



BOARD OF SELECTMEN
Meeting Minutes
December 21, 2015

Approved: January 11, 2016

PRESENT: Susan Bak, Chair Pro Tem; Les Fox, Member; and Jim Gorman, Member

ABSENT: Vincent Amoroso and Robert Stemple

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

Chair Pro Tem Bak called the meeting to order at 7:35 P.M. in the Boxborough Community Center.

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 Pro Tem Bak read the announcements.

APPOINTMENTS

- Gerard (Gerry) Noel was present as a candidate for appointment as the Inspector of Buildings/Code Administration Officer. Noel was introduced and he spoke to his current responsibilities in the Marlborough building dept., his licenses/ certifications and his background in construction. The selection process was discussed. Noel provided feedback to the Selectmen on various matters such as managing citizen's complaints (i.e. commercial operations' noise levels), town facilities' management & capital planning and the large 40B development currently underway. Further to the recommendation of the BICAO Search Team, Member Gorman moved to appoint Gerard Noel as the Inspector of Buildings/Code Administration Officer for an initial probationary term commencing January 4, 2016 through June 30, 2016. Seconded by Member Fox. **Approved 3-0.**
- Police Chief Warren Ryder was present to present Kevin Gordon as a candidate for appointment to the position of Full-time probationary Police Officer. Members of the police department and others were also present. Chief Ryder spoke to Gordon's background in law enforcement and qualifications including being EMT certified. Further to the recommendation of Police Chief Warren Ryder, Member Fox moved to appoint Kevin M. Gordon to the position of Full-time probationary Police Officer for a term commencing January 1, 2016 and ending on December 31, 2016. Seconded by Member Gorman. **Approved 3-0.**
- Member Fox introduced Patricia Higgins of the Acton-Boxborough United Way (ABUW). He provided an overview of the work involved in compiling the June 2015 ABUW Community Needs Assessment report that Ms. Higgins is presenting tonight. Higgins clarified that her PowerPoint presentation is an Executive Summary of their findings; however the complete study with appendixes is available. The steering group worked with the consultant, Carlisle Co. There was great participation from the respective Towns' stakeholders; excellent feedback from residents; interviews with experts and focus groups. She spoke to some of the trends identified in the study. Many respondents noted that they feel that there is a lack of communication/connection and a lack of access to human services information available to them. She spoke to the changing demographics within the A-B community. The percentage of extremely well educated and upper income residents is increasing. Conversely, one in five residents currently have a household income of \$50,000 or less. This "vulnerable population," is also increasing. She broke out some of the issues that this vulnerable population may be facing and how their increased need for services impacts both our schools and public safety resources. She also broke out their findings as they pertain to the specific age groups. For school-aged children, stress along with mental health related situations continues to be of significant concern. The school district is well aware of this and is trying to develop working solutions. Further discussion and investigation may be merited. There is a marked increase in second language learners and students participating in the free/reduced lunch program. Issues such as substance abuse and cyber bullying are also of concern. Opioid abuse, stress and the cost of living are concerns for the young adult population. Most senior citizens would like to "age-in-place" but eventually they may need assistance to maintain a safe/healthy living situation. The assessment group considered state and national data in this study but did not do a like-town comparison. Audience members also asked questions and provided input. The ABUW held a Forum on these findings and the overreaching issue seems to be that residents are unaware that human services are available and that we need to communicate this information

to residents. The ABUW is trying to strategically address the concerns identified in this assessment however; these issues are bigger than any one organization.

- Steele Farm Advisory Committee (SFAC) Chair Ed Whitcomb and member Bruce Hager were present to discuss proposed drainage repairs at Steele Farm. Whitcomb provided an overview of what has been done to maintain the farmhouse and discussed the proposed drainage for the house and its requisite engineering study. This drainage work should go a long way to decreasing water infiltration issues. This work could be done in phases. The SFAC would like to use the money in their revolving fund to pay for this study. Whitcomb advised that the SFAC is looking to maintain these buildings and in the long term, ultimately restore them. He noted that the Historical Society is exploring fundraising for improvement at the Steele Farm property. Possibly seeking CPC funds in the future was discussed. There was discussion about other potential projects and possible areas of concern. The Selectmen suggested that a project perspective and real numbers would be essential if they want people to support these efforts. The Selectmen concurred that covering the cost of this study from the SFAC revolving fund is a justified use of these funds. There was also discussion on the recent barn repairs and outstanding punch list items.
- There were no Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Regular session of December 7, 2015, as revised. Seconded by Member Fox. **Approved 3-0.**
- Member Gorman moved to accept the minutes for the two Executive sessions of December 7, 2015 - Collective Bargaining (MassCops), and Real Estate, respectively as written. Seconded by Member Fox. **Approved 3-0.**

SELECTMEN REPORTS

- Member Fox reported that originally the Master Plan Update Comm. was supposed to be presenting tonight however their presentation has been deferred until January 25th.

He also reported that the various communications that he has been forwarding from the Energy Comm. was to give the Selectmen a forward view of possible action and/or funding items the EnCom may be pursuing.

- Member Bak reported that members of the Vocational Education Advisory Comm (VEAC) recently visited Assabet Technical High School and relayed that information obtained regarding the Assabet District including those communities in their district; student body data such as - In-district/Out-district number & percentages; SPED enrollment; and applications versus acceptance numbers. In-District students will be considered for acceptance before tuitioned students, however once accepted Out-of-District students are treated the same as any other student when choosing their major. She reported on Assabet's recently completed renovation project and program offerings. They were told the Assabet School Comm. is not interested in any other towns joining their District. Assabet's per pupil costs and tuitions are lower than Minuteman. She also discussed a Mass. Dept. of Ed. metric known as the "Accountability" factor.
- Member Gorman reported that the public safety facilities working group recently asked the architect to do some more work on the rough costs. Based on the information currently available, splitting the building could realize some reduction in the "relocation" soft costs, however it seems exceedingly unlikely that separate buildings would ultimately decrease our total cost, as there would be a significant increase in necessary space for the functions that would need to be duplicated in each building.

NEW BUSINESS

- Discussion was opened on holding a Special Town Meeting (STM) in February 2016; the proposed timeline and primary purpose - articles related to the Minuteman Regional School District. It is anticipated that this will be a short warrant, with just the Minuteman related articles concerning the Town's Withdrawal, Amending the District Agreement & possibly the building project bonding. There may also be an article for Town Hall repairs. The Selectmen discussed their date preferences; scheduling concerns and the need to educate the public on these matters prior to a STM. The Board tabled voting until Chair Amoroso could communicate the status the discussion he is currently participating in with other Minuteman District stakeholders on these matters.

- The Selectmen took up the acceptance of two properties to be held by the Conservation Commission:
 - The BCT has agreed to provide funds towards the purchase of the “Ashmore” parcel, off of Depot Road, with the remainder from the Conservation Trust Fund. Member Fox moved to approve the acceptance, for open space, passive recreation, and conservation and purposes, of the Quitclaim Deed from G. Michael Ashmore and Ann Evans Ashmore of the land off Depot Road, known as the Bulkley Lot, and shown as Lot 195 on Assessor’s Map 10, to the Town of Boxborough, acting by and through its Conservation Commission and to authorize the clerk to sign in the absence of the Chair. Seconded by Member Gorman. **Approved 3-0.**
 - The second property is a landlocked, corner parcel adjacent to the Stow Town line between the Transfer Station and I-495. Member Fox moved to approve the acceptance, for open space, passive recreation, and conservation and purposes, of the Quitclaim Deed from Robert D. Ludovico and Beverly D. Ludovico of the land off Codman Hill Road, and shown as Lot 004 on Assessor’s Map 17, to the Town of Boxborough, acting by and through its Conservation Commission and to authorize the clerk to sign in the absence of the Chair. Seconded by Member Gorman. **Approved 3-0.**
- The Selectmen took up the annual renewal of various business licenses:
 - Member Gorman moved to approve the liquor license renewal applications for Hotel Boxborough Lessee, LLC, d.b.a. Holiday Inn Boxborough Woods; Robert Hirsch, d.b.a. The Grapevine; and J & M Houghton, Inc., d.b.a. Boxborough Liquors for the year ending December 31, 2016. Seconded by Member Fox. **Approved 3-0.**
 - Member Fox moved to approve the Common Victualler license renewal applications for Hotel Boxborough Lessee, LLC; Harvard Sportsmen’s Club, Inc; Bumblebee Pitstop, LLC; Nashoba Valley Nursery Inc., d.b.a. Hayward Farms Ice Cream Parlor and Oscar’s Burritos Mexican Grill, Inc. as well as license applications for Live Entertainment, Sunday Entertainment, Innholder & Automatic Amusement Devices also for the Holiday Inn for the year ending December 31, 2016. Seconded by Member Gorman. **Approved 3-0.**
 - Member Gorman moved to approve the renewal applications for the Class II Used Vehicle Dealers’ Licenses for WIN Group, Inc., d.b.a. DRW Motorsports; Alpha Trading Services, Inc., d.b.a. AlphaCars; CBK Automotive Repair, Inc. and Asset Group of New England, LLC for the year ending January 1, 2017. Seconded by Member Fox. **Approved 3-0.**
 - Member Gorman moved to approve the renewal application for the Class I New Vehicle Dealer’s License for Alpha Trading Services, Inc., d.b.a. URAL of New England for the year ending January 1, 2017. Seconded by Member Fox. **Approved 3-0.**
- The Board reopened discussion on calling a Special Town Meeting in February 2016. TA Shaw related Chair Amoroso’s comments concerning the Minuteman discussions he is participating in. This working group supports deferring any action on the bonding article until the normal Annual Town Meeting cycle. Member Fox moved to call a special town meeting, to be held on Tuesday, February 16, 2016, at 7 PM, at the Blanchard Memorial School. Seconded by Member Gorman. **Approved 3-0.**
- The Board took up two Reserve Fund Transfer Requests -
 - Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$560 from the Reserve Fund to account #001-122-5306-0000, Town Hall – Board of Selectmen – Consulting. Seconded by Member Fox. **Approved 3-0.**
 - Member Fox moved to forward to the Finance Committee for approval the request to transfer \$150 from the Reserve Fund to account #001-505-5711-0000, Animal Inspector – Travel. Seconded by Member Gorman. **Approved 3-0.**

CORRESPONDENCE

- It was noted that the letter from MassHousing issuing final approved of Jefferson at Beaverbrook project has been received. This permitting was started in 2007.

