



BOARD OF SELECTMEN
Meeting Minutes
August 17, 2015

APPROVED: August 31, 2015

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

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

At 6:32 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 at 7:00 PM in the Grange Meeting Room to continue the regular business on the agenda. Seconded by Member Bak. **Approved 5-0 by Roll Call Vote: Gorman "aye"; Stemple "aye"; Bak "aye"; Fox "aye"; and Amoroso "aye."** It was noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:00 P.M. in the Grange Meeting Room of the Town Hall.

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

Inspector of Buildings, David Lindberg, was present to discuss several items.

- Discussion was re-opened on the Town's proposed banner policy. BI Lindberg has been working on this over the past several months and provided a brief background on this proposal. The current draft policy and application were revised based on the input received at previous Selectmen's meetings. Input from Town boards and the public has also been compiled and is provided in the packet. The responses seems evenly split as to whether there is support for this. There should now be enough information to determine whether to move forward with this policy. The Selectmen suggested additional revisions. There was discussion on banner storage/disposal, the installation process and necessary hardware. Energy Committee Chair Francie Nolde advised they would like to hang their LittleBoxSolar notice as soon as possible. Further to the recommendation of the Inspector of Buildings and Police Chief, Chair Amoroso moved to authorize the location for the hanging banners across Massachusetts Avenue in the vicinity of pole 57, and further, to approve the banner policy, modified as discussed. Seconded by Member Bak. **Approved 4-1 (Nay, Member Gorman).**
- BI Lindberg provided an update & summary of recent Town Hall renovations and presented a landscaping improvement proposal. Nothing is being formally proposed at this time; this presentation is to simply provide an initial review and to seek the Board's input. He spoke to the diagrams provided and photos of possible paving materials. This project would improve the "street value" of Town Hall and increase the greenspace. Landscape architect and Planning Bd. member Hongbing Tang generously donated her time & talents. With the assistance of Ms. Tang, and his Dept. Asst. Denise Monteiro he developed this proposal. Most of the current plantings will be removed and others planted within the new greenspace. There was discussion about the Town Hall war memorials and installation of a "Town Hall" sign. There was discussion regarding the current and proposed paving materials for the front steps and walkway areas. The CPA funding to repair the front steps was approved at Town Meeting, however subsequent estimates for both the steps and the walkway areas have come in higher than projected. Contractors have suggested replacing them with stamped concrete and/or asphalt. The Selectmen provided input and suggestions. These paved sections will need differentiation but also a smooth transitions. These improvements should include additional railings for the stairs. There were concerns with the paving samples presented and it was suggested that BI Lindberg seek out other examples.

- Ed Whitcomb, Chair of the Steele Farm Advisory Committee (SFAC), member, Bruce Hager along with Inspector of Buildings, David Lindberg, were present to discuss the Steele Farm barn exterior renovation project, the bid results and a reserve fund transfer request. SFAC Chair Whitcomb advised that the Town had received two acceptable bids, however both proposals came in above the CPA approved funding amount. There was discussion as to how the estimated cost was arrived at and those contractors involved in providing these initial estimates. There was also discussion on the bid process; the requisite timeframe(s) and some of the mandates that impede the Town's ability to attract qualified, reasonably priced contractors. It is stated in the bid packet that the project is to be completed by November 14, 2015. Whitcomb advised that the SFAC is seeking a RFT to cover the CPA funding shortfall so that the lower bid can be accepted and they can proceed with this project before winter comes. Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$7,000 from the Reserve Fund to account #001-670-5799-SFBD, Steele Farm Building Maintenance. Seconded by Member Gorman. **Approved 5-0.**
- Town Planner, Adam Duchesneau was present to appraise, update and obtain input on the proposed MassWorks Infrastructure Program Application for Route 111 Pedestrian Improvements. He will be coming to a subsequent meeting to seek the Selectmen's approval of the application packet once finalized. The current packet builds upon last year's submission. Planner Duchesneau reviewed the history on this proposed project, background on this MassWorks funding program, recent changes to this program's thresholds & criterias [i.e. a committed funding percentage to communities of less than 7,000] and summarized recent interactions with legislators and MassDOT. He reviewed the draft packet including the accompanying maps/diagrams. Previously, our biggest obstacle has been the construction necessary to cross over areas of Guggins Brook. MassDOT has now agreed to take on the designing and installation of a culvert which would provide this access. The Town is actively participating in the MassDOT design process. Member Stemple noted that the Chair of MassDOT told both him and TA Shaw that she views this as a public safety concern and supports this effort. With MassDOT's involvement the estimated cost has been cut in half. This is thanks, in large part, to the involvement of our legislators. Though it was noted that the draft packet was fairly thorough, the Board provide edits and pointed out sections where additional information could be added. Planner Duchesneau will be following up to seek Selectmen approval of the final submission.

The Selectmen took Agenda Item 8a, out of order.

NEW BUSINESS

- Planner Duchesneau remained to discuss the Disclosure of Appearance of Conflict of Interest and Financial Interest submitted by ZBA member, Kristin Hilberg. Hilberg may need to participate in a public hearing involving individuals with whom, as a real estate broker, she has previously had business dealings with and with whom she may do so again in the future, so as required by law she has to submit these Disclosures. It was determined that the Selectmen will vote these matters later in the meeting. Planner Duchesneau was thanked for his time.

APPOINTMENTS (Continued)

- Personnel Board Chair, Anne Canfield and members of the Personnel Board were present to follow-up on previous discussions regarding FLSA status of Police Lieutenant and overtime compensation. Personnel Bd. Chair Canfield updated the Selectmen as to the Personnel Board's actions subsequent to the Selectmen's meeting of July 20th. Chief Ryder and FinCom member Amy Burke attended a Personnel Bd. meeting to discuss this matter. It was determined that, at this time, there is not sufficient data to determine the breakdown of duty/responsibility percentages for the new Lt. position. Chief Ryder has agreed to track and compile this information over the next three months and present this data to the Personnel Bd. In meantime, this position will remain a straight salaried position.
- Carol Driscoll spoke under Citizens concerns - inquiring if a determination was ever made on whether the Town would continue to plow private, unaccepted roads. The Selectmen advised that the Town plows some unaccepted road for the greater good of the community, and identified some of those roadways. However, the Town does not plow private roads or shared driveways. Though a developer is supposed to comply with specific orders of conditions for new roadways the Town has only a limited amount of leverage to get them to comply.

MINUTES

- Member Fox moved to accept the minutes for the Joint Workshop session with the Finance Committee, June 30, 2015, as revised. Seconded by Member Gorman. **Approved 5-0.**
- Member Fox moved to accept the minutes for the Regular session, July 20, 2015, as revised. Seconded by Member Stemple. **Approved 5-0.**
- Member Gorman moved to accept the minutes for the Executive session, July 20, 2015, as written. Seconded by Member Bak. **Approved 5-0.**

SELECTMEN REPORTS

- Member Bak reported the Vocational Education Advisory Committee and asked for the Board's input on the VEAC's table in the packet. The group's efforts are a work in progress. Their start point was the core information in Sudbury's Minuteman Study

Group report. The intention is to expand on and update this information to address Boxborough's specific concerns. Chair Amoroso noted that Sudbury recently re-formed their study group and charged them with developing a recommendation as to whether Sudbury should consider withdrawing from the District. There was discussion about reaching out to "non-member" towns that are sending students to Minuteman and reviewing the IMA template that has been developed. It was suggested that the VEAC include student enrollment projections in their analysis and that the quality of the education being provided is an essential component.

- Member Gorman reported that the Public Safety Space Needs Group is discussing outreach and how to market a capital proposal, such as a Public Safety Facility project, to the community.

He also reported that he had attended the July 23rd meeting of the Personnel Bd. to discuss his proposal regarding the department administrator job description and possible new category.

Member Gorman reported that DPW is scheduled to meet with MassDOT engineers next week to review parameters and Ch.90 compliance regarding the pending Hill Rd. paving project.

Member Gorman will also be following up with the DPW Director on the development of a road condition inventory/report.

He also reported the Public Safety Communication Comm. is making good progress. They have viewed the proposed museum site and are considering all options. They are coming to a clearer understanding of the actual facts, public safety concerns and technical issues involved. He anticipates that they will be able to provide a recommendation by September.

- Member Bak reported that the Comm. Preservation Comm. is close to finalizing their CPA application form and materials that explains the CPA application process and timeline. They are also in the process of developing the Town's CPC Plan. CPC Chair Neville will be coming to an upcoming Selectmen's meeting to discuss these matters.

OLD BUSINESS

- The Board re-opened discussion on participating in the Community Compact. Chair Amoroso reviewed the Board's previous discussions and action taken regarding this proposal, including the Selectmen's vote to not participate. Subsequent to this vote Senator Eldridge has reached out and provided assurance that the Town would, in fact, be contracting with the Commonwealth and not individual politicians [Gov. Baker and Lt. Gov. Polito]. It was noted that the support and services that the State is willing to provide through this Compact are those that should be provided to all communities not just a select few. Chair Amoroso moved to reconsider the vote taken by the Board of Selectmen on July 20, 2015, and further, to submit a joint application with the Towns of Acton, Littleton, Maynard, and Westford for a Community Compact with the Commonwealth of Massachusetts for the CrossTown Connect Transportation Management Association as a "best practice" for transportation. Seconded by Member Bak. **Approved 4-1 (Nay, Member Gorman).**
- Town Counsel has been unavailable to provide further input on the Performance evaluation process so the Board tabled this discussion.

NEW BUSINESS (Continued)

- The Selectmen re-opened discussion as to the Disclosure of Appearance of Conflict of Interest and Disclosure of Appearance of Financial Interest that were submitted by ZBA member, Kristin Hilberg.
 - Chair Amoroso moved to accept and place on file the "Disclosure of Appearance of Conflict of Interest" submitted by Zoning Board of Appeals member Kristin Hilberg. Seconded by Member Gorman. **Approved 5-0.**

Discussion moved on to Hilberg's Disclosure of Appearance of Financial Interest. TA Shaw advised that ZBA Alternate Chris Habersaat is unavailable to attend tomorrow night's ZBA meeting. This causes a potential quorum issue so Hilberg may need to sit on a hearing in which the parties appearing before the ZBA on Tuesday, as Planner Duchesneau had advised earlier, have had business dealing with the Hilberg and may do so again in the future, necessitating these filings. It was unclear why this matter could not be continued until the alternate ZBA member was available. Based upon the circumstances that were presented, the Board could not determine that Hilberg's financial interest was not substantial and would not impact on her action in this matter. The motion was moved as presented in the agenda; however the Selectmen voted unanimously to defeat said motion. Chair Amoroso moved, as appointing officials, and as required by Section 19 of MGL Chapter 268A, that we have reviewed the matter and the financial interest described in the "Disclosure by Non-Elected Municipal Employee of Financial Interest," submitted by ZBA member Kristin Hilberg, 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 her. Seconded by Member Stemple. **The Selectmen defeated the motion in a vote of 0-5.**

Chair Amoroso opened discussion on several matters concerning the Minuteman Regional School District. He summarized issues concerning the Minuteman School District, the status of the MSBA building project and recent activity including discussions that occurred at a meeting conducted by Sudbury Selectman, Len Simon.

- Town Moderator John Fallon appoints our representative to the Minuteman School Committee. This spring Moderator Fallon advised the Selectmen that the three year appointment of our current representative, Cheryl Mahoney would expire on June 30th; he asked that the Selectmen to provide him with input on this appointment going forward. Mahoney agreed to continue on in an interim capacity to give the Selectmen time to provide their recommendation. Mahoney was thanked for her over six years of service. There was another possible candidate but it turns out they were unable to serve. Chair Amoroso proposed that he be appointed as Boxborough's representative. Revising the current agreement is an imperative and the MMSC needs to re-focus on this. The best way to do this is if he is on the School Committee. Member Gorman moved to recommend to Moderator, that he appoint Vincent Amoroso as Boxborough's Representative to the Minuteman Regional School Committee, effective September 1, 2015. Seconded by Member Fox. **Approved 5-0.**
- Discussion turned to the Minuteman School Committee's request for a warrant article to amend agreement for the withdrawal of Wayland from the District. Wayland has voted to leave the District. This is simply part of the withdrawal process outlined in the current agreement. All sixteen member Towns must now vote whether to approve Wayland's withdrawal at their respective town meetings. Further to the request of the Minuteman Regional School Committee, Chair Amoroso moved to place an article on the next town meeting warrant to accept and approve the "Amendment to Minuteman Regional Agreement regarding the Withdrawal of the Town of Wayland from the Minuteman Regional School District". Seconded by Member Stemple. **Approved 5-0.**
- Though the proposed 628-student Minuteman building project was discussed no action was taken on whether to support or not support this enrollment number.
- Discussion turned to the District-wide election option currently being discussed by the Minuteman Regional School Committee and whether or not the Selectmen would support this option. This was one of the major topics discussed during the Sudbury meeting. Chair Amoroso referred to Mr. Simon's memo provided in the packet. If the further revisions to the District Agreement, which he had proposed, were adopted, this District-wide vote would be unnecessary. Chair Amoroso moved to send notification to the Minuteman Regional School District Administration, School Committee and Building Committee that the Boxborough Board of Selectmen does not support the District-wide election proposed by the Minuteman Regional School Committee and the Minuteman Regional School Building Committee. Seconded by Member Fox. **Approved 4-1 (Nay, Member Bak).**
- The Selectmen opened discussion regarding the possible adoption of a policy or bylaw to allow for a Bring Your Own Bottle (BYOB) option at establishments holding Common Victuallar licenses, but who do not have a liquor license. There are currently three businesses in Town holding Common Victuallar licenses. Adopting BYOB could make Boxborough more attractive to new businesses. The BYOB option seems to work well in Acton and other surrounding communities. TA Shaw was charged with exploring the adoption of a BYOB policy. There was discussion about the process that they would like to see implemented during this investigation including the seeking of input from other officials such as the Police & Fire Chiefs.
- The Board took up the re-appointment of Police Patrol Officer Robert Fagundes. He has completed his probationary term; this appointment now places him on the same annual re-appointment schedule as the rest of the Dept. Further to the recommendation of Police Chief Warren Ryder, Chair Amoroso moved to re-appoint Robert Fagundes as Full-time Police Patrol Officer for a term commencing August 21, 2015 and ending on June 30, 2016. Seconded by Member Fox. **Approved 5-0.**
- Current MART Representative Frank Powers will no longer be serving due to a potential conflict of interest. Chair Amoroso moved to appoint Town Administrator Selina Shaw to represent the Town on the MART Advisory Board for a term effective immediately and ending on June 30, 2016. Seconded by Member Fox. **Approved 5-0.**

CONCERNS OF THE BOARD

- It was noted that DPW and Public Safety did great job in dealing with the severe storm last week.

ADJOURN

- The meeting was adjourned at 9:38 PM.

SELECTMEN'S ANNOUNCEMENTS

AUGUST 17, 2015

More information on these Announcements can be found on the Town's website www.boxborough-ma.gov.

- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage.

- **The Town recently launched its Video On Demand service.** Board of Selectmen and other recordings of public meetings can now be viewed by following link on the Town's website, which is also located on the front page of the Town website on the left hand side under Resources called **BXB-TV On Demand**.

- **This year the Town also introduced its new online application and payment service for Transfer Station Stickers and Bulk Item Disposal Vouchers.**
 - FY 16 Transfer Station Sticker applications are still being accepted; however as of **August 1st** a \$30.00 late fee is now being assessed.
 - **If you are over 65**, your sticker and bulk voucher fees are waived; however, you cannot use the Online Payment Center to process these applications. You have to apply for your sticker or bulk voucher by mail or in person at Town Hall.
 - If you are looking to **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 Department of Public Works has posted a job opening for **a full time DPW worker**. More information is available the Town's website under News & Announcements and the job notice has been posted at various Town facilities.

- **Come join your friends and neighbors at Boxborough's Harvest Fair** on Saturday, September 12th, from 11:00 a.m. to 4:00 p.m. here at the Boxborough Town Hall and UCC Church. Start preparing your entry for the fair. More information will be forth coming.



BOARD OF SELECTMEN
Meeting Agenda
August 17, 2015
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 6:30 PM, TOWN ADMINISTRATOR'S OFFICE

2. EXECUTIVE SESSION

Move to adjourn to executive session in the Town Administrator's Office to discuss strategy with respect to collective bargaining (MassCOP Local 200 – Boxborough Police Officers) and to reconvene in open session at 7:00 PM in the Grange Meeting Room to continue the regular business on the agenda

**ROLL CALL
VOTE:**

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

RE-CONVENE IN GRANGE MEETING ROOM, 7:00 PM

3. ANNOUNCEMENTS

4. APPOINTMENTS

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

a) Inspector of Buildings, David Lindberg, 7:05 PM

i. Continued discussion on banner policy

VOTE:

Further to the recommendation of the Inspector of Buildings and Police Chief, move to authorize the location for the hanging banners across Massachusetts Avenue in the vicinity of pole 57, and further, to approve the banner policy as written (... or as modified... or to table the matter indefinitely)

VOTE:

ii. Town Hall landscaping update

b) Ed Whitcomb, Chair of the Steele Farm Advisory Committee (SFAC) and other SFAC members, along with Inspector of Buildings, David Lindberg, to discuss the Steele Farm barn exterior renovation project and reserve fund transfer request, 7:20 PM

Move to forward to the Finance Committee for approval the request to transfer \$7,000 from the Reserve Fund to account #001-670-5799-SFBD, Steele Farm Building Maintenance

VOTE:

c) Adam Duchesneau, Town Planner, to discuss MassWorks Infrastructure Program Application for Route 111 Pedestrian Improvements, 7:30 PM

d) Anne Canfield, Personnel Board Chair, further discussion regarding FLSA status of Police Lieutenant and overtime compensation, 7:45 PM

[A quorum of the Personnel Board may be present]

e) Citizens concerns

5. MINUTES

a) Workshop session with the Finance Committee, June 30, 2015

ACCEPT & POF

- b) Regular session, July 20, 2015
- c) Executive session, July 20, 2015

ACCEPT & POF
ACCEPT & POF

6. SELECTMEN REPORTS

- a) Susan Bak on the Vocational Education Advisory Committee – review of options
- b) Other reports

7. OLD BUSINESS

- a) Community Compact

Move to reconsider the vote taken by the Board of Selectmen on July 20, 2015, and further, to submit a joint application with the Towns of Acton, Littleton, Maynard, and Westford for a Community Compact with the Commonwealth of Massachusetts for the CrossTown Connect Transportation Management Association as a “best practice” for transportation

VOTE:

- b) Performance evaluations – review input from Town Counsel

8. NEW BUSINESS

- a) Disclosure of Appearance of Conflict of Interest and Financial Interest – Kristin Hilberg

[NB: This will need to be taken up only if Chris Habersaat is unavailable to attend the ZBA meeting on August 18]

- i. *Move to accept and place on file the “Disclosure of Appearance of Conflict of Interest” submitted by Zoning Board of Appeals member Kristin Hilberg*
- ii. *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 ZBA member Kristin Hilberg, 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 her*

VOTE:

VOTE:

- b) Minuteman Regional School District

- i. School Committee representative – provide input to John Fallon, Town Moderator, on the appointment of Boxborough’s representative
- ii. School Committee request for warrant article to amend agreement for withdrawal of Wayland from the District
Further to the request of the Minuteman Regional School Committee, move to place an article on the next town meeting warrant to accept and approve the “Amendment to Minuteman Regional Agreement regarding the Withdrawal of the Town of Wayland from the Minuteman Regional School District”

VOTE:

- iii. Minuteman’s proposed 628-student building project – vote to support (or not)

[N.B. Since the MSBA has already endorsed the 628-student facility, this item may be moot]
Move to send notification to the Minuteman Regional School District Administration, School Committee and Building Committee that the Boxborough Board of Selectmen supports/does not support the proposed 628-student building project

VOTE:

- iv. District-wide election proposed by the Minuteman Regional School Committee and the Minuteman Regional School Building Committee – vote to support (or not)

Move to send notification to the Minuteman Regional School District Administration, School Committee and Building Committee that the Boxborough Board of Selectmen does not support/supports the District-wide election proposed by the Minuteman Regional School Committee and the Minuteman Regional School Building Committee

VOTE:

- c) Bring Your Own Bottle (BYOB)

Discussion regarding adoption of a policy or bylaw to allow for BYOB at an establishment holding a common victuallers license (and not holding an alcoholic beverages license)

- d) Re-Appointment of Police Patrol Officer Robert Fagundes

[NB: Officer Fagundes will complete his probationary term on August 20]

Further to the recommendation of Police Chief Warren Ryder, move to re-appoint Robert Fagundes as Full-time Police Patrol Officer for a term commencing August 21, 2015 and ending on June 30, 2016

VOTE:

- e) Montachusett Regional Transit Authority (MART) Advisory Board– appointment of representative

Move to appoint Town Administrator Selina Shaw to represent the Town on the MART Advisory Board for a term effective immediately and ending on June 30, 2016

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. ADJOURN



4 a i

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

TO: Board of Selectmen
DATE: June 11, 2015
RE: Banner Policy & Permitting

Chairman Amoroso,

Further to the discussion that was started at the June 1, 2015 meeting of the Board of Selectmen, I would like to provide clarification on concerns raised by the public and members of your board.

1. Sign bylaw conformance: I have spoken at length with Town Planner Adam Duchesneau and we have determined that this policy is in conformance with the bylaw. The Boxborough Zoning Bylaws, Section 6305.5, allows "Temporary, non-commercial event signs in connection with any event sponsored or hosted by a place of worship, school, museum, library, charitable organization, the town, or similar public or semi-public institution, provided the sign is removed within seven (7) days following the completion of the event."
2. MassDOT: Chief Ryder correctly pointed out that MassDOT does not approve of such banners over state highways. He also correctly said that the state does not make any effort to prohibit them or seek their removal. In fact, dozens of communities across the Commonwealth have banners over state roads.
3. They don't belong here: I would suggest that banners are a little piece of Americana that is very appropriate for this community. Whether alerting residents to an upcoming town meeting, church fair, or Fifer's Day banners are a traditional method of spreading the word. Banners over roadways have been around far longer than the automobiles that pass under them.

The Town Administrator and I have worked to craft a *Banner Policy* that is clear and reasonable. It is a hybrid document based on features of other Massachusetts communities policies and is in the spirit of our Zoning Bylaws.

Respectfully submitted for your consideration,

David Lindberg
Inspector of Buildings/Code Enforcement Officer



**TOWN OF BOXBOROUGH
BUILDING DEPARTMENT**
29 Middle Road,
Boxborough, Massachusetts 01719
Phone: (978) 264-1726

Policy on Banners

Effective August ____, 2015

The following Policy is hereby adopted, to be effective upon the filing of the same with the Boxborough Town Clerk on _____, 20__

Purpose

The purpose of the Policy is to ensure that, where permitted by the Town, banners placed on or over public ways and public property comply with reasonable regulations governing public safety. Accordingly, the Board of Selectmen has adopted the following Policy, which shall apply to all banners permitted herein.

This Policy covers banners that are placed over public ways in the Town of Boxborough. It provides the rules that all banner sponsors must follow as well as the permitting process. Banner placement shall be limited to the following location:

- Massachusetts Avenue in the vicinity of Pole #57 (near DPW)

Allowable Sponsors

Only non-profit, charitable or municipal sponsors of Boxborough community, A-B School District activities or regional/ collaborative organizations of which Boxborough is a member may request permits for banners. Examples of community activities include: Fifer's Day, Library Foundation Fund Drive, School functions, Garden Club, Town Meeting and election announcements, etc. Examples of banners that are not allowed are those promoting candidates for office, political positions, ballot questions, ~~any election or other voter related event, etc.~~ **or those advertising products or services.**

Permitting Authority and Process

The Selectmen have delegated permitting authority to the Inspector of Buildings ("Inspector"). Before completing an application sponsors must read the Policy of Banners on the Town website www.boxborough-ma.gov as posted on the Building Department webpage or request a copy from the Inspector.

Sponsors may apply up to six (6) months in advance of the requested installation date. Applications filed less than thirty (30) days prior to the requested installation date will not be accepted.

Sponsors must complete an "Application for Banner Permit" form and submit it via hard copy to the Inspector. (This form is attached to this document. It can also be obtained from the Building Department.)

The Inspector will issue permits within two (2) weeks of receipt of the application. If there is a problem with the application, the Inspector will contact the sponsor promptly. Space for banners is limited, and applications will be reviewed and approved on a first-come-first-served basis. However, banners related to municipal activities will have priority, e.g., Town Meeting. At the time the Inspector issues the permit, he or she will notify the Dept. of Public Works (“DPW”).

Cost

The permit fee will be waived for town or town-related events. All other permissible entities shall pay a fee of One Hundred (\$100.00) Dollars, payable when the banner is dropped off at the Building Department prior to installation.

Liability

The Town assumes no liability in the installation, removal or storage of banners. The Town shall not provide any services pursuant to this Policy without having first received a completed indemnity agreement and the required permit fee (if any).

Installation and Removal

The DPW is responsible for hanging banners and removing them.

The sponsor must deliver the banner to the Building Department at least one (1) week prior to the installation date. Banners will be installed for a period not to exceed fourteen (14) days. The DPW will remove the banner and return it to the Building Dept.

The sponsor may choose to either:

1. Retrieve the banner from the Building Dept. within one (1) week of the removal. After one (1) week, a storage fee of Thirty Dollars (\$30.00) per week may apply
OR
2. Authorize the Town to dispose of banner

Size and Technical Specifications

- Height: 40 to 45 inches
- Length: 12 to 25 feet
- Durable material with wind slits
- Grommets along the top and bottom spaced about two (2) feet apart.

The design (photo or mockup) must be provided with the application and is subject to review and approval by the Inspector of Buildings.

Availability and Installation

This service is available only to local, non-profit agencies for celebratory purposes (not advertising of products or services). The DPW does not guarantee installation and removal of banners at specified times. Emergencies and inclement weather may force a change in schedule. The DPW will make reasonable efforts to meet the requested schedule.

TOWN OF BOXBOROUGH
BUILDING DEPARTMENT
APPLICATION for a BANNER PERMIT
(Pursuant to Policy on Banners
Effective August ____, 2015)

NAME: _____

ORGANIZATION: _____

PHONE: _____

E-MAIL: _____

INSTALLATION DATE: _____

ACTIVITY DATE: _____

Size and Technical Specifications:

- Height: 40 to 45 inches
- Length: 12 to 25 feet
- Durable materials with wind slits
- Grommets along the top & bottom spaced about two (2) feet apart

Sponsor will retrieve banner after event

Sponsor authorizes the Town to dispose of banner after event.

PLEASE ATTACH:

- BANNER FEE PAYMENT - \$100.00*
- A SCALE DRAWING or PHOTO of PROPOSED BANNER, indicating the following:
 1. Size and technical specifications in accordance with the Policy
 2. Text and color
 3. Indemnity Agreement

OFFICE USE ONLY

PERMIT APPROVED – The proposed banner appears to be in accordance with the Policy on Banners of the Town of Boxborough

PERMIT DENIED – The proposed banner appears NOT be permitted under the Policy on Banners of the Town of Boxborough

ISSUED BY: _____

DATE: _____

COMMENTS: _____

PERMIT NUMBER: _____

*BANNER FEE: \$100.00 PAYABLE BY ALL SPONSORS, EXCLUDING TOWN OR TOWN-RELATED EVENTS.

NOTE: BANNER SHALL BE DELIVERED TO THE BUILDING DEPT. THE DPW WILL INSTALL AND REMOVE THE BANNER.

