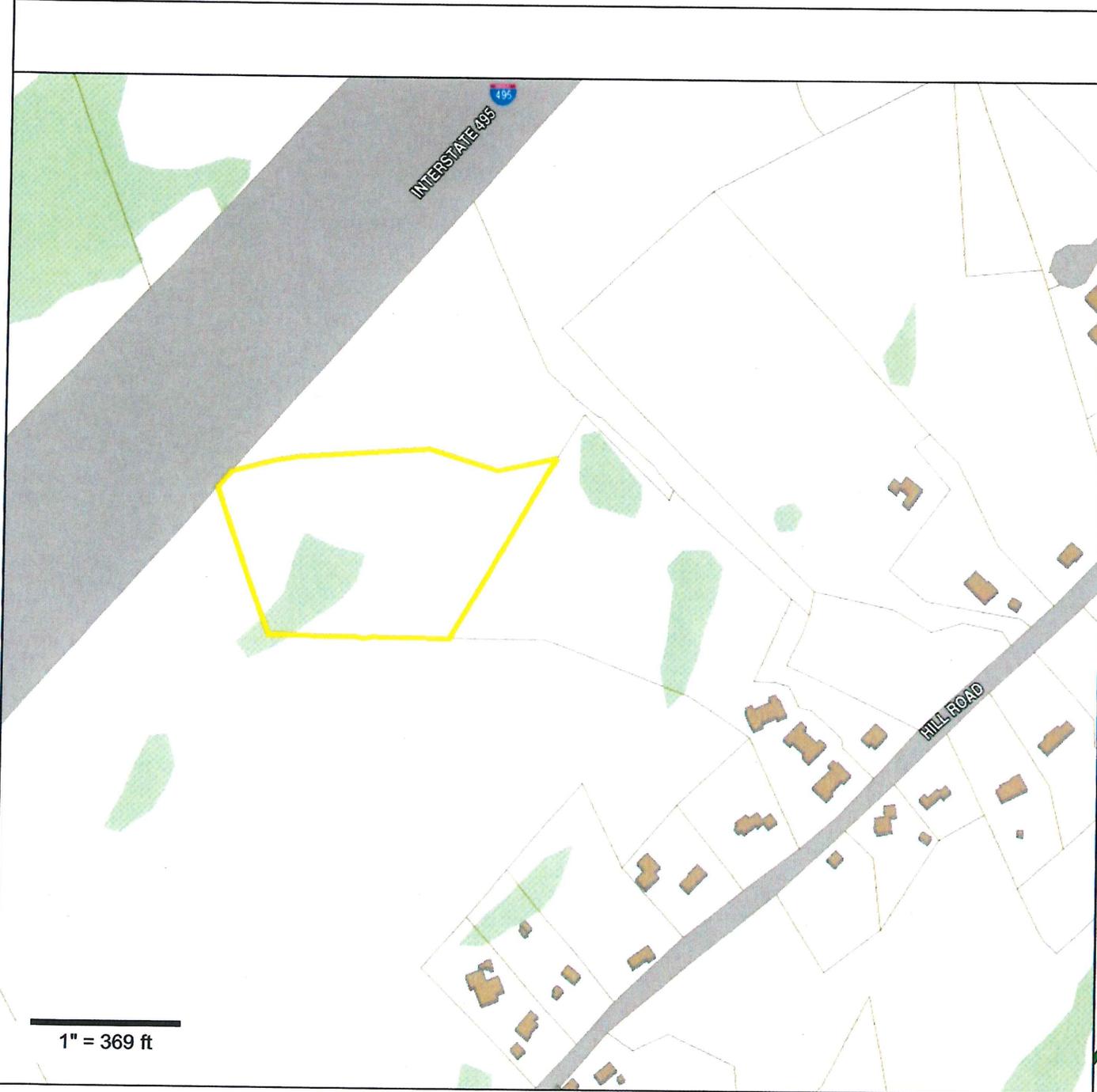
Date	Time
03/23/15	03:51:50

LAST REV

Date	Time
10/15/14	15:04:19

apro 762





**Property Information**  
Property ID 04-3-168-0-0 04-012-000  
Location ~~0 HILL RD~~  
Owner HILBERG HAROLD P  
  
1096 Rear Hill Road



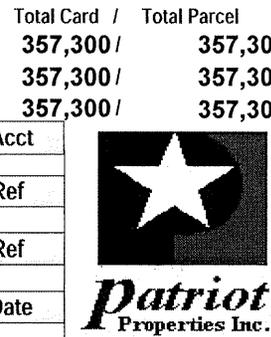
**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Parcels updated January 1, 2013







PROPERTY LOCATION

No	Alt No	Direction/Street/City
420		MIDDLE ROAD, BOXBOROUGH

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry Own Occ:
Postal:	01719 Type:

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

NARRATIVE DESCRIPTION

This Parcel contains 16.77 ACRES of land mainly classified as MUN/VAC/SELE JUDGE

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		60000		SQUARE FESITE			0	3.6	1.00	R2						216,000						216,000	
930	MUN/VAC/SE		15.3926		ACRES EXCESS			0	9,180.	1.00	R2						141,304						141,300	

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	16.770			357,300	357,300
Total Card		16.770		357,300	357,300
Total Parcel		16.770		357,300	357,300
Source: Market Adj Cost		Total Value per SQ unit /Card: N/A		/Parcel: N/A	

Legal Description	User Acct
	GIS Ref
	GIS Ref
	Insp Date
Entered Lot Size	
Total Land: 16.77	
Land Unit Type: AC	

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	16.77	352,800	352,800	352,800	Year End Roll	12/12/2014
2014	930	FV		0	16.77	342,500	342,500	342,500	Year End Roll	1/22/2014
2013	930	FV		0	16.77	348,500	348,500	348,500		10/22/2012
2012	903	FV		0	16.77	387,800	387,800	387,800	Year End	11/30/2011
2011	903	FV		0	16.77	426,900	426,900	426,900		9/14/2010
2010	903	FV		0	16.77	426,900	426,900	426,900	2010 Commitment	12/7/2009
2009	903	FV		0	16.77	454,100	454,100	454,100		10/20/2008
2008	903	FV		0	16.77	454,100	454,100	454,100	xc	12/7/2007

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	TAX TAKING	Notes
PICNIC STREET T	27464/69		7/9/1997	INVOLVED GOV		No	No		9/30/1992	

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descr	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1998			

Sign: \_\_\_\_\_

VERIFICATION OF VISIT NOT DATA

Total AC/HA:	16.77001	Total SF/SM:	730502	Parcel LUC:	930 MUN/VAC/SELE	Prime NB Desc:	R2	Total:	357,304	Spl Credit:		Total:	357,300
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09 MAP 084 LOT 000 BLOCK

1 of 1 CARD

Boxborough

APPRaised: 205,500 / 205,500  
 USE VALUE: 205,500 / 205,500  
 ASSESSED: 205,500 / 205,500

Total Card / Total Parcel  
 205,500 / 205,500



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	07-5-232
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
LandReason:	
BldReason:	
CivilDistrict:	
Ratio:	

!1311!

PRINT	
Date	Time
03/29/15	12:23:37
LAST REV	
Date	Time
03/25/15	09:18:07
apro	
1311	

PROPERTY LOCATION

No	Alt No	Direction/Street/City
405		MIDDLE ROAD, BOXBOROUGH

IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value
930	0.930			205,500	205,500
Total Card		0.930		205,500	205,500
Total Parcel		0.930		205,500	205,500

Legal Description	
Entered Lot Size	
Total Land: 0.93	
Land Unit Type: AC	

User Acct
GIS Ref
GIS Ref
Insp Date

OWNERSHIP

Owner 1:	BOXBOROUGH TOWN OF
Owner 2:	MUNICIPAL
Owner 3:	
Street 1:	29 MIDDLE RD
Street 2:	
Twn/City:	BOXBOROUGH
St/Prov:	MA Cntry
Postal:	01719

PREVIOUS ASSESSMENT

Tax Yr	Use	Cat	Bldg Value	Yrd Items	Land Size	Land Value	Total Value	Asses'd Value	Notes	Date
2015	930	FV		0	.93	199,900	199,900	199,900	Year End Roll	12/12/2014
2014	930	FV		0	.93	194,100	194,100	194,100	Year End Roll	1/22/2014
2013	930	FV		0	.93	199,800	199,800	199,800		10/22/2012
2012	903	FV		0	.93	219,800	219,800	219,800	Year End	11/30/2011
2011	903	FV		0	.93	239,000	239,000	239,000		9/14/2010
2010	903	FV		0	.93	239,000	239,000	239,000	2010 Commitment	12/7/2009
2009	903	FV		0	.93	254,300	254,300	254,300		10/20/2008
2008	903	FV		0	.93	254,300	254,300	254,300	xc	12/7/2007

PREVIOUS OWNER

Owner 1:	
Owner 2:	
Street 1:	
Twn/City:	
St/Prov:	Cntry
Postal:	

SALES INFORMATION

Grantor	Legal Ref	Type	Date	Sale Code	Sale Price	V	Tst	Verif	TAX TAKING	Notes
PICNIC STREET T	27464/70		7/9/1997	INVOLVED GOV		No	No		9/30/1992	

TAX DISTRICT

PAT ACCT.

NARRATIVE DESCRIPTION

This Parcel contains .93 ACRES of land mainly classified as MUN/VAC/SELE JUDGE

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

Item	Code	Description	%	Item	Code	Description
Z	AR	AR	100	water	9	ART WL
o				Sewer	A	SEPTIC
n				Electri		
Census:				Exmpt		
Flood Haz:						
D				Topo		
s				Street	PT	PAVED TW
t				Gas:	2	LIGHT

BUILDING PERMITS

Date	Number	Descrip	Amount	C/O	Last Visit	Fed Code	F. Descip	Comment

ACTIVITY INFORMATION

Date	Result	By	Name
1/1/1998			

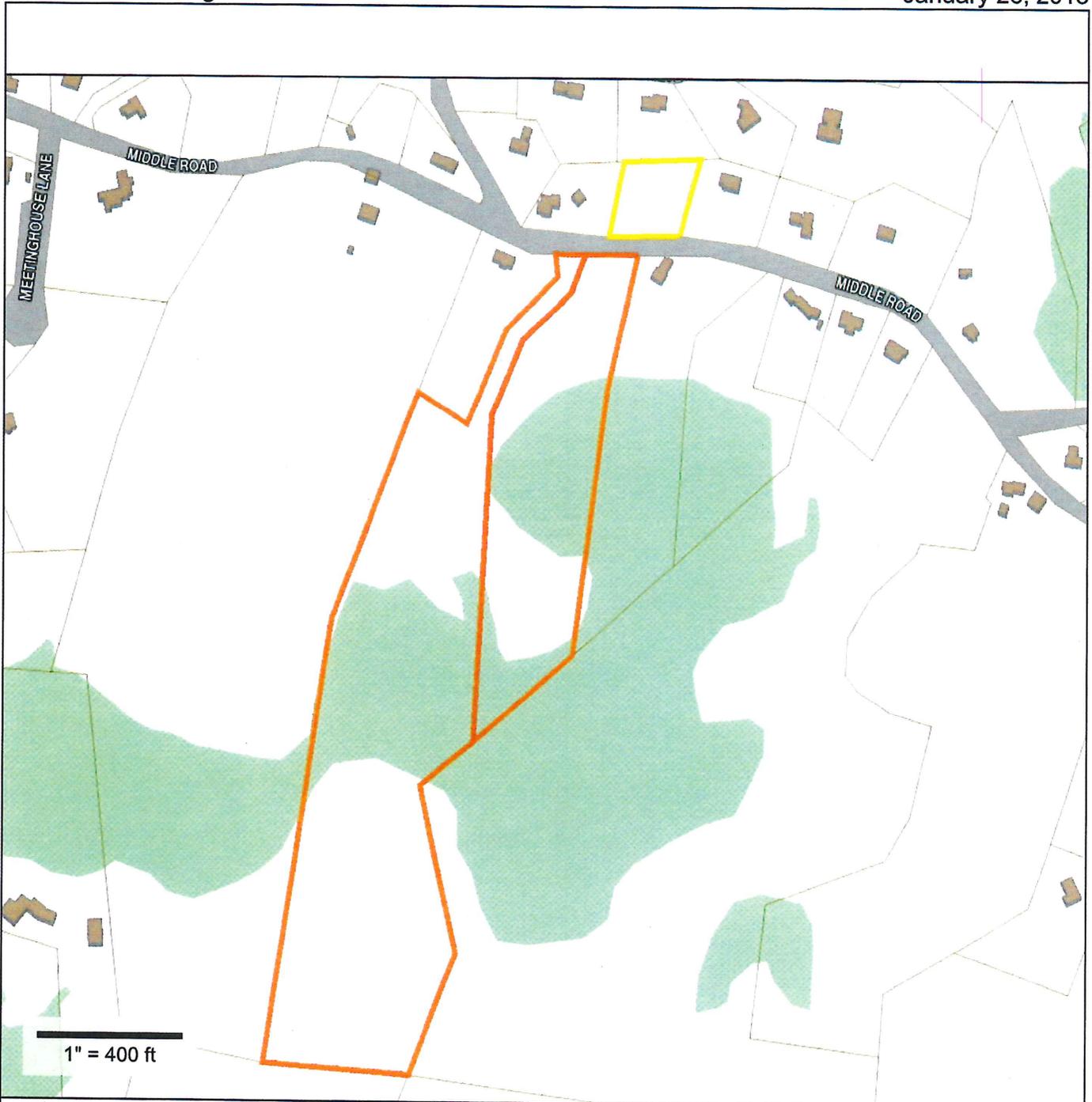
Sign: \_\_\_\_\_

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / PriceUnits	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infru	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		40510		SQUARE	FESITE		0	3.6	1.41	R2						205,476						205,500	

Total AC/HA:	0.92998	Total SF/SM:	40510	Parcel LUC:	930	MUN/VAC/SELE	Prime NB Desc:	R2	Total:	205,476	Spl Credit		Total:	205,500
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**Property Information**  
Property ID 07-5-232-0.0  
Location 405 MIDDLE RD  
Owner BOXBOROUGH TOWN OF



