



BOARD OF SELECTMEN
Meeting Minutes
July 11, 2016

APPROVED: August 29, 2016

PRESENT: Les Fox Chair; Susan Bak, Clerk; Rick Barrett, Member; and Robert Stemple, Member

ABSENT: Vince Amoroso

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

At 6:00 PM Chair Fox moved to adjourn to executive session to consider the purchase or value of real estate and to reconvene in open session at 7:00 PM in the Grange Meeting Room to consider the regular business on the agenda. Chair Fox further stated that an open meeting may have a detrimental effect on the litigating and negotiating position of the Board. Seconded by Member Bak. **Approved 4-0 by Roll Call Vote: Fox “aye,” Barrett “aye,” Stemple “aye,” and Bak “aye.”**

Chair Fox reconvened the meeting at 7:00 P.M. in the Grange Meeting Room of Boxborough Town Hall.

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

ANNOUNCEMENTS

Chair Fox read the announcements

APPOINTMENTS

- Boxborough Conservation Trust (BCT) members, Rita Grossman & Simon Bunyard along with Conservation Comm. Chair Dennis Reip were present to discuss the proposed acquisition of Elizabeth Brook Knoll (311 Whitcomb Road) for conservation purposes and the submission of an FY 17 LAND grant application for the same. Grossman provided some background, and a description of this parcel & the adjoining 50 acre parcel located in Harvard. This opportunity only recently came to the attention of the BCT and time is off the essence as the LAND grant paperwork needs to be submitted tomorrow. There was discussion of the respective timelines for the proposed acquisition and the grant submission, as the purchase paperwork is needed to apply for this grant. This is a multi-step process. Terms still need to be negotiated with the owners. The BCT will be contributing funds towards this, the grant will subsidize a significant portion of the cost, and town meeting would have to approve any remaining balance to complete this purchase. They are asking for the Selectmen’s support of these efforts including moving forward with the developing this grant application, related actions and further they would like for the Selectmen to send a letter in support of Harvard’s acquisition of the adjoining parcel. It was clarified that no Town funds are being committed at this time and Reip will take on the role of Project Manager in this effort. There was discussion as to previous acquisitions of parcels for conservation purposes here in Town.
 - Chair Fox moved to authorize the filing of the FY 17 round of the Local Acquisitions for Natural Diversity (LAND) Grant Program application for Elizabeth Brook Knoll (311 Whitcomb Road), including all understandings and assurances contained therein, and authorize BoS Clerk Susan M. Bak to send a letter to the Grants Program Supervisor verifying Town Administrator Selina S. Shaw’s legal authority to execute contracts on behalf of the Town; and further to authorize the Town Administrator to sign the FY 17 DCS Local Acquisitions for Natural Diversity (LAND) Grant Application. Seconded by Member Bak. **Approved 4-0.**
 - Chair Fox moved to designate Dennis Reip, Conservation Commission Chair, as the Project Manager for the Town’s FY 17 Elizabeth Brook Knoll LAND Grant Application. Seconded by Member Bak. **Approved 4-0.**
 - Chair Fox moved to authorize Chair of the Board of Selectmen to send a letter to the Harvard Selectmen in support of their acquisition of the adjoining parcel in Harvard. Seconded by Member Bak. **Approved 4-0.**

- DPW Director, Tom Garmon was present to propose that the DPW use a town owned parcel located at 381 Codman Hill Road, in the vicinity of the Transfer Station, for the stockpiling of DPW materials. As it has been discussed in the past, we have no extra space at the DPW facility on Mass. Ave. and they would like to use this parcel to store and stockpile excess, bulk materials. This is a vacant lot that was acquired by the town through a tax-taking and is currently not being used. The access road will need to be cleared but it is dry, rocky & there are no wetlands issues. They will take the proper precautions to insure this storage has no detrimental impact to the environment and Garmon described what shall and shall not be stored at the site. Not having to purchase these materials every time they have a project and having them ready & available will be a cost savings. The existing access road and portions of the lot will have to be cleared, no lighting will be required and the entrance will be secured with a chain. Dir. Garmon will obtain the Fire Chief's input on this usage. Pending verification that there are no hazardous materials on the property, Chair Fox moved to authorize the DPW Director to use the town property located at 381 Codman Hill Road for storage of DPW materials. Seconded by Member Bak. **Approved 4-0.**
- The Board took up the appointment of Raid Suleiman to the Energy Committee, for a three year term. As a Selectman, Suleiman serviced as the liaison to the EnCom. He was unable to come tonight, but has communicated his willingness to serve. Further to the recommendation of the Energy Committee, Chair Fox moved to appoint Raid Suleiman to the Committee, for a three year term effective immediately through June 30, 2019. Seconded by Member Bak. **Approved 4-0.**
- Jeff Sullivan was present to discuss the use of Flerra Field by the AB Monday Night Quarterbacks, and to request fee waiver for this use. Sullivan described the purpose of their sports booster organization and the type of agility training that would be taking place. There was discussion as to the suitability of permanently waiving field use fees for certain activities. It was determined that Recreation Comm. input will be sought on this. Further to the recommendation of the Recreation Commission, Chair Fox moved to waive the Boxborough field use fees for the use by the AB Monday Night Quarterbacks of Flerra Field for the period August 15 – 18 from 5 – 8 PM; further that the AB Quarterbacks must coordinate with the Recreation Commission prior to use of the fields and must ensure that all stations are rotated in order to prevent abnormal wear and tear to the fields. Seconded by Member Bak. **Approved 4-0.**
- There were no Citizens concerns.

MINUTES

- The Board passed over approval of the minutes for the June 13th Joint FinCom Meeting and the June 20th Executive Session.
- Member Bak moved to accept the minutes for the regular session of June 6, 2016, as written Seconded by Member Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Member Bak reported on the election of Community Preservation Comm. officers for FY 17 and the installation of new members. They also made some revisions to the application process at their last meeting.

She reported that the Personnel Board continues its efforts to update the Employee Handbook. This will be posted on-line when completed. They also recommended implementing of an automated payroll system for Town Hall staff. There will be 30-day trial period which will be launched in the next payroll period. The cost for this has been discussed with FinCom and should be manageable within the current budget. The Board provided their input.

Member Bak updated the Board on pending Town Hall projects - exterior stairs project & Grange Room improvements and the respective projected timelines.

She also reported that Chief White has advised her that the Middle Road communication tower still does not provide full coverage. He will be investigating options.

- Member Barrett reported that he is working on the War Memorial Committee charter and anticipates having a draft ready by the next Selectmen's meeting and spoke to the feedback received as to how other communities have undertaken this type of effort.
- Chair Fox reported that the Boxborough Affordable Housing Trust (BAHT) has signed a grant agreement regarding the use of CPA funds.
- He also reported that the BAHT participated in discussions with Treasurer/Collector McIntyre, TA Shaw and the Town's fund management co. which provided an overview of the BAHT and some of the Town's other trust funds. He suggested that a similar discussion be arranged for those responsible for these trust funds.

He also reported that he and Housing Board Chair Murphy had a very productive meeting with the Mass.Housing Partnership's Susan Connelly and Attorney Hill on the Stow Road property RFP.

Chair Fox reported that the Hager Well system design contract has been signed and we seem to be on track to have the DEP submission ready for Sept. 1st.

OLD BUSINESS

- Discussion continued on the establishment of new committees:
 - The Board reviewed the charters from the prior renditions of the 1999 Economic Development Comm. and Water Resources Comm. and provided input.
 - Member Bak read the proposed charter for the Town Meeting Study Comm. and reported on those who had volunteered to participate. The Board determined that these volunteers could be appointed tonight so this Comm. can begin its work. There was discussion as to the available education materials, the committee's structure and input they have received as to our unique governmental structure aka Town Meeting. Revisions were made to the charter. Member Bak moved to appoint Jennifer Campbell, John Fallon, Abby Reip, Jeanne Kangas and myself (Susan Bak), to the Ad hoc Town Meeting Study Committee, for a term running from July 11, 2016 through April 30, 2017. Seconded by Member Stemple. **Approved 4-0.**
 - As Member Amoroso was not available the Board passed over discussion on the Municipal Building Comm.
- The Board re-visited the approval of several Interdepartmental Transfer Requests (ITR) and a Reserve Fund (RFT); reviewing the supplemental information provided:
 - Chair Fox moved to approve and forward to the Finance Committee for their approval the transfer of \$1,958.08 from the Collector's Salary (001-146-5112-0000) to Police Travel (001-210-5711-0000). Seconded by Member Bak. **Approved 4-0.**
 - There was discussion as to the history and Town's current practices in managing the Snow & Ice budget.
 - Chair Fox moved to approve and forward to the Finance Committee for their approval the transfer of \$5,000 from Snow and Ice Overtime (001-423-5134-0000) to Snow and Ice Maintenance Supply (001-423-5531-0000). Seconded by Member Bak. **Approved 4-0.**
 - Chair Fox moved to approve and forward to the Finance Committee for their approval the transfer of \$3,245 from the Reserve Fund to Snow and Ice Street Maintenance Supply (001-423-5531-0000). Seconded by Member Bak. **Approved 4-0.**

NEW BUSINESS

- The Board took up the approval of some additional RFTs and ITRs:
 - Chair Fox moved to approve and forward to the Finance Committee for their approval the transfer of \$400.25 from the Reserve Fund to Selectmen Consulting (001-122-5306-0000). Seconded by Member Bak. **Approved 4-0.**
 - Chair Fox moved to approve and forward to the Finance Committee for their approval the transfer of \$164.92 from the Reserve Fund to Energy Committee Other Supplies (001-199-5599-0000). Seconded by Member Bak. **Approved 4-0.**
 - Member Barrett related his discussions with the Police Chief on these respective budgets and these requests. Member Barrett moved to approve and forward to the Finance Committee for their approval the transfer of \$28,535.79 from the Reserve Fund to Police Salary – Overtime (001-210-5134-0000). Seconded by Member Bak. **Approved 4-0.**
 - Member Barrett moved to approve and forward to the Finance Committee for their approval the transfer of \$18.22 from the Reserve Fund to Animal Control Travel (001-291-5711-0000). Seconded by Member Bak. **Approved 4-0.**
 - Chair Fox moved to approve and forward to the Finance Committee for their approval the transfer of \$591.52 from DPW Salary (001-422-5114-0000) to DPW Vehicle Maintenance Services (001-422-5242-0000). Seconded by Member Bak. **Approved 4-0.**
 - Member Bak moved to approve and forward to the Finance Committee for their approval the transfer of \$236.08 from the Reserve Fund to Employee Benefits – Medicare (001-915-5171-MEDC). Seconded by Member Stemple. **Approved 4-0.**
- On a related matter, TA Shaw informed the Board that the Treasurer received a request from an employee asking if they could enroll in the Town's insurance plan after "open enrollment" had closed and she summarized the circumstances. TA Shaw reviewed the Town's plan's benchmark dates and the terms under which an employee can sign up outside of the "open enrollment" period. There was a general review of the Town's health insurance program and how some other organizations manage their programs. The Town has no policy on this. The Treasurer has been informed that there is a two month "grace period" that can be exercised by the Town; however the Selectmen need to approve this exception. Allowing this exception could set a precedent and it will have some impact to this budget. TA Shaw will consult with Town Counsel as to whether, going forward, a policy should be created or if the Selectmen can consider these requests on a case-by-case basis. Chair Bak made a motion, and then subsequently withdrew it in lieu of a motion by Member Stemple. Member Stemple moved to allow the Town employee that wants to take advantage of Town's health insurance plan's 2-month waiver clause for this year (as of

August 1, 2016) with the understanding that this exception will be taken under advisement of Town Counsel. Seconded by Chair Barrett. **Approved 4-0.**

- The Board determined that their Goals Setting Workshop would be Oct. 29th and the Appreciation Event shall be held Sept. 17th.

CORRESPONDENCE

- There was discussion as to the timeline and impact of the State's decertification of CISCO's Tax Incremental Finance (TIF) status.
- There is also an invitation to review a proposed solar carpark at 1300 Mass. Ave.

CONCERNS OF THE BOARD

- There was discussion of the Animal Control Officer– Dogs & Cats (ACO)'s responsibilities and use of the Town's ACO vehicle. There was a concern as to what is the impact to her continuing to provide ACO service in other towns, such as Lancaster. It was clarified that the ACO now provides services pursuant to the ACO's IMA member towns – Boxborough, Littleton and Stow on a full time basis and she is authorized use of the ACO vehicle in just in those communities. There was discussion as to the uniqueness of this position and the possible need to fill the Assistant ACO position. Member Barrett will follow up with Chief Ryder on these matters.

ADJOURN

- The meeting was adjourned at 10:05 PM.

SELECTMEN'S ANNOUNCEMENTS

JULY 11, 2016

First, before our regular announcements a couple of special announcements:

- As of our June 20 meeting, we began using a new video broadcast and recording system. There are multiple cameras and new microphones. An introductory graphic is displayed before cutting to the live meeting as we come to order. We have also made changes to the VOD service. We hope that residents will find these changes improve the quality of their viewing experience. If you have comments or suggestions that can help us make further improvements, please send email to the Town Administrator or call the assistant at 978-264-1714.
- The recent slaying of five police officers in Dallas has been on everyone's mind. It was a horrific and grim reminder of the dangers faced by our law enforcement community. For a time, the Boxborough Police will be wearing black mourning bands across their badges in honor and remembrance. Many Boxborough residents have gone out of their way to reach out to the department. They have sent cards and treats to the police station and made personal contact with members. Chief Ryder would like everyone to know that these thoughtful gestures mean a great deal to the members of the department. They extend their heartfelt thanks and gratitude to the kind people who have expressed their support for our officers.

And now, to the regular announcements.

- **Selectmen Agenda packets** are available from links on the Town's website, from the calendar or the Selectmen's webpage.
- As summer begins **drivers are asked to use extra caution** especially in July while the 2016 Summer Playground Program is under way at Flerra Meadows. Drop off begins around 8:00 a.m. with pick up after 12:30 p.m. Many children will be riding their bikes to camp and around town in general during the summer so you are asked to drive with care.
- **A FY 17 Sticker is now required to access the Transfer Station. Applications are still available** or consider applying on-line. Go to the Transfer Station's webpage for more information.
 - If you are looking to dispose of bulk items, please consider donating your items to Household Goods at www.householdgoods.org. Please refer to the Transfer Station webpage or call the DPW for more information.

- The **Acton-Boxborough Farmers' Market** is underway. The market is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village and will be open on Sundays from 10 AM to 1 PM.
- Come join your friends and neighbors at **Boxborough's Harvest Fair** on Saturday, September 10th from 11:00 to 4:00 here at the Boxborough Town Hall and UCC Church. Start preparing your entry for the fair.
- We invite you to explore the Town's website www.boxborough-ma.gov. Information such as the **Transportation options** available for those living or working in Boxborough has been posted on our Town website's homepage on the left-hand side under Resources.
- **The Town's Video On-Demand service**, which features Board of Selectmen meetings and recordings of other public meetings, can now be viewed by the following link from the Town website's homepage on the left-hand side under Resources: **BXB-TV On Demand**.
- High School students and Adults with **audio/video experience** who are willing to be trained to work on an as-needed basis for **BXB-TV**, our government channel are being sought. Candidates would assist with the filming of various Town-related meetings and events. Please submit your information to BXB-TV Video Production Supervisor Kirby Dolak at Littleton Cable TV, 37 Shattuck St., Littleton, MA 01460, or submit via email to kdolak@littletonma.org
- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's webpage, give them a call, or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Acton-Boxborough Cultural Council (2), Conservation Commission (1), Design Review Board (2 at-large members), Energy Committee (1), Historical Commission (2), Housing Board (1), Personnel Board (1); Public Celebrations & Ceremonies Committee (2), Recreation Commission (3), Steele Farm Advisory Committee (2) and the Well-Being Committee has (2 at-large vacancies). Also, the Town Moderator is seeking two (2) volunteers to serve on the Finance Committee. Please consider participating on a Town board. You will find it to be a worthwhile and

rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

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



BOARD OF SELECTMEN

Meeting Agenda

July 11, 2016 (Revised)

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, TOWN ADMINISTRATOR'S OFFICE 6:00 PM

2. EXECUTIVE SESSION

Move to adjourn to executive session to consider the purchase or value of real estate and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

N.B. The Chair shall state that an open meeting may have a detrimental effect on the negotiating 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) BCTrust members Rita Grossman and Simon Bunyard and ConsComm Chair Dennis Reip regarding FY 17 LAND Grant application for Elizabeth Brook Knoll (311 Whitcomb Road), 7:05 PM

- i. *Move to authorize the filing of the FY 17 round of the Local Acquisitions for Natural Diversity (LAND) Grant Program application for Elizabeth Brook Knoll (311 Whitcomb Road), including all understandings and assurances contained therein, and authorize BoS Clerk Susan M. Bak to send a letter to the Grants Program Supervisor verifying Town Administrator Selina S. Shaw's legal authority to execute contracts on behalf of the Town; and further to authorize the Town Administrator to sign the FY 17 DCS Local Acquisitions for Natural Diversity (LAND) Grant Application Town Administrator*

VOTE:

- ii. *Move to designate Dennis Reip, Conservation Commission Chair, as the Project Manager for the Town's FY 17 Elizabeth Brook Knoll LAND Grant Application*

VOTE:

- b) Tom Garmon, DPW Director, to discuss use of town property located at 381 Codman Hill Road for potential storage of DPW materials, 7:20 PM

Pending verification that there are no hazardous materials on the property, move to authorize the DPW Director to use the town property located at 381 Codman Hill Road for storage of DPW materials

VOTE:

- c) Appointment of Raid Suleiman to the Energy Committee, for a three year term (immediately through 6/30/19), 7:30 PM

Further to the recommendation of the Energy Committee, move to appoint Raid Suleiman to the Committee, for a three year term effective immediately through June 30, 2019

VOTE:

- d) Jeff Sullivan, regarding fee waiver request for Flerra Field for AB Monday Night Quarterbacks, 7:35 PM

Further to the recommendation of the Recreation Commission, move to waive the Boxborough field use fees for the use by the AB Monday Night Quarterbacks of Flerra Field for the period August 15 – 18 from 5 – 8 PM; further that the AB Quarterbacks must coordinate with the Recreation Commission prior to use of the fields and must ensure that all stations are rotated in order to prevent abnormal wear and tear to the fields

VOTE:

- e) Citizens concerns

5. MINUTES

- a) Regular session, June 6, 2016
- b) Joint meeting with the Finance Committee, June 13, 2016
- c) Executive session, June 20, 2016

ACCEPT & POF

ACCEPT & POF

ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Establishment of new committees, discussion
 - i. Economic Development Committee
 - ii. Municipal Building Committee
 - iii. Town Meeting Study Committee
 - iv. Water Resources Committee
- b) Reserve Fund (RFT) and Interdepartmental Transfer Requests

- i. Collector Salary to Police Other Expenses

Move to approve and forward to the Finance Committee for their approval the transfer of \$1,958.08 from the Collector's Salary (001-146-5112-0000) to Police Travel (001-210-5711-0000)

VOTE:

- ii. Snow and Ice Overtime to Snow and Ice Street Maintenance Supply

Move to approve and forward to the Finance Committee for their approval the transfer of \$5,000 from Snow and Ice Overtime (001-423-5134-0000) to Snow and Ice Maintenance Supply (001-423-5531-0000)

VOTE:

- iii. RFT - Snow and Ice Street Maintenance Supply

Move to approve and forward to the Finance Committee for their approval the transfer of \$3,245 from the Reserve Fund to Snow and Ice Street Maintenance Supply (001-423-5531-0000)

VOTE:

8. NEW BUSINESS

- a) Reserve Fund (RFT) and Interdepartmental Transfer Requests

- i. RFT – Selectmen Consulting

Move to approve and forward to the Finance Committee for their approval the transfer of \$400.25 from the Reserve Fund to Selectmen Consulting (001-122-5306-0000)

VOTE:

- ii. RFT – Energy Committee

Move to approve and forward to the Finance Committee for their approval the transfer of \$164.92 from the Reserve Fund to Energy Committee Other Supplies (001-199-5599-0000)

VOTE:

- iii. RFT – Police Salary Overtime

Move to approve and forward to the Finance Committee for their approval the transfer of \$28,535.79 from the Reserve Fund to Police Salary – Overtime (001-210-5134-0000)

VOTE:

iv. RFT – Animal Control Travel

Move to approve and forward to the Finance Committee for their approval the transfer of \$18.22 from the Reserve Fund to Animal Control Travel (001-291-5711-0000)

VOTE:

v. DPW Salary to DPW Vehicle Maintenance Service

Move to approve and forward to the Finance Committee for their approval the transfer of \$591.52 from DPW Salary (001-422-5114-0000) to DPW Vehicle Maintenance Services (001-422-5242-0000)

VOTE:

vi. RFT – Employee Benefits – Medicare

Move to approve and forward to the Finance Committee for their approval the transfer of \$236.08 from the Reserve Fund to Employee Benefits – Medicare (001-915-5171-MEDC)

VOTE:

b) Consider dates for goal setting workshop and appreciation event

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. ADJOURN

Upcoming Board of Selectmen Meetings

8/8; 8/29; 9/19; 10/3; 10/17; 10/31; 11/14; 11/28; 12/5; 12/19; 1/9/17

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BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1712 • Fax: (978) 264-3127
www.boxborough-ma.gov

Leslie R. Fox, Chair Susan M. Bak, Clerk Vincent M. Amoroso Richard M. Barrett Robert T. Stemple

At a duly called meeting of the Boxborough Board of Selectmen on July 11, 2016, the Board of Selectmen, by a vote of 4 – 0, moved by Selectman _____ and seconded by Selectman _____, authorized the filing of the FY 17 round of the Local Acquisitions for Natural Diversity (LAND) Grant Program, including all understandings and assurances contained therein, and authorized BoS Clerk Susan M. Bak to send a letter to the Grants Program Supervisor verifying Town Administrator Selina S. Shaw’s legal authority to execute contracts on behalf of the Town and further, authorized the Town Administrator to sign the FY 17 DCS Local Acquisitions for Natural Diversity (LAND) Grant Application, and further, designated Dennis Reip as the Project Manager for the Elizabeth Knoll parcel acquisition.

I, Susan M. Bak, Clerk of the Board of Selectmen of the Town of Boxborough, do hereby certify that this is a true copy attest of the Board of Selectmen’s vote on July 11, 2016.

Susan M. Bak, Clerk
Boxborough Board of Selectmen

Commonwealth of Massachusetts

County of Middlesex, ss.

On this ____ day of _____, 2016, before me, the undersigned Notary Public, personally appeared _____, Clerk, Boxborough Board of Selectmen, who proved to me through satisfactory evidence of identification, which was Massachusetts Driver’s License, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she signed it voluntarily for its stated purpose.

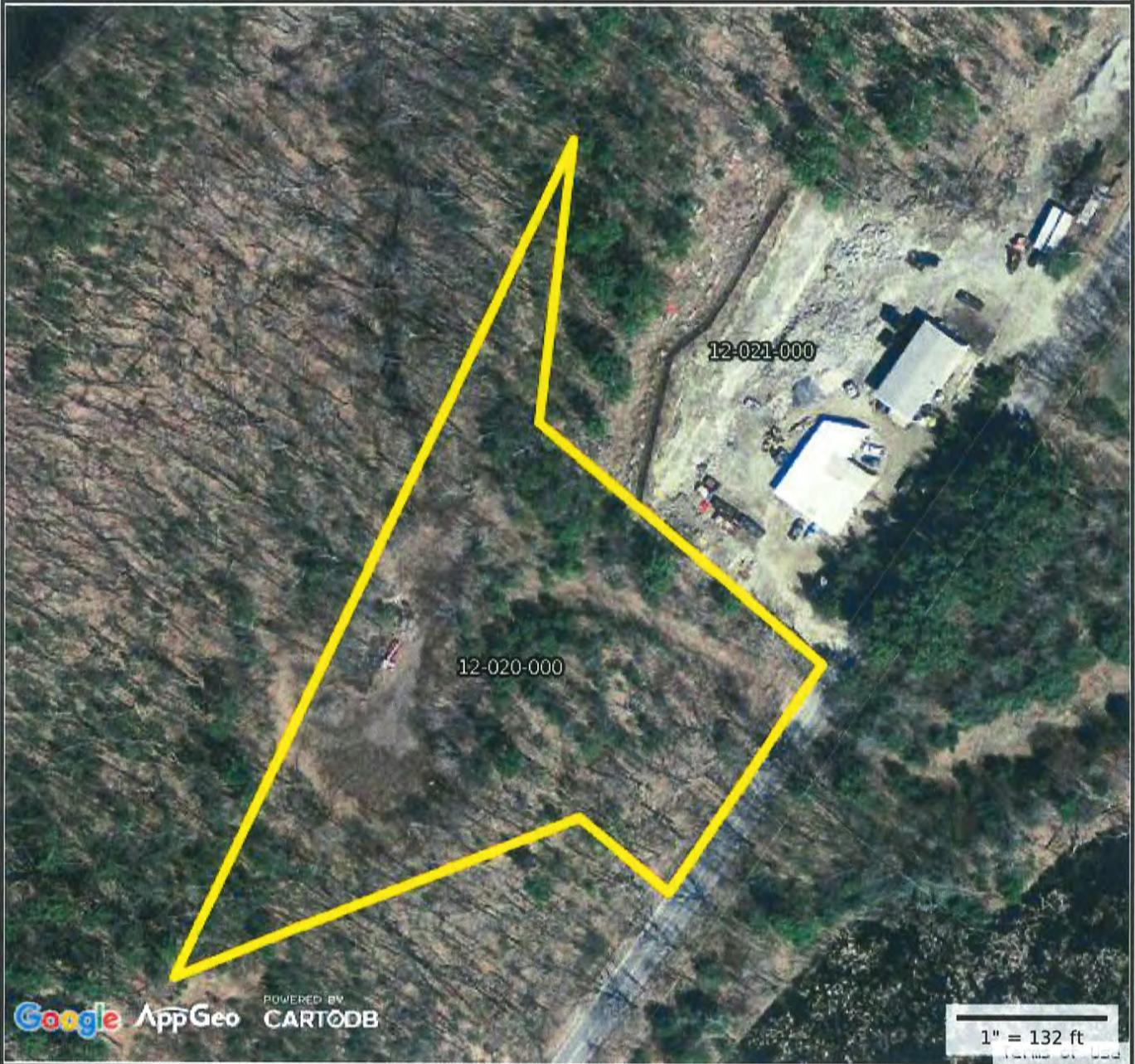
Notary Public
My commission expires: _____

LAND PURCHASE FOR CONSERVATION PURPOSES

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to be expended by the Conservation Commission, in accordance with the authority granted to it under Massachusetts General Laws, Chapter 40, Section 8C, by and on behalf of the Town, for the acquisition of that certain tract of land totaling 15.67 acres, more or less, located at 311 Whitcomb Road, identified as 08-001-000 on the Boxborough Assessor's Maps, being a portion of that land described in a deed recorded with the Middlesex South Registry of Deeds in Book 11391 at Page 514, including costs incidental and related thereto, for conservation and passive recreation purposes, said land to be held in the care, custody, management and control of the Conservation Commission thereafter, and to authorize the Treasurer with the approval of the Selectmen to borrow said sum under the provisions of Massachusetts General Laws Chapter 44, Sections 7 and 8C, and/or any other enabling authority; and further to authorize the Conservation Commission or its designees to apply for, accept and expend on behalf of the Town such other funds as may be provided to pay for all or a portion of the costs of acquiring these properties, including but not limited to grants and/or reimbursement from the Commonwealth of Massachusetts under the Local Acquisitions for Natural Diversity (LAND) grant program (Massachusetts General Laws Chapter 132A, Section 11), which grants and/or funds shall be used to repay all or a portion of the borrowed funds, provided, however, that said acquisition is conditional upon the Town of Boxborough receiving a LAND grant for said acquisition in the amount of \$_____ ; and to authorize the Conservation Commission to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town to effect said acquisition; or take any other action relative thereto.

Codman Hill Rd. - potential DPW Storage



Property Information

Property ID 12-020-000
Location 381 CODMAN HILL ROAD
Owner BOXBOROUGH TOWN OF

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

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

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

TZ MAP UZU LOT UUU BLOCK

1 of 1 CARD

Boxborough

APPRaised: 181,000 / 181,000
 USE VALUE: 181,000 / 181,000
 ASSESSED: 181,000 / 181,000



Patriot Properties Inc.

USER DEFINED

Prior Id # 1:	01-1-103
Prior Id # 2:	0
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
Prior Id # 1:	
Prior Id # 2:	
Prior Id # 3:	
ASR Map:	
Fact Dist:	
Reval Dist:	
Year:	
Land Reason:	
Bld Reason:	
Civil District:	
Ratio:	

PROPERTY LOCATION

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

OWNERSHIP

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

PREVIOUS OWNER

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

NARRATIVE DESCRIPTION

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

OTHER ASSESSMENTS

Code	Descrip/No	Amount	Com. Int

PROPERTY FACTORS

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

LAND SECTION (First 7 lines only)

Use Code	Description	LUC Fact	No of Units	Depth / Price/Units	Unit Type	Land Type	LT Factor	Base Value	Unit Price	Adj	Neigh	Neigh Infl	Neigh Mod	Infl 1 %	Infl 2 %	Infl 3 %	Appraised Value	Alt Class	%	Spec Land	J Code	Fact	Use Value	Notes
930	MUN/VAC/SE		80000		SQUARE FESITE			0	2.5	0.80	C1			TOPO	-20		160,000						160,000	
930	MUN/VAC/SE		1.5035		ACRES	EXCESS		0	20,000.	0.70	C1			TOPO	-30		21,049						21,000	

Total AC/HA:	3.34005	Total SF/SM:	145493	Parcel LUC:	930	MUN/VAC/SELE	Prime NB Desc:	C1	Total:	181,049	Spl Credit:		Total:	181,000
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IN PROCESS APPRAISAL SUMMARY

Use Code	Land Size	Building Value	Yard Items	Land Value	Total Value	Legal Description	User Acct
930	3.340			181,000	181,000		
Total Card				3.340	181,000	181,000	Entered Lot Size
Total Parcel				3.340	181,000	181,000	Total Land: 3.34
Source:		Market Adj Cost	Total Value per SQ unit /Card:		N/A	/Parcel:	N/A
				Land Unit Type:		AC	

PREVIOUS ASSESSMENT

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

SALES INFORMATION

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

BUILDING PERMITS

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

ACTIVITY INFORMATION

Date	Result	By	Name

Sign: _____

Selina Shaw

From: Frances Nolde <[REDACTED]>
Sent: Tuesday, May 31, 2016 2:42 PM
To: Selina Shaw
Cc: Raid Suleiman
Subject: New-Old member of Energy Committee

Hi Selina,

Raid has agreed to join the Energy Committee in July or August. Kindly arrange with him a time to meet with the Selectmen to be sworn in.

Many thanks,
Francie

Francie Nolde
[REDACTED]

Open the heart; release the ego.

42

Selina Shaw

From: Jeff R. Sullivan <jsullivan@vcm.com>
Sent: Tuesday, June 14, 2016 11:04 AM
To: Cheryl Mahoney
Cc: Selina Shaw
Subject: RE: AB Monday Night Quarterbacks - Boxborough Field Use Application
Attachments: Boxboro Field Use.pdf

Hi Cheryl and Selina,

Attached is the field use permit policy signed and dated. As you mentioned, you already have our Field Use Application. I would like to request a waiver of fees for using Flerra Field the week of August 15 – 18th as this is an Acton-Boxboro high school group organization. I can meet with the board of selectmen on either 6/20 or 7/11. Please let me know if you need anything more from me and thank you.

Sincerely,

Jeff Sullivan

From: Cheryl Mahoney [<mailto:cmahoney@boxborough-ma.gov>]
Sent: Monday, June 13, 2016 4:39 PM
To: Jeff R. Sullivan
Cc: Selina Shaw
Subject: AB Monday Night Quarterbacks - Boxborough Field Use Application
Importance: High

Jeff,
We received the two pages of the Field Permit Application last week. However, there was no fee attached.

In the past your group has requested a fee waiver. If you would like to seek a fee waiver, once again, per our Field Use Policy "Waiver/Reduction of Fees" (page 2 of 3) AB Monday Night Quarterbacks will have to submit a written waiver request to the Town Administrator, Selina Shaw [sshaw@boxborough-ma.gov] which she then forwards to the Board of Selectmen for action at a Selectmen meeting. They also ask that the petitioner attend that meeting to discuss their waiver request. I would further suggest that you submit this request as soon as possible as the Selectmen are meeting very infrequently between now and August (6/20 & 7/11).

Cheryl A. Mahoney
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719
978-264-1714
978-264-3127 - FAX
www.boxborough-ma.gov

*****Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.*****



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1700 · Fax: (978) 264-3127
www.boxborough-ma.gov

Field Permit Application

Effective Date: January 1, 2012

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

SECTION I

Application Date: 1/25/16 Email Address: jsullivan@vcim.com

Name of Organization: Acton-Boxborough Monday Night Quarterbacks

Contact Person: Jeff Sullivan Phone: Home (978) 263-7747

Address: 88 Windsor Ave Work (978) 844-4303

Town/City: Acton State: MA Zip Code: 01720

Organization: Resident Non-Resident Number of Participants: 80

Describe Activity: Agilities - running + conditioning for HS Athletes

SECTION II

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

<input checked="" type="checkbox"/> Flerra Soccer	<input type="checkbox"/> Liberty Soccer	<input type="checkbox"/> Fifer's Soccer
11 v 11 6 v 6	11 v 11 6 v 6	11 v 11 6 v 6
8 v 8 4 v 4	8 v 8 4 v 4	8 v 8 4 v 4

Flerra Baseball Liberty Baseball Other

DATE(s) REQUESTED:

1st Choice Aug 15-18 Time Requested: Start Time 5:00 End Time: 8:00

2nd Choice _____ Time Requested: Start Time _____ End Time: _____

Will Food/Beverages be Served? If Yes, be specific: _____

Will Alcohol be Served?* Has a permit been obtained by the Board of Selectmen? _____

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

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

Has a permit been obtained by the Fire Department? _____

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

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

J.R. [Signature]
(Representative's Signature)

1/26/16
(Date)

PERMIT FOR USE OF RECREATION FACILITIES

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

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issue by _____ Date _____
Town Administrator

Special Instructions: _____

Copy to:

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

Office use only: Application received on: ____/____/____ BY: _____

Permit Fee: \$ _____ Check # _____

Application approved / denied on ____/____/____

Applicant contacted on ____/____/____ by: Phone Email Mail

Second contact on: ____/____/____ by: Phone Email Mail

Application Withdrawn ____/____/____

Boxborough Field Use Permit Policy
Effective January 1, 2012

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

Scheduling of Fields

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

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

Application Process

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

Waiver/Reduction of Fees

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

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

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

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

Subletting of fields

Subletting is defined as:

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

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

Cancellation Policy

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

Field Closure and Inclement Weather Field Use

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

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

Removal of Trash

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

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

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

Jeffrey Sullivan ABMOQ
 Representative's Name and Organization

[Signature] 6/14/16
 Representative's Signature & Date

L/D

Selina Shaw

From: Kevin [REDACTED]
Sent: Friday, July 08, 2016 10:41 AM
To: Selina Shaw
Cc: Cheryl Mahoney
Subject: Re: ** Field Use & Fee Waiver Request - AB Monday Night QBs

Two follow ups.