**Public Comments on Proposed
Policy on Banners**

Responder	In Favor	Opposed	Indifferent	Comment
Megan McCullough	x			I think a banner is a great idea. I like seeing what is going on in Acton through their use of a banner. (<i>Library Trustee</i>)
Kathleen Vorce	x			I have received and read the proposed rules for raising a banner across the road for non-profit notices in Boxborough. I think the rules are very reasonable and I have to contribute that there have been any number of events in Acton that I would have missed had it not been for the banner on Re. 27. The banners have always been good looking without being distracting and I am grateful for that kind of a reminder. I think it would be a terrific idea for Boxborough. Some very resourceful people (engineers?) have gotten involved recently in keeping the signs at the corner of Liberty Square and Mass Ave from being toppled in the wind. Otherwise that sign location has always been difficult. I can only imagine that a banner would be superior. I encourage the Board to take action favorably on this. Thank you for inviting public comment in this fashion – sometimes attendance at a meeting is not easy to fit in.
Mitzi Garcia-Weil	x			Is all input to go to you? If so, I must say I do approve the idea of banners. So I am a yes!
Cindy McAuley	x			IMO, Banners are fine for purposes of promoting town events e.g. Fifer's Day.....just not to be left up for months on end after an event. ... if we want to allow other surrounding towns to hang banners, there should be a fee to cover town employee time and bucket truck to hang them. For private parties wanting to hang a banner, not so much.
Mark White	x			Typical, such a big deal over nothing. (like the test towers...) Just like this Town to get all riled up over something so minor. I am in favor of allowing banners for the public good. The wording is more restrictive than I'd like to see, maybe we can ease off a bit once it's seen not to be such a big deal. What about other community fundraisers, like the Rotary Ski & Skate sale? I'd rather see it opened up to more possibilities than less. Building Inspector should "know it when he see's it" and if there's any issue as to acceptability he can always go to the BOS if the KKK shows up. Those who say a banner might be distracting should just look straight ahead as they drive by.

**Public Comments on Proposed
Policy on Banners**

Responder	In Favor	Opposed	Indifferent	Comment
Jon Held	x			Sounds like a great plan!!! If needed, my cell number is xxxxxx
Marie Cannon	x			for the record, I concur
Jeanne Steele-Kangas	x			I do support the Banner Policy. See my email, just sent to you. Many thanks for pointing out my misdirected email!
				I've given a lot of thought to the banner issue since last Monday's BOS meeting, when I felt it was a waste of time and effort to discuss it, and it is not needed in Boxborough. Since then, I've discussed that mode of communication with several others—one from out of town. I agree with Les Fox that it is a distraction to the driver; and admittedly it also is today's customary means of publicizing local events. Richard Garrison of the Energy Committee made that basic point at that last BOS meeting. People nowadays are used to seeing such banners over the main road of a local town.
Ed Whitcomb		x		I think the \$100 fee is reasonable and doable, and the draft Policy appears clear without being overdone; but I do suggest that the Policy include a guideline requiring that the banner must be uncluttered and quickly and easily read by a driver at 40 MPH. I've seen banners so cluttered or so brightly colored and attention-grabbing that drivers who strain to read them are dangerously distracted.
Nancy Fillmore		x		My own personal thoughts about the banner are as follows. There are too many distractions already out there when I am driving. I don't want to see Boxborough turn into a banner" town. There aren't enough existing telephone polls up to handle a banner. The DPW has enough things on their plates. Let's not add to that list! Why not use the places & signs we already have in place to advertise our projects? Don't the Minutemen do well at Fifers with their existing signs?? No I am NOT for string a banner ac Rte 111!Thank you for your attention to this matter.
Susan Vine		x		Thank you for soliciting feedback on the banner issue. My view is, please no banners. There are many effective ways to communicate a message today, and banners are just clutter.

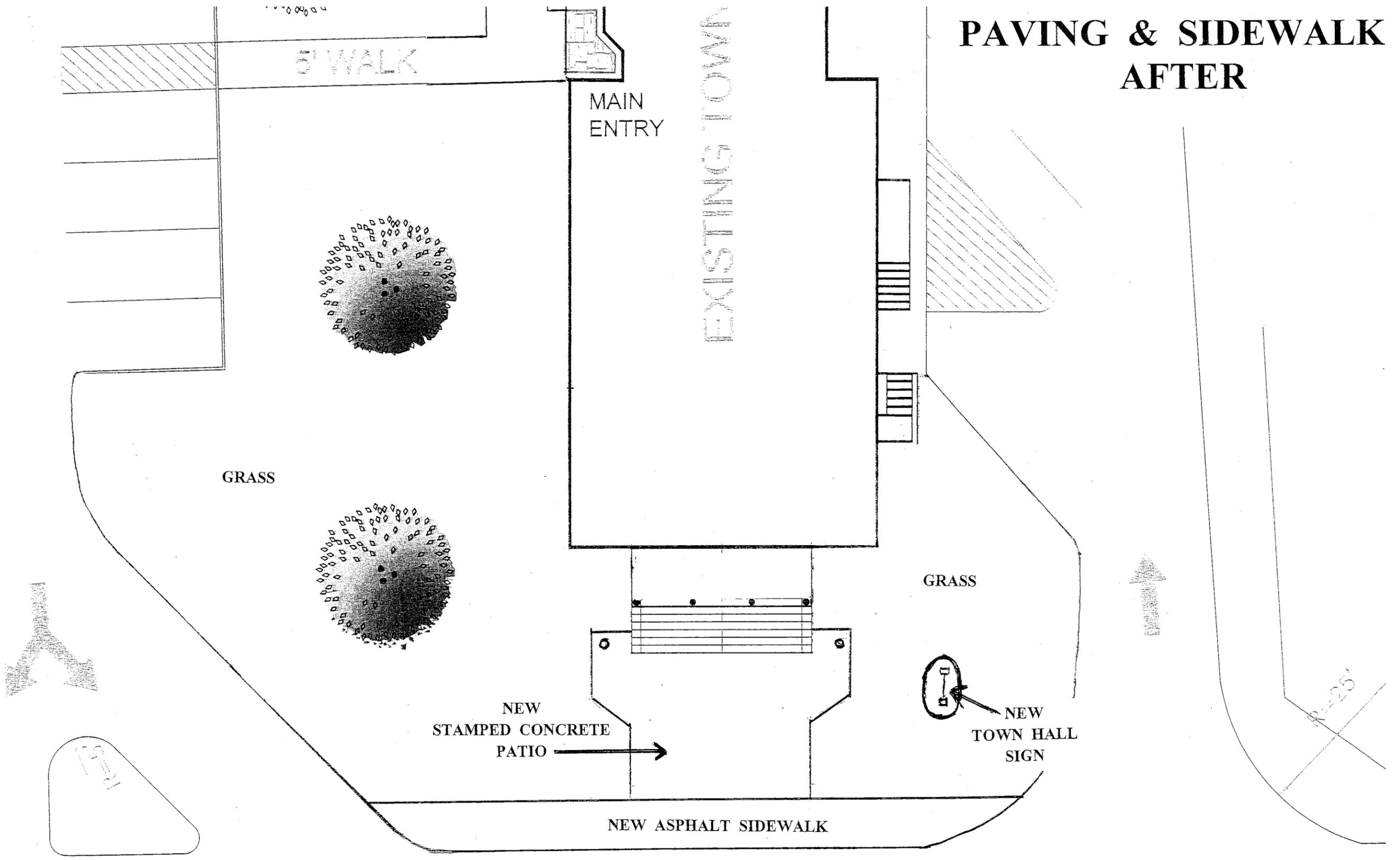
**Public Comments on Proposed
Policy on Banners**

Responder	In Favor	Opposed	Indifferent	Comment
Charlene Golden		x		If we are promoting Historic and rural then I think banners would not be a good idea!!
Dilip Subramanyam		x		I am not particularly in favor of it
				Not sure where to send comments so sending them to you. I guess I am fine with the policy as written. I sort of am hoping that we will not be inundated with banners all the time. They would lose their effectiveness also I think. Just my 2 cents.
Channing Wagg		x		<p>In response to the invitation below, here are my thoughts: I do not think there is any cause or event necessitating publicity via a "banner" as described, more or less, in the draft policy.</p> <p>In addition, who will monitor how easily the banner reads (height of lettering) the civility of the content and the anchoring of the item? One final thought...the speed limit on Rt. 111 at the suggested point of mounting said banners is 40 m.p.h. Is it safe to have people reading the banner while driving at such a speed?</p>
Becky Neville		x		<p>As you begin deliberation on the Policy on Banners, I hope you will consider public input. I am not able to attend tonight but wanted to make a couple of points on the policy.</p> <p>First, Boxborough is a "rural engaged community" and a banner over Rt. 111 does not feel rural. It feels like we are trying to keep up with larger communities that we neighbor.</p> <p>Second, we have a wonderful sign location at the fire station. It has a nice small town feel to it and has served the town well for years.</p> <p>Lastly, the groups that will be allowed to put up signs are non-profit, charitable, or municipal groups. It seems to me most if not all of these groups would ask for a fee waiver. The fee is proposed at \$100 and Selectman Gorman stated he was unsure if the fee would cover the cost of the DPW putting up and taking down the banner. It looks like it will become a budgetary item for the DPW and therefore be paid for by the taxpayer. The draft policy states that the fee will be waived for town or town-related activities.</p> <p>For the reasons stated above I hope this policy does not become a reality.</p>

**Public Comments on Proposed
Policy on Banners**

Responder	In Favor	Opposed	Indifferent	Comment
Planning Board		x		<p>Letter of July 14, 2015 - "After substantial conversation on the topic, the Planning Board does not see the Policy on Banners as a necessity which need to be fulfilled being there are other opportunities for communication along Route 111 and there are other locations where signage can be used in ways that are more environmentally friendly. We voted unanimously to that effect and are, in fact opposed to banner over any of the roadways in town."</p> <p>For their discussion of this item refer to the Planning Board's Minutes of June 29, 2015 & July 13, 2015. Formal Vote taken on July 13, 2015.</p>
Alan Rohwer			x	<p><i>(Forwarded as BHC Chair)</i> The Historical Commission reviewed the policy at last night's scheduled & posted meeting. We decided there were no historical aspects that required us to take a formal position. Individual members expressed skepticism about the efficacy of banners over Route 111 and whether there was a true need but no violent objections to the idea in general. Feel free to pass that along if it is of use.</p>
Trena Minudri			x	<p>From a PCCC perspective -- is it possible to add to the policy that town events (Tree lighting, memorial day parade, agric fair, Fifers Day, etc) have priority for at least one week before the events?</p> <p>Team -- please forward any other comments on the proposed banner policy to the selectmen. We won't have a chance to meet for a formal PCCC position on this.....</p>
Elizabeth Carlin			x	<p>Thanks, I'll have to think about it. Not sure I have an opinion either way. Not sure I'd want to see a banner across 111 all the time, potentially.</p>
Board of Appeals			x	<p>For their discussion of this item refer to the Boxborough Board of Appeals' Minutes of June 16, 2015.</p>

PAVING & SIDEWALK AFTER









Reserve Fund Transfer Request

Date: August 17, 2015

It is requested by the undersigned that the sum of \$ 7,000.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-670-5799-SFBD

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

Description (e.g. Selectmen's expenses) Steele Farm Bldg Maint

An amount of \$90,000 was appropriated at Town Meeting for the CPC project (Line item # 246-194-5821-1508) Because of the nature of the CPC account, the request is to transfer the monies to the Steele Farm "Department" line item indicated above. The balance in that line item as of Aug. 10, 2015 (Date) is \$ 600.00. An amount of \$ 600.00 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.

At the 2015 ATM, voters approved the CPC's request of \$90,000.00 for the renovation of the Steele farm barn exterior. The project was put out to bid. Two proposals were received and the low bid is \$ 96,750.00 by Kneeland Construction of Medford, MA. The transfer is requested to enable this project to be completed during this construction season.

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

	(Signature)	<u>Chair Steele Farm Ad. Comm.</u>	(Title)
	(Signature)	<u>Town Administrator</u>	(Title)
	(Signature)	<u>Inspector of Buildings</u>	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ 7,000.00 from the Reserve Fund to UMAS Acct. # 001-670-5799-SFBD to be used for the purposes and in the amounts indicated above.

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>		<i>7/1/15</i>	<i>To</i>	<i>7/31/15</i>	<i>Net Expenses To Date</i>	<i>Available Balance</i>	<i>Percent Expended</i>
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>	<i>Payments To Date</i>			
Steele Farm									
001-670-5210-0000	Steele Farm Electricity	400.00	0.00	400.00	0.00	9.31	9.31	390.69	2.33%
001-670-5799-SFBD	Steele Farm Bldg Maint	600.00	0.00	600.00	0.00	0.00	0.00	600.00	0.00%
001-670-5799-SFGR	Steele Farm Grounds Maint	500.00	0.00	500.00	0.00	0.00	0.00	500.00	0.00%
Sum	Steele Farm	1,500.00	0.00	1,500.00	0.00	9.31	9.31	1,490.69	0.62%

ARTICLE 8 COMMUNITY PRESERVATION FUND

(Majority vote required)

Owen Neville, chair of the Community Preservation Committee, moved that the Town vote to reserve 10% of FY2015 Community Preservation Fund estimated annual revenues for each of the three purposes of the Community Preservation Act:

- \$16,000 for open space, including land for recreational use,
- \$16,000 for historic resources and
- \$16,000 for community housing;

to appropriate from the Community Preservation Fund FY2016 estimated annual revenue the sum of \$8,000 to meet the administrative expenses of the Community Preservation Committee for FY2016;

to reserve for appropriation from said FY2016 estimated annual revenue:

- \$20,000 for open space, including land for recreational use,
- \$20,000 for historic resources and
- \$20,000 for community housing purposes, and
- \$10,000 for a FY16 Budgeted Reserve;

and further, to appropriate from FY2016 Community Preservation Fund estimated annual revenue sums of money for preservation and rehabilitation of historic resources as follows:

\$12,000	Conservation of Historic Town records	Town Clerk
\$10,000	Preservation and restoration of historic Town Hall exterior steps	Inspector of Buildings
\$90,000	Restoration of Steele Farm barn exterior	Steele Farm Advisory Committee

Summary

The first project is for the first phase of a three-year plan to preserve historic records of the Town. One of the obligations of towns within the Commonwealth is the preservation of public records. Under MGL 66:9 "every person having custody of any public record books of the Commonwealth...shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible, and cause them to be repaired, rebound or renovated."

The process will include deacidification, mending and reinforcement of paper as necessary, resewing and rebinding. Each page will be photographed before rebinding and made into a CD for web access. The records to be conserved in Phase One are the Town Records for 1835 - 1866, 1866 - 1896, 1896 - 1918, 1918 - 1933 and 1932 - 1947.

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

The bricks will be removed and the concrete will be prepared for a new surface. That surface may need to be determined based on the condition of the concrete but likely will be a veneer slate or stone product. Signage to

fulfill the 1989 ruling by the Massachusetts Architectural Access Board will be installed. Thus, this project will make the historic Town Hall more functional for its intended use, and bring the steps into accord with applicable access codes.

The third project being recommended by the Community Preservation Committee is for the restoration of the exterior of the Steele Farm barn. The funding will provide for the replacement of the barn's windows, doors, siding and trim with products of similar materials and appearance, and priming and painting of the exterior structure.

The Community Preservation Committee recommends.

Mr. Neville described the work of Community Preservation Committee since it was created last year. He explained how the CPA worked and described the 10% set asides for the three categories: open space, historic preservation and housing.

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

The Community Preservation Act (CPA) is a financial tool that provides matching funds from the state to help Boxborough preserve our history and open space, build or restore outdoor recreational facilities, and create affordable housing. This article was passed by Annual Town Meeting in May 2014 and voters supported the ballot question in November 2014.

The Community Preservation Committee (CPC) was formed in January 2015, two months after the ballot question passed. Two of the three projects listed in this article and recommended by the CPC, were deferred at last year's annual Town Meeting in anticipation of CPA funds. The third project, the preservation and restoration of Town Hall steps, was included this year, because it remedies a safety issue which requires immediate attention.

The Finance Committee recommends (6-0).

The Town approved the Community Preservation Act (CPA) in May 2014. Pursuant to the CPA, the Town levies a surcharge of 1.0% on Boxborough real estate bills. These local CPA revenues will be matched the state from a dedicated fund. As the state matching percentage on Boxborough's FY '15 surcharge has not yet been announced, we have assumed a 20% match for illustration purposes. The chart below provides a simple estimated funds flow in the CPA for FY15-FY16.

CPA Revenues and Expenditures		
	FY 15	FY 16
Revenues		
Town Revenues *	\$160,000	\$160,000
State Match #	<u>32,000</u>	<u>32,000</u>
Total Revenues	192,000	192,000
Cumulative Revenues	192,000	384,000
Expenditures		
Housing	--	--
Historic Resources	--	112,000
Open Space/Recreation	--	--
<u>Administration Costs</u>	<u>--</u>	<u>8,000</u>
Total Appropriations	--	120,000
Cumulative Appropriations	--	120,000
CPA Fund Balance	\$192,000	\$264,000

* estimated 1% surcharge
assumes 20% state match

The Town Clerk recommends.

Preserving historic records is an obligation of all towns and cities in the Commonwealth. Over time, paper records deteriorate and steps must be taken to conserve and restore them. The conservation process includes de-acidification, mending and reinforcement of paper as necessary, re-sewing and rebinding. In 2007, six volumes of records were conserved according to this process. This article would begin the next phase of our record preservation program.

The Steele Farm Advisory Committee recommends unanimously.

In addition to badly needing repainting, the exterior of the Steele Farm barn displays much wood rot in the siding, windows and doors. The proposed renovations will leave the structure's exterior in condition to require only routine maintenance for some years to come. Replacement of all siding, rather than just rotted elements, will significantly reduce the cost of lead paint removal. Deferring this work will only increase the future cost.

Mr. Moss asked how much money was anticipated? Mr. Neville said \$160K in FY15; \$164K in FY16, adding anticipated state matching of \$28K would total \$192K. He said that the Committee could always recommend to spend less than recommendation but not more.

Town Hall steps: Mr. Wagman asked since we don't use the front door, what is the point of upgrading the steps? Mr. Neville said the steps are a main egress from the Town hall and it is a safety issue. Becky Neville asked if the money has to be spent this year? Mr. Neville said that the projects are ready to go.

Steele Farm Barn: Mr. Kushner asked about the house. Mr. Neville said the house didn't come before the CPC.

Action on Article 8: Motion carried unanimously.

4c

2015 MassWorks Grant Application Route 111 Sidewalk – Library to Liberty Square Road

SECTION 1 - APPLICANT INFORMATION

Name of Municipality or Public Entity

Town of Boxborough *

Executive Officer or Designee for Project

Vincent M. Amoroso, Chair of the Board of Selectmen *

Application Contact (if different from above)

Adam Duchesneau

Title:

Town Planner *

Address:

29 Middle Road *

City:

Boxborough *

State:

MA

Zip:

01719 *

Phone:

(978) 264-1723

Fax:

(978) 264-3127

E-mail Address:

ADuchesneau@Boxborough-MA.gov

SECTION 2 - PROJECT TYPE AND DESCRIPTION

2.1. Please select one of the following project types that best describe your project. *

- Mixed-use development with density of at least 4 units to the acre
- Housing development at a density of at least 4 units to the acre
- Economic development and job creation and retention
- Transportation improvements to enhance safety in small, rural communities

2.2. Is the population of the host community 7,000 or below? *

- Yes No

2.2.b. If yes, has the host community received a Small Town Rural Assistance Program (STRAP) grant in the last 5 years?

- Yes No

2.3. Project Description

Please provide a detailed description of the public infrastructure project for which you are requesting grant assistance that includes a full explanation of the uses for which this grant is being requested. Please provide a concise explanation of how the infrastructure project will advance the host community's housing, economic development and/or community revitalization objectives, or if your community has a population of 7,000 or less, how the project will enhance public safety and transportation.

In accordance with Patrick Administration's goal of creating 10,000 new multi-family housing units per year, if the public infrastructure project included in this application does not support the development of new housing in your community, please provide an explanation of why housing is not included as part of this request. If housing is not supported by this application request, the community should identify mixed-use or housing development efforts (such as overlay districts, new zoning bylaws) which support housing development of at least 4 acres per unit for single family development and 8 acres per acre for multifamily development that have been adopted in other locations (e.g. accepted at town meeting) by your community.

If the MassWorks Infrastructure Program funding is intended for a specific element of a larger public infrastructure project, please describe that element and its relationship to the overall project.

Please be advised that no more than 10% of the total grant request may be used for design/engineering, except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant (4,000 character limit):

Boxborough is a rural community of roughly 5,000 residents between Route 2 and Interstate 495, striving to improve town-wide pedestrian access. In the mid-2000s, the Town worked to complete 3,000 feet of sidewalks in the heart of the community, connecting the Elementary School, Public Library, Town Hall, Police and Fire Department headquarters, Boxborough Community Center, a large 48 unit housing development, and area small businesses. Much of this sidewalk network was built by a local developer as part of a housing project, while the Town obtained permits from MassDOT for new crosswalks on Route 111 (Massachusetts Avenue) working closely with landowners to acquire a permanent easement for the sidewalks through Town Meeting.

Since that time, there has been a substantial increase in pedestrian traffic along Route 111 including a significant number of children who cross Route 111 to get to the school, library, Flerra Field, or the shopping plaza. The Planning Board has been working since 2002 on the development of a dedicated pedestrian trail along Route 111 from Harvard to Acton. Through Executive Order 418 and a grant of \$30,000, the Town worked with the Metropolitan Area Planning Council and a private consultant on the creation of a Route 111 Economic Development Trail Master

Plan. From this plan, the first 3,000 foot section of sidewalk from Town Hall to the Elementary School was constructed.

With the increased use, a significant safety issue has developed for people traveling along Route 111 to get to the various Town facilities and businesses as this heavily traveled roadway is the only east-west transportation corridor across Boxborough connecting I-495 to Route 2. This particular section of Route 111 lacks an improved shoulder due to the width of the road (approximately 22 feet), the presence of a guardrail, and adjacent stream and wetlands. Pedestrians and cyclists are forced to enter into the travel lane and into the path of on-coming traffic en route to their destinations. This important public safety and transportation project will enhance residents' access and travel safety to the numerous community facilities along Route 111 by providing a designated pedestrian sidewalk. The project is also consistent with the Town's Master Plan which calls for a sidewalk along the entire length of Route 111 and speaks to a safe and convenient transportation circulation system in its Goals and Objectives.

This next section of sidewalk, approximately 2,500 feet in length, would be constructed on the north side of Route 111 providing designated pedestrian access along a stretch of roadway where there is virtually no shoulder. This portion of the project already involved a commitment of Town Meeting to fund \$15,000 for design and engineering plans, coupled with negotiations with MassDOT staff regarding work within the State right-of-way. As part of these past negotiations, MassDOT has agreed to engineer, design, and construct a new culvert for a complicated crossing of Guggins Brook just east of the library, a project on which they are already working. However, the Town will still be responsible for replicating wetlands and providing compensatory floodplain storage on Town land as part of this new culvert project, as well as designing and constructing the sidewalk crossing over the new culvert and constructing the entire length of the sidewalk extension.

The requested MassWorks Grant funding would be used for the construction of the eastward extension of the sidewalk beginning at the Public Library to Liberty Square Road and would include the design and construction of a sidewalk crossing over the new Guggins Brook culvert. The Town will be moving forward with the State permitting process and Notice of Intent with the Conservation Commission in the next few months assuming this MassWorks Grant funding for the project is approved.

SECTION 3 - PUBLIC INFRASTRUCTURE PROJECT

3.1. Amount of funds requested

*

3.2. Name of proposed project

Route 111 Pedestrian Improvement Project

3.3. Project site address

Route 111 from 427 Massachusetts Avenue (Sargent Memorial Library) to the Intersection with Liberty Square Road

3.4. Is the project site publicly owned?*

Yes No

3.5. Describe type of ownership (select all that apply).*

- Public land
- Right of Way
- Leasehold
- Easement
- Other

3.5.b. If other, please explain.
(N/A)

3.6. If not currently public, will the site be publicly owned by the project start date?*

Yes No

3.6.b. If not, please explain and include details about the nature, timing, and mechanism of the public acquisition.
(N/A)

3.7. Is the project seeking other sources of public funds?*

Yes No

3.8. Has the project been subject of a local public hearing or meeting?*

Yes No

3.9. Will the project be ready to proceed with construction in the upcoming construction season?*

Yes No

SECTION 4 - PLANNING AHEAD FOR GROWTH

4.1. Does the project support transit-oriented developments (that is, developments located within one-half mile of a transit station; further, transit station is defined as a subway or rail station, or a bus stop serving as the convergence of two or more bus fixed routes that serve commuters)?*

Yes No

4.1.b. If yes, please identify the type of transit services and name of location/station:
(N/A)

4.2. Does the project support the redevelopment of a previously developed site?*

Yes No

4.3. Does the project support a development containing a mix of residential and commercial uses, with a residential density of at least four units to the acre?*

Yes No

4.4. Does the project support the development of new housing (or a mix of uses including housing) with a residential density of at least four units to the acre?*

Yes No

4.5. Is the project supported by two or more communities?*

Yes No

4.5.b. If yes, please attach letters of support from each community. At least one letter, from a community other than yours, is required.

(N/A)

4.6. Is the project located in a Gateway City? *

Yes No

4.7. Is the project consistent with MassDOT's Complete Streets design guidelines? Please note, if the project impacts a state owned roadway the project proponent will be required to adhere to the Complete Street design guidelines. *

Yes No

4.7.b. If no, please explain.

N/A

4.8. Is the project consistent with the City or Town's Master Plan?*

Yes No

4.9. Is the project consistent with a Regional Planning Agency regional growth plan?*

Yes No

4.9.b. If yes, please identify the plan.

The 495 MetroWest Development Compact Plan

4.10. Is the proposed project expected to support future growth, within the next five years, in and around the project area?*

Yes No

4.11. Does the municipal zoning allow, by-right, each of the housing or economic development project(s) identified in this application? If not, please describe the existing zoning and any steps that have been taken to amend the zoning to allow the project(s) to proceed by-right or by expedited permit process. *

Yes No

4.11.b. If no, please explain (2,000 character limit):

This project does not involve a housing or economic development initiative. This proposed Route 111 Pedestrian Improvement Project will provide for transportation infrastructure improvements to enhance roadway safety in a small, rural community with a population of less than 7,000 people. The project calls for the construction of an approximately 2,500 foot sidewalk on the north side of Route 111 to enhance access to the Elementary School, Public Library, Town Hall, Police and Fire Department headquarters, Boxborough Community Center, and area small businesses.

4.12. Is your community engaged, or in the process of engaging in a Community Compact with the Commonwealth?*

Yes No

4.12.b. If yes, please provide the status of your Community Compact.

The Town's Board of Selectmen is currently considering participating in a joint application with the Towns of Acton, Littleton, Maynard, and Westford for a Community Compact with the Commonwealth of Massachusetts for the CrossTown Connect Transportation Management Association as a "best practice" for transportation.

4.13. Does this project fall within an Expedited Local Permitting District/Chapter 43D District?*

Yes No

4.13.b If yes, what is the name of the Chapter 43D District?

N/A

4.14. Does this project fall within a Growth District?*

Yes No

4.15. Does your municipality have a Chapter 40R District or Compact Neighborhood Designation?*

Yes No

4.16. Is the proposed project located within a Chapter 40R District or Compact Neighborhood?*

Yes No

4.17. Is the project located within any of the regions that have a Land Use Priority Plan which identifies priority development and preservation areas (e.g., South Coast Rail Corridor, 495/MetroWest Compact, Merrimack Valley, Central MA or Metro North region).*

Yes No

4.17.b. If yes, does this project fall within a state identified Priority Development Area or a Priority Preservation Area?

- Priority Development Area
 Priority Preservation Area

4.17.c. If yes, what is the name of the Priority Area?

N/A - Project does not fall into any specific Priority Development or Preservation Area.

4.18. Please explain how the proposed project is consistent with the Land Use Priority Plan for your region. If not identified as a state of regional priority area, how is the location and/or development consistent with the plan? (4,000 character limit):

The project is consistent with the 495/MetroWest Development Compact Plan in that it will provide the needed infrastructure to advance Boxborough's community housing initiatives, economic development, and enhance public safety and transportation within the Town. The project is consistent with Regionally Significant Transportation

Investments (RSTIs), as defined in the Compact Plan, which are critical in supporting the increased development of identified Priority Development Areas while respecting the need to protect Priority Preservation Areas. RSTIs are transportation projects that increase efficiency and enhance interconnectivity for facilities which address transportation needs across multiple cities or towns or larger geographic regions. In most cases, these potential projects address major roadways, however, they also address transit, bicycle, and pedestrian facilities that meet regional travel needs, either individually or collectively. Additionally, this project is also consistent with one of the Compact Plan's identified next steps for municipalities which encourages communities to partner with their neighbors to advance regionally significant projects which require collaboration among multiple communities to recognize the greatest benefit, the ultimate goal of the Route 111 Economic Development Trail Master Plan. This project will also increase regional transportation choices and support reductions in greenhouse gas emissions as emphasized by the Global Warming Solutions Act and the GreenDOT initiative noted in the Compact Plan by providing a safer and alternative way to reach Town facilities and businesses along Route 111.