**MAP FOR REFERENCE ONLY  
NOT A LEGAL DOCUMENT**

The Town makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

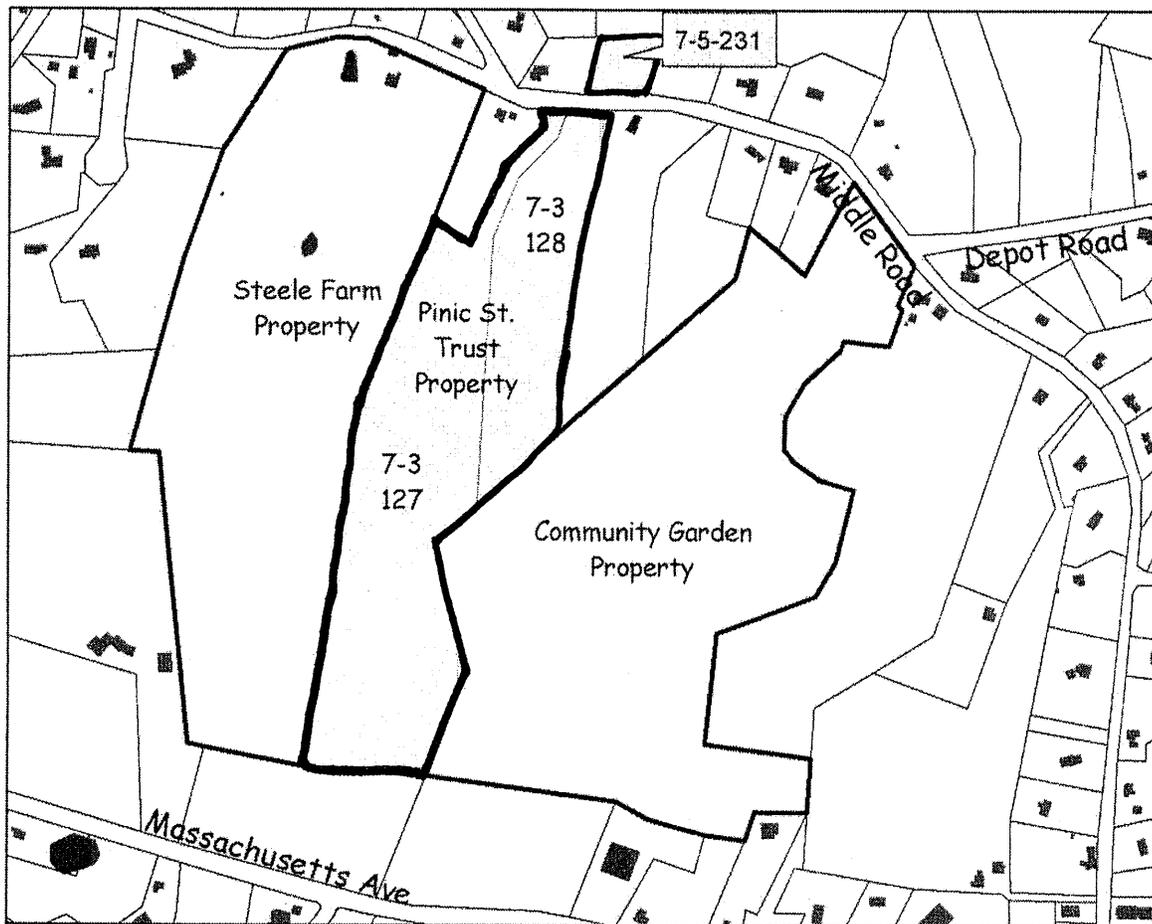
Parcels updated January 1, 2013



**ARTICLE 15      PICNIC STREET TRUST – TRANSFER CARE, CUSTODY AND CONTROL TO BOS**

(Two-thirds vote required)

To see if the Town will vote to transfer the care, custody, control and management of the *Picnic Street Trust* parcel, located on Middle Road and further identified as lot 127 block 3 on Assessor's Map 7, lot 128 block 3 on Assessor's Map 7 and lot 232 block 5 on Assessor's Map 7 from the Town Treasurer, currently held for tax title sale purposes, to the Board of Selectmen to be held for general municipal purposes; or take any other action relative thereto.



**The Board of Selectmen recommends unanimously (4 – 0).**

For many years the Picnic Street Trust parcel adjoining Steele Farm and Community Gardens on Middle Road has been enjoyed by all as municipal land. The property was taken by the Tax Collector in 1992 for non-payment of taxes for the years 1982-1991. The taking process then proceeded in due course through Land Court, which issued a final decree in 1997, clearing the way for disposition by the Town. The purpose of this article is to ensure that the property is protected and maintained as a valuable addition to existing municipal land.

**The Finance Committee recommends unanimously.**

**Selina Shaw**

---

**From:** John Giorgio [REDACTED]  
**Sent:** Wednesday, February 25, 2015 2:03 PM  
**To:** sshaw@boxborough-ma.gov  
**Subject:** RE: Disposition of Foreclosed Property - Checklist

Hi Selina;

Here are the options:

First, pursuant to G.L. c. 60, the Town's Tax Title Custodian (the Treasurer) always has the authority to dispose of tax title property by auction, as you noted.

Second, if the desire is to transfer the custody of tax title land to another town board such as the Conservation Commission, the procedures in G.L. c. 40, s. 15A would govern. The Treasurer would have to first make a written declaration that the parcel is question is no longer needed for tax title purposes. Next, Town Meeting would have to vote by a two-thirds vote to transfer the parcel from the Treasurer held for tax title purpose to , for example, the Conservation Commission to be held for open space and conservation purposes. Finally, the Town should record a certified copy of the Town Meeting vote at the Registry of Deeds.

Third, if the desire is to sell or lease the parcel to a private party, the Treasurer would still have to make the surplus property vote under s. 15A, and Town Meeting would still have to transfer the property by a two-thirds vote, but in this instance it would be transferred to the Board of Selectmen to be held for the purpose of sale or lease, and Town Meeting would then further authorize the Board of Selectmen to sell or lease the parcel. Under this option, the Town would have to comply with the requirements of c. 30B by issuing an RFP for the disposition assuming the fair market value exceeded \$35,000.

Since the Tax Title Custodian has a fiduciary duty to the Town to maximize the value of the property, the Tax Title auction process generally results is selling the property to the highest bidder. If, on the other hand, the Town would like to establish criteria other than price (disposition of the parcel for affordable housing purposes, for example), then in my experience the third option is usually preferred because, as you know, under a c. 30B disposition, the parcel can be sold to someone other than the highest bidder if evaluation criteria other than price are deemed more important to the Town.

If you need a more formal opinion please let me know.

John

John W. Giorgio, Esq.  
Kopelman and Paige, P.C.

[REDACTED]

This message and the documents attached to it, if any, are intended for the use of the addressee and may contain information that is PRIVILEGED and CONFIDENTIAL and/or ATTORNEY



**Boxborough Conservation Commission**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: 978.264.1722  
www.boxborough-ma.gov

David Follett Charlene Golden Norm Hanover David Koonce Dennis Reip, Chair Hoff Stuart

To: Board of Selectmen

From: Conservation Commission  
Dennis Reip, Chairman

CC: ✓ Selina Shaw  
Patrick McIntyre, Treasurer  
Adam Duchesneau, Town Planner

*M. Nadwaiski  
for Reip*

Date: Feb. 4, 2015

Subject: Town owned property via tax taking

The ConsCom has reviewed the parcels of land acquired via Tax Taking back to the mid 1990's. The objective of the ConsCom was to determine if any of these parcels had high conservation value and should be formally designated as Conservation Land. Patrick McIntyre and his predecessor generated the parcel list in order to explore the option of selling these Municipal lands. Via these sales the Town would generate cash and return these properties to the tax rolls.

The attached Excel spreadsheet ( **Currently Town Owned** ) lists the 21 parcels taken for back taxes. Parcels 1 and 2 were acquired from the Picnic Street Trust. They are adjacent to the Municipal Steele Farm property which currently gets very heavy passive recreational use throughout the year. These parcels have a total of 24.72 acres with high conservation value. The ConsCom recommends that the BoS formally transfer this land to either the ConsCom or Steele Farm Committee. Parcel 3 is .93 acres and was also acquired from the Picnic Street Trust. It is separated from the rest of the land by Middle Road. Because it is a small, isolated parcel, the ConsCom did not rank the parcel highly for conservation value.

Parcels 4 through 8 were acquired from the Reed Farm developer for back taxes. The total acreage is 30.59 acres. This land abuts the Half Moon Meadow conservation area as well as conservation land in Acton. The land was judged to have very high value for protection of water resources and for wildlife habitat. The ConsCom recommends that this land be transferred to the ConsCom.

Parcel 11 acquired from M. Davis contains 5.23 acres and has high conservation value because of its proximity to the Heath Hen conservation land off Burroughs Rd. and Mayfair Dr. The ConsCom recommends that this land be transferred to the ConsCom.

Parcel 12 acquired from J. Moody contains 3.35 acres and has high conservation value because of a potential vernal pool. The ConsCom recommends that this land be transferred to the ConsCom.

Parcel 13 acquired from Weatherbee contains 5.47 acres and has high conservation and municipal value because of its proximity to a large wetland and potential well site on Hazard Lane. This parcel abuts another Municipal parcel. The ConsCom recommends that this land either be transferred to the ConsCom or retained for Municipal use.

Parcel 14, from an unknown owner, is near Liberty Square Road. This property does not have road frontage. The property may have high value to the Boxborough Conservation Trust which has been in discussion with a local land owner in an attempt to do a limited development project that would give long term protection to some of the land.

None of the other **Currently Town Owned** parcels were judged to have high conservation value.

Twelve (12) parcels that are currently behind in tax payments were evaluated for potential future transfer to the ConsCom as conservation land. These parcels are briefly described on the attached spreadsheet (**Potential Tax Taking**).

Of these parcels only 22 through 26 were ranked high for conservation value. These parcels are currently owned by Biotti on Loreto Drive. This large area of 18.57 acres contains several vernal pools and excellent wildlife habitat.

None of the other **Potential Tax Taking** parcels had high conservation value.

The ConsCom would like to request a meeting between the BoS and ConsCom at your convenience to discuss the disposition of the properties on both lists.

ConsCom parcel ranking

Jan. 20, 2015

Currently Town Owned

#	Parcel name <u>Prev. owner</u>	acres	street	Road <u>frontage</u>	near Cons or <u>Muni</u>	Parcel <u>Name</u>	<u>Parcel ID</u>	
1	Picnic St trust	16.77	Middle	Y	Muni	Steele F	07-3-127-0.0	south of Middle
2	Picnic St trust	7.95	Middle	Y	Muni	Steele F	07-3-128-0.0	south of Middle
3	Picnic St trust	0.93	Middle	Y	Muni	Steele F	07-3-232-0.0	north of Middle
4	Reed Farm	23.20	Reed Farm	Y	Cons	Half Moon	11-6-550-0.0	
5	Reed Farm	11.96	Reed Farm	Y	Cons	Half Moon	11-6-547-0.0	
6	Reed Farm	9.50	Reed Farm	Y	Cons	Half Moon	11-6-546-0.0	
7	Reed Farm	4.65	Liberty Sq	Y	Cons	Half Moon	11-6-551-1.0	
8	Reed Farm	1.28	Reed Farm	Y	Cons	Half Moon	11-6-501-0.0	
9	Reed Farm	0.29	Liberty Sq	Y	N		11-6-502-0B	
10	Reed Farm Inc	0.17	Nashoba	Y	N		08-6-148-0A	
11	M. Davis	5.23	Tamarack/Morse	N	Cons	Heath Hen	05-2-190-0.0	
12	J.Moody	3.35	Davidson	Y	N		08-6-147-0.0	vernal pool?
13	Weatherbee	5.47	Hazard	N	Muni		01-2-104-0.0	
14	Unknown	2.42	Liberty Sq(Kularski)	N	N		11-4-287-0.0	
15	Hemphill Drill	3.34	Codman Hill	Y	N		01-1-103-0.0	
16	OHC Dev	4.09	Applewood	Y	N		11-6-006-0.0	
17	R. Adams	0.08	E.Whitcomb	N	Cons	Have Not	03-3-160-0.0	
18	R. Adams	0.01	W.Whitcomb	N	N		03-1-194-0.0	
19	A. Parazzo	1.00	Mass Av	Y	N		11-4-287-0.0	
20	Kellher	0.93	560 Depot	Y	Cons	Patch Hill	07-5-252-0.0	across from trail head
21	C&S Dev	0.15	Tokatawan	Y	N		07-5-158-0.0	

**Potential Tax Taking**

In Process

near  
Cons or

<u>Parcel name</u>	<u>Prev. owner</u>	<u>acres</u>	<u>street</u>	<u>frontage</u>	<u>Muni</u>	<u>Parcel ID</u>
22 Biotti		5.87	Loreto	Y	N	11-5-241-37.0
23 Biotti		3.04	Loreto	Y	N	11-5-241-37.2
24 Biotti		3.22	Loreto	Y	N	11-5-241-37.3
25 Biotti		1.40	Loreto	Y	N	11-5-241-37A
26 Biotti		5.04	Loreto	Y	N	11-5-241-37C
27 Biotti		0.92	Emanuel	Y	N	07-5-241-14.0
28 Biotti		1.56	Liberty Square	Y	N	11-5-241-45.0
29 Harry Hilberg		6.24	Hill	N	N	01-3-168-0.0
30 Bank of Amer		0	Swanson condo	Y	N	02-1-162-119.0
31 Graves		0	Codman condo	Y	N	01-1-135-26A
32 Klippel		0	Spencer condo	Y	N	02-1-156-20G
33 Powell		2.00	Picnic house	Y	N	07-5-114-0.0



**BOXBOROUGH HISTORICAL SOCIETY, INC.  
29 MIDDLE ROAD  
BOXBOROUGH, MA 01719**

[www.multimgmt.com/BHSociety/bhs1.htm](http://www.multimgmt.com/BHSociety/bhs1.htm)

October 26, 2015

To: Boxborough Board of Selectmen

From: Jeanne Steele Kangas, President

The Board of your Historical Society seeks to begin a capital campaign to raise funds for necessary projects of historical importance, and seeks the approval of our Board of Selectmen.

The first of those projects will be the preservation and restoration of the 1784 Levi Wetherbee (Steele) Farmhouse. We seek to help preserve and restore the Farmhouse as an important part of Boxborough's agricultural and cultural heritage. Saving our heritage means making commitments of time, talent and treasure to achieve the goal.

Until now, the Farmhouse has had no identifiable constituency. The many residents who use Steele Farm for dog walking, bird watching, horseback riding, hiking, and skiing in the winter pass by the deteriorating Farmhouse, and may not think twice about it. Yet that Farmhouse was the vital center of the families over the centuries who lived there. Without that Farmhouse, there would be no farm.

We know that the Farmhouse lacks the national significance and importance of such icons as the Liberty Bell in Philadelphia, for which the taxpayers of this Nation have spent hundreds of millions of dollars to preserve, restore and make available to the public to walk around and look at it; but the Farmhouse is a vital part of Steele Farm, an icon in Boxborough, and does have local significance and importance.

Most of the money our Town has comes from the pockets of our own taxpayers. Before the voters of Boxborough are asked to vote everyone's tax dollars to fund and support such a potentially expensive project, we shall ask our Historical Society Board, members and friends to demonstrate their level of care and concern for the future of the Farmhouse by donating to and making a pledge towards our Capital Campaign.

Our Board seeks your approval for us to begin.