EXECUTIVE SESSION

- At 9:38 PM, Chair Pro Tem Bak moved to adjourn to executive session in the Town Administrator’s Office to discuss strategy with respect to collective bargaining (MassCOP Local 200 – Boxborough Police Officers) and to adjourn immediately thereafter. Seconded by Member Gorman. **Approved 3-0 by Roll Call Vote: Bak “aye”; Fox “aye”; and Gorman “aye.”** The Chair Pro Tem noted that open meeting may have a detrimental effect on the bargaining position of the Board.

SELECTMEN'S ANNOUNCEMENTS
DECEMBER 21, 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 January 25, 2016** at 7:30 PM in 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 in the Planning Office. Written comments may also be submitted to the Planning Office, Town Hall, 29 Middle Road, Boxborough, MA 01719, by the close of business on Monday, January 25th.

- **Construction for Jefferson at Beaver Brook development**, at the intersection of Mass. Ave. and 495, is underway, and there may still be some blasting involved. This work has been permitted by the Town and will be closely monitored by our Fire Dept. Please contact the Boxborough Fire Dept. on their business number 978-264-1770, if you have questions concerning this construction blasting and refer the Town's website for information on this development.

- The **Boxborough Company of Minutemen** would like to invite those men **and women**, over the age of 18, interested in service to the Town or in perpetuating the memory of the Minutemen of 1775, to join them at their annual Wine and Cheese party on Saturday, January 9th at 8:00 PM, to meet current members and discuss joining the Company. To learn more or to confirm that you will be coming please contact Minuteman Captain, Dennis Reip, at captain@boxboroughminutemen.org or call him at 978-490-5575.

- **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.

- **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. Primitive Firearms or Muzzle Season is underway** and runs through December 31st, ending the season. Please be aware that, in Boxborough, hunting is allowed only on private land with permission of the owner and is not allowed on any Town-owned property. For everyone's safety and enjoyment, please remember to exercise some trail safety common sense during Hunting Season. A list of suggested Trail Safety Tips and other resources may be found in Links to "Helpful Information" on the Conservation Commission's webpage.

- Residents are advised that a **winter parking ban** 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 - REVISED
December 21, 2015
Boxborough Community Center
30 Middle Road

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Gerard (Gerry) Noel, candidate for appointment to the position of Inspector of Buildings/Code Administration Officer, 7:35 PM

Further to the recommendation of the BICAO Search Team, move to appoint Gerard Noel as the Inspector of Buildings/Code Administration Officer for an initial probationary term commencing January 4, 2016 through June 30, 2016

VOTE:

- b) Police Chief Warren Ryder and Kevin Gordon, candidate for appointment to the position of Full-time probationary Police Officer

Further to the recommendation of Police Chief Warren Ryder, move to appoint Kevin M. Gordon to the position of Full-time probationary Police Officer for a term commencing January 1, 2016 and ending on December 31, 2016.

- c) Patricia Higgins, Acton-Boxborough United Way (ABUW) to present the June 2015 ABUW Community Needs Assessment, 7:45 PM

- d) Ed Whitcomb, Steele Farm Advisory Committee Chair, to discuss proposed drainage repairs at Steele Farm, 8:10 PM

- e) Citizens concerns

4. MINUTES

- a) Regular session, December 7, 2015

ACCEPT & POF

- b) Executive session, December 7, 2015

- i. Collective Bargaining (MassCops)
ii. Real Estate

ACCEPT & POF

ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Special Town Meeting – February x, 2016

[date will be determined after discussion of Minuteman timeline]

Move to call a special town meeting, to be held on February x, 2016, at 7 PM, at the Blanchard Memorial School

VOTE:

- b) Acceptance of deed - Ashmore
Move to approve the acceptance, for open space, passive recreation, and conservation and purposes, of the Quitclaim Deed from G. Michael Ashmore and Ann Evans Ashmore of the land off Depot Road, known as the Bulkley Lot, and shown as Lot 195 on Assessor's Map 10, to the Town of Boxborough, acting by and through its Conservation Commission **VOTE:**
- c) Acceptance of deed – Ludovico
Move to approve the acceptance, for open space, passive recreation, and conservation and purposes, of the Quitclaim Deed from Robert D. Ludovico and Beverly D. Ludovico of the land off Codman Hill Road, and shown as Lot 004 on Assessor's Map 17, to the Town of Boxborough, acting by and through its Conservation Commission **VOTE:**
- d) Alcohol License Renewals
- i. Hotel Boxborough Lessee, LLC (d.b.a. Holiday Inn Boxborough Woods)
 - ii. Robert Hirsch (d.b.a. The Grapevine)
 - iii. J & M Houghton, Inc. (d.b.a. Boxborough Liquors)
- Move to approve the liquor license renewal applications for Hotel Boxborough Lessee, LLC, d.b.a. Holiday Inn Boxborough Woods; Robert Hirsch, d.b.a. The Grapevine; and J & M Houghton, Inc., d.b.a. Boxborough Liquors for the year ending December 31, 2016* **VOTE:**
- e) Common Victualler License Renewals
- i. Hotel Boxborough Lessee, LLC (Holiday Inn Boxborough Woods) (also Live Entertainment, Sunday Entertainment, Innholder and Automatic Amusement Devices)
 - ii. Harvard Sportsmen's Club, Inc.
 - iii. Bumble Bee Snack Shack, Inc.
 - iv. Nashoba Valley Nursery, Inc., d.b.a. Hayward Farms Ice Cream Parlor
 - v. Oscar's Burritos Mexican Grill, Inc.
- Move to approve the Common Victualler license renewal applications for Hotel Boxborough Lessee, LLC; Harvard Sportsmen's Club, Inc.; Bumblebee Pitstop, LLC; Nashoba Valley, Nursery Inc., d.b.a. Hayward Farms Ice Cream Parlor and Oscar's Burritos Mexican Grill, Inc. as well as license applications for Live Entertainment, Sunday Entertainment, Innholder & Automatic Amusement Devices also for the Holiday Inn for the year ending December 31, 2016* **VOTE:**
- f) Class II Used Vehicle Dealer License Renewals
- i. WIN Group, Inc., d.b.a. DRW Motorsports
 - ii. Alpha Trading Services, Inc., d.b.a. AlphaCars
 - iii. CBK Automotive Repair, Inc.
 - iv. Asset Group of New England, LLC
- Move to approve the renewal applications for the Class II Used Vehicle Dealers' Licenses for WIN Group, Inc., d.b.a. DRW Motorsports; Alpha Trading Services, Inc., d.b.a. AlphaCars; CBK Automotive Repair, Inc. and Asset Group of New England, LLC for the year ending January 1, 2017* **VOTE:**
- g) Class I New Vehicle Dealer's License Renewal - Alpha Trading Services, Inc., d.b.a. URAL of New England
- i. *Move to approve the renewal application for the Class I New Vehicle Dealer's License for Alpha Trading Services, Inc., d.b.a. URAL of New England for the year ending January 1, 2017*
- h) Reserve Fund Transfer Requests –
- i. Board of Selectmen - Consulting
Move to forward to the Finance Committee for approval the request to transfer \$560 from the Reserve Fund to account #001-122-5306-0000, Town Hall – Board of Selectmen - Consulting **VOTE:**
 - ii. Animal Inspector - Travel
Move to forward to the Finance Committee for approval the request to transfer \$150 from the Reserve Fund to account #001-505-5711-0000, Animal Inspector - Travel **VOTE:**

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

Move to adjourn to executive session in the Town Administrator’s Office to discuss strategy with respect to collective bargaining (MassCOP Local 200 – Boxborough Police Officers) and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

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

12. ADJOURN

3 b



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

To: Board of Selectmen
From: Chief Warren B. Ryder
Date: December 17, 2015
Re: Full Time Officer Appointment

Dear Board,

I respectfully request that Kevin M. Gordon be appointed to the position of Full Time Probationary Police Officer for the Town of Boxborough effective January 1, 2016.

Kevin is currently a Special Police Officer for the Boxborough Police Department. Kevin grew up in Boxborough and began his career as a Boxborough Dispatcher in 2000. He is a certified Police Officer and Emergency Medical Technician (EMT). Kevin left his full time Police Officer position in Manchester-By-The-Sea this past July to come to Boxborough as a regular (40 hours) Special Police Officer.

If appointed, Kevin will shift to regular full-time employment to fill a current vacancy. He has completed our twelve week field training curriculum and has received high praise from his supervisors and coworkers.

WBR/cop



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

December 17, 2015

Kevin M. Gordon


Kevin,

I am pleased to present you a conditional offer of employment as a Full-Time Boxborough Police Officer. The starting salary for this position is \$23.09 per hour "step A2" plus educational incentives. This offer is contingent upon successful completion a few requirements, which may include but not limited to:

- Appointment by the Board of Selectmen (December 21, 2015)

This position is probationary for the first twelve (12) months from the date of your appointment. If during that time your service were considered unsatisfactory, for any reason, you would be separated from employment with the Town of Boxborough.

I have scheduled you a tentative start date of January 1, 2016. We look forward to working with you as a Police Officer and we hope your career here will be an enjoyable and rewarding experience.

Sincerely,

Warren B. Ryder

Warren B. Ryder
Chief of Police

Accepted by,



Kevin M. Gordon

KNOW YOUR COMMUNITY AND ITS NEEDS



Acton-Boxborough
United Way

Acton and Boxborough are attractive and safe towns, with great schools, wonderful community organizations, active houses of worship, and vibrant businesses. *But did you know of the numerous challenges many of our neighbors are confronting in their daily lives?*

At **Acton-Boxborough United Way**, our mission to serve residents of both towns supports an accurate picture of the needs facing our two communities. ABUW invested in a comprehensive **Community Needs Assessment**, released in June, 2015. Data were analyzed, interviews conducted, focus groups convened, and residents surveyed. The results are in, and significant. We identified a number of major areas of concern, including:

Economic Vulnerability Over 20% of households in Acton and Boxborough earn less than \$50,000/year. Over 8% of elementary school students receive free or reduced-price school lunches. Poverty rates are highest among single mothers, seniors, and young women. Lack of affordable housing and transportation options exacerbates vulnerability.

Stress and Mental Health Our Community Survey revealed that stress is a major concern across all age groups, but particularly for teens and young adults. Mental health issues still often carry a stigma and services can be difficult to access.