Although the Town of Boxborough has not formally adopted Chapter 43D, it has pursued its own form of expedited permitting, holding joint hearings between the Zoning Board of Appeals and the Planning Board and shortening the average permitting process to three months.

The Town is served by a municipal electric and light plant and is not currently eligible for a Green Community designation.

4.19. Has your community received a Green Community Designation from the Executive Office of Energy and Environmental Affairs?*

Yes No

4.20. Will the proposed project impact or involve (directly or indirectly) a state owned highway or roadway?*

Yes No

4.20.b. If yes, what is the name of the state owned highway or roadway that will be impacted. If multiple highways or roadways will be impacted please list them.

Route 111 (Massachusetts Avenue).

4.20.c. If yes, have you reviewed the project with your local MassDOT District Office?

Yes No

SECTION 5 - PROJECT MAP

Please provide maps, photographs or any other graphics which delineate the project site and its context. Please see the attached maps, plans, photographs, and letters of support.

SECTION 6 - BUDGET AND SOURCES

6.1: Please provide a breakdown of the project budget in the following table.

This should include the cost of each project element (surveying, permitting, design, bid, construction oversight, construction, etc.) and should not be limited to the work which will be covered by the MassWorks Grant.

Please also indicate if the cost listed is an estimate or if the work has been bid and if MassWorks funds will be used for each element of work listed.

Please be advised that no more than 10 % of the total grant request may be used for design/engineering,

except in communities with a population of 7,000 or less, where the communities are eligible to apply for full design/engineering costs along with a construction grant.

Action	Cost	Cost Estimate OR Previously Bid	Requesting MassWorks Infrastructure Program grant support for this use (check box)
Survey *	\$30,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Permitting *	\$20,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Design/Engineering *	\$40,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Construction *	\$300,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other: Bid & Constructio	\$50,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other: Police Detail	\$75,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other: Contingency	\$75,000.00	<input checked="" type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input checked="" type="checkbox"/>
Other:		<input type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input type="checkbox"/>
Other:		<input type="radio"/> Cost Estimate <input type="radio"/> Previously Bid	<input type="checkbox"/>
Total:	\$590,000.00		

Please complete the following table with budget sourcing information.

Please identify all sources of funding that will support the proposed public infrastructure project, including the total requested MassWorks Infrastructure Program grant.

Please specify whether each funding source is secured or currently pending approval.

Source	Amount	Secured OR Pending	Additional Details
MassWorks *	\$522,000.00	<input type="radio"/> Secured <input checked="" type="radio"/> Pending	This State funding will support the bulk of the project cost as the Town currently has very little of its own funding to support the project.
Municipality *	\$68,000.00	<input checked="" type="radio"/> Secured <input type="radio"/> Pending	The Town has approximately \$7,000 remaining from a Town Meeting Warrant Article in 2008 to use towards engineered construction drawings and \$61,000 in a Sidewalk Fund that can be used for this project.
Federal *	\$0	<input checked="" type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Other: <input type="text"/>	<input type="text"/>	<input type="radio"/> Secured <input type="radio"/> Pending	
Total:	\$590,000.00		

SECTION 7 - PROJECT SCHEDULE AND MILESTONES

Please provide a project schedule and anticipated project milestones for the public infrastructure project for which the community is seeking grant assistance.

Milestone	Start Date	End Date
Survey	11/1/2015 *	1/1/2016 *
Permitting	12/1/2015 *	6/1/2016 *
Design/Engineering	1/1/2016 *	5/1/2016 *
Bid/Contract	3/1/2016 *	5/1/2016 *
Start Construction	6/1/2016 *	
25% Construction	6/22/2016 *	
50% Construction	7/13/2016 *	
75% Construction	8/3/2016 *	
100% Construction	9/1/2016 *	
Punch List	9/1/2016 *	10/1/2016 *

SECTION 8 - READINESS CHECKLIST

Please provide a list of all permits and other actions required for this project, the current status of those permits, and the timeframe in which the permits will be obtained. Please specify all required local permits and the status of each.

Required Permit	Filing/Request Date	Anticipated Date of Issuance	Anticipated Date of Issuance
<input checked="" type="checkbox"/>	MEPA: ENF	1/1/2016	4/1/2016
<input type="checkbox"/>	MEPA: EIR/FEIR		
<input checked="" type="checkbox"/>	Order of Conditions	2/1/2016	6/1/2016
<input type="checkbox"/>	Superseding Order of Conditions		
<input type="checkbox"/>	401 Water Quality Certification		
<input type="checkbox"/>	Water Management Act Permit		
<input checked="" type="checkbox"/>	MassDOT Access Permit	12/1/2015	3/1/2016
<input type="checkbox"/>	Sewer Extension Permit		
<input type="checkbox"/>	Mass Historic Commission Review		

<input checked="" type="checkbox"/>	Utility relocation	1/1/2016	4/1/2016
<input type="checkbox"/>	Article 97 Land Disposition		
<input checked="" type="checkbox"/>	Other Permit: Natural Heritage & Endang	2/1/2016	6/1/2016
<input type="checkbox"/>	Other Permit:		
<input type="checkbox"/>	Other Permit:		
<input checked="" type="checkbox"/>	Local Permit: Public Shade Tree Remov	1/1/2016	3/1/2016
<input checked="" type="checkbox"/>	Local Permit: Stone Wall Removal/Alter	1/1/2016	3/1/2016
<input type="checkbox"/>	Local Permit:		
<input type="checkbox"/>	Local Permit:		

SECTION 9 - DEVELOPMENT PROJECT

The following questions relate to the private development project that will be supported by the public infrastructure grant request. Please include only information related to the private development project in your answers below.

Note: Applications for transportation projects to enhance safety in small, rural communities with a population of 7,000 or below are required to complete the first question only.

9.1. Is the applicant seeking grant funds to support a transportation project to enhance safety in a small, rural community with a population of 7,000 or less?

If yes, the applicant is not required to complete the remaining questions in the Development Project form.

Yes No

SECTION 10 - CERTIFICATION OF PUBLIC ENTITY AUTHORIZATION

If a vote has been taken, please submit a certified copy of the vote taken by the executive body authorizing acceptance of state funding for this project.

(A certified copy of the Selectmen's vote was submitted via digital and hard copy)

If your community requires a vote to authorize acceptance of state funding for this project but the vote has not been taken, please explain the timeframe in which this will be *completed*. If a vote is not needed, please explain.

A vote by the Board of Selectmen to authorize acceptance of state funding for this project has been taken and a certified copy of the vote has been submitted with this application.

Please complete the following statement:

2015 MassWorks Grant Application Form

I, Vincent M. Amoroso, Chair*, hereby certify that I am duly authorized to submit this application on behalf of the Town of Boxborough* and to agree to implement the MassWorks Infrastructure Program requirements on behalf of said municipality. I understand that the information provided with this application will be relied upon by the Commonwealth in deciding whether to make the MassWorks Infrastructure grant and that the Commonwealth reserves the right to take action against the applicant or any other beneficiary of the grant if any of the information provided is inaccurate, misleading, or false.

I hereby certify under the pains and penalties of perjury that the answers submitted in this application and the documentation submitted in support are accurate and complete.

<u>Vincent M. Amoroso</u> *	<u>Chair of the Board of Selectmen</u> *	<u>8/28/2014</u> *
Name	Title	Date

Please print, complete, sign, date, and mail the following document within two (2) weeks of your application submission.

Please return an original copy of the signed authorization letter to:

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

August 31, 2015

MassWorks Infrastructure Program
Executive Office of Housing and Economic Development
1 Ashburton Place, Room 2101
Boston, MA 02108

Re: Boxborough 2015 MassWorks Infrastructure Program Grant Application

To Whom It May Concern:

The Boxborough Board of Selectmen enthusiastically supports and respectfully requests that you consider the Town of Boxborough's project under the MassWorks Infrastructure Program. This project will be the most significant extension of our Massachusetts Avenue corridor trail concept to improve public safety and public access in an area of the town that is intensively used for a variety of purposes. The proposed improvement area is situated along a section of Route 111 (Massachusetts Avenue) which connects to the Blanchard Elementary School, the Sargent Memorial Library, the Police and Fire Departments, the Department of Public Works, and several nearby densely populated residential developments and businesses.

Our corridor trail concept along the entire length of Route 111 in Boxborough has been under development since 2002 when the Town received \$30,000 through the State and the Metropolitan Area Planning Council under Executive Order 418, which included the development of a Conceptual Trail Plan. This proposed project will extend an existing roadside trail passage for pedestrian and bicycle traffic along Massachusetts Avenue eastward from the school and library to Liberty Square Road. It will provide a much-needed safe path through the busiest section of the town serving school children, local residents, and the general public. Over the past few years we have observed a noticeable increase in pedestrian traffic along the length of Route 111 from our borders with the neighboring towns of Harvard and Acton. We would like to enhance public safety along a section of the highway that is notoriously difficult and dangerous for passage on foot or bicycle.

In addition to enhancing general public safety, the Massachusetts Avenue roadway trail project will facilitate access to our existing trail network on nearby public and conservation lands, promoting greater enjoyment of the town's conservation and passive recreational facilities.

We look forward to the opportunity to construct the next segment of the proposed roadway trail system. Based upon public input to the Board of Selectmen, we believe it will enjoy significant use and increase the safety of the public walking or bicycling along a section of Massachusetts Avenue which today is quite dangerous due to the narrow right-of-way and presence of culverts and guard rails.

If the Board of Selectmen can assist in this process in any way, please do not hesitate to contact us via Town Administrator Selina Shaw at 978-264-1712 or SShaw@Boxborough-MA.gov.

Thank you for your time and consideration.

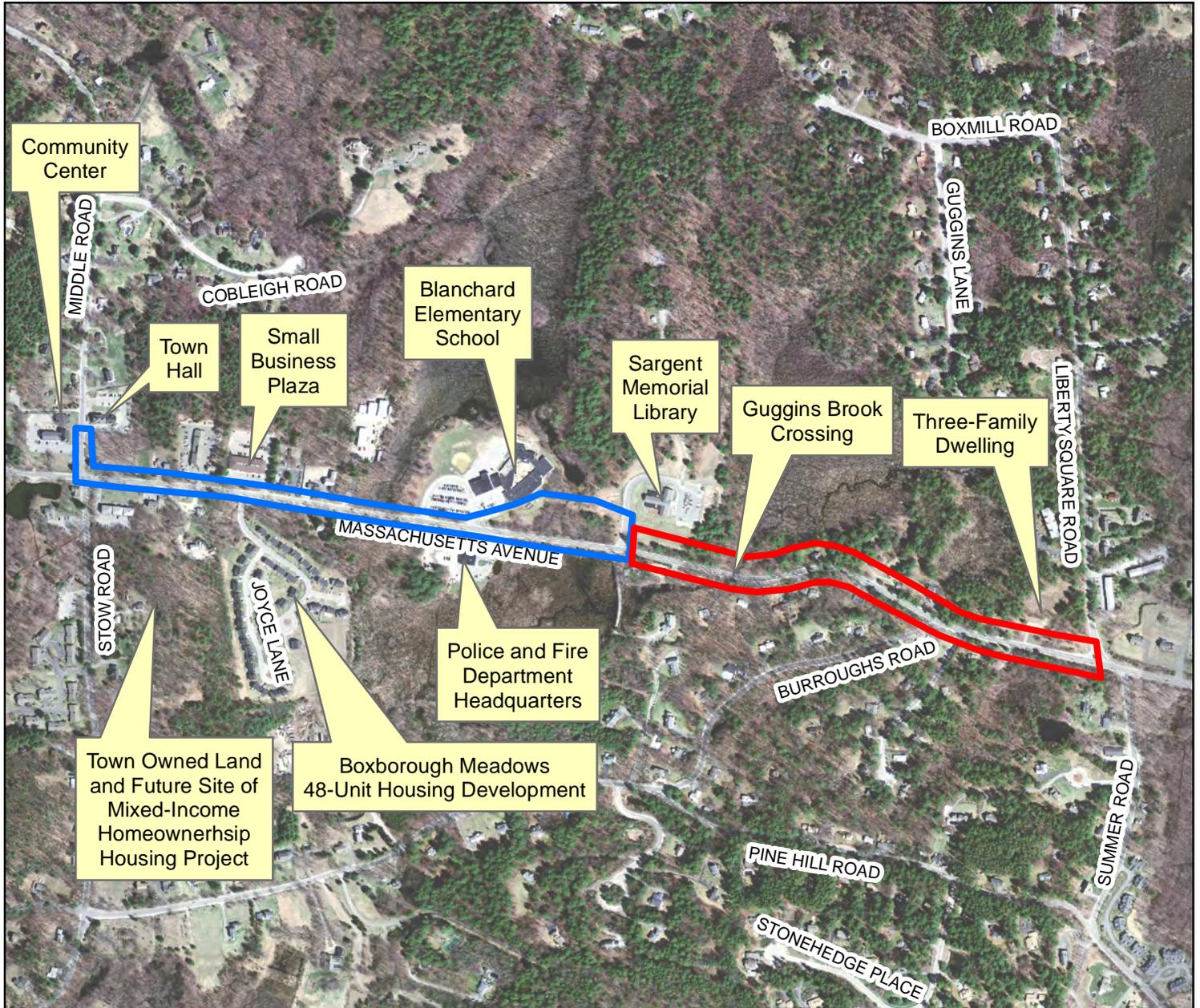
Sincerely,

Vincent Amoroso, Chair
Boxborough Board of Selectmen

2015 MassWorks Infrastructure Program Application

Boxborough, MA - Route 111 Pedestrian Improvement Project

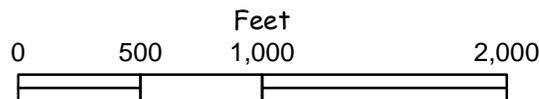
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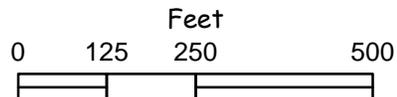
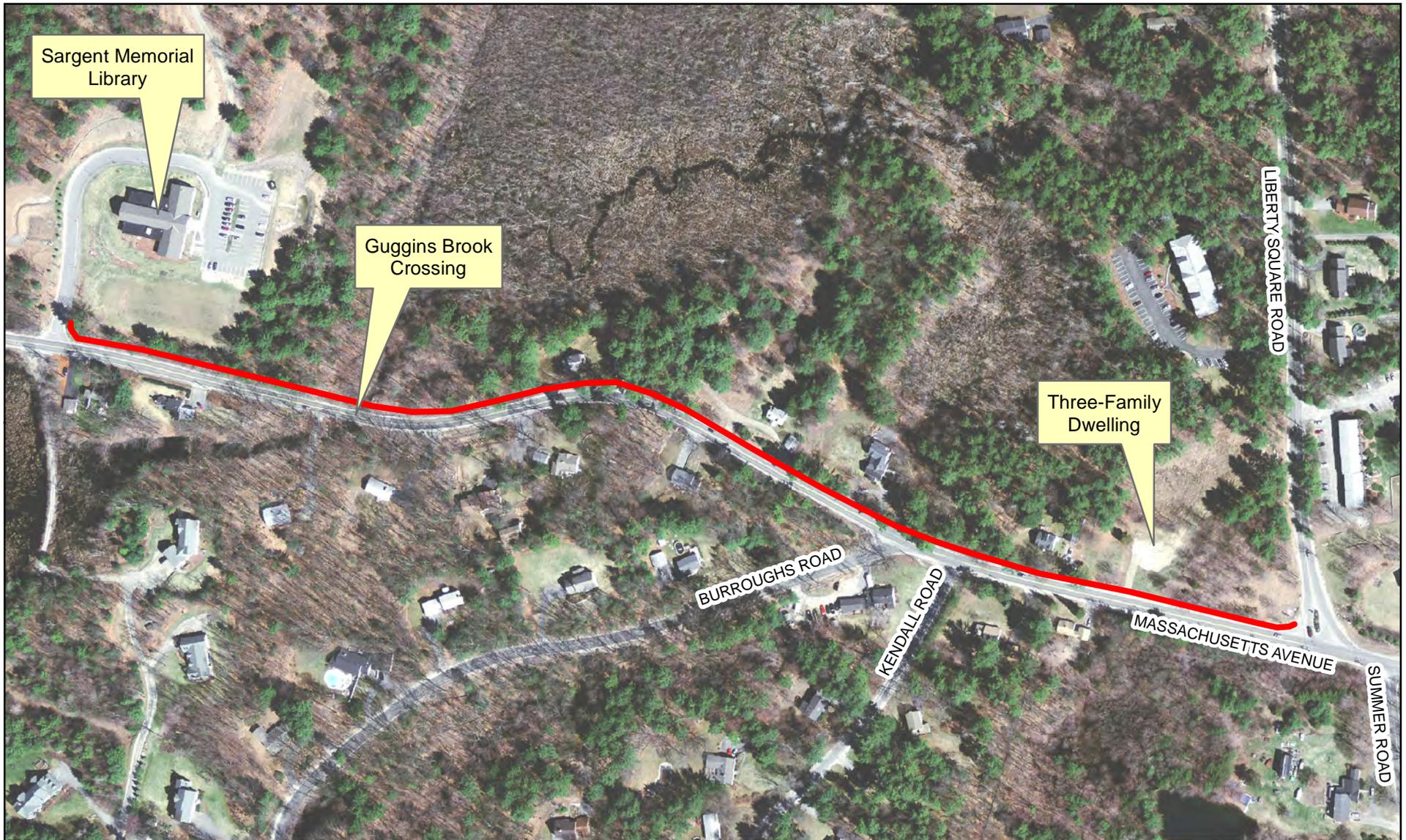
LEGEND

Area with Existing Sidewalk

Area of Proposed Sidewalk



2015 MassWorks Infrastructure Program Application Boxborough, MA - Route 111 Pedestrian Improvement Project Project Area



— Proposed Path of New Sidewalk



Route 111 Pedestrian Improvement Project Photographs



End of Existing Sidewalk at Sargent Memorial Library (Route 111 at Right)



North Side of Route 111, Looking East near the Sargent Memorial Library



Looking East on Route 111 near the Sargent Memorial Library



Looking East on Route 111 at the Guggins Brook Crossing



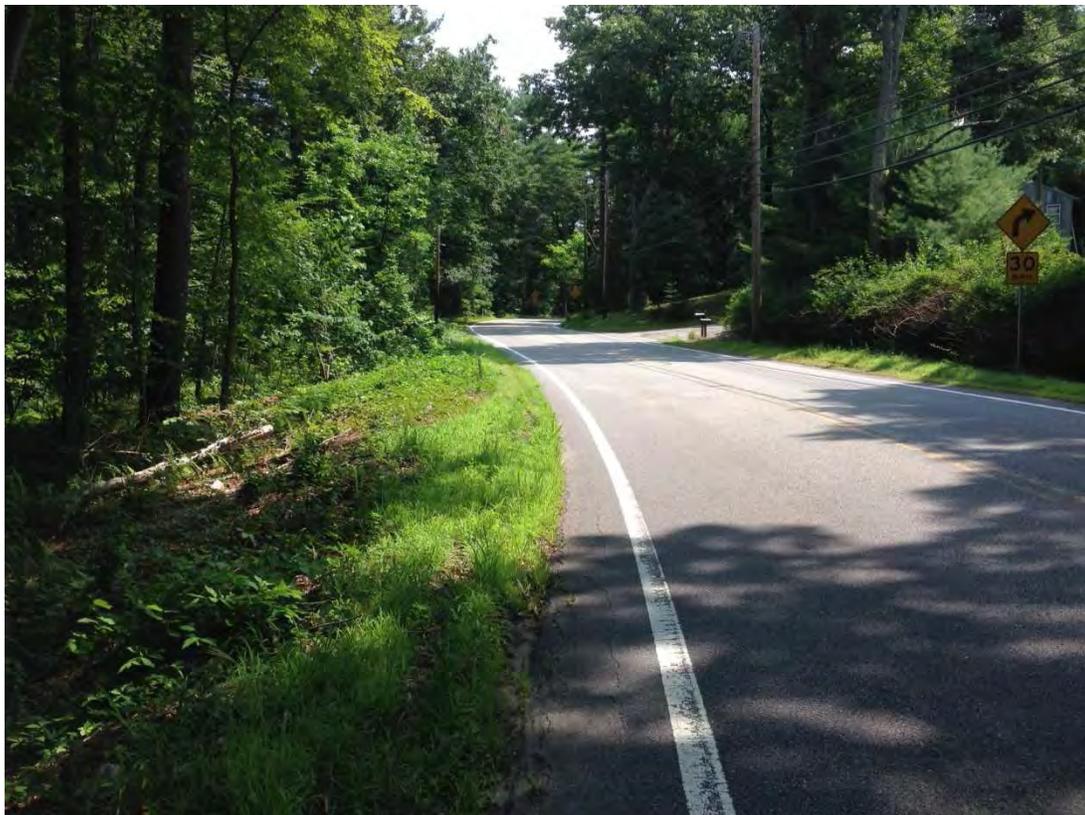
North Side of Route 111 at the Guggins Brook Crossing



North Side of Route 111 at the Guggins Brook Crossing



North Side of Route 111, Looking West at the Guggins Brook Crossing



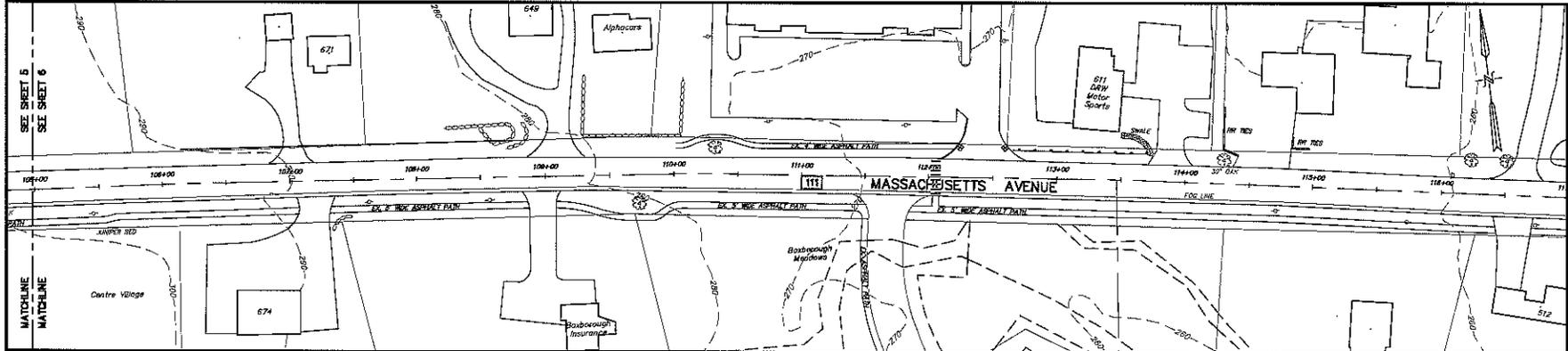
North Side of Route 111, East of the Guggins Brook Crossing



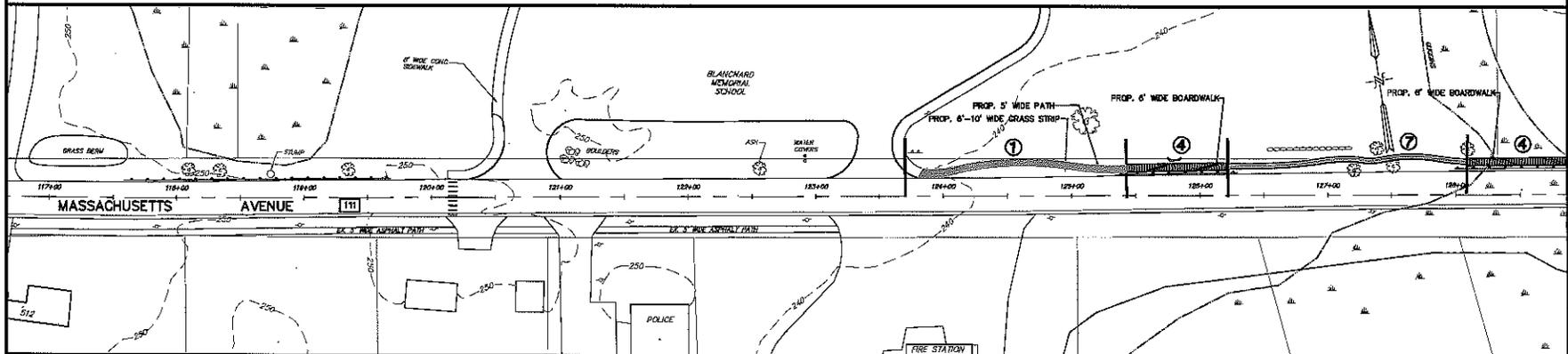
North Side of Route 111 Looking East near Burroughs Road



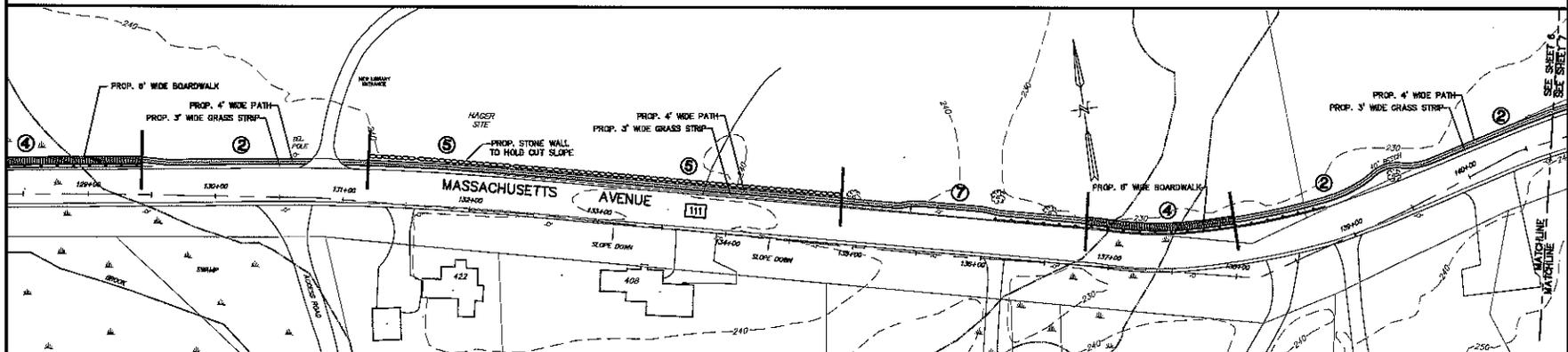
North Side of Route 111 Looking West near Liberty Square Road



Massachusetts Avenue - Station 105+00 to 116+00



Massachusetts Avenue - Station 117+00 to 128+00



Massachusetts Avenue - Station 129+00 to 140+00

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

Prepared For
 TOWN OF BOXBOROUGH
 29 MIDDLE STREET
 BOXBOROUGH, MA

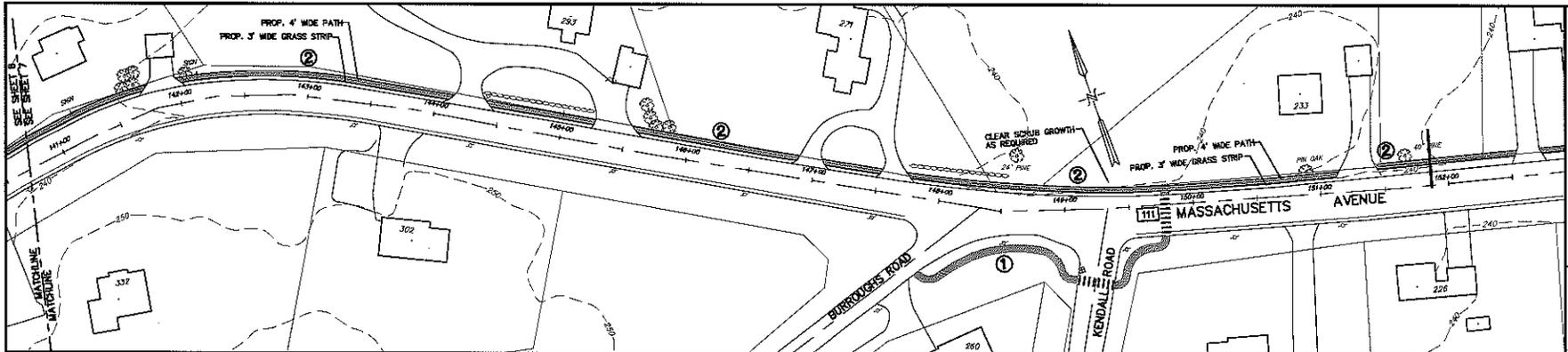
Daylor Consulting Group Inc.
 70 Forbes Road
 Shelburne, MA 02788
 781-940-7070
 FAX 781-940-9006

Drawing Title
LAYOUT PLAN

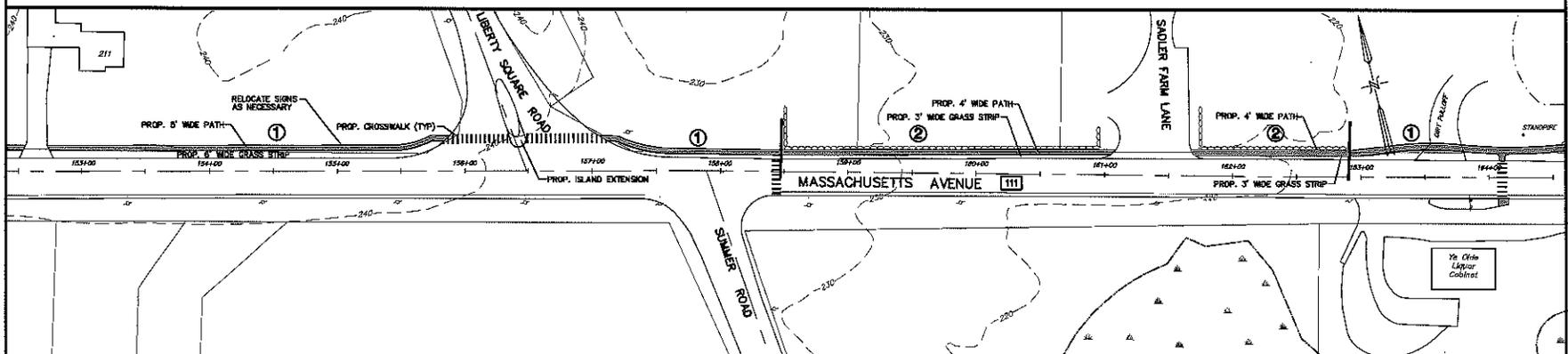
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Design	J.P./M.W.	
Check		
Drawn	D.L.	
Job No.	1-2283.00	
Last Rev.		