First, rec is fine with AB Mbabane request however the caveat should be communicated that coordination with us is necessary prior to use. We want them to rotate the stations to prevent abnormal wear and tear to the field. Jeff should contact me.

[REDACTED]

Kevin

Sent from my iPhone



BOARD OF SELECTMEN
Meeting Minutes
June 6, 2016

APPROVED: _____

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

ALSO PRESENT: Selina Shaw, Town Administrator

EXECUTIVE SESSION

- At 6:30 PM Chair Fox moved to adjourn to executive session to discuss strategy with respect to collective bargaining (*Massachusetts Coalition of Police, Local 200*) and to reconvene in open session at 7:00 PM in the Grange Meeting Room to consider the regular business on the agenda. Chair Fox further stated that an open meeting may have a detrimental effect on the litigating and negotiating position of the Board. Seconded by Selectman Amoroso. **Approved 5-0 by Roll Call Vote: Fox "aye," Bak "aye," Barrett "aye," Stemple "aye," and Amoroso "aye."**

Chair Fox reconvened the meeting at 7:00 P.M. in the Grange Meeting Room of Boxborough 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 Fox read announcements.

The Board took Agenda Items #6 (a & b), out of order.

MINUTES

- Member Amoroso moved to accept the minutes for the Regular session of April 25, 2016, as revised. Seconded by Member Bak. **Approved 5-0.**
- The Board passed over review of the Executive session minutes of May 23, 2016.

At this point, it was reported that there were issues with the audio portion of the broadcast.

PUBLIC HEARING

- At 7:10 PM Chair Fox opened a public hearing to consider the transfer of the Innholder Alcoholic Beverages License from Hotel Boxborough Lessee, LLC (dba Holiday Inn Boxborough Woods) to Driftwood Special Servicing, LLC (dba Holiday Inn Boxborough) "Driftwood". Chair Fox provided an overview of the purpose of this hearing. A list of attendees is attached and incorporated by reference. Attorney David Rubin appeared on behalf of the applicant, Driftwood. He provided background on the financial circumstances that resulted in the receivership that Driftwood is currently operating the "Holiday Inn" facility under and Driftwood's purpose for seeking the proposed transfer. There was discussion concerning how the parties relate to each other and their roles in the current operation of the site. This transfer request is an interim step. Driftwood is currently working to address maintenance deficiencies at the site. Once they receive this approval, the bank intends to proceed with the foreclosure and then they will begin to consider capital improvements to the facility. The intention for the immediate future is to operate the facility "as-is"; continuing to operate as a Holiday Inn franchise. However, this could change post-foreclosure. Driftwood's business model is to turn around underperforming operations. Atty. Rubin distributed material regarding the Driftwood organization and spoke to some of the other properties that they operate in Mass. The Selectmen spoke to their recollections of when this facility first opened and how they would like to see this hospitality operation return to the quality that it offered when it launched. As there was no further discussion, Chair Fox closed the hearing. Chair Fox moved to approve the transfer of the Innholder Alcoholic Beverages License from Hotel Boxborough Lessee, LLC (dba Holiday Inn Boxborough Woods) to Driftwood Special Servicing, LLC (dba Holiday Inn Boxborough) and to forward the application package to the Alcoholic Beverages Control Commission (ABCC). Seconded by Member Bak. **Approved 5-0.**

APPOINTMENTS

- The Selectmen took up the appointment and reappointment of various board members to three-year terms effective July 1, 2016, through June 30, 2019, unless otherwise noted:
 - John Neyland was present regarding his reappointment to the Agricultural Commission. Neyland noted that the AgCom seems to have gained traction and recognition over the last year as their relationship with other land use boards improves. Chair Fox moved to reappoint John Neyland to Agricultural Commission. Seconded by Member Bak. **Approved 5-0.**
 - Virginia Richardson has communicated her willingness to continue to serve on the Board of Registrars but was unable to attend. Chair Fox moved to reappoint Virginia Richardson to Board of Registrars. Seconded by Member Bak. **Approved 5-0.**
 - Boxborough Housing Board (BHB) Chair, Al Murphy and BHB members Michael Fetterman, Diane Friedman, and Ron Vogel were present to discuss Housing Board activities and Fetterman, Friedman, and Vogel's respective reappointments to the Housing Board, along with Murphy's reappointment to the Boxborough Affordable Housing Trust(BAHT).
 - Chair Fox, fellow BAHT member, provided some background as to the BAHT's purpose, goals and recent endeavors. Murphy also spoke to recent BAHT activities. Chair Fox moved to reappoint R. Allen (Al) Murphy to the Boxborough Affordable Housing Trust for a two year term through June 30, 2018. Seconded by Member Bak. **Approved 5-0.**
 - Fetterman provided input as to his time on the Boxborough Housing Board, including Town Meeting's approval of the rental voucher program, developing affordable housing on town-owned property on Stow Road and the possible of development of a Habitats for Humanity's home in town and Chair Fox moved to reappoint Michael Fetterman to the Boxborough Housing Board. Seconded by Member Bak. **Approved 5-0.**
 - Friedman noted that she is has been pleased to serve on the BHB for over 10 years and was willing to continue. Chair Fox moved to reappoint Diane Friedman to the Boxborough Housing Board. Seconded by Member Bak. **Approved 5-0.**
 - Vogel stated he was willing to help out where he could. Chair Fox moved to reappoint Ron Vogel to the Boxborough Housing Board. Seconded by Member Bak. **Approved 5-0.**
 - Elizabeth Markiewicz and Channing Wagg were seeking reappointment to the Boxborough Well-Being Committee (BWBC)
 - Markiewicz noted that the BWBC is two years old and is now supported by the Community Services Coordinator. They are exploring grant opportunities and are looking forward to providing support for the Housing Voucher program. Chair Fox moved to reappoint Elizabeth Markiewicz to the Boxborough Well-Being Committee. Seconded by Member Bak. **Approved 5-0.**
 - Chair Fox moved to reappoint Channing Wagg to the Boxborough Well-Being Committee. Seconded by Member Bak. **Approved 5-0.**
 - Chair Fox moved to reappoint Hugh Fortmiller to the Community Preservation Committee. Seconded by Member Bak. **Approved 5-0.**
 - Chair Fox moved to reappoint Norman Hanover to the Conservation Commission. Seconded by Member Bak. **Approved 5-0.** Hanover noted that the ConsCom has been pretty busy recently.
 - Carolyn Light was present to discuss her reappointment to the Council on Aging. She has lived in town for over twenty years and noted that being civically active is a family tradition. Chair Fox moved to reappoint Carolyn Light to the Council on Aging. Seconded by Member Bak. **Approved 5-0.**
 - Frances Nolde was present to discuss Energy Committee activities and her reappointment. She thanked the Selectmen for their support of their energy conservation endeavors and described some of their proposed initiatives. Chair Fox moved to reappoint Frances Nolde to the Energy Committee. Seconded by Member Bak. **Approved 5-0.**
 - Lonnie Weil discussed recent Zoning Board of Appeals (ZBA) activities and his willingness to be reappointed. The ZBA has been a lot less busy then when 40Bs application activities were being scheduled and he is pleased to, once again, be able to concentrate on preserving this community. Chair Fox moved to reappoint Lonnie Weil to the Zoning Board of Appeals. Seconded by Member Bak. **Approved 5-0.**
 - Chair Fox spoke to his appointment as the Town's representative to the Minuteman Advisory Group on Interlocal Coordination (MAGIC), the purpose of this organizations and the benefits of participation. Member Bak moved to appoint Les Fox as the Town's representative to the Minuteman Advisory Group on Interlocal Coordination (MAGIC) for a one year term through June 30, 2017. Seconded by Member Stemple. **Approved 5-0.**
 - As they were not present, the Selectmen passed over the reappointments of Barbara Birt and Barbara Wheeler to the Council on Aging and Kevin Mahoney to the Design Review Board. Town Clerk Markiewicz was present to swear in those that were present.
- Though not on the agenda, the Board was asked to take up authorizing Bond Anticipation Notes (BAN). TA Shaw advised that they were just notified today, that these BANs were ready to sign. She referred to the Treasurer's statement regarding this and further advised that the Town's Bond Counsel has reviewed and approved this. Chair Fox summarized the acquired/improved capital articles approved at Town Meeting for which these BANs will be applied. There was discussion as to the structure and "break-out" of these BANs. The Treasurer will be asked to provide follow up information on some of these matters. Chair Fox moved to authorize the issuance of BAN #364-1, dated June 23, 2016 in the amount of Six Hundred One Thousand Dollars (\$601,000) at an interest rate of 0.85% per annum, payable to Century Bank and Trust Company on December 23, 2016, as well

as BAN # 364-2 in the amount of Six Hundred Thousand Dollars (\$600,000) at an interest rate of 0.85% per annum and payable to Unibank on December 23, 2016. Seconded by Member Bak. **Approved 5-0.**

- Developer, Jim D'Agostine of Westchester Homes, and Attorney Steven Graham were present to discuss the pending Notice of Sale and Conversion of 94 Chester Road. This parcel is currently classified as forestry (agricultural) under M.G. Law Chapter 61. Chair Fox provided an overview of the significance of Ch. 61 and the Town's Right of First Refusal under this statute. The purpose of their appearance tonight is to request that the Town consider declining exercising its Right of First Refusal. D'Agostine spoke to the plans that he had provided and their intentions in the development of this parcel and the adjoining parcel, specifically as to the proposed homesite configurations, the required infrastructure, the wetlands and the intended gift of land to the Town. It was noted that as this involves a possible real estate transaction; there are several concerns that should be discussed by the Selectmen in an executive session later this evening; further discussion in open meeting could have a detrimental effect on the negotiating position of the Board. D'Agostine and Graham were thanked for this presentation and advised that the Board would get back to them regarding this request.
- There were no Citizens concerns.

The Board took Agenda Item #9 a, out of order.

NEW BUSINESS

- Chair Fox moved to forward to the Finance Committee for approval the request to transfer \$5,000 from the Reserve Fund: \$1,500 to account #001-630-5870-0000 (RecComm-Equipment Replacement) and \$3,500 to account #001-630-5441-0000 (RecComm-Building/Grounds Maintenance Supplies). Seconded by Member Bak. **Approved 5-0.**

SELECTMEN REPORTS

- Member Amoroso reported that he and Chair Fox had done a post Town Meeting analysis on Public Safety Space Needs additional study article, itself and the concerns raised during town meeting discussions. This analysis will be discussed, in more detail at upcoming SNAG and BLF meetings.

He also reported on matters concerning the Minuteman School District. The MSBA has granted a sixmonth extension. The only town that rejected the Town Meeting bonding article was Belmont. There was discussion as to what efforts may be undertaken to bring about this funding. It was also suggested that the withdrawing towns consider creating an ad hoc working group to develop and discuss logistics of their responsibilities going forward.

- Member Bak reported that Boxborough's own, Rachel Toups was Minuteman's Class of 2016 Valedictorian.
- Chair Fox provided an update on the "Lawn Barber" situation; the concerns raised during Citizen's concerns on April 25th and asked for the Selectmen to approve the proposed letter to Planning Bd., which he distributed. Member Bak moved to approved Chair Fox signing this letter. Seconded by Member Stemple. **Approved 5-0.**

He also reported on the Hager Well improvement project. The stakeholders have been asked to provide feedback regarding the May 2016 DEP notice. Various meetings with vendors have been taking place and we are making progress.

OLD BUSINESS

- The Board reopened discussion on FY 2017 Liaisons "assignments." Member Stemple noted that he and Member Amoroso will be trading their Energy Comm. and Finance Comm. liaison responsibilities; otherwise he would like to maintain his FY 16 responsibilities. Member Barrett will be assigned to the Police Dept. Member Bak take on the Fire Dept. and Member Fox will be responsible for the DPW. Member Amoroso agreed to take on the new role of the Inspectional Services liaison. Member Barrett agreed to assume former member Gorman's liaison responsibilities for: the War Memorial, Historical Comm., Cemetery Comm., Public Celebrations & Ceremonies Comm. and Well-being Comm. There was a discussion as to how these liaison responsibilities are managed. The Selectmen agreed to the Liaison List for FY 17 as discussed.
- Chair Fox also spoke regarding the Metropolitan Area Planning Council (MAPC) – and our how participation benefits us, specifically, as to their recent efforts to address upcoming federal stormwater management mandates and what their member communities will be facing as they attempt to comply. It was determined that Town Planner Duchesneau will be asked to brief the Board on this stormwater mandate and any potential impact regarding the implementation of those items that will apply to Boxborough.

- The Board re-opened discussion on the establishment of a “team” to negotiate memorandum of agreement with Boxborough Professional Firefighters, Local 4601 for the purposes of adding Full-time Captain to the collective bargaining unit (CBU) and to establish the wage for the position. It was determined that Member Bak as the BFD Liaison and Selectmen Fox would be the Board’s “team” members. Chair Fox moved to notify the Boxborough Professional Firefighters, Local 4601 of the Board of Selectmen’s intent to negotiate with the CBU regarding the addition of the position of Full-time Captain to the CBU as well as to establish the wage for the position. Seconded by Member Bak. **Approved 4-0-1.** (Member Stemple recused himself)

NEW BUSINESS (Continued)

- The Board opened discussion on Disclosure of Appearance of Conflict of Interest as Required by G.L. c. 268A, §23(b)(3) submitted by Selectman Richard M. Barrett. This discussion is to notify the Board that this Disclosure has been filed with Town Clerk. Said Disclosure was read into the record by Chair Fox. There was a brief discussion as to what matters that Barrett would be recusing himself from.

CONCERNS OF THE BOARD

- It was noted that currently no “Town Government” booth is planned for Fifer’s Day.
- There was a discussion of items that the Board may want to follow up on:
 - Currently, the TA is the only Town official certified as a procurement officer. The BICAO was specifically told when hired that he is expected to pursue this procurement certification. Other dept. heads should also be educated as to current procurement law, process and procedures.
 - The Town Planner and BICAO will be asked to provide periodic updates on the various projects underway around town. It was suggested they appear together.

EXECUTIVE SESSION

- At 9:07 PM Chair Fox moved to adjourn to executive session to consider the purchase or value of real estate and to adjourn immediately thereafter. Chair Fox further stated that an open meeting may have a detrimental effect on the litigating and negotiating position of the Board. Seconded by Member Bak. **Approved 5-0 by Roll Call Vote: Fox “aye,” Barrett “aye,” Bak “aye,” Stemple “aye,” and Amoroso “aye.”**

7 a i

Charter from EDC Comm. established by BoS
in 1999

Economic Development Committee

Mission and Charge of the Committee:

The mission of the Economic Development Committee is to advise the Town and Board of Selectman on strategies and recommend options for responsible and balanced economic development. The Committee will research and analyze the current state of economic development in town, trends, and the impact of potential future courses of action to promote responsible economic development. The Committee will provide a mechanism to be responsive to development activities while serving the best interests of the town and honoring the traditional nature and character of our community.

Goals and Objectives:

- ❑ Research and understand internal factors associated with economic development (e.g., town government, taxes, etc.)
- ❑ Research and understand external factors associated with economic development (e.g., national, regional, and local economy, population growth and labor supply, etc.)
- ❑ Solicit feedback of the key boards and departments. It is imperative to understand the constraints that these vital functions of town governance impact upon economic development. Provide recommendations to mitigate these constraints and identify areas where boards may provide ways to streamline processes to facilitate economic development.
- ❑ Provide a positive environment for working with the businesses to balance development interests and town government responsibilities; attract small, medium, and large businesses to town; and encourage Boxborough residents to establish businesses in town and hire local residents.
- ❑ Address location of new businesses in the existing Town Center District, and existing Business, Commercial and Industrial Zones. Address issues of future land use in Boxborough. Work with designated boards/committees to address infrastructure issues (e.g., water supply and treatment) which impact growth and economic development.
- ❑ Recommend proposal to amend the Town By-laws as well as the Planning Board Rules and Regulations Governing the Subdivision of Land Purpose Statements to include economic development considerations.
- ❑ Recommend proposals to the BoS regarding split rate for taxation and other related tax policy modifications.
- ❑ Establish committee member liaisons to the Metropolitan Area Planning Council (MAPC) Economic Development Policy Committee, I-495 Technology Corridor Initiative and other appropriate bodies designated by the BoS.
- ❑ Examine the myriad of potential organizing mechanisms to enable and promote responsible growth with the best interests of the town, which may include Community Development Corporations, Economic Development Industrial Corporations, Development and Industrial Commission, Community Development Departments, Private Non-Profit Economic Development Corporations, and/or Local Development Corporations.

