



BOARD OF SELECTMEN
Meeting Minutes
October 17, 2016

Approved: November 7, 2016

PRESENT: Susan Bak, Chair Pro Tem; Vincent Amoroso, Member; Rick Barrett, Member; and Robert Stemple, Member

ABSENT: Les Fox

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

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

Chair Pro Tem Bak called the meeting to order at 7:01 P.M. in the Grange Meeting Room of Boxborough Town Hall.

ANNOUNCEMENTS

Chair Pro Tem Bak read the Announcements.

PUBLIC HEARING

- At 7:09 PM Chair Pro Tem Bak opened a Public Hearing to consider proposed revisions to the Dog Licensing Bylaw brought forward by Town Clerk, Liz Markiewicz. A list of those present for this hearing is attached and incorporated by reference. Town Clerk Markiewicz opened discussion on these revisions which will be presented at Special Town Meeting. Several years ago this Bylaw was amended to bring it in-line with revisions at the State level. Since these amendments were approved Markiewicz has learned that the Town has more latitude than previously thought in the setting of late fees and various deadlines; allowing us to make the licensing process more manageable. She reviewed the proposed revisions to this Bylaw and the feedback that has been received. Markiewicz further noted that some language is being stricken. These late fees were previously to compensate the Animal Control Officer (ACO), who provided these services under a non-standard pay structure. The ACO is now a fulltime employee with all the benefits that entails. The ACO was provided a copy of the proposed revisions and has not commented. The ultimate goal is to ensure that all dogs are licensed and vaccinated. The Board provided their feedback. There was discussion of the reduction to the fee structure that Markiewicz is proposing. It was suggested that these fees, should actually be \$25, \$50 and \$100 respectively. The members of the public also provided their input, however as no dog owner seem to be present, the Board invited dog owners to provide their feedback as to the fee structure, being revised this evening. As there was no further input the hearing was closed. Member Amoroso moved to amend the fee structure to \$25, \$50 and \$100 respectively. Seconded by Member Stemple. **Approved 4-0.**

APPOINTMENTS

- Conservation Commission Chair, Dennis Reip was present to introduce a new candidate for appointment to the ConsComm. and to discuss the Special Town Meeting Land acquisition article. Members of the Boxborough Conservation Trust (BCT) were also present for these discussions.
 - Reip introduced Stephen Schmitt and provide information on Schmitt's background and how his experience will be benefit. Schmitt spoke to his background. Schmitt was thanked for volunteering and invited to attend Boxborough Building Comm. meetings. Further to the recommendation of the Conservation Commission, Member Amoroso moved to appoint Stephen Schmitt to the Conservation Commission for a term commencing immediately and ending on June 30, 2018. Seconded by Member Stemple. **Approved 4-0.**
 - Reip opened a discussion of the article to be placed on the December 12 Special Town Meeting warrant for the purpose of acquiring land located at 311 Whitcomb Road for conservation purposes. Reip reviewed the draft article, summary and incorporated projected data, provided in the agenda packet. This draft has been reviewed by Town Counsel. We are waiting to see if the Town is awarded a State Land Grant. They are here tonight to ask the Selectmen for a recommendation supporting this article. Members of the BCT spoke to the grant process; funding structure; Harvard's parallel efforts to acquire the adjoining parcel and how "packaging" these parcels should make this a more attractive grant opportunity. The Board provided their input as to the article and information provided therein. Further to the recommendation of the ConsCom Member Amoroso moved to recommend supporting an article to acquire this property. Seconded by Member Stemple. **Approved 4-0.** Member Amoroso will a draft recommendation for the Board to review.

- Alexis Ladd and others of the Fostering Racial Justice Group (FRJG) were present to discuss the opportunities provided by the recent the Community Health Network Area (CHNA) grant award and how they intend to make anti-bias training available to Boxborough and the other FRJG communities. Ladd introduced the FRJG members that were present. She provided background on FRJG's goals and recent efforts in Boxborough, including the incorporation of a diversity component into the Boxborough2030 Plan. She spoke to a Powerpoint presentation and a brief video concerning implicit bias. The FRJG member also provided their input. Ladd reviewed the proposed training phases; the respective cohorts identified to participate and an overview of the respective levels of training that would be provided. Member Amoroso read from Wellesley Police Chief's speech made earlier today at the Int'l Assoc. of Chiefs of Police conference regarding racial tension in the country and law enforcement professionals' need to maintain good relations with all members of their communities; specifically the nation's minority population. Ladd invited the Selectmen to participate in the proposed trainings, and to "like" them on Facebook. The consensus of the Board was to support these efforts.