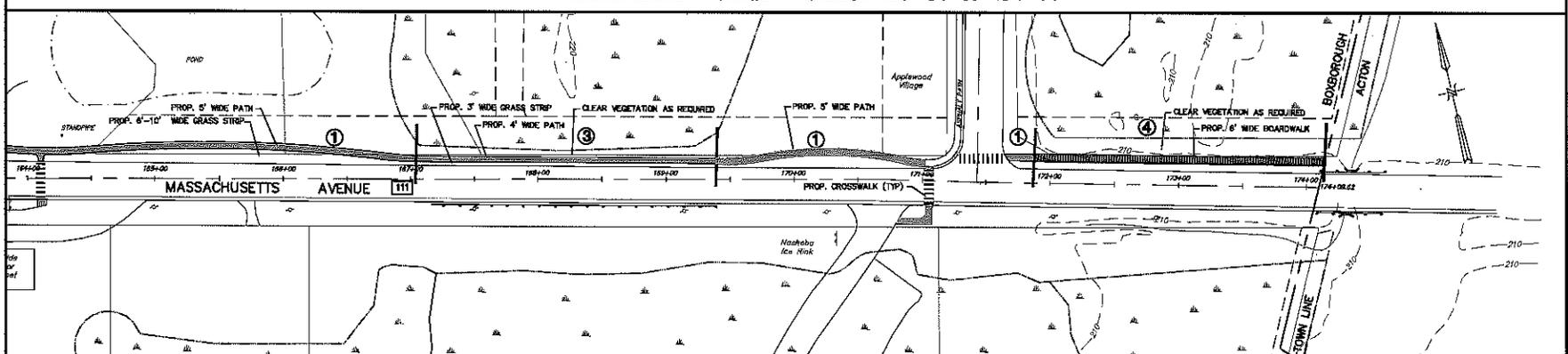
6
 of 7



Massachusetts Avenue – Station 141+00 to 152+00



Massachusetts Avenue – Station 153+00 to 164+00



Massachusetts Avenue – Station 164+00 to 174+09.62

Revisions

NOT FOR CONSTRUCTION

Project Title
CONCEPTUAL TRAIL PLANS AT Massachusetts Avenue IN Boxborough Massachusetts

Prepared For
 TOWN OF BOXBOROUGH
 28 MIDDLE STREET
 BOXBOROUGH, MA

Daylor Consulting Group Inc.

1st Floor Road
 Boxborough, MA 02804
 781-840-7000
 FAX 781-840-0288

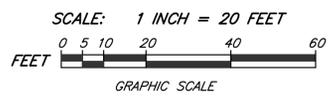
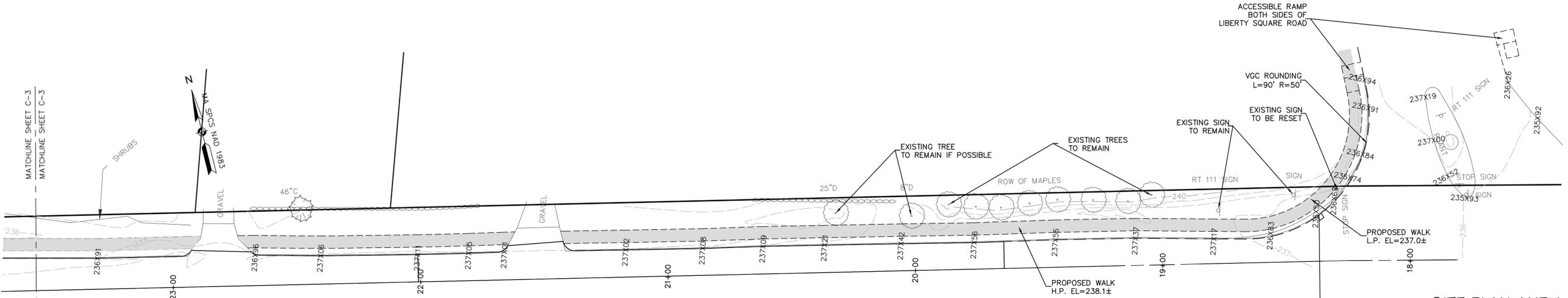
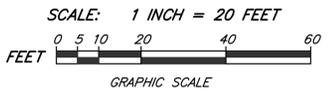
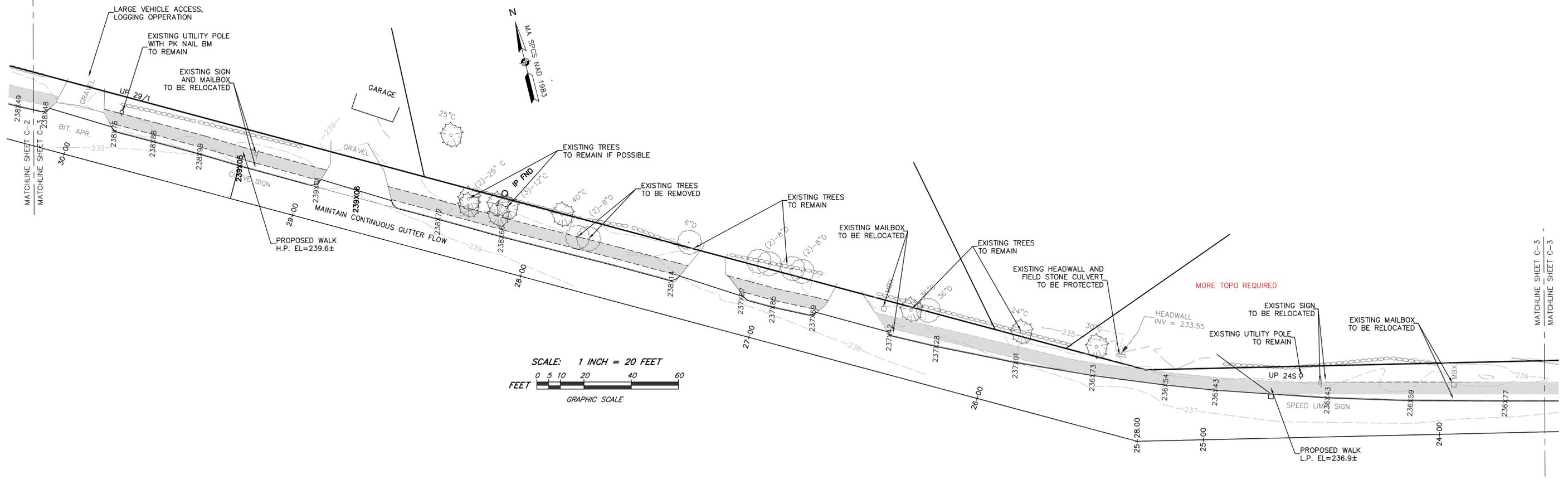
Drawing Title
LAYOUT PLAN

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Date: DECEMBER 2003	Drawing No.
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Design J.P./M.W.	
Check D.L.	
Drawn D.L.	
Job No. 1-2293.00	
Last Rev.	of 7

280-548.000



SITE PLAN AND LAYOUT

LOCATION: Harvard Turnpike / Route 111
 TOWN: BOXBOROUGH, MASSACHUSETTS
 PREPARED FOR:

**TOWN OF
 BOXBOROUGH**

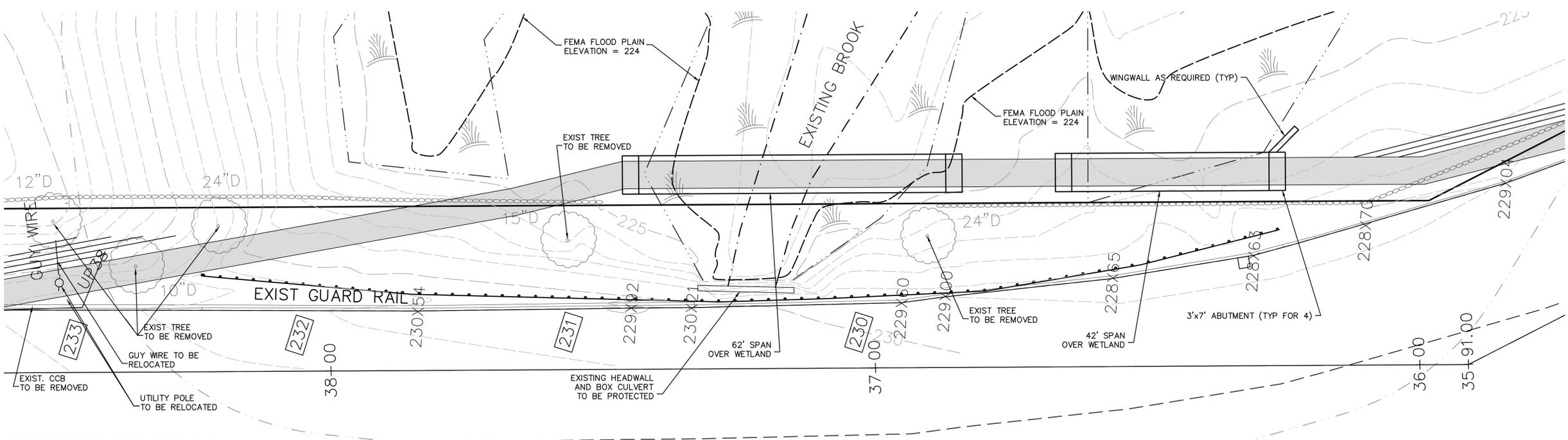
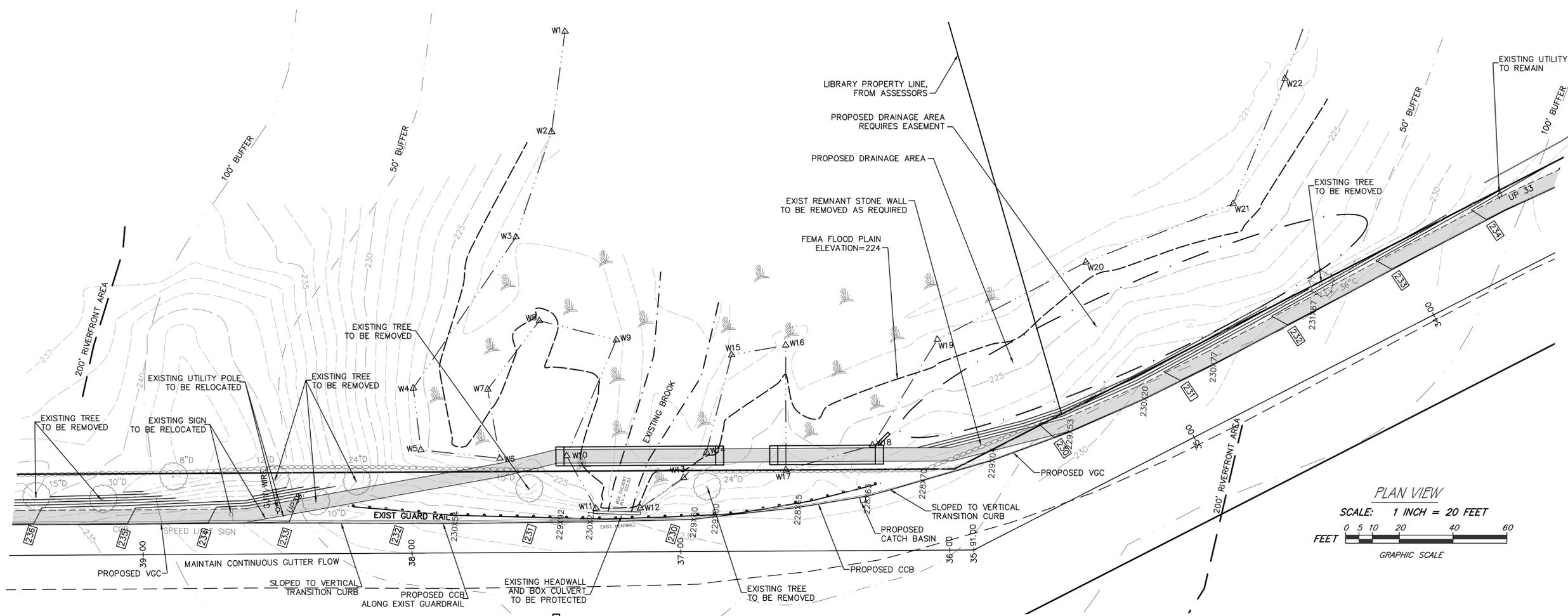
SCALE: AS NOTED DATE: MAY 6, 2013

Places Associates, Inc.

Planning, Landscape Architecture,
 Civil Engineering, Surveying
 510 KING STREET, SUITE 9
 LITTLETON, MA 01460
 978.486.0334 Ph.
 978.486.0447 Fax
 places@placesassociates.com

PROJECT No.: 12-201 PLAN No. 201 C-3

**PROGRESS PRINT
 NOT FOR CONSTRUCTION
 3/5/13**



- NOTES
1. ABUTMENTS AND GRADING TO BE OUTSIDE FLAGGED WETLANDS
 2. AS SHOWN REQUIRES COMPENSATORY STORAGE (FOR REDUCED SPAN)
 3. ALT 4 REQUIRES 104' OF WOODEN FOOTBRIDGE AND 4 ABUTMENTS.

PROGRESS PRINT
NOT FOR CONSTRUCTION
5/24/2013

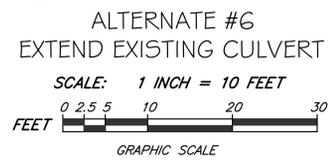
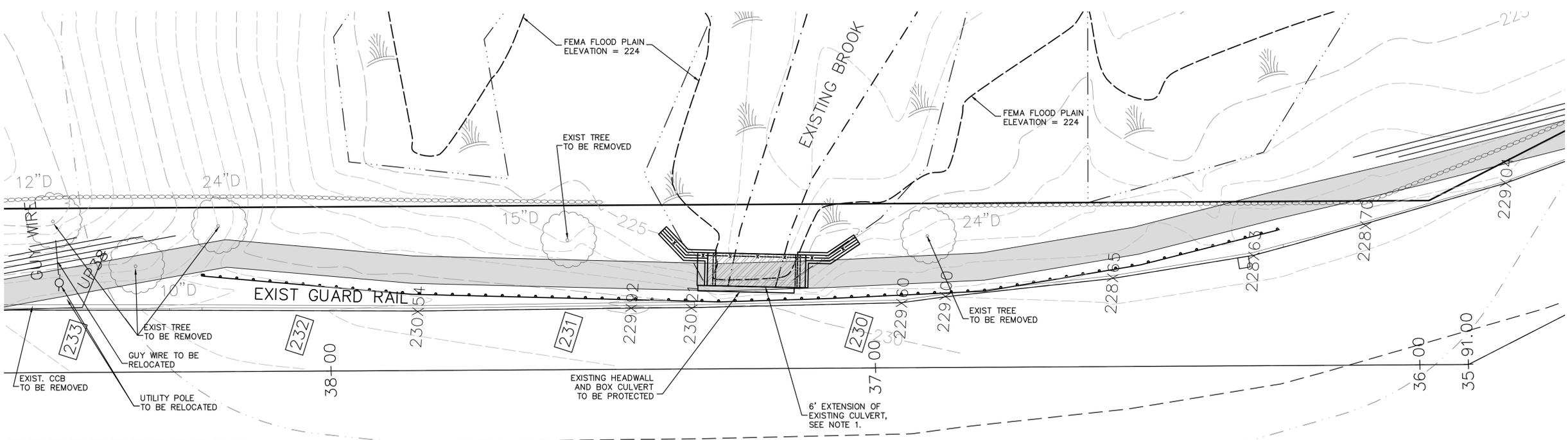
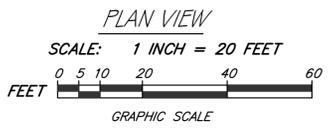
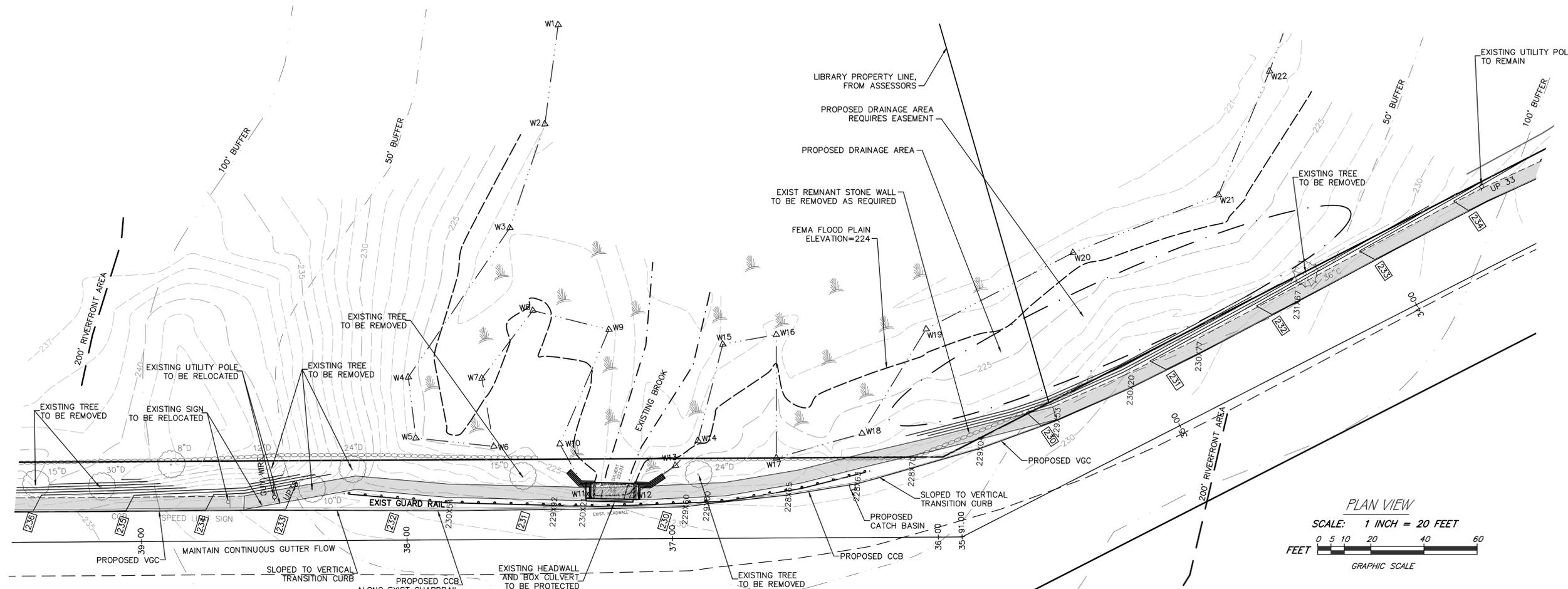
SITE PLAN AND LAYOUT
ALTERNATE #4

LOCATION: Harvard Turnpike / Route 111
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

TOWN OF
BOXBOROUGH

SCALE: AS NOTED DATE: JUNE 2013

Places Associates, Inc.
Planning, Landscape Architecture,
Civil Engineering, Surveying
510 KING STREET, SUITE 9
LITTLETON, MA 01460
(978) 486-0334 Ph.
(978) 486-0447 Fax
places@placesassociates.com
PROJECT No.: 12-201 PLAN No. 201 ALT-4



- NOTES
- POTENTIAL CULVERT TYPES INCLUDE:
 - ROUND CORRUGATED STEEL PIPE (CSP)
 - DOUBLE CSP
 - PRECAST ARCH, BOX OR HORIZONTAL ELLIPSE
 - REQUIRES APPROVAL FROM MASSDOT

PROGRESS PRINT
NOT FOR CONSTRUCTION
5/24/2013

SITE PLAN AND LAYOUT
ALTERNATE #6

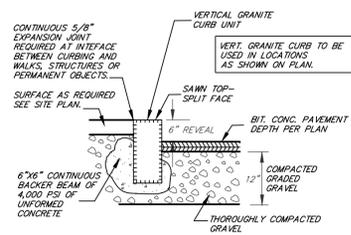
LOCATION: Harvard Turnpike / Route 111
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

TOWN OF
BOXBOROUGH

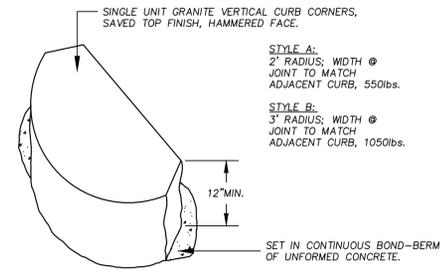
SCALE: AS NOTED DATE: JUNE 2013

Places Associates, Inc.
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Civil Engineering, Surveying
510 KING STREET, SUITE 9
LITTLETON, MA 01460
(978) 486-0334 Ph.
(978) 486-0447 Fax
places@placesassociates.com

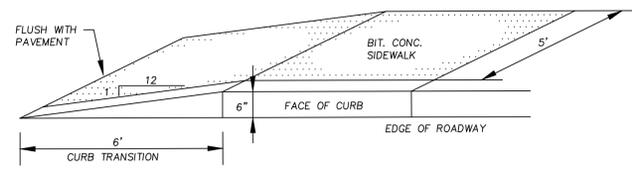
PROJECT No.: 12-201 PLAN No. 201 ALT-6



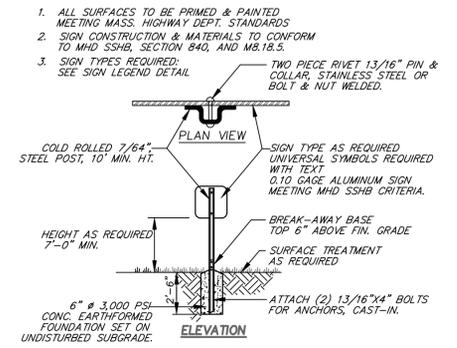
VERTICAL GRANITE CURB
NOT TO SCALE



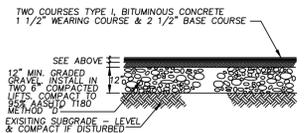
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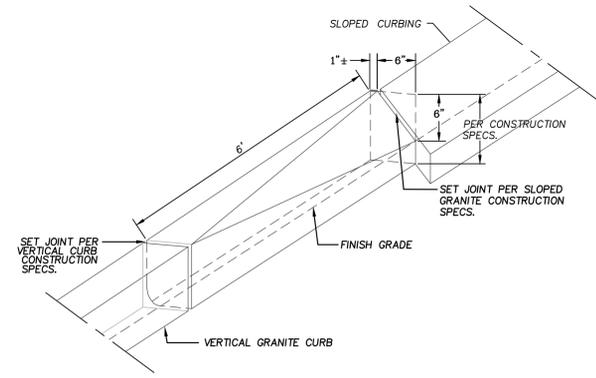
CURB TRANSITION DETAIL
NOT TO SCALE



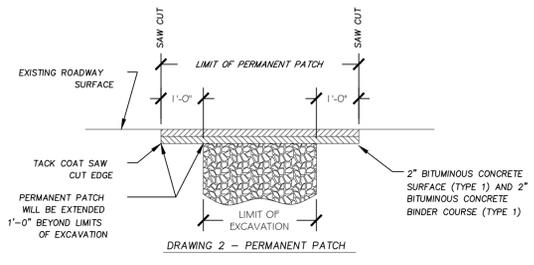
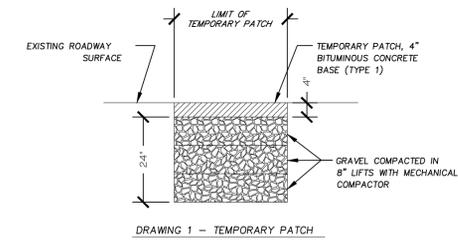
TYPICAL SITE SIGN
NOT TO SCALE



BITUMINOUS CONC. WALKWAY AND DRIVE APRON
NOT TO SCALE

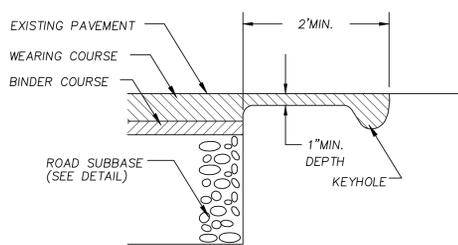


SLOPED TO VERTICAL TRANSITION CURBING
NOT TO SCALE



NOTE: PERMANENT PATCH FOR ROADS HAVING A PAVING BLOCK OR CONCRETE BASE SHALL INCLUDE A LAYER OF CONCRETE EQUAL TO THE DEPTH OF THE EXISTING CONCRETE OR PAVING BLOCK. IN SUCH CASES THE DEPTH OF GRAVEL BACKFILL SHALL NOT BE LESS THAN 12 INCHES.