Organization

The Committee will be comprised of five individuals, each to be appointed by the Board of Selectman for a term of three years on a staggered basis (first appointees will include 2 for 3 years, 2 for 2 years, and 1 for 1 year) and removed at the Board's discretion . The Committee will elect a Chair & Clerk, and shall operate as all standing committees and boards, in conformance with Open Meeting laws. The Committee will meet with the BoS, or a designated subgroup, on at least a quarterly basis or more frequently as requested. The Committee will develop a report and briefing for Town Meeting, as appropriate, to gain critical feedback from the town as a whole. The Committee will also submit a report to be included in the Annual Town Report.

Time Frame:

EDC will remain a permanent committee.

Land Use and Economic Development

Planning Development Framework

1. Long range Town planning vision - "Capstone Vision"

- Already drafted. Modify as needed, but keep short.
- Get endorsement at STM/TM - Town approval and buy-in is essential to marshal the effort. Reinforces need to keep it short and succinct so is digestible at TM.
- Big picture view of planning needs for all of town.
- Framework to develop and maintain a coordinated set of plans.

2. Prepare description of the various plans or planning elements that make up the actual execution and implementation of the vision. Communicate widely and solicit broad input.

Some of these are formal plans owned and developed by standing/elected boards. Others are elements that come from community, interest groups, associations (e.g., Boxborough Business Association, BCT), etc.

- Economic Development Strategy and Plan
- Conservation Commission - strategy on acquisition priority and criteria
- Affordable Housing Plan
- Recreation Committee long range plan
- Open Space and Recreation Plan (PB, ConsCom, RecCom)
- Finance Committee
- Planning Board "Master Plan"
- Board of Health
- Council on Aging
- Zoning Board of Appeals
- Library Board of Trustees
- Historical Commission
- School Committee - for informational purposes
- At-large individuals and organizations: e.g., Boxborough Business Association, Boxborough Conservation Trust, Boxborough Historical Society, etc.

3. Prepare a first cut framework at the implementation work needed on each of the items in Sect. 2, incorporating detailed inputs.

4. Reconstitute the Economic Development Committee to develop the ED strategy/plan in line with the vision.

5. Charge the responsible boards to develop AND DELIVER their component plans (Sect. 2) according to Vision (Sect. 1) and framework outline (Sect. 3).

6. Hold regular public hearings and semi-annual or annual "planning summit" review of the ensemble of plans with BOS and assembled boards.

7. Bring major proposed vision changes, if any, to TM every 5(?) years, perhaps more frequently until we get to steady state.

8. Report progress to TM and in Annual Town Report.

9. Iterate

ECONOMIC DEVELOPMENT COMMITTEE

The Economic Development Committee (EDC) is a permanent committee established through the Board of Selectmen's Framework on Land Use and Economic Development. The EDC has three appointed members, Jen Shemowat, Dan MacPhail, and Tim Rudolph. EDC recognizes the contributions of charter member Jeff Fuhrer who recently resigned due to other commitments. The Committee currently meets every two to three weeks and also makes an effort to regularly attend the Master Plan and Land Use and Acquisition meetings. The Committee anticipates that the addition of new members would result in greater representation and participation by EDC. The EDC continues to actively search for new volunteers, especially residents with ties to the local business community. Interested residents should contact either Dan MacPhail at (781) 894-4500, during the day, or Jen Shemowat at (508) 798 - 2916.

The mission of the EDC is to advise the Town and Board of Selectmen on strategies and recommend options for responsible and balanced economic development. The Committee intends to research and analyze the current state of economic development, local trends, and the impact of potential future development on the Town. Currently, the EDC is clarifying the short and long-term objectives and methodology for the Committee.

From a broad perspective, the EDC wants to promote an environment for economically viable businesses that are fitting for the Town of Boxborough. A rough gauge of what a good fit is would be based on the following questions:

1. Is the establishment - whether retail, professional office, commercial/industrial - in keeping with the rural character of the town? A few considerations are location, type of structure to be erected, and consistency of architectural design with buildings in the area, particularly through the Rt. 111 corridor.
2. Is the business or enterprise economically sustainable? Would citizens in Boxborough and/or adjoining communities purchase goods or utilize services offered at the establishment?
3. What would be the implications of the increased traffic? What level of infrastructure improvements would be necessary to support this development?

One topic of particular interest to the committee is the Route 111 Corridor. The EDC intends to ultimately establish a broad vision for the Corridor that emphasizes responsible growth consistent with the needs and character of the community. Some proposed areas of research include: an evaluation of existing zoning and land use, identification of potential types of development, and examination of methods for preserving the aesthetic quality. The EDC will also review previous research completed by the Planning Board, other consultants, and the capacity of existing boards such as the Design Review Board to support the process.

The BoS has requested that the EDC review the range of available organizational mechanisms to address rapid acquisition and sale of property using semi-private corporations. Our neighbor, Acton, has ventured into similar territory with their Economic Development and Industrial Committee (EDIC). There are many other forms of corporations, committees etc. as defined by the Commonwealth that may be appropriate for Boxborough's circumstances. If the Town purchases undeveloped property appropriate for commercial development, such a corporation could work with

potential developers to focus on a use compatible with the goals of the Town, and use the funds from the sale of such properties to seed the purchase of other properties likely to be developed. Such organizations have been successful across the Commonwealth, and of course accountability to the Town would be a key objective if the Town Meeting established such a group.

The EDC is sensitive to the reality that the Town has many needs and interests in acquiring properties. Therefore, the Committee would like to augment this process in finding the appropriate balance among economic development, affordable housing, conservation and open space, recreation, and municipal needs. In several instances, the Town may be best served to entertain multiple options for large parcels under consideration for purchase.

Striking the balance between controlled growth and the advantage of commercial taxes to offset citizen tax bills is as much art as science, all the while looking out for the best interests of the Town. The members of the EDC are grateful for the opportunity to serve Boxborough in their current capacity and certainly hope that, over time, they can increase their involvement once new members join the Committee.

7 a i v

Future Directions for Water Resources Committee

Discussion

Board of Selectmen and Board of Health

June 2008

Background

In the past decade, Boxborough has experienced several problems in terms of water quality, including excessive concentrations of salt, MTBE, perchlorates, and radiological contaminants in some areas of town, as well as isolated septic contamination of individual water supplies. The town furthermore relies on a series of cisterns and fire ponds to provide water for firefighting purposes. Understanding the capacity of and threats to water supply in the Town of Boxborough is therefore an important priority for Town government. In 2000 Town Meeting appropriated funds for a study of the Town's water resources, including preliminary testing to determine sources of water supply. In 2005, Town Meeting further approved funding for drilling of test wells at several locations on public and private land. A combination of Town funds and monies provided from the settlement of EXXON Mobil groundwater contamination by MTBE has financed the ongoing study, including drilling and testing of wells and formulation of a very preliminary municipal water system approach to ensuring a long-term water supply for Boxborough. The guiding body of this study effort has been the Water Resources Committee (WRC), appointed by the Board of Health.

In the Spring of 2008, following shortly after the release of a water system feasibility study by Camp, Dresser and McKee, Inc. (CDM), Town Meeting rejected funding for a more extensive planning effort that seemed to be leading Boxborough down the path toward a municipal water system. The reasons for the failure to appropriate additional planning resources for a municipal water system are several and complex, but include at least the following issues:

- The WRC/CDM study appeared to have proceeded from an unquestioned premise that Boxborough will soon need a municipal water system in order to serve the needs of the community. The issues to be decided by the WRC and Town devolved then to the form, scope and cost of such a system rather than providing a detailed and persuasive justification for the need. That there was not general agreement on this point is a large understatement.
- Evidence was presented at or around Town Meeting that the MTBE and perchlorate contamination issues, which had been deemed of great concern in the past few years, have substantially diminished to the point of no longer remaining serious health hazards.
- The vexing issue of salt contamination in the western portion of the town has been substantially if not incontrovertibly linked to the Commonwealth of Massachusetts salt storage facility and road treatment operations. Many residents are of the opinion that the Commonwealth should provide remediation for contamination occurring as a result of their actions and facilities.

- The costs presented in the CDM water system feasibility study appear to be substantially understated in failing to account for land acquisition and the difficulties of laying large diameter pipelines and constructing substantial facilities in the generally ledgy topography of Boxborough.
- No illuminating discussion of alternatives to a municipal water system was provided or even alluded to in the Town meeting presentation. Statements were made to the effect that point-of-use treatment options were prohibitively expensive, without justification and contrary to the experience of many residents.
- No consideration was given to the potentially adverse effects of developing a municipal water system. Chief among these for many residents is the likelihood that a municipal water system will encourage further development in Boxborough of both residential and commercial/industrial character, than that which can be supported by individual wells. This consideration is of course a double edged sword, since others in Town believe that additional development would be helpful in improving the Town's financial situation in the foreseeable future.

A balanced view of the water resource issues in Boxborough indicates that the work of the WRC should continue in the areas of identifying water supply and quality problems in a quantitative fashion, evaluating and protecting where possible promising sources of water, and engaging in long range planning aimed at ensuring long term water supplies in Boxborough. The Board of Health and Selectmen must therefore take the responsibility to realign and rejuvenate the WRC.

Reconstitution of Committee Membership

Given the changes in the Board of Selectmen and Board of Health, it is important to reconstitute the Water Resources Committee membership in order to make progress along whatever path is deemed advisable. The Board of Selectmen recommends the following composition for the reconstituted committee:

- Board of Health (1 or more?)
- Board of Selectmen Representative
- Conservation Commission Representative
- Finance Committee Representative
- Town Planner
- Public Works Director (ex officio, on call to committee)
- Fire Chief (ex officio, on call to committee)

Future Charge to Committee

In order to make persuasive arguments to Town Meeting regarding recommendations for funding measures to ensure long term water supply and quality, the WRC must address the following issues in a quantitative and scientific fashion:

- Identify the areas in Boxborough where there are significant water supply and quality issues as well as the quantitative levels of contaminants (MTBE, perchlorate, salt, radiological or other), the time variation of contaminant levels (e.g. steady, growing, diminishing) and the sources of such contamination.

- Assuming that salt is a primary contaminant, and can be persuasively attributed to Commonwealth of Massachusetts facilities and actions, identify what options exist for Boxborough in dealing with the Commonwealth? Specifically:
 - Can we require the Commonwealth to protect the storage facility from leaking salt?
 - Can we request/require the Commonwealth to use a reduced salt content mixture for sanding/salting operations on rte 495?
 - Can we require the Commonwealth to clean up or reimburse us for money spent to clean up salt contamination resulting from either the storage facility or sanding/salting operations or both?
- If water quality issues of significant magnitude exist in Boxborough, what are options for dealing with the problem(s), and what are the economic and practical tradeoffs associated with these potential remediation options?
 - For example, how feasible and expensive are point-of-use filtration/treatment systems (i.e., home or office systems)?
 - Would smaller, localized treatment facilities be worth exploring rather than a town-wide water system?
 - A large municipal water system should not be the first resort for addressing water quality and supply issues, but considered as one of several competing options that are evaluated on their merits.
- Identify the development impact (commercial and residential buildout) of introducing a municipal water system in parts of Boxborough ranging up to the whole Town.
- Evaluate the water source exploration studies performed to date and recommend to the Town further studies (including test well drilling) that may be required to obtain a comprehensive picture of the water sources in Town on private and public lands.

Timeframe for Future Actions

While the WRC efforts are expected to be of a long term nature, we anticipate that milestones in the not-too-distant future might include:

- Report to the Town on quantitative water quality issues - Spring 2009
- Request for funding to drill additional test wells - Spring 2009
- Evaluation of long term water supply issues & options - Spring 2010



Interdepartmental Transfer Request Pursuant to MGL ch 44 § 33B

Date: July 8, 2016

It is requested by the undersigned that the sum of \$ 1,958.08 be transferred from:

UMAS Acct. # 001-146-5112-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Collector Salary

To:

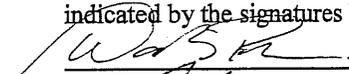
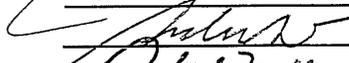
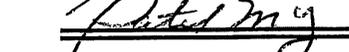
UMAS Acct. # 001-210-5711-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Police Travel

The balance in the Collector Salary line item as of 6/30/16 (Date) is \$ 65,003.84. An amount of \$ 66,676 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 5,000, whichever is greater.

The balance in the Police Travel line item as of 7/6/16 (Date) is \$ (2,211.02). An amount of \$ 0 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Out of state investigation (attempted murder, mayhem, kidnapping and rape) travel, lodging, transportation and subsequent extradition of the suspect. Additional detail is attached

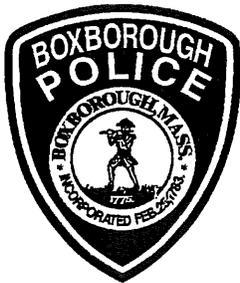
This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

	<u>7-8-16</u>	(Signature)	<u>Chief of Police</u>	(Title)
	<u>7/8/16</u>	(Signature)	<u>Town Administrator</u>	(Title)
	<u>7/8/16</u>	(Signature)	<u>Treasurer / Collector</u>	(Title)

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

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

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



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

To: Finance Committee and Board of Selectmen
From: Chief Warren B. Ryder 
Date: July 8, 2016
Re: Interdepartmental Transfer Request

Attached you will find an Interdepartmental Transfer Request to supplement the Police Other Expenses. As per my previous communications to the boards (memo dated 4/19/16 RE: Forecast for Reserve Fund Transfers) there have been several unforeseen expenses in FY16 that were mostly managed elsewhere in the Police budget by making strategic reductions. The largest expenses that precipitated the need for this infusion are;

- \$1,299: New Hire pre-employment psychological evaluation and medical screening
- \$2,211: Out of state investigation (attempted murder, mayhem, kidnapping and rape) travel, lodging, transportation and subsequent extradition of the suspect

Both of these items were not planned or foreseen and were not included in the FY16 budget. The balance for all Police Other Expenses is \$1,026.63 as of July 6, 2016. Known and pending expenses for the rest of FY16 are \$2,984.71. The total Interdepartmental Transfer Request is for \$1,958.08.

Police – Other Expense Balance:	\$1,026.63
<u>Remaining FY16 Expenses:</u>	<u>(\$2,984.71) detailed below</u>
Transfer Requested:	\$1,958.08

Remaining FY16 Expenses in Detail

\$ 27.51	-	National Grid - Gas
\$1207.10	-	LELD - Electric
\$ 125.00	-	Muirfield Mechanical- HVAC Repair
\$ 64.50	-	WoRad – Radio Repair
\$ 135.60	-	IACP.net – Database Fee
\$ 300.00	-	Uniform/Cleaning

\$ 25.00	-	TransUnion – Information/Database Access
\$ 650.00	-	Verizon Wireless – Cellular Phones
\$ 300.00	-	Verizon Wireless - Mobile Units
<u>\$ 150.00</u>	-	<u>Accident Claim</u>
\$2984.71	-	TOTAL

WBR/cop

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>		<i>7/1/15 To</i>	<i>6/30/16</i>	<i>Payments To Date</i>	<i>Net</i>	<i>Available Balance</i>	<i>Percent Expended</i>
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>		<i>Expenses To Date</i>		
Police									
001-210-5210-0000	Police Electricity	12,000.00	0.00	12,000.00	0.00	12,104.00	12,104.00	-104.00	100.87%
001-210-5212-0000	Police Heating	3,700.00	0.00	3,700.00	0.00	1,631.70	1,631.70	2,068.30	44.10%
001-210-5241-0000	Police Bldg/Grounds Maint Svc	3,500.00	0.00	3,500.00	0.00	5,340.73	5,340.73	-1,840.73	152.59%
001-210-5242-0000	Police Vehicle Maint Svc	17,500.00	0.00	17,500.00	0.00	18,999.48	18,999.48	-1,499.48	108.57%
001-210-5243-0000	Police Equipment Maint Svc	4,000.00	0.00	4,000.00	0.00	1,362.17	1,362.17	2,637.83	34.05%
001-210-5341-0000	Police Cell Phones	9,369.00	0.00	9,369.00	0.00	7,954.53	7,954.53	1,414.47	84.90%
001-210-5342-0000	Police Mobile Communication	3,400.00	0.00	3,400.00	0.00	3,688.25	3,688.25	-288.25	108.48%
001-210-5343-0000	Police Internet Access	2,790.00	0.00	2,790.00	0.00	1,595.89	1,595.89	1,194.11	57.20%
001-210-5443-0000	Police Equipment Maint Supply	8,250.00	0.00	8,250.00	0.00	8,585.91	8,585.91	-335.91	104.07%
001-210-5490-0000	Police Meals/Refreshments	750.00	0.00	750.00	0.00	543.49	543.49	206.51	72.47%
001-210-5591-0000	Police Uniforms	16,950.00	0.00	16,950.00	0.00	16,467.36	16,467.36	482.64	97.15%
001-210-5599-0000	Police Other Expense	3,431.00	0.00	3,431.00	0.00	5,451.11	5,451.11	-2,020.11	158.88%
001-210-5711-0000	Police Travel	0.00	0.00	0.00	0.00	2,211.02	2,211.02	-2,211.02	N/A
001-210-5712-0000	Police Training/Conferences	12,500.00	0.00	12,500.00	0.00	13,548.73	13,548.73	-1,048.73	108.39%
001-210-5730-0000	Police Dues/Memberships	6,000.00	0.00	6,000.00	0.00	3,629.00	3,629.00	2,371.00	60.48%
Sum	Police	104,140.00	0.00	104,140.00	0.00	103,113.37	103,113.37	1,026.63	99.01%