Issues of Aging Aging baby boomers are here and most are aging in place. In Boxborough, the over-65 population rose by 152% from 2000 to 2013 (49% in Acton). Challenges faced by seniors in our communities include fraud/scams, the high cost of care, housing costs, hoarding, and isolation.

Substance Abuse Opiate abuse is an acute problem and overdoses are increasing. 30-40% of hospital inpatients are substance abusers with mental health issues; treatment options are inadequate. Binge drinking among teens is "epidemic."

Domestic Violence Over 200 cases in Acton in 2014; 30 in Boxborough in 2013.

At **Acton-Boxborough United Way**, we are committed to making sure that each of us gets assistance when we need it most. We will use the **Community Needs Assessment** to guide our educational activities and grants, as well as to inform the community of our findings.

Want to learn more?

To access the entire **Community Needs Assessment**, including the Executive Summary, visit the **Acton-Boxborough United Way** website at www.abuw.org.



**Acton-Boxborough
United Way**



**Local Dollars for
Local Impact**

ABUW COMMUNITY NEEDS ASSESSMENT

ABRIDGED EXECUTIVE SUMMARY

JUNE 2015



CONTENTS

1. Overview and Introduction
2. Themes and Trends
3. Major Insights by Population Group

EXECUTIVE SUMMARY

PURPOSE OF THIS STUDY

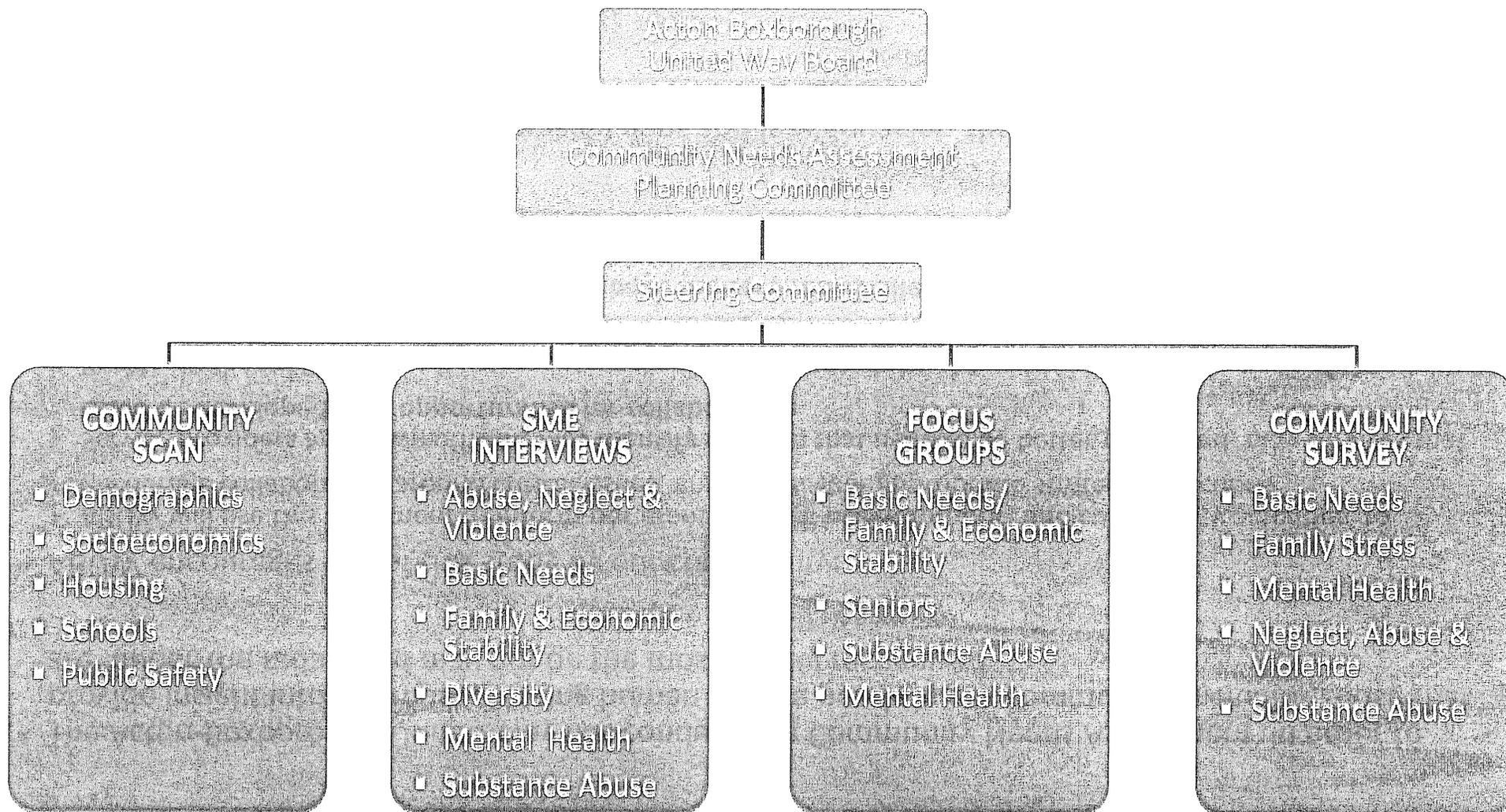
- The Acton-Boxborough United Way has conducted a Community Needs Assessment in order to provide insight into the most pressing human service needs in our community, including those that are 'under the radar' and may not be the most widely recognized

- ABUW encourages use of this study by our community:
 - ABUW will use this document to **inform our grant making, programmatic, and community activities**, to encourage collaboration around critical issues, and to consider appropriate strategic directions
 - Service providers and Town officials may **identify services** that need to be better publicized, new services that could be developed, and **opportunities for collaboration**
 - Residents should know that if you are struggling, **you are not alone**. Many community resources are available to you - the ABUW and many agencies are here to help
 - The broader community can **learn more about the very real challenges facing many of us**. The needs of our neighbors are often unnoticed or unrecognized. With awareness, we can build an even more compassionate and responsive community

- While the study is intended to highlight gaps and inadequacies, there is much to celebrate, including the **dedicated, competent and caring professionals and volunteers** who are committed to providing residents with the help they need

- To view the full report, please visit: <http://abuw.org/attachments/category/12/ABUW-CNA-2015.pdf>

EXECUTIVE SUMMARY PROJECT STRUCTURE



EXECUTIVE SUMMARY

METHODOLOGY

- The Community Needs Assessment (CNA) was designed to identify the most pressing human service needs in Acton and Boxborough and the service network available to address those needs. Our comprehensive approach was designed to collect as much data and feedback as possible from multiple sources and perspectives

- Our Methodology:
 - **Formed Steering Committee** – 20 community leaders served as an advisory group and informational resource
 - **Focused our study** – With informed input from the steering committee, six service categories were explored: Abuse/Neglect /Violence, Basic Needs, Family and Economic Stability, Diversity, Mental Health, Substance Abuse; within four population groups: Children, Youth and Young Adults, Adults, and Seniors
 - **Community Scan** – Quantitative, replicable, mostly publicly available data in five categories: Demographics, Socioeconomics, Housing Statistics, Schools, Public Safety
 - **Interviews** – Qualitative discussions with select **Subject Matter Experts (SMEs)**. ABUW conducted 19 interviews with 35 SME's
 - **Focus Groups** – Four topics were further investigated: Basic Needs/Family & Economic Stability, Mental Health, Substance Abuse, and Seniors. We gathered 24 local and state service providers to participate in these facilitated discussions
 - **Community Survey** – 658 Acton and Boxborough residents completed the on-line survey, a statistically relevant sample of the population. The survey was available in four languages and special efforts were made to include low-income residents

EXECUTIVE SUMMARY

PROJECT TEAM

- Community Needs Assessment Planning Committee
 - Patty Higgins - Community Needs Assessment Chair, ABUW Board
 - Alan Berko - Community Volunteer
 - Rachel Sagan - ABUW Executive Director
 - Ebit Speers - ABUW President

- Carlisle & Company Consultants
 - Ann Budner, Principal, Non-Profit Practice
 - Michael Lohfink, Principal
 - Stephen Murdock, Associate
 - Joy Sun, Associate

EXECUTIVE SUMMARY

THANK YOU

- ABUW wishes to thank the nearly 100 professionals, human service providers and volunteers who helped in the creation of the Community Needs Assessment
 - With the exception of Steering Committee members, whose names follow this page, individuals are listed in the relevant sections of the full report

- Successful completion of the CNA would not have been possible without:
 - The Steering Committee's guidance, leadership, and provision of valuable data
 - The professionals and experts in the human service arena who participated in interviews and focus groups
 - Group facilitators and note takers
 - Survey translators
 - Volunteers and organization staff who helped with distribution and survey completion
 - Survey distribution assistance from the Acton-Boxborough school administrators and the towns of Acton and Boxborough
 - Use of the Acton Police Department's meeting rooms

EXECUTIVE SUMMARY

STEERING COMMITTEE MEMBERS (1 OF 2)

Name	Title	Organization
1. Marie Altieri	Director Personal & Admin. Services	AB Regional School District
2. Andy Armstrong	Senior Minister	Acton Congregational Church
3. Mary Ann Ashton	Co-Chair	League of Women Voters
4. Jennifer Benson	State Representative	MA House of Representatives
5. Jarod Bloom	Partner	Secrest & Bloom LLC
6. Kelley Cronin	Executive Director	Acton Housing Authority
7. Laura Ducharme	Community Resource Coordinator	Town of Acton
8. Les Fox	Selectman	Town of Boxborough
9. Katie Green	Selectman	Town of Acton
10. Bernadette Keegan	Program Administrator	AB Community Education
11. Marge Kennedy	Social Policy Chair	League of Women Voters
...		