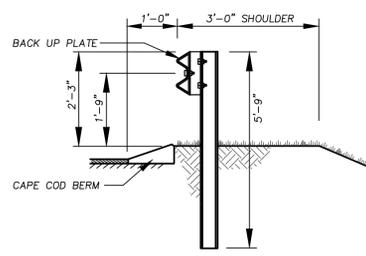
TEMPORARY/PERMANENT PATCH FOR ROADWAY
NOT TO SCALE



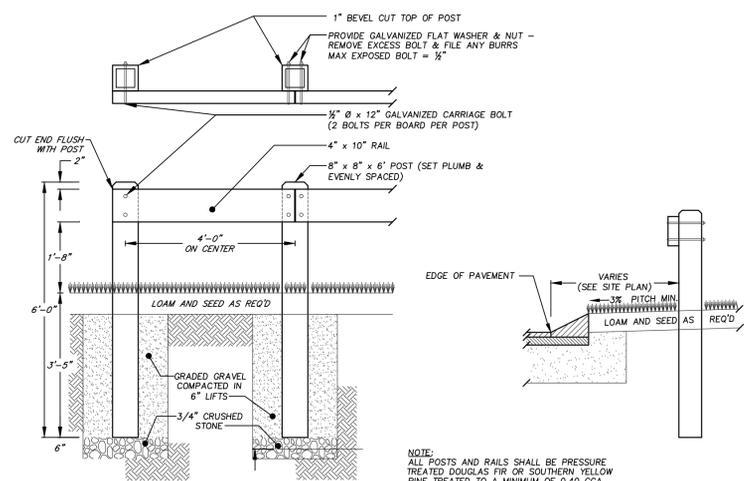
TRANSITION TO EXISTING PAVEMENT
NOT TO SCALE

GRASS PLANTING NOTE

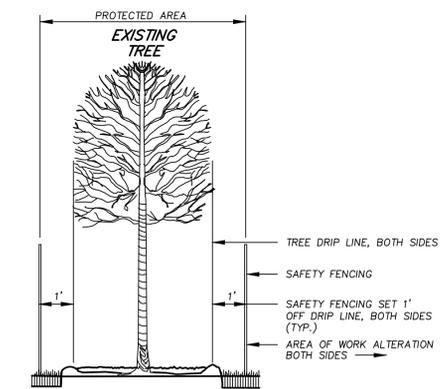
GUARDRAIL TO BE INSTALLED AND CONSTRUCTED WITH MATERIALS AS SPECIFIED IN COMMONWEALTH OF MASS. DEPT. OF PUBLIC WORKS "CONSTRUCTION STANDARDS 1977" AND SECTION 601 OF THE STANDARD SPECIFICATIONS FOR HIGHWAY BRIDGES, 1973.



STEEL BEAM GUARDRAIL
NOT TO SCALE



WOOD GUIDE RAIL
NOT TO SCALE



TREE PROTECTION DETAIL
NOT TO SCALE

GRANITE CURB ROUNDING
NOT TO SCALE

MAILBOX RELOCATION
NOT TO SCALE

UTILITY POLE RELOCATION
NOT TO SCALE

SIGN	LEGEND	DIMENSIONS	SPECIFICATIONS
	R1-1	24" OCTAGONAL	MUTCD

SIGN LEGEND
NOT TO SCALE

PROGRESS PRINT
NOT FOR CONSTRUCTION
3/5/13

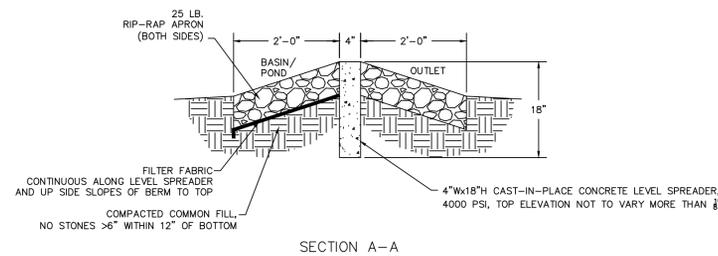
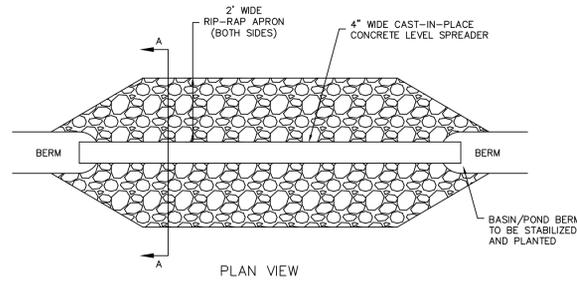
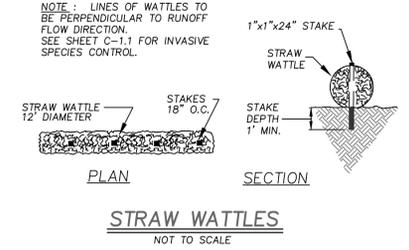
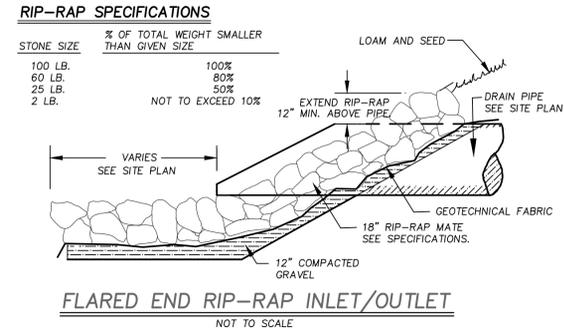
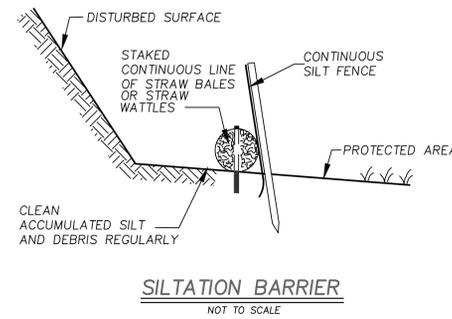
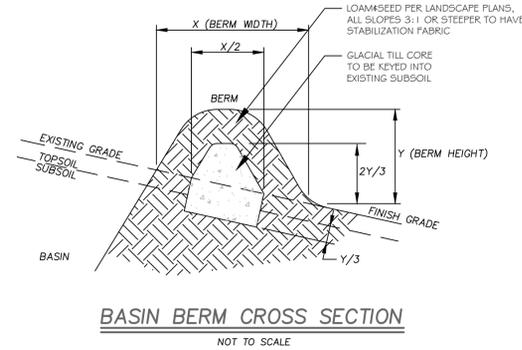
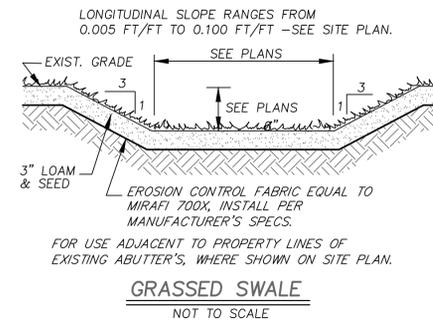
CONSTRUCTION DETAILS

LOCATION: Harvard Turnpike / Route 111
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

TOWN OF BOXBOROUGH

SCALE: AS NOTED DATE: MAY 6, 2013

Places Associates, Inc.
Planning, Landscape Architecture,
Civil Engineering, Surveying
510 KING STREET, SUITE 9
LITTLETON, MA 01460
978.486.0334 Ph.
978.486.0447 Fax
places@placesassociates.com



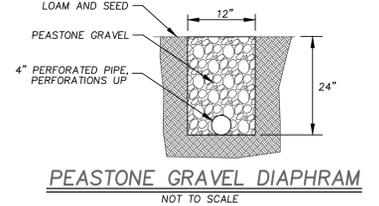
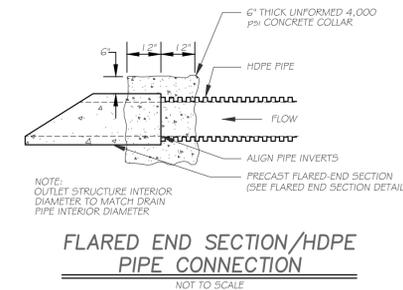
LEVEL SPREADER/BASIN OVERFLOW
NOT TO SCALE

SLOPE STABILIZATION
NOT TO SCALE

WINGWALL DET
NOT TO SCALE

CROSSING ABUTMENTS
NOT TO SCALE

WETLAND CROSSING
NOT TO SCALE

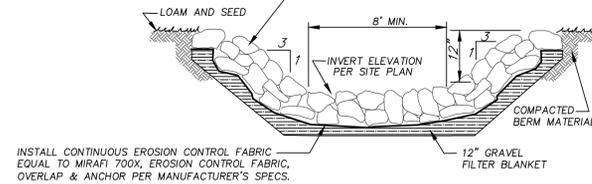


200LB. RIP-RAP SPECIFICATIONS:

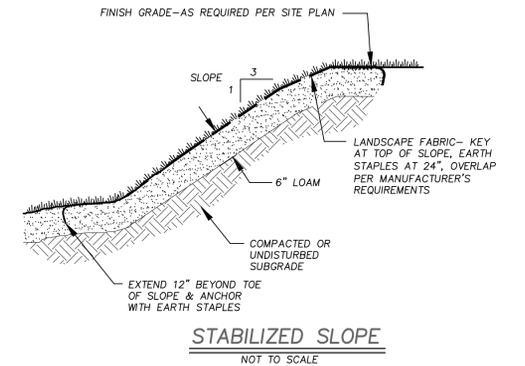
- ALL STONE SHALL BE CLEAN DURABLE ANGULAR STONE MEETING THE FOLLOWING SPECIFICATIONS:
- THE RIP-RAP SHALL BE UNDERLAYED WITH A FILTER BLANKET CONSISTING OF CLEAN, COARSE GRAVEL WITH NO STONES OVER 4" IN LONGEST DIMENSION AND NO FEWER THAN 10% OF TOTAL VOLUME PASSING A 200# SIEVE.
- THE FILTER BLANKET NEED NOT BE COMPACTED, BUT SHALL BE GRADED TO A UNIFORM THICKNESS OF 12".
- THE FILTER BLANKET SHALL BE OVERLAYED WITH A STRUCTURAL/EROSION CONTROL FABRIC OF THE TYPE SPECIFIED. SUCH FABRIC SHALL BE CONTINUOUS IN LENGTHS, EITHER PARALLEL OR PERPENDICULAR TO THE SLOPE AND MUST BE UNDER ALL RIP-RAPPED SURFACES.

ROUNDED STONES, BOULDERS, SANDSTONE OR SIMILAR STONE OR RELATIVELY THIN SLAB SHALL NOT BE ACCEPTABLE.

200 LB. RIP-RAP CHINK ALL VOIDS. EXTEND MIN. 20' DOWN HILL BOTH SIDES OR PER PLAN

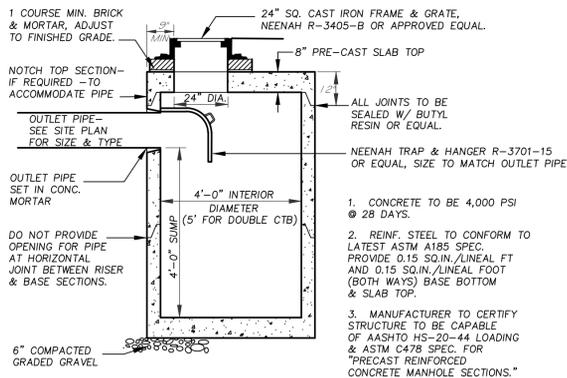


REINFORCED OVERFLOW BROAD-CRESTED WEIR
NOT TO SCALE



GRASS PLANTING NOTE

NOTE: FOR CATCHBASINS IN LANDSCAPED AREAS, CREATE 4" CONCRETE PAD 12" AROUND FRAME TO FACILITATE MOWING OPERATIONS



PRECAST FLAT TOP CATCHBASIN

NOT TO SCALE - FOR USE WHERE COVER OVER TOP PIPE IS LESS THAN 2'

PROGRESS PRINT
NOT FOR CONSTRUCTION
3/5/13

CONSTRUCTION DETAILS

LOCATION: Harvard Turnpike / Route 111
TOWN: BOXBOROUGH, MASSACHUSETTS
PREPARED FOR:

TOWN OF BOXBOROUGH

SCALE: AS NOTED DATE: MAY 6, 2013

Places Associates, Inc.

Planning, Landscape Architecture,
Civil Engineering, Surveying
510 KING STREET, SUITE 9
LITTLETON, MA 01460
978.486.0334 Ph.
978.486.0447 Fax
places@placesassociates.com



PROJECT No.: 12-201 PLAN No. 201 DET-2



BOARD OF SELECTMEN AND FINANCE COMMITTEE
Meeting Minutes
June 30, 2015

APPROVED: _____

PRESENT: **Selectmen:** Vincent Amoroso, Chair; Susan Bak, Clerk; Les Fox, Member; Jim Gorman, Member and Robert Stemple, Member
 Finance Committee: Dilip Subramanyam, Chair; John Rosamond, Clerk; Steve Ballard, Member; Neal Hesler, Member; Jim Ham, Member; and Eve Li, Member

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

With the assent of FinCom Chair Subramanyam, BoS Chair Amoroso called the meeting to order at 7:42 P.M. in the Grange Meeting Room of Town Hall. The aim of tonight's joint meeting is to bring the Selectmen and Finance Committee together to address immediate issues and to develop a forward looking perspective, investigating areas of concern for the Town before they become a problem. If discussions prove productive similar meetings will be scheduled.

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.

Discussion was opened on the Public Safety Communications System Upgrade. A summary of the discussions that took place at last night's Selectmen's meeting was provided. A Study Committee has now been formed, members were appointed and their charge has been approved. John Rosamond advised that he has been appointed to this Comm. Public Safety is their priority; but they shall be cognizant of the financial aspects. Time is of the essence so they have also been asked to proceed expediently. There was a review of the issue with current system; components of project; the measures that could be taken to address deficits; and portions of the project already completed (i.e. updates to Dispatch Center). The placement of a 3rd communication pole is essential and must be placed somewhere in Town. The Chiefs have been trying for years to obtain grant funding for these communication upgrades with no success. The group's recommendations could be a factor in determining whether the project stays within the 2014 article or if other options are implemented leading to another Town Meeting article to finance the balance.

There was a discussion regarding the conditions at the DPW facilities. During visits to the DPW facility FinCom members have observed that there is insufficient garage space to house expensive equipment that is just sitting out in the yard at the mercy of the elements. These concerns were precipitated by the SNAG discussions. There was discussion as to some of the renovations that could improve the site; issues regarding the surrounding wetlands; and the acquisition of additional land to allow for expansion. TA Shaw will put together information on possible land acquisition(s).

There was a review of the Town's long-term paving plans. The Flag Hill Rd., Pine Hill Rd., and Stonehenge Place paving is nearly complete. Dir. Garmon's initial paving project list had Hill Road as the next project; however engineering issues with the guardrails have arisen and need to be addressed before they can pave. Picnic Street; then portions of Burroughs Road are now next on the list; possibly followed by Swanson Road. DPW will be putting this project out to bid soon. DPW is investigating locking into a multi-year contract, so we would not need to issue formal bids for every project. This needs to be carefully reviewed to insure that this form of contracting does not conflict with Ch. 90 procedures. There was discussion as to past projects; cost projections and Ch. 90 available funds. It was determined that there may be further discussion on seeking another paving funding article for the next Annual Town Meeting.

Discussion was opened on the potential of the regionalization of fire and police services. FinCom started to contemplate regionalization when the SNAG discussions began, but this is first time it is being actively discussed with the Board of Selectmen. Is this an option that the Town should consider actively pursuing? This has been discussed with the Fire Chief. Other areas of the country have regionalized services and this could potentially save money, however experience tells us that it is difficult to do in Massachusetts. Years ago we had shared dispatch services however this was discontinued due to administrative issues. Subsequently the Town did participate in studies to regionalized Dispatch services but these went nowhere. These analyses seemed to concentrate on the possible impediments, and did not identify the means to overcome them. Regionalization would be a long-range project, a minimum of five years out. Launching a regionalization discussion right now could detract from the public safety communication review currently underway. It was determined that first step would be for the respective liaisons to discuss this with the Chiefs, asking them to explore the various issues through listserv communications with contemporaries and other less formal means of data gathering. They could then provide their findings before the end of the year.

There was discussion on the potential impact of an updated Master Plan on town finances. A member of the FinCom had raised this as a possible concern. As these updates are finalized we need to stay aware of potential financial impact on capital or operational expenses. There are several developments in process that could potentially add 300 + dwelling units. While these new units will generate revenue they will have a real impact on our infrastructure. For example we can anticipate an uptick in our student population. Also, both Chiefs have brought up the potential impact on public safety resources. There was a review of the input that residents have provided to the Master Plan Update Comm. and some of the high points that the MPUC has discussed. The Planning Board anticipates having the MPUC's findings ready for a presentation in the fall.

There was a review of the Town's debt schedule and future capacity. The Town has spent a lot of money in the past few years. However, due to our superior Bond rating and careful management of our debt (i.e. periodic re-financing) our overall obligations have actually decreased over the years which allowed the town to borrow last year. Treasurer McIntyre will be asked to meet with a FinCom member (i.e. Hesler) to develop a "future projection cheat sheet" component for the Capital Plan. They will need to develop ground rules/assumptions in order to be able to run various scenarios. There should be an analysis; not just of the investments but also of proposed projects. Going forward BoS/FinCom should consider whether the Town is making the best use of our debt capacity; what would be the lowest/highest debt obligation that we should carry; and whether they should explore using this remaining capacity to restore the components of the Town's infrastructure.

There was discussion on the current status of the Reserve Fund and the management of Reserve Fund Transfers (RFT) requests. There is approximately a \$17,000 balance remaining in the FY 15 Reserve Fund taking into account tonight's pending RFTs. This "spend down" illuminates an issue that needs to be addressed. RFT should be used only for unanticipated/unforeseeable expenses. There were several occasions when an expense was incurred and an RFT was sought for an expense that could have been anticipated and made part of a department's budget or identified in the capital plan. This and other issues such as an RFT being sought after an item is already contracted for/acquired; anticipated overages not properly projected or departments not apprising the FinCom/BoS of a potential overage when a significant amount was being incurred which would bring them over budget are of significant concern. There is at least one department that historically seeks RFTs at the end of the fiscal year to cover overtime. During FY 15, even though assurances were made that increases in overtime could be handled within the department's budget; expense projections were underestimated; and RFTs were ultimately sought. The final overage for FY 15 was significant. This could have been better managed if timely, and accurate information was received throughout FY 15. Dept. heads and Committees need to provide the rationale and back-up documentation to support their RFT requests. It was noted that these concerns have previously been brought up with those involved, but maybe there should be further discussion. When you have a budget you have to work within it and not overspend.

There was an update on the Minuteman School District and the investigation into our vocational education obligations/options. Selectman Bak provided a summary of intent behind forming a vocational education study comm.; possible committee members and the proposed charge. BoS Chair Amoroso provided an update on recent developments within the Minuteman School District. There are many moving parts and several factions. It is difficult for District stakeholders to come to a consensus. Due to these factors the building project is in danger of failing and could ultimately lead to dissolution of the District.

Participants felt that this was a productive meeting. The intention is to substitute these meetings periodically for a BLF meeting, holding two possibly three of these joint meetings a year. With the assistance of the Town Accountant and Town Administrator, a timeline will be developed so it is in-line with the existing budget schedule/timeframe. It was further noted that the feedback regarding this year's town meeting processes/procedures has been positive. The members of Board of the Selectmen left the meeting.

The Finance Committee members remained to take action on several Reserve Fund Transfers (RFT) and Inter-departmental transfers pursuant to MGL ch 44 §33B. TA Shaw provided background and reviewed the process that allows for Interdepartmental transfers.

Several RFTs were required due to the Tax Collector's recent notice of retirement and the related unanticipated expenses. The Town needed to conduct a statutorily required audit; necessary whenever a financial officer leaves a position. Hesler moved to approve the request to transfer \$1,400 from the Reserve Fund to account #001-135-5301-0000 (Accountant Audit). Seconded by Rosamond. **Approved unanimously.**

The Tax Collector's retirement is effective today and she has accumulated vacation time. This causes an unanticipated shortfall in the Tax Collector's Salary line. Hesler moved to approve the request to transfer \$1,596.15 from the Reserve Fund to account #001-146-5110-0000 (Collector Salary). Seconded by Rosamond. **Approved unanimously.**

Hesler moved to approve the request to transfer \$111 from the Reserve Fund to account #001-145-5711-0000 (Treasurer Travel). Seconded by Rosamond. **Approved unanimously.**

There was an uptick in Legal Services that can likely be attributed to services provided for Town Meeting, CPA and collective bargaining negotiations. Hesler moved to approve the request to transfer \$8,000 from the Reserve Fund to account #001-151-5311-0000 (Legal Services). Seconded by Rosamond. **Approved unanimously.**

TA Shaw provided background on the RFT for Technology expenses. This department was created in FY 15 so this was a "learning" year. The need for this RFT can be attributed several factors. Periodic billings were not issued on larger, long term projects so these expenses were not tracked during the term of the project. Billing processes have been changed. There were also communication gaps. There currently is no centralized oversight/single relay point for the contracting of these services. Again, charges could not be tracked until after the work has been invoiced. Hesler moved to approve the request to transfer \$14,752.07 from the Reserve Fund to account #001-156-5306-0000 (Technology Consulting). Seconded by Rosamond. **Approved unanimously.**

Pursuant to MGL Ch. 44 §33B, Hesler moved to transfer \$1,000 from 001-192-5115-000, Town Hall Clerical Salary to 001-192-5241-0000, Town Hall Building/Grounds Maintenance Service. Seconded by Rosamond. **Approved unanimously.**

Pursuant to MGL Ch. 44 §33B, Hesler moved to transfer \$325 from 001-241-5112-0000, Building Inspector Salary to 001-241-5599-0000, Building Inspector Office Supplies. Seconded by Rosamond. **Approved unanimously**

Pursuant to MGL Ch. 44 §33B, Hesler moved to transfer \$11,949 from 001-220-5116-0000, Fire Salary - Per Diem FF to 001-215-5134-0000, Dispatch Overtime Full-time. Seconded by Rosamond. **Approved unanimously.**

Pursuant to MGL Ch. 44 §33B, Hesler moved to transfer \$12,055 from 001-422-5114-0000, DPW Salary to 001-423-5442-0000, Snow and Ice Vehicle Maintenance Supply. Seconded by Rosamond. **Approved unanimously.**

Pursuant to MGL Ch. 44 §33B, Hesler moved to transfer \$1,075 from 001-630-5126-0000, Rec Comm Part-time Salary to 001-630-5241-0000, Rec Comm Contracted Services. Seconded by Rosamond. **Approved unanimously.**

ADJOURN

The meeting was adjourned at 10:13 PM.



BOARD OF SELECTMEN
Meeting Minutes
July 20, 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

EXECUTIVE SESSION

- At 6:25 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 at 7:00 PM in the Grange Meeting Room to continue the regular business on the agenda. Seconded by: Member Bak. **Approved 5-0 by Roll Call Vote: Fox "aye"; Bak "aye"; Gorman "aye"; Stemple "aye"; and Amoroso "aye."** It was noted that open meeting may have a detrimental effect on the bargaining position of the Board.

Chair Amoroso re-convened the meeting at 7:00 P.M. in the Morse/Hilberg Meeting Rooms of the Town Hall.

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

Police Chief Warren Ryder was present to discuss several items.

- Chief Ryder introduced proposed Special Police Officer candidate, Kevin Gordon. The Chief spoke to his memorandum regarding Gordon's appointment – his background, credentials and experience. Further to the recommendation of Police Chief Warren Ryder, Member Fox moved to appoint Kevin Gordon as a Special Police Officer for a term commencing effective July 23, 2015 and ending on June 30, 2016. Seconded by Member Gorman. **Approved 5-0.**
- The Chief remained to continue the discussion regarding overtime compensation for an exempt position, Police Lieutenant. Members of the Personnel Board were also present. Chief Ryder opened the discussion. When the Lt. position was filled it removed an officer from the rotation leaving the shift coverage short a body. This is further exacerbated by a Sergeant being out on disability since fall of 2014. We have a very small staff. This proposal is so the Lt. can be compensated for periodically covering a patrol shift slot. Shift coverage is outside the Lieutenant's administrative responsibilities. Our officers/sergeants would still have 1st right of refusal for this overtime but if everyone else in the dept. turns down the empty shift then the Chief would ask the Lt. to take it. The Lt. should be compensated for this. Projected out this coverage would be no more than 4% of the Lieutenant's time; this overtime compensation can be managed within the Dept.'s existing budget and no reserve fund transfer would be needed for this. This would have a minimal fiscal impact but it would have a major impact on public safety. The Selectmen provided their input. Based on the Chief's request the Personnel Bd. had created the Police Lieutenant as an exempt position. By definition exempt personnel are expected to put in time beyond a standard work cycle and their compensation reflects this. This could also set a precedent where other exempt employees could seek similar consideration for the time they put in beyond a standard work cycle. The Chief read from the FLSA legal opinion referred to in the materials provided – stating that exempt positions in law enforcement can still qualify for overtime and that this compensation would be calculated as an hourly computation; not based on annual salary. The Chief cited examples. Also other exempt employees cannot be compelled to work for more than their anticipated schedule, however, in the interest of public safety the Lieutenant could be required to do so. Chief Ryder noted that the CBA has advised, in writing, that they are fine with the proposed compensation. He further advised that this is not that rare in other communities. There was a review of discussions with Town Counsel and the legal opinion that was issued on this matter – this is a fact driven analysis and a case by case determination. The proposed compensation would be a small portion of that individual's overall time. Town Counsel closes the opinion by urging

caution if the Town decides to put this type of compensation in place. The Town would have to walk a thin line if implemented. There was discussion of other options that could address the Chief's concerns and the potential required revisions to the Personnel Plan. Personnel Bd. Chair Anne Canfield referred to the Personnel Bd.'s memorandum provided; noting that they feel strongly that this proposal is not in the best interest of the Town. Other members of the Personnel Bd. provided additional input. There is a schedule of position that took a significant amount of time to create its structure. We should not start making changes piecemeal, nor outside of the existing Personnel Plan and the existing process. There was discussion about adjusting the Lt. salary to compensate for possible patrol shift coverage. The Selectmen asked that Personnel Bd. take up the question of adjusting the salary to compensate the Lieutenant for this additional duty. The matter was tabled pending the Personnel Bd.'s input.

- Lindsay Dean, the Holiday Inn's General Manager was present to request the Selectmen consider an application to name her as the Manager on the Holiday Inn's alcohol license and to approve an upcoming event being held on July 25, 2015. Chief Ryder remained for these discussions. Ms. Dean introduced herself and spoke to her work experience at this site. Her promotion is the only change in staffing. All of the serving staff is TIP certified. Chief Ryder advised that, generally speaking, the Holiday Inn is a responsible business. Member Stemple moved to approve and forward to the Alcoholic Beverages Control Commission the petition of the Hotel Boxborough Lessee, LLC, dba Holiday Inn Boxborough Woods, located at 242 Adams Place, to change the manager of the Hotel's beverage service operations from Paul DiNapoli to Lindsay Dean. Seconded by Chair Amoroso. **Approved 5-0.**
- Ms. Dean provided details on the mixed martial arts event being held on July 25th. She advised that the Holiday Inn and the promoter have been working with Fire & Police and all of the required personnel have been retained. It seems that the promoter experienced some delays in organizing this event and only formally applied in June. Chief Ryder advised that they have a good working relationship with this promoter and he is satisfied with the plans that have been put in place. Member Stemple moved to approve the Warrior Nation Extreme Fighters Alliance mixed martial arts event to be held at the Holiday Inn on July 25, 2015. Seconded by Member Gorman. **Approved 5-0.**
- Town Planner Adam Duchesneau was present to provide input from ZBA and Planning Board on a proposed Banner Policy. Building Insp. David Lindberg, members of the Energy Comm. (EnCom) and the general public were also present. The concerns raised during the previous discussions were reviewed. Planner Duchesneau spoke to the materials provided on the votes of both the Planning Bd. and Zoning Board of Appeals. Both boards voted to oppose this proposal; however these votes were not predicated on any bylaw or regulation under their purview. BI Lindberg had nothing further to add to what he previously provided back in June. Member Gorman has discussed this with DPW and the Police Dept. These installations would require two DPW workers in the bucket truck. They estimate one hour to install a banner, then one hour to remove it. He also noted that the DPW is already overtasked and this would be an additional responsibility. There is also a public safety concern. The proposal is to hang banners over Route 111/Mass. Ave., a major thoroughfare. This work would interfere with traffic, so a police detail would be required. Details are contracted in four hour increments. These elements would cost more than the proposed \$100.00 fee. TA Shaw has discussed this proposal with LELD. They are willing to install the support poles; however they will not hang the banners. The Chair opened the floor. EnCom members provided their input - we do not have a typical town center. A banner could provide a central focal point. We have so few opportunities to advertise events this is a useful option. Photos of banners hung in other towns were provided. Other audience members also provided input - we are not Acton or Littleton and don't have the resources to support this. We already have the Minuteman sign frame just up the street. The Selectmen noted that the Town Planner and Building Insp. have advised that this proposal is in line with existing Town bylaws/regulations. So there now two distinct issues to consider: Do we want banners (esthetics/visual impact) and; how do we manage the related expenses. It was determined that more public input would be sought before a final determination is made. An announcement requesting feedback will be posted on the website and we will try to also get it into the newspaper.
- Steele Farm Advisory Committee (SFAC) Chair Ed Whitcomb, and members Jeanne Steele Kangas and Bruce Hager were present to discuss the Steele Farm Management Plan and to seek the Board's input. There are a few issues with this material but overall SFAC is pleased with the report. It is now up to the Selectmen, SFAC and our residents to decide what we will do with the property. The Town now has a baseline so we can begin to build the formal "Management Plan"; generate support and identify potential funding opportunities. There are a lot of good ideas, but many could not be implemented immediately. There are proposed concepts that would require a significant financial and a "hands-on" time commitment. Some of the initial proposals would have radically changed the purpose of this property. There is concern that the Conway School did not seem to address the agricultural aspect of the property; despite SFAC's best efforts they seemed to have been more focus on environmental preservation. They did, however, listen to pushback regarding their proposal to close the main trail; revising what is before us. There was discussion on the input received at the two public forums held. There was also discussion on the timeline and that the Town's submitted revisions still need to be incorporated into a "final" report. Jeanne - there was a lot public participation in the 2 public meetings.