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>6/30/16</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>
Tax collector										
001-146-5110-0000	Collector Salary	0.00	0.00	0.00		0.00	0.00	0.00	N/A	
001-146-5112-0000	Collector Salary	66,676.00	0.00	66,676.00		1,672.16	1,672.16	65,003.84	2.51%	
001-146-5154-0000	Collector Certification Stipend	1,000.00	0.00	1,000.00		0.00	0.00	1,000.00	0.00%	
001-146-5311-0000	Collector Performance Bond	680.00	0.00	680.00		0.00	0.00	680.00	0.00%	
001-146-5316-0000	Collector Tax Title	160.00	0.00	160.00		0.00	0.00	160.00	0.00%	
001-146-5317-0000	Collector Printing Services	1,400.00	0.00	1,400.00		483.25	483.25	916.75	34.52%	
001-146-5345-0000	Collector Postage	7,140.00	0.00	7,140.00		4,222.77	4,222.77	2,917.23	59.14%	
001-146-5420-0000	Collector Office Supplies	551.00	0.00	551.00		270.47	270.47	280.53	49.09%	
001-146-5711-0000	Collector Travel	400.00	0.00	400.00		224.25	224.25	175.75	56.06%	
001-146-5712-0000	Collector Training/Conferences	1,000.00	0.00	1,000.00		640.30	640.30	359.70	64.03%	
001-146-5730-0000	Collector Dues	50.00	0.00	50.00		0.00	0.00	50.00	0.00%	
Sum	Tax collector	79,057.00	0.00	79,057.00		7,513.20	7,513.20	71,543.80	9.50%	

Ancora Psychological, LLC
 591 North Ave, Door 3, First Floor
 Wakefield, MA 01880
 Tel (781) 557-8197 Fax (781) 224-4203
 EIN: 47-4400820



INVOICE 0030 3-1-2016

BILL TO	SHIP TO	INSTRUCTIONS
ATTN: Accounts Payable Boxborough Police Department 520 Massachusetts Avenue Boxborough, MA 01719	Chief Warren B. Ryder, Chief of Police Boxborough Police Department 520 Massachusetts Avenue Boxborough, MA 01719	

QUANTITY	DESCRIPTION	LINE PRICE	TOTAL
1	Enhanced Pre-Employment Post-Offer Psychological Evaluation (PEPOPE): [REDACTED]	\$300.00	\$300.00
1	Re-test (Second day of testing in order to parse out ambiguous results), includes CPI & Rorschach Inkblot Test: [REDACTED]	\$300.00	\$300.00

ENTERED

Signature [REDACTED]
 \$ 600.00
 Amount to Pay
 Invoice Date 3/1/16
 Posting Account 210 5599

TOTAL \$600.00

Thank you for your business!

MEDICAL SCREENING

\$ 699.00

PENDING FY16 BILL

[REDACTED]

[REDACTED]

[REDACTED]

REMIT PAYMENT TO:

NASHOBA VALLEY MEDICAL CENTER
ATT: CLIENT BILLING
200 GROTON ROAD
AYER, MA 01432

2

CLIENT

DUE UPON RECEIPT

T: (978) 784-9231 ~ F: (978) 784-9576

03/07/16

TOWN OF BOXBOROUGH, PD

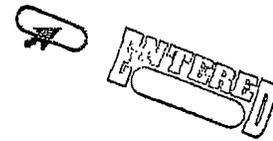
NA-TBOXPD

TOWN OF BOXBOROUGH, PD
520 MASSACHUSETTS AVE
CHIEF OF POLICE
BOXBOROUGH MA 01719

02/16/16	300000820	METABOLIC PROFILE, COMPREHENSIVE	80053	1	150.00
02/16/16	5190002	OH EKG W/INTERPRETATION	93005	1	85.00
02/16/16	7790000178	OH LAB TEST	36415	1	22.00
02/16/16	300000840	LIPID PROFILE	80061	1	87.00
02/16/16	300004550	HEMOGRAM W/ AUTOMATED DIFF	85025	1	38.00
02/16/16	7790000235	OH MUNICIPAL PHYSICIAN EXAM		1	100.00
02/16/16	7790000068	SKIN TEST; TB, ID	86580	1	30.00
02/16/16	7790000030	OH DRUG SCREEN RAPID	80300	1	65.00
02/16/16	7790000024	PTA AIR ONLY	92552	1	42.00
02/16/16	7790000229	RESPIRATOR MEDICAL EVAL FORM		1	35.00
02/16/16	7790000163	OH PULMONARY FUNCTION TEST	94727	1	45.00

					699.00

Signature [Redacted]
 Amount to Pay \$ 199.00 Vendor Acct # [Redacted]
 Invoice Date 3/7/16 Invoice #
 Posting Account 210-5599



699.00
0.00





TOWN OF BOXBOROUGH
REQUEST FOR REIMBURSEMENT -- CALENDAR YEAR 2015

Name: Nathan Bowditch Date: 9/6/15

Trip to: Columbus, Ohio 15-193-0F

Date(s): 9/2/15

Purpose: Investigation of prisoner transport

Mileage: _____ miles @ 57.5 cents per mile \$ _____

Mileage Account # _____

Meals: Dinner for me + prisoner @ airport \$ 23.34

Meals Account # _____

Other Expense(s): Please specify: \$ _____

Account # _____

Account # _____

Account # _____

Signature: [Handwritten Signature]
Amount to Pay: \$ 23.34
Invoice Date: 9/6/15
Posting Account: 210-541

Sub-total Other Expenses \$ _____
Sub-total All Expenses \$ 23.34
Less Advance \$ _____
Total Due \$ 23.34

All receipts must be attached. Allowable reimbursement for meals and lodging must conform to the CONUS Rates as prescribed by the G.S.A., unless previously approved by the Town Administrator as warranted by conference location.

Approved by Department Head [Handwritten Signature]

Respectfully submitted, [Handwritten Signature]
Name
Sergeant
Title



TOWN OF BOXBOROUGH
REQUEST FOR REIMBURSEMENT -- CALENDAR YEAR 2015

Name: Nathan Bowolich Date: 9/4/15

Trip to: Columbus, OH

Date(s): 9/1 - 9/2

Purpose: Investigation + Prisoner transport

Mileage: miles @ 57.5 cents per mile \$

Mileage Account #

Meals: Dinner on 9/1 \$ 44.78

Meals Account #

Other Expense(s): Airline tickets for 110, 115, + Prisoner \$ 1065.00

Please specify: Airline tickets for 110, 115, + Prisoner

Account #

Clothes for prisoner + bag to transport evidence \$ 32.05

Account #

Account # Signature 83 Bowolich \$

\$ 1141.83 Amount to Pay Vendor Acct #

Sub-total Other Expenses \$

94.15 Ohio Invoice Date Invoice #

Sub-total All Expenses \$

210.5711 Posting Account

Less Advance \$

Total Due \$ 1,141.83 OK

All receipts must be attached. Allowable reimbursement for meals and lodging must conform to the CONUS Rates as prescribed by the G.S.A., unless previously approved by the Town Administrator as warranted by conference location.

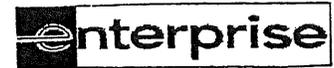
Respectfully submitted, Nathan Bowolich

Name

Sergeant Title

Approved by Department Head WR





(740) 947 - 1700
 MANAGER BRIAN MOORE
 990 W EMMITT AVE
 WAVERLY OH 45690

STN 2572 OPR 00004442 TEN 12 TR# 04880
 BIC LIGHTER 007033064332 1.17 X
 NEWPORT 002610000575 6.34 T
 H ATHLETICS 060596808849 10.00 X
 SUBTOTAL 17.51
 TAX 1 7.250 % 1.27
 TOTAL 18.78
 DEBIT TEND 18.78
 CHANGE DUE 0.00

RA 329638487 Bil 0
 Rental 01-SEP-2015 08:42 AM
 PORT COLUMBUS INTL ARPT
 Return 02-SEP-2015 05:39 PM
 PORT COLUMBUS INTL ARPT

ROBERT BIELECKI
 Vehicle # EH314376
 Model CHARGER
 Class Driven FCAR Class Charged FCAR
 License# 205NKA State/Province MN
 M/Kms Driven 606
 M/Kms Out 35464
 M/Kms In. 36970

EFT DEBIT PAY FROM PRIMARY
 18.78 TOTAL PURCHASE
 ACCOUNT # **** * 9295 \$
 REF # 524500194939
 NETWORK ID. 0082 APPR CODE 221144
 TERMINAL # SC010106

Charges	No Unit	Price	Amount
CDW	2 Days	23.99	47.98*
FSO	1 Rental	36.53	36.53
T & M	2 Days	29.42	58.84*
UNLIM M/KM	0 M/Kms		0.00*
CONCESSION CHARGE			16.11*
GARAGE RECOUP			1.04*
VEHICLE LIC FEE			0.59*
RCFC			11.00*
SALES TAX @7.500 %			10.17

09/02/15 16:01:05

ITEMS SOLD 3

TCN 3441 7172 1423 7992 273



Low Prices You Can Trust. Every Day.
 09/02/15 16:01:08

Total Charges USD 182.25

Deposit Visa 9295

Amount Due

USD 182.25

 ATTENTION CUSTOMERS

* Taxable Items
 Subject to Audit
 For Reservations: 1-800-RENT-A-CAR

Effective 04/03/08
 All Customers appearing to be under
 the age of 40 will be asked to
 provide proof of age by showing
 proper id. Customers under legal age
 or without proper id, will not be
 permitted to purchase alcohol or
 tobacco products. This change in
 Wal-Mart policy is an effort on our
 part to restrict the availability
 of these products to minors.

 Thank You for your cooperation.

Savings Catcher! Scan with Walmart app



8/31/2015

Español 



FLIGHT | HOTEL | CAR | SPECIAL OFFERS | RAPID REWARDS® 



Thank you for your purchase!

Boston Logan, MA - BOS to Columbus, OH - CMH

Air

Confirmation #HQG264

Boston Logan, MA - BOS to
Columbus, OH - CMH
Tuesday, September 1, 2015

Air Total: \$710.00

Amount Paid
\$710.00

**Trip Total
\$710.00**

SEP 1

TUE 09/01/15 - Columbus

AIR

Boston Logan, MA - BOS to Columbus, OH - CMH
09/01/2015

Confirmation #
HQG264

Adult Passenger(s)

ROBERT BIELECKI
NATHAN BOWOLICK

Rapid Rewards #

Add Rapid Rewards Number
Add Rapid Rewards Number

Subscribe to Flight Status Messaging

Travel Date	Flight Segments		Flight	Flight Summary
DEPART SEP 1 TUE	06:50 AM	Depart Boston Logan, MA (BOS) on Southwest Airlines	#617 Southwest	Tuesday, September 1, 2015
	09:05 AM	Arrive in Columbus, OH (CMH)	 WiFi available	Travel Time 2 h 15 m (Nonstop) Anytime

What you need to know to travel:

Check-in: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied booking compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. For tickets purchased on or after May 10, 2013 and travel beginning September 13, 2013, Customers who fail to cancel reservations for a Wanna Get Away or DING! fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.



2

TOWN OF BOXBOROUGH
REQUEST FOR REIMBURSEMENT -- CALENDAR YEAR 2015

Name: Robert Bielecki Date: 9/3/15

Trip to: Waverly OHIO

Date(s): 9.1.15 - 9.2.15

Purpose: 15-193-0F investigation / Rendition of Prisoner

Mileage: _____ miles @ 57.5 cents per mile

Sub Total 987.07

Mileage Account # _____

Meals: Dinner / lunch no receipt

\$ 40 -

Meals Account # _____

Other Expense(s):
Please specify:

Walmart - Prisoner Items

\$ 18.78 ✓

Account # _____

Account # _____

Account # _____

Sub-total Other Expenses \$ 58.78

Sub-total All Expenses \$ _____

Less Advance \$ _____

Total Due \$ 1045.85 OK

All receipts must be attached.
Allowable reimbursement for meals and lodging must conform to the CONUS Rates as prescribed by the G.S.A., unless previously approved by the Town Administrator as warranted by conference location.

Respectfully submitted,
Robert Bielecki
Name

Detective
Title

Approved by Department Head _____



**TOWN OF BOXBOROUGH
REQUEST FOR REIMBURSEMENT -- CALENDAR YEAR 2015**

Name: ROBERT BIEJECKI Date: 9/2/15

Trip to: Waverly OHIO

Date(s): 9/1/15 - 9/2/15

Purpose: 15-193-06 investigation / condition of PRISONER

Mileage: ~~300~~ miles @ 57.5 cents per mile \$ _____
Mileage Account # _____

Meals: \$ _____
Meals Account # _____

Other Expense(s):
Please specify: Air Line Ticket \$ 710.00 ✓

Account # _____
Amenistay Hotel \$ 94.82 ✓
Account # _____

Enterprise Car Rental \$ 182.25 ✓
Account # _____

Signature 85 Biejecki Sub-total Other Expenses \$ 987.07 OK

Amount to Pay 93.15 Vendor Acct # Ohio Sub-total All Expenses \$ _____

Invoice Date 9/3/15 Invoice # _____ Less Advance \$ _____

Posting Account 210-5711 Total Due \$ 1045.85

All receipts must be attached.
Allowable reimbursement for meals and lodging must conform to the CONUS Rates as prescribed by the G.S.A., unless previously approved by the Town Administrator as warranted by conference location.

Approved by Department Head WR

Respectfully submitted,
Robert Biejecki
Name
Detective
Title



7611



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/22/16

It is requested by the undersigned that the sum of \$ \$5,000.00 be transferred from:

UMAS Acct. 001-423-5134-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Snow&Ice Overtime

To:

UMAS Acct. # 001-423-5531-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Snow & Ice Maint Supply

The balance in Total Other Expenses for Department 423 (Snow and Ice) as of 6/21/16 (Date) is \$ <8,244.24>. An amount of \$ 106,601 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$5,000.

The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The major drivers of the departmental deficit occur in two line items, A) Snow & Ice Maint Supply, with a deficit of \$6,039 and B) Equipment Maintenance, which has a deficit of \$2,188. Combined with balances in the remaining departmental line items, \$183 in Vehicle Maintenance Supply and <\$201> in Meals/Refreshments, the deficit in "Total Other Expenses" is \$8,244.

Because the deficit in Total Other Expenses exceeds that amount allowed to be transferred inter- or intra-departmentally, this request will go hand in hand with a request to transfer \$3,245 from the Reserve Fund.

The snow and ice budget is level funded from year to year, as required by DoR to be able to run at a deficit, as is often necessary given the New England winters.

A) Although it was a relatively mild winter, with less plowing required than in past years, the roads still needed to be treated for ice and adequate material was required to maintain the roads in a safe condition. In excess of the amount budgeted, we purchased an 77.5 tons of salt at \$67.85/gallon (approx. \$5,258) and 620 gallons of liquid magnesium at a cost of \$1.25 per gallon (\$775).

B) Equipment maintenance. The cost of maintaining the DPW's equipment has been increasing over the last several years. The equipment continues to age resulting in increased maintenance to keep them running. We are also rebuilding the liquid Mag tanks that are beginning to rust. Some of the repairs undertaken this year included replacement of a hydraulic cylinder, replacement of cutting edges on several of the plows, replacement of rear seals on a dump truck and repair of air brakes. The last couple of repairs put the budget over the top.

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

[Signature] (Signature) Pirard (Title)
[Signature] (Signature) Town Administrator (Title)

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

Board of Selectmen

Date:

Finance Committee

Date:

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period			7/1/15 To 6/22/16		Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date	Payments To Date			
Public Works - Snow and Ice									
001-423-5126-0000	S&I Seasonal Wages	5,623.00	0.00	5,623.00	0.00	3,135.64	3,135.64	2,487.36	55.76%
001-423-5134-0000	S&I OT	55,116.00	0.00	55,116.00	0.00	35,122.72	35,122.72	19,993.28	63.73%
001-423-5243-0000	S&I Equipment Maint Svc	10,774.00	0.00	10,774.00	0.00	12,961.61	12,961.61	-2,187.61	120.30%
001-423-5442-0000	S&I Vehicle Maint Supply	10,200.00	0.00	10,200.00	0.00	10,016.89	10,016.89	183.11	98.20%
001-423-5490-0000	S&I Meals/Refreshments	0.00	0.00	0.00	0.00	200.90	200.90	-200.90	N/A
001-423-5531-0000	S&I Street Maint Supply	85,636.00	0.00	85,636.00	0.00	91,674.84	91,674.84	-6,038.84	107.05%
Sum	Public Works - Snow and Ice	167,349.00	0.00	167,349.00	0.00	153,112.60	153,112.60	14,236.40	91.49%

< 2,487.36 >
 < 19,993.28 >
 Total other Expense < 8,244.24 >

V.V. FILLMORE
TRUCK REPAIR INC.
 869 Burroughs Road
 BOXBOROUGH, MA 01719
 (978) 264-0007

#10

005263

NAME *Town of Buxton Hwy Dept*
 ADDRESS *577 Mass Ave*
 CITY *Buxton*
 YEAR *01*
 TYPE OR MODEL *8800 GMC Topkick*
 MOTOR NO. *46600307*
 SERIAL NUMBER *46600307*
 LICENSE NUMBER *Scotts Truck*
 ODOMETER *10200*

DATE *4/11/6*
 TERMS
 CUSTOMER'S ORDER NO.