EXECUTIVE SUMMARY

STEERING COMMITTEE MEMBERS (2 OF 2)

Name	Title	Organization
...		
12. Carrie Leggett	Social Worker	Acton Medical Associates
13. James MacRae	Veteran's Affairs Officer	Town of Acton
14. Elizabeth Markiewicz	Town Clerk	Town of Boxborough, ABUW Board of Directors
15. Cindy McCarthy	President	Danny's Place Youth Services
16. Lynne Osborn	Community Volunteer	English at Large, Acton Friends of COA
17. Carolyn Randolph	Outreach Committee	AB United Way
18. Warren Ryder	Chief of Police	Town of Boxborough
19. Michael Tobia	Chairman	Mt. Calvary Community Supper
20. Julie Towell	Pupil Services Liaison	AB Regional School District
21. Frank J. Widmayer III	Chief of Police	Town of Acton



CONTENTS

1. Overview and Introduction
2. Themes and Trends
3. Major Insights by Population Group

EXECUTIVE SUMMARY

THEMES – A CHANGING COMMUNITY

- A decade and a half into the 21st century, Acton and Boxborough are becoming more diverse, older, more expensive, better educated, and economically strong for many, but not all residents
 - The population has increased only modestly since 2000, but notable shifts indicate significant changes and challenges for meeting the human service needs of our towns
-
- The Acton and Boxborough communities are diverse
 - We are getting older
 - We are more educated
 - The top income level is better paid, with fewer middle income earners
 - Housing is more expensive
 - Our towns are economically strong overall, yet with vulnerable populations
 - Vulnerable residents include:
 - Senior citizens
 - At-risk teens
 - Young adults
 - Disabled residents
 - Veterans
 - Low-income adults and families
 - Limited-English speaking families
 - Highly mobile families

EXECUTIVE SUMMARY

THEMES – INFRASTRUCTURE ISSUES

- Infrastructure limitations are a significant and integral aspect of the findings in this report
- Barriers make it even more difficult to access services when residents need help

Housing

- Inadequate supply of affordable, handicapped accessible, and assisted housing
- Shelter is a struggle for vulnerable individuals and families, seniors aging in place, and the disabled

Transportation

- Residents without access to a car or who lack the ability to drive are less able to access services

Public Schools

- Increasing numbers of special needs children, more financially stressed families, more diversity
- Substance abuse and prevention, cyber bullying, mental health concerns complicate learning environment

Public Safety

- Substance abuse, especially opiate addiction and overdoses, mental illness, domestic violence and financial scams are prominent and daily public safety concerns

EXECUTIVE SUMMARY

THEMES – COMMON CHALLENGES ACROSS AGE GROUPS

- Multiple age groups reported similar challenges

Stress is a Big Concern

- When residents were asked about their greatest concerns, stress on young adults, children, and adults/parents were first, third and fourth respectively
- Paying for higher education was the second greatest concern

Isolation, Lack of Connection

- Isolation can be physical, emotional and social, and can be experienced at all age levels
- Isolation and disconnection lead to a host of other problems

Lack of Information

- Though the existing network is deep and broad in most areas, both residents and service providers expressed the need for more timely and comprehensive information about available services, and help accessing them

Difficulty Seeking Help

- Residents don't seek help when they need it due to stigma or shame, cultural barriers, fear of losing independence, not knowing where to turn, or/and difficulty navigating the system

CONTENTS

1. Overview and Introduction
2. Themes and Trends
3. Major Insights by Population Group

EXECUTIVE SUMMARY CHILDREN – GENERAL FINDINGS

- In this study, we consider children to be from birth through elementary school age
- Birth rates nearly halved in Acton and dropped by a third in Boxborough from 2000 to 2013
- School age numbers have declined steadily since 2011, but more students now require special education services



Primary Areas of Concern

Challenges at school

- Increased special needs
- Language/cultural considerations

Technology concerns

- Managing negative exposure
- Can be source of stress for both children and parents
- Stress from technology is the 8th highest ranked concern for residents

Child care challenges

- Working poor and single parents
- Special needs children

Barriers to Accessing Help

Parental perplexity

- Lack of parenting support and education
- Emerging risks change quickly

Insufficient, poorly funded services

- Lack of affordable, high quality child care options
- Lack of pediatric medication providers, including child psychiatrists

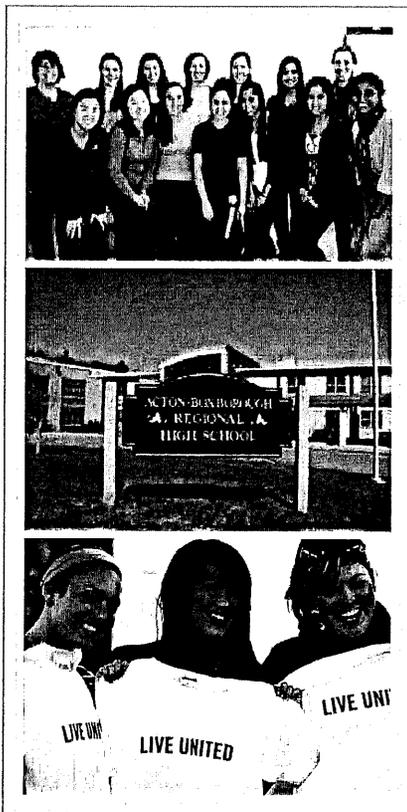
Dual language learners

- Can have trouble accessing social services
- Can find it hard to get involved in school and community activities

EXECUTIVE SUMMARY

TEENS – GENERAL FINDINGS

- In this study, we consider teens to be in grades 7-12
- Student populations have declined 7.9% at the junior high and 1.7% at the high school since 2008
- High stress and unhealthy coping are common concerns in this age population



Primary Areas of Concern

High stress levels

- Multiple sources of stress
- Ranked as top concern among residents
- Over half of residents don't know or are unsure where to find help

Mental health

- Increase in referrals
- Teen resilience declining
- Bullying is a persistent concern

Substance abuse

- Alcohol
- Cannabis
- Opioids/Heroin (see Adults – Findings)

Barriers to Accessing Help

Limited support and education for parents

- Hard to keep up with emerging risks
- Isolated, especially when in crisis

Limited mental health and substance abuse services

- Lack of psychiatrists and therapists to treat adolescents; long wait lists
- Lack of affordable treatment, especially inpatient and post crisis
- Insurance cost containment measures

Easy availability of alcohol, substances, less aversion to “hard” drugs

EXECUTIVE SUMMARY

ADULTS – GENERAL FINDINGS

- In this study, we consider adults to be ages 18-64
- Special consideration is given to young adults in this section, considered to be ages 18-25
- Although legally adults, young adults are often still supported financially by and living with their families



Primary Areas of Concern

Substance abuse

- Opiates/heroin abuse top concern with professionals
- Overdoses increasing
- Treatment difficult and limited

Mental health

- Rise in involuntary psychiatric hospitalizations
- Anxiety and depression are among residents' top 10 concerns

Young adults, ages 18 to 25

- Difficult to reach and assess
- Especially vulnerable to substance abuse
- Few services or institutions that serve this population specifically

Barriers to Accessing Help

Personal reasons

- Shame, stigma, fear of consequences
- Denial by abusers and family
- Distorted thinking is part of addiction

Lack of services

- Financially strapped facilities
- Relapses rarely covered by insurance
- Inadequate number of in-patient beds
- Inadequate non-emergency, preventive, and affordable care for ongoing issues

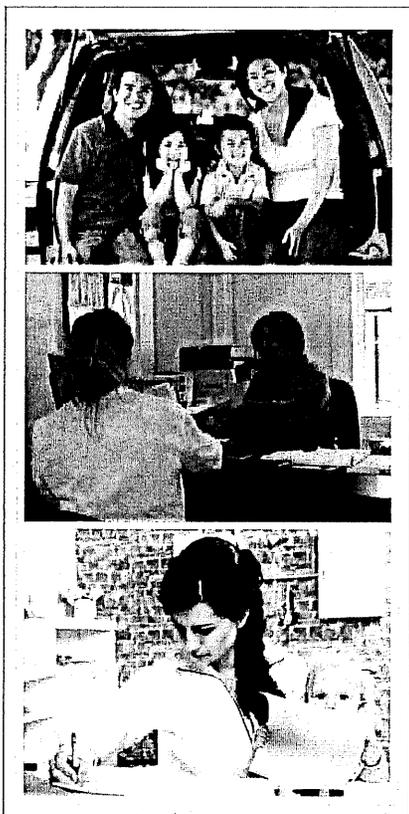
Specific to young adults

- Age group can lack strong connections, relationships
- Parents can't access their child's health records without their child's consent

EXECUTIVE SUMMARY

FAMILIES – GENERAL FINDINGS

- Like the towns' general populations, families are now more diverse in terms of culture, language, and make-up
- Economically vulnerable families comprise over 1/5 of our population, despite the two towns' increasing wealth



Primary Areas of Concern

High stress

- Higher education costs and other financial concerns
 - Residents rank higher education costs as their second greatest concern
- Intergenerational concerns

Vulnerable families

- Housing, rent, food , other monthly bills are particular concerns for these residents
- Veterans
- Mobile and economically unstable families
- Domestic violence rates remain significant

Barriers to Accessing Help

Red tape and bureaucracy

- Difficulty navigating state/federal regulations
- Complex laws and aid requirements

Limited availability

- Housing
- Transportation – most difficult for vulnerable families without a car
- Child care (see Children – Findings)

Cultural challenges

- Multiple languages and cultures
- Service provision more difficult

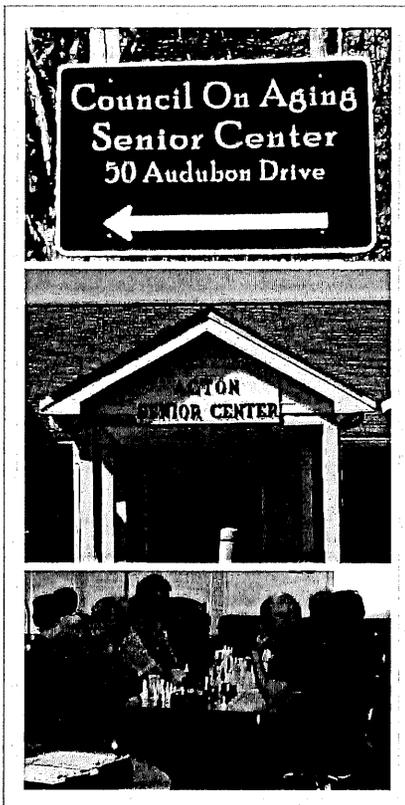
Financial woes

- High portion of income spent on housing
- Difficulty planning for long-term needs like higher education

EXECUTIVE SUMMARY

SENIORS – GENERAL FINDINGS

- In this study, we consider seniors to be ages 65 and older
- From 2000 to 2013, the Acton senior population rose 49% and the Boxborough senior population rose 152%. Most are “aging in place”
- Seniors are one of the population groups in both towns with the highest rate of poverty



