



BOARD OF SELECTMEN
Meeting Minutes
December 7, 2015

APPROVED: December 21, 2015

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

ALSO PRESENT: Selina Shaw, Town Administrator and Police Chief Warren Ryder

EXECUTIVE SESSION

- At 6:00 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 reconvene in open session in the Boxborough Community Center, 30 Middle Road to continue with the regular business on the agenda. Seconded by Member Bak. **Approved 5-0 by Roll Call Vote: Gorman "aye"; Fox "aye"; Stemple "aye"; Amoroso "aye"; and Bak "aye."** The Chair noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:08 P.M. in the Boxborough Community Center.

ALSO PRESENT: Cheryl Mahoney, Department Assistant

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

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- The Selectmen passed over a discussion of Community Preservation Committee (CPC) activities, as CPC Chair Owen Neville had been detained and would be unable to attend.
- Town Planner, Adam Duchesneau, was present to discuss the disclosure of financial interest that he has filed. Duchesneau advised that in October his mother moved into a unit in Sheriff's Meadows. This property is adjacent to a proposed development that has ongoing business before the land use boards he serves. Given that this proposal development might affect a family member's financial interests the State's Ethics Commission advised him that he should file the disclosure presented tonight. He has no voting power on any of the boards he serves; nor does he have a financial interest as his mother is self-supporting. There was also discussion about the protracted history of this development and its current iteration. Member Fox moved to accept as appointing officials, and as required by Section 19 of MGL Chapter 268A, we have reviewed the matter and the financial interest described in the "Disclosure by Non-Elected Municipal Employee of Financial Interest," submitted by Town Planner, Adam Duchesneau, and have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, and further to forward said determination in writing to him. Seconded by Member Stemple. **Approved 5-0.**
- Personnel Board Chair, Anne Canfield; members Becky Neville & Hugh Fortmiller and Police Chief Warren Ryder were present to discuss the FLSA status of the Police Lieutenant and the related compensation for the position. Chief Ryder opened discussion by providing background; an overview of the concerns that he & the Personnel Board have been working to resolve and the rationale behind tonight's recommendation. Ryder referred to the data from August to November which tracked the lieutenant's time broken down into three categories: Administrative, Patrol/Police Work and Training. Personnel Board Chair Canfield added that the Personnel Board did have an additional concern - whether the lieutenant would be eligible to work police details, specifically details in Town. She advised that it has been agreed that the lieutenant will not work in-town details but would be eligible for those outside of town. The compensation adjustment being recommended is intended as an off-set to over-time. Allowing the Lt. to cover up to five shifts through the end of FY 16 & 10 shifts per year thereafter. It would be offered to Lt. after the patrol officers but before anyone is "ordered-in." It was also clarified that this adjustment is not retroactive. The FinCom has been informed about tonight's recommendation. There was also discussion as to the compensation

if the Police Dept. requires the Lt. to provide coverage in extraordinary circumstances. Further to Police Chief Ryder's request, and as supported by the Personnel Board, Member Fox moved to authorize the Police Chief to move Lieutenant O'Brien from (Grade 15) step 7 to 9 [from \$75,699.67 to \$79,531.96] on the Classification and Compensation Schedule, effective December 31, 2015. Seconded by Member Stemple. **Approved 5-0.**

The Selectmen took Agenda Item 4e, out of order.

- Fire Chief Randolph White was present to discuss his draft Report on Regionalization of Fire Services, and referred to the report that was provided in the packet. He summarized his finding in that regionalizing Fire Services would not bring about significant cost savings to the Town. While improvements in services may be obtained with regionalization, there would be difficult issues with respect to keeping the Fire Station open, allocating the substantial revenues and modifying collective bargaining agreements. So far no communities have successfully entered into a regional services agreement. He did opine that the Town could consider entering into IMA discussions with contiguous communities. However, this may be problematic as Boxborough is in a unique geographic position, as we sit on the "dividing line" for the various public safety service districts and/or resource zones.
- Town Treasurer, Patrick McIntyre and members of various land use boards were present to continue the discussion concerning the disposition of foreclosed properties in Town. Treasurer McIntyre referred to the tables provided in the packet which summarized the feedback from the various boards. The Conservation Comm. has a significant interest in acquiring several of the tax title parcels that are still pending before the Land Court. There was discussion as to the difference between how the Town and the Conservation Comm. would hold title. The ConsCom holds title pursuant to MGL. Chapter 97. It is an onerous process to transfer title out of ConsComm's control, which ultimately requires ratification of an act of legislature. Further, by necessity, any usage under Ch. 97 would be extremely restrictive. Agricultural Comm. Chair John Neyland spoke to the AgCom's memo of 11/29/15, specifically as to "Forestry" usage and the "Hilberg" parcel. It was noted that Board of Health and ConsCom have also voiced in interest in the "Hilberg" parcel. Neyland noted that AgCom would like to see many of the parcels they identified remain open agricultural space and not go back to a "wild" state; allowing them to remain productive. The Selectmen determined that AgCom, Board of Health and ConsCom would be asked to provide more information supporting their rationale for acquiring the respective parcels - outlining anticipated use, other municipal usage and related concerns. There was discussion as to the Housing Board's interest in the parcel at 405 Middle Rd. for building an affordable housing single family dwelling. The prior discussions with BHB Chair Al Murphy and Planner Duchesneau concerning this parcel as a possible affordable housing site and the parcel's potential development issues were reviewed. The BHB will be asked to continue their investigation into this proposal. It was further determined that the Board of Health will be asked to provide more information and their rationale concerning those water resource loci that they have identified. In closing, Treasurer McIntyre advised that two private parties have inquired about the "Hilberg" Hill Rd. property.
- Under Citizens concerns, AgCom Chair Neyland noted that the Selectmen had previously approved a waiver of a ConsCom filing fee for the Stanley Farm site. It turns out Mr. Stanley's ConsCom filing fee will be far less than what Selectmen previously approved in the waiver. Neyland requested that the Selectmen also approve waiving the lesser fee.

MINUTES

- Member Gorman moved to accept the minutes for the Regular session, November 16, 2015, as revised. Seconded by Member Stemple. **Approved 5-0.**
- Member Gorman moved to accept the minutes for the Executive session, November 16, 2015, as written. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Fox reported that he was pleased that the RFP for the Stow Road development was on the Selectmen's list of priorities that Chair Amoroso presented at the 11/30/15 Joint Three Board meeting. The RFP working group hopes to have its final draft is ready soon to present to the Selectmen; then all of the other necessary stakeholder and finally for public discussion.
- Member Bak reported that the Vocational Education Advisory Comm. reviewed their charge at a recent meeting. Previously the Selectmen had indicated that they do not want VEAC to prepare a recommendation but simply deliver their data, which is different than their charge. If this is the case the Selectmen may want to redraft VEAC's charge. She provided an outline of what they have accomplished so far. VEAC will be visiting Assabet Regional Tech. High School. She believes VEAC will be able to present their findings in time for a STM but are able provide their findings to the Selectmen on December 21st or in January 2016.
- Member Gorman reported that he had attended Building Inspector; David Lindberg's going away party. He noted that Lindberg will continue to provide some coverage and is participating in the interview process.

He also reported that he has met and reviewed the budget with Fire Chief and it seems to be in good shape.

OLD BUSINESS

- The Selectmen reopened discussion of providing Video On Demand for board meetings and the input that has been received from town boards. BXB TV, Video Production Sup. Kirby Dolak was present for this discussion. All of the Town's Boards/Committees were polled as to whether they wished their meetings be recorded/broadcast. This information was compiled into the table provided in the packet. Of the seven responses received only two boards, ConsCom and ZBA noted that they could see some value to this. The Selectmen spoke to the feedback received. Dolak also provided input, specifically that they had received similar feedback when they initiated this video coverage in Littleton. Today most town board meetings are being broadcast. Resident Maria Neyland inquired about FinCom's feedback, noting that as FinCom is responsible for the Town's budget process it would be helpful to residents if they could view those discussions. Further, Acton FinCom currently broadcasts their meetings. Providing this type of access is important. It was suggested that TA Shaw and Dolak continue to explore expanded video coverage and which matters would have priority; the necessary allocation of resources; logistic concerns and cost.
- Chair Amoroso opened discussion on the Minuteman Regional School District; specifically Boxborough's continued membership in the District or our potential withdrawal. He provided an overview of the various meetings and discussions that he has been participating in, as a Selectmen and/or our Minuteman School Comm. representative, over the last several months. There have been several District Selectmen meetings where their primary focus has been the proposal he developed. The Selectmen are generally supportive of this proposal. He has had also presented this proposal to the School Committee. The MMRSC has communicated to this Selectmen working group that they could support incorporating Boxborough's proposal into pending agreement amendments if they could expedite ratification, with all towns holding Special Town Meetings in the 1st part of 2016. He detailed the items that will likely be presented as part of these proposed STMs. He also reported that Lincoln wants to be compensated by the District because, as proposed, the building will now be sited in Lincoln. Not everyone is happy about Lincoln's position but compromises are under discussion. Tonight's proposed motion is a preliminary step, and this situation continues to evolve. He outlined the positives and negatives for holding a Special Town Meeting for this specific matter and what may result from this. There will be a cost to hold a STM; however, this is a multi-million dollar building project. He clarified that this motion still does not commit us to withdrawing from the District; only that Boxborough is considering withdrawing. The working group has been working very hard on this and will continue to work to have articles ready for a STM, as proposed. The Minuteman School Comm. on Dec. 15th will be asked to vote on sending the Bonding Article to the member towns. It seems likely the majority will vote in favor of this submission. This action will make convening a STM in February even more important, as this warrant could include articles on the project's bonding and the further revisions to the District Agreement. It was noted that DESE would have final approval of all amendments to our existing agreement and the related withdrawal requests. Chair Amoroso moved to notify the Minuteman Regional School District of Boxborough's intent to seek a vote at a Special Town Meeting, to be held on a date in February 2016 yet to be determined, on:
 - 1) Whether or not to approve any proposed amendments to the Regional Agreement, and
 - 2) Whether or not to withdraw from the District, pursuant to the Initial Withdrawal provisions of such proposed amendments.Adoption of this Motion shall constitute a request that the Minuteman Regional School District name Boxborough as a declarant in the Initial Withdrawal section of such proposed amendments. Seconded by Member Fox. **Approved 5-0.** TA Shaw will notify the Minuteman School Committee of tonight's vote.