REPAIR ORDER - TABOR INSTRUCTIONS

LUBRICATE CHANGE OIL FLUSH TRANS. FLUSH DIFF. WASH POLISH

Van 15500307

Adjust Clutch in heavy Road test ok
Rear R. Bearings and Dr. Bolts
Backlash Plates, Thrust Bearings
7 hubs replaced 2 Axel Seals
temporarily

4 2249.418

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE, ALONG WITH NECESSARY MATERIALS, YOU AND YOUR EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT MY RISK. AN EXPRESS MECHANIC'S LIEN IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THEREFOR. YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LEFT IN VEHICLE IN CASE OF FIRE, THEFT, ACCIDENT OR ANY OTHER CAUSE BEYOND YOUR CONTROL.

AUTHORIZED BY *Tom*
 RECEIVED BY

GAL. GASOLINE @
 QTS. OIL @
 LBS. GREASE @
 TOTAL GAS - OIL - GREASE

STATE TAX
 TOTAL AMOUNT *2249.418*

QTY	DESCRIPTION	SALE AMOUNT
2	Rear Comp Springs	440.65
2	Axle Bearings	37.75
4	10 Bolts	24.00
2	Rebored Bolts	4.00
2	Dr. Bolts	76.68
2	Axle Seal	56.13
6	PTS 75 W/Symon	6 - 36.00
	MSC	8.00

Tom
2249.418
 Amount to Pay
 Invoice # *005263*

Invoice Date *4/11/6*
 Invoice # *005263*
 Billing Amount *2249.418*

Rear Springs
Backlash Plates
Clutch & Axle Road test

ESTIMATE AMOUNT	TOTAL PARTS
ADDL. AUTH. AMT.	PARTS LABOR
ADDL. AUTH. AMT.	BY
ADDL. AUTH. AMT.	TIME
ESTIMATE TOTAL	

Unless otherwise provided by law, the seller (above named dealership) hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

TRUCK REPAIR INC.

869 Bujboroughs Road
 BOXBOROUGH, MA 01719
 (978) 264-0007

005323

NAME: *Torconet Berberogly & Hay Dpt.*
 ADDRESS: *577 Mass Ave*
 CITY: *Boxborough MA*
 YEAR: *83* TYPE OR MODEL: *10179*

DATE: *4/27/16*
 TERMS: _____
 CUSTOMER'S ORDER NO.: _____
 ODOMETER: _____
 LICENSE NUMBER: _____
 MOTOR NO.: _____
 SERIAL NUMBER: _____

OPERING NO. _____
 REPAIR ORDER - LABOR INSTRUCTIONS
 ORDER WRITTEN BY _____

LUBRICATE CHANGE OIL FLUSH TRANS. FLUSH DIFF. WASH POLISH

Diagnose & Replace Air System
Repl R 2A bearing & Flax WG
Repl Air compressor one broken
Parts + test Ok.

APR 20 10 16 7 24

RETAIN PARTS <input type="checkbox"/>	DESTROY PARTS <input type="checkbox"/>	TOTAL LABOR	<i>612.00</i>
I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE, ALONG WITH NECESSARY MATERIALS. YOU AND YOUR EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT MY RISK. AN EXPRESS MECHANIC'S LIEN IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THEREFOR. YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LEFT IN VEHICLE IN CASE OF FIRE, THEFT, ACCIDENT OR ANY OTHER CAUSE BEYOND YOUR CONTROL.		TOTAL PARTS	<i>1399.78</i>
AUTHORIZED BY: <i>DMC</i>		GAS, OIL, GREASE	
RECEIVED BY: _____		SPECIAL REPAIRS	
GAL. GASOLINE @		ENVIRONMENTAL CHARGES	
QTS. OIL @		STATE TAX	<i>5.1</i>
LBS. GREASE @		TOTAL AMOUNT	<i>811.78</i>
TOTAL GAS - OIL - GREASE			

<i>1 DA Grease</i>	<i>89.14</i>
<i>1 Air Valve</i>	<i>3.00</i>
<i>MISC. Supplies</i>	<i>10.00</i>
<i>1 Reman Compress Cap</i>	<i>1508.79</i>
<i>7 Washers</i>	<i>33.84</i>
<i>5 O Rings</i>	<i>125.626</i>

DMC
 Signature
 # *2011.92*
 Amount to Pay
427.16 005323
 Invoice Date
001.423 5243.0000
 Invoice #

ESTIMATE AMOUNT	PARTS	LABOR
ADD'L AUTH. AMT.	TIME	BY
ADD'L AUTH. AMT.		
ADD'L AUTH. AMT.		
ESTIMATE TOTAL		

Unless otherwise provided by law, the seller (above named dealership) hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

7 b iii

Finance Committee



Reserve Fund Transfer Request

Date: 6/22/16

It is requested by the undersigned that the sum of \$ 3,245 be transferred from the Reserve Fund to:

UMAS Acct. # 001-423-5531-0000

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

Description (e.g. Selectmen's expenses) Snow & Ice Street Maintenance Supply

The balance in Total Other Expenses for Department 423 (Snow and Ice) as of 6/21/16 (Date) is \$ <8,244.24>. An amount of \$ 106,601 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.

Details regarding the need for the requested transfer are listed on the Interdepartmental Transfer Request, dated 6/22/16, which is attached. An amount of \$5,000 has been requested to be transferred from the Snow & Ice Overtime line item. This is the maximum amount that may be transferred inter-departmentally. I am now requesting that the remaining deficit (\$3,245) be covered by a transfer from the Reserve Fund.

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

<u>[Signature]</u>	(Signature)	<u>Director</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

<u>Board of Selectmen</u>	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	_____	_____

COPY



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/22/16

It is requested by the undersigned that the sum of \$ \$5,000.00 be transferred from:

UMAS Acct. 001-423-5134-0000
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Snow&Ice Overtime

To:

UMAS Acct. # 001-423-5531-0000
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Snow & Ice Maint Supply

The balance in Total Other Expenses for Department 423 (Snow and Ice) as of 6/21/16 (Date) is \$ <8,244.24>. An amount of \$ 106,601 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$5,000.

The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The major drivers of the departmental deficit occur in two line items, A) Snow & Ice Maint Supply, with a deficit of \$6,039 and B) Equipment Maintenance, which has a deficit of \$2,188. Combined with balances in the remaining departmental line items, \$183 in Vehicle Maintenance Supply and <201> in Meals/Refreshments, the deficit in "Total Other Expenses" is \$8,244.

Because the deficit in Total Other Expenses exceeds that amount allowed to be transferred inter- or intra-departmentally, this request will go hand in hand with a request to transfer \$3,245 from the Reserve Fund.

The snow and ice budget is level funded from year to year, as required by DoR to be able to run at a deficit, as is often necessary given the New England winters.

A) Although it was a relatively mild winter, with less plowing required than in past years, the roads still needed to be treated for ice and adequate material was required to maintain the roads in a safe condition. In excess of the amount budgeted, we purchased an 77.5 tons of salt at \$67.85/gallon (approx. \$5,258) and 620 gallons of liquid magnesium at a cost of \$1.25 per gallon (\$775).

B) Equipment maintenance. The cost of maintaining the DPW's equipment has been increasing over the last several years. The equipment continues to age resulting in increased maintenance to keep them running. We are also rebuilding the liquid Mag tanks that are beginning to rust. Some of the repairs undertaken this year included replacement of a hydraulic cylinder, replacement of cutting edges on several of the plows, replacement of rear seals on a dump truck and repair of air brakes. The last couple of repairs put the budget over the top.

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

[Signature] (Signature) Pirard (Title)
[Signature] (Signature) Town Administrator (Title)

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period			7/1/15 To		6/22/16		Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date	Payments To Date					
Public Works - Snow and Ice											
001-423-5126-0000	S&I Seasonal Wages	5,623.00	0.00	5,623.00	0.00	3,135.64	3,135.64	2,487.36	55.76%		
001-423-5134-0000	S&I OT	55,116.00	0.00	55,116.00	0.00	35,122.72	35,122.72	19,993.28	63.73%		
001-423-5243-0000	S&I Equipment Maint Svc	10,774.00	0.00	10,774.00	0.00	12,961.61	12,961.61	-2,187.61	120.30%		
001-423-5442-0000	S&I Vehicle Maint Supply	10,200.00	0.00	10,200.00	0.00	10,016.89	10,016.89	183.11	98.20%		
001-423-5490-0000	S&I Meals/Refreshments	0.00	0.00	0.00	0.00	200.90	200.90	-200.90	N/A		
001-423-5531-0000	S&I Street Maint Supply	85,636.00	0.00	85,636.00	0.00	91,674.84	91,674.84	-6,038.84	107.05%		
Sum	Public Works - Snow and Ice	167,349.00	0.00	167,349.00	0.00	153,112.60	153,112.60	14,236.40	91.49%		

< 2,487.36 >
 < 19,993.28 >
 Total other Expense < 8,244.24 >

ITONA REPAIR INC.

869 Burroughs Road
 BOXBOROUGH, MA 01719
 (978) 264-0007

005323

DATE 4/27/16
 TERMS

NAME *Torconet Bexborough Hwy Dept*
 ADDRESS *577 Mass Ave*
 CITY *Bexborough MA 01719*

TIME RECEIVED: AM: PM: TIME PROMISED: AM: PM: LICENSE NUMBER: SERIAL NUMBER: ODOMETER: CUSTOMER'S ORDER NO. YEAR: TYPE OR MODEL: MOTOR NO. PHONE: FAX: FAX: FAX:

REPAIR ORDER - LABOR INSTRUCTIONS

LUBRICATE CHANGE OIL FLUSH TRANS. FLUSH DIFF. WASH POLISH

*Diagnose & test compressor Air System
 Not working correctly*

*Recall R 2A because First W.C.
 Repair Air compressor and related
 Parts + test O.K.*

612.00

APR 20 16 7 24 PM

RETAIN PARTS DESTROY PARTS

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE, ALONG WITH NECESSARY MATERIALS YOU AND YOUR EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT MY RISK. AN EXPRESS MECHANIC'S LIEN IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THEREON. YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OF OR DAMAGE TO VEHICLE OR ARTICLES LEFT IN VEHICLE IN CASE OF FIRE, THEFT, ACCIDENT OR ANY OTHER CAUSE BEYOND YOUR CONTROL.

AUTHORIZED BY: *DMC*
 RECEIVED BY:

TOTAL LABOR	612.00
TOTAL PARTS	1,399.72
GAS, OIL, GREASE	
SPECIAL REPAIRS	
ENVIRONMENTAL CHARGES	
STATE TAX	
TOTAL AMOUNT	2,011.72

1 DA Grease	39.14
1 Air Valve	3.00
1 MISC. Supplies	10.00
1 Reman Compressor	1,808.79
1 Air Tools	33.54
5 O Rings	125.62

Signature: *DMC*
 Amount to Pay: 427.16
 Invoice # 005323
 Invoice Date: 4/27/16
 Vendor Acct # 001 423 3243 0000

TOTAL PARTS	
ESTIMATE AMOUNT	PARTS LABOR
ADD'L AUTH. AMT.	BY
ADD'L AUTH. AMT.	TIME
ADD'L AUTH. AMT.	
ESTIMATE TOTAL	

Unless otherwise provided by law, the seller (above named dealership) hereby expressly disclaims all warranties, either express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said products.

QUANTITY PART NO. DESCRIPTION QUANTITY UNIT PRICE

2	Rear Cam	Spacers	44065	24136
2	Beckley	Plates	3775	7580
4	10	Beckley	2400	9600
2	Reborel	Belts	480	900
2	Beckley	Dist Shields	7668	15336
2	Axel	Steel	5613	11226
6	PTS	7500 spacers	6-	3600
		MISC		800

John Deere

City of

Amount to Pay

Invoice Date

Vendor Acct #

Banking Account

Rear spacers ✓
Beckley Plates ✓
Clutch & Axle Ravel test

C.C. FILLMORE TRUCK REPAIR INC.
869 Burroughs Road
BOXBOROUGH, MA 01719
(978) 264-0007

#10

005263

NAME: Town of Buxton
ADDRESS: 577 Mass Ave
CITY: Buxton
YEAR: 01

PHONE WHEN READY: 781-231-1111

MOTOR NO.: 8800
TYPE OR MODEL: GMC Topkik

SERIAL NUMBER: 1001001001

REPAIR ORDER NO.: 2219.418

LABOR INSTRUCTIONS: 1st ok

REPAIR ORDER NO.: 2219.418

LABOR INSTRUCTIONS: Rear spacers and belts

LABOR INSTRUCTIONS: Beckley plates, check bushes

LABOR INSTRUCTIONS: & bushes replaced & Axel Seals

LABOR INSTRUCTIONS: 1st ok

LABOR INSTRUCTIONS: 2219.418

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE ALONG WITH NECESSARY MATERIALS. YOU AND YOUR EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT MY RISK. AN EXPRESS MECHANIC'S LIEN IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THEREON. YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE OR ARTICLES LEFT IN VEHICLE IN CASE OF FIRE, THEFT, ACCIDENT OR ANY OTHER CAUSE BEYOND YOUR CONTROL.

AUTHORIZED BY: John

RECEIVED BY:

GAL. GASOLINE @

QTS. OIL @

LBS. GREASE @

TOTAL GAS - OIL - GREASE

TOTAL PARTS

ESTIMATE AMOUNT

ADD'L AUTH. AMT.

ADD'L AUTH. AMT.

ADD'L AUTH. AMT.

ESTIMATE TOTAL

REPAIR PARTS

TOTAL LABOR

TOTAL PARTS

GAS, OIL, GREASE

SPECIAL REPAIRS

ENVIRONMENTAL CHARGES

STATE TAX

TOTAL AMOUNT

EX

2219.418

DATE: 4/11/16

TERMS:

CUSTOMER'S ORDER NO.:

ODMETER:

ORDER WRITTEN BY:

LUBRICATE

CHANGE OIL

FLUSH TRANS.

FLUSH DIFF.

WASH

POLISH

102.00

816.00

918.00

1331.48

2219.418

2219.418

2219.418

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2219.418

2219.418

2219.418

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2219.418

8 a i

Finance Committee



Reserve Fund Transfer Request

Date: 6/30/16

It is requested by the undersigned that the sum of \$ 400.25 be transferred from the Reserve Fund to:

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

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

The balance in Total Other Expense as of 6/30/16 (Date) is \$ 199.75. An amount of \$ 2,119 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.

The Selectmen Consulting line item has a current balance of \$0.80. Nothing had been budgeted for the line item in FY 16. There was a previous RFT in the amount of \$560 to cover the cost (\$559.20) of the town's consulting engineer to provide rough wetlands data on a Mass Ave. parcel.

This RFT is requested to cover the costs (\$600) of a consultant who provided coaching at the behest of the BoS in FY 16. This expense was unforeseen at the time of preparing the FY 16 budget. Because there is a current balance in total "other" BoS expenses of \$199.75, this request is for the remaining balance necessary to cover the payment due to the consultant.

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

<u>[Signature]</u> <u>7/7/16</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/15 To	6/30/16	Payments To Date	Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date				
Selectmen									
001-122-5110-0000	Selectmen Salaries	2,000.00	0.00	2,000.00	0.00	2,000.00	2,000.00	0.00	100.00%
001-122-5306-0000	Selectmen Consulting	0.00	560.00	560.00	0.00	559.20	559.20	0.80	99.86%
001-122-5317-0000	Selectmen Printing Services	48.00	0.00	48.00	0.00	100.49	100.49	-52.49	209.35%
001-122-5420-0000	Selectmen Office Supplies	11.00	0.00	11.00	0.00	59.96	59.96	-48.96	545.09%
001-122-5490-0000	Selectmen Events	600.00	0.00	600.00	0.00	705.64	705.64	-105.64	117.61%
001-122-5711-0000	Selectmen Travel	300.00	0.00	300.00	0.00	143.96	143.96	156.04	47.99%
001-122-5712-0000	Selectmen Training/Conf	460.00	0.00	460.00	0.00	210.00	210.00	250.00	45.65%
001-122-5730-0000	Selectmen Dues/Membership	700.00	495.00	1,195.00	0.00	1,195.00	1,195.00	0.00	100.00%
Sum	Selectmen	4,119.00	1,055.00	5,174.00	0.00	4,974.25	4,974.25	199.75	96.14%

BSR Invoice < 600 - >
 Shortfall < 400.25 >



Reserve Fund Transfer Request

Date: 6/22/16

It is requested by the undersigned that the sum of \$ 164.92 be transferred from the Reserve Fund to:

UMAS Acct. # 001-199-5599-0000
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Energy Committee Other Supplies

The balance in the line item as of 6/21/16 (Date) is \$ 23.08. An amount of \$ 150.00 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.