The Board took Agenda Items #5 a -c, out of order.

MINUTES

- Member Stemple moved to accept the minutes for the regular session of September 19, 2016, as revised and the executive sessions of September 29, 2016 and October 3, 2016, as written. Seconded by Chair Pro Tem Bak. **Approved 4-0.**

APPOINTMENTS (Continued)

- Steele Farm Advisory Committee (SFAC) Chair, Ed Whitcomb and SFAC members were present to discuss a Community Preservation Comm. (CPC) application for work on the Wetherbee Farmhouse and proposed trail work on the Picnic Street Trust Property.
 - Whitcomb reviewed the Farmhouse preservation efforts currently underway. The Redhawk report should be ready by the end of the year. They want to keep up this momentum. Work to the farmhouse is currently part of the SFAC Capital Plan and they recently submitted their initial project application with the CPC. Though Selectmen do not need to formally approve this application the SFAC wants to keep the Selectmen updated. He related the information that SFAC has indicated to Redhawk that they would like to see in the report. SFAC and Boxborough Hist. Society Capital Campaign members provided their input. The Board provided their input and thanked those present for their efforts. Member Stemple moved to support the request of the Steele Farm Advisory Committee to submit an application to the Community Preservation Committee for the preservation of the Levi Wetherbee farmhouse at Steele Farm. Seconded by Chair Pro Tem Bak. **Approved 4-0.**
 - The proposed trail work on Picnic Street Tr. property was discussed. SFAC has voted to approve the work necessary to complete the "blue" trail connection from the Picnic Street Trust property to the main red trail that runs down the middle of the Steele Farm meadow. Whitcomb advised that this area is very wet and provided some details on the proposed trail work. SFAC reviews these projects with the ConsComm. Land Stewardship volunteers do most of this trail work. Member Stemple moved to authorize the Steele Farm Advisory Committee to undertake trail work on the Picnic Street Trust property. Seconded by Chair Pro Tem Bak. **Approved 4-0.**

- There were no Citizens concerns.

The Board passed over Agenda Items #4di & ii, so they could be taken up as part of the STM discussion.

SELECTMEN REPORTS

- Member Amoroso reported that earlier tonight he participated in a Boxborough Building Comm. (BBC) planning meeting. The BBC would like to ask the Selectmen to move back their meetings to 7:30 pm so the BBC can meet prior to the Selectmen/FinCom meeting on Monday evenings.
- Member Barrett reported that he has been concentrating on the Veterans Memorial Comm. which he will report on later.
- Member Bak reported that she and TA Shaw participated in a joint meeting with RecCom, ConsCom and the DPW to discuss Flerra Meadows; specifically the conditions at the playground and our insurance provider's inspection report. DPW will be adding a budget for RecCom related maintenance to next year's budget; RecCom will be putting forth an STM article to address the immediate repairs; and Capital Plan will be updated to include some of the discussed items including picnic benches.

She also reported the Town Meeting Study Comm. is getting some great feedback on their survey. They are working to develop a Facebook page; "Why I go to Town Meeting..." videos; drafting a letter to new residents; exploring ways to remind residents of town meeting dates; and continuing to explore various opportunities to provide information to residents.

She also provided information on the Town's roadway projects.

OLD BUSINESS

- Member Barrett updated the Board as to the formation of the Veterans Memorial Committee (VMC) and presented a draft revised charter. He reviewed the input received on the earlier version of this charter and the possible composition of this committee. He advised that Kevin Mahoney, from the Hist. Comm. has already volunteered to participate. The original charter submission also outlined the actions and initiatives for this effort, which were removed from the draft currently under review. These actions and

initiatives will now be used more to assist in defining the pathway for the group. Minor grammatical revisions were suggested and accepted.