NEW BUSINESS

- The Selectmen took up a Reserve Fund Transfer Request for Town Hall Building and Grounds Maintenance Services. During the summer several HVAC units at the Town Hall failed and needed to be replaced. At that time it was noted that all of the other Town Hall HVAC/Heater units were reviewed and it was determined that all were past their useful life and could fail. This conclusion was communicated to the various stakeholders. One of these units did, in fact, fail just before Thanksgiving and needed to be replaced. TA Shaw has included a copy of the earlier RFT for informational purposes. She further advised that there are still several older units in the building that will eventually need to be replaced. The FinCom approved this RFT on November 30th. There was discussion as to how to fund replacing these remaining units and the procurement requirements that will need to be complied with. Member Bak moved to approve the transfer of \$5,750 from the Reserve Fund to Town Hall – Building and Grounds Maintenance Services. Seconded by Member Stemple. **Approved 5-0.**

CONCERNS OF THE BOARD

- Member Bak advised that the Community Preservation Comm. is considering putting forth an article for this upcoming Special Town Meeting regarding the Town Hall front step project. TA Shaw explained why the additional funding was necessary.
- Member Stemple advised that the Steele Farm Advisory Comm. intends on seeking the Selectmen's input on using the funds in their revolving account to fund the engineering study for the house drainage. Currently there is enough in the fund for this study.

EXECUTIVE SESSION

- At 8:46 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. Seconded by Member Bak. **Approved 5-0 by Roll Call Vote: Gorman "aye"; Amoroso "aye"; Bak "aye"; Fox "aye"; and Stemple "aye."** The Chair noted that open meeting may have a detrimental effect on the bargaining position of the Board.

SELECTMEN'S ANNOUNCEMENTS
DECEMBER 7, 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>

- The joint Board of Selectmen and Planning Board Meeting to host a **public forum**, which was previously scheduled for tonight has been **re-scheduled to December 21, 2015** at 7:30 PM at the Boxborough Community Center, 30 Middle Road, to consider adoption and endorsement of the Town's updated Master Plan entitled **Boxborough2030**. Public attendance and comments are encouraged. The Boxborough2030 Plan can be accessed from the Master Plan Update Committee's webpage or at the Planning Office. Written comments may also be submitted to the Planning Office, Town Hall, 29 Middle Rd., Boxborough, MA 01719, by the close of business on Monday, December 21st.

- **Construction for Jefferson at Beaver Brook development**, at the intersection of Mass. Ave. and 495, is underway. There is some blasting involved. This started today and will continue 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 Sargent Memorial Library** has launched a new free technology workshop "**How-To Tuesdays**" held on Tuesday evenings from 6:00pm to 7:30pm. For more information or to sign up, please visit the Library's Event Calendar. Feedback and suggestions are welcomed. If you can't make it to the "**How-To Tuesday**" Drop-In Help Hours are also available on Monday mornings, Tuesday evenings, and Wednesday afternoons.

- There is a **TOYS FOR TOTS** drop off box at the Fire Station. If anyone wishes to donate a toy to help underprivileged children they may drop it off at the Fire Station located across from the Blanchard School, at 502 Mass. Ave. They are looking for new, non-violent, unwrapped toys for boys and girls of all ages. Residents are asked to have their donations in by **Friday, December 11th**.

- **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

- **You can now apply and pay for Transfer Station Stickers and Bulk Item Disposal Vouchers on-line.** Go to the Transfer Station's webpage for more information.
 - 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. They are happy to accept clean, functional items in good working condition. Please refer to the Transfer Station webpage or call the DPW for more information.

- The **2015 Deer Hunting Season has opened. Shot Gun Season is underway** and runs through December 12th, followed by Primitive Firearms or Muzzle Season which closes on December 31st. 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** now in effect and will run until April 1st. 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.

- We invite you to explore the Town's website 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 two (2) volunteers 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.



BOARD OF SELECTMEN

Meeting Agenda

December 7, 2015

**Boxborough Community Center
30 Middle Road**

1. CALL TO ORDER, 6 PM, TOWN ADMINISTRATOR'S OFFICE

2. EXECUTIVE SESSION

Move 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 reconvene in open session in the Boxborough Community Center, 30 Middle Road to continue with the regular business on the agenda

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

**ROLL CALL
VOTE:**

3. ANNOUNCEMENTS

4. APPOINTMENTS

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

a) Owen Neville, Community Preservation Committee (CPC) Chair, to discuss activities of the CPC, 7:05 PM

b) Adam Duchesneau, Town Planner, re: disclosure of financial interest, 7:25 PM

As appointing officials, and as required by Section 19 of MGL Chapter 268A, we have reviewed the matter and the financial interest described in the "Disclosure by Non-Elected Municipal Employee of Financial Interest," submitted by Town Planner, Adam Duchesneau, and have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee, and further to forward said determination in writing to him

VOTE:

c) Personnel Board and Police Chief Warren Ryder, re: FLSA status of Police Lieutenant, 7:30 PM

Further to Police Chief Ryder's request, and as supported by the Personnel Board, move to authorize the Police Chief to move Lieutenant O'Brien from (Grade 15) step 7 to 9 [from \$75,699.67 to \$79,531.96] on the Classification and Compensation Schedule, effective December 31, 2015

VOTE:

d) Town Treasurer, members of land use boards re: disposition of foreclosed property, 7:40 PM

e) Chief White, re: Draft Report on Regionalization of Fire Services, 8:30 PM

f) Citizens concerns

5. MINUTES

a) Regular session, November 16, 2015

ACCEPT & POF

b) Executive session, November 16, 2015

ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Video on demand for board meetings – discussion regarding input received
- b) Minuteman Regional School District – discussion regarding future continued membership in the District or potential withdrawal

Move to notify the Minuteman Regional School District School Committee of Boxborough’s potential intent to withdraw from the District

VOTE:

8. NEW BUSINESS

- a) Reserve Fund Transfer Request – Town Hall Building and Grounds Maintenance Svcs.

Move to approve the transfer of \$5,750 from the Reserve Fund to Town Hall – Building and Grounds Maintenance Services

[FinCom approved the request on 11/30/15]

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. EXECUTIVE SESSION (Tentative)

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

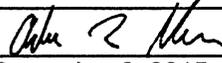
ROLL CALL VOTE:

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.”

13. ADJOURN

**DISCLOSURE BY NON-ELECTED MUNICIPAL EMPLOYEE OF FINANCIAL INTEREST
AND DETERMINATION BY APPOINTING AUTHORITY
AS REQUIRED BY G. L. c. 268A, § 19**

MUNICIPAL EMPLOYEE INFORMATION	
Name:	Adam Duchesneau
Title or Position:	Town Planner
Municipal Agency:	Town of Boxborough, MA Planning Department
Agency Address:	Town Hall 29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1723
Office E-mail:	ADuchesneau@Boxborough-MA.gov
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	The property owner of the land at 700 Massachusetts Avenue (near the intersection of Massachusetts Avenue and Stow Road, aka "Town Center Property") has been meeting with the Planning Board informally over the course of 2015 to discuss a potential 100 unit, over 55, senior housing project. As Town Planner I have been coordinating these meetings with the Planning Board and providing feedback to the Applicant about the project. The Applicant will be seeking various approvals for the project including, but not limited to, Site Plan Approval, Special Permit(s), and amendments to a previously awarded Definitive Subdivision Plan.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	As Town Planner I have been, and would continue to be, the point person of contact for the Town assisting the Planning Board and the Applicant through the permitting process. This would include providing recommendations on any necessary approvals regarding Site Plan Approval, Special Permits, or other necessary Planning Board or Zoning Board of Appeals applications. Once a formal application filing is made for Site Plan Approval and/or a Special Permit(s), or other items, I will be reviewing the proposal, providing comments and feedback to the Applicant about the project, and preparing a Staff Report(s) which will be distributed to the Planning Board or Zoning Board of Appeals making a recommendation about the project and its particular elements. In particular, the Staff Report(s) will make specific findings and recommendations to the boards about the project. However, ultimately, the Planning Board or Zoning Board of Appeals will be making the final decision regarding any permitting applications.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input checked="" type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	In late October 2015, my mother purchased a housing unit in the condominium development Sheriff's Meadow and is a direct abutter to this proposed project. Therefore, the proposed project may cause or prevent a potential financial gain or loss to my mother's property.
Employee signature:	
Date:	December 2, 2015

DETERMINATION BY APPOINTING OFFICIAL

APPOINTING AUTHORITY INFORMATION	
Name of Appointing Authority:	Town of Boxborough Board of Selectmen
Title or Position:	Chair: Vincent Amoroso Town Administrator: Selina Shaw
Agency/Department:	Town of Boxborough Board of Selectmen
Agency Address:	Town Hall 29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1712
Office E-mail	SShaw@Boxborough-MA.gov
DETERMINATION	
Determination by appointing authority:	As appointing official, as required by G.L. c. 268A, § 19, I have reviewed the particular matter and the financial interest identified above by a municipal employee. I have determined that the financial interest is not so substantial as to be deemed likely to affect the integrity of the services which the municipality may expect from the employee.
Appointing Authority signature:	
Date:	
Comment:	

Attach additional pages if necessary.