## Department Assistant Job Description Oct. 2015

### **Definition:**

Responsible for providing administrative, clerical, and record keeping support for the department.

### **Distinguishing Characteristics:**

Works under the administrative direction of a Department Head and/or the Town Administrator within policies of the Board of Selectmen.

Work activities require independent action and judgment as department's supervisor is not always available to address issues. Work activities and decisions are varied in nature and require solving commonly encountered problems as well as unusual problems. Department Assistant should be in regular communication with Department Head and/or appropriate Town Board regarding the resolution of unusual cases or questionable matters.

Errors could cause a moderate delay in operations, and rework that typically involves using the resources of others in the department and possibly other departments to correct.

Contacts are with employees within and outside the Department, as well as with the public and government agencies.

Requires working cooperatively with others and answering the public's questions with courtesy and tact. Often required to explain Department's procedure and services and gain cooperation of the public.

Negligible physical effort required in performing the duties under typical office conditions. Work is basically office-type but may require non-sedentary duties involving moderate physical efforts.

### **Examples of Work may include the following tasks:**

Screens incoming mail, calls, and visitors and answers questions or directs them to appropriate Department Head(s), staff member, or staff in another department. Takes messages. Addresses matters that do not require personal attention or action of the Department Head. Assembles information for Department Head or staff member in order to be prepared to respond to inquiries.

Maintains appointment schedule of department staff, as requested. Coordinates travel and hotel arrangements for department staff.

Prepares correspondence, memoranda, forms, reports, agendas, minutes, bid specifications, hearing notices, permits, abatements, lists, bylaws, etc. using wordprocessing, spreadsheets, and presentation software. Proof reads material before finalizing. Copies, scans, faxes, and sends materials.

Sets-up, maintains and manages filing system. Maintains department's confidential records.

Tracks budgets and monitors expenditures against budget and maintains associated records; compiles financial data for the development of the department's operating and capital budgets. Requires the use of spreadsheets and databases.

Collects fees. Prepares documentation for receipts; coordinates receipts and collections with Town departments. Maintains financial reports.

Posts agendas and minutes; schedules appointments; makes meeting arrangements; distributes notices; takes and transcribes minutes; performs follow-up activities after meetings.

Prepares department payroll including tracking time worked, sick leave, vacation leave, and over-time.

Prepares department's accounts receivable, e.g., police detail billing, ambulance billing, etc.

Prepares department's accounts payable for processing.

Assists in the preparation of grants, compiles information and performs research as needed to respond to grant requirements.

Monitors office supplies and coordinates purchasing within approved spending limits. Prepares requisitions for supplies and equipment.

Coordinates the distribution of request-for-proposals or bids for the department, responds to vendor's inquiries according to purchasing law, opens bids and notifies bidders of successful bidder.

Liaises with Town's IT consultant on hardware and software issues, troubleshooting as appropriate.

Updates and maintains department/board web pages.

**Secondary Responsibilities may include the following tasks:**

Coordinates the work of volunteers. Activities include assigning/reviewing work, assisting with orientation for new employees/volunteers, and providing performance feedback on volunteers.

Prepares information and is responsible for the production of the department's submission to the Annual Town Report.

Provides back-up to other department staff.

Performs other position-related duties, as assigned.

## ***QUALIFICATIONS***

### **RECOMMENDED MINIMUM QUALIFICATIONS:**

#### ***I – Education and Experience***

A minimum of three to five years in a responsible clerical position. Completion of a standard high school course with business school training highly desirable. Or, any combination of required knowledge, skills and abilities.

#### ***II – Knowledge, Ability and Skills***

**Knowledge:** Good knowledge of office terminology, procedures and equipment, command of business arithmetic and English. Some knowledge of elementary bookkeeping. Knowledge of document formats.

**Ability:** Ability to wordprocess at an acceptable speed. Ability to establish and maintain effective working relationships with subordinates, town officials, and the general public. Ability to communicate effectively in written and oral form. Ability to manage several projects at one time. Ability to maintain complex records and prepare reports from such sources. Ability to get along well with others. Ability to make decisions in accordance with laws, ordinances, regulations and established policies. Ability to make relatively complex mathematical computations rapidly and accurately.

**Skills:** Proficiency in computer applications, including knowledge of spreadsheets, databases, word processing, Internet research and appropriate software applications. Organizational and office management skills. Requires skill in the use of office equipment including personal computer, copier, calculator, facsimile and adding machine. Must have clerical aptitude, good judgement, tact and courtesy.

#### ***III - Special Requirements***

Ability to become bonded may be required. May be required to pass a CORI (Criminal Offender Record Information) check and/or meet other government requirements.

#### ***IV - Physical Requirements***

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job. Work is generally performed under typical office conditions. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. Ability to operate a computer and view screen for extended periods of time. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Specific vision requirements include close vision, distance vision, and the ability to adjust focus. Occasionally carries and/or lifts items, weighing no more than 25 pounds. Requires access to other town departments.

*The duties listed above are intended as illustrations of the various types of work that maybe performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This position description does not constitute an employment agreement between the Town and the employee and is subject to change by the Town as the needs of the Town and requirements of the job change.*

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_

## OATH OF OFFICE

<b>POLICY &amp; PROCEDURE NO.</b> <b>1.1.1</b>	ISSUE DATE: _____
Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken	EFFECTIVE DATE: _____
	REVISION DATE: _____

### I. APPOINTMENTS

Prior to assuming sworn status all personnel appointed as Police Officers to the Boxborough Police Department shall appear before the Town Clerk and take and subsequently abide to the following oath of office to enforce the law and uphold the nation's constitution or basic law of the land, and where applicable, those of government subdivisions. This original document is to be kept in the personnel file and a copy given to the officer.

### II. OATH OF OFFICE

The oath of office for Boxborough Police Officers is as follows:

“Do you solemnly swear that you will faithfully and impartially discharge and perform to the best of your ability all the duties incumbent upon you as a Police (rank) to which you have been appointed, in accordance with the bylaws of the town and the laws of the commonwealth?”



## **CODE OF CONDUCT: NON-SWORN PERSONNEL**

<b>POLICY &amp; PROCEDURE NO. 1.1.2</b>	ISSUE DATE: _____
	EFFECTIVE DATE: _____
Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken	REVISION DATE: _____

### **I. GENERAL CONSIDERATIONS AND GUIDELINES**

Non-sworn employees of the Police Department are required to abide by the same ethical standards as sworn officers. They are an integral part of police operations, dealing with the public on a daily basis. Conduct standards are found in Section 4 of the Rules and Regulations Manual of the Department.

### **II. POLICE DEPARTMENT MANUAL AND DEPARTMENT ORDERS**

Non-sworn employees are issued the same manual as sworn officers. All employees are required to pass a written examination, prepared by the Chief or his designee on an annual basis demonstrating their knowledge of this manual.

### **III. TRAINING**

All employees shall receive annual training in the Code of Ethics. Training may be established through a Training Brief sent out electronically or reviewed at Roll Call. **[1.1.2]**



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## MISSION STATEMENT AND ORGANIZATIONAL VALUES

<b>POLICY &amp; PROCEDURE</b> <b>1.1.3</b>	ISSUE DATE:
	EFFECTIVE DATE:
Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken	REVISION DATE:

### I. GENERAL CONSIDERATIONS AND GUIDELINES

The primary purpose of the Boxborough Police Department is to provide a high level of safety, security and service for all members of the general public. As a regulatory agency of local government, the police department has the direct responsibility for the preservation of the public peace, for the reduction of the opportunity to commit crime, for the lawful apprehension of those who commit crimes, and for the effective delivery of a wide variety of police services. A large suburban society free from crime and disorder remains an unachieved ideal. Nevertheless, consistent with the values of a free society, it is the primary objective of the Boxborough Police Department to as closely as possible approach that ideal.

Peace in a free society depends on voluntary compliance with the law. The primary responsibility for upholding the law therefore lies not with the police, but with the people. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full time professional police to prevent crime, to deter it and when that fails, to apprehend those who violate the law. Crime is a symptom of ills within society which are not the responsibility of the department to cure. The department is responsible, however, for interacting with the community to facilitate mutual understanding so that there may be public support

Community involvement is essential to facilitate a free flow of information between the public and the department, to assist in the identification of problem areas and to inform the public of crime statistics and trends. Additionally, knowledge of the community is necessary so that each department employee may be instilled with a sense of concern for the crime problems and law enforcement needs in his or her assigned area of responsibility.

The mission of the Boxborough Police Department is to form such a lasting partnership with the members of the community, working together to make the Town of Boxborough a model for society to follow: approaching that "ideal" of being free from crime and disorder.  
**[12.2.1(a)]**

## **II. ORGANIZATIONAL VALUES**

The value statement of the Boxborough Police Department:

- A. Protection of Constitution Rights;
- B. Maintenance of the highest standards of integrity and ethics;
- C. Excellence and teamwork in the performance of duty;
- D. Problem solving for continuous improvement;
- E. Continuous planning for the future; and
- F. Performing public service and law enforcement tasks so as to provide leadership to the police profession.

## MISSION STATEMENT AND ORGANIZATIONAL VALUES

<p><b>POLICY &amp; PROCEDURE</b> <b>1.1.3</b></p>	<p>ISSUE DATE:</p>
	<p>EFFECTIVE DATE:</p>
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- ~~A.B. Maintenance of the highest standards of integrity and ethics;~~
- ~~B.C. Excellence and teamwork in the performance of duty;~~
- ~~C. Protection of Constitution Rights;~~
- D. Problem solving for continuous improvement;
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- F. Performing public service and law enforcement tasks so as to provide leadership to the police profession.

## DISPOSAL OF CRIMINAL JUSTICE INFORMATION

<p>POLICY &amp; PROCEDURE NO. <b>1.20</b></p>	<p>ISSUE DATE: _____</p>
<p>Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken</p>	<p>EFFECTIVE DATE: _____</p>
	<p>REVISION DATE: _____</p>

### I. GENERAL CONSIDERATIONS AND GUIDELINES

The manner in which Criminal Justice Information (CJI) is disposed of is an extremely important issue. Improper disposal of CJI could put employees, the Department, the Department of Criminal Justice Information Services (DCJIS) and/or the FBI at risk.

### II. POLICY

It is the policy of the Department to:

- A. Ensure that procedures are in place to protect sensitive and classified information, employees (sworn and non-sworn) and the department.
- B. To require that all employees (sworn and non-sworn), contractors, temporary staff, and other workers with access to DCJIS and FBI systems and/or data, sensitive and classified data, and media act in compliance with the proper methods for disposal of CJI.
- C. Ensure that all equipment that processes, stores, and/or transmits CJI and classified and sensitive data that is owned or leased by the Department are in compliance with the proper methods for disposal of CJI.

### III. PROCEDURES

A. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard copies, print-outs, and other similar items used to process, store, and/or transmit CJI and classified and sensitive data shall be properly disposed of in accordance with the Massachusetts Public Records Law, G.L. c. 66, § 10 and with the measures described herein.

1. Physical media (print-outs and other physical media) shall be disposed of by shredding, using the shredders located in the dispatch center.

If there is a large amount of physical media that needs to be destroyed, it may be placed in one or more of the temporary storage lockers in the reports room. A call number and an 'OF' number shall be assigned in the IMC system in order to track the media. Once an 'OF' number is assigned to an Officer [s]he generate a report documenting that the media needs to be destroyed. The report shall be forwarded to the officer's supervisor for review. The supervisor shall arrange for the destruction of the media.

2. Electronic media (hard-drives, tape cartridges, CDs, printer ribbons, flash drives, printer and copier hard-drives, etc.) will be properly disposed of by the following method:

**Destruction** – a method whereby magnetic media is physically destroyed by crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be retrieved.

B. IT systems that have been used to process, store, or transmit CJI and/or sensitive and classified information shall not be released from department control until the equipment has been sanitized and all stored information has been cleared using the above method.

## DISPOSAL OF CRIMINAL JUSTICE INFORMATION

<p>POLICY &amp; PROCEDURE NO. <b>1.20</b></p>	<p>ISSUE DATE: _____</p>
<p>Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken</p>	<p>EFFECTIVE DATE: _____ REVISION DATE: _____</p>

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- B. To require that all employees (sworn and non-sworn), contractors, temporary staff, and other workers with access to DCJIS and FBI systems and/or data, sensitive and classified data, and media ~~are~~ act in compliance with the proper methods for disposal of CJI.
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## SHIFT BRIEFING (ROLL CALL)

<b>POLICY &amp; PROCEDURE 1.21</b>	ISSUE DATE:
	EFFECTIVE DATE:
Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken	REVISION DATE:

### I. GENERAL CONSIDERATIONS AND GUIDELINES

- A. The Department provides twenty-four (24) hour per day police coverage to the Town of Boxborough. It recognizes the importance of a standardized procedure for the daily transference of information to all patrol personnel.

### II. POLICY

- A. It is the policy of this department to conduct shift briefing activities at the beginning of each patrol shift (0700, 1500, and 2300 hours). The shift briefing will provide officers with specific information regarding daily patrol activity. All patrol personnel coming on duty are required to be present, available for immediate assignment, and attentive during this briefing.
- B. All officers on duty including detective(s) shall attend roll call unless they are previously assigned to other duties by the Detective Sergeant. Detective(s) will brief patrol officers on important cases and activities of the Detective Bureau.

### **III. PROCEDURES [41.1.2]**

- A. Prior to the end of each patrol shift, the Shift Supervisor or Senior Patrol Officer (SPO) will print a Daily Log utilizing the appropriate function within the department computer system.
- B. The Shift Supervisor or SPO of the off-going shift will review the Daily Log.
- C. The Shift Supervisor or SPO of the off-going shift will verbally communicate to the incoming Shift Supervisor or SPO of relevant shift information, i.e. number of detainees, unusual occurrences, ongoing incidents, outstanding calls, safety hazards, etc.
- D. It is the responsibility of the incoming Shift Supervisor or SPO to review the Daily Log, the electronic roll call and teletypes from prior shifts to determine any information that should be included in the shift briefing.
- E. The shift change procedure will include the assignment of tasks, patrol areas, weapons, vehicles, as well as other equipment and supplies as needed.
- F. The Shift Supervisor or SPO shall use the shift briefing to disseminate Departmental paper work, court paper work, and other information that is pertinent or will assist officers in their tasks.
- G. Utilizing the Daily Log and electronic roll call, the Shift Supervisor or SPO will verbally summarize the activity from the previous shift calling particular attention to unusual situations, potential and actual police hazards, wanted persons, stolen vehicles, and such reports that might indicate crime trends or patterns.
- H. Detectives attending the Shift Briefing may update officers with criminal intelligence information, and unusual situations, potential and actual police hazards and wanted person's information. The Detective(s) may also provide officers with a written patrol alert detailing the criminal intelligence information.
- I. The Shift Supervisor or SPO shall use the shift briefing to inspect and ensure that officers are carrying and wearing

approved equipment and uniform apparel. The Shift Supervisor shall be responsible for addressing any non-compliance through progressive discipline. The SPO shall be responsible for reporting any non-compliance to a Supervisor.