- Member Barrett moved to adopt the revised charter, as further revised tonight. Seconded by Chair Pro Tem Bak. **Approved 4-0.**
- Member Barrett moved to appoint Kevin Mahoney to serve on the Veterans Memorial Committee for an initial term commencing immediately and ending June 30, 2017. Seconded by Chair Pro Tem Bak. **Approved 4-0.**
- The Selectmen opened discussion on a Disclosure of Appearance of Conflict of Interest submitted by Lonnie Weil. On Oct. 3, 2017, the Selectmen accepted a Disclosure submission filed by Weil. This current Disclosure submission supplements Weil's previous filing. Chair Pro Tem Bak moved to accept and place on file the Disclosure of Appearance of Conflict of Interest as required by G.L. c. 268A, §23(b)(3), submitted by Lonnie Weil. She then read said Disclosure into the record. Seconded by Member Stemple. **Approved 4-0**
- Police Chief Warren Ryder was present to discuss Boxborough Police Dept. staffing and use of body cameras by officers. Lt. Warren O'Brien was also present for these discussions.
 - Chief Ryder advised that that, in general, he has been dealing for some time with staffing issues, specifically short staffing and filling overtime. He also informed the Board that the department is currently short two full-time officers; one due to injury and another who is in the process of resigning. These factors compound an already difficult situation. He spoke to a Powerpoint presentation. He outlined the department's working model – 24/7, 2 officer shift coverage, 3 shifts per day with officers working 4 days on 2 days off. This is unsustainable with current staffing levels, even with overtime. He reviewed the efforts he has made, in recent years, to manage with these staffing issues. The need to backfill shifts has been an issue for some time resulting in the department salaries typically running up to 40% over budget. Pursuant to his memorandum he is here to propose a Special Town Meeting article to revise his budget so he can address the immediate staffing issues with hiring additional officers. He clarified that increases to staffing would only be to fill existing empty shift assignments and will not result additional shifts or the need for additional vehicles. This article should have zero net impact on his salary budget as the increase should be offset by eliminating need for current levels for overtime. It was noted that there may be non-salary employment costs. The Board provided their input. The Chief will be revising this presentation based on the feedback received. There was discussion as to the significant influx of new residential units in Town and its possible impact on public safety services. The Chief advised that the reality is his staff is fatigued, they are just trying to manage the immediate staffing concerns, and they can't plan out for the long term until the current deficits are addressed. Member Barrett moved to support the inclusion of an article on the special town meeting warrant to transfer funds interdepartmentally for the purpose of funding an additional full-time police officer. Seconded by Chair Pro Tem Bak. **Approved 4-0.**
 - Chief Ryder opened the discussion of a proposed pilot program to deploy Body cameras and submitting a grant application to cover some of the costs for this program. He read from the grant application. He is looking to acquire six units and several officers have volunteered to participate in a one year pilot program. There was discussion as to other Mass. communities are utilizing body cameras. He provided a general outline of how the department intends on deploying these units and the records collection/retention procedures; noting that the specifics are still under discussion. The Board asked that the Chief begin to draft a policy while we wait to see if the grant is awarded. Once the grant is award the Chief will come back before the Board to seek final approval of the pilot program. Member Barrett moved to support the use of body cameras by Boxborough police officers, subject to policies to be developed and approved. Seconded by Member Stemple. **Approved 4-0.**
- The Board reviewed the revised list of articles for the December 12th Special Town Meeting. The Public Safety Communication article has been withdrawn. There was discussion as to possible the public response to some of the articles, specifically the Conservation Commission's Land Purchase. Chair Pro Tem Bak moved to close the warrant for the special town meeting to be held at 7 PM on Monday, December 12, 2016 in the Blanchard Memorial School Gymnasium. Seconded by Member Stemple. **Approved 4-0.**
- There was discussion as to the Selectmen article recommendation assignments. The respective liaisons will draft the Board's recommendations for review.

CORRESPONDENCE

- It was noted that the town seal petitioners were notified in writing of the Selectmen's decision of Oct. 3rd. To date there has been no response.

CONCERNS OF THE BOARD

- As Chair Fox will be unable to attend the scheduled meeting on Nov. 14th it will be rescheduled to Nov. 7th.