The appointing authority shall keep this Disclosure and Determination as a public record.

PERSONNEL BOARD
Meeting Minutes (DRAFT)
November 24, 2015

Board Members Present: Anne Canfield, Chair, Pat Flanagan, Hugh Fortmiller, Becky Neville

Also present: Susan Bak, BoS Liaison, Warren Ryder, Police Chief, Selina Shaw, Town Administrator

The meeting was called to order at 7:00 am in the Morse/Hilberg Room at Town Hall. The purpose of the meeting was to review Chief Ryder's data on the Police Lieutenant's patrol hours vs administrative task hours for the last three months, and to review again the issue of exempt overtime.

1. A motion was made by Becky and seconded by Hugh to approve the minutes of the October 7, 2015 meeting. The motion was voted and passed unanimously.
2. Selina reported that on November 2 the BoS voted to accept the Personnel Board's recommended revisions to the Department Assistant job description and to retain the current job title.
3. Chief Ryder presented data on Lieutenant O'Brien's hours worked from Aug. 28 through Nov. 17. The Lieutenant worked 416 hours; 274 hours performing administrative tasks, 110 hours in training and 32 hours of patrol or regular police work. The Chief cited 28 "order ins" of other officers that could have been prevented if the Lieutenant were allowed to work overtime. The Board reiterated FLSA regulations regarding the prohibition of overtime pay to exempt employees. The Chief suggested that the Lieutenant might work town funded details. We pointed out that the Lieutenant's offer letter states that only private details would be allowed. Any town funded details could be perceived as overtime pay for an exempt employee. It was suggested that the Chief consider raising the Lieutenant's salary from Step 7 to Step 9, thereby compensating him for experience. The Chief said he would propose the increase at the next BoS meeting on Dec. 7. Members of the Personnel Board will attend the meeting to report on our discussion with the Chief, that we believe the data presented by the Chief confirms the position as exempt, that no overtime is recommended, but we would support a two- step salary increase.

Action Item: Anne will post an agenda for Personnel Board attendance at the BoS Dec. 7 meeting.

Action Item: Anne will talk further with the Chief regarding his initial proposal to allow the Lieutenant to perform town-funded details. The Board does not support this suggestion and the Lieutenant's offer letter cites only private details as allowable.

4. Town Counsel will conduct a seminar on hiring practices on Dec. 14. Pat volunteered to attend.
5. Selina reported that a team was being formed to interview candidates for the Building Inspector position. Pat volunteered to be on the team.
6. At our next meeting we will discuss and propose annual salary increases for FY17 and review and discuss the draft Discrimination and Harassment Prevention Policy.

The next meeting is scheduled for Tuesday, January 5, 2016 at 7:00 am.

The meeting adjourned at 8:35 am.

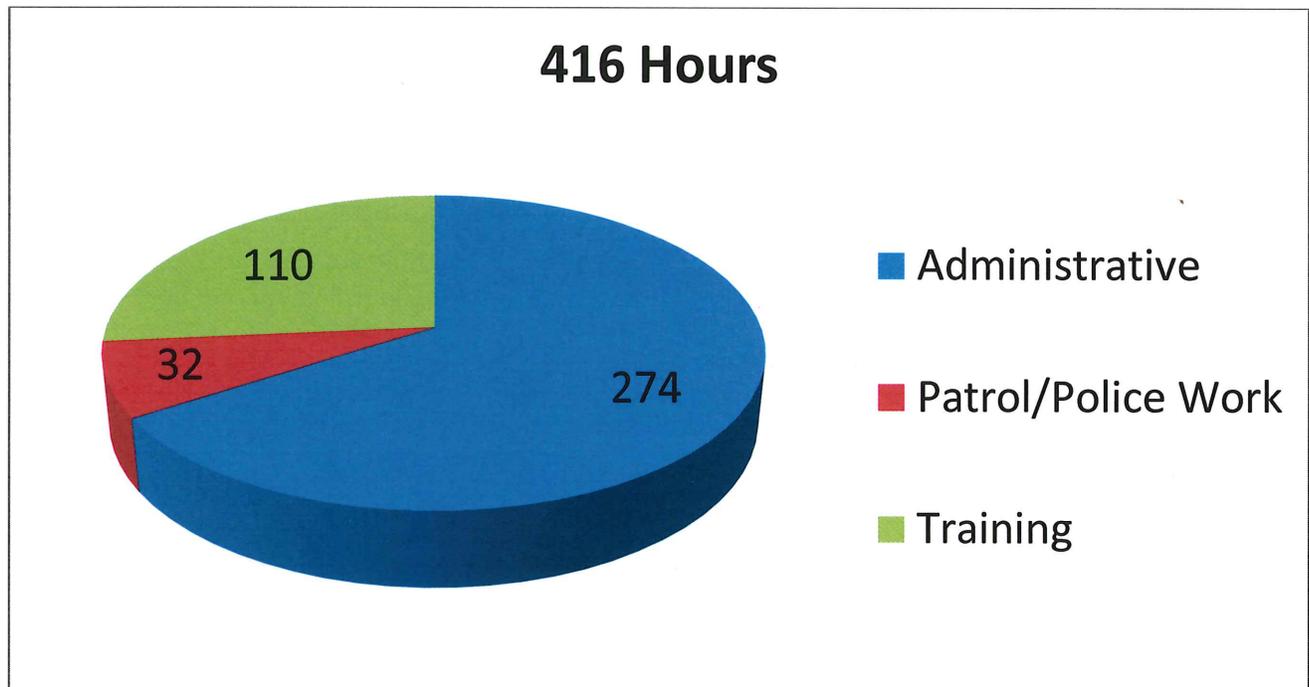
Submitted by Pat Flanagan



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

To: Personnel Board
From: Chief Warren B. Ryder
Date: November 17, 2015
Re: Lieutenant Hours

We began tracking the Lieutenant's duties and work flow on August 28, 2015. Attached you will see the breakdown demonstrating that of his 416 hours of work 274 hours were focused towards administrative duties, 32 hours was dedicated patrol or handling calls, investigations or other regular police work and he was in training for 110 hours. Of his training hours all but 8 hours were administrative related courses.



WBR/cop

Lt. Warren O'Brien – Tracking of Hours

DATE	ADMINISTRATIVE HOURS	PATROL HOURS	TRAINING HOURS
8/28/2015	8	0	0
9/1/2015	8	0	0
9/2/2015	7	1	0
9/3/2015	8	0	0
9/4/2015	7	1	0
9/5/2015	5	3	0
9/8/2015	7	1	0
9/9/2015	0	0	8
9/10/2015	8	0	0
9/11/2015	7	1	0
9/12/2015	6	2	0
9/15/2015	6	2	0
9/16/2015	8	0	0
9/17/2015	8	0	0
9/18/2015	8	0	0
9/21/2015	8	0	0
9/22/2015	7	1	0
9/23/2015	7	1	0
9/24/2015	5	3	0
9/25/2015	8	0	0
9/28/2015	4	0	4
9/29/2015	0	0	8
9/30/2015	8	0	0
10/1/2015	8	0	0
10/2/2015	8	0	0
10/6/2015	6	0	2
10/7/2015	6	2	0
10/8/2015	8	0	0
10/9/2015	6	2	0
10/10/2015	5	3	0
10/13/2015	0	0	8
10/14/2015	0	0	8

4e



Randolph T. White
Fire Chief

Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719
Business 978-264-1770 Fax 978-263-0038
www.boxboroughfire.com

To: Board of Selectman

From: Randolph T. White, Fire Chief 

Date: November 9, 2015

Re: Draft Report on Regionalization of Fire Services

In response to your question about Regionalization of Fire Services, I offer the following information.

I have personally taken part in two feasibility studies for a Regional Emergency Communications Center (RECC). The first one was in 2011 between the communities of Boxborough, Concord, Maynard, Sudbury, Wayland, and Weston. The second one was in 2013 between the towns of Boxborough and Littleton. Based on my past experiences, I am confident that I can offer insight on what will be some of the challenges Boxborough would likely be faced with, moving forward with Regionalization of Fire Services.

The primary purpose of this letter is to examine the prospects of regionalizing fire service activities with other area towns. Fire service activities consist mainly of fire suppression, emergency medical services, fire prevention, training, fire investigation, and public information and education.

Most communities have expectations that regionalization will reduce local funding and still maintain the current services expectations, which is not necessarily the case. Careful consideration needs to be taken as to whether any or all of these functions could be

consolidated not necessarily as a cost savings, but to provide more efficient service that Boxborough citizens need and deserve.