- J. At the completion of shift briefing, the Shift Supervisor or SPO will destroy the generated Daily Log by shredding.
- K. At the completion of shift briefing, the Shift Supervisor or SPO will place all other information (Alerts, BOLO's, TTY's, etc...) on the appropriate clipboard. The clipboards shall be stored in the Dispatch Center and accessible to all officers for review.

#### **IV. SHIFT BRIEFING TRAINING**

The daily Shift Briefing (Roll Call) is a specific information sharing activity that should not be confused with other training.



RED-LINES

**SHIFT BRIEFING (ROLL CALL)**

<b>POLICY &amp; PROCEDURE</b> <b>1.21</b>	ISSUE DATE:
	EFFECTIVE DATE:
Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken	REVISION DATE:

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- D. It is the responsibility of the incoming Shift Supervisor or SPO to review the Daily Log, the electronic roll call and teletypes from prior shifts to determine any information that should be included in ~~this~~ the shift briefing.
- E. The shift change procedure will include the assignment of tasks, patrol areas, weapons, vehicles, as well as other equipment and supplies as needed.
- F. The Shift Supervisor or SPO shall use the shift briefing to disseminate Departmental paper work, court paper work, and other information that is pertinent or will assist officers in their tasks.
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#### IV. SHIFT BRIEFING TRAINING

The daily Shift Briefing (Roll Call) is a specific information sharing activity that should not be confused with other training that may be conducted during the shift briefing period.

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# SAFE HAVEN ACT

POLICY & PROCEDURE <b>1.22</b>	ISSUE DATE:
	EFFECTIVE DATE:
Policy to be issued upon BoS approval or 30 days after submission, if no BoS action taken	REVISION DATE:

## I. GENERAL CONSIDERATIONS AND GUIDELINES

The **Safe Haven Act of Massachusetts** allows a parent or guardian to **legally abandon** newborn infants 7 days old or younger at a hospital, police station, or manned fire station **without facing criminal prosecution**. The Safe Haven Act is an amendment to **Chapter 119 of the Massachusetts General Laws, section 39 ½**.

The Safe Haven Act defines the following terms:

- A. **Newborn Infant:** A baby 7 days old or younger.
- B. **Voluntary Placed, voluntary placement or voluntary abandonment:** Voluntarily leaving the newborn infant with an appropriate person at a designated facility.
- C. **Designated Facility:** Hospital (it is preferred the newborn specifically be taken to an acute care hospital emergency department), police departments or manned fire station; the locations stipulated by the Safe Haven Laws.

- D. **Appropriate person:** Someone at a designated facility who is able to insure that the newborn infant is safe; for example, the triage person in a hospital emergency department or duty officer in a police station.
- E. **Notification:** An immediate notice is to be filed with the Department of Children and Families (DCF) on voluntary abandonment of the newborn infant.

## II. OFFICER RESPONSIBILITIES

When a parent or guardian voluntarily leaves a newborn infant 7 days of age or younger with at the Boxborough Police Department, and there are no signs of abuse or neglect officers shall:

A. **Immediately contact Emergency Medical Services (EMS) Boxborough Fire Department** to respond and assess the child's condition on site and then transport to the hospital.

B. **If one or more of the parents or guardian is available:**

1. Thank them for bringing the infant to a safe place.
2. Ask if they would be willing to provide any information that would assist in planning for the future care of the child. Inform them that situations often arise, or children have questions, as they grow older, that only they as parents can address. **You are required to encourage the parent to provide the information but the parent shall not be required to provide such information.** The Officer accepting the infant shall make every effort to solicit the following information from the parent placing the newborn infant:

- a. the name of the newborn infant
  - b. the name and address of the parent placing the newborn infant
  - c. the location of the newborn infant's birthplace
  - d. information relative to the newborn infant's medical history
  - e. the infants biological family's medical history
  - f. any other information that might reasonably assist the department in determining the best interest of the child, including whether the parent or guardian plans on returning to seek future custody of the child.
- C. **Notify DCF.** Notification is accomplished by following the standard 51A process and filing a Mandated Reporter form. DCF will work with the officer to ensure that the child's needs are met and any subsequent transitions of care are coordinated. **Officers shall immediately contact the DCF at Risk Hotline for mandated Reporting 1-800-792-5200 and file the mandatory Abuse and Neglect Report 51A within 48 hours of making the oral report. [41.2.6]**

### **III. Abandonment of Infant under age 10**

Per M.G.L. Ch. 119 Sec. 39: Whoever abandons an infant under the age of ten within or without any building, or, being its parent, or being under a legal duty to care for it, and having made a contract for its board or maintenance, absconds or fails to perform such contract, and for four weeks after such absconding or breach of his contract, if of sufficient physical and mental ability, neglects to visit or remove such infant or notify the department of his inability to support such infant, shall be punished by imprisonment in a jail or house of correction for not more than two years; or , if the infant dies by reason of such abandonment, by imprisonment in a jail or house of correction for not more than two and one half years or in the state prison for not more than five years. **[41.2.6]**

# ANTI-HARASSMENT AND DISCRIMINATION

POLICY & PROCEDURE NO.  <b>4.10</b>	ISSUE DATE:
Policy to be issued upon BoS approval  or  30 days after submission, if no BoS action taken	EFFECTIVE DATE:
	REVISION DATE:

## **Section 1.     Intent**

It is the goal of the Town of Boxborough (“Town”) and the Town of Boxborough Police Department (“Police Department”) to promote a professional work environment which is free of all forms of abuse or harassment and in which all of its employees are treated with respect and dignity.

Harassment is a form of behavior, prohibited by state and federal law, which adversely affects the employment relationship. Harassment of individuals, based on gender, sexual orientation, gender identity, race, color, religion, national origin, age, disability, military status, genetics, criminal record (inquiries only) or any other category protected under federal, state or local law, which occurs in the workplace or in other settings in which individuals of the Police Department may find themselves in connection to their employment, is unlawful and shall not be tolerated by the Town or the Police Department. The Town and Police Department also condemn and prohibit any form of harassment by any applicant, client, vendor or visitor. Further, any retaliation against an individual who has complained about harassment, or retaliation against individuals for cooperating with an investigation of a harassment

complaint, is similarly unlawful and shall also not be tolerated. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including discharge.

Because the Town and Police Department takes all allegations of discrimination and harassment seriously, the Town and the Police Department will respond promptly to complaints of discrimination or harassment. If it is determined that inappropriate conduct has occurred, the Police Department and/or the Town will act without delay to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate, up to and including discharge.

It is important to note that while this policy sets forth the Police Department's goals of promoting a workplace that is free of discrimination and harassment, the policy is not designed or intended to limit the Police Department's authority to discipline or take remedial action for workplace conduct which the Police Department deems unacceptable, regardless of whether that conduct satisfies the definition of discrimination or harassment.

## **Section 2.      Definition of Harassment**

Harassment includes communicating, sharing or displaying written or visual material or making verbal comments that are demeaning or derogatory to a person because of his or her gender, sexual orientation, gender identity, race, color, religion, national origin, age, disability, military status, genetics, criminal records (inquiries only) or other category protected under federal, state or local law. It includes materials or comments intended as humor. Harassment does not refer to purely voluntary social activities. It refers to behavior that is not welcomed by the employee, that is personally offensive to him or her, and that undermines morale and /or interferes with the ability of the employee to work effectively. The use of Police Department facilities to disseminate, duplicate or display such materials is prohibited.

In Massachusetts, the legal definition for sexual harassment is: "sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual

nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment."

These definitions are broad and include any sexually oriented conduct, whether it is intended or not, by supervisors, employees and, in some instances, third parties, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers. Prohibited conduct also extends to any function or activity that is officially sponsored by the Town and the Police Department. While it is not possible to list all of the circumstances that may constitute sexual harassment, depending upon the totality of the facts, including the severity of the conduct and its pervasiveness, following is a list of situations that could constitute sexual harassment:

- Verbal abuse of sexual nature
- Use of sexually degrading words
- Jokes or language of sexual nature
- Conversation or gossip with sexual overtones
- Obscene or suggestive gestures or sounds
- Sexually-oriented teasing
- Verbal comments of a sexual nature about an individual's appearance or sexual terms used to describe an individual
- Inquiries into one's sexual experience
- Discussion of one's sexual activities
- Comments, jokes or threats directed at a person because of his/her sexual preference
- Unwelcome and repeated invitation (e.g., for lunch, dinner, drinks, dates, sexual relations)

- Demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or promises of preferential treatment
- Physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body
- Deliberate bumping, cornering, mauling, grabbing
- Assaults, molestations or coerced sexual acts
- Posting or distributing sexually suggestive objects, pictures, cartoons or other materials
- Sexually-oriented letters or notes
- Sending offensive or discriminatory messages or materials through the use of electronic communications (e.g. electronic mail, including the Internet, voice mail and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation
- Staring at parts of a person's body
- Sexually suggestive gestures, leering
- Condoning sexual harassment

Sexual harassment is not limited to prohibited behavior by a male employee toward a female employee and can occur in a variety of circumstances:

- A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser
- The harasser does not have to be the victim's supervisor
- The victim does not have to be of the opposite sex from the harasser
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive working environment for the co-worker or interferes with the co-worker's work performance.

### **Section 3.      Procedure**

An employee who believes that he or she may have been the subject of, or who is aware of possible instances of discrimination or harassment prohibited by this policy, is urged to utilize this procedure as soon as possible after a perceived act of discrimination or harassment occurs, because prompt reporting allows the Police Department to investigate while the facts are still fresh and to take prompt corrective action, when appropriate.

The Police Department will handle the matter with as much confidentiality as possible under the circumstances and with due regard to the

rights and wishes of all parties, recognizing that there are many circumstances where complete confidentiality is not possible. Upon receipt of a complaint, the Police Department will promptly undertake an investigation and, when appropriate, corrective action.

a) Private Counseling Option

In addition to the right to file a complaint, the employee may also seek advice from the Chief of Police. He/she is available to discuss any concerns the employee may have and to provide information about the Police Department's policy on preventing discrimination and harassment and the complaint process. If the employee desires, the Chief of Police will work with the employee to find a way of resolving concerns in an informal manner acceptable to the employee and in a manner which would offer as much privacy and confidentiality as is possible. If this option does not resolve the complaint, the employee may proceed through the complaint procedure set forth in b) below. If the employee feels that it is not appropriate to contact the Chief of Police or is not comfortable doing so, the employee may also seek advice from the Town Administrator.

b) Filing a Complaint

If any Police Department employee believes that he or she has been subjected to discrimination or harassment, it is the Police Department's policy to provide the employee with the right to file a complaint with the Police Department. This may be done in writing or orally to the Affirmative Action Officer (AAO). The Chief of Police serves as the Affirmative Action Officer for the Police Department. If the Affirmative Action Officer is the offending party or if the employee feels that it is not appropriate to contact the Chief of Police or is not comfortable doing so, the employee may file a complaint in writing or orally with the Town Administrator.

When a complaint is received, the AAO will investigate the allegation in a fair and expeditious manner. The AAO's investigation may include a private interview with the person filing the complaint and with witnesses. The AAO will also interview the person alleged to have committed the harassment. The AAO may, if necessary, request written statements in addition to the private

interviews.

If the investigation reveals that discrimination or harassment did occur, the Police Department will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose disciplinary action which could include termination from employment. In addition, when the investigation is completed, through formal or informal procedures and to the extent appropriate, the Police Department will inform the person filing the complaint and the alleged harasser of the results of that investigation, including allegations that have not been sustained.

#### **Section 4. Disciplinary Action**

If it has been determined that discrimination or harassment has been committed by an employee, the Police Department will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment. All disciplinary action shall be conducted pursuant to the provisions of a collective bargaining agreement for union personnel and the Personnel Administration Plan of the Town of Boxborough for non-union personnel.

#### **Section 5. State and Federal Remedies**

In addition to the above, if an employee believes that he or she has been subjected to discrimination or harassment, he or she may file a formal complaint with either or both of the government agencies listed below. In order to protect the charging party's rights, the employee must file a charge with the Massachusetts Commission against Discrimination (MCAD) within 300 days from the date of the alleged violation. A complaint under federal law should be filed with the United States Equal Employment Opportunity Commission (EEOC) within 180 days (300 days for sexual harassment) from the date of the alleged violation. If the charge is also covered by the Massachusetts

Commission against Discrimination (MCAD), the filing deadline may be extended to 300 days.

**The Massachusetts Commission Against Discrimination (MCAD)**

Boston Office:

The John McCormack Building  
One Ashburton Place, Room 601  
Boston, MA 02108  
(617) 994-6000

Worcester Office:

Worcester City Hall  
455 Main Street, Room 100  
Worcester, MA 01608  
(508) 799-8010

Springfield Office:

436 Dwight Street  
Second Floor, Room 220  
Springfield, MA 01103  
(413) 739-2145

New Bedford Office:

800 Purchase Street, Room 501  
New Bedford, MA 02740  
(508) 990-2390

**The United States Equal Employment Opportunity Commission (EEOC)**

John F. Kennedy Federal Building  
475 Government Center  
Boston, MA 02203  
(800) 669-4000

**CERTIFICATION OF RECEIPT  
TOWN OF BOXBOROUGH POLICE DEPARTMENT  
DISCRIMINATION AND HARASSMENT PREVENTION POLICY**

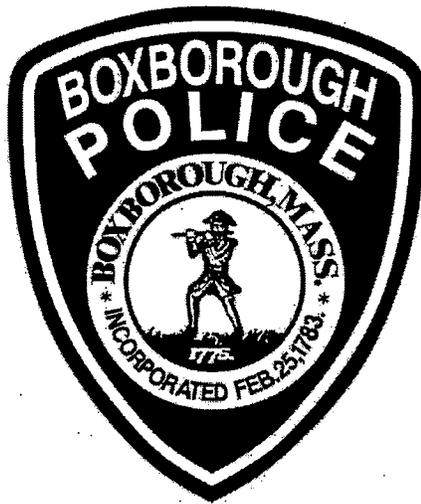
I certify that I have been given a copy of the Town of Boxborough Police Department's Discrimination and Harassment Prevention Policy and provided the opportunity to ask questions about its content. In addition, I certify that I have fully read the policy and agree to abide by its provisions.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Signature/Date

Copy of this page to Personnel file on \_\_\_\_\_  
Date

534322/BOXB/0002



**Warren B. Ryder**  
CHIEF OF POLICE

**2015 Report on  
Regionalization of Police Services**

*Regionalization of Police Services*

**Executive Summary**

[Under Development]

Opportunities for regionalization, with the objectives and priorities...