EXECUTIVE SESSION

- At 9:50 PM Chair Pro Tem Bak moved to adjourn to executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (MassCOP Local 200 – Boxborough Police Officers) and to adjourn immediately thereafter. Chair Pro Tem further stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board." Seconded by Member Stemple. **Approved 4-0 by Roll Call Vote: Bak "aye," Amoroso "aye," Stemple "aye," and Barrett "aye."**

SELECTMEN'S ANNOUNCEMENTS

OCTOBER 17, 2016

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

- Police Chief Warren Ryder and the Police Department want our residents to have a safe and **Happy Halloween**. Halloween falls on a Monday this year, and the Chief is recommending "Trick or Treating" between 5:00-7:30 p.m. Safety tips may be found by clicking on the link from the Boxborough home page under News & Announcements.

- Work on the **Demolition & Resurfacing of the Front Stairs** of the Town Hall is scheduled to begin on Wednesday, October 19th. We estimate will be completed in three weeks. We appreciate your cooperation in our efforts to make these necessary repairs.

- *November 8th Election* –
 - **Wednesday**, October 19, 2016 is the last day to **register to vote** for this Election. You can register to vote or on-line or by mail. However, mailed forms must postmarked no later than October 19th to be eligible to vote.
 - **Absentee ballots** are now available. Applications can be downloaded from the Town's website; applied for in person at the Town Clerk's office or you can mail, fax or email an application to the Clerk's office and a ballot will be mailed to you. The deadline to apply for an absentee ballot is Monday, November 7th, at noon. However, the ballot must be received by 8pm November 8th.
 - Also, starting Monday, October 24th **Early Voting** will be available to all registered voters. Visit the Town's website for more information or contact Town Clerk Liz Markiewicz.

- Save the Date....

Boxborough will be holding a **Special Town Meeting** on Monday, December 12th at 7PM in the Blanchard School Gym. Preliminary information is available on the Town website and more details shall follow.

- The **Town Meeting Study Committee** is looking into ways to increase participation in Annual Town Meeting. Whether you are a longtime resident and faithful Town Meeting attendee, or have just moved to town and have never heard of town meeting, they want to hear from you, by completing a brief survey on

your experience with town meeting which can be downloaded from the link of the Town's webpage or picked up at Town Hall or the Sargent Library.

- The **2016 Deer Hunting Season opened today October 17th**. Please be aware that, in Boxborough, hunting is only allowed on private land with permission of the owner and not allowed on any town-owned property. For everyone's safety and enjoyment please remember to exercise trail safety commonsense during Hunting Season. A list of suggested Trail Safety Rules and other resources may be found in Links to "Helpful Information" on the Conservation Commission's webpage.

- This year's **Household Hazardous Waste Day** will be Saturday, Oct. 29, 2016 from 9:00 AM – 1:00 PM. This will be held at the DPW Highway Barn, 577 Mass Ave. Notices have been posted around Town and on the town website. There is no charge and you do not need to a transfer station sticker however, Proof of residency is required. The cost to the town is based on number of vehicles so please consider consolidating with your neighbors to keep our cost down. For further information contact the DPW at 978-264-1790.

- **Drought.** The Commonwealth continues to experience historic below average rainfall, resulting in significant state-wide drought conditions. As we have previously announced the Commonwealth had declared a **Drought Warning** in numerous areas including Boxborough. The Massachusetts Dept. of Agriculture has provided the agricultural community a list of water tanker companies. The Commonwealth has called for the **elimination of all outdoor watering** by residents and businesses. The Selectmen continue to encourage everyone in Boxborough to be mindful of their consumption of our shared water resources and to be sparing with discretionary uses. We have added a section to the town website with links to useful information resources on the drought and some water conservation tips.

- 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.

- These Selectmen's meetings and other events can be viewed by the following link from the Town website's homepage on the left-hand side under Resources: **BXB-TV On Demand**. Also, Improvements have been made to our **broadcast systems** and our **Video On-Demand services**. We hope that residents have found these changes improved 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, Selina Shaw or call her Assistant, Cheryl, at 978-264-1714.