Primary Areas of Concern

Infrastructure issues

- Housing
- Transportation

Health issues

- Physical
- Mental/emotional

Safety issues

- Frauds/scams
- Hoarding

Financial issues

- Fixed and low income
- Services unaffordable

Barriers to Accessing Help

Limited housing

- AHA has a 4 year wait list for senior units
- More supportive housing options needed

Financial management services

- Very limited services
- Unaffordable on fixed income

Services inflexible

- Meals on Wheels, home care and nursing programs often time limited
- Insurance coverage is spotty
- Medicare pays only for strict definition of medical necessity
- Seniors also reluctant to ask for reduced rates



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BOARD OF SELECTMEN
Meeting Minutes
December 7, 2015

APPROVED: _____

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 Police Lieutenant and the related compensation. 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 10 shifts through the end of FY 16 and would be offered to Lt. after other officers but before others are "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. Further, any cost savings would be offset by the potential reduction in services and resources, closing of the Boxborough facility, and a reduction in personnel. 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 contingency 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 culminates with 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 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 other 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 the waiver for. Neyland requested that the Selectmen also approve a 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 ready soon to present to the Selectmen; then all of 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 High School. She believes VEAC will be able to present their findings in time for a STM but are willing provide their finding 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 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 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 this 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 and their primary focus has been the proposal he developed, and they are supportive of this proposal. He has also presented this proposal to the School Committee. The MMRSC has communicated to this Selectmen working group that they could support incorporating his proposal into pending agreement amendments if they could expedite ratification with all town's 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 Lincoln wants to be compensated by the District because, as proposed, 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 detailed the positives and negatives for holding a Special Town Meeting for this specific matter and what will flow 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. is on Dec. 15th and previous SC discussions have indicated that School Comm. 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. Making 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. Was communicated to the various stakeholders. One of these units did, in fact, fail just before Thanksgiving and needed to be replaced. TA Shae 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 the 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.

7a

**Timeline for Special Town Meeting
February 2016**

Call STM	Monday, 12/21/15	Monday, 12/21/15	Monday, 12/21/15
Submit final language, as well as recommendations for warrant articles to TA	Wednesday, 1/6	Wednesday, 1/6	Wednesday, 1/6
BoS closes warrant Final votes (BoS/FinCom) on warrant articles BoS signs warrant	Monday, 1/11	Monday, 1/11	Monday, 1/11 Monday 1/25
Warrant to printer	Tuesday, 1/12	Tuesday, 1/19	Tuesday, 1/26
Warrants prepared for mailing	Tuesday - Wednesday, 1/19 - 1/20	Wednesday- Thursday, 1/27 - 1/28	Tues - Weds, 2/2 - 2/3 [Thurs - Fri, 2/4 - 2-5]
Warrant to be posted by Constable and mailed to Town's residents (latest date)	Friday, 1/22	Monday, 2/1	Friday, 2/5 [Tuesday, 2/9]
Special Town Meeting	Monday, 2/8 or Tuesday 2/9	Tuesday 2/16 or Thursday, 2/18	Monday, 2/22 - [Thursday, 2/25]

TA out of
country
1/21 -
1/30

QUITCLAIM DEED

The undersigned, G. Michael Ashmore and Ann Evans Ashmore, having a mailing address of 108 Keepsake Lane, Chadds Ford, PA 19317 (hereinafter "Grantor"), for consideration paid and in full consideration of Thirty Thousand Dollars (\$30,000.00), the receipt and sufficiency of which is hereby acknowledged, hereby GRANT to the TOWN OF BOXBOROUGH, a Massachusetts municipal corporation, acting by and through its Conservation Commission, pursuant to G.L. c.40, §8C, having an address of 29 Middle Road, Boxborough, Massachusetts,

with QUITCLAIM COVENANTS,

a certain parcel of land in the town of Boxborough, sometimes known as the Bulkley Lot, situated Southeasterly of the first parcel described in deed of Albert J. Sargent to Thomas J. Breen and Lois B. Breen dated February 26, 1959, and recorded with Middlesex South District Registry of Deeds in Book 9327, Page 539 and bounded and described as follows:

- EASTERLY by land now or formerly of W.B. Parker, and there measuring about five hundred (500) feet;
- NORTHWESTERLY by land now of formerly of said Parker and the first parcel described in said deed of Albert J. Sargent to Thomas J. Breen et ux and there measuring about nine hundred (900) feet;
- WESTERLY by land now or formerly of Ferguson; and
- SOUTHERLY by land now or formerly of said Parker.

Said parcel contains approximately nine (9) acres of land.

Meaning and intended to convey by this deed all our right, title, and interest to that land depicted as the "Buckley Lot" on that plan entitled: "Plan of Land in Boxborough, Mass. Prepared for Boxborough Conservation Trust", dated November, 2000, prepared by David E. Ross Associates, Inc., and recorded with the Middlesex South Registry of Deeds as Plan No. 137 of 2001.

Subject to and with the benefit of easement, rights, restrictions, covenants, conditions, takings and other matters of record, insofar as the same are now in force and applicable..

The Town's acceptance of the deed is attached hereto and incorporated herein.

Property Location: Rear Sargent Road, Boxborough, MA

No deed stamp taxes are due on this conveyance pursuant to G.L. c. 64D, §1.

For Grantor's title see deed of Richard G. Potts and Lynne N. Potts, dated December 17, 1999 recorded with the Middlesex South District Registry of Deeds in Book 30975, Page 333.

[signatures on following page]

Executed as a sealed instrument this 14th day of December, 2015.

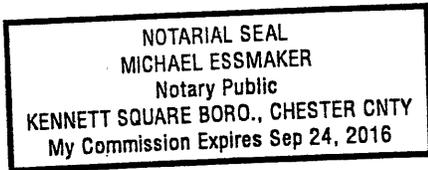
G. Michael Ashmore
G. Michael Ashmore

Ann Evans Ashmore
Ann Evans Ashmore

Delaware
~~MIDDLESEX~~, ss

COMMONWEALTH OF MASSACHUSETTS Pennsylvania

On this 14th day of December, 2015, before me, the undersigned notary public, personally appeared G. Michael Ashmore, who proved to me through satisfactory evidence of identification, which was PA Drivers License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose.

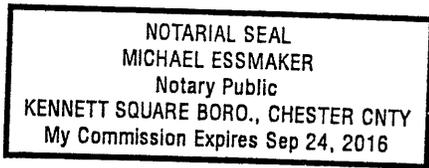


[Signature]
Notary Public: Michael Essmaker
My commission expires: 9/24/16

Delaware
~~MIDDLESEX~~, ss

COMMONWEALTH OF MASSACHUSETTS Pennsylvania

On this 14th day of December, 2015, before me, the undersigned notary public, personally appeared Ann Evans Ashmore, who proved to me through satisfactory evidence of identification, which was PA Drivers License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that she signed it voluntarily for its stated purpose.

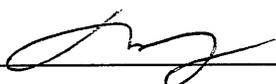


[Signature]
Notary Public: Michael Essmaker
My commission expires: 9/24/16

ACCEPTANCE

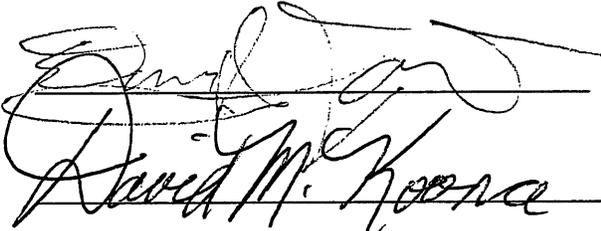
The Town of Boxborough, acting by and through its Conservation Commission, pursuant to the authority granted by G.L. c.40, §8C, hereby accepts the foregoing Quitclaim Deed from G. Michael Ashmore and Ann Evans Ashmore of the land off Depot Road, known as the Bulkley Lot, and shown as Lot 195 on Assessor's Map 10, for open space, passive recreation, and conservation purposes.

TOWN OF BOXBOROUGH
CONSERVATION COMMISSION



Charlene Golder


A. Stuart



David M. Hanover


N. Hanover Dec 17, 2015

Approved:

TOWN OF BOXBOROUGH
BOARD OF SELECTMEN

By:
Its: Chairman

COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this 17th day of December, 2015, before me, the undersigned Notary Public, personally appeared Norman Hanover, who proved to me through satisfactory evidence of identification, which were personally known, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as a member of the Conservation Commission of the Town of Boxborough.



(Official Signature and Seal of Notary)



Property Information

Property ID 10-195-000
Location 345 REAR SARGENT ROAD
Owner ASHMORE G MICHAEL

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

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

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

QUITCLAIM DEED

Robert D. Ludovico and Beverly G. Ludovico, husband and wife of Shelburne Falls, Franklin County, Massachusetts

for consideration paid and in full consideration of One Dollar (\$1.00)

grant to the Town of Boxborough, Massachusetts, a municipal corporation, acting by and through its Conservation Commission, pursuant to G.L. c.40, §8C, having an address of Town Hall, 29 Middle Road, Boxborough, Massachusetts 01719

with QUITCLAIM COVENANTS

That certain parcel of land in Boxborough, Middlesex County, Massachusetts, containing approximately 2.4 acres, lying west of Route 495 and being a portion of that parcel of land in Boxborough and partly in Harvard, Worcester County, Massachusetts containing about fifty acres, be the same more or less, and bounded and described as follows:

Beginning at the southwesterly corner thereof at the junction of a small brook, running in a southerly direction, sometimes called Assabet Brook, said junction being about 250 feet Northeasterly of the Northerly side of the "school house lot" mentioned in the deed hereinafter referred to and about 300 feet westerly from the old mill site on said Assabet Brook; thence down the said Assabet Brook in a southeasterly direction to the Johnson meadow, so-called, thence easterly on a small brook angling as the brook now runs and the ditch, to the watering place by land now or late of Lucy Chester; thence northerly about three rods to a stake and stones on the upper side of the last way by said Chester land; thence westerly on said Chester land to the end of the wall; thence northwesterly on said Chester land to a stake and stones by land now or formerly of Nathan Fairbanks; thence northwesterly on the land of said Fairbanks and land formerly of Oliver Taylor to the Great Meadow to a stake and stones; thence southwesterly angling nearly as the fence stands by the meadow on land formerly of Calvin Warner and Jabez Priest, Amos Fairbanks and Phineas Barnard to a brook running through an old dam, said brook being about thirty (30) feet easterly from a slate stone bound marking the corner of land formerly of the heirs of Thomas Fairbanks and supposed to be a corner of land now belonging to the estate of Luke Blanchard; thence down said brook in a southerly direction on land formerly of Asa D. Filmore to the place of beginning or however otherwise the same may be bounded or described. Being all the land described in deed of Asa D. Fillmore to Arthur F. Blanchard and Webster S.