DRAFT

### *Regionalization of Police Services*

Increasingly tight budgets have caused municipalities to explore all possible avenues to reduce the workforce and related costs. At the same time, towns have statutory duties that, to be fulfilled, require them to employ staff, perform functions and maintain infrastructure. Faced with these circumstances, municipalities have little choice, but to explore regionalization and whether fewer employees devoting less time to their jobs can adequately meet their legal responsibilities, as well as maintain the service levels expected by taxpayers.

Local governments across the United States today are spending a lot more money on public safety than they did 25 years ago. According to the U.S. Department of Justice's Bureau of Justice Statistics, public expenditures on policing alone in the United States more than quadrupled between 1982 and 2006. This paper tries to create space for a careful conversation about the challenge of paying for public safety, the value or social price for the effect of policing and developing ideas that yield a sustainable strategy for paying for public safety in the future. Consideration here should support future conversations about restructuring services, reorganizing departments, and building new measures of the value of policing that the present financial crisis demands.

In June of 2015 the Massachusetts community of Boxborough held a joint meeting of its five member Board of Selectmen (BoS) and five member Finance Committee (FinCom). At this joint meeting it was proposed and agreed that the town should investigate the possibilities for regionalization of Police and Fire Services. It was further decided that Police and Fire Chiefs will be tasked with a basic investigation of the prospects for public safety regionalization, outlining the basic issues, pros and cons associated with each of the plausible partner towns, prospects for improving the efficiency of delivering public safety services, legislative issues, and issues requiring more in-depth investigation. The expectation is that this preliminary report would provide the BoS and FinCom with sufficient information to sensibly charge a consultant to investigate the opportunities for regionalization, with the objectives and priorities that will be required to really understand regionalization.

The Town of Boxborough, Massachusetts is located in Middlesex County on the northwestern corridor of Interstate 495, immediately surrounded by the towns of Harvard, Littleton, Acton, and Stow and approximately 30 miles northeast of Worcester, and 30 miles northwest of Boston. Boxborough's population is just below 5,000 people as of the 2010 US

Census. The majority of the town consists of a rural mix of farms and subdivisions, with limited commercial areas and a technology cluster anchored by Cisco Systems, Inc. along Interstate 495. Between 1970 and 2010, Boxborough tripled in population. It grew rapidly during the 1970s and 1990s, and grew relatively slowly during the 1980s and 2000s. Boxborough has generally grown faster than Middlesex County or Massachusetts, which have grown relatively slowly over the same time period (US Census).

### **Rising Personnel Costs as a Component of Public Safety Costs**

In fiscal year 2016 Boxborough will spend in excess of 2.3 million dollars on public safety including police, fire and emergency communications. More than 2 million dollars alone will be spent salaries before considering the additional \$563,000 for health insurance, retirement and other benefits. Rising labor costs are a result of greater mobility among young staff and thus stiffer competition in the labor market exists. This may be a sign of greater uniformity and cohesion in the profession, but it inflates the price of service. Higher salaries are one reason for the increase in personnel costs. Another reason is the escalating price of benefits as they are the fastest growing component of the municipal budgets today.

Is the Boxborough Police Department over staffed? According to the Bureau of Justice Statistics, municipal police departments, which compose 98% of local police departments in the US, employed an average of 2.1 full-time officers per 1,000 residents in 2013. Boxborough with its 10 officers and 5,000 residents employs on average 2 full-time officers per 1,000.

The 2010 Census ranked Massachusetts 20<sup>th</sup> out of the 50 states, for its reported violent crimes (447 per 100,000 people or 22 per 5,000). Even by Massachusetts standards, Boxborough has a low crime rate that averages 7 to 10 violent crimes (rape, aggravated assaults) and 50 crimes of property (burglaries, larcenies, motor vehicle thefts) a year.

### **Boxborough's History of Regionalization**

In Massachusetts, a state of stubbornly independent municipalities, Boxborough peacefully exists amongst its neighboring communities as a separate entity while sharing its educational system with Acton and it occasionally shares other resources in varying neighborly ways. The town of Boxborough has had a long standing regional relationship with the neighboring town of Acton with a shared middle and high school. In 2014 the two communities expanded their

educational collaboration by including Boxborough's only school (K-6) into the regional school district. This venture not come without its opposition who state "Regionalization efforts to save money often fall short of expectation and in most cases end up costing tax payers more" According to website called actonforum.com the plan to fully regionalize the Acton-Boxborough schools is costing Acton taxpayers an extra \$1 million per year for five years, and more thereafter, contrary to what Acton voters were told at the Special Town Meeting in June, 2013 at which the expanded region was approved.

In 2014 Boxborough partnered with it other neighboring community of Littleton to approach the need for a formal Animal Control Officer (ACO) position. The ACO based out of Boxborough responds to animal complaints, investigates animal bite reports and enforces local municipal law as it relates to licensing, leash control and rabies certificates. Operationally the program is a success but, since the ACO is an employee of Boxborough the health insurance and other benefit costs are weighing the monetary advantage to the town of Littleton. The regional ACO program will be near a net zero cost with adding another contagious community but, prosper with the addition of two or more communities.

Different people have varying workable definitions of regionalization. According to the Massachusetts Association of Regional Planning Agencies, the practice of regionalizing municipal activities can take many shapes and be executed at different scales in Massachusetts. Elemental activities can include simply sharing best practices and approaches, providing municipal services or lending spare equipment to another community. Regionalization can also involve more collaborative activities like jointly procuring goods or services to obtain economies of scale or advocating public policy changes. At a high level, regionalization can include collective contracting for municipal services to generate efficiencies and cost savings ([www.regionalbestpractices.org](http://www.regionalbestpractices.org)).

Today, Boxborough collaborates with surrounding communities and has many regional affiliations that enhance the level of service town government can provide. These include, but are not limited to: Schools, Board of Health, Transportation, Housing, Economic Development, Homeland Security, Animal Control, and a Law Enforcement Council.

On several occasions Boxborough has formally studied the effectiveness of regionalizing its public safety communications center. In 2005 Municipal Resources, Inc. was engaged by Massachusetts Development, on behalf of the communities of Boxborough, Devens, Harvard and

Littleton, to review the current manner in which public safety communications are addressed in the towns, and to make recommendations relative to the feasibility of the development of a regional communication center.

Again, in 2010 Boxborough along with several other communities identified an operational advantage of collaborating with six regional towns (Wayland, Weston, Concord, Lincoln, Acton, and Boxborough) in starting up a regional Public Safety Answering Point (PSAP). To study the advantages and challenges of location, equipment, collective bargaining issues, policies, and other operational and strategic issues they applied for a Massachusetts Enhanced 911 grant to hire L.R. Kimball to guide them in answering these questions and preparing a plan of action. The objectives of this project were to identify the benefits and disadvantages of a regional dispatch approach; determine the feasibility of establishing a regional emergency communications center for the identified fire, police and EMS agencies within the eight municipalities; determine the feasibility of adding additional communities in the future; and to provide the necessary information to enable each of the communities to make an informed decision on its commitment towards developing and participating in a regionalized emergency dispatch and communications system.

And most recently, in 2012 Boxborough, on behalf of itself and Littleton, once again applied for financial assistance from the Commonwealth of Massachusetts State 911 Department's Regional Public Safety Answering Point (PSAP) and Regional Emergency Communications Center (RECC) Development Grant program and received an award of \$28,400. This financial assistance funded 100 per cent of the cost of this Feasibility Study. Webb Consulting Services, LLC of Canton, Massachusetts then was awarded the contract for this Feasibility Study.

The 2012 Feasibility Study also examines the possible addition to the RECC of one town in the same population range as Boxborough and Littleton, recognizing the economies of scale and fiscal benefit that might accrue to all three of the participating towns.

The 2008, 2010 and 2012 studies arrived at several common conclusions. First, the RECC staffed with multiple dispatchers should bring substantially enhanced emergency services to the communities. However, the RECC's main purpose is providing emergency-communications services, in the studied communities together 76 per cent of all calls now received are non-emergency and service related. Next, that the collaboration should include no less than three communities to be both operationally and fiscally feasible. Last, that the RECC would only be

financially feasible if grants could cover full funding of its one-time costs, mainly for millions of dollars in emergency-communications infrastructure and computer technology. Otherwise, the cost of the RECC would be much higher than what each Town now pays.

### **Meeting the Needs of Boxborough**

One of the challenges for Boxborough Police is maintaining 24/7 coverage. To ensure officer safety, a minimum of two Boxborough officers should be on the streets at all times, even on the late night shifts. By the calculation of the state's Division of Local Services, each officer could be expected to miss 60 eight-hour shifts in the course of a year, due to holidays, vacations, sick-days, in-service training, and court duty. The FY16 Boxborough Police Department budget presented at in the May of 2015 Town Meeting reflects a similar calculation totaling 57 eight-hour shifts away from work. Given the small size of the Police Department it is often problematic to fill these shifts with full time staff. When this happens we often rely on reserve officers, but this is considered a second-best option. Some reservists are more experienced than others but, in general, they lack the training and professional experience of full-time police officers.

Police work in general has become more complex over the law few decades. Changes in the regulatory regime of policing, including more detailed rules governing the response to domestic violence and juvenile crimes, have made routine police work more complex and time-consuming. In addition, the proliferation of identity theft and new types of cyber-crime, along with new demands from the state and federal government, has compounded the complexity of police work. As a result, each individual officer today responds to fewer calls for service and requires more time to do so.

There has been an uncontrolled expansion in the demand for services, and with it a subtle and important shift in the mission and role of police officers. The Boxborough Police provides a high level of service and with that has become the social agency of first resort for every imaginable issue. We are happy to help in these cases but, the police are often ill equipped to successfully mitigate societal problems. Purely from a cost perspective, we should reexamine police processes to determine just what requires the armed authority of the state in people's living room.

### Options for the Future

According to the Massachusetts Division for Local Services, there are, under state law, two ways for communities to regionalize police service. First, is to create a “regional police district,” a semi-autonomous government entity that would exist alongside, not under, the authority of its two (or more) member town governments. The district would be overseen by a regional commission comprising two representatives from each member town, appointed by the respective town selectmen. The commission would set the annual budget. The cost to each member community would set at a fixed amount in a formula developed by the commission. Similarly to other municipal assessments, Boxborough would have no right to veto or limit the assessment. Under this statute there are also strong employee protections. While the member communities are engaged in the merger process into the new semi-autonomous police district no staff position could be eliminated or downgraded in pay, seniority, grade, title, duties, or retirement benefits. This will reduce the immediate cost savings related to possible staff reductions. Also, the statute requires regional police districts to operate on a calendar year as opposed to fiscal calendar years. This would pose a significant budgetary and planning issue for Boxborough and other member communities. The DLS writes, “While the police district statute provides a legal framework for a merged police department, it is deficient in several ways so as to make it close to unworkable. In fact, to the best of our knowledge, this regional police statute has never been used by any communities in the state.”

The second available option to share police services is to create an agreement. This will be a heavy task as member communities will need to anticipate and negotiate all aspects of merger however; it will give the communities the most flexibility. The DLS writes “As a practical matter, agreements are of three types. Under a formal contract, one town agrees to provide a service, typically performed by an individual, to another for an agreed upon price. Under a joint service agreement, each town shares the cost to finance and deliver a range of departmental type services. Service exchange agreements involve a commitment by each participating community to provide a defined service, as needed or requested, with no payment for costs.” Under the terms of a joint inter-municipal agreement (IMA) the member communities in which they could reduce their workforce and reorganize them as they see fit as long as it is negotiated with the respective labor unions. The statute explicitly states that IMA’s do not void existing collective bargaining agreements. The IMA will need to spell out the terms of oversight as one town will

have to oversee the others who contact the police services. From my perspective, in a state of stubbornly independent municipalities it would be impressive to see two or more communities relinquish local control over their police force to another town.

A merger of police departments will have significant upfront costs. There would need to be a standard set of equipment issued to "The Department" and its officers. Vehicles, uniforms and weapons and all other tools of the job must fall under one standard. Union contracts, rules, regulations and policies will need to be reconciled. The records management system and computer aided dispatch software will need to be merged with the parent community. All of these issues bring additional costs including added training of personnel.

Any merger discussions will have to start with the four contiguous communities that surround us. The Towns of Acton, Littleton, Harvard and Stow all have similar characteristics to Boxborough. Acton, Boxborough and Stow fall under the Middlesex County and jurisdiction of the Middlesex County District Attorney. The town of Harvard is in Worcester County and falls under the Clinton District Court. There would need to be a special investigation into the issues that would arise from a police department divided by county. The Towns of Acton and Stow fall under the Concord District Court system while Boxborough and Littleton fall under the Ayer District Court's jurisdiction.

From a jurisdictional viewpoint the most likely candidate for merger discussions would be the Town of Littleton then possibly branching out to the towns of Groton and/or Westford who are all in Middlesex County served by the Ayer District Court. Each of these towns, including Boxborough, operates their police department in their own very unique way that is tailored to their respective communities needs and desires.

Boxborough has strived to focus its police force towards a strong service orientation versus heavy enforcement practices. Our Officers get deeply involved in their cases and have the pleasure of seeing them through to the end. Boxborough Officers have a personal connection with its residents and this is what attracts them to this community. This is not the case in busier departments in which the officers are jumping from call to call.

A multi-town merger of police forces would likely bring strong opposition from the State Police Union known as the State Police Association of Massachusetts (SPAM). Employing their own lobbyists, SPAM is the largest and most influential police labor union in the state. They have historically opposed any attempts to expand local police powers or jurisdictions.

If the county and court jurisdictional issues are solved, local control over the police department is relinquished, funding is allocated for the initial startup, and union negotiations are successful, there will likely be a conflict in community personalities, local connections and local control with any merger of departments. There will also be unforeseen obstacles such as staff resistance, community reaction and future funding hurdles for capital improvements.

Another more likely option would be for Boxborough to begin a carefully planned and executed merger strategy. I would recommend seizing opportunities to share a department head with a neighboring community as a first step. There would not be an immediate cost savings as command and supervisory staff would require realignment to satisfy the operational needs of both departments.

A shared department head would have the unique institutional knowledge of both communities and their respective public safety agencies. This position should be tasked with two major objectives moving forward. The first major objective would be to align department's policies, procedures, contracts, training and equipment using industry best standards and practices for the profession. The other task of the department head would be to analyze call volumes, historical data and trends from both departments to determine opportunities for operational efficiencies and financial effectiveness under a merger. These programming exercises will also make the departments efficient and compatible for successful future merger.

REFERENCE

Population Characteristics. (2015, April 1). Retrieved August 11, 2015, from <http://www.boxborough-ma.gov/boxborough-2015/pages/population-characteristics>

What is Regionalization? | Regionalization. (n.d.). Retrieved August 29, 2015, from <http://www.regionalbestpractices.org/right-for-you/what-is-regionalization/>

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Reaves, Brian A., and Matthew J. Hickman, *Police Departments in Large Cities, 1990 -2000*, Washington, DC: U.S. Department of Justice, Bureau of Justice Statistics, May 2002. NCJRS, NCJ 175703





**BOARD OF SELECTMEN**

**Meeting Minutes**

**October 19, 2015**

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

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

**ABSENT:** Robert Stemple

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

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

Chair Amoroso called the meeting to order at 7:02 PM in the Grange Meeting Room of Town Hall.