The Energy Committee bought a banner for Fifer's Day and future events at a cost of \$188.00. This was an unanticipated expenditure as it was not planned for when developing the budget in Winter of 2015.

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

<u>James Deas Noede</u>	(Signature)	<u>Chair, Energy Committee</u>	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

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>6/22/16</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>			
Energy Committee									
001-199-5599-0000	Energy Comm Other Supplies	150.00	0.00	150.00	0.00	126.92	126.92	23.08	84.61%
Sum	Energy Committee	150.00	0.00	150.00	0.00	126.92	126.92	23.08	84.61%

Graphic Connections

590 Massachusetts Avenue, Rt. 111

Acton, MA 01720

978-266-1155

Invoice

DATE	INVOICE #
6/13/2016	4699



BILL TO

Boxborough Energy Committee
 Francie Nolde
 459 Sargent Road
 Boxborough, MA

SHIP TO

Boxborough Energy Committee
 Francie Nolde
 459 Sargent Road
 Boxborough, MA
 978.929.2556

P.O. NO.	TERMS	DUE DATE	REP	SPECIAL INSTRUCTIONS
	Due on receipt	6/13/2016	SNL	

QTY	ITEM #	DESCRIPTION	COLOR	SIZE	UNIT	AMOUNT
1	Banner	Vinyl Banner: Background Color: Yellow Imprint Color: Royal Blue	Yellow	36" x 72"	188.00	188.00
1	ARTW...	Artwork Preparation Charge: Art Set Up Included in Above			0.00	0.00

Thank you for your business.

www.GraphicConnectActon.com

Fax #: (978) 266-2900

CUSTOM ORDERS ARE NON-REFUNDABLE

Sales Tax (5.0%)	\$0.00
Total Balance	\$188.00
Payments/Credits	-\$188.00
Balance Due	\$0.00

8 a iii

Finance Committee



Reserve Fund Transfer Request

Date: July 6, 2016

It is requested by the undersigned that the sum of \$ 28,535.79 be transferred from the Reserve Fund to:
UMAS Acct. # 001-210-5134-0000

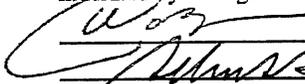
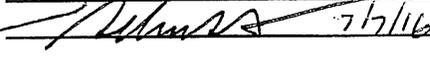
(Fund # - Dept. # - Object - Detail)

Description (i.e. Selectmen's expenses) Police Salary - Overtime

The balance in ~~the budget~~ ^{all Police Salaries} as of 06/30/2016 (Date) is \$ 28,535.79. An amount of (including previous RFT) \$ 1,101,197 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.

As detailed on attached memo

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

	(Signature)	<u>Chief of Police</u>	(Title)
	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/15 To		6/30/16		Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date	Payments To Date				
Police										
001-210-5112-0000	Police Salary -Chief	117,750.00	0.00	117,750.00	0.00	117,750.00	117,750.00	0.00	100.00%	
001-210-5113-0000	Police Salary -Lieutenant	75,700.00	0.00	75,700.00	0.00	77,605.20	77,605.20	-1,905.20	102.52%	
001-210-5114-0000	Police Salary -FT Officer	616,325.00	0.00	616,325.00	0.00	604,705.85	604,705.85	11,619.15	98.11%	
001-210-5115-0000	Police Salary -Clerical	52,484.00	0.00	52,484.00	0.00	52,483.84	52,483.84	0.16	100.00%	
001-210-5124-0000	Police Salary -Special Officer	12,236.00	0.00	12,236.00	0.00	26,183.19	26,183.19	-13,947.19	213.98%	
001-210-5125-0000	Police Salary -Lock Up Attendants	6,533.00	0.00	6,533.00	0.00	2,493.79	2,493.79	4,039.21	38.17%	
001-210-5134-0000	Police -OT	157,997.00	47,395.00	205,392.00	0.00	238,887.04	238,887.04	-33,495.04	116.31%	
001-210-5144-0000	Police -Town Detail	13,277.00	0.00	13,277.00	0.00	8,123.88	8,123.88	5,153.12	61.19%	
001-210-5154-0000	Police -Stipend	1,500.00	0.00	1,500.00	0.00	1,500.00	1,500.00	0.00	100.00%	
001-210-5210-0000	Police Electricity	12,000.00	0.00	12,000.00	0.00	12,104.00	12,104.00	-104.00	100.87%	
001-210-5212-0000	Police Heating	3,700.00	0.00	3,700.00	0.00	1,631.70	1,631.70	2,068.30	44.10%	
001-210-5241-0000	Police Bldg/Grounds Maint Svc	3,500.00	0.00	3,500.00	0.00	4,496.07	4,496.07	-996.07	128.46%	
001-210-5242-0000	Police Vehicle Maint Svc	17,500.00	0.00	17,500.00	0.00	18,999.48	18,999.48	-1,499.48	108.57%	
001-210-5243-0000	Police Equipment Maint Svc	4,000.00	0.00	4,000.00	0.00	1,362.17	1,362.17	2,637.83	34.05%	
001-210-5341-0000	Police Cell Phones	9,369.00	0.00	9,369.00	0.00	7,954.53	7,954.53	1,414.47	84.90%	
001-210-5342-0000	Police Mobile Communication	3,400.00	0.00	3,400.00	0.00	3,688.25	3,688.25	-288.25	108.48%	
001-210-5343-0000	Police Internet Access	2,790.00	0.00	2,790.00	0.00	1,595.89	1,595.89	1,194.11	57.20%	
001-210-5443-0000	Police Equipment Maint Supply	8,250.00	0.00	8,250.00	0.00	8,585.91	8,585.91	-335.91	104.07%	
001-210-5480-0000	Police Meals/Refreshments	750.00	0.00	750.00	0.00	543.49	543.49	206.51	72.47%	
001-210-5591-0000	Police Uniforms	16,950.00	0.00	16,950.00	0.00	16,467.36	16,467.36	482.64	97.15%	
001-210-5599-0000	Police Other Expense	3,431.00	0.00	3,431.00	0.00	5,451.11	5,451.11	-2,020.11	158.88%	
001-210-5711-0000	Police Travel	0.00	0.00	0.00	0.00	2,211.02	2,211.02	-2,211.02	N/A	
001-210-5712-0000	Police Training/Conferences	12,500.00	0.00	12,500.00	0.00	13,548.73	13,548.73	-1,048.73	108.39%	
001-210-5730-0000	Police Dues/Memberships	6,000.00	0.00	6,000.00	0.00	3,629.00	3,629.00	2,371.00	60.48%	
Sum	Police	1,157,942.00	47,395.00	1,205,337.00	0.00	1,232,001.50	1,232,001.50	-26,664.50	102.21%	

[-28,535.70]



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

To: Finance Committee and Board of Selectmen

From: Chief Warren B. Ryder *WR*

Date: July 6, 2016

Re: Reserve Fund Transfers

I respectfully submit the attached Reserve Fund Transfer (RFT) request of \$28,535.⁷⁹ to cover the last payroll submission of the fiscal year for the Police Department. This RFT is the second and final transfer needed to recover from an extended absence and ultimate medical retirement of an officer as described on previous memos. Also, as previously noted the Town has received into the general fund \$35,000 of insurance proceeds for this injury. The original budget and first RFT are detailed below.

Original Total Police Salary Budget	\$1,053,802
<u>RFT 1 of 2 (June 13, 2016)</u>	<u>\$ 47,395</u>
TOTAL POLICE SALARIES	\$1,101,197

The balance of all Police Salaries as of July 6, 2016 is \$28,535.⁷⁹. The final total Police payroll for FY16 was \$52,180.⁵². This second RFT request of \$28,535.⁷⁹ will supplement the budget and close out the fiscal year with a zero balance.

Police Salaries Balance as of 6/29	\$23,644. ⁷³
<u>Final Police Payroll 6/30/16</u>	<u>\$52,180.⁵²</u>
TOTAL RFT AMOUNT REQUESTED	\$28,535. ⁷⁹

WBR/cop

8 a iv

Finance Committee



Reserve Fund Transfer Request

Date: 6/30/16

It is requested by the undersigned that the sum of \$ 18.22 be transferred from the Reserve Fund to:

UMAS Acct. # 001-291-5711-0000

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

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

The balance in Total Other Expense as of 6/30/16 (Date) is \$ 70.47. An amount of \$ 450 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.

From the remaining balance available in total "other" expenses, there are two outstanding items still to be paid: 1) the June phone bill which is expected to be \$25.24 and, 2) travel expenses for the period 4/7/16 - 6/30/16 (117.5 miles @\$0.54/mile, \$63.45). These obligations, totaling \$88.69, exceed the available balance of \$70.47 by \$18.22.

[Travel for the position was included in the "Animal Control Other Expense" line item, which was under budgeted by a total of \$15.34. The Telephone was under budgeted by \$2.88.]

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

<u>[Signature]</u> <u>2/7/16</u>	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period			6/30/16	Payments To Date	Net Expenses To Date	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	7/1/15 To Current Budget					
Animal Control									
001-291-5116-0000	Animal Control PT	2,746.00	0.00	2,746.00	0.00	1,362.72	1,362.72	1,383.28	49.63%
001-291-5341-0000	Animal Control Telephone	300.00	0.00	300.00	0.00	277.64	277.64	22.36	92.55%
001-291-5711-0000	Animal Control Travel	0.00	0.00	0.00	0.00	101.89	101.89	-101.89	N/A
001-291-5799-0000	Animal Control Other Expense	150.00	0.00	150.00	0.00	0.00	0.00	150.00	0.00%
Sum	Animal Control	3,196.00	0.00	3,196.00	0.00	1,742.25	1,742.25	1,453.75	54.51%

< 1383.28 >

Total other Expense 70.47
 Phone (June) < 25.24 >
 Travel (4/7-6/30) < 63.45 >
< 18.22 >

June 21, 2016

Animal Control April - May - June 2016

<u>Miles</u>	<u>Date</u>	<u>Location</u>	<u>Animal</u>
6	4/7/2016	284 B Codman	raccoon
4	5/11/2016	Police/ Library	Turtle
6	5/29	21 Hagerka	Fawn
3	4/1/2016	Codman Hill	goose
50.5	6/3	Codman ^{condos}	goose
48	6/19	318 Reed Farm	squirrel
→ 117.5 miles			

50.5 miles 6/3/2016 Goose To TUFTS goose

48 miles 6/19/2016 squirrel To Baby rehabilitator squirrel

Tufts - Grafton

Rehabilitator for squirrel
95 Smith St
Townsend

3.45

Signature
~~63.18~~
 Amount to Pay Vendor Acct #
 622116 4th Cir 110
 Invoice Date Invoice #
 001-291-5711-0000
 Posting Account

Donald C. Morse
 702 Hill Rd
 Boxborough, MA

8 a ✓

Finance Committee



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/30/16

It is requested by the undersigned that the sum of \$ 591.52 be transferred from:

UMAS Acct. # 001-422-5114-0000

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

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

To:

UMAS Acct. # 011-422-5242-0000

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

Description (e.g. Selectmen's expenses) DPW Vehicle Maint Svc

The balance in Total Salaries for Dept. 422 (DPW) as of 6/30/16 (Date) is \$ 15,362.17.

An amount of \$ 521,287 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$5,000, whichever is greater.

The balance in Total Other Expenses for Dept. 422 (DPW) as of 6/21/16 (Date) is \$109.45.

An amount of \$89,500 was originally budgeted/appropriated.

The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The cost to maintain DPW vehicles (\$18,889.63) exceeded the amount budgeted (\$12,000) due to a number of repairs to aging vehicles, including: Truck #3, air brakes, \$2,616.98; Loader, parking brake assembly, \$2,694.28; replaced tires on several trucks (\$6,156.068). Much of the deficit in this line item and others within the department has been covered by unexpended balances in the remaining departmental line items. However, the total unexpended balance remaining in the combined "other expenses" (i.e. non-salary line items) is only \$109.45, which is not sufficient to meet the cost of the final FY 16 bills still in hand. These bills, which total \$700.97, are as follows: High Country Workwear, \$360.12; LELD, \$240.53; National Grid, \$41.60 and Unifirst, \$58.72. Therefore, we need to transfer \$591.52 to cover the remaining FY16 expenses.

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

[Signature] (Signature) DPW Director (Title)
[Signature] (Signature) Town Administrator 7/16 (Title)

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

Board of Selectmen

Date:

Finance Committee

Date:

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

Account Number	Account Name	For the Period		7/1/15 To	6/30/16	Payments To Date	Net	Available Balance	Percent Expended
		Original Budget	Budget Adjustments	Current Budget	Receipts To Date		Expenses To Date		
Public Works									
001-422-5112-0000	DPW Salary -Director	82,812.00	0.00	82,812.00	0.00	82,812.00	82,812.00	0.00	100.00%
001-422-5114-0000	DPW Salary	373,037.00	0.00	373,037.00	0.00	355,407.85	355,407.85	17,629.15	95.27%
001-422-5115-0000	DPW Salary -Clerical	51,184.00	0.00	51,184.00	0.00	51,184.32	51,184.32	-0.32	100.00%
001-422-5134-0000	DPW -OT	14,254.00	0.00	14,254.00	0.00	16,520.66	16,520.66	-2,266.66	115.90%
001-422-5210-0000	DPW Electricity	2,500.00	0.00	2,500.00	0.00	4,061.03	4,061.03	-1,561.03	162.44%
001-422-5212-0000	DPW Heating	4,000.00	0.00	4,000.00	0.00	2,759.68	2,759.68	1,240.32	68.99%
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	6,000.00	0.00	6,000.00	0.00	7,195.14	7,195.14	-1,195.14	119.92%
001-422-5242-0000	DPW Vehicle Maint Svc	12,000.00	0.00	12,000.00	0.00	18,889.63	18,889.63	-6,889.63	157.41%
001-422-5302-0000	DPW Medical Svc	900.00	0.00	900.00	0.00	430.00	430.00	470.00	47.78%
001-422-5331-0000	DPW Street Maint Supply	9,500.00	0.00	9,500.00	0.00	9,055.77	9,055.77	444.23	95.32%
001-422-5341-0000	DPW Cell Phones	2,500.00	0.00	2,500.00	0.00	2,552.59	2,552.59	-52.59	102.10%
001-422-5399-0000	DPW Other Services	10,250.00	0.00	10,250.00	0.00	6,695.87	6,695.87	3,554.13	65.33%
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	7,000.00	0.00	7,000.00	0.00	7,114.11	7,114.11	-114.11	101.63%
001-422-5442-0000	DPW Vehicle Maint Supply	19,000.00	0.00	19,000.00	0.00	16,971.51	16,971.51	2,028.49	89.32%
001-422-5580-0000	DPW Tools/Equipment	8,000.00	0.00	8,000.00	0.00	5,664.64	5,664.64	2,335.36	70.81%
001-422-5591-0000	DPW Uniforms	6,000.00	0.00	6,000.00	0.00	5,620.49	5,620.49	379.51	93.67%
001-422-5599-0000	DPW Other Office Exp	750.00	0.00	750.00	0.00	1,215.89	1,215.89	-465.89	162.12%
001-422-5712-0000	DPW Training/Conferences	500.00	0.00	500.00	0.00	629.20	629.20	-129.20	125.84%
001-422-5730-0000	DPW Dues	200.00	0.00	200.00	0.00	100.00	100.00	100.00	50.00%
001-422-5731-0000	DPW Certification/License	400.00	0.00	400.00	0.00	435.00	435.00	-35.00	108.75%
Sum	Public Works	610,787.00	0.00	610,787.00	0.00	595,315.38	595,315.38	15,471.62	97.47%

Salaries 17,629.15
<.32>
<226666>

Salaries *<15,362.17>*
Total other 109.45

21



"Serving New England Since 1968"

"TIRES FOR WORK, TIRES FOR PLAY"

Remit To:
MAIN OFFICE & RETREAD PLANT
 275 East Main Street
 Orange, MA 01364
 Tel: 978-544-8811
 Fax: 978-544-0012
 Internet: www.petestire.com

MASSACHUSETTS
 Gardner, MA (978) 632-7697
 Northampton, MA (413) 586-8815
 Orange, MA (978) 544-8811
 Randolph, MA (781) 986-8473
 Shrewsbury, MA (508) 754-9876
 Springfield, MA (413) 736-8700
 Westborough, MA (508) 871-1150
 Woburn, MA (781) 721-9070

NEW HAMPSHIRE
 Amherst, NH (603) 672-8973
 W. Chesterfield, NH (603) 614-8066
VERMONT
 Hartford, WRJ, VT (802) 291-9216
 Montpelier, VT (802) 839-1924
 New Haven, VT (802) 453-2106
 Rutland, VT (802) 747-0752

CONNECTICUT
 Danbury, CT (203) 743-7648
 Franklin/Norwich, CT (860) 642-7577 / 886-5578
 S. Windsor, CT (860) 291-9615
 Waterbury, CT (203) 754-2156

RHODE ISLAND
 Providence, RI (401) 521-2240

SOLD TO: BOXBOROUGH HIGHWAY
 29 MIDDLE ROAD
 BOXBOROUGH MA 01719

3876/02

712

SHIP TO: SAME

INVOICE# 516888

CUST. PO. #	MAKE-MODEL	TAG	MILEAGE	TELEPHONE	ROUTE	SLM	SHIP VIA	ORDER #	PAGE	REMARKS	
				(978) 263-1600	66	13	N/A	571481	1		
INVOICE DATE	INVOICE NUMBER	PREVIOUS SHIPPED INVOICE NUMBER	TERMS		Opened by Operator # 15						
10/16/2015	516888		NET 10TH		10/16/15		12:38:53		15		
STOCK NUMBER	SIZE	DESCRIPTION	QUANTITY			UNIT PRICE	T	F.E.T.	EXTENSION		
			ORDERS	SHIPPED	PREV SHIP						
05230340	225/70R19.5	CONTI HD3 SCAND LRG	12	12		255.00	00	.00	3180.00		
HND00	HEAVY TRUCK	MOUNT/DISMOUNT/BOLT-ON	12	12		20.00	00	.00	240.00		
HSPIN		TRUCK SPIN BALANCE	12	12		25.00	00	.00	300.00		
LN	CHECK WHEEL LUG	NUTS AFTER 50 MILES.....	1	1		.00	00	.00	.00		
JJB		THANK YOU, JEREMY	1	1		.00	00	.00	.00		
trucks 2 and 7. METHOD OF PAYMENT: CHANGE: 3,840.48 CHANGE: .00  Signature \$3840.48 Amount to Pay Vendor Acct # 10/16/15 516888 Invoice Date Invoice # 001.422.5242.0000 Posting Account PRINTED NAME: SIGNATURE: TELL US ABOUT YOUR EXPERIENCE WWW.PETESTIRE.COM/SURVEY 516 KEVIN JORDAN Check wheel lug nuts after 50 miles											
PARTS	LABOR	TAX %	TAXABLE CUSTOMER RESALE No.	TAX	F.E.T.	MISC. AMOUNT	PLAN/VOID TOTAL AMOUNT				
3180.48	660.00		05230340		FET EXEMPT		3840.48				

Finance charge is computed by a periodic rate of 1 1/2% per month (which is an annual percentage rate of 18%) on balances over 30 days. No goods accepted for credit without our written authorization. If this account is not paid when due the purchaser agrees to pay any and all costs of collection, including a reasonable attorney's fee. Minimum finance charge 50c. All goods described hereon remain the property of Pete's Tire Barn, Inc. until fully paid for.