- 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 (1), Conservation Commission (1), Design Review Board (2 at-large members), Energy Committee (1), Historical Commission (2), Housing 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 - Revised
October 17, 2016
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. PUBLIC HEARING, 7:05 PM

To consider proposed revisions to the Dog Licensing Bylaw – brought forward by Town Clerk, Liz Markiewicz

4. APPOINTMENTS

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

a) Dennis Reip, Conservation Commission Chair

- i. To introduce Stephen Schmitt, candidate for appointment to the Conservation Commission, 7:25 PM

Further to the recommendation of the Conservation Commission, move to appoint Stephen Schmitt to the Conservation Commission for a term commencing immediately and ending on June 30, 2019

VOTE:

- ii. To discuss article to be placed on the December 12 special town meeting warrant for the purpose of acquiring land located at 311 Whitcomb Road for conservation purposes, 7:30 PM

b) Alexis Ladd, Fostering Racial Justice Group, to discuss CHNA 15 grant award and anti-bias training, 8:00 PM

c) Steele Farm Advisory Committee Chair, Ed Whitcomb, 8:15 PM

- i. To discuss the request to the Community Preservation Committee to recommend the use of Community Preservation Fund monies for the purpose of preserving the Levi Wetherbee farmhouse at Steele Farm, an historic resource of the town

Move to approve the request of the Steele Farm Advisory Committee to submit an application to the Community Preservation Committee for the preservation of the Levi Wetherbee farmhouse at Steele Farm

VOTE:

- ii. To discuss proposed trail work on Picnic Street Trust property

Move to authorize the Steele Farm Advisory Committee to undertake trail work on the Picnic Street Trust property

VOTE:

d) Police Chief Warren Ryder

[This will be taken up as the last item of business before adjourning to executive session]

- i. To discuss police department staffing and special town meeting article

Move to support the inclusion of an article on the special town meeting warrant to transfer funds interdepartmentally for the purpose of funding an additional full-time police officer

VOTE:

- ii. To discuss use of body cameras by Boxborough police officers

Move to support the use of body cameras by Boxborough police officers, subject to policies to be developed and approved

VOTE:

- e) Citizens concerns

5. MINUTES

- a) Regular session, September 19, 2016
- b) Executive session, September 29, 2016
- c) Executive session, October 3, 2016

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Veterans Memorial Committee – revised mission and composition

Move to adopt the revised mission as presented

VOTE:

Move to appoint Kevin Mahoney to serve on the Veterans Memorial Committee for an initial term commencing immediately and ending on June 30, 2017

VOTE:

[N.B. Other appointments may be made this evening]

- b) Disclosure of Appearance of Conflict of Interest as required by G.L. c. 268A, §23(b)(3), submitted by Lonnie Weil

ACCEPT & POF

N.B. The disclosure which was accepted and placed on file at the October 3, 2016 meeting dealt only with the appeal of non-action on bylaw violations

[Please read the disclosure into the record and then accept and place on file]

- c) Special Town Meeting

Move to close the warrant for the special town meeting to be held at 7 PM on Monday, December 12, 2016 in the Blanchard Memorial School gymnasium

VOTE:

8. NEW BUSINESS

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. EXECUTIVE SESSION

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

ROLL CALL
VOTE:

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

13. ADJOURN

Upcoming Board of Selectmen Meetings

10/29 (Goal Setting WS); 10/31; 11/14; 11/28; 12/5; 12/19; 1/9/17

BLF: 10/25

STM: 12/12

101716

Dog Licensing Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING
PROPOSED REVISIONS TO DOG LICENSING BYLAW**

The Board of Selectmen will hold a public hearing on Monday, October 17 at 7:05 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Dog Licensing Bylaw. The proposed revisions will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

**DOG LICENSING BYLAW
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All are welcome to attend.

Per Order
Board of Selectmen

AD#13487558
Acton Beacon 10/6/16

DOG LICENSING BYLAW

Section 1. All dogs six months or older in the Town of Boxborough shall be licensed by the Town Clerk annually beginning January 1st and not later than ~~March 10th~~April 1 of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its owners or keeper's property. The License Period shall be January 1 to December 31 of each calendar year.