Communities that have explored this have been faced with many obstacles. Some are contributed to funding disparities between large and small communities, an unwillingness to relinquish local control of budgets and services, and resistance to change. This is a complicated matter and should not be undertaken without careful consideration. Combining a larger department with a smaller one can still cost more than the smaller jurisdiction is accustomed to paying.

The Town of Boxborough is approximately 10.5 square miles and has a population close to 5,000 residents. The Boxborough Fire Department is a rural water/rescue department that responds to over 1,500 requests for services a year. Boxborough is bordered by Littleton to the north, Acton to the east, Stow to the south, and Harvard to the west. When considering regionalizing, communities most often look at their contiguous communities to consolidate with.

Each of Boxborough's contiguous communities would have their challenges if regionalization took place. Some of the potential obstacles I foresee would be as outlined;

Implementation - This is a lengthy process that will most likely take four to five years.

Consolidation – Would need to have a minimum of three communities to potentially see any cost savings.

Loss of Revenue – Boxborough's ambulance revenue averages approximately \$110K a year. This money goes directly into the General Fund.

Personnel – Boxborough has five Full-Time Firefighters (union) and twenty Per-Diem Firefighters (non-union) that provide 24 hour coverage, seven days a week. Would regionalization support this type of coverage, or would it be faced with hiring more full-time firefighters at an additional cost?

Staffing – Would Boxborough's Fire Station remain staffed or closed? If unstaffed, would this lead to longer response times? Boxborough experiences a lot of unforeseen walk-in service requests. These range from Medical Emergencies, General Inquiries, Fire Prevention Questions, etc..

EMS – Boxborough has a dedicated ambulance. Would Boxborough still have an ambulance dedicated within the community?

Apparatus – Boxborough designs it's apparatus to be multi-functional, for rural water/rescue operations. This is due in part to our lack of pressurized hydrants, and the large geographical response area of I-495. Boxborough relies on specialty apparatus such as a Tender and Hose Wagon to supply water for firefighting efforts. Where would this apparatus be located?

Fire Prevention – Last year, Boxborough had approximately 387 inspectional requests.

Public Education – Boxborough's provides a very active Pub-Ed survive to the community. These range from, School SAFE and Senior SAFE Programs, Home Safety Inspections for Carbon Monoxide and Smoke Detectors, along with CPR and First Aid Training.

Communications – Boxborough currently handles its own 911 call taking and dispatching. Any regionalization of fire services would also require a separate review of this service.

Fire Districts – Back in 1982, Executive Order #221, was signed by Governor Edward J. King, creating Fire Mobilization Districts. Boxborough being the cornerstone of Northern Middlesex County, we are boarded by three different Fire Districts with our contiguous communities. Boxborough is within Fire District 14, along with the towns of Acton and Stow. The Town of Harvard is within Fire District 8 and the Town of Littleton is within Fire District 6. If regionalization were to take place, the Commonwealth would have to be consulted if different Fire Districts were merged.

Hazardous Materials Districts –The Commonwealth is divided into six regions, by fire districts. Boxborough is within Hazmat District 3, along with the towns of Acton and Stow. The towns of Harvard and Littleton are within District 6. If regionalization were to take place, the Commonwealth would have to be consulted if different Hazmat Districts were merged.

EMS Regions – The Commonwealth is divided into five, Emergency Medical Service Regions. Boxborough is within Region 4 along with the towns of Acton, Littleton and Stow. The Town of Harvard falls within Region 2. If regionalization were to take place, the Commonwealth would have to be consulted if different EMS Regions were merged.

Collective Bargaining Agreements (CBA) – Boxborough has a binding CBA that would need to be explored. How the CBA would be integrated in a regionalization. How would this impact the department's morale?

Community Impact – How would this impact the citizens of Boxborough, or other regionalized communities? Would this provide a better service?

Continued Costs of Regionalization – Buildings, apparatus, personnel, Information and Technology, etc.... These are continuous revolving shared resources. How much say would Boxborough have in making such critical and costly decisions.

As of this date, there have not been any Massachusetts towns which have entered into a regional fire service agreement. If Boxborough wanted to further explore the potentials of Regionalization of Fire Services, I would recommend getting an Inter municipal agreement (IMA) from interested contiguous communities before hiring a consulting firm.

I hope I have provided you some valuable insight into the Regionalization of Fire Services. I would be happy to meet with you to discuss this further.



BOARD OF SELECTMEN
Meeting Minutes
November 16, 2015

APPROVED: _____

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

ABSENT: Les Fox

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 and wished Selectmen Fox well as he recovers from his recent surgery.

PUBLIC HEARING

- At 7:10 pm, Chair Amoroso opened the FY 2016 Tax Classification Hearing - Adoption of Residential Factor. Town Assessor, Ruth Anderson was present. No members of the public were in attendance. Anderson opened the discussion referring to her hearing materials provided in the packet to explain the purpose of this hearing; execution of the DOR Form LA-5 and DOR's submission process. Commercial/Industrial properties comprise only 24% of the real property in Town; a 3/1 ratio of residential to commercial. The Town has used a single tax rate for almost 30 years. There was discussion of the research done in prior years that provided the rationale for a single tax rate. She further noted that this was a re-evaluation year, which was an intensive process. As part of the process she had to work closely with the Dept. of Revenue in establishing updated values for every property in Town. Property values increased overall 1.5%. Anderson referred to the breakdown of these increases by the respective property classes outlined in the packet. She also explained how the Assessor's office defines "personal property"; the annual process in determining a business's personal property assets and that \$5,000 in total personal property assets is her minimum value threshold for levying taxes. She spoke to some of the other information provided, specifically the trends data. Foxborough's tax rate has decreased consistently over the last four years; a unique circumstance as other communities tax rates are actually trending upwards and is coupled an increase in their property values. The Selectmen noted that the Assessor's presentation was well structured and extremely informative. As there was no further discussion the hearing was closed. Chair Amoroso moved to adopt a residential factor of one, i.e. a single tax rate, and to authorize the Town Assessor to digitally sign the LA-5 form on behalf of the Board for submission to the Department of Revenue. Seconded by Member Bak. **Approved 4-0.**

APPOINTMENTS

- There were no Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Regular session, October 19, 2015, as revised. Seconded by Member Stemple. **Approved 4-0.**
- Member Gorman moved to accept the minutes for the Workshop meeting, October 24, 2015, as revised. Seconded by Member Bak. **Approved 4-0.**
- Member Gorman moved to accept the minutes for the Regular session, November 2, 2015, as revised. Seconded by Member Bak. **Approved 4-0.**
- Member Gorman moved to accept the minutes for the Executive session, November 2, 2015, as written. Seconded by Member Bak. **Approved 4-0.**

SELECTMEN REPORTS

- Member Stemple reported that he and TA Shaw attended a presentation at Minuteman High School on a Districtwide perspective in regards to the proposed building project. The meeting's presentation was handed out to the Selectmen. His take away from the discussions that took place were that it seems that member communities are concerned about the process being presented. Also most like and support Chair Amoroso's amendment proposal. Also District proponents suggested, at this meeting, that the building project should be separate and distinct from revising the agreement. This did not have a lot of support from the member towns.
- Chair Amoroso followed up on this and further reported that he met at Sudbury Town Hall on Saturday with Selectmen and Minuteman School Comm. members from five other Minuteman District towns. They discussed the District's proposed town meeting project funding article and a possible Districtwide ballot option for project funding. All of the School Comm. representatives that were present agreed not to support a district wide ballot. He noted that this stance is not a roadblock but rather a path forward. The Minuteman School Comm. will be voting on the proposed funding/bonding article on December 7th. He outlined that process and the timeline if they approve this town meeting article. He noted that if a town does not call a Town Meeting within 60 days it is deemed that they have assented to the article; however if just one town meeting votes the article down it is defeated. If it is defeated at Town Meeting the District intends to move forward with a districtwide ballot. At this Saturday meeting the sentiment was that the six towns represented will not support separating the funding the project from amending the agreement. On another note the District has circulated the amendment to allow Wayland's withdrawal. Two towns, including Wayland, have voted on this. If there is no consensus then nothing can move forward.
- Member Gorman reported that Chiefs White and Ryder have updated him on the Communications Upgrade project. They should be up and running by the first part of the new year; it also seems likely that they could come in under budget. He noted that none of this would have been possible without the assistance of LELD. They have been a cooperative and generous partner in this endeavor.

NEW BUSINESS

- The Board took up discussion on the resignation of Inspector of Buildings/Code Administration Officer, David Lindberg; the process & timeline for hiring of his successor and provision for interim coverage. TA Shaw noted that Lindberg have been very cooperative and is assisting her with the process. She reviewed the steps taken so far and her anticipated timeline. She has already received five resumes. Lindberg has agreed to provide some coverage until a new BICAO is hired. Chair Amoroso moved to accept with regrets the upcoming resignation of David Lindberg, Inspector of Buildings/Code Administration Officer and to support the process for recruitment of a successor proposed by the Town Administrator. Seconded by Member Bak. **Approved 4-0.** Members Gorman and Bak indicated that they are willing to participate in the interview process.
- The Board opened discussion on the proposed revisions to the Board of Selectmen Policy on Membership and Activities of Appointed Town Boards. The impetus for these revisions was to re-align this policy with the State's Open Meeting and Conflict of Interest laws. Town Counsel has reviewed these changes. Member Gorman moved to approve the proposed revisions to the Board of Selectmen Policy on Membership and Activities of Appointed Town Boards as proposed on November 16, 2015. Seconded by Member Stemple. **Approved 4-0.**
- The Board opened discussion on this year's Community Preservation project submissions. The applications were provided in the packet. As announced at the opening of the meeting, the Community Preservation Comm. will be holding a public hearing to determine whether to recommend submitted CPA funding applications for inclusion in the 2016 Annual Town Meeting Warrant. Though no action is required by Board of Selectmen; members may provide input by submitting their comments to Planner Duchesneau by 4:00 PM on November 23rd.
- The Board discussed preparations for a joint meeting (November 30, 7 PM) of Acton-Boxborough School Committee, Finance Committee and Board of Selectmen. The Board reviewed the proposed agenda and members were asked to forward any additional agenda items that they would like included. There was also discussion regarding possibly broadcasting this meeting and whether it could be relocated the Grange Room to allow for live broadcast.