Blanchard dated January 11, 1924, and recorded with the Middlesex South District Deeds in Book 4700 at Page 168; said land being subject to all existing rights of ways, and granting the right to pass and repass with teams or otherwise from the granted premises to the Harvard-Stow road as granted from said Fillmore to said Blanchard et al by the said mentioned deed.

EXCEPTING THEREFROM THE FOLLOWING PARCELS:

1. The premises described in Order of Taking by The Commonwealth of Massachusetts Department of Public Works recorded with said Deeds in Book 9902, Page 409.
2. The premises described in deed from H. Prescott Burroughs to Audrey E. Senior recorded with said Deeds in Book 11269, Page 512.
3. The premises described in Order of Taking by the Town of Boxborough dated December 29, 1975 recorded with said Deeds in Book 12922, Page 66.
4. Further excepting all land east of Interstate Route 495 being 22.8 acres, more or less, and partially shown on a plan entitled "The Commonwealth of Massachusetts Plan of Road in the Town of Boxborough, Middlesex County, Laid out as a State Highway by the Department of Public Works, September 19, 1961," prepared by Barstow, Mulligan & Vollmer, Consulting Engineers, recorded with said Deeds in Book 9902, Page 422.
5. The premises described in Order of Taking by the Water Resources Commission acting for an on behalf of the Commonwealth of Massachusetts recorded with said Deeds in Book 11716, Page 273.

SAID PREMISES CONVEYED SUBJECT TO THE FOLLOWING:

Flowage easement by the Water Resources Commission on Behalf of The Commonwealth of Massachusetts recorded with said Deeds in Book 11685, Page 192.

The grantors warrant that they do not reside on the premises and have no rights of Homestead in the property herein conveyed and that there are no other persons entitled to any Homestead rights in the property pursuant to M.G.L. c. 188.

The Town's acceptance of the deed is attached hereto and incorporated herein.

No deed stamp taxes are due on this conveyance pursuant to G.L. c. 64D, §1.

Being the same premises conveyed to the within Grantors by deed of Helen Gorzocoski and Sandra B. Clemence dated August 19, 1987 and recorded with said Deeds in Book 18538 at Page 311.

[signatures on following page]

Witness our hands and seals on this 16th day of December, 2015

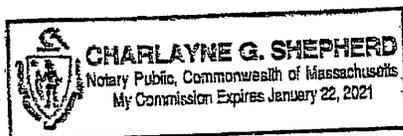
Robert D. Ludovico
Robert D. Ludovico

Beverly G. Ludovico
Beverly G. Ludovico

COMMONWEALTH OF MASSACHUSETTS

County of Franklin, ss.

On this 16th day of December, 2015, before me, the undersigned notary public, personally appeared the above-named Robert D. Ludovico and Beverly G. Ludovico, proved to me through satisfactory evidence of identification being (check whichever applies): driver's license or other state or federal governmental document bearing a photographic image, oath or affirmation of a credible witness known to me who knows the above signatory, or my own personal knowledge of the identity of the signatory, to be the persons whose names are signed on the preceding document, and acknowledged to me that they signed it voluntarily for its stated purpose.



Charlayne G. Shepherd
Notary Public
My Commission Expires: January 22, 2021

ACCEPTANCE

The Town of Boxborough, acting by and through its Conservation Commission, pursuant to the authority granted by G.L. c.40, §8C, hereby accepts the foregoing Quitclaim Deed from Robert D. Ludovico and Beverly G. Ludovico of the land off Codman Hill Road, and shown as Lot 004 on Assessor's Map 17, for open space, passive recreation, and conservation purposes.

TOWN OF BOXBOROUGH
CONSERVATION COMMISSION



Charles K. Sullivan

H. Stuart



David M. Hanover

N. Hanover Dec. 17, 2015

Approved:

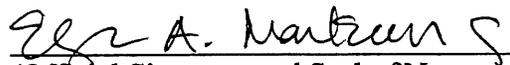
TOWN OF BOXBOROUGH
BOARD OF SELECTMEN

By:
Its: Chairman

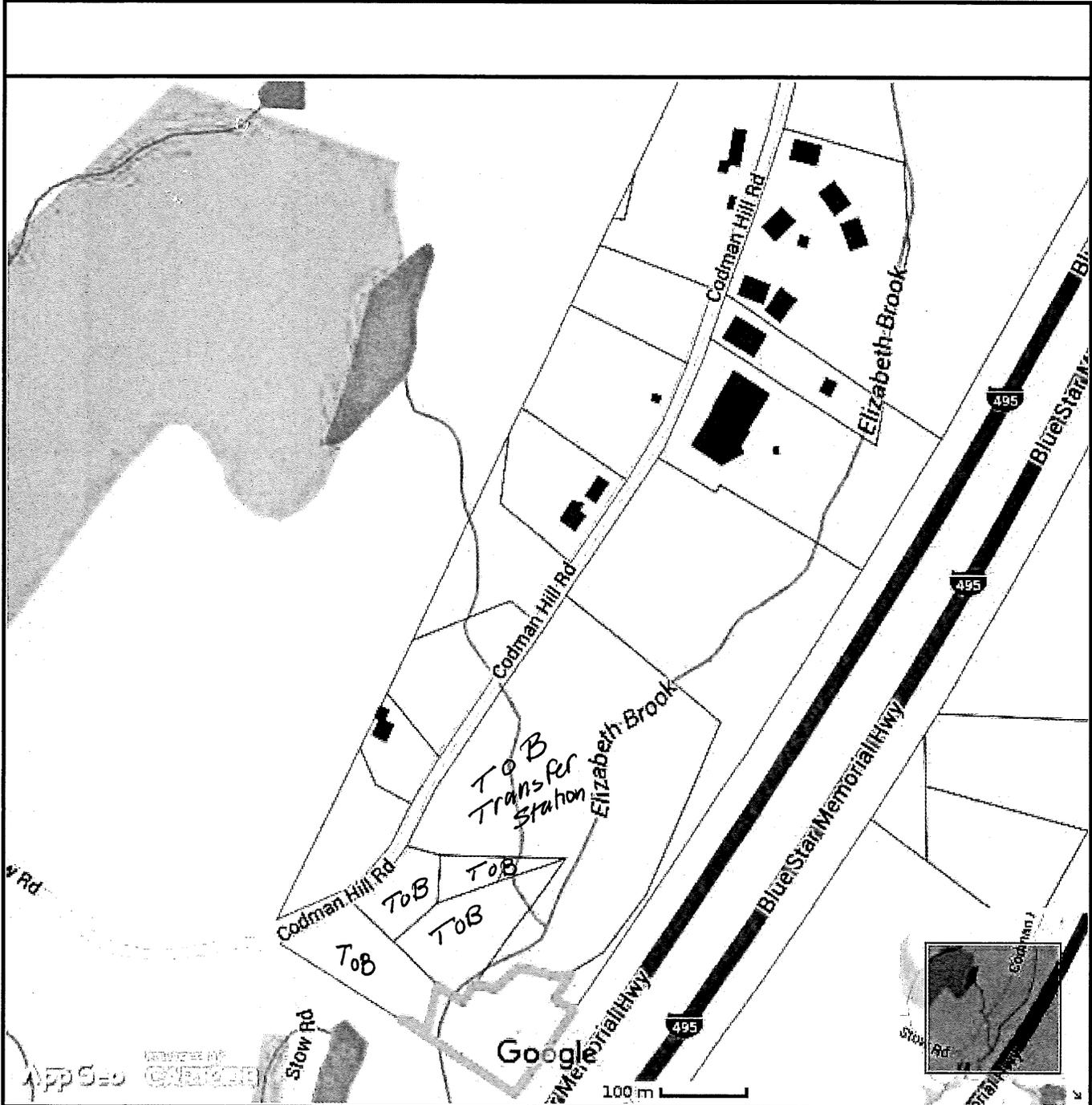
COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX, ss

On this 17th day of December, 2015, before me, the undersigned Notary Public, personally appeared Norman Hanover, who proved to me through satisfactory evidence of identification, which were personally known, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose, as a member of the Conservation Commission of the Town of Boxborough.



(Official Signature and Seal of Notary)



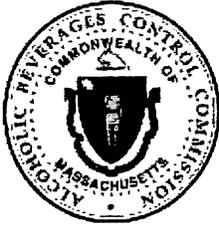
Property Information

Property ID 17-004-000
Location 580 REAR CODMAN HILL ROAD
Owner LUDOVICO ROBERT D

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

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

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



721

**The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc**

ON PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 012200001

CITY OR TOWN BOXBOROUGH

APPLICATION FOR RENEWAL:

Annual

LICENSED FOR 2016

CLASS

YEAR

LICENSEE NAME: HOTEL BOXBOROUGH LESSEE LLC

DOING BUSINESS A HOLIDAY INN BOXBOROUGH WOODS

ADDRESS 242 ADAMS PLACE

CITY/TOWN: BOXBOROUGH

STATE: MA

ZIP CODE: 01719

MANAGER: DEAN, LINDSAY TYPE OF LICENSE: Innholder

CATEGORY: All Alcohol

EMAIL ADDRESS:

[REDACTED]

YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

DINING ROOMS, COCKTAIL LOUNGE, BANQUET ROOMS, MEETING ROOMS, exhibit room, Garden Courtyard and pavilion lounge. Enclosed pool areas, exterior barbeque areas, as well as in all 143 guest rooms and suites on three floors. Service of ab in pool area limited to plastic containers. Area adjacent to kitchen may be used for storage of stock only.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

[Handwritten Signature]

Individual, Partner or Authorized Corporate Officer

[REDACTED]

DATE:

10-27-15

TELEPHONE NUMBER:

[REDACTED]

EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

We the undersigned, attest that we are in possession (1) the certificate required by Chapter 304 of the Acts of 2004, signed by the building inspector and the head of the fire department for the above named license and (2) the certificate of liquor liability insurance required by Chapter 116 of the Acts of 2010.

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:



7211
The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
239 Causeway Street
Boston, MA 02114
www.mass.gov/abcc

OFF-PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 012200002

CITY OR TOWN BOXBOROUGH

APPLICATION FOR RENEWAL:

Annual

LICENSED FOR 2016

CLASS

YEAR

LICENSEE NAME: ROBERT HIRSCH

DOING BUSINESS A GRAPEVINE

ADDRESS 104 MASSACHUSETTS AVE.