**ANNOUNCEMENTS**

Chair Amoroso read the announcements

**PUBLIC HEARING**

- At 7:09 PM, Chair Amoroso opened a public hearing to consider the removal of the street light from pole #2-2X, located in the vicinity of 575 Middle Road, behind the Boxborough Museum. A list of those present for this hearing is attached and incorporated by reference. Fire Chief Randolph White opened the discussion. One of the recommendations provided by the Public Safety Communications Committee (PSCC) was to remove this pole, which necessitated this hearing. The PSCC was created to investigate issues raised by neighbors about a proposed installation of a communication pole in this area. During PSCC discussions, neighbors suggested that this street light was a nuisance and they would like to see it removed. Neither this pole nor the attached light are necessary for the proposed communications project. Chief White went on to describe the communication improvements that could now be provided to the Museum as the communication project moves forward. The Selectmen provided their input. Chair Amoroso then invited public comments. John Yauckoes of 561 Middle Road opposed the removal of this light and sees no justification this action. Illuminating public buildings is the cornerstone of public safety. He walks the family's dogs at night and has seen cars in this lot that leave when he approaches the area. There may be suspicious activities occurring. Police Chief Warren Ryder, who had just arrived, responded to Mr. Yauckoes' concerns. There are several other Town-owned properties, such as Flerra Meadows and Steele Farm, that do not have illuminated lots. The Historical Commission supports the removal of this light and is working on installing motion sensor-activated lighting at the Museum. John Rosamond, 429 Hill Road and a PSCC member, noted that without exception, all of the other abutters that had provided input want this light removed. There was discussion as to what other security improvements were possible. As there was no further discussion, Chair Amoroso closed the hearing. Member Gorman moved to request Littleton Electric Light and Water Department to remove the street light from pole #2-2X, located in the vicinity of 575 Middle Road behind the Boxborough museum, as well as to remove the pole on which the light is situated. Seconded by Member Fox. **Approved 4-0.**

**APPOINTMENTS**

- Stefano Caprara was present to be considered for appointment as an alternate member on the Zoning Board of Appeals (ZBA). Caprara advised that he is an attorney with experience in real estate and contract law. Further to the recommendation of the ZBA Chairman, Chair Amoroso moved to appoint Stefano Caprara to serve as an alternate member on the Zoning Board of Appeals for a term commencing immediately and ending on June 30, 2016. Seconded by Member Bak. **Approved 4-0.**
- Personnel Board Chair Anne Canfield and Board members Hugh Fortmiller and Becky Neville were present to discuss their findings related to the job description for Department Assistant. Canfield thanked the Town's Department Assistants and their respective Department Heads/Board Chairs for their help in this review process. She referred to their October 19<sup>th</sup> Memorandum which was provided in the agenda packet. The Personnel Board was asked to consider a job description for a new proposed position, Department Administrator. As part of their investigation, they reviewed the current Department Assistant job description (approved in 2007); surveyed and interviewed six of the seven current Department Assistants, and spoke to their respective supervising Department Heads and/or Board Chairs. Based on the input received, they determined that the 2007 Department Assistant job description was pretty much on target for all of the Town's support positions, and they suggested just

some minor changes to make the document current. There was discussion as to certain tasks that some of the Selectmen felt were beyond the norm. Canfield referred to the memo to explain that the distinction is that Department Assistants do not implement directives, nor is executive decision-making involved in the responsibilities discussed. It was noted that personnel who had good communication with their supervisors and received consistent feedback seemed content with their responsibilities. There was discussion on the multi-level support position structure that existed prior to the 2005 consultant's evaluation. Canfield noted that, although these Department Assistants have varying skill levels and responsibilities, the pay grades are designed to compensate those that have more experience. Sticking with one defined support position allows the Town to maintain the integrity of its personnel structure. There was discussion about working environments at the various facilities. The Town Hall support staff are able to pitch in and provide cross-support to their co-workers. The DPW Department Assistant, however, does not have the same support, and her workspace at the DPW facility is a poor working environment that has extreme smells [i.e., fumes] and noise [i.e., heavy equipment], and it is, in actuality, a temporary structure erected many years ago that needs to be replaced. These conditions are detrimental and make the DPW Department Assistant's job very difficult, and these issues need to be addressed. There was a general discussion about the issues involved in renovating the DPW building. The Personnel Board was thanked for their input. It was determined that the proposed updates to the existing job description would be voted on at the next Selectmen's meeting.

- Police Chief Warren Ryder was present to review several proposed Police Department policies and procedures, namely the *Oath of Office, Code of Conduct: Non-Sworn Personnel, Mission Statement and Organizational Values, Disposal of Criminal Justice Information, Shift Briefing (Roll Call), Safe Haven Act, and Anti-Harassment and Discrimination*. The Department is in the process of reviewing their policies and procedures. During this re-assessment, it was determined that several policies needed to be put into place. These proposed policies were developed from Massachusetts General Law and from verbiage provided by various law enforcement sources. There was discussion regarding the purpose of some of the proposed policies. Revisions, both substantive and grammatical, were suggested by the Selectmen. It was noted that Town Counsel's input would be helpful on several items in these documents. Chief Ryder advised that he typically does not submit policies for Town Counsel's review; however, he can certainly do so. He further advised that he does have other draft policies pending. The Board determined that all of these pending draft policies should be forwarded to TA Shaw for submission to Town Counsel. The Selectmen will invite Chief Ryder back in to continue this discussion once Town Counsel have provided input.
- Police Chief Warren Ryder and Fire Chief Randolph T. White were present to update the Board on Public Safety Communications Upgrades. Chief Ryder gave background on the 2014 Town Meeting-approved project. At that time, the intent was to use microwave technology for direct communication; however, the PSCC recommendations will significantly reduce the broadcast pole's height, so microwave technology is no longer an option. The alternative is using fiber optics to link to the sites, which will now require work crews to lay this fiber along with the requisite police details. This would likely push the project over budget. Part of this project will also be the connecting the wide area network (WAN) to the Museum to provide internet and phone service to the building. Exterior work should be completed before the winter. If everything goes as planned, they might be able to hold off on deploying the proposed second phase, the installation of digital-ready systems. The Request for Bid Quotes has been published under Massachusetts State Contracts, with responses due after November 1. Generator specifications for the site are also out for bid.
- There were no Citizens' Concerns.

#### **MINUTES**

- Member Gorman moved to accept the minutes for the regular session, October 5, 2015, as revised. Seconded by Member Bak. **Approved 4-0.**

#### **SELECTMEN REPORTS**

- Member Fox reported that the Selectmen's input on the Draft Master Plan and Implementation Plan has been submitted to the Master Plan Update Committee (MPUC) and that the Board's input has generated additional discussions. The MPUC is meeting to review the collective feedback on Tuesday. He further noted that the previous Master Plan was a decent document; the failure seems to be due to the lack of follow-through.
- Member Bak reported that the Vocational Education Advisory Committee (VEAC) was very impressed by their tour of Minuteman Regional High School on Monday. The intention is now to tour Nashoba Valley Technical High School. The VEAC is meeting tomorrow morning (October 20).
- Chair Amoroso reported that he had heard back from some of our neighboring towns regarding the Minuteman building project. The Acton Selectmen support the project and a district-wide ballot. He will be participating with other member town selectmen in an upcoming meeting in Weston to discuss Minuteman issues. At this meeting, he intends to push for a straw poll on these

issues. The Minuteman School Committee (MMSC) has yet to vote on whether hold a district-wide vote, which requires two-thirds approval by the MMSC to pass.

- Member Gorman reported that he had received a complaint from a resident about the recent proliferation of temporary signs along Route 111. He will reach out to Building Inspector/Code Administration Officer (BICAO) Lindberg regarding this.

He also reported that they discussed the potential of alternative site(s) at their recent Space Needs Advisory Group (SNAG) meeting. Chief Ryder advised that they are awaiting additional information on this. It was also suggested that the DPW could eventually repurpose the Fire Station if an alternative site was secured.

Member Gorman also reported that the basic restoration work has been completed on the North Cemetery crypt(s), and the site is secured. Other areas of concern were identified during this project, but they can wait for now.

#### **OLD BUSINESS**

- The Board reviewed the proposed Carry-in Liquor Policy (BYOB). Chief Ryder remained for this discussion. Some of tonight's revisions were based on the input provided by Chief Ryder. He noted a BYOB policy should communicate to these license-holders that the Boxborough Police are there to provide assistance if they cannot manage an unruly patron. There was also discussion of the "re-sealed container, *aka doggie-bag*" regulation and further revisions to the proposed language. Chair Amoroso moved to approve the Carry-in Liquor Policy\_rev2\_101915, as further revised. Seconded by Member Gorman. **Approved 4-0.**
- BXBTV Video Production Supervisor Kirby Dolak was present to discuss cable coverage of other town boards. Dolak advised that this item was generated by the capital planning process, the Grange Meeting Room improvements, and the resulting infrastructure improvement discussions. Dolak reviewed the permutations under which BXB-TV currently broadcasts meetings. There are infrastructure and equipment updates, staffing requirements, and general renovations that would be needed to improve our broadcast capabilities. These items would need capital planning. He also noted the components that would be necessary if the Town chooses to broadcast other Boxborough meetings. At this time, Boxborough has chosen to broadcast only on its Government Channel and not to activate its other public access channel(s). The Selectmen noted that having On-Demand access for recorded meetings would be useful. It was suggested that input could be sought from the Town boards on this. Dolak spoke to his experience with Littleton's recording and broadcasting multiple Town meetings and where they are in their capital planning process regarding broadcast improvements. There was discussion about the variables involved in multi-meeting broadcasting, using various meeting sites, mobility issues, and levels of broadcast capability/quality. Dolak asked what is the Town's goal – to simply document meetings, or to create other alternate recording studio locations beyond the Grange Room. The Selectmen requested that Dolak develop cost perspectives. There was discussion as to what components would be considered essential in developing a proposal. Dolak suggested that an "equipment tier" structure for any proposal would be the most efficient.
- The Board took up the Acton-Boxborough Regional School Committee (ABRSC) request for the Selectmen to designate representatives to the ABRSC's newly formed School Capital and Space Planning Subcommittee, as presented by ABRSC member Maria Neyland at their October 5<sup>th</sup> meeting. Chair Amoroso moved to designate Finance Committee members Gary Kushner and Ted Kail to serve on the Acton-Boxborough Regional School Committee's School Capital and Space Planning Subcommittee. Seconded by Member Bak. **Approved 4-0.**

#### **NEW BUSINESS**

- Member Fox moved to authorize Vincent M. Amoroso, Chair of the Boxborough Board of Selectmen, to designate Les Fox, Selectman and Metropolitan Area Planning Council (MAPC) representative, to vote in the Boston Region Metropolitan Planning Organization (MPO) elections being held at the MAPC Fall Council Meeting on October 29, 2015. Seconded by Member Bak. **Approved 4-0.**

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

- The Chair recognized TA Shaw. She suggested that the Board eliminate their Nov. 30<sup>th</sup> meeting as it is unclear whether this third meeting date in November is still necessary. The Board decided to cancel their scheduled November 30<sup>th</sup> meeting.

#### **EXECUTIVE SESSION**

- At 8:57 PM, Chair Amoroso moved to adjourn to executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (MassCOP Local 200–Boxborough Police Officers) and to adjourn immediately thereafter. He further stated that to conduct such a session in an open meeting might have a detrimental effect on the bargaining position of the Board. Seconded by Member Bak. **Approved 4-0 by Roll Call: Fox "aye;" Bak "aye;" Gorman "aye;" and Amoroso "aye."**



7a

**Selina Shaw**

---

**From:** Laura Arsenault <larsenault@boxborough-ma.gov>  
**Sent:** Monday, October 19, 2015 12:32 PM  
**To:** Elizabeth Markiewicz; sshaw@boxborough-ma.gov  
**Subject:** FW: Letter

The COA is currently recruiting a replacement. Thanks

-----Original Message-----

**From:** Lauraine Harding [<mailto:lauraineharding@yahoo.com>]  
**Sent:** Monday, October 05, 2015 11:17 AM  
**To:** [larsenault@boxborough-ma.gov](mailto:larsenault@boxborough-ma.gov)  
**Subject:** Letter

Dear COA Board Members and Boxborough Board of Selectmen,

Thank you for the opportunity to serve as a COA Board Member. A very important board, working for the support of all Seniors in Boxborough.

Due to personal reasons, I must resign from the COA Board at this time.

It has been a pleasure to serve in this capacity and honor what you do in behalf of Boxborough Seniors!

Respectfully submitted,

Lauraine Harding

Sent from my iPad=

76

**Selina Shaw**

---

**From:** Carla Bacharach <carlabacharach@verizon.net>  
**Sent:** Thursday, October 22, 2015 11:10 AM  
**To:** sshaw@boxborough-ma.gov  
**Subject:** Re: Public Celebrations & Ceremonies Committee

Hi Selina,

My husband has accepted a job in North Carolina which means that we will be moving out of Boxborough in the near future. So, I'm afraid I have to resign my position on the Public Celebrations & Ceremonies Committee. I'm disappointed, but it can't be helped. Please let me know if I have to do anything other than inform you to officially resign. I've already let the committee know.

Regards,

Carla

**From:** Selina Shaw  
**Sent:** Thursday, June 11, 2015 3:34 PM  
**To:** 'AB' ; 'Carla Bacharach' ; 'Cheryl Mahoney'  
**Subject:** RE: Public Celebrations & Ceremonies Committee - Reappointment

We will look forward to seeing you all on Monday evening.

Regards,  
Selina

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

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

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

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

---

**From:** AB [<mailto:ab1712@yahoo.com>]  
**Sent:** Thursday, June 11, 2015 2:56 PM  
**To:** Carla Bacharach; Cheryl Mahoney  
**Cc:** Selina Shaw  
**Subject:** Re: Public Celebrations & Ceremonies Committee - Reappointment

I can make it but will have my girls with me. They might enjoy seeing the process as long as there are no restrictions on age at the BoS mtg. :-)



## Declaration and Grant of Restrictive Covenants and Easements

This DECLARATION and GRANT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by Jefferson at Beaver Brook, LLC a Delaware limited liability company (“Grantor”) having a mailing address of c/o JPI, 600 E. Las Colinas Boulevard, Suite 1800, Irving, TX 75039.