"Serving New England Since 1968"

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Remit To:

MAIN OFFICE & RETREAD PLANT

275 East Main Street
Orange, MA 01364
Tel: 978-544-8811
Fax: 978-544-0012
Internet:
www.petestire.com

MASSACHUSETTS

Gardner, MA (978) 632-7697
Northampton, MA (413) 586-8815
Orange, MA (978) 544-8811
Randolph, MA (781) 986-8473
Shrewsbury, MA (508) 754-9876
Springfield, MA (413) 736-8700
Westborough, MA (508) 871-1150
Woburn, MA (781) 721-9070

NEW HAMPSHIRE

Amherst, NH (603) 672-8973
W. Chesterfield, NH (603) 614-8066

VERMONT

Hartford, WRJ, VT (802) 291-9216
Montpelier, VT (802) 839-1924
New Haven, VT (802) 453-2106
Rutland, VT (802) 747-0752

CONNECTICUT

Danbury, CT (203) 743-7648
Franklin/Norwich, CT (860) 642-7577 / 886-5578
S. Windsor, CT (860) 291-9615
Waterbury, CT (203) 754-2156

RHODE ISLAND

Providence, RI (401) 521-2240

SOLD TO: BOXBOROUGH HIGHWAY
29 MIDDLE ROAD
BOXBOROUGH MA 01719

3076/02

SHIP TO: SAME

INVOICE# 517664

#10

CUST. PO. #	MAKE-MODEL	TAG	MILEAGE	TELEPHONE	ROUTE	SLM	SHIP VIA	ORDER #	PAGE	REMARKS	
				(978) 262-1600	68	13	N/A	573528	1		
INVOICE DATE	INVOICE NUMBER	PREVIOUS SHIPPED INVOICE NUMBER	TERMS		Operator #		Operator #				
11/03/2015	517664		NET 10TH		11/03/15		08:46:13		61		
STOCK NUMBER	SIZE	DESCRIPTION		QUANTITY		UNIT PRICE	T	F.E.T.	EXTENSION		
05220420	11R22.5	CONTI HDR2 LKH				358.18	00	.00	1472.72		
28020-PPW	22.5XR.25(2-HH)	WHITE X-HD HUB PILOT WHEEL				204.72	00	.00	818.88		
TR572	3-3/4"	TUBELESS TRUCK/BUS VALVE				6.00	00	.00	24.00		
JJB		THANK YOU, JEREMY				.00	00	.00	.00		
METHOD OF PAYMENT:		CHARGE:		2,315.60							
		CHANGE:		.00							
PRINTED NAME: Thomas Jordan		SIGNATURE:		Amount to Pay: 2315.60		Vendor Acct #: 3076/02		Invoice Date: 11/3/15		Invoice #: 517664	
				Posting Account: 001-422-5042-0060							
Check wheel lug nuts after 50 miles											
PARTS	LABOR	TAX %	TAXABLE	Customer Resale No.	TAX	F.E.T.	MISC. AMOUNT	PLEASE PRINT			
2315.60			0102348			FET EXEMPT		2315.60			

Finance charge is computed by a periodic rate of 1 1/2% per month (which is an annual percentage rate of 18%) on balances over 30 days. No goods accepted for credit without our written authorization. If the account is not paid when due the purchaser agrees to pay any and all costs of collection, including a reasonable attorney's fee. Minimum finance charge 50¢. All goods described hereon remain the property of Pete's Tire Barn, Inc. until fully paid for.

U.C. MILLMUK
TRUCK REPAIR INC.
 869 Burroughs Road
 BOXBOROUGH, MA 01719
 (978) 264-0007

005015

split
 work
 order

NAME: *James & Barbara Huggins*
 ADDRESS: *57 Mass Ave*
 CITY: *Boxborough MA*
 YEAR: *57* TYPE OR MODEL: *SD 544 loader* SERIAL NUMBER: *01719* LICENSE NUMBER: *# 11*
 PHONE: *978-264-0007*
 DATE: *9/22/85*

TIME RECEIVED: *AM* TIME PROMISED: *AM* CUSTOMER'S ORDER NO.:
 ODOMETER: *7600*

REPAIR ORDER - LABOR INSTRUCTIONS

OPER. NO.	LUBRICATE	CHANGE OIL	FLUSH TRANS.	FLUSH DIFF.	WASH	POLISH	\$
	<input type="checkbox"/>						
<i>EMER. Machine to get going</i>							
<i>Test Seal Supply System in Trip</i>							
<i>Loosening Pilot / Recheck Primary</i>							
<i>Final Hydraulic assembly Sealway</i>							
<i>Oil into System. Bleed back</i>							
<i>Repair as broken. test ok.</i>							
<i>Replace Sealway Worn out Seal</i>							
<i>Adjust Parking Brake Caliper</i>							
<i>Replace worn out Gas Tap linkage</i>							
<i>Free up assembly</i>							
	<input type="checkbox"/>						
TOTAL LABOR							<i>714 00</i>
TOTAL PARTS							<i>1904 98</i>
GAS, OIL, GREASE							
SPECIAL REPAIRS							
ENVIRONMENTAL CHARGES							
STATE TAX							<i>76 00</i>
TOTAL AMOUNT							<i>2694 98</i>

I HEREBY AUTHORIZE THE ABOVE REPAIR WORK TO BE DONE, ALONG WITH NECESSARY MATERIALS, AND YOUR EMPLOYEES MAY OPERATE ABOVE VEHICLE FOR PURPOSES OF TESTING, INSPECTION OR DELIVERY AT VEHICLE. EXPRESS MECHANIC'S USE IS ACKNOWLEDGED ON ABOVE VEHICLE TO SECURE THE AMOUNT OF REPAIRS THERE TO. YOU WILL NOT BE HELD RESPONSIBLE FOR LOSS OR DAMAGE TO VEHICLE WILL INCLUDES LEFT IN VEHICLE IN CASE OF FIRE, THEFT, ACCIDENT OR ANY OTHER CAUSE BEYOND YOUR CONTROL.

AUTHORIZED BY: *JRM*
 RECEIVED BY:

GAL GASOLINE @
 QTS. OIL @
 LBS. GREASE @
 TOTAL GAS - OIL - GREASE

QUAN.	PART NO.	DESCRIPTION	SALE AMOUNT
1		<i>Thru the shaft repair</i>	<i>40.50</i>
1		<i>Wet assembly</i>	<i>1669.87</i>
1		<i>Parking Brake Caliper</i>	<i>1669.87</i>
1		<i>assembly</i>	
1		<i>Primary Seal Trip</i>	<i>1669.87</i>
1		<i>Oil filter</i>	<i>8.00</i>
1		<i>Misc Supplies</i>	
<i>2694.58</i>			
<i>Thru the shaft repair</i>			
<i>Wet assembly</i>			
<i>Parking Brake Caliper</i>			
<i>assembly</i>			
<i>Primary Seal Trip</i>			
<i>Oil filter</i>			
<i>Misc Supplies</i>			
TOTAL PARTS			
ESTIMATE AMOUNT		PARTS	
TIME		LABOR	
ADD'L AUTH. AMT. <i>2694.58</i>		AMOUNT TO PAY	
VENDOR ACCT #			
ESTIMATE TOTAL			
<i>00-422-5241-0000</i>			

I expressly disclaim all warranties, express or implied, for a particular purpose, and neither assumes nor shall we be held liable for any other person to assume for it any liability in connection with the sale of said products.

8 a vi

Finance Committee



Reserve Fund Transfer Request

Date: 6/30/16

It is requested by the undersigned that the sum of \$ 236.08 be transferred from the Reserve Fund to:

UMAS Acct. # 001-915-5171-MEDC
(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Employee Benefits - Medicare

The balance Total Other Expenses as of 6/30/16 (Date) is \$ -236.08. An amount of \$ 632,750 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.

The FY 2016 Medicare line item was under-budgeted. An initial reserve fund transfer was processed on 6/13 for \$8,000, which was expected to cover the deficit to-date at 6/9/15 (\$3,494.51) plus the remaining payrolls of the fiscal year. However, the calculation had not included the extension by one day of the final payroll to include June 30, leaving a deficit of \$319.53 in the Medicare line item.

The Medicare deficit of \$319.53, when combined with the deficits and surpluses in the other Employee Benefits line items, leaves a total departmental deficit of \$236.08, the amount of the requested transfer.

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

<u>[Signature]</u>	(Signature)	<u>Treas / Coll</u>	(Title)
<u>[Signature] 7/7/16</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

<i>Account Number</i>	<i>Account Name</i>	<i>For the Period</i>		<i>7/1/15 To</i>	<i>6/30/16</i>	<i>Payments To Date</i>	<i>Net</i>	<i>Available Balance</i>	<i>Percent Expended</i>	
		<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>		<i>Expenses To Date</i>			
Employee Benefits -Health , Life										
001-915-5170-HLTH	Employee Benefits - Health Ins	580,570.00	30,000.00	610,570.00	0.00	610,442.00	610,442.00	128.00	99.98%	
001-915-5170-LIFE	Employee Benefits - Life Ins	1,250.00	1,000.00	2,250.00	0.00	1,767.00	1,767.00	483.00	78.53%	
001-915-5170-LTD-	Employee Benefits - LTD Ins	5,150.00	0.00	5,150.00	0.00	5,677.55	5,677.55	-527.55	110.24%	
001-915-5171-MEDC	Employee Benefits - Medicare	45,780.00	8,000.00	53,780.00	0.00	54,099.53	54,099.53	-319.53	100.59%	
Sum	Employee Benefits -Health , Life & LTD I	632,750.00	39,000.00	671,750.00	0.00	671,986.08	671,986.08	-236.08	100.04%	



Internal Communications and Outgoing Communications
July 11, 2016

1. Copy of coverletter from Thomas McEnaney, Town Counsel Kopelman & Paige, PC, dated June 16, 2016, to Clerk of the Appellate Tax Board in the Matter of RFP VI Hotel Boxborough-O, LLC v. Board of Assessors – Docket No. F328546-15.
2. Communications related to 1034 [and 1102] Massachusetts Ave.
 - a. Coverletter from TA Shaw dated June 20, 2016, to Attorney Louis Levine, in response to a Public Requests [Accompanied by an inventory of materials provided]. *
 - b. Letter from the Planning Board, dated June 29, 2016, to the Board of Selectmen responding to the Selectmen's letter of June 6, 2016.#
3. Notifications from TA Shaw, dated June 22, 2016, to the Town's Public Safety related Collective Bargaining Units regarding a Proposed temporary adjustment in payroll periods:
 - a. Brenda Santucci, Pres. Mass.COP, Local 200A/Dispatch
 - b. Lt. Shawn Gray, Pres. BPF, Local 4601/Fire
 - c. Officer Jeffrey Landgren, Pres. Mass.COP, Local 200/Police
4. Letter from Joanna Bowen, DHCD's Balance of State CoC Grants Coord., dated June 23, 2016. Advising that her division oversees the Federal HUD Homeless Services Grants in the Balance of State Continuum of Care, reaching out to these Continuum communities in an effort to bring them into the process.
5. Letter from Comcast Mgr. of Gov't & Regulatory Affairs, Michael Galla, Sr. dated June 24, 2016 to the Selectmen providing information on the renaming, cancellation and launching of various channel "Bundle" packets.
6. Copy of coverletter only from Kleinfelder's Sr. Project Mgr, Bruce Ross and Project Mgr, Jeremy Blumberg dated June 14, 2016 to Mass. DEP on the submittal of a *Method 1 Risk Characterization & Permanent Solution w/o Conditions Statement* regarding MADEP RTN 2-000026 Location: Former Exxon Facility #3-5805 – 1425 Mass. Ave.
7. Planning Dept.'s Review Request Notification regarding Site Plan Approval Major Modification application of Omni Navitas Holdings, LLC – 1300 Mass. Ave. # *
8. Letter from Annamarie Kersten of the Economic Development Incentive Program of the DHED, dated July 1, 2016, to TA Shaw providing notice of the EACC's vote of June 22, 2016 to Decertify Cisco Systems, Inc. [copy of notification letter to Cisco and EACC Board Policy 2013-3, included]*
9. KP Law – eUpdate Memorandum *The New Public Records Law – Municipalities*

Previously distributed

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

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Minutes, Notices and Updates
July 11, 2016

Minutes

1. Conservation Commission minutes for the meetings held 5/18/16, 6/1/16; 6/7/16 & 6/15/16
2. Personnel Board minutes for the meetings held 4/7/16 & 6/8/16
3. Recreation Commission minutes for the meetings held 1/13/15; 2/10/15; 3/10/15; 4/14/15; 5/19/15; 6/10/15; 8/18/15; 9/8/15; 10/13/15; 11/10/15; 12/8/15; 1/12/16; 3/8/16; 4/5/16; 4/26/16; 5/17/16; & 6/8/16.

Notices

1. Notice of Agricultural Commission meetings:
 - a. Held June 21, 2016
 - b. To be held July 12, 2016
2. Notice of ABR School District related meetings:
 - a. Regular School Committee meeting held June 23, 2016
 - b. Regular School Committee - Workshop held June 29, 2016
 - c. Budget Subcommittee meeting held June 22, 2016
 - d. Negotiations Subcommittee meetings:
 - i. Executive Session to be held July 6, 2016
 - ii. Executive Session to be held July 12, 2016
3. Notice of a Selectmen's Contract Negotiating Team [Executive Session] held June 24, 2016
4. Notice of a Public Celebrations & Ceremonies Comm. meeting held June 24, 2016
5. Notice of an Affordable Housing Trust meeting held June 27, 2016
6. Notice of a Finance Committee meetings:
 - a. Held June 27, 2016
 - b. To be held July 12, 2016
7. Notice of a Community Preservation Committee meeting held July 7, 2016
8. Notice of a Personnel Board meeting to be held July 8, 2016
9. Notice of a Recreation Commission meeting to be held July 13, 2016
10. Notice of an Energy Committee meeting to be held July 13, 2016

11. Notice of a Steele Farm Advisory Committee meeting to be held July 21, 2016
12. Job Posting – Town Hall Department Assistant: Building Dept./Board of Health.
13. Legal Notice from the Conservation Commission for a Public Hearing to be held July 20, 2016 to consider a Notice of Intent filed by Anne Gardulski to replace & repair existing walkways & small retaining wall. Install rain garden & other landscaping improvements to reduce erosion by overland flow of water from Sargent Rd. Install improved lighting.
14. Order of Conditions issued by the Conservation Commission on July 7, 2016, regarding the application filed by Amy Worthley of National Testing Services (NTS), on a the property located at 1120 Mass. Ave.
15. Order of Conditions issued by the Conservation Commission on July 7, 2016, regarding the application filed by Leo Bertolami of Boxboro Properties LLC, on a the property located at 593 Mass. Ave.

9c



General Correspondence
July 11, 2016

1. Coverletter from MetroWest Economic Research Center (MERC)'s Co-Directors, Fahlino Sjuib and Beverly Soriano accompanying a copy of MERC's *Greater MetroWest Economic Profile 2016*© prepared by members of the MERC at Framingham State University. [Report is in the BoS "For Review" slot].