- The Chair opened the floor for Citizens concerns. Carol Ann Driscoll had driven the newly paved Pine Hill Road today and wanted everyone to know what an improvement there was. The DPW did a great job. She also wanted to remind everyone that the DPW also did a tremendous job keeping the roads clear this winter.
- Though not on the agenda, Building Inspector David Lindberg advised the Selectmen the Town Hall's West Wing HVAC systems failed last week, leaving that section without air conditioning. Repairs were attempted but they failed almost immediately. All four of the Town Hall's HVAC units were installed when the addition was built and are well past their useful life. This is noted in the Capital Plan, but no actual replacement date was ever identified. Lindberg proactively obtained replacement estimates last year. This is an emergency situation that needs to be addressed and he would like to recommend and request that the Town replace the two units servicing the West Wing immediately. Tonight's Selectmen's meeting had to be relocated to the Morse/Hilberg Rooms because it was 80+ degrees in the Grange. There was a discussion of possible rebates and incentives. It was determined that the Town would wait until the two remaining East Wing units fail before they are replaced. Member Gorman moved to forward to the Finance Committee for approval the request to transfer an amount not to exceed \$17,000, to the Town Hall Building & Grounds Maintenance service account. Seconded by Member Bak. **Approved 5-0.**

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

OLD BUSINESS

- Member Bak opened the discussion on the creation of Vocational Education Advisory Committee. The candidates for appointment to this Committee and Minuteman School Comm. Rep. Cheryl Mahoney were present. The proposed charge was reviewed and revisions were made. There was discussion as to the current climate in the Minuteman District; recent events and the complex issues/concerns that this group will have to analyze in a brief window in order to have a recommendation ready for the 2016 Town Meeting. Member Bak moved to approve the charge of the Vocational Education Advisory Committee as amended and to appoint Brigid Bieber, Hugh Fortmiller, Gary Kushner and Anne McNeece to serve on the Committee for a term effective immediately through June 30, 2016. Seconded by Member Stemple. **Approved 5-0.**

MINUTES

- Member Gorman moved to accept the minutes for the Regular session, June 29, 2015, as revised. Seconded by Member Fox. **Approved 5-0.**

SELECTMEN REPORTS

- Member Stemple reported that he and TA Shaw attended the Minute Man Airfield anniversary event. While there he was able to speak to members of MassDOT regarding the proposed Mass Ave. sidewalks. With the support of Sen. Eldridge and Rep. Benson he is hoping that we can finally make this happen.
- Member Fox reported that the Town's Video On Demand is almost ready to go live. There are issues with some internet providers blocking the function, but they are working on resolving this.
- Member Gorman reported he had met with Chief Ryder regarding issues with the recent MassDOT Rte. 495 detours going through Town.

He reported that DPW Dir. Garmon working on the job description for the new DPW worker. He is looking to have job posting ready by the end the week. He also reported that DPW has begun the Hill Road culvert work.

He also reported that first meeting of the Public Safety Communications Comm. went well. They are meeting again this Friday at the Museum. There has been discussion about putting a mock up on the pole, but there are issues and possibly repositioning pole.

Member Gorman also reported that the Space Needs Advisory Group "SNAG" is meeting on Tuesday.

OLD BUSINESS (Continued)

- The Board re-opened discussion on participating in a joint application for a Community Compact with the State. It was noted that the new materials provided does not alleviate the concerns previously raised; rather it affirms them. The wording seems to indicate that this would be an agreement between the Town and Governor Baker/Lt. Gov. Polito not with the Commonwealth, which seems to be a political exercise. All of the other communities in the CrossTown Connect Transportation Management Assoc. "CrossTown" have already signed off on this. If Boxborough chooses not to sign up CrossTown may not be eligible to participate. There was discussion as to what benefits/incentives would be available with participation. They are similar to what

was received with other state program. There is no determinant to the Town if this Compact is never implemented. It was noted that there would be support for participation if it was clear that the Commonwealth is the contracting party to this agreement not individual politicians. Member Stemple moved to submit a joint application with the Towns of Acton, Littleton, Maynard, and Westford for a Community Compact with the Commonwealth of Massachusetts for the CrossTown Connect Transportation Management Association as a "best practice" for transportation. Seconded by Member Bak. **Not Approved 2-3 by Roll Call Vote: Fox "aye"; Stemple "nay"; Bak "aye"; Gorman "nay"; and Amoroso "nay."**

- Member Gorman moved to authorize the submission of Winter Recovery Assistance Program (WRAP) Project Reimbursement Request in the amount of \$32,269.45 and the Final Report. Seconded by Member Bak. **Approved 5-0.**
- The Board tabled further discussion on Performance evaluations until additional input is obtained from Town Counsel.
- The Selectmen took up the appointment of alternate Assistant Inspector of Wires. This is necessary as both the Inspector and the current Assistant Inspector of Wires will be out on vacation at the same time. Further to the recommendation of the Inspector of Buildings, David Lindberg, Member Gorman moved to appoint Robert Norton as an alternate Assistant Inspector of Wires for a term effective immediately through June 30, 2016. Seconded by Member Stemple. **Approved 5-0.**
- Member Gorman moved to accept the MIIA Loss Control Grant in the amount of \$4,940 for the purpose of acquiring/ installing a cell monitoring system for the Police Department. Seconded by Member Bak. **Approved 5-0.**
- Member Gorman opened discussion on a Reserve Fund Transfer for Cemetery. During the work to repair the No. Cemetery crypts the contractor identified additional issues which were unanticipated but must be taken care of. Member Gorman moved to forward to the Finance Committee for approval the request to transfer \$12,000 from the Reserve Fund to account #001-491-5241-0000 (Cemetery – Building and Grounds Maintenance Svcs). Seconded by Member Fox. **Approved 5-0.**
- The Board took up the Federal Highway Admin. (FHWA) Title VI/Nondiscrimination Assurance request. It is unclear why this is being sought. We are currently in compliance with these mandates so there is no issue in providing this; however it would be detrimental if we did not provide it. Member Gorman moved to authorize the Board of Selectman Chair, Vincent Amoroso, to sign the Federal Highway Administration (FHWA) Title VI/Nondiscrimination Assurance and submit it to the Massachusetts Department of Transportation (MassDOT). Seconded by Member Bak. **Approved 5-0.**

CORRESPONDENCE

- There was discussion of the Town Accountant's memo concerning changes in IRS fringe benefits reporting regulations. The Town Accountant will be coming to an August meeting to discuss the Town's audit and this can be discussed at that time.
- There was discussion concerning Member Gorman's email regarding the investigation into public safety regionalization of services. The most efficient way to address this would be for the Chiefs Ryder and White to prepare an abbreviated report outlining the benefits/detriments to Boxborough in regionalizing the respective public safety services. Also that the Chiefs reach out to find out if any other community has tried this. Once completed the Chiefs can provide the Board with the details of their investigation.

CONCERNS OF THE BOARD

- The Board cancelled its August 3rd meeting. Their next meeting will be August 17, 2015.
- The Board identified October 24th for their annual Goals Workshop.
- The Board discussed their annual Appreciation Event. Concern had been voice that employees have to come back to town, on their own time, to attend this event when it is held on a Saturday. Several alternatives were discussed, such as – holding during the week; gift card distribution, having it at a function facility; and holding separate events for volunteer and employees. It was determined that event would essentially remain unchanged, except they would look into holding it on the UCC/BCC's lawn. September 19th was chosen for this year's event.

ADJOURN

- The meeting was adjourned, at 10:20 PM.

Vocational Education Advisory Committee

Options	Academic Quality and Fit	Administrative	Financial
<u>Stay at MM</u>	<ul style="list-style-type: none"> • Is there any academic or programmatic impact on the Town? • Are there any problems with accreditation? Is the school on probation? • Teaching staff 	<ul style="list-style-type: none"> • Is there any administrative impact on the Town? 	<ul style="list-style-type: none"> • What are the costs per pupil including our share of the capital costs for the new building? Projected over the next 5 years. • Any change in cost if the District changes the minimum number of students from ___ to ___? • What is the financial impact of changing the formula for non-member Towns to pay a portion of the capital costs?
<u>Withdraw from MM and apply to another District</u>	<ul style="list-style-type: none"> • Does the school have the same academic and programmatic offerings as MM? More, less or about the same? • Quality of programs • Teaching staff • Are there any problems with accreditation? Are any of the schools on probation? 	<ul style="list-style-type: none"> • What happens to Boxborough students enrolled at MM at the time of separation? Would they be guaranteed continued enrollment until they graduate? • Would the new District have to amend their agreement? • Would the Towns in that District have to vote to accept Boxborough in the District? <p>Hugh Fortmiller to obtain District agreements for Voc Ed Schools under consideration</p>	<ul style="list-style-type: none"> • What are the costs per pupil projected over the next 5 years? • Would there be any upfront cost as a buy-in to a District? • Are any of the schools under consideration planning a building rehab or new construction?
<u>Withdraw from MM and enter into an IMA with MM or some other District</u>		<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> •

Options	Academic Quality and Fit	Administrative	Financial
<p><u>Withdraw from MM and do not belong to another District</u></p>		<ul style="list-style-type: none"> • Boxborough has no school committee. Who would provide oversight if the Town is not a part of a VocEd District? • Would our students be allowed to participate in the R.J. Grey Junior High Technology Program sponsored by MM if we withdraw? Brigid explored this issue. She has a commitment that there would be no change. Boxborough students would be able to participate in the R.J. Grey Jr. High Tech Program. • Does Chapter 74 allow students to apply to any VocEd school in the Commonwealth? • How do the schools make their decisions about admissions. • What if the VocEd school is excessively distant from Boxborough – are there any statutory limits or protections for the Town, or is the Town required to pay transportation anywhere within the Commonwealth? • How would we arrange transportation if multiple students selected different VocEd schools? • Once a student is accepted as an out of District applicant, would they be guaranteed a seat through graduation? 	<ul style="list-style-type: none"> • Would the Town have to hire additional staff and if so, what would the cost be to administer Chapter 74 Education? • What is the cost of transportation per student? • What are the costs of transportation if each student applied to and selected a different school?

Options	Academic Quality and Fit	Administrative	Financial
<p><u>Withdraw from MM and do not belong to another District</u></p>		<ul style="list-style-type: none"> • Is there a way to encourage students to choose from among a preferred number of districts identified by Boxborough? Are there any statutory or contractual mechanisms available? 	

7a

Selina Shaw

From: Carr, Michael (SEN) <Michael.Carr@masenate.gov> on behalf of Eldridge, James (SEN) <James.Eldridge@masenate.gov>
Sent: Thursday, July 23, 2015 1:42 PM
To: Selina Shaw
Subject: My Community Compact Thoughts

Dear Selina,

It was good speaking with you earlier today. As a follow up to our conversation on the Governor's Commonwealth Community Compact initiative, I support it and believe it is in Boxborough's best interest to sign such a compact, as it would increase the likelihood of state support and funding to carry out the vision the residents of Boxborough have for the town. I believe the compacts will strengthen municipal partnerships with the state and offer a unique forum for local issues to be heard. I hope that Boxborough will give a compact serious consideration. Thanks so much for your hard work and good guidance for the town, I appreciate it.

Sincerely, Jamie

COMMUNITY COMPACT APPLICATION

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

This is the part of a regional compact application - Yes

DRAFT

*Best Practice Area #1 - **Transportation and Citizen Safety** - Other*

Why did you choose this best practice?

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

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

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

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

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



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

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

June 11, 2015

Dear Municipal Executive:

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

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

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

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

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

Sincerely,

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

KARYN E. POLITO
LIEUTENANT GOVERNOR



The Official Website of the Governor of Massachusetts

Governor Charlie Baker

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

Community Compact Frequently Asked Questions

Governor Charlie Baker

Lieutenant Governor Karyn
Polito

Cabinet

Governor's Internship Program

Councils, Cabinets,
Commissions, Panels, & Task
Forces

Community Compact Cabinet

Compact Application

Frequently Asked
Questions

Commonwealth
Commitments

Best Practice Areas

Judicial Nominating Commission

Staff

1. What is a Community Compact?

The Community Compact is a voluntary, mutual agreement entered into between the Baker-Polito Administration and individual cities and towns of the Commonwealth. In a Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The Compact also articulates the commitments the Commonwealth will make on behalf of all communities.

2. When was the Community Compact program launched?

The first Executive Order, signed by the Governor in January 2015, established the Community Compacts. The Order creates a Community Compact Cabinet that will work toward mutual accountability, work to reduce red tape, promote best practices, and develop specific 'Community Compacts' with local governments. These Community Compacts create clear mutual standards, expectations, and accountability for both the state and municipalities as we seek to create better government for our citizens. The Baker-Polito Administration values input from the municipal leaders of the Commonwealth and will utilize the Community Compacts as a way to continue to engage them.

3. What communities are eligible for a Community Compact? And are these optional?

The Community Compact agreement is open to all the cities and towns of the Commonwealth. While a great tool for cities and towns, Community Compacts are optional. All Compact agreements are subject to review by the Division of Local Services before they are signed.

4. How does a Community Compact work? What is the obligation of my community?

Communities will self-identify the best practice(s) from the list on the Community Compact website. The community's chosen best practice(s) will be reviewed between the Commonwealth and the municipality to ensure that the best practice(s) chosen are unique to the municipality and reflect needed areas of improvement. Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth. The municipal leader will be required to sign and authorize the Compact for a community. Those communities participating in the Community Compact will, over a two year period, implement the best practice(s) they selected when entering into the Compact. Resources for technical assistance from the Commonwealth will be prioritized for those communities entered into a Compact and seeking to implement their best practice(s). The Division of Local Services serves as the primary point of entry for communities looking for resources in best practice development and implementation.

5. What is the obligation of the Commonwealth?

The Commonwealth's commitments are found on the Community Compact website. In addition, the Commonwealth will offer incentives to communities for entering into a Community Compact, including prioritizing Commonwealth technical assistance resources to help reach your chosen best practice(s). Extra points on certain grants, and a grant program specifically for Compact communities are also incentives included for participation in the program.

6. Is there a deadline to apply for the Compact? How do I access the application?

No. A community may choose to enter into the Community Compact at any time. Each Compact agreement will run for two years. During the two year period of each compact, the Division of Local Services will periodically check in with the communities to monitor progress towards the implementation of the selected best practice(s). The application can be found by visiting www.mass.gov/ccc. You will need a passcode to fill out the Community Compact application. If you do not have a passcode, please contact DLS by sending an email to Daniel Bertrand at bertrandd@dor.state.ma.us.

7. Can communities have a joint Community Compact?

Yes, for smaller communities, regionalization of the Compact is an option. The Communities will individually fill out an application, choose the same best practice(s) and choose the regionalization option on the website.

8. Where can I find out more information?

To find out more information please visit www.mass.gov/ccc.

Recommended Content

People also viewed...

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

You recently viewed...

- Community Compact Cabinet
- ITS42
- Statewide Contract User Guides



The Official Website of the Governor of Massachusetts

**Governor
Charlie Baker**

Home > Legislation & Executive Orders > Executive Orders > Executive Order No. 554

Executive Order No. 554

By His Excellency
CHARLES D. BAKER
GOVERNOR
EXECUTIVE ORDER NO. 554

Revoking and Superseding Executive Order 537

CREATING THE COMMUNITY COMPACT CABINET

WHEREAS, cities and towns are at the front lines of delivering services to the citizens of the Commonwealth;

WHEREAS, cities and towns are vital partners in creating the conditions under which economic development flourishes throughout Massachusetts;

WHEREAS, cities and towns face increasing pressures on municipal and school budgets, which impacts those essential services;

WHEREAS, cities and towns, through local aid and other programs, are partners with the Commonwealth;

WHEREAS, the Commonwealth wishes to recommit itself to a stronger partnership with its cities and towns;

WHEREAS, cities and towns have the right to hold the Commonwealth accountable, the Commonwealth has the right to hold cities and towns accountable, and the citizens have the right to hold all levels of government accountable. There should be a new compact between the state and our communities to create more effective, efficient and accountable governments.

NOW, THEREFORE, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, by virtue of the authority vested in me by the Constitution as Supreme Executive Magistrate, Part 2, c. 2, § 1, Art. 1, do hereby revoke Executive Order No. 537 and order as follows:

Section 1. There is hereby established within the Executive Office of the Governor, a Community Compact Cabinet to advise the Governor on its areas of responsibility set forth in Section 4 below.

Section 2. There shall be, within the Department of Revenue, a Senior Deputy Commissioner, Division of Local Services, who shall report to the Commissioner of Revenue and shall be responsible for the operations and activities of the Division of Local Services. In addition, the new Senior Deputy Commissioner will also be the primary lead on local issues on behalf of the Secretary of Administration and Finance.

Section 3. The Community Compact Cabinet shall be chaired by the Lieutenant Governor. The Senior Deputy Commissioner, Division of Local Services shall serve as the Vice-Chair of the cabinet. The cabinet shall also include the Secretary of the Executive Office of Housing and Economic Development, the Secretary of the Executive Office of Education, the Secretary of Transportation, the Secretary of the Executive Office of Energy and Environmental Affairs, the Assistant Secretary for Operational Services, the Chief Information Officer, and any other person whom the Lieutenant Governor may designate from time to time.

Section 4. The Community Compact Cabinet shall have the following areas of responsibility:

- i. to champion municipal interests across all executive secretariats and agencies;
- ii. to develop, in consultation with cities and towns, mutual standards of best practices for both the state and municipalities, working toward the creation of community compacts that will create clear standards, expectations and accountability for both partners;
- iii. to develop ideas to incentivize adoption of best practices at the municipal and school district level;
- iv. to work with the Local Government Advisory Commission (the "LGAC") to resolve issues and implement recommendations made by the LGAC and approved by the Governor;
- v. to review state regulatory burdens on municipalities and school districts and recommend reforms to lessen the burdens on municipalities and school districts;
- vi. to understand the major cost drivers of municipalities and school districts and identify actions that the Commonwealth, municipalities and school districts can take to control them;
- vii. to identify and remove barriers to economic development opportunities for cities and towns; and
- viii. to empower cities and towns and school districts by finding new ways for local governments to leverage state resources and capacity.

Section 5. All agencies subject to the Governor's control shall provide assistance to the Community Compact Cabinet by sharing information and expertise, as requested.

Section 6. This Executive Order shall continue in effect until amended, superseded or revoked by subsequent Executive Order.

Given at the Executive Chamber in Boston this 23rd day of January in the year of our Lord two thousand fifteen and of the Independence of the United States of America two hundred thirty-nine.

CHARLES D. BAKER

GOVERNOR

Commonwealth of Massachusetts

WILLIAM FRANCIS GALVIN

Secretary of the Commonwealth

GOD SAVE THE COMMONWEALTH OF MASSACHUSETTS

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CHARLIE BAKER
GOVERNOR

For Immediate Release - June 08, 2015

KARYN POLITO
LIEUTENANT GOVERNOR

Baker-Polito Administration Launches First Community Compact Applications

Media Contact

Elizabeth Guyton
elizabeth.guyton@state.ma.us

Cities and towns pledge to implement best practices, eligible for state assistance and other incentives

Share On:



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BOSTON – Today, the Baker-Polito Administration launched the application process for the Community Compact, an opportunity for cities and towns to enter into partnerships with the state to accomplish mutually agreed upon goals. The Community Compact is the result of Governor Charlie Baker's first [Executive Order](#) signed in January which created a cabinet to strengthen the Administration's partnerships with cities and towns. An online portal will be available to local leaders that details the process, commitments, and incentives.

"We have traveled to every corner of the Commonwealth to meet with municipal leaders and learn more about the best ways to partner with our communities, and today we're proud to launch this application process for the Community Compact," said Lt. Governor Polito. "By promoting best practices and incentivizing our cities and towns, I look forward to championing this effort to create better opportunities for our schools and communities."

The Community Compact will offer clear mutual standards, expectations, and accountability for both the state and municipalities as both partners seek to create better government for our citizens.

COMMUNITY COMPACT PROCESS:

- A municipal leader completes the [application](#) available at mass.gov/ccc where their city or town pledges to adopt one or more [best practices](#). Municipalities may apply once during this round, and applications will be accepted on a rolling basis. As a partnership, the Commonwealth agrees to fulfill its own set of [commitments](#).
- All applications are reviewed by the Division of Local Services within a month of submission.
- Once approved, both the municipal leader (i.e. Mayor or Board of Selectmen Chair) and Lieutenant Governor Polito will sign the Community Compact.
- The Commonwealth will provide technical assistance, as needed, to the municipality to develop or implement their chosen best practice(s).
- To reward those communities striving to become more innovative and accountable, the Commonwealth offers incentives through various state grants and programs. For example, the fifth annual round of the MassWorks Infrastructure Program is now open, and municipalities who have begun the process of signing a Community Compact will benefit on their MassWorks grant application.

More information on the compacts, obligations, incentives, and deadlines can be found on the [FAQ page of the website](#).

About the Community Compact Cabinet:

Over the last four months, the Community Compact Cabinet—chaired by Lt. Governor Polito and comprised of the secretaries of Housing & Economic Development, Education, Transportation, and Energy & Environmental Affairs, the Senior Deputy Commissioner of Local Services, the Assistant Secretary of Operational Services, and the Chief Information Officer of the Commonwealth—developed, in consultation with cities and towns, the best practices included on the application. The Cabinet members have and will continue to champion municipal interests across all executive secretariats and agencies, helping state agencies be better partners with municipalities and better leveraging their resources for the benefit of communities across the Commonwealth.

###

COMMONWEALTH COMMUNITY COMPACT

WHEREAS cities and towns and the Commonwealth must work together to create the conditions for a strong and resilient economy; and

WHEREAS cities and towns face increasing pressures on municipal and school budgets which impact essential services; and

WHEREAS cities and towns are partners with the Commonwealth and the Baker-Polito Administration is recommitting itself to that partnership through the Community Compact Cabinet; and

WHEREAS the Commonwealth is committed to promoting mutual standards of best practice for both the state and municipalities that will create clear standards, expectations, and accountability for both partners; and

WHEREAS the citizens of Massachusetts are right to expect forward-thinking, innovative government from both the Commonwealth and local governments.

Commonwealth Commitments

As a sign of its commitment to an improved partnership with cities and towns, the Baker-Polito Administration:

- Intends to be a reliable partner on local aid.
- Pledges to work with our partners in the Legislature toward earlier local aid formula funding levels.
- Will work to make available technical assistance opportunities for cities and towns as they work toward best practices.
- Will not propose any new unfunded state mandates, and we will look at existing mandates with a goal toward making it easier to manage municipal governments.
- Will give special attention, in its review of state regulations, to those that affect the ability of municipalities to govern themselves.
- Pledges to work closely with municipal leaders to expand opportunities to add municipal voices to those state boards and commissions that impact local governments.
- Will introduce incentives for municipalities that sign Compacts in existing and proposed state grant opportunities, including proposals for technical assistance grants available only to compact communities.
- Will identify ways to expedite state reviews that can often slow down economic development opportunities or hinder other municipal interests.

God Save the Commonwealth of Massachusetts

Community Commitments

NOW THEREFORE the City of Worcester pledges to adopt the following best practices:

1. Citizen Engagement: There is a documented citizen engagement strategy for deployment of technology solutions, including a public communication strategy and a professional development strategy to ensure that internal resources can effectively engage with users via technology.

The Commonwealth will work with the City of Worcester as a partner in implementing these best practices, including prioritizing technical assistance when that is needed to accomplish execution of a new best practice.

Commonwealth Compact Community Incentives

The Baker-Polito Administration seeks to recognize municipalities that are striving to become more innovative and accountable and introduce incentives through various state grants and programs to reward municipalities who have signed Community Compacts and committed themselves to continuous improvement. Municipalities that pledge to adopt best practices through compacts will get bonus points on selected state grant programs and will be prioritized for various technical assistance programs.

TOGETHER we sign this Community Compact in a spirit of partnership and public service, understanding that we serve the citizens of our Commonwealth and that our citizens deserve the best government possible.

Signed this 24th of June in the Year 2015

Lt. Governor Karyn Polito
Joseph Petty
Commonwealth of Massachusetts
Mayor of Worcester

God Save the Commonwealth of Massachusetts

Commonwealth of Massachusetts



Community Compact Cabinet & Becoming a "Compact Community"

DRAFT FOR POLICY DEVELOPMENT
PURPOSES ONLY



What is the CCC



- Created by the Governor's first Executive Order (#554), the Community Compact Cabinet (CCC)
 - Improves state-municipal relations by having state agencies work better with and for municipalities
 - Works to better coordinate and leverage state resources available to cities and towns
 - Strives to incentivize best practices at the local level
- Membership:
 - Lieutenant Governor (Chair)
 - Senior Deputy Commissioner, Division of Local Services (Vice-Chair)
 - Secretary of the Executive Office of Housing and Economic Development
 - Secretary of the Executive Office of Education
 - Secretary of Transportation
 - Secretary of the Executive Office of Energy and Environmental Affairs
 - Assistant Secretary for Operational Services
 - Chief Information Officer

Areas of Responsibility

- Champion municipal interests across all executive secretariats and agencies;
- Develop mutual standards of best practices for both the state and municipalities;
- Develop ideas to incentivize adoption of best practices at the municipal and school district level;
- Work with the Local Government Advisory Commission (LGAC) to resolve issues and implement recommendations made by the LGAC and approved by the Governor;
- Review state regulatory burdens on municipalities and school districts and recommend reforms;
- Understand the major cost drivers of municipalities and school districts and identify actions that the Commonwealth, municipalities and school districts can take to control them;
- Identify and remove barriers to economic development opportunities for cities and towns;
- Empower cities and towns and school districts by finding new ways for local governments to leverage state resources and capacity.

3

Inclusive Approach – Assistance for all Communities

- Massachusetts is a Commonwealth of 351 cities and towns - both large and small

MASSACHUSETTS MUNICIPALITIES POPULATION

Population Range	Number of Municipalities (Approximate)
At least 1K	10
Bet 1K and 5K	70
Bet 5K and 10K	60
Bet 10K and 15K	50
Bet 15K and 20K	40
Bet 20K and 25K	30
Bet 25K and 30K	25
Bet 30K and 40K	20
Bet 40K and 50K	15
Bet 50K and 60K	10
Bet 60K and 75K	5
Bet 75K and 100K	5
Bet 100K and 200K	5
More than 200K	5

- The Baker/Polito Administration is committed to helping all communities achieve best practices
- Any community, regardless of population, that enters into a Compact will be eligible for technical assistance

4



What is a Community Compact?