CITY/TOWN: BOXBOROUGH

STATE: MA

ZIP CODE: 01719

MANAGER: HIRSCH, ROBERT TYPE OF LICENSE: Package Store

CATEGORY: All Alcohol

EMAIL ADDRESS:



YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

LOCATED ON THE SOUTHERLY SIDE OF MASS. AVE., MAIN RETAIL AREA & STORE ROOM
 SITUATED ON 1ST FLR. BASEMENT AREA FOR STORAGE & OFFICE SPACE.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Robert H. Hirsch
 Individual, Partner or Authorized Corporate Officer

DATE:

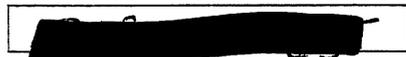
11/15/15

TELEPHONE NUMBER:



EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)



Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:



7 & iii

The Commonwealth of Massachusetts
Alcoholic Beverages Control Commission
 239 Causeway Street
 Boston, MA 02114
www.mass.gov/abcc

OFF-PREMISES LICENSE RENEWAL APPLICATION

LICENSE NUMBER: 012200003

CITY OR TOWN BOXBOROUGH

APPLICATION FOR RENEWAL:

Annual

LICENSED FOR 2016

CLASS

YEAR

LICENSEE NAME: J & M HOUGHTON, INC.

DOING BUSINESS AS BOXBOROUGH LIQUORS

ADDRESS 1233 MASSACHUSETTS AVE.

CITY/TOWN: BOXBOROUGH

STATE: MA

ZIP CODE: 01719

MANAGER: HOUGHTON,
MICHAEL

TYPE OF LICENSE: Package Store

CATEGORY: All Alcohol

EMAIL ADDRESS:



YOUR EMAIL ADDRESS IS REQUIRED. PLEASE PRINT CLEARLY.

DESCRIPTION OF LICENSED PREMISES:

A ONE STORY BLDG. LOCATED AT 1233 MASSACHUSETTS AVE. TOTAL FLOOR AREA APPROX. 3400 SQ. FT. INCLUDING A WALK IN COOLER AND STORAGE ROOM.

I hereby certify and swear under penalties of perjury that:

1. the renewed license will be of the same type for the same premises now licensed;
2. the licensee has complied with all laws of the Commonwealth relating to taxes; and
3. the premises are now open for business (If not explain below)

SIGNED BY

Individual, Partner or Authorized Corporate Officer

Michael Houghton



DATE:

11/27/15

TELEPHONE NUMBER:



EMPLOYER IDENTIFICATION NUMBER:

(Note: **NOT** Individual Social Security Number)

Please Check Below:

APPROVED:

DISAPPROVED:

(If disapproved explain)

LOCAL LICENSING AUTHORITY

By:

DATE:

7 h) i

Finance Committee



Reserve Fund Transfer Request

Date: 12/21/15

It is requested by the undersigned that the sum of \$ 560.00 be transferred from the Reserve Fund to:

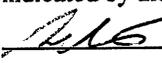
UMAS Acct. # 001-122-5306-0000
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Board of Selectmen - Consulting

The balance in the line item as of 12/17/15 (Date) is \$ 0. An amount of \$ 0 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.

To pay for the services of the Town's Consulting Engineer to provide rough wetlands data on a Mass Avenue property for the purpose of determining potentially buildable area

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

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

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

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

Places Associates, Inc.

Planners, Landscape Architects, Civil Engineers, Surveyors
 256 Great Road, Suite 4
 Littleton, MA 01460

INVOICE

BILL TO

Mr. Adam Duchesneau
 Town of Boxborough
 29 Middle St.
 Boxborough, MA 01719

PROJECT NAME: 593 Mass Ave

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
5169.01	Dec 03, 2015	Jan 02, 2016	5169	\$559.20

Basic Services

Date	Employee	Phase	Description	Hrs	Rate	Extension
Administration						
11/19/2015	WEM	1. Project Set-Up	Matt to set up project	0.25	\$120.00	\$30.00
				Administration Total:	0.25	\$30.00
Basic Services						
11/19/2015	WEM	1. Project Set-Up	Telecalls with client	0.25	\$120.00	\$30.00
11/19/2015	MA	1. Project Set-Up	research/image compilation	2.00	\$95.00	\$190.00
11/25/2015	WEM	3. Wetlands Related	Site walk with Adam D.	2.50	\$120.00	\$300.00
				Basic Services Total:	4.75	\$520.00
				Basic Services Sub Total:	5.00	\$550.00
				Total Basic Services:		\$550.00

Expenses

Date	Name	Phase	Expense Type	Description	Qty	Rate	Amount
Basic Services							
11/25/2015	WEM	3. Wetlands Related	Mileage	Personal Vehicle Mileage	16.00	\$0.58	\$9.20
				Basic Services Total:			\$9.20
				Expenses Total:			\$9.20

Invoice Total: \$559.20

Please make payments to Places Associates, Inc.. Late payments are subject to penalty fees.


 Signature

\$ 559.20
 Amount to Pay Vendor Acct #

12/3/15 5169.01
 Invoice Date Invoice #

001-122-5306-0000
 Posting Account

Filter by: Segment 1: 001
 Segment 2: 122, 245

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer: This Period To Date	Allocated	Journal Entry: This Period To Date	Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
001-122-5110-0000	2,000.00	0.00		0.00	0.00	-1,000.00		
Selectmen Salaries	0.00	0.00	2,000.00	0.00	0.00	-1,000.00	1,000.00	50.00
001-122-5317-0000	48.00	0.00		0.00	0.00	-44.00		
Selectmen Printing Services	0.00	0.00	48.00	0.00	0.00	-44.00	4.00	91.67
001-122-5420-0000	11.00	0.00		0.00	0.00	0.00		
Selectmen Office Supplies	0.00	0.00	11.00	0.00	0.00	0.00	11.00	0.00
001-122-5490-0000	600.00	0.00		0.00	0.00	-705.64		
Selectmen Events	0.00	0.00	600.00	0.00	0.00	-705.64	-105.64	117.61
001-122-5711-0000	300.00	0.00		0.00	0.00	0.00		
Selectmen Travel	0.00	0.00	300.00	0.00	0.00	0.00	300.00	0.00
001-122-5712-0000	460.00	0.00		0.00	0.00	0.00		
Selectmen Training/Conf	0.00	0.00	460.00	0.00	0.00	0.00	460.00	0.00
001-122-5730-0000	700.00	0.00		0.00	0.00	-1,195.00		
Selectmen Dues/Membership	0.00	0.00	700.00	0.00	0.00	-1,195.00	-495.00	170.71
	4,119.00	0.00		0.00	0.00	-2,944.64		
7 Account(s) totaling:	0.00	0.00	4,119.00	0.00	0.00	-2,944.64	1,174.36	71.49

bal total other exp < 1,000.00 >
 174.36



Reserve Fund Transfer Request

Date: 12/16/15

It is requested by the undersigned that the sum of \$ 150.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-505-5711-0000

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

Description (e.g. Selectmen's expenses) Animal Inspector Travel

The balance in the line item as of 12/22/15 (Date) is \$ -45.76. An amount of \$ 98.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

More accurate accounting of mileage and quarantine calls resulting in higher expenses than expected.

Average \$44.57 for each of the first 2 quarters for quarantines alone. Expect second half of year to follow same.

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

<u>Donald C. Moore</u>	(Signature)	<u>Animal Inspector</u>	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

10/2/2015

Animal Inspector - July - Sep. 2015

Mileage for quarantines

85 miles

7 quarantines

Burroughs Rd	12 miles
Hill Rd	1 mile
Burroughs Rd	12 miles
Burroughs Rd	12 miles
Swanson Rd	12 miles
Robinson Rd	14 miles
Burroughs Rd	12

Signature

\$ 48.88

Amount to Pay

Vendor Acct #

85 miles

9/30/15 Mileage

Invoice Date

Invoice #

@ 0.575

001-271-5711-0000

= 48.88

Posting Account

305

Donald C. Morse

702 Hill Rd

Barborough, MA 01919

12/16/2015

Animal Inspector

Mileage for animal and barn
inspections in December 2015

95 miles

@ \$.575 = \$54.63

Signature

\$ 54.63

Amount to Pay

Vendor Acct #

12/16/15 Insp. Mileage Reimb.

Invoice Date

Invoice #

001-505-5711-0000

Posting Account

Donald C. Morse

702 Hill Rd

Barboraugh, MA 01719

12/16/2015

Animal Inspector

Oct - Dec 2015

13 Quarantines

mileage for quarantines:

70 miles

@ \$.575 = 40.25

Donald C morse

702 Hill Rd

Boxborough, MA 01719

Signature

\$ 40.25

Amount to Pay

Vendor Acct #

12/16/15 Mileage Reimb Q2

Invoice Date

Invoice #

001.505.5711.0000

Posting Account



**Internal Communications and Outgoing Communications
December 21, 2015**

1. Letter from Boston Region MPO's Executive Dir., Karl Quackenbush, dated December 1, 2015, to Chair of the Board of Selectmen [Vincent Amoroso] regarding the development process and milestones for the FFYs 2017-21 Transportation Improvement Program.
2. Copy of a letter from MassHousing Comprehensive Permit Prgms. Mgr., Gregory Watson, dated December 4, 2015, to Jefferson at Beaver Brook LLC's CFO, Kirk Motsenbocker, advising that MassHousing has issued its final approval for the project known as Jefferson at Beaver Brook, pursuant to the requisite state laws. *
3. Notice from Mass. Dept. of Telecommunication & Cable, Sec. Sara Clark, dated December 8, 2015, concerning a recent FCC ruling regarding cable providers and advising that her dept. has filed a new FCC Form 328 [attached] related to the FCC's "effective competition" determination.
4. Letter from MAPC Exec. Dir. Marc Draisen, dated December 7, 2015, to MAPC Council Representatives and other Local Officials inviting them to submit a proposal for work under their 2016 District Local Technical Assistance program.
5. Letter from TA Shaw, dated December 8, 2015, to Minuteman School Comm. Chair, Jeffrey Stulin, advising of the Selectmen's unanimous vote to support the intent to seek a vote at a Special Town Meeting on whether to approved proposed amendments to the Minuteman Agreement and whether to withdraw pursuant to the terms of the proposed amended agreement.