EXECUTIVE SESSION

- At 7:55 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: Gorman "aye;" Amoroso "aye;" Bak "aye;" and Stemple "aye."

7a
 Input from Town Boards
 Video On Demand for board meetings

Board/Committee	Yes	No	Comments
Board of Health		X	Don't see the need.
Conservation Commission	X		General Consensus was to support. If limited resources, priority should be given to public hearings.
Council on Aging		X	Don't see the need.
Finance Committee		X	Don't see the need.
Housing Board		X	
Public Celebrations & Ceremonies Comm.		X	We meet infrequently and are a small board (3 members). Don't see the need.
Zoning Board of Appeals	X		General consensus - start with elected boards, see how it goes, then consider appointed boards

7b

Selina Shaw

From: Vince Amoroso <amorosovm@gmail.com>
Sent: Monday, December 07, 2015 9:42 AM
To: Selina Shaw
Cc: Susan Bak
Subject: Re: BoS Agenda item regarding Minuteman

Try this:

"Move to notify the Minuteman Regional School District of Boxborough's intent to seek a vote at a Special Town Meeting, to be held on a date in February 2016 yet to be determined, on:

- 1) whether or not to approve any proposed amendments to the Regional Agreement, and
- 2) whether or not to withdraw from the District, pursuant to the Initial Withdrawal provisions of such proposed amendments.

Adoption of this Motion shall constitute a request that the Minuteman Regional School District name Boxborough as a declarant in the Initial Withdrawal section of such proposed amendments."

-Vince

Vincent M. Amoroso, Esq.
351 Liberty Square Road
Boxborough, MA 01719
h-978-263-7522
w-617-877-8076

On Sun, Dec 6, 2015 at 6:21 PM, Selina Shaw <sshaw@boxborough-ma.gov> wrote:
Good evening,

How about, "Move to notify the Minuteman Regional School District of Boxborough's intent to seek a vote at Special Town Meeting, on a date yet to be determined, on whether or not to withdraw from the District, provided that Boxborough be named as a declarant in the initial withdrawal section of the new proposed amendments."

Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719

8a



Reserve Fund Transfer Request

Date: 11/30/15 *MM*

It is requested by the undersigned that a sum of \$ 5,750 be transferred from the Reserve Fund to:
UMAS Acct. # 001-192-5241-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Town Hall - Building and Grounds Maintenance Svc

The balance in the line item as of 11/25/15 (Date) is \$997.30. An amount of \$ 3,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

In July, a previous reserve fund transfer in the amount of \$17,500 was approved for the purpose of replacing the two (2) almost 30-year old gas-fired furnaces/ A/C units in the west side of Town Hall. One of the 2 remaining furnaces on the east side of Town Hall has failed. The unit was installed around 1990. It had originally been in the old Town Hall and was converted from oil-fired.
(We will be seeking to request an appropriation from Town Meeting to replace the last furnace and the 2 remaining AC units, as well as to address circulation issues in the building)

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

Selina Shaw (Signature) Selina Shaw, Town Administrator (Title)
____ (Signature) _____ (Title)
____ (Signature) _____ (Title)
____ (Signature) _____ (Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 5,750 from the Reserve Fund to UMAS Acct. # 001-192-5241-0000 to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	<u><i>S. DiStefano</i></u>	<u>11/30/15</u>
_____	_____	<u><i>C. Miller</i></u>	<u>11/30/15</u>
_____	_____	<u><i>[Signature]</i></u>	<u>11/30/15</u>
_____	_____	<u><i>[Signature]</i></u>	<u>11/30/15</u>
_____	_____	<u><i>[Signature]</i></u>	<u>11/30/15</u>

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

**MUIRFIELD MECHANICAL
SERVICES LLC**

80 LITTLEFIELD RD
BOXBOROUGH, MA 01719

INVOICE 4294

TELEPHONE: 978-263-7130
FAX: 978-264-4913

Bill To:

Boxborough Town Hall
29 Middle Rd.
Boxborough, MA 01719

Service Location:

Boxborough Town Hall
29 Middle Rd.
Boxborough, MA 01719

DATE	P.O. No.	CONTRACTOR LICENSE #	TERMS
11/30/2015	PR6295		UPON RECEIPT
DESCRIPTION			

To bill you 100% completion of the following:

1. Remove and dispose of existing conversion furnace in attic.
2. Installation of a Goodman high efficiency gas furnace. Installation includes the following:
 - * Goodman furnace GMVC961005CN with an AFUE of 96.1%
 - * New ductwork connections from furnace
 - * Programmable thermostat
 - * Gas piping to new furnace
 - * Two pipe venting system
 - * CO detectors as required by code
 - * Remove existing make up air duct and vent outside wall and seal with sheet metal
 - * Cap existing flue pipe at galvanized to B vent connection
 - * 1 year Muirfield Mechanical Warranty
 - * 10 year Goodman parts Warranty
 - * Lifetime Goodman Heat Exchanger Warranty

Not included: new clapboard on exterior of building at venting piping, prevailing wage, cooling coil to remain

*Our payment terms are NET DUE UPON RECEIPT.
Finance charges will accrue at the rate of 1.5% per month for unpaid balances.*

www.muirfieldmechanical.com

TOTAL \$5,750.00



Reserve Fund Transfer Request

Date: 7/20/15

It is requested by the undersigned that a sum not to exceed \$ 17,500 be transferred from the Reserve Fund to:

UMAS Acct. # 001-192-5241-0000

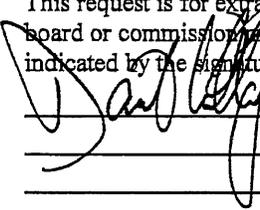
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Town Hall - Building and Grounds Maintenance Svc

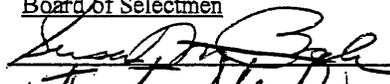
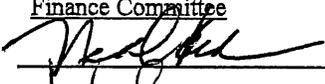
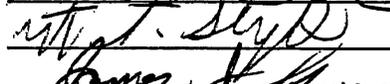
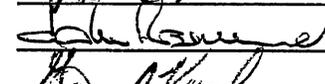
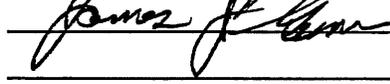
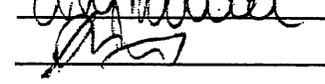
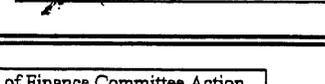
The balance in the line item as of 7/20/15 (Date) is \$3,000. An amount of \$3,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Replacement of the two (2) gas-fired furnaces/ A/C units in the west side of Town Hall. One unit has failed completely and the other appears to be in similar condition. Both units are close to 30 years old- expected useful life is 20 years. The new units will be approximately 25% more efficient on the heating side and 30% more efficient on the cooling side.

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

	(Signature)	David Lindberg, Insp of Bldgs	(Title)
	(Signature)	Selina Shaw, Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of ^{not to exceed} \$17,500 from the Reserve Fund to UMAS Acct. # 001-192-5241-0000 to be used for the purposes and in the amounts indicated above.

Board of Selectmen	Date:	Finance Committee	Date:
	<u>7/20/15</u>		<u>7/27/2015</u>
			<u>7/27/15</u>
			<u>7/27/15</u>
_____			<u>7/27/15</u>
_____			<u>7/27/15</u>

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

Selina Shaw

From: David Lindberg <DLindberg@boxborough-ma.gov>
Sent: Monday, November 23, 2015 5:21 PM
To: Selina Shaw
Subject: Heating system for TH East wing offices

Importance: High

Selina,

The gas fired hot air furnace in the Hilberg Room was installed there around 1990- after being taken out of the original town hall building and converted from oil fired. It's well over 25 years old and about 60% efficient.

Ron Mallard (owner of Muirfield Mechanical) came this afternoon and said it will cost about \$ 2,000. to repair this unit, or we could replace it with a new one for \$ 5,000. The existing unit is well over sized and underperforming. The new one would be correctly sized and be about 95% efficient. We will get a written proposal tomorrow.

Due to its age, the fact that it had been converted from one fuel source to another, and the Thanksgiving holiday it will be about two weeks before the repairs to the old unit could be completed. If we get the new unit, it could be installed Wednesday of this week. The new unit would be compatible with your plans to replace the two units on the east side and improve the balance and control of the heat throughout the building.