- The Community Compact is a voluntary, mutual agreement between the Administration and municipality
- In a Community Compact, a community will agree to implement at least one best practice that they select from across a variety of areas
- Once approved, the written agreement will be generated and signed by both the municipality and the Commonwealth
- The Compact also articulates the commitments the Commonwealth will make on behalf of all communities

5



Commonwealth's Commitments



- As a sign of its commitment to an improved partnership with cities and towns, the Baker-Polito Administration:
 - Intends to be a reliable partner on local aid.
 - Pledges to work with our partners in the Legislature toward earlier local aid formula funding levels.
 - Will work to make available technical assistance opportunities for cities and towns as they work toward best practices.
 - Will not propose any new unfunded state mandates, and we will look at existing mandates with a goal toward making it easier to manage municipal governments.
 - Will give special attention, in its review of state regulations, to those that affect the ability of municipalities to govern themselves.
 - Pledges to work closely with municipal leaders to expand opportunities to add municipal voices to those state boards and commissions that impact local governments.
 - Will introduce incentives for municipalities that sign Compacts in existing and proposed state grant opportunities, including proposals for technical assistance grants available only to compact communities.
 - Will identify ways to expedite state reviews that can often slow down economic development opportunities or hinder other municipal interests.

6



Why Enter Into a Community Compact?



- Allows your community to implement a best practice(s) that you might otherwise be unable to
- Shows residents and taxpayers that you are striving to follow best practices
- The Commonwealth will offer incentives, including prioritizing Commonwealth technical assistance resources to help reach your chosen best practice(s)
- Extra points on certain grants, and a grant program specifically for Compact communities, are also incentives

7



How to Become a Compact Community



- Visit Mass.gov/CCC and choose "Compact Application"
- Then choose the Best Practice(s) you want to implement and briefly explain why
- Hit submit and that's it!
- Division of Local Services (DLS) will review and forward to the appropriate Secretariat for review and follow-up with the municipality
- The Commonwealth will work with the municipality to obtain technical assistance resources to help reach your chosen best practice(s)
- Each Compact agreement will run for two years
 - During the two year period of each compact, the DLS will monitor progress
 - Progress payments made based on project timeline community has with consultant

8

 Areas of Best Practices 						
Financial Management	Housing /Economic Development	Education	Energy /Environment	Technology	Transportation / Citizen Safety	Regional Cooperation
Budget Document	Preparing for suburbs	Administration and finance	Maximizing energy efficiency and Renewable opportunities	Cyber-security	Complete streets	Explore sharing services-regionally
Financial policies	Housing	Coordination and collaboration - professional development	Climate Change mitigation and adaptation	Transparency	Safe routes to school	
Long-range planning	Infrastructure	Coordination and collaboration - higher education	Sustainable development and land use/transportation	Business connectivity	A safe and mobile future for rider drivers	
Capital planning	Compatibility	Coordination and collaboration - transition	Resource management	Citizen engagement	Sharing best practices	
Review Financial Management Structure	Job creation & retention	Coordination and collaboration - early education	Waste and site cleanup	Data standards	Citizen safety	
Other	Other	Other	Promote agriculture	Other	Other	
			Other			

Department Head Performance Appraisals

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

GL

Selina Shaw

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

Susan:

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

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

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

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

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

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

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

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

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

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

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

Thank you.

Joe

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



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From: Adam Duchesneau <aduchesneau@boxborough-ma.gov>
Sent: Wednesday, August 12, 2015 8:26 AM
To: Selina Shaw
Subject: BoS Item for 8/17
Attachments: disc-19-munic-financial-interest-new.doc

Hi Selina,

We have a potential conflict of interest with one of the ZBA members and an application that will be heard by them this coming Tuesday, August 18th, which is a bit of an issue as we only have four regular ZBA members right now. I reached out to Chris Habersaat and he indicated as of right now he COULD attend the Tuesday meeting to fill in, but he might be going on trial next week and possibly may NOT be able to attend. He said he would know by the end of this week.

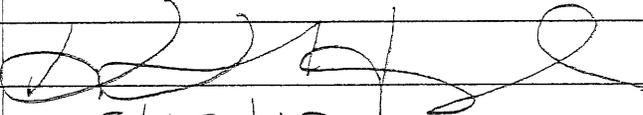
I contacted the State Ethics Commission and if Chris cannot attend, we can have the ZBA member file the attached disclosure agreement, but it would need to be approved by the Board of Selectmen at their next meeting. I will be getting the ZBA member to file this form (hopefully today) and then will be passing it along to you for the Board of Selectmen. However, there is an outside chance that I may not be able to get the ZBA member (Kristin Hilberg) to fill this out by the end of today. I will do my best, but this is the current situation. Hopefully Kristin will bring in the form this morning.

Adam

Adam L. Duchesneau, AICP
Town Planner
Town of Boxborough | 29 Middle Road | Boxborough, MA 01719
t 978-264-1723 | f 978-264-3127 | ADuchesneau@Boxborough-MA.gov
Boxborough: A Rural, Engaged Community for All
www.boxborough-ma.gov

**DISCLOSURE OF APPEARANCE OF CONFLICT OF INTEREST
AS REQUIRED BY G. L. c. 268A, § 23(b)(3)**

PUBLIC EMPLOYEE INFORMATION	
Name of Public employee:	Kristin Hilberg
Title or Position:	Zoning Board of Appeals Clerk
Agency/Department:	Planning Department
Agency Address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1723, 978-264-1722, or 978-501-2912
Office E-mail:	ADuchesneau@Boxborough-MA.gov , mnadwairski@boxborough-ma.gov , or khilberg1@verizon.net
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	There is an application before the Zoning Board of Appeals in which the Applicants are requesting a reduced frontage Special Permit.
What responsibility do you have for taking action or making a decision?	As a member of the Zoning Board of Appeals, I would be voting on the Applicant's Special Permit request for a reduced frontage lot.
Explain your relationship or affiliation to the person or organization.	I am a real estate agent and one of my clients recently had an offer to purchase a piece of land in a different town that the Applicants owned, but under a different LLC name. That offer has expired by my client may still buy the land at a later date. Additionally, I have worked for the Applicants under a different LLC name in the past and may also do so in the future. Furthermore, I acted as the buyer's agent for the single-family dwelling where the current property owners of the subject property are living.
How do your official actions or decision matter to the person or organization?	With only four members on the Zoning Board of Appeals, the Applicants will need a unanimous decision from the Board in order to receive approval for their requested Special Permit.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee Signature:	
Date:	8/12/15

Attach additional pages if necessary.

Not elected to your public position – file with your appointing authority.

Elected state or county employees – file with the State Ethics Commission.

Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

Elected municipal employee – file with the City Clerk or Town Clerk.

Elected regional school committee member – file with the clerk or secretary of the committee.

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

MUNICIPAL EMPLOYEE INFORMATION	
Name:	Kristin Hilberg
Title or Position:	Zoning Board of Appeals Clerk
Municipal Agency:	Town of Boxborough, Massachusetts
Agency Address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1723, 978-264-1722, or 978-501-2912
Office E-mail:	ADuchesneau@Boxborough-MA.gov , mnadwairski@boxborough-ma.gov , or khilberg1@verizon.net
	My duties require me to participate in a particular matter, and I may not participate because of a financial interest that I am disclosing here. I request a determination from my appointing authority about how I should proceed.
PARTICULAR MATTER	
Particular matter E.g., a judicial or other proceeding, application, submission, request for a ruling or other determination, contract, claim, controversy, charge, accusation, arrest, decision, determination, or finding.	There is an application before the Zoning Board of Appeals in which the Applicants are requesting a reduced frontage Special Permit.
Your required participation in the particular matter: E.g., approval, disapproval, decision, recommendation, rendering advice, investigation, other.	As a member of the Zoning Board of Appeals, I would be voting on the Applicant's Special Permit request for a reduced frontage lot. With only four members on the Zoning Board of Appeals, the Applicants will need a unanimous decision from the Board in order to receive approval for their requested Special Permit.
FINANCIAL INTEREST IN THE PARTICULAR MATTER	
Write an X by all that apply.	<input type="checkbox"/> I have a financial interest in the matter. <input type="checkbox"/> My immediate family member has a financial interest in the matter. <input type="checkbox"/> My business partner has a financial interest in the matter. <input type="checkbox"/> I am an officer, director, trustee, partner or employee of a business organization, and the business organization has a financial interest in the matter. <input checked="" type="checkbox"/> I am negotiating or have made an arrangement concerning future employment with a person or organization, and the person or organization has a financial interest in the matter.

Financial interest in the matter	I am a real estate agent and one of my clients recently had an offer to purchase a piece of land in a different town that the Applicants owned, but under a different LLC name. That offer has expired by my client may still buy the land at a later date. Additionally, I have worked for the Applicants under a different LLC name in the past and may also do so in the future. Furthermore, I acted as the buyer's agent for the single-family dwelling where the current property owners of the subject property are living.
Employee Signature:	
Date:	8/12/15

DETERMINATION BY APPOINTING OFFICIAL

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

Attach additional pages if necessary.

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



MINUTEMAN
A REVOLUTION IN LEARNING

8 b) ii

Received
7-20-2015

July 16, 2015

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

Dear Mr. Amoroso:

On April 15, 2015 the Wayland Town Meeting voted to seek the Town of Wayland's withdrawal from the Minuteman Regional School District. Section IX of the current Minuteman Regional Agreement requires the Minuteman Regional School Committee, under such circumstances, to draft an amendment to the Regional Agreement setting forth the terms by which the town seeking to withdraw may withdraw from the District. To this end, the Regional School Committee on July 7, 2015 voted to submit the enclosed Amendment to the member towns for their approval.

Thus, I am writing to request on behalf of the Minutemen Regional School Committee that the Board of Selectmen include in the warrant for your town's next annual or special Town Meeting an article calling for the acceptance of the enclosed Amendment. For your convenience, we are also enclosing the draft of a possible warrant article that you can consider utilizing.

Please understand that this Amendment, as well as the withdrawal of the Town of Wayland from the District, will only occur if all sixteen of the current member towns of the District, as well as the Commissioner of Education, approve this Amendment.

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

Sincerely,

David Horton, Secretary
Minuteman School Committee

cc: Selina Shaw, Town Administrator
Enclosures

Approved by Minuteman School Committee 7.7.15

Amendment to Minuteman Regional Agreement regarding the Withdrawal of
The Town of Wayland from the Minuteman Regional School District

Whereas the Wayland Town Meeting voted on April 15, 2015 to seek withdrawal from the Minuteman Regional School District, and whereas Section IX of the Minuteman Regional Agreement requires the Minuteman Regional School Committee under such a circumstance to draft an amendment to the Regional Agreement setting forth the terms by which a town seeking to withdraw may withdraw from the District, the Regional School Committee voted at a meeting on July 7, 2015 to submit the following amendment to the Regional Agreement to the member towns for their approval.

Amendment No. 4 to the Minuteman Regional Vocational Technical School District Agreement

1. The references to the Town of Wayland will be stricken from the prefatory language of the Regional Agreement as well as from Section I and from wherever else a reference to Wayland appears in the Regional Agreement.
2. The Town of Wayland, even after the date that its withdrawal becomes effective, will remain responsible, consistent with the terms of Section IX of the Regional Agreement, for its share of the indebtedness of the District which is outstanding as of the effective date of Wayland's withdrawal.
3. Pursuant to the terms of 603 CMR 41.03, assuming that the approval of this amendment has been voted by the town meetings in all of the member towns, as well as having been approved by the Commissioner of Education, by December 31 of a given year, the effective date of this amendment and the effective date of Wayland's withdrawal will be the July 1 following that December 31 date.

Article _____

To see if the Town will accept and approve the “Amendment to Minuteman Regional Agreement regarding the Withdrawal of the Town of Wayland from the Minuteman Regional School District” which was approved by the Minuteman Regional School Committee on July 7, 2015 and which has been submitted to the Board of Selectmen consistent with the current Minuteman Regional Agreement.

From: Len Simon, Selectman, Sudbury

To: Selectmen in the Minuteman School District

Date: August 3, 2015

Re: Minuteman Vocational Technical High School District

PLAN TO MOVE FORWARD:

1. Instruct MM School Committee representative from your town to vote against district wide election at MM School Committee meetings.
2. Write to MM administration telling them your town's Board of Selectmen is opposed to the 628-seat school and the district-wide vote.
3. Write to MSBA telling them your Board of Selectmen, at this point in time, opposes the 628 seat school, and ask that Minuteman' request to enter Module 4 be indefinitely tabled. This is on the agenda for MSBA's August 6, 2015 Board meeting.
4. Write to MSBA telling them your Board of Selectmen opposes the district wide vote.
5. Acknowledge to MSBA that your community values and appreciates its role in providing funding for school buildings and school renovations, including funding for vocational technical high schools.
6. In the future, we anticipate towns in the district and MM will ask for financing assistance for renovations of the existing school.
7. This will provide time for towns in district to work toward a new Regional Agreement.

In a new Regional Agreement, or amended agreement, the appointment of the representative for Minuteman School Committee should be done by Board of Selectmen;

- To insure town's policy (as defined by BOS) is represented on MM School Committee,
- To provide coordination with the town's school committee,
- To provide coordination with the town's finance committee.

Revision of the Regional Agreement is both necessary and appropriate to acknowledge demographic changes and population center shifts since the original Agreement in 1970's. (e.g. commuting times for students)

The legislature had a significant role in crafting the original Regional Agreement. It would be worthwhile to ask its help in drafting a new viable and sustainable Regional Agreement. (e.g., State Rep Carmine Gentile (Sudbury, Wayland) recently met with MM Superintendent.)

Conclusion – the ship has not yet set sail. It is not too late. We can take control and chart the course – but only if we express our common concerns, and coordinate our efforts for the benefit of our vocational education students and our towns. That is what we were elected to do.



TOWN OF SUDBURY

Office of Selectmen
www.sudbury.ma.us

Flynn Building
278 Old Sudbury Rd
Sudbury, MA 01776-1843
978-639-3381
Fax: 978-443-0756

Email: selectmen@sudbury.ma.us

Received
7-23-2015

July 20, 2015

Dear Boards of Selectmen,

As you know, the Minuteman Regional Vocational Technical High School is moving ahead with plans for a new 628-student building and a district-wide vote to finance the new building.

In addition, Minuteman is applying to the Massachusetts School Building Authority (MSBA) for funding for the new building. MSBA will be discussing funding a new school on August 6, and will be able to distribute written comments received by July 30 to the members for consideration during this discussion.

The Minuteman School Committee will discuss and possibly vote on the district wide election at a special meeting on September 8, 2015.

Several towns in the Minuteman District have already voiced their opposition, in various forms, to both the 628-student school and the district wide vote. By my count, there are at least six such towns, including Sudbury.

On July 14, 2015, the Sudbury Board of Selectmen voted a position including these two summary points:

- The Sudbury Board of Selectmen opposes Minuteman's proposed 628-student building project.
- The Sudbury Board of Selectmen opposes the district-wide election proposed by the Minuteman School Committee and the Minuteman School Building Committee.

You should have received a copy of this position or will receive it shortly.

At our July 14 meeting the Sudbury Board of Selectmen felt it would be persuasive for those Boards of Selectmen in the Minuteman District that are opposed to the 628-student school and the district wide election to deliver a unified message conveying that opposition to the Minuteman Administration, the Minuteman School Committee, and the MSBA. We believe a single document, signed by the district town's Boards of Selectmen, would be more persuasive than separate documents and would demonstrate a unified position and common concern. Such a document could not easily be ignored by Minuteman, or the MSBA, and could serve as a valuable reference point in future discussions and meetings.

Time is of the essence.

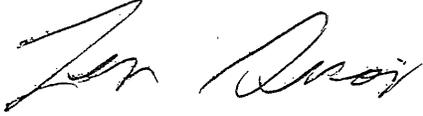
Sudbury is offering to host a meeting of representatives of the several Boards of Selectmen to discuss positions upon which we can agree concerning the building size, the district wide elections and other related Minuteman issues on Monday, August 3, at 7:30 PM at our Town Hall. Sudbury will be represented by one or two of our five selectmen at the meeting.

Please address any questions and concerns to: boardofselectmen@sudbury.ma.us

The contact selectman for Sudbury's Board of Selectmen for this meeting is Len Simon. Phone- 978-443-4206.

Thank you for your attention to the above.

Very truly yours,

A handwritten signature in black ink, appearing to read "Len Simon". The signature is written in a cursive style with a large initial "L" and "S".

Len Simon
Sudbury Board of Selectmen

To: Minuteman Administration, Minuteman School Committee, Minuteman School Building Committee

We, the undersigned Board of Selectmen of the Minuteman Vocational Technical High School District:

Oppose Minuteman's proposed 628-student building project.

Oppose the district-wide election proposed by the Minuteman School Committee and the Minuteman School Building Committee.

Boxborough Board of Selectmen:



NAN BALMER
TOWN ADMINISTRATOR
TEL. (508) 358-7755
www.wayland.ma.us

TOWN OF WAYLAND

41 COCHITUATE ROAD
WAYLAND, MASSACHUSETTS 01778

BOARD OF SELECTMEN

LEA T. ANDERSON
MARY M. ANTES
ANTHONY V. BOSCHETTO
CHERRY C. KARLSON
JOSEPH F. NOLAN

DATE: August 3, 2015

TO: Maureen Valente, Chief Executive Officer of the MSBA
John K. McCarthy, Executive Director, MSBA
Minuteman School Committee
Edward Bouquillon, Superintendent, Minuteman Vocational Technical School
Minuteman District Member Town Managers/Administrators
State Senator Richard J. Ross
State Representative Carmine Gentile
State Representative Alice Peisch

FROM: Wayland Board of Selectmen

RE: Concerns with Minuteman Building Process



The Wayland Board of Selectmen appreciates the value of vocational and technical education and training and is committed to providing a quality education to our students who choose this educational path. For many years Wayland students have been productive members of the Minuteman community, and we enjoyed a collaborative partnership with member communities.

Wayland's request to withdraw from membership stems from our declining enrollment and the proposed future direction of the school; it is not a reflection of our level of support for vocational programs. In the meantime, we will continue to work collaboratively with all member communities and interested authorities to resolve any outstanding issues.

As an existing member community, we share these concerns recently expressed by other Minuteman communities:

Building Size: The Wayland Board of Selectmen does not agree with the size and scope of a building request for 628 students paid for solely by member communities. This is an unsustainable funding model to expect member communities to fund the full construction and it would be more equitable for the State to share in the cost of this mandated education model.

Capital Costs: Thank you for sharing the informative MSBA staff memo dated July 21, 2015 explaining the MSBA decision to accept the 628-student size due to economies of scale related to vocational education programs. We would like to better understand the recent amendment of 603 CMR 4.00 and how this will impact the capital expense to be born by member and non-member communities.

District-wide Election: The Wayland Board of Selectmen opposes the Minuteman District's plan to hold a district-wide election to win approval for funding the proposed building project.

The proposed vote bypasses deliberation at the level of the Minuteman School Committee and the Wayland Board of Selectmen, Finance Committee and town meeting. Further, it circumvents the structure of the regional agreement with one vote per community and creates a costly district-wide ballot with restricted hours and polling sites, which may hinder the public's interest and involvement.

Communication of MSBA process: The Wayland Board of Selectmen requests that the District improve its communication regarding its MSBA process. As mentioned above, the MSBA staff memo of July 21, 2015 was very informative and the District should communicate similar information about the MSBA process on a routine and timely basis. As you state in the same memo, "the District is responsible throughout the MSBA grant process for addressing any concerns and questions raised by its local boards, member towns or from the community."

Additionally, the Board does not support a vote that precedes the project approval through the MSBA process. In our experience with similar MSBA building projects, the details of the project would be completed prior to bringing any funding request to residents.

This letter reflects the vote of the Wayland Board of Selectmen on August 3, 2015.

Respectfully,

Wayland Board of Selectmen


Cherry C. Karlson, Chair

Massachusetts School Building Authority

Deborah B. Goldberg
Chairman, State Treasurer

John K. McCarthy
Executive Director

August 6, 2015

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

Re: Minuteman Regional Vocational Technical School District, Minuteman Vocational
Technical Regional High School

Dear Dr. Bouquillon:

I am pleased to report that the Board of the Massachusetts School Building Authority (the "MSBA") has voted to approve the Minuteman Regional Vocational Technical School District (the "District"), as part of its invitation for Feasibility Study, to proceed into schematic design to replace the existing Minuteman Vocational Technical Regional High School on the existing site (the "Proposed Project").

It is my understanding that the District anticipates seeking community approval for this Proposed Project in the spring of 2016. Therefore, it is critical that the District, in conjunction with its Owner's Project Manager and Designer, submit a schedule to the MSBA as soon as possible, which should include: the work plan to complete all of the required documentation for presentation to the MSBA's Board of Directors at a future Board meeting; the date of the Town Meeting(s) at which the Proposed Project will be considered; and the anticipated design and construction schedule.

We will be contacting you soon to discuss these next steps in more detail, but in the meantime, I wanted to share with you the Board's vote to approve the Minuteman Regional Vocational Technical School District to proceed into schematic design to replace the existing Minuteman Vocational Technical Regional High School on the existing site

I look forward to continuing to work with you as the MSBA's grant program progresses. As always, feel free to contact me or my staff at (617) 720-4466 should you have any questions.

Page 2

August 6, 2015

Minuteman Preferred Schematic Board Action Letter

Sincerely,


John K. McCarthy
Executive Director

Cc: Legislative Delegation
Jeff Stulin, Chair, Minuteman Regional Vocational Technical School Committee
Kevin Mahoney, Assistant Superintendent for Finance, Minuteman Regional Vocational
Technical School District
Mary Ann Williams, Owner's Project Manager, Skanska USA Building, Inc.
Joe Milani, Designer, Kaestle Boos Associates, Inc.
Larry Trim, Designer, Kaestle Boos Associates, Inc.
File: 10.2 Letters (Region 4)

Selina Shaw

From: Rozan, Elizabeth <e.rozan@minuteman.org>
Sent: Thursday, August 06, 2015 3:29 PM
To: Rozan, Elizabeth
Subject: MSBA Endorses New School of 628
Attachments: MSBA Endorses Minuteman Project 08-06-15 scs.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Sent to the Minuteman School Committee, the School Building Committee, and District Town Boards of Selectmen on behalf of Ed Bouquillon:

Good Afternoon:

Please review the attached press release regarding the actions of the MSBA board today. Needless to say, this has been a long journey, and we have miles to go to keep our students in the forefront. We are committed to working with all our member towns and other communities that are interested in providing their students with access to high quality academic and technical education. I am grateful to the Design Team for staying with us, the School Building Committee for moving forward, and for the School Committee in persisting.

More to come on our District wide Information Meetings as they are scheduled.

Edward A Bouquillon PhD
Superintendent-Director



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For Release:
August 6, 2015

Contact:
Steven C. Sharek
Work: (781) 861-6500, ext. 7360
Cell: (508) 965-7757
ssharek@minuteman.org

**Massachusetts School Building Authority (MSBA)
Endorses Construction of a New Minuteman High School**

BOSTON – The Massachusetts School Building Authority (MSBA) today unanimously endorsed the building of a new 628-student Minuteman High School on district land adjacent to the existing school.

Meeting in Boston, the MSBA Board of Directors voted 4-0 in favor of the district's "preferred solution" – construction of a new \$144.9 million school for 628 students. The board also authorized the school to prepare detailed schematic drawings for the new building.

"This is a huge step forward," said Ford Spalding, chairman of the Minuteman School Building Committee. "Now it's time for everyone in our member communities to rally around this project and protect the \$58 million that MSBA is offering to invest."

The new high school, which would be built in the Town of Lincoln on land already owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs.

The new school would be smaller in size than the current school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs.

State Treasurer Deborah Goldberg, who chairs the MSBA board, delivered an impassioned plea supporting vocational technical education and the value of schools such as Minuteman across the Commonwealth.

"There's a direct connection between these schools and sustainable economic development in the state," said Treasurer Goldberg. She described Minuteman as a "magnet" for students who will be filling 21st century jobs. "We need to move forward," she said, "because of what it means to the state and our future."

Once parents begin to see the connection between vocational technical education and high-paying jobs, she said she would not be surprised to see Minuteman back at the MSBA seeking to expand.

“It’s been a lot of hard work and I’m very pleased,” said Superintendent Edward A. Bouquillon, “We’ve spent six years getting to this point. I’m grateful that the MSBA has stood solidly behind us every step of the way.”

Dr. Bouquillon told the MSBA board that Minuteman would continue working with its 16 member towns to inform and educate them about the project. Communication plans, including information meetings throughout the district, are being finalized.

In a four-page memo provided to the Board of Directors, MSBA Director of Capital Planning Mary Pichetti outlined a series of reasons why the MSBA staff was recommending approval of the Minuteman project. Among other things, she said vocational technical education plays an important role in the economic future of the state; Minuteman is an important educational resource for students; the school’s Educational Program Plan is “comprehensive”, demonstrates demand for proposed programs, and aligns with evolving trends in employment; and there is a need for capital investment in the existing facility.

The July 21 memo also noted that new vocational technical regulations establish a capital fee to be added to non-resident students’ tuitions and an additional fee for non-resident students enrolled in special education. According to the memo, this change “...addresses one of the District’s long-standing concerns regarding its member’s share of supporting non-resident students.”

The MSBA memo strongly endorsed the planned 628-student school. It also indicated that a school with an enrollment of 600 is the **smallest** school the agency would be willing to commit state funds to.

“The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum,” wrote Ms. Pichetti. She said a school of 435 students “is not operationally sustainable and would not meet the District’s educational goals.” According to Ms. Pichetti, “[t]he MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum.”

Pichetti said a review of enrollment and application data “... demonstrate sufficient demand for program offerings to ensure the facility will be utilized.”

MSBA Board member Terry Kwan said she would be “loathe” to support a school with fewer than 600 students.

State Representative Carmine L. Gentile (D-Sudbury) and Representative Alice Peisch (D-Wellesley) also spoke to the MSBA board, noting that some town officials still had concerns about the size of the planned school and how it's going to be funded. However, both also acknowledged the need for a new school.

The new school will include two Career Academies and new programming, including Advanced Manufacturing & Fabrication and Multi-Media Design & Engineering. It will also substantially improve lab space for Robotics, Engineering and Automation; Environmental Science and Technology; Culinary Arts and Hospitality; and Health Assisting, allowing students to access high-level curriculum. It will also continue to offer AP classes, foreign languages, music, art, and a rigorous offering of college prep classes.

Minuteman must still secure local approval for the project.

The Minuteman School Committee has been discussing how best to proceed. State laws allows two options: approval from Town Meetings in each of the 16 member towns or approval through a one-day district-wide referendum. No decision has been made.

Some School Committee members have indicated that they want to hold off making a decision on the best approval process until the 16 communities have an opportunity to learn more about the project and understand critical financial and educational advantages of the new school.

As Building Committee chair, Mr. Spalding has said repeatedly that it's important to preserve MSBA's base reimbursement rate of 40% -- which amounts to \$58 million of a \$144.9 million project. "If we turn down this project," Mr. Spalding says, "the costs to our towns of repairing the building will far exceed what we're going to invest in building a new school."

Earlier this year, the Minuteman School Building Committee hosted public presentations in 15 of its 16 member communities and solicited input on five options, including renovation of the existing school, renovation and addition, and construction of a new school. Of those who completed written or online surveys, 89.1% of the respondents preferred construction of a new school.

A Building Committee Subcommittee estimated that repairing the school piecemeal would be almost twice as expensive as building a new school, take 10 years or more to complete, be more disruptive to students, probably hurt enrollment, and likely lead to the loss of Minuteman's accreditation.

Minuteman entered into a Feasibility Study with MSBA in 2009.

Minuteman is an award-winning regional high school that gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical

education, coupled with a rigorous grounding in mathematics, English, science, and social studies.

After graduation, more than 60% of the school's graduates pursue college or advanced training.

Minuteman has been spotlighted in several major media outlets, including The Boston Globe, Boston Herald, and National Public Radio. It was also featured in a book, *Job U: How to Find Wealth and Success by Developing the Skills Companies Actually Need*.

The Minuteman district includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

The school's website is www.minuteman.org.