Massachusetts Housing Finance Agency
One Beacon Street, Boston, MA 02108

TEL: 617.854.1000 | FAX: 617.854.1091
VP: 866.758.1435 | www.masshousing.com



December 4, 2015

Mr. Kirk Motsenbocker
Chief Financial Officer
Jefferson at Beaver Brook LLC
3 West Main Street, #203
Irvington, NY 10533

**Re: Jefferson at Beaver Brook LLC
Final Approval
MassHousing ID #705**

Dear Mr. Moran:

This letter constitutes final approval under 760 CMR 56.04(7) ("Final Approval") of the project known as Jefferson at Beaver Brook (the "Project") following the issuance of a comprehensive permit pursuant to Massachusetts General Laws Chapter 40B, 760 CMR 56.00 and the Comprehensive Permit Guidelines issued by the Department of Housing and Community Development (DHCD) (the "Guidelines") (collectively, the "Comprehensive Permit Rules").

On January 4, 2007, the Massachusetts Housing Finance Agency ("MassHousing" or "Subsidizing Agency"), issued a Project Eligibility Letter to New Blue Hills Saugus Realty Trust ("the Original Applicant") for a 244-unit development (16 homeownership units and 228 rental apartments) known as the Cunningham Road Residences ("the Original Project"). Project Eligibility (Site Approval) was granted pursuant to the Comprehensive Permit Rules under the following programs:

- 80/20 Program of the Massachusetts Housing Finance Agency
- ERA Program of the Massachusetts Housing Finance Agency
- Housing Starts Program of Massachusetts Housing Finance Agency
- New England Fund (NEF) Program of the Federal Home Loan Bank of Boston

The Original Applicant filed an application for a comprehensive permit from the Boxborough Zoning Board of Appeals (ZBA), to construct 244 units of multi-family rental housing and two single-family homes on approximately 70 acres of land located on Ward Road, and the public

hearing was opened on June 19, 2007. By decision dated April 18, 2008, the ZBA issued a comprehensive permit ("The Comprehensive Permit") to allow construction of the Original Project. A subsequent appeal of the decision by abutters was dismissed by the Land Court in January 2009.

On August 4, 2014, the Original Applicant entered into a Purchase and Sale Agreement transferring control of the Site to Jefferson at Beaver Brook LLC, an affiliate of TDI Real Estate Acquisition LLC ("The Applicant")

On February 24, 2015 the Applicant came before the ZBA seeking approval for a series of modifications to the 2008 Comprehensive Permit, including the elimination of the two, single-family homes and associated reduction in overall site area from 70 to 66.5 acres ("The Project"). They also requested changes to several conditions to the 2008 Comprehensive Permit that were not in compliance with M.G.L. Chapter 40B. On March 3, 2015, the ZBA determined that the changes represented an insubstantial change, and voted to incorporate the proposed changes into the Comprehensive Permit.

Pursuant to 760 CMR 56.05 (12) (B), we hereby confirm that Jefferson at Beaver Brook LLC, meets the requirements of 760 CMR 56.04 (1)(a) and (b). In accordance with the Comprehensive Permit Rules, prior to the issuance of any municipal permits for the Project, the Applicant must present Final Approval from the entity that issued the Determination of Project Eligibility. Accordingly, this letter constitutes Final Approval by MassHousing as Subsidizing Agency of the Project.

According to information presented by the Applicant the Project will receive financing under the NEF Program through Blue Hills Bank, a FHLBB Member Bank. Pursuant to the Comprehensive Permit and the Comprehensive Permit Rules, the Final Project will contain 244 units of rental housing, of which 61 units will be available for rental to persons or families earning not greater than eighty percent (80%) of the area median income ("Income Requirement") for a term of thirty (30) years ("Term Requirement"), and annual distributions to the Developer, its successors and assigns, shall be limited to no more than 10 percent of equity in the Final Project ("Limited Dividend Requirement").

In connection with our determination herein, we have reviewed (i) the Site Approval (prior to the issuance of which an on-site inspection was performed), (ii) the Comprehensive Permit, (iii) the revised, preliminary plans on which the Comprehensive Permit was based (the "Plans"), (iv) the form of regulatory agreement (the "Regulatory Agreement") and any separate use restriction (the "Use Restriction") to be recorded with the land records in the registry district in which the Municipality is located, (v) the Affirmative Fair Housing Marketing Plan (*AFHMP*) – including Resident Selection and Lottery Procedures, (vi) an updated initial pro forma for the Final Project (the "Updated Pro Forma"), (vii) the terms of the financing to be used for the Final Project, including provisions for monitoring of the Final Project during construction (the "Financing"), (viii) if not set forth on the Plans, a unit locator plan showing the preliminary location of the income-restricted units (the "Unit Locator Plan"), and (ix) other pertinent information presented by the Applicant and others.

As a result of our review, we have made the findings required by 760 CMR 56.04(7)(a), as informed by 56.04(1) and (4). In addition, the affordable units, if located in general conformance with the Unit Locator Plan or the Plans, will be reasonably interspersed with the market rate units.

Further, as required by 760 CMR 56.04(7)(b) and (c), this Final Approval (i) confirms that the executed Regulatory and Use Agreement (a copy of which is annexed hereto as Exhibit A), as the proposed Use Restriction, is in a form consistent with the Comprehensive Permit Rules; and (ii) verifies, as required by 760 CMR 56.04(7)(c), that the cost examination requirements have been acknowledged and that a commitment has been made by the Applicant to comply with the cost examination requirements defined in 760 CMR 56.04(8), as evidenced by the Developer's executed Acknowledgement of Obligations (a copy of which is annexed hereto as Exhibit B), and (iii) verifies that adequate financial surety, as defined in the Comprehensive Permit Rules, has been secured and is sufficient to ensure completion of the cost examination, as defined in the Guidelines, as evidenced by the Letter of Credit dated November 13, 2015 received by MassHousing on November 16, 2015, and held by MassHousing under the Comprehensive Permit Rules or as lender.

We note that the Comprehensive Permit as issued contains a local preference condition as. See requirements outlined in Section III (D) of the Guidelines. Such conditions are subject to the requirements of applicable state and federal fair housing laws. To the extent such conditions conflict with said laws, the provisions of the fair housing laws must govern.

Submission of an examined cost certification will be required upon completion of the development in order to determine that developer fees and profits do not exceed the Maximum Allowable Developer Fee and Overhead limits determined by DHCD and available in the "Inter-Agency 40B Rental Cost Certification Guidance for Owners, Certified Public Accountants and Municipalities." Cost certification will also determine, through a separate calculation, the initial "Owner's Equity," which may be revised from time to time pursuant to the terms of the Regulatory and Use Agreement, and annual dividend distribution limitation, ("Limited Dividend"), which is based on 10% of Owner's Equity commencing upon the development's initial occupancy. The determination of Owner's Equity and Limited Dividend are subject to adjustment as determined by DHCD pursuant to the Guidelines and/or by MassHousing in accordance with its regulations or other published procedures.

In accordance with the provisions of the Site Approval letter, the Developer must adhere to the Land Value Policy described in the Guidelines. The "As-Is Value" land acquisition cost, for cost certification purposes, has been established at \$2,280,000 based on the appraisal prepared for MassHousing by the Foster Company as of November 10, 2006 subject to adjustments as provided in the Guidelines. Please note that while MassHousing has reviewed the Updated Pro Forma and determined that it appears reasonable and consistent with the Comprehensive Permit Rules, this Final Approval is not an approval of the Updated Pro Forma's individual line items and all line items other than land acquisition cost will need to be properly supported when the Final Project's cost certification is submitted.

Please note that this Final Approval does not constitute site plan or building design approval. Furthermore, please note that we have not reviewed nor approved the Plans for compliance with federal, state or local codes or other laws pertaining to construction since such approvals are within the jurisdiction of the local building official and zoning enforcement officer. Similarly, we are relying on the local building official and zoning enforcement officer to ensure that the final plans and specifications comply with the Comprehensive Permit prior to issuing a building permit. We view issuance of the building permit as evidence of such compliance.

This Final Approval is contingent upon recording and delivery of the Regulatory and Use Agreement executed on behalf of Jefferson at Beaver Brook, LLC and dated as of October 23, 2015 in the form prescribed by MassHousing, in its role as Subsidizing Agency or as lender, and, for NEF financing, delivery to MassHousing of an executed construction monitoring certification from the construction lender and an executed NEF lender certification from the permanent lender in the forms prescribed by MassHousing. Furthermore, this Final Approval will be effective for a period of the earlier of (a) six months following the date of this letter, or (b) the earliest expiration date of either the construction or the permanent loan commitments submitted as part of the Final Approval application. Should the Applicant not apply for building permits for the Project within this period or should MassHousing not extend the effective period of this letter in writing, the letter shall be considered to have expired and no longer be in effect. In addition, we are requiring that MassHousing be notified at the time of the issuance of the building permits for the Project.

If you have any questions concerning this letter, please contact Katy Lacy at 1-617-854-1098.

Sincerely,



Gregory P. Watson
Manager, Comprehensive Permit Programs

Attachments:

Exhibit A: Regulatory and Use Agreement

Exhibit B: Developer's Acknowledgement of Obligations and Surety

cc: Chrystal Kornegay, Undersecretary, DHCD
Vincent Amoroso, Chairman, Boxborough Board of Selectmen
Tom Gorman, Chairman, Boxborough Zoning Board of Appeals
Tom Moran, Managing Partner, JPI



**Minutes, Notices and Updates
For December 21, 2015**

Minutes

1. Finance Committee minutes from the meetings held November 16, 2015 and November 30, 2015

Notices

1. Notices of A-B Regional School District related meetings:
 - a. Concord Area Special Education Collaborative held December 11, 2015
 - b. Regular School Committee meeting held December 17, 2015
2. Notice of a Finance Committee meeting held December 14, 2015
3. Notice of a Vocational Education Advisory Committee meeting held December 18, 2015
4. Notice of a Steele Farm Advisory Committee meeting to be held December 29, 2015
5. Notice of a Personnel Board to be held January 5, 2016
6. Legal Notice from the Conservation Commission for a Public Hearing held December 16, 2015 to consider an Abbreviated Notice of Intent filed by Cisco Systems, Inc. for the installation and maintenance of a flow leveling device at the property located at 300 Beaver Brook Road, Assessor's Map 08, Parcel 004.