WHEREAS, Grantor owns and holds the record title in fee simple in and to certain real property in Boxborough, Massachusetts, as referenced in a deed from Arturo J. Gutierrez, John A. Cataldo and William J. Eisen, Trustees of New Blue Hills Saugus Realty Trust, a Massachusetts nominee trust, created u/d/t dated October 7, 1987, and recorded with the Middlesex South Registry of Deeds in Book 19477, Page 164, as amended and by Arthur J. Gutierrez, Jr., Arturo J. Gutierrez and Gloria M. Gutierrez, Trustees of Boxborough Land Trust, a Massachusetts nominee trust, created u/d/t dated December 29, 1986, and recorded with said Deeds in Book 17743, Page 261, as amended, having a mailing address of c/o The Gutierrez Company, Burlington Office Park, One Wall Street, Burlington, Massachusetts 01803, dated September 4, 2015 and recorded with said Deeds in Book 66041, Page 307 (the “Property”);

Whereas, the Grantor’s agent or affiliate submitted an application to develop the Property in accordance with the provisions of Massachusetts General Laws Chapter 40B, Sections 21- 23 as a residential “Comprehensive Permit” development, and the Town of Boxborough (acting by and through its Zoning Board of Appeals) approved said application within decision dated April 18, 2008 (as amended, the “Comprehensive Permit”), and recorded with said Deeds in Book 52094, Page 94, the term of which has been extended to January 16, 2016, pursuant to the decision of the Board recorded with said Deeds in Book 64209, Page 302; and

Whereas, as a condition of approval of said Comprehensive Permit the Town of Boxborough (acting by and through its Zoning Board of Appeals) has required that certain designated portions of the property be reserved and maintained predominantly in a natural, scenic or open condition and/or for recreational and agricultural purposes; and

WHEREAS, Grantor wishes portions of the property to be reserved and maintained predominantly in a natural, scenic or open condition and/or for recreational and agricultural purposes;

NOW, THEREFORE, Grantor declares that the following described land shall be subject to and with the benefit of, and grants to the Town of Boxborough, acting by and through its Conservation Commission (the “Town”), the following covenants and restrictions:

1. The areas designated as:

- “Open Space A Area = 261,364 sq.ft. (6.000 Acres)” and
- “Open Space B Area = 275,375 sq. ft. (6.322 Acres)”

(hereinafter, the “Conservation Parcels”) all as shown on the plan of land entitled: “Easement Plan of Land in Boxborough Massachusetts,” dated October 26, 2015, prepared by Vanasse Hangen Brustlin, Inc. for TDI Real Estate Acquisition, LLC and recorded herewith (hereinafter, the “Conservation Plan”);

2. Also, that area designated as:

“Open Space C Area = 684,142 sq. ft. (15.706 Acres)”

as shown on said Conservation Plan (hereinafter, the “Agricultural Parcel”, and, together with the Conservation Parcels, the “Subject Parcels”);

are hereby made subject to the following restrictions (the “Restrictions”) which are imposed pursuant to conditions contained within said Comprehensive Permit for the benefit of the Town and for the remaining land of Grantor, and which may be interpreted and enforced in accordance with such conditions.

(a) Unless otherwise specified herein, the Subject Parcels shall be used only for the following purposes: (1) The Conservation Parcels shall be kept in an open and undisturbed state and (2) the Agriculture Parcel shall be used for Agricultural purposes, and for purposes of this instrument “Agricultural” shall mean the use of land for the principal purpose of the commercial and/or domestic production of crops, fruit, dairy products, horses, cattle, sheep, goats, poultry, eggs, maple syrup products, or honey or any combination thereof, but not including piggeries or the raising of animals for fur, by the owners from time to time of the Property, their families, guests, and tenants, in accordance with rules and regulations promulgated by Grantor or by Grantor’s successors and assigns, and if not so used shall be maintained in a predominantly natural state and Grantor shall allow the general public to use the Agriculture Parcel, pursuant to any reasonable rules and regulations that Grantor may establish, for bird watching, nature study or other passive recreational uses, and horseback riding, which public access is hereby granted in accordance with Massachusetts General Laws Chapter 21, Section 17C. When not used for agricultural purposes, the Grantor shall keep the grasslands on said Agricultural Parcel mowed on a seasonal basis.

(b) No building, outdoor advertising display, mobile home, permanent utility pole or other temporary or permanent structure may be erected on the Subject Parcels other than trails, except within the Agriculture Parcel there shall be permitted buildings and improvements consistent with such Agricultural uses including fences, stables, barns and related out buildings and parking areas, pedestrian walkways, toolsheds, gardensheds, greenhouses, and structures incidental to the construction or maintenance and repair of such facilities. Unpaved parking areas shall be allowed on the Agriculture Parcel only to the extent required for Agricultural use of that parcel.

(c) Except as required in the construction, operation and/or maintenance of those facilities permitted by paragraph (b) above; (i) no soil, loam, peat, gravel, sand, rock or other mineral substance shall be added to or placed on the Subject Parcels; and (ii) no ash, refuse, trash, vehicle bodies or parts, rubbish, debris, building rubble, junk, waste, or other non-earth material shall be placed, parked, stored or dumped on the Subject Parcels; (iii) no loams, peat, sand, gravel, rock or other natural deposit shall be excavated or removed from the Subject Parcels; and (iv) no trees, grasses or other vegetation on the Subject Parcels shall be cut or removed or otherwise destroyed.

(d) No water shall be permitted to run off from paved areas in, near or bordering the Subject Parcels in such manner as would cause erosion and gulying.

(e) Notwithstanding the foregoing, Grantor shall have the right to plan, selectively cut or prune trees, brush or other vegetation; to implement disease prevention measures; and to maintain in perpetuity a substantial belt of tree, vine and shrub vegetation within the entire length and width of a strip of land situated within said Agriculture Parcel being fifty (50') feet wide and running along the entire length of the westerly boundary of the Agriculture Parcel, and otherwise maintain the Agriculture Parcel in accordance with recommendations for "Best Management Practices" as determined by the Massachusetts Commission for the Conservation of Soil, Water and Related Resources, or pursuant to other "Best Management Practices" determined by the Conservation Commission, from time to time.

(f) Grantor expressly reserves the right to install, maintain, repair, remove and relocate utilities (including potable water wells) and related appurtenances over, on and under the Subject Parcels for the purpose of providing utility services to the remaining land shown on the Plan in accordance with the Comprehensive Permit; and the right to grant easements over the Subject Parcels for such utility purposes, and it shall be the obligation of the Grantor to restore the premises as much of possible to their original condition following any such repair, installation or relocation. As used herein, the term "utilities" shall not include septic tanks and leaching fields serving individual dwelling units.

3. These Restrictions are required by said Comprehensive Permit and, as part of a common scheme for the proper and harmonious development of the Property, are intended to retain the Subject Parcels predominantly in their natural, scenic and open condition in order to protect the natural, agricultural and/or watershed resources of the Property, and shall remain in force and effect, subject to periodic extension(s) pursuant to MGL c. 184 §27(b)(2) as may be applicable, for as long as said Comprehensive Permit is a necessary prerequisite for the lawful use of a multi-family housing development (the "Project") on the Property. If Grantor or its successors and assigns, at any time in the future no longer is operating the Project on the Property pursuant to the Comprehensive Permit such that the rights, Restrictions and easements herein granted are no longer needed or required, then Grantor, its successors and assigns may request of the Town, its successors and assign, and the Town agrees to grant, a recordable release of all its rights,

title and interest in connection with the Restrictions and easements created by this instrument, except the perpetual trail easement as set forth herein. Grantor further acknowledges that said Restrictions, as they are held by the Town, constitute restrictions held by a governmental body, as those terms are defined in G.L. c.184, §26, and are thus not subject to G.L. c.184, §§27-30. Notwithstanding said acknowledgment, the Grantor, its successors and assigns, acknowledge that the Restrictions and related easements granted herein constitute a common scheme applicable to the Property as a whole, and irrevocably names the Town its attorney in fact to execute, acknowledge and record any instrument(s) the Town deems necessary or appropriate to continue to ensure the enforceability of the herein covenants and restrictions for further periods of twenty (20) years beyond thirty (30) years from the recording of the herein instrument, without notice other than that provided by the land recordation system. Except as otherwise expressly limited, the Restrictions and easements granted herein shall be perpetual or for the longest period allowed by law and in any event ninety-nine (99) years, and run with the land.

4. These Restrictions do not grant either to the Town or to the public any right to enter the Subject Property or areas subject thereto except as follows:

(a) Grantor grants to the Town a non-exclusive easement of access over the Subject Parcels for the purpose of inspecting same (subject to reasonable advance notice to Grantor), enforcing the foregoing restrictions and remedying, at its election, any violation thereof. The rights hereby granted shall be in addition to any other remedies available to the Town for the enforcement of the foregoing Restrictions. For purposes of enforcing the restrictions, access to the Subject Parcels (subject to reasonable advance notice to Grantor) is also hereby provided to the Town within a non-exclusive easement running within the entire forty five (45') foot  $\pm$  wide strip of land located between the northerly side of said "Open Space A (+ - 6.0 Acres)" and the southerly side or said "Open Space B (+ - 6.3 Acres)". The term of the easements granted hereby shall run concurrent with the Restrictions.

(b) Grantor hereby grants to the Town a perpetual non-exclusive easement for the purposes of the creation, maintenance and use of a trail to be used for public access and egress from dawn to dusk for passive recreational purposes on foot within those portions of the Property denoted at "Proposed 10' Wide Access Easement Area = 27,197 sq. ft. (0.624 Acres)" and "Proposed 10' Wide Access Easement Area = 2,102 sq. ft. (0.048 Acres)" on the Conservation Plan (together, the "Trail Easement"). The Trail Easement is intended to be located predominantly outside of roadways and other areas on the Property open to regular vehicular use as shown on the sketch plan attached hereto as **Exhibit A**. In the event of any modifications to the roadways on the Property, the Trail Easement shall be relocated as necessary to preserve its location predominantly outside such areas (with the exception of pedestrian crossings). Such rights, easements, access and egress are hereby specifically created and granted in accordance with the provisions of Massachusetts General Laws Chapter 21, Section 17C. Grantor shall have the right upon the Town's written approval, such approval not be unreasonably withheld, to relocate all or any portion of the Trail Easement provided any such relocation is not

materially inconsistent with the exercise of the rights of the Town set forth herein. Grantor shall have no obligation to maintain the Trail Easement.

5. Violations. In case of any material violation of the continuing obligations of this Declaration, the Town will notify the Grantor of such violation and give the owner reasonable time, not to exceed thirty (30) days, to cure the violation and to enforce the restrictions, covenants and easements described herein. However, if the Grantor has commenced cure of the violation and diligently prosecutes such cure to completion, the thirty-day period shall be extended for such period of time as may be necessary for the Grantor to complete such cure. The Town may enforce compliance with the restrictions, covenants and easements described herein by any remedy permitted under applicable law, including the imposition of penalties and/or by seeking an action of injunctive relief before any court of competent jurisdiction and the Town shall be entitled to reimbursement from the Grantor of its reasonable costs, expenses and attorney's fees incurred to compel such cures of such violations.

6. The exercise by the Town of the rights and easements herein granted shall be at the sole risk of the Town, and Grantor shall have no responsibility or liability except for its own willful, wanton or reckless conduct. To the maximum extent permitted by law, the benefits of Massachusetts General Laws, Chapter 21, Section 17C shall be applicable to Grantor.

7. In the event any portion of the Property shall be taken by eminent domain, all awards payable on account thereof shall belong to the Grantor and the Town releases all rights therein or claims thereto.

8. The foregoing grant is made subject to all rights, easements, agreements, covenants, restrictions and other matters of record, if any, insofar as the same are now in force and applicable.

9. All rights and privileges herein granted, including all benefits and burdens, shall run with the land and shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, executors, administrators, successors, assigns and legal representatives.

10. Grantor represents and warrants that it is the sole owner in fee simple absolute of the Property and has good and clear record title to the Property sufficient to impose and grant the rights and easements set forth herein. Grantor further warrants that there are no mortgages or other liens of record on the Property, except for those expressly and fully described below, if any, and that by their signatures attached hereto the holders of said mortgages and/or liens have agreed to hold such interests subject to the herein Declaration and Grant of Restrictive Covenants and Easements and agree that the rights and easements granted thereby shall have the same status, force and effect as though executed and recorded before the taking of such interest and further agree that said interests shall be subordinate to the herein Declaration and Grant. Grantor agrees to indemnify the Town for all reasonable costs of having to re-acquire the rights granted

herein should such rights be lost due to Grantor's failure to obtain the requisite subordinations.

For Grantor's title see deed dated September 4, 2015 and recorded with said Deeds in Book 66041, Page 307.

[signatures on following page]

WITNESS the execution hereof under seal as of the day and year first above written.

JEFFERSON AT BEAVER BROOK, LLC

By:



Kirk Motsenbocker

Duly Authorized

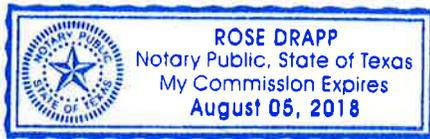
COMMONWEALTH/STATE OF Texas

COUNTY OF Dallas

On this 28 day of October, 2015, before me, the undersigned notary public, personally appeared KIRK MOTSENBOCKER proved to me through satisfactory evidence of identification, which was one of the following (check applicable box):  a driver's license;  a valid passport;  personally known to be the person whose name is signed on the preceding or attached document; or  other \_\_\_\_\_, and acknowledged to me that he/she signed it voluntarily for its stated purpose as \_\_\_\_\_ of JEFFERSON AT BEAVER BROOK, LLC.



- Notary Public commission expires:



ACCEPTANCE OF GRANT

On this \_\_\_\_ day of \_\_\_\_\_, 201\_, the Town of Boxborough, acting by and through its Conservation Commission, voted to accept the foregoing Declaration and Grant of Restrictive Covenants and Easements, pursuant to Massachusetts General Laws Chapter 40, Sections 8C and Chapter 184, Section 32.

TOWN OF BOXBOROUGH,  
By its Conservation Commission

\_\_\_\_\_  
(Chairman)  
  
\_\_\_\_\_  
  
\_\_\_\_\_  
  
\_\_\_\_\_

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

**COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 2015, before me, the undersigned notary public, personally appeared \_\_\_\_\_, proved to me through satisfactory evidence of identification which was \_\_\_\_\_ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:

APPROVAL OF GRANT

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_, the Town of Boxborough, acting by and through its Board of Selectmen, voted pursuant to MGL Chapter 40, Section 8C and MGL Chapter 184, Section 32 to approve the Conservation Commission's acceptance of the foregoing Declaration and Grant of Restrictive Covenants and Easements.