Dave

David Lindberg
Inspector of Buildings
29 Middle Road
Boxborough, MA 01719
978-264-1725
dlindberg@boxborough-ma.gov

PROPOSAL

MUIRFIELD MECHANICAL SERVICES, LLC
 80 LITTLEFIELD ROAD
 BOXBOROUGH, MA 01719

PR5252

PH. (978) 253-7130
 FAX (978) 254-4913

TO: David Lindberg, Building Inspector
 Town Hall, 29 Middle Road
 Boxborough, MA 01719

PHONE 978-264-1725	DATE 7/20/15
JOB NAME / LOCATION Forced Hot Air Furnaces(2) and AC Installs (2) existing addition side of building.	
JOB NUMBER	JOB PHONE

1. Removal and disposal of two existing furnaces and AC systems on same side of Building inspector's office.
2. Installation of a two Goodman gas furnaces and two AC systems These furnace are 97% efficient and AC to be 16 SEER!!. Two furnaces and two AC serve both the 1st and 2nd floor Installation includes the following:
 - Goodman GMVM970805 furnace, (2)
 - Matching Goodman Cooling coils (2)
 - gas and condensate drain piping.
 - Rework existing ductwork
 - Two pipe venting system
 - CO detectors as required by code
 - New Programmable thermostats
 - Control and line voltage
 - Goodman GMVM970805 furnace, (1)
 - Goodman GSX0481F Goodman, (1)
 - Goodman GSX0481F Goodman, (1)
 - Gas piping to new furnaces, (2)
 - HVAC calculations, as required
 - 1 year Muirfield Mechanical Warranty
 - 10 year Goodman Parts Warranty
 - Lifetime Goodman Heat Exchanger Warranty
3. Price includes all necessary permits, material, parts and labor required unless otherwise specified. All taxes are included in the below cost.

Notes: These furnace includes material and labor and qualifies for a \$1200 cash rebate.
 Exact sizes to be determined from Manual J calculations after proposal approval. No change in cost will incur.
 Please add \$1500 to the below price to provide \$5 million dollar liability insurance.
 Please allow a cost of \$9500 for one Furnace and AC system installed.

We Propose hereby to furnish material and labor — complete in accordance with the above specifications, for the sum of: **SEVENTEEN THOUSAND FIVE HUNDRED ZERO DOLLARS AND 00/100** dollars (\$ **17,500.00**).

Payment to be made as follows:
 Visa or MasterCard # _____

Exp. Date _____

CASH/CHECK with 50% deposit down, 50% balance upon starting up equipment,

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry life, fire, and other necessary insurance. Our workers are fully covered by Worker's Compensation insurance.

Note: This proposal may be withdrawn by us if not accepted within

30

days.

Acceptance of Proposal — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature _____

Signature _____

Date of Acceptance: _____

**Town of Boxborough
29 Middle Road
Boxborough, MA 01719**

Received
12-1-2015

Memorandum

To: Board of Selectmen

From: Agricultural Commission

Subject: Foreclosed Accounts and Tax Title Listing

Date: November 29, 2015

The Boxborough Agricultural Commission has reviewed the 2015 Foreclosed Accounts and Tax Title Listing and makes the following recommendations for acquiring and/or managing the listed parcels for agricultural purposes.

Acquisition Recommendations for Tax Title Listing Parcels. The Agricultural Commission recommends that the following parcel be acquired and held as municipal land by the Board of Selectmen with agriculture, including forestry, as permitted uses. This parcel is identified as a Priority Parcel for active agriculture (among other things) in the 2015 Open Space and Recreation Plan.

04-3-168 0.0, Hill Road (east side of Route 495), Harold Hilberg, 6.24 ac. (identified as 1-3-168 in the Tax Title Listing)

Management Recommendations for Foreclosed Accounts Parcels. The Agricultural Commission recommends that the following parcels be held as municipal land by the Board of Selectmen with agriculture, including forestry, as permitted uses.

7-3-127-0.0, Picnic St. Trust, 420 Middle Road

7-3-128-0.0, Picnic St. Trust, 414 Middle Road

The Agricultural Commission recommends that the following parcels be evaluated for access and forestry potential prior to any transfer and that forestry be a permitted use for those parcels having forestry potential.

1-2-104, 1499 Hazard Lane

5-2-190, 95 Rear Hager Lane

11-6-501, 40 Reed Farm Road

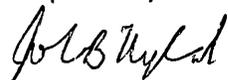
11-6-546, 67 Reed Farm Road

11-6-547, 51 Reed Farm Road

11-6-550, 241 Reed Farm Road

11-6-551, 117 Liberty Square Road

Respectfully submitted,



John Neyland

Chair

Boxborough Agricultural Commission



BOXBOROUGH BOARD OF HEALTH
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1726 · Fax: (978) 264-3127
<http://www.boxborough-ma.gov>

Marie C. Cannon, Chair

Bryan F. Lynch

Pamela L. Follett, MD, MPH

The Boxborough Board of Health has reviewed the 2015 Foreclosed Accounts and Tax Title Listing and makes the following recommendations for acquiring and/or managing the listed parcels for protection of water resources.

Acquisition Recommendations for Tax Title Listing Parcels. The Board of Health recommends that the following parcel be acquired and held as municipal land by the Board of Selectmen with water resource protection and municipal water supply as permitted uses.

04-3-168 0.0, Hill Road (east side of Route 495), Harold Hilberg, 6.24 ac. Acquiring this parcel would protect open space around one of the bedrock fracture traces identified by the Town for water supply (Site H). This parcel is identified as a Priority Parcel for water supply (among other things) in the 2015 Open Space and Recreation Plan.

Management Recommendations for Foreclosed Accounts Parcels. The Board of Health recommends that the following parcels be held as municipal land by the Board of Selectmen with water resource protection and municipal water supply as permitted uses.

7-3-128-0.0 and 7-3-127-0.0, Picnic St. Trust, 414 and 420 Middle Road.

3-3-160, R. Adams, 71A Whitcomb Road: Very small parcel cut off by Rt. 495.

3-1-194, R. Adams, 300 Rear Beaver Brook Road: Very small parcel cut off by Rt. 495.

Marie Cannon, Chair
Boxborough Board of Health
Marie.Cannon@aecom.com
Mobile 978-239-6971



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 *NOT for Reip*
Dennis Reip, Chairman

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

Date: Nov. 11, 2015

Subject: Town owned property via tax taking

The ConsCom sent a letter to the Selectmen on Feb. 4, 2015 summarizing our recommendations for the transfer of specific parcels for Conservation purposes. At the BoS meeting on Nov. 2nd the Selectmen asked the various boards and commissions to provide additional comment on what should be done with these parcels and why.

This memo presents additional information about 3 specific parcels or clusters of parcels recommended for Conservation: land on Reed Farm Road acquired from Elio DiBiase, land on Loreto Drive currently or formerly owned by Joseph Biotti and land on Rt. 111 formerly owned by OHC Development-Applewood.

Parcels 4 through 8, Reed Farm Road: In the early 1970's Elio DiBiase acquired a large parcel of land at the intersection of Liberty Square Road, Guggins Brook and Reed Farm Road. His company built a large apartment complex on Liberty Square Road and many houses on Liberty Square Road, Boxmill, Guggins, Reed Farm, Blanchard and Inches Brook Roads. The municipally owned land on Reed Farm Road was acquired by either gifts from the developer or tax takings. In each case the developer, the ConsCom and/or the courts determined that further development would have an adverse effect on the wetland 'interests' defined in the state Wetland Protection Act and Boxborough Wetland Bylaw. These 'interests' include prevention of pollution, protection of groundwater quality and prevention of storm water damage.

In at least two cases the developer sought approval (through the Notice of Intent process) to build additional houses but was denied by the ConsCom. The developer appealed through the courts and the ConsCom's decision was upheld. The Town and ConsCom spent considerable time and legal expense on these cases.

Our February memo recommends transferring this land to the ConsCom. If the Town proceeds to sell these parcels to a developer, the potential exists that the new owner-developer could

submit a Notice of Intent with a claim of economic hardship if the ConsCom does not grant permission to build. This would present significant financial risk in adjudicating potential Notice of Intent filings, and potential negative impact to wetlands interests if development were to prevail.

Parcels 22-28 Loreto Drive: These properties owned by Biotti have similar concerns as Parcels 4-8.

Parcel 16, Applewood: This 4.09 acre property on Rt. 111 formerly owned by OHC Development that abuts Applewood has similar concerns.



Boxborough Conservation Commission
29 Middle Road, Boxborough, Massachusetts 01719
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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>	<u>acres</u>	<u>street</u>	Road	near	<u>Parcel Name</u>	<u>Parcel ID</u>	
				<u>frontage</u>	Cons or			
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**

<u>Parcel name</u> <u>Prev. owner</u>	<u>acres</u>	<u>street</u>	<u>frontage</u>	<u>near</u> <u>Cons or</u> <u>Muni</u>	<u>Parcel ID</u>
22 Blotti	5.87	Loreto	Y	N	11-5-241-37.0
23 Blotti	3.04	Loreto	Y	N	11-5-241-37.2
24 Blotti	3.22	Loreto	Y	N	11-5-241-37.3
25 Blotti	1.40	Loreto	Y	N	11-5-241-37A
26 Blotti	5.04	Loreto	Y	N	11-5-241-37C
27 Blotti	0.92	Emanuel	Y	N	07-5-241-14.0
28 Blotti	1.56	Liberty Square	Y	N	11-5-241-45.0
29 Harry Hillberg	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 HOUSING BOARD
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1723 · Fax: (978) 264-3127
www.boxborough-ma.gov

November 30, 2015

Boxborough Board of Selectmen
Town Hall
29 Middle Road
Boxborough, MA 01719

Received
12-1-2015

Dear Members of the Board of Selectmen:

At your meeting on November 2, 2015, you discussed foreclosed and tax-title properties in Boxborough, together with the process for their disposition. One of these, the 0.92-acre parcel located at 405 Middle Road, is of particular interest to the Housing Board.