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ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator *MS*
Re: BYOB
Date: August 17, 2015

There have been some enquiries from selectmen regarding the ability of establishments to allow "Bring Your Own Bottle" (BYOB). The Alcohol Beverages Control Commission (ABCC) regulates sales of alcohol, for which there is none under BYOB; therefore, the ABCC offers no guidance on the matter. Some towns, which allow BYOB within their jurisdictions, do so by policy, bylaw, or charter. Having no charter in Boxborough, if the Board wishes to pursue the matter, a bylaw or policy appears to be in order.

Town Counsel has provided some input on the matter, recommending language to be included in a common victualler policy or bylaw. A bylaw will require adoption by town meeting, whereas a policy can simply be adopted by the Board of Selectmen. That being said, if the Board decides to move forward with a policy on the matter, I believe that public input should be sought.

I will be pleased to draft a policy or bylaw to be brought forward for further discussion and public input at the September 14th or 21st meeting.

Thank you for your consideration of this matter.

Selina Shaw

From: Brian Riley <[REDACTED]>
Sent: Wednesday, July 29, 2015 2:24 PM
To: John Giorgio; 'sshaw@boxborough-ma.gov'
Subject: RE: BYOB

Hi, Selina. As you may know, while the ABCC states that there can be no BYOB at an establishment that has an alcoholic beverages license, the practice is otherwise unregulated by G.L. c.138 [because there is no "sale" of alcohol] and the Commonwealth has no role in the issue. In other words, BYOB is completely legal and unregulated unless a municipality chooses to regulate it. I assume that you are concerned primarily with restaurants or other common victuallers allowing the practice, that is usually where the issue comes up.

There are a couple of ways to handle the issue, in my opinion, other than taking no action and implicitly allow the practice (which I suspect is still the case with a majority of towns). One way is through a by-law. This could either prohibit BYOB altogether at common victuallers, or require a common victualler to obtain the express permission of the Board of Selectmen as a condition of the license. This would of course require approval of Town Meeting. The other method would be for the Board to adopt a policy of adding a condition to a common victualler license as to whether or not BYOB is allowed on the premises. The common victualler and innholder statutes do not specifically mention conditions, but the courts have ruled that reasonable conditions may be imposed by the licensing authority, and the Board could adopt such a policy to put common victuallers on notice that they must be expressly authorized by the Board in order to permit its patrons to bring their own alcohol. I would not recommend adopting a mere policy to prohibit BYOB, however, as that would lack context and enforceability – if a restaurant violated the policy by allowing BYOB, there would be no apparent grounds for enforcement action, in my opinion. By contrast, if a common victualler was prohibited from allowing BYOB as a condition of its license but allowed it anyway, the Board could hold a hearing and suspend or revoke the common victualler license.

Whether done by by-law or Board of Selectmen policy regarding common victuallers and BYOB, I would recommend language substantially as follows:

No person or entity licensed as a common victualler shall allow the consumption of alcoholic beverages on the licensed premises, unless (A) it also holds a license to sell alcoholic beverages issued by the Board of Selectmen pursuant to G.L. c. 138, or (B) it is expressly permitted by the Board of Selectmen to allow patrons to bring and consume their own alcoholic beverages into the licensed premises ("BYOB"). Such permission may only be granted by the Board as an express condition on the common victualler license. The Board may consider factors including, but not limited to, the public need or convenience, traffic, noise, size, type of business and the reputation of the applicant. Upon receipt of a request from a licensee to allow patrons to bring and consume alcohol on the licensed premises, the Board shall conduct a public hearing on said request, with notice of said hearing to be published in the manner set forth at G.L. c. 138, § 15A at the licensee's expense. Any violation of the provisions of this section shall constitute grounds for suspension or revocation of the common victualler license.

If there are further questions, please let me know.

Brian W. Riley, Esq.
[REDACTED]
[REDACTED]
[REDACTED]

Administrator
Mohammed H. Khan



MONTACHUSETT REGIONAL TRANSIT AUTHORITY
1427R Water Street, Fitchburg, Massachusetts 01420
(978)345-7711 - 1-800-922-5636 - FAX: (978) 345-9867

MEMO

TO: Mayor-Fitchburg, Leominster and Gardner
Chairman, Boards of Selectmen, Montachusett Region

FROM: Mohammed H. Khan, Administrator

DATE: May 13, 2015

RE: Appointment to the MART Advisory Board 2015-2016

According to the State laws and the Montachusett Regional Transit Authority's bylaws, voting members of the MART Advisory Board shall be composed of the Chief Elected Official of each of the member communities of MART, or a representative of the Chief Elected Official who has been appointed as a designee. Enclosed is a copy of Article II of the bylaws which was written in accordance with Chapter 161B of the MA General Laws for your information.

Please fill out the attached form to nominate your representative. The representative's term will run for one year from July 1, 2015 to June 30, 2016. If you do not return the form your current representative will remain on the board.

Also please have the nominated representative read and sign the Open Meeting Law and Massachusetts Conflict of Interest Law (enclosed). In addition, every two years nominated representatives must complete an online Ethics Training located at <http://www.muniprogram.eth.state.ma.us/>. After completing the training, members should print out the certificate, keep a copy, and return one to MART. You may also save the certification of completion electronically and email to MART. You may have already completed the online training through your municipality within the last two years, we request that you forward a copy to MART.

Thank you for your attention in this matter.

Enclosure

ARTICLE II. ADVISORY BOARD

Section 1. Membership. Voting members of the MART Advisory Board shall be composed of the chief elected official of each of the member municipalities of MART, or a representative of the chief elected official who has been appointed as a designee on an annual basis. The designee may also be assigned on temporary basis as determined by the municipality. Within two weeks of qualification for office, all members must complete a Certificate of Receipt of Open Meeting Law Materials provided by MART stating that they understand the Open Meeting Law and consequences for violating it. The certification will be retained at MART office.

Section 2. Vote. Each member city or town shall have one vote on the Advisory Board plus additional votes and fractions thereof determined by multiplying one and one half times the total number of members in the Authority by a fraction of which the numerator shall be the total amount of all assessments made by the state treasurer to such member under this chapter and the denominator shall be the total amount of all such assessments made by the state treasurer to such members, in accordance with Chapter 161B of Mass. General Laws. This establishes a majority weighted vote per municipality.

The total vote of each member shall each year be determined by the Authority thirty days after the state treasurer has sent assessments to the members of the Authority. The determination of votes shall be based upon the most recent annual assessment. In the event a member municipality does not have an assessment, that municipality will have one vote.

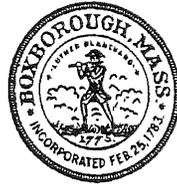
Section 3. Ex-Officio Members. The Authority shall have the power by majority weighted vote to elect ex-officio members without the right to vote. As per Section 5 of Chapter 161B, a disabled non-voting member shall be appointed by the Mayors or Board of Selectmen from a MART member municipality. The term shall be for one-year on a rotating basis of municipalities listed on MART's letterhead.

Section 4. Powers, Duties and Responsibilities. The Advisory Board shall have further powers, duties and responsibilities necessary to effectuate the goals and purposes of the Authority and which are not inconsistent with Chapter 161B of the Mass. General Laws. These may include, but are not limited to, the following:

- A. From time to time to make and change orders and resolutions, not inconsistent with law or these bylaws, for the proper operation of the affairs of the Advisory Board.
- B. To create standings or special committees and delegate such power, duty and responsibility thereto as is deemed necessary and proper for the performance of functions and obligations.
- C. To approve, or to subject to such itemized reductions as deemed appropriate, an annual budget for the ensuing fiscal year, where such a budget is to provide a reasonable estimate of the net cost of service for the Authority for the period under consideration, as determined by the Act.
- D. To approve any substantial change in mass transportation service in the region constituting the Authority, where notice for change shall have been issued to the Advisory Board at least 30 days prior to date of such change, and affected municipalities approval is given through the Advisory Board's deliberation.
- E. To approve change in fares for mass transportation service in the region constituting the Authority.
- F. To approve awards of any concessions in or lease of property for the term of more than one year and which may be related to mass transportation in the region constituting the Authority.

- G. To receive notice of sale of real estate, where such notice shall be given to the Advisory Board at least thirty days prior to the date of such sale.
- H. To review and adopt, or amend and adopt, a report of the operations of the Authority on or before October first of each year for the preceding fiscal year period.
- I. To approve any construction, extension, modification or improvement of mass transportation facilities and equipment that is to be provided by the Authority in the area constituting the Authority, unless otherwise specified and authorized by legislation.

Section 5. Administrator. The affairs of the Authority shall be managed by an Administrator who shall be the chief executive officer of the Authority. The Administrator shall be appointed by and serve at the pleasure of the Advisory Board and shall receive such annual salary as shall be determined by the Advisory Board.



Internal Communications and Outgoing Communications
August 17, 2015

1. Cover Memorandum from MBTA Advisory Board Exec. Dir., Paul Regan and MAPC Exec. Dir., Marc Draisen, dated July 21, 2015, to "Chief Elected Official" accompanying materials related to the Municipal Elections to the Boston MPO; 2015 MPO Election Nomination Papers; and other attached miscellaneous informational material.*
2. Communications from xfinity [Comcast]:
 - a. Letter from Sr. Mgr. of Gov't & Regulatory Affairs, Ben Pearlman, dated July 15, 2015, advising of Changes to XFINITY TV Service.
 - b. Email communication from Christina Macey, Comcast Cable, dated August 4, 2015, to Town Administrator Selina Shaw, accompanying their latest Quarterly Franchise Statement [April – June 2015] and confirming their Quarterly Franchise payment of \$10,202.97.
3. Communications regarding the Minuteman Regional School District:
 - a. Memorandum from the Sudbury Board of Selectmen, dated July 16, 2015, to numerous recipients including MSBA and Minuteman Member Towns' Selectmen communicating the Sudbury Selectmen's positions regarding the proposed building project and district-wide election.
 - b. Coverletter from MSBA Exec. Dir. John McCarthy, dated July 22, 2015, Selectmen Chair Vincent Amoroso accompanying materials regarding Minuteman District and Minuteman High School.
4. Email from Alcohol Beverages Control Comm.'s Office Support Specialist, Ivy Maiorino, dated August 3, 2015, to TA Shaw advising that the ABCC has issued a Farmer Winery License for the property located at 188 Picnic Street.
5. Letter from TA Shaw, dated August 12, 2015, to Philip Kicelemos, regarding his letter of July 2, 2015.
6. Letter from Rick Green, Chairman of Mass. Fiscal Alliance, dated July 30, 2015, to Selectmen Amoroso, advising that recent legislation to reform the MBTA has passed. #
7. Letter from the Coalition for Responsible Retailing, dated July 17, 2015, to Vincent Amoroso, entitled a *City Official's Perspective on Tobacco Regulations*, accompanying an opinion letter from the Greenfield BoH, published in the *Recorder* newspaper.
8. Letter from Global Jewish Advocacy, dated June 17, 2015 [Received 7/22/15] regarding a national initiative to invite municipal leaders provide their support of a statement to express concern over the rise of European anti-semitism.

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

Indicates that the item has been previously distributed.



MBTA Advisory Board

177 Tremont Street, Boston, MA 02111

Tel: (617) 426-6054 Fax: (617) 451-2054

July 21, 2015

TO: Chief Elected Officials

FR: Paul Regan, Executive Director, MBTA Advisory Board
Marc Draisen, Executive Director, Metropolitan Area Planning Council

RE: **Municipal Elections to the Boston Region Metropolitan Planning Organization**

IMPORTANT DATES:

- **Nomination Papers Due – Friday, October 2, 2015, at 5:00 PM, to MAPC;**
- **Election – MAPC Fall Council Meeting Thursday October 29, 2015 at the University of Massachusetts-Boston Campus Center, 100 Morrissey Boulevard, Boston, MA 02125**

We are pleased to forward a copy of the election procedures for the elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO). The MPO is responsible for planning and programming financial resources for a multi-modal transportation system for the 101 municipalities in the Boston region. (An overview of MPO member responsibilities is included as Attachment C of the Official Notice of Elections.)

There are four seats on the MPO up for election. The MPO seat currently held by the City of Newton representing the 23 cities in the region, the seat currently held by the Town of Arlington representing the 78 Towns in the region, the seat currently held by the City of Woburn representing the North Suburban sub-region, and the seat currently held by the Town of Norwood representing the Three Rivers Interlocal Council (TRIC) sub-region are up for election this year.

Any city in the region may run for the open City seat and any town in the region may run for the open Town seat, while only municipalities from either the North Suburban or TRIC sub-regions may seek nominations to run for those respective open sub-regional seats.

The MPO has 22 voting members, which currently include:

State members

Massachusetts Department of Transportation (MassDOT) with three seats appointed by the Secretary of Transportation, at least one of which is from its Highway Division;
Massachusetts Bay Transportation Authority (MBTA);
Massachusetts Port Authority (Massport)

received
7-24-2015

Regional members

Metropolitan Area Planning Council (MAPC);
MBTA Advisory Board;
Regional Transportation Advisory Council (RTAC)

Current municipal members

City of Boston with two seats

Twelve (12) elected municipalities, one seat each from the eight MAPC sub-regions.

Inner Core Committee: Somerville

Three Rivers Inter-local Council: Norwood

South West Area Planning Committee: Medway

MetroWest Regional Collaborative: Framingham

North Suburban Planning Council: Woburn

North Shore Task Force: Beverly

Minuteman Advisory Group on Inter-local Coordination: Bedford

South Shore Coalition: Braintree

Two (2) cities filling at-large seats: Newton and Everett

Two (2) towns filling at-large seats: Arlington and Lexington

All elected municipal seats (including the sub-regional seats) are elected by all of the 101 municipalities in the Boston Region MPO area. Each of the 101 municipalities may vote for one (1) municipality for each of the two (2) open sub-regional seats.

The election will be held at MAPC's Fall Council Meeting on October 29th, at the University of Massachusetts-Boston Campus Center, 100 Morrissey Boulevard, Boston, MA 02125. The usual process of mailing ballots and accepting absentee ballots will apply, as described in the procedures.

In order to qualify to be on the ballot, each chief elected official who wishes to be a candidate must secure the signatures of five chief elected officials in the region, including their own. **Chief elected officials may only sign nomination papers for one municipality per sub-region for the two open sub-regional seats, and one each for the open town and city seats. Nominations are due to MAPC by 5:00 PM on Friday, October 2, 2015 and must be filed in person or by mail at the MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111. Faxes or emails will not be accepted.**

A copy of the official notice and procedures for nomination and election to the MPO are attached. We appreciate your interest in this important matter and look forward to your participation. If you have questions, please call Eric Bourassa (617) 933-0740 or Paul Regan at (617) 426-6054.

Attachments

Official Notice, including Attachments A - C
Nomination Papers
Statement of Candidacy

Official Notice

2015 Boston Region MPO Municipal Election Procedures

At the MAPC Fall Council Meeting on Thursday October 29, 2015 at the University of Massachusetts-Boston Campus Center, 100 Morrissey Boulevard Boston, MA 02125, elections will be held for four (4) of the twelve (12) elected municipal seats on the Boston Region Metropolitan Planning Organization (MPO).

At that time one of the at-large City seats and at-large Town seats, as well as the North Suburban sub-region and Three River Interlocal Council (TRIC) sub-region seats, will be elected to the MPO by the chief elected officials of the 101 municipalities which constitute the Boston metropolitan region. Pursuant to the MPO Memorandum of Understanding, approved on July 7, 2011, MAPC and the MBTA Advisory Board (Advisory Board) administer the election of the municipal representatives to the MPO.

MPO Seats Up For Election in 2015

- One (1) town from any part of the MAPC region.
 - One (1) city from any part of the MAPC region.
 - One (1) municipality from the North Suburban sub-region.
 - One (1) municipality from the TRIC sub-region.
- Terms of election on the MPO are for three years.

Nomination Process

Nominees for the elected municipal seats shall be the chief elected official of the municipality. In cities this is the Mayor or, if the city does not have the office of Mayor, then the Chairman of the Council, with the exception of Plan E cities (Cambridge) in which case it shall be the City Manager. In towns, the chief elected official is the Chairman of the Board of Selectmen. The MPO will accept the Chairman's nomination of a candidate whether or not the full Board of Selectman has voted it.

A nominee for an open municipal seat must receive five nominations made by any chief elected official from the Boston region, regardless of which sub-region they are from. A chief elected official may nominate his or her municipality and that nomination shall count as one of the five nominations needed to place a municipality on the ballot. Each chief elected official may only sign nomination papers for one municipality per open seat.

Nominations papers are due on Friday, October 2, 2015 to MAPC by 5:00 PM and must be filed in person or by mail at MAPC, 60 Temple Place, 6th Floor, Boston, MA 02111, Attn: MPO Elections. Faxes or emails will not be accepted. Nomination papers shall include a statement of candidacy (250 word limit) of the community, also due at this time.

Voting Process

Each of the 101 municipalities may vote for one (1) municipality for each of the four (4) open seats.

Ballot

A ballot will be prepared by MAPC and the Advisory Board based on the certification of nomination papers. The ballot shall contain a list of the nominated municipalities. Candidate communities shall appear on the ballot in an order drawn by lot by designated officers of MAPC and the Advisory Board. The subregion of each of the communities shall be identified on the ballot. A candidates' booklet shall be issued that shall contain the statement of candidacy of the communities. The list of communities shall appear in the booklet in the same order that they appear on the ballot. In a second mailing, MAPC

and the Advisory Board will include an absentee ballot and instructions for how municipalities can cast their vote.

Opportunities for Discussion with Representatives of the Candidate Communities

The Metropolitan Area Planning Council and the MBTA Advisory Board shall provide appropriate opportunity for the electorate to meet representatives of candidate communities. In 2015, this may be accomplished by holding a Candidates Forum at the State Transportation Building in mid October (date and time TBD).

Election

The election will be held at MAPC's Fall Council Meeting on October 29th at the University of Massachusetts-Boston Campus Center, 100 Morrissey Boulevard Boston, MA 02125. On that day, the designated officers of MAPC and the Advisory Board shall supervise the election to the municipal seats. Ballots shall be cast by the chief elected official of the municipality (as defined by the rules for nominees), or that person's designee. Designees shall present a letter signed by the chief elected official to the designated officers of MAPC and of the Advisory Board 30 minutes prior to the convening of the election on election day. This letter will appoint the designee and confirm his or her authority to cast the municipality's ballot. Such a designation shall be delivered in person or by mail. Designees may represent only one municipality in the election. The designation may require the designee to vote for specific individuals or may vest discretion in the designee.

If the chief elected official is unable to attend the election and does not designate another individual to attend, an absentee ballot may be filed. Such an absentee ballot must be filed by 5 PM the day before the election with the Metropolitan Area Planning Council, 60 Temple Place, Boston, MA 02111. No faxes will be accepted. This ballot is valid for any election (e.g. run off election in case of a tie) held on the day of the MPO election for which the candidates selected on the ballot are still eligible to receive votes.

The MPO seat is held by the municipality. The chief elected official (or their official designee) shall represent the municipality throughout the municipality's term of office.

The designated officers of MAPC and of the Advisory Board shall certify the results of the election to the chairman of the MPO by 12 noon on the Friday following the election.

MAPC Sub-regions

SUBREGION	COMMUNITIES
North Shore Task Force	Beverly, Danvers, Essex, Gloucester, Hamilton, Ipswich, Manchester-by-the-Sea, Marblehead, Middleton, Nahant, Peabody, Rockport, Salem, Swampscott, Topsfield, Wenham
North Suburban Planning Council	Burlington, Lynnfield, North Reading, Reading, Stoneham, Wakefield, Wilmington, Winchester, Woburn
Minuteman Advisory Group Interlocal Coordination (MAGIC)	Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Littleton, Lincoln, Maynard, Stow, Sudbury
MetroWest Regional Collaborative	Ashland, Framingham, Holliston, Marlborough, Natick, Southborough, Wayland, Wellesley, Weston
South West Advisory Planning Committee (SWAP)	Bellingham, Dover, Franklin, Hopkinton, Medway, Milford, Millis, Norfolk, Sherborn, Wrentham
Three Rivers (TRIC)	Canton, Dedham, Dover, Foxborough, Medfield, Milton, Needham, Norwood, Randolph, Sharon, Stoughton, Walpole, Westwood
South Shore Coalition	Braintree, Cohasset, Duxbury, Hanover, Hingham, Holbrook, Hull, Marshfield, Norwell, Pembroke, Rockland, Scituate, Weymouth
Inner Core	Arlington, Belmont, Boston, Brookline, Cambridge, Chelsea, Everett, Lynn, Malden, Medford, Melrose, Milton, Newton, Quincy, Revere, Saugus, Somerville, Waltham, Watertown, Winthrop

Metropolitan Area Planning Council 101 Cities and Towns

Cities

Beverly	Lynn	Revere
Boston	Malden	Salem
Braintree	Marlborough	Somerville
Cambridge	Medford	Waltham
Chelsea	Melrose	Watertown*
Everett	Newton	Weymouth
Franklin*	Peabody	Woburn
Gloucester	Quincy	

**MAPC Legal Counsel has rendered an opinion that Franklin and Watertown are defined as cities for the purpose of the MPO Election.*

Towns

Acton	Hopkinton	Randolph
Arlington	Hudson	Reading
Ashland	Hull	Rockland
Bedford	Ipswich	Rockport
Bellingham	Lexington	Saugus
Belmont	Lincoln	Scituate
Bolton	Littleton	Sharon
Boxborough	Lynnfield	Sherborn
Brookline	Manchester	Southborough
Burlington	Marblehead	Stoneham
Canton	Marshfield	Stoughton
Carlisle	Maynard	Stow
Cohasset	Medfield	Sudbury
Concord	Medway	Swampscott
Danvers	Middleton	Topsfield
Dedham	Milford	Wakefield
Dover	Millis	Walpole
Duxbury	Milton	Wayland
Essex	Nahant	Wellesley
Foxborough	Natick	Wenham
Framingham	Needham	Weston
Hamilton	Norfolk	Westwood
Hanover	North Reading	Wilmington
Hingham	Norwell	Winchester
Holbrook	Norwood	Winthrop
Holliston	Pembroke	Wrentham

Overview of MPO Member Responsibilities

Background:

The Metropolitan Planning Organization is established as a required part of the transportation planning process under federal law. It is responsible for planning and programming financial resources for a multi-modal transportation system for the Boston region. The MPO was established in 1973.

The Boston MPO Memorandum of Understanding (MOU) that details the governing structure and process of the MPO can be viewed at www.bostonmpo.org/mou

Specific Responsibilities:

The MPO must prepare and approve several plans and programs on an annual basis. These include:

- The Unified Planning Work Program (UPWP), which programs funds for transportation planning programs in the region;
- The Transportation Improvement Program (TIP), which programs federal, state, and local funding for surface transportation projects (highway and transit).

The MPO also prepares and approves several other plans and programs as necessary. These include:

- The Regional Transportation Plan (RTP), which provides a 25-year plan for the Region's transportation needs and priorities and;
- The conformity of all surface transportation plans and programs with applicable federal laws (including air quality, and the Americans with Disabilities Act).

MPO Meetings:

Meetings are held as needed to accomplish the MPO's business. There are approximately two MPO meetings a month and all but four are held in Boston, during the day, at the state transportation building. Four MPO meetings will be held (one per quarter) outside of Boston. MPO meetings typically begin at 10 AM on the first and third Thursday of the month, and last approximately three hours. The MPO has the authority to establish necessary committees to accomplish its responsibilities. Recent experience suggests that the municipal members of the MPO or their designees attend at least two meetings per month to accomplish the work of the MPO.

2015 MPO Election Nomination Papers

Nominated Community	Name of Chief Elected Official	Signature
Open MPO Seat Community is Running For (only check one)	<input type="checkbox"/> North Suburban Seat	<input type="checkbox"/> TRIC Seat
	<input type="checkbox"/> City Seat	<input type="checkbox"/> Town Seat

Endorsers

Nominating Community	Name of Chief Elected Official	Signature

Individual endorsements may be attached as a separate letter but must specify the municipality and the official being nominated and must be signed by the chief elected official of the endorsing community.

Please return in person or by mail
By 5 PM on Friday, October 2, 2015 to:
Metropolitan Area Planning Council
60 Temple Place
Boston, MA 02111

Phone inquiries to
 Eric Bourassa, MAPC (617) 933 -0740
 Paul Regan, MBTA Advisory Board (617) 426-6054

2015 MPO Statement of Candidacy

(250 Word Limit)

Municipality: _____

Chief Elected Official: _____

(Suggestions include a brief statement of qualifications; comments on the importance of transportation to the region; and expectations for the Boston Metropolitan Planning Organization)

9b



Minutes, Notices and Updates
August 17, 2015

Minutes

1. Board of Appeals minutes from the meetings held February 24, 2015; March 3, 2015; and June 16, 2015.
2. Conservation Commission minutes from the meetings held April 1, 2015; May 20, 2015; June 3, 2015; June 17, 2015; and July 15, 2015.
3. Personnel Board minutes from the meetings held June 26, 2015 and July 23, 2015.
4. Minuteman School Committee minutes from the meeting of June 16, 2015.

Notices

1. Notice of Historical Commission meeting held July 22, 2015
2. Notices of A-B School Regional School Committee meetings:
 - a. Held July 22, 2015 (Workshop)
 - b. Held August 10, 2015
3. Notices of Personnel Board meetings:
 - a. Held July 23, 2015
 - b. Held August 5, 2015
 - c. Quorum Notice – Attendance at Selectmen’s meeting held July 20, 2015
 - d. Quorum Notice - Attendance at Selectmen’s meeting to be held August 17, 2015
4. Notices of Public Safety Communication Committee meetings:
 - a. Held July 24, 2015
 - b. Held August 7, 2015
5. Notices of Finance Committee meetings:
 - a. Held July 27, 2015
 - b. To be held August 20, 2015
6. Notices of Vocational Education Advisory Committee meetings:
 - a. Held July 23, 2015
 - b. Held August 3, 2015 [Minuteman Meeting held in Sudbury]

7. Board of Selectmen meeting [RE: Minuteman School District meeting held in Sudbury August 3, 2015]:
 - a. Quorum Notice – for Boxborough Board of Selectmen for this meeting
 - b. Notice from Sudbury Board of Selectmen Representative's for this meeting
8. Notice of a Conservation Commission meeting held August 5, 2015
9. Notice of a Recreation Commission meeting held August 11, 2015
10. Notice of an Energy Committee meeting held August 12, 2015
11. Notice of a Steele Farm Advisory Committee meeting to be held August 24, 2015
12. Legal Notices from Conservation Commission for a Public Hearing to be held August 19, 2015, to consider a Notice of Intent filed by Meridan Homes, Inc. for the property located at 205 Flagg Hill Road [Project to raze existing buildings & driveway. Construct new dwelling, driveway, SAS & grade site.]
13. Legal Notices from Zoning Board of Appeals for a Public Hearing to be held August 18, 2015, to consider an application submitted by Commonwealth Properties Group, Inc. for a Special Permit for a reduced frontage lot for the properties located at 94 Chester Road and 79 Meadow Lane.
14. Planning Board Special Permit Application Review Requests:
 - a. For Reduced frontage lot for the properties located at 94 Chester Road and 79 Meadow Lane. Applicant: Commonwealth Properties Group, Inc.
 - b. Private/Common Driveway Special Permit for properties located at 873 & 1065 Burroughs Road and 1075 Burroughs Road. Applicant: D. Bruce Wheeler, Trustee of The Whispering Pines Realty Trust.
15. Job Posting – Full Time DPW Worker.



General Correspondence
August 17, 2015

1. Sudbury Valley Trustees (SVT) Summer Newsletter *The WREN*.
2. Invitation from Archbishop Sean O'Malley to attend a Thanksgiving Mass on October 4, 2015. #

- 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 Homepage under Resources. You can also go to the **Community Services Coordinator** webpage to learn more about how she is able to assist residents in identifying resources available from various support services and agencies and to help them to navigate the process.

- The **Public Safety Space Needs Advisory Group (SNAG)** has posted information on their findings on the Town's website under News & Announcements.

- The **Veteran Services Officer** Donald Morse is holding office hours on Wednesday mornings at Town Hall. For more information and to access links to Veterans Resources, please go to the Veterans Services webpage. To arrange an appointment outside of the Wednesday morning office hours, contact Department Assistant Denise Monteiro at 978-264-1726.

- **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 **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.