TOWN OF BOXBOROUGH,  
By its Board of Selectmen

\_\_\_\_\_  
Chairman

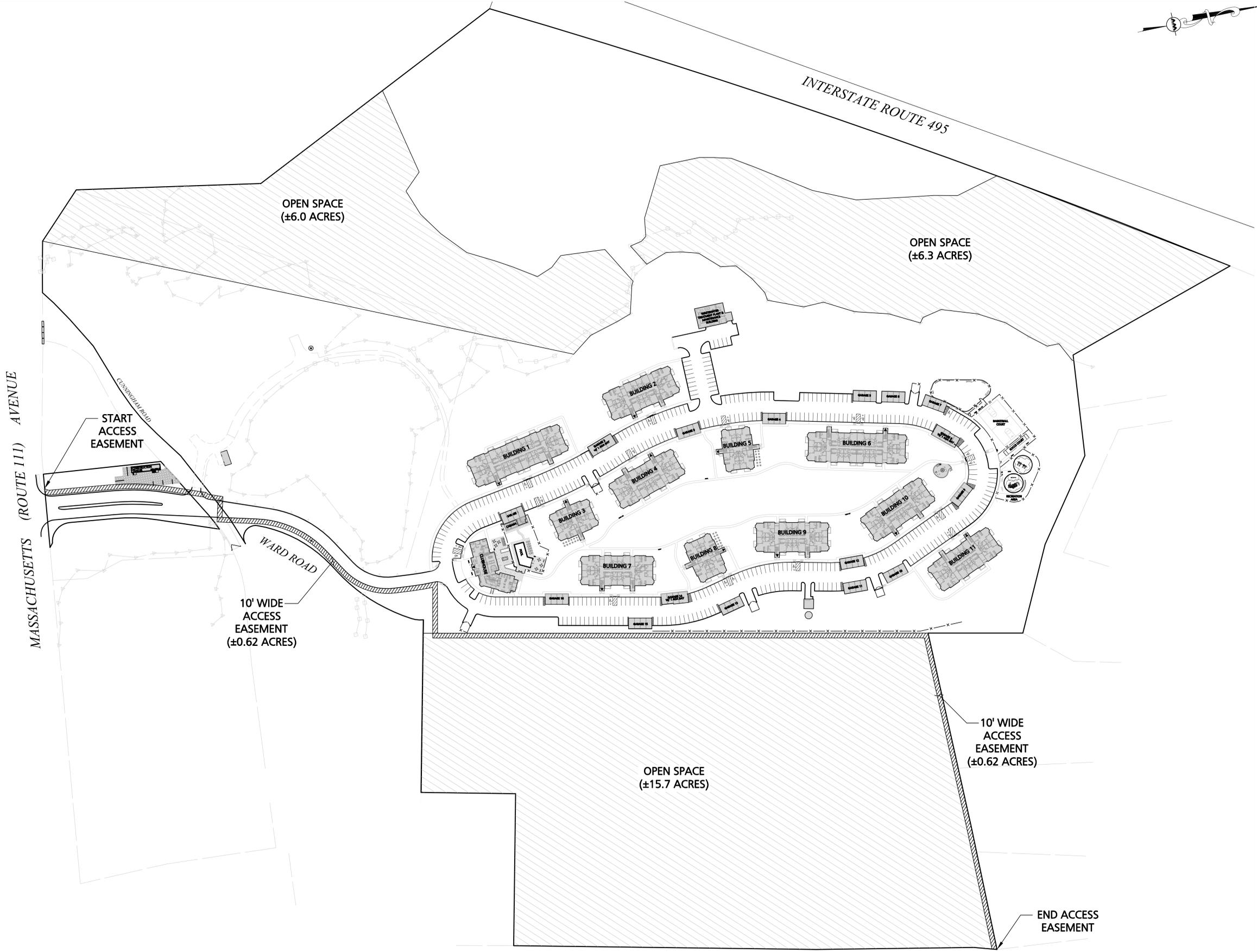
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**COMMONWEALTH OF MASSACHUSETTS**

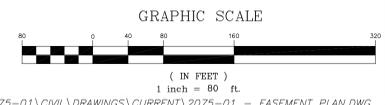
Middlesex, ss:

On this \_\_\_\_\_ day of \_\_\_\_\_, 201\_, before me, the undersigned notary public, personally appeared \_\_\_\_\_, proved to me through satisfactory evidence of identification which was \_\_\_\_\_ to be the person whose name is signed on the proceeding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public  
My Commission Expires:



**DIG SAFE**  
  
 BEFORE YOU DIG  
 CALL 811 OR  
 1-888-DIG-SAFE  
 1-888-344-7233



N:\PROJECTS\2075-01\CIVIL\DRAWINGS\CURRENT\2075-01 - EASEMENT PLAN.DWG



**ISSUED FOR REVIEW**  
 OCTOBER 8, 2015

PROFESSIONAL ENGINEER FOR ALLEN & MAJOR ASSOCIATES, INC.

REV	DATE	DESCRIPTION
13.	09/24/2015	ADA REVISIONS
12.	09/10/2015	REVISED PER FIRE DEPARTMENT COMMENTS
11.	08/28/2015	REVISION B
10.	07/27/2015	ISSUED FOR ZONING BOARD OF APPEALS
9.	07/08/2015	ISSUED FOR DEFINITIVE SITE PLAN
8.	06/12/2015	REVISED PER FIRE DEPARTMENT COMMENTS
7.	05/15/2015	ISSUED FOR PERMIT
6.	05/05/2015	ISSUED FOR DEP PERMIT APPROVAL
5.	05/04/2015	REVISED FOR PRICING
4.	03/26/2015	REVISED PER TOWN COMMENTS
3.	03/02/2015	ISSUED FOR MEPA
2.	02/27/2015	REVISED PER TOWN COMMENTS
1.	02/12/2015	ISSUED FOR ZONING BOARD OF APPEALS

OWNER:  
 JEFFERSON AT BEAVER BROOK, LLC  
 600 E. LAS COLINAS BLVD, SUITE 1800  
 IRVING, TX 75039

PROJECT:  
 JEFFERSON AT BEAVER BROOK  
 BOXBOROUGH, MA

PROJECT NO. 2075-01 DATE: 02-11-2015  
 SCALE: 1"=80' DWG. NAME: C2075-10  
 DESIGNED BY: SJL CHECKED BY: CMQ

**ALLEN & MAJOR ASSOCIATES, INC.**  
 civil & structural engineering • land surveying  
 environmental consulting • landscape architecture  
 www.allenmajor.com  
 100 COMMERCE WAY  
 P.O. BOX 2118  
 WORWEN, MA 01888-0118  
 TEL: (781) 935-6889  
 FAX: (781) 935-2896  
 WORWEN, MA • LAKENHILL, MA • MANCHESTER, NH

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DRAWING TITLE: CONCEPTUAL EASEMENT PLAN SHEET No. CP-1

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OPEN SPACE A  
AREA = 261,364 SQ. FT.  
(6.000 ACRES)

N/F  
COMMONWEALTH OF MASSACHUSETTS  
DEPARTMENT OF PUBLIC WORKS  
(HIGHWAY DIVISION)

**Certification**  
I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED IN ACCORDANCE WITH THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.  
I HEREBY CERTIFY THAT THIS PLAN SHOWS THE PROPERTY LINES THAT ARE THE LINES OF EXISTING OWNERSHIP'S, AND THE LINES OF STREETS AND WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN. (MASS. GEN. LAWS CHAPTER 41, SEC. 81-K).

DATE \_\_\_\_\_ PROFESSIONAL LAND SURVEYOR \_\_\_\_\_

RESERVED FOR REGISTRY USE ONLY

WARD ROAD PARCEL  
AREA = 34,998 SQ. FT.  
(0.803 ACRES)

OPEN SPACE B  
AREA = 275,375 SQ. FT.  
(6.322 ACRES)

**General Notes**

- 1) THE PROPERTY LINES SHOWN ON THIS PLAN ARE BASED UPON AN ACTUAL FIELD SURVEY CONDUCTED BY VANASSE HANGEN BRUSTLIN, INC. IN SEPTEMBER, 2014 AND FROM DEEDS AND PLANS OF RECORD.
- 2) THE HORIZONTAL DATUM IS BASED ON MASS. GRID SYSTEM, NAD 1983.
- 3) THE PURPOSE OF THIS PLAN IS TO CREATE A 10' WIDE ACCESS EASEMENT THROUGH LOT 3B, WARD ROAD AND WARD ROAD PARCEL.
- 4) SEE PLAN ENTITLED "PLAN OF LAND IN BOXBOROUGH, MASSACHUSETTS" PREPARED BY VHB, INC., DATED MAY 29, 2015, RECORDED AS PLAN 594 OF 2015, FOR CONFIGURATION OF EXISTING REFERENCED PARCELS.

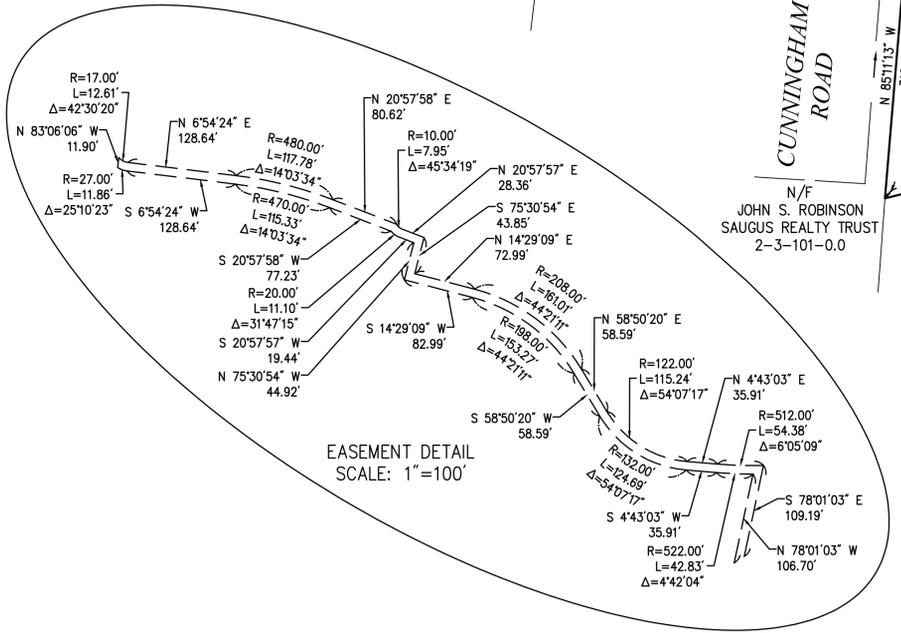
**Record Owner**

NEW BLUE HILL SAUGUS REALTY TRUST  
BOOK 19477, PAGE 178  
BOOK 19589, PAGE 531

BOXBOROUGH LAND TRUST  
BOOK 17743, PAGE 268

PARCEL 2-3 ARE SHOWN ON ASSESSOR'S  
MAP 8 LOT 012-000  
MAP 8 LOT 013-000  
MAP 8 LOT 014-000

WARD ROAD PARCEL IS SHOWN ON ASSESSOR'S  
MAP 13 LOT 006-000



PROPOSED 10' WIDE  
ACCESS EASEMENT  
AREA = 27,197 SQ. FT.  
(0.624 ACRES)  
(SEE EASEMENT DETAIL)

PROPOSED 10' WIDE  
ACCESS EASEMENT  
AREA = 2,102 SQ. FT.  
(0.048 ACRES)

OPEN SPACE C  
AREA = 684,142 SQ. FT.  
(15.706 ACRES)

PROPOSED 10' WIDE  
ACCESS EASEMENT  
AREA = 27,197 SQ. FT.  
(0.624 ACRES)



# EASEMENT PLAN OF LAND IN BOXBOROUGH MASSACHUSETTS

PREPARED FOR: TDI REAL ESTATE ACQUISITION, LLC

PREPARED BY: Vanasse Hangen Brustlin, Inc.  
Transportation, Land Development &  
Environmental Services  
101 Walnut Street, P.O. Box 9151  
Watertown, MA 02471-9151  
(617) 924-1770

SCALE: 1 INCH = 100 FEET DATE: OCTOBER 26, 2015

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**Internal Communications & Outgoing Communications  
November 2, 2015**

1. Letter from Town Counsel to TA Selina Shaw dated October 21, 2015, advising that the Flagg Hill Road Quitclaim Deed and Grant of Easements have been recorded in the Middlesex South Registry of Deeds.
2. Letter from the Massachusetts Emergency Management Agency dated October 13, 2015, regarding the Federal Emergency Management Agency (FEMA) policy on assistance for removal of snow from roofs.



**Minutes, Notices, and Updates**  
**November 2, 2015**

**Minutes**

1. Conservation Commission minutes from the meeting held October 7, 2015
2. Finance Committee minutes from the meeting held October 5, 2015
3. Vocational Education Advisory Committee minutes from the meeting held October 1, 2015
4. Board of Appeals minutes from the meeting held September 15, 2015

**Notices**

1. Notice of a Public Hearing to be held November 16, 2015, on the adoption of a Residential Factor, which will establish the percentages of the tax burden borne by each class of real and personal property for FY 16
2. Notice of a Steele Farm Advisory Committee meeting to be held November 17, 2015
3. Notice of a Finance Committee meeting to be held November 16, 2015
4. Notice of a Board of Appeals public hearing to be held November 3, 2015, to consider a variance regarding a construction trailer on the property located at 1415 Massachusetts Avenue (Assessor Map # 13-006-000)
5. Notice of an Acton Health Insurance Trust meeting held October 30, 2015
6. Notice of an ABRSC Budget Subcommittee meeting held October 28, 2015, at 7:30 a.m.
7. Notice of an ABRSC Policy Subcommittee meeting held October 28, 2015, at 9:00 a.m.
8. Notice of a "Three Board" meeting of the ABRSC, Acton Board of Selectmen, and Acton Finance Committee held October 27, 2015
9. Notice of an ABRSC Workshop meeting held October 22, 2015
10. Notice of an Agricultural Commission meeting held October 27, 2015
11. Notice of an Acton Boxborough Cultural Council meeting held October 27, 2015

12. Notice of a Public Celebrations and Ceremonies Committee meeting held October 22, 2015
13. Notice of Decision No. 2015-04 by the Board of Appeals dated October 20, 2015, regarding an application for a Special Permit for work in lands bordering the Wetland and Watershed Protection District (W-District) on the property located at 394 Littlefield Road (Assessor's Parcel # 06-013-000)
14. Notice of Decision No. 2015-05 by the Board of Appeals dated October 20, 2015, regarding an application for a Special Permit to construct and erect a freestanding sign on the property located at 530 Massachusetts Avenue (Assessor's Parcel # 14-156-000)
15. Notice of Decision No. 2015-06 by the Board of Appeals dated October 20, 2015, regarding an application for a Special Permit for work in lands bordering the Wetland and Watershed Protection District (W-District) on the property located at 484 Middle Road (Assessor's Parcel # 09-036-000)

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**General Correspondence  
November 2, 2015**

1. Flyer and form for nominating the Tree Warden of the Year for 2016, which is awarded by the Massachusetts Tree Wardens' and Foresters' Association (MTWFA).