The Housing Board wishes to explore the development of an affordable, single-family dwelling on this property. For example, the Town Planner has had very preliminary conversations with *Habitat for Humanity* and has determined that they may have a potential interest in building a single-family home on the property. The Housing Board hopes that it can work with Habitat or a similar non-profit entity on such a project.

The project would be extremely positive for the Town, for those in need of additional affordable housing opportunities, and for the non-profit entity conducting the project. It would bring this piece of land back onto the Town's tax roll and would fit within the existing context of Middle Road. Further, a single-family affordable home on the property would broaden the types of affordable housing in Boxborough. It would be the only affordable home in Boxborough that is not part of a condominium development.

A number of factors still need to be examined in detail to confirm that a single-family dwelling can be constructed on this lot, including the ability to locate a well and septic system on the property, and the Housing Board is asking for additional time to explore these items in detail.

A representative from the Housing Board will attend the meeting at which the Board of Selectmen will be discussing this property to answer questions.

Please do not hesitate to contact me if you have any questions. Thank you.

Sincerely,

Al Murphy
Chair, Housing Board

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

Owner, M/P/L	Property Address	Land Court Case # [Pending]	Beg. Balance Taxes	Interest	Certificate of Redemption	Legal Fees	Land Court Fees	"Cost" To Acquire	Description	Input from Boards
Hemphill Drilling & Blasting 12-020-000 Non-payment of 2008 taxes Foreclosed 03/21/13										
OHC Development LLC 15-069-000 Foreclosed 02/12/13										
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 currently unbuildable	<i>ConsCom - High Conservation Value. Recommends transferring to them. Refer to the 2/4/15 & 11/11/15 ConsCom Memos for details</i>
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.	<i>ConsCom - High Conservation Value. Recommends transferring to them. Refer to the 2/4/15 & 11/11/15 ConsCom Memos for details</i>
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	<i>ConsCom - High Conservation Value. Recommends transferring to them. Refer to the 2/4/15 & 11/11/15 ConsCom Memos for details</i>
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	<i>ConsCom - High Conservation Value. Recommends transferring to them. Refer to the 2/4/15 & 11/11/15 ConsCom Memos for details</i>
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	<i>ConsCom - High Conservation Value. Recommends transferring to them. Refer to the 2/4/15 & 11/11/15 ConsCom Memos for details</i>
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	<i>ConsCom - High Conservation Value. Recommends transferring to them. Refer to the 2/4/15 & 11/11/15 ConsCom Memos for details</i>
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.	
Russell D Graves 12-010-112	.76 Codman Hill Road Unit # 26	File Pending	\$2,631.45	\$501.75	\$ 75.00			\$3,208.20	Condo unit in a large multi-unit structure.	
Total Tax Liens			\$ 87,570.02	\$ 38,981.23	\$ 620.76	\$ 4,900.00	\$ 4,655.00	\$136,727.01		

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

Owner, [Former Owner]	Property Address	Tax Balance	Legal Court	"Cost" To Acquire	Assessed Value	Descriptions	Input from Boards
Town of Boxborough [Hemphill Drilling & Blasting] 12-020-000 fka 01-1-103-0.0 2/12/2013	381 Codman Hill Rd.	\$ 24,690.52	\$ 2,386.63	\$ 27,077.15	\$ 181,000.00	Vacant 3.34 acre parcel with approx. 240 feet of frontage and located within the Industrial-Commercial zoning district.	
Town of Boxborough [OHC Development LLC] 15-069-000 fka 11-6-006-0.0 2/12/2013	49 Massachusetts Ave	\$ 26,070.79	\$ 2,153.96	\$ 28,224.75	\$ 36,400.00	Vacant 4.09 acre parcel containing substantial frontage on both Mass Ave & Applewood Drive. Located in the Agricultural - Residential zoning district. Significant wetlands exist.	<i>ConsCom - Recommends transferring to ConsCom. Refer to the 11/11/15 ConsCom Memo for details</i>
Town of Boxborough [R. Adams] 08-085-000 fka 03-3-160-0.0 9/18/2003	71A Whitcomb Rd.	\$ 306.06	\$ 1,588.26	\$ 1,894.32	\$ 700.00	Small piece of land split during construction of Rt 495	<i>BoH - recommends BoS hold as muni.prop. w/ water resource protections & muni.water supply as permitted use.</i>
Town of Boxborough [R. Adams] 08-005-000 fka 03-1-194-0.0 6/13/2003	300 Rear Beaver Brook Rd	\$ 218.97	\$ 988.26	\$ 1,207.23	\$ 200.00	Small piece of land split during construction of Rt 495	<i>BoH - recommends BoS hold as muni.prop. w/ water resource protections & muni.water supply as permitted use.</i>
Town of Boxborough [M. Davis] 19-008-000 fka 05-2-190-0.0 8/14/2004	95 Rear Hager Lane	\$ 12,051.07	\$ 2,467.80	\$ 14,518.87	\$ 27,800.00	Land locked and very wet. Potential auction - if reserve not met then transfer to ConsComm	<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - High Conservation Value. Recommends transferring to ConsCom. Refer to the 2/4/15 ConsCom Memo for details</i>
Town of Boxborough [J. Moody] 05-024-000 fka 08-6-147-0.0 11/13/2003	190 Davidson Rd.	\$ 40,760.52	\$ 1,278.84	\$ 42,039.36	\$ 89,000.00	May be of interest to abutters and worthy of auction. If reserve not met then transfer to ConsComm.	<i>ConsCom - High Conservation Value. Recommends transferring to ConsCom. Refer to the 2/4/15 ConsCom Memo for details</i>
Town of Boxborough [A. Porazzo] 15-080-000 fka 11-4-287-0.0 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	

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

Owner, [Former Owner]	Property Address	Tax Balance	Legal Court	"Cost" To Acquire	Assessed Value	Descriptions	Input from Boards
Town of Boxborough [Owner Unknown]	354 Rear Sargent Rd.	\$ 1,325.78	\$ 1,639.49	\$ 2,965.27	\$ 21,500.00	Landlocked. Could be developed with the abutting parcel. Auction and if reserve not met transfer to ConsComm	<i>ConsCom - May have value to BCT. Refer to the 2/4/15 ConsCom Memo for details</i>
10-135-000 fka 11-4-287-0.0 4/21/2006							
Town of Boxborough [Kelleher]	572 Depot Rd.	\$ 43,617.36	\$ 2,415.94	\$ 46,033.30	\$ 222,000.00	May be of interest to abutters and worthy of auction.[If reserve not met then transfer to ConsComm.]	<i>ConsCom - Refer to the 2/4/15 ConsCom Memo for details</i>
10-179-000 fka 07-5-252-0.0 6/7/2006							
Town of Boxborough [C & S Development]	150 Tokatawan Spring Ln	\$ 308.39	\$ 3,555.92	\$ 3,864.31	\$ 1,300.00	Has never been officially deeded to the Town but Creighton Hammill passed away before doing so.	<i>ConsCom - Refer to the 2/4/15 ConsCom Memo for details</i>
04-058-000 fka 07-5-158-0.0 1/5/2009							
Town of Boxborough	40 Reed Farm Rd.	\$ 1,279.20	\$ 1,046.12	\$ 2,325.32	\$ 11,400.00	Many of these Reed Farm parcels are very wet however	<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
15-041-000 fka 11-6-501-0.0							
15-037-000 fka 11-6-502-0B 15-055-000	213 Liberty Square Rd.	\$ 427.22	\$ 1,046.12	\$ 1,473.34	\$ 2,600.00	there may be the potential of a buildable lot amongst them.	<i>ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
fka 11-6-546-0.0 15-056-000	67 Reed Farm Rd.	\$ 2,628.30	\$ 1,046.12	\$ 3,674.42	\$ 25,400.00		<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
fka 11-6-547-0.0 15-054-000	51 Reed Farm Rd.	\$ 3,266.07	\$ 1,046.12	\$ 4,312.19	\$ 31,900.00		<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
fka 11-6-550-0.0 15-060-000	241 Reed Farm Rd.	\$ 3,170.73	\$ 1,298.40	\$ 4,469.13	\$ 22,900.00		<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
fka 11-6-551-1.0	117 Liberty Square Rd.	\$ 1,379.34	\$ 1,298.40	\$ 2,677.74	\$ 12,400.00		<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
05-108-000 fka 08-6-148-0A	38 Nashoba Drive	\$ 324.02	\$ 1,298.40	\$ 1,622.42	\$ 1,500.00	Tiny parcel on it's own - transfer to ConsComm	<i>ConsCom - Recommends transferring to ConsCom. Refer to the 2/4/15 & 11/11/15 ConsCom memos for details</i>
Town of Boxborough [Wetherbee]	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.	<i>AgComm - Evaluate for access and forestry potential before any transfer; if forestry potential, allow ConsCom - High Conservation Value. Recommends transferring to ConsCom or retained for mun. use. Refer to the 2/4/15 ConsCom Memo for details</i>
17-013-000 8/20/2009							

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

Owner, [Former Owner]	Property Address	Tax Balance	Legal Court	"Cost" To Acquire	Assessed Value	Descriptions	Input from Boards
Town of Boxborough [Biotti, Joseph & Francis]	13 Joseph Rd.	\$ 2,897.76	\$ 1,443.46	\$ 4,341.22	\$ 13,900.00	Vacant 1.56 acre parcel located at the intersection of Joseph Rd & Liberty Sq. Has conforming frontage on both Rd.ways. Contains wetlands and situated in the Wetland & Watershed district.	<i>ConsCom - Recommends transferring to ConsCom. Refer to the 11/11/15 ConsCom memo for details</i>
10-158-000 fka 11-5-241-45.0							
Town of Boxborough [Harold P Hilberg]	1096-Rear Hill Rd.	\$ 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.	<i>Ag. Comm - hold as muni property with agriculture, including forstry as permitted BoH - Priority Parcel for water supply [As identified in 2015 OSRP]. Acquiring would protect open space around the bedrock fracture traces.</i>
04-012-000 fka 01-3-168-0.0							
		\$ 210,648.15	\$ 34,633.31	\$ 245,281.46	\$ 786,700.00		

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

Town of Boxborough [Picnic St. Trust]	420 Middle Rd.	\$ 90,922.45	\$ 3,455.50	\$ 94,377.95	\$ 381,200.00	Abuts Steele Farm & the Community Gardens	<i>Ag. Comm - hold as muni property with agriculture, including forstry as permitted BoH - recommends BoS hold as muni.prop. w/ water resource protections & muni.water supply as permitted use. ConsCom - High Conservation Value. Recommends transferring to ConsCom or SFAC. Refer to the 2/4/15 ConsCom Memo for details</i>
09-038-000 fka 07-3-127-0.0							
09-039-000 fka 07-3-128-0.0	414 Middle Rd.				\$ 286,400.00	Abuts Steele Farm & the Community Gardens	<i>Ag. Comm - hold as muni property with agriculture, including forstry as permitted ConsCom - High Conservation Value. Recommends transferring to ConsCom or SFAC. Refer to the 2/4/15 ConsCom Memo for details BoH - recommends BoS hold as muni.prop. w/ water resource protections & muni.water supply as permitted use.</i>
09-084-000 fka 07-3-232-0.0	405 Middle Rd. *				\$ 232,300.00	Abuts Steele Farm & the Community Gardens	<i>BHB - wishes to explore development of an affordable housing 1-family dwelling, possibly partnering with a non-profit like Habitat for Humanity ConsCom - Does not rank highly for Conservation Value. Refer to the 2/4/15 ConsCom Memo for details</i>



**Internal Communications and Outgoing Communications
For December 7, 2015**

1. Copy of a letter from Town Counsel, John Giorgio, Kopelman & Paige, PC, dated November 9, 2015, to Powers & Sullivan, CPA, regarding the Town of Boxborough's Fiscal Year Audit 2015.
2. Letter from xfinity [Comcast] Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated November 19, 2015 to the Board of Selectmen, advising of Price Changes effective December 20, 2015. ITY TV Service channels.
3. Email communication, PEG Grant Report 3rd Quarter 2015, and check for their 3rd Quarter PEG payment of \$15,573.65 from Viola Baboola, Verizon New England, Inc., dated November 13, 2015, to Town Administrator Selina Shaw.
4. Letter from Boxborough Conservation Trust, Director/Secretary, Simon Bunyard, dated November 23, 2015, to TA Shaw accompanying a check for \$23,000.00 as a contribution towards the Conservation Commission's imminent acquisition of the parcel of land known as 345 Rear Sargent Road [appx. 9.79 acres]*
5. Letter from Mass EOHED Secretary, Jay Ash, dated November 9, 2015, to Selectmen Chair, Vincent Amoroso, advising that the Town's 2015 MassWorks grant application for Route 111 Pedestrian Improvement Project will not be funded.#

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

4
Boxborough
Conservation
Trust



Preserving and Protecting Boxborough's Undeveloped Land

11/23/2015

BY HAND

BOARD OF DIRECTORS

Rita Gibes Grossman
Président

Ruth Zimmerman
Treasurer

Simon Bunyard
Secretary

Tom Bieber

Scott Bundy

Jeanne Kangas

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

Re: Ashmore Land at 345 Rear Sargent Road

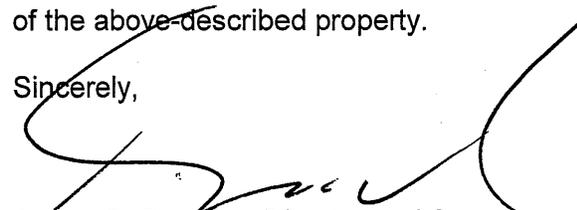
Dear Selina,

Enclosed is a check made out to the Town of Boxborough in the amount of \$23,000.00. This is the contribution of the Boxborough Conservation Trust toward the Boxborough Conservation Commission's imminent acquisition of a parcel of land known as 345 Rear Sargent Road, located in the Town of Boxborough, being described in a deed recorded with the Middlesex South District Registry of Deeds in Book 30975, Page 333, containing approximately 9.79 acres owned by G. Michael Ashmore and Ann Evans Ashmore.

We are delighted to be assisting the Town with this acquisition and welcome the spirit of partnership and cooperation between the Town and BCTrust as a model for future land preservation projects.

Should the Town for any reason not proceed and close on this acquisition before December 31st, 2015, we respectfully request that the full amount be refunded to the BCTrust. These funds are only to be used for the acquisition of the above-described property.

Sincerely,


Simon C. Bunyard, Director and Secretary
Boxborough Conservation Trust

Enclosure: check # 811

Cc: Rita Grossman, President, BCTrust
Dennis Reip, Chairman, Boxborough Conservation Commission
David Koonce, Boxborough Conservation Commission member

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**Minutes, Notices and Updates
For December 7, 2015**

Minutes

1. Finance Committee minutes from the meeting held November 2, 2015
2. Vocational Education Advisory Committee minutes from meetings held November 3, 2015 and November 18, 2015
3. Conservation Commission minutes from the meetings of November 4, 2015 and November 18, 2015
4. Zoning Board of Appeals minutes from the meeting of November 3, 2015

Notices

1. Notice of Vocational Education Advisory Committee meetings:
 - a. Held November 18, 2015
 - b. To be held December 3, 2015
 - c. To be held December 11, 2015 [Site visit Assabet]
2. Notices of A-B Regional School District related meetings:
 - a. Regular School Committee meeting held November 19, 2015
 - b. A-B Special Education Advisory Council meeting held November 18, 2015
 - c. ABRSC Budget Subcommittee
 - i. held November 23, 2015
 - ii. to be held December 9, 2015
 - d. Concord Area Special Education Collaborative held November 20, 2015
 - e. Regular School Committee meeting held December 3, 2015
 - f. AB Policy Subcommittee to be held December 9, 2015
 - g. Acton Health Insurance Trust to be held December 18, 2015
3. Notices of Public Celebrations and Ceremonies Committee meetings:
 - a. Held November 20, 2015
 - b. Held December 2, 2015
4. Notice of the Boxborough Three Board Meeting/ABRSC, Boxborough Selectmen & Boxborough Finance Committee meeting held November 30, 2015
5. Notice of Finance Committee meetings:
 - a. Held November 30, 2015
 - b. To be held January 4, 2016
 - c. To be held January 11, 2016

6. Notice of Acton-Boxborough Cultural Council meetings
 - a. Subcommittee meeting held December 2, 2015
 - b. Regular meeting to be held December 8, 2015
7. [Quorum] Notice of a Personnel Board meeting to be held December 7, 2015 at the Selectmen's meeting.
8. Notice of a Library Trustees meeting to be held December 8, 2015
9. Notice of a Recreation Commission meeting to be held December 8, 2015
10. Notice of an Agricultural Commission meeting to be held December 8, 2015
11. Notice of a Cemetery Commission meeting to be held December 9, 2015
12. Notice of an Energy Committee meeting to be held December 9, 2015
13. Legal Notice from the Conservation Commission for a Public Hearing to be held December 2, 2015 to consider an Notice of Intent filed by Hancock Assoc. on behalf of owner, Nancy Nichols, Estate of Wasil Chernak, for the installation of a new subsurface septic system at the property located at 3 Old Harvard Road, Assessor's Map 13, Parcel 34.
14. Legal Notice from the Conservation Commission for a continuation of a Public Hearing to be opened on November 18, 2015 and immediately continued to December 16, 2015 to consider an Request for Determination of Applicability filed by Donald McPherson, Cloudland Farm for the property located at 535 Rear Stow Road and adjacent to Fifer's Lane, Assessor's Map 19, Parcel 66.
15. Decision No. 2015-08 from the Zoning Board of Appeals, dated December 1, 2015, granting the application, subject to the listed conditions, filed by Meridan Homes, Inc. for a Special Permit to work in lands bordering Wetlands and W-District and alteration of a non-conforming structure at the property located at Lot A, 205 Flagg Hill Road.

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**General Correspondence
December 7, 2015**

1. November 2015 Newsletter, *OARS*, from the Organization for the Assabet, Sudbury & Concord Rivers.
2. Fall/Winter 2015 Magazine, *Native Plant News* from New England Wild Flower Society.