Section 2. Fees for dog licenses are:

Spayed/Neutered	\$10.00
Intact	\$15.00
Up to 4 dogs	\$25.00
Kennel 5 - 10 dogs	\$50.00
Kennel 11+ dogs	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by the ~~March 10 deadline~~April 1 in any year, shall be subject to a penalty of ~~fifty dollars (\$50.00)~~ ten dollars (\$10.00) per dog to be payable to the Town Clerk upon demand by the Animal Control Officer – Dogs and Cats, in addition to the license fee. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund, ~~and may be paid to the Animal Control Officer – Dogs and Cats as compensation.~~

Section 4. Any person who by ~~March 20~~May 1 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~seventy-five dollars (\$75.00)~~ twenty-five dollars (\$25.00) per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats, in addition to the license fee. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund, ~~and may be paid to the Animal Control Officer – Dogs and Cats as compensation.~~

Section 5. Any person who by ~~March 30~~June 1 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the Animal Control Officer – Dogs and Cats by certified and regular mail for immediate payment of the license fee, one hundred dollars (\$100.00) fine per dog and the cost of the postage. Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund, ~~and may be paid to the Animal Control Officer – Dogs and Cats as compensation.~~ Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

Adopted by Annual Town Meeting:	May 14, 1992
Approved by Attorney General:	August 26, 1992
Amended by Annual Town Meeting	May 14, 1998
Approved by Attorney General:	August 30, 1998
Amended by Annual Town Meeting:	_____ May 11, 2004
Approved by Attorney General:	July 12, 2004
Amended by Annual Town Meeting:	May 11, 2010
Approved by Attorney General:	August 19, 2010
Amended by Annual Town Meeting:	May 14, 2013
Approved by Attorney General:	September 16, 2013

Selina Shaw

H a i

From: Dennis Reip <dennisreip@gmail.com>
Sent: Thursday, October 06, 2016 10:22 AM
To: schmittsr1948@verizon.net
Cc: Selina Shaw; amorosovm@gmail.com; Mary Nadwairski; Liz Markiewicz
Subject: Re: Resident Interest form

Hi Stephen,

Thanks for attending our meeting last night, and a big thanks for agreeing to join the Commission. The next step is to be "appointed" by the Board of Selectman. This involves a brief introduction to the BOS - who you are and your interest in serving - followed by a swearing in with the Town Clerk, Liz M.

The BOS meets next on 10/17 in the evening.

Can you make that meeting?

If so, that would make it possible for you to attend our meeting 10/18 (rescheduled from 10/19) as a member of the Commission.

I expect to be in attendance with BOS that night on the topic of the Special Town Meeting Warrant Article.

Selina/Liz,

Please comment to correct/clarify anything regarding the process for Stephen's appointment.

Thanks again,

Dennis

On Sun, Sep 25, 2016 at 8:46 PM, Dennis Reip <dennisreip@gmail.com> wrote:
Hi Stephen,

The Conservation Commission currently has 1 open seat and we would be very interested in having you join us. Please give me a call anytime this week in the evening at 978-490-5575 if you would like to discuss this further.

Thanks,
Dennis Reip
Chair, Conservation Commission

On Fri, Sep 23, 2016 at 3:28 PM, Selina Shaw <sshaw@boxborough-ma.gov> wrote:

Good afternoon, Stephen.

Thanks very much for expressing an interest to serve on a number of town committees. I am copying the chairs of the Conservation Commission (Dennis Reip), Design Review Board (Kevin Mahoney), Energy Committee (Francie Nolde) and Recreation Commission (Kevin Lehner), as well as the BoS liaisons to those committees

(Vince Amoroso, ConsComm, Bob Stemple, DRB and Energy Committee, and Susan Bak, RecComm). Currently , the Community Preservation Committee has no vacancies, and the Permanent Building Committee is inactive.

The best way to learn about the committees is to attend a meeting (posted on the calendar on the homepage of the town's website at www.boxborough-ma.gov), read about the committee's activities in The Town Report (also available from the website), and to speak with committee members. I am hoping that you will be able to speak with the chairs or other members of the committees and you can then determine which committee best suits your interests. The next step would be for the committee to recommend your appointment to the Board of Selectmen and for you to attend a Selectmen's meeting.

We look forward to welcoming you aboard. Not only does serving on a town committee enable you to contribute to the Boxborough community and help define the character of the town, but it also provides a great opportunity to meet your neighbors and get involved in the inner-workings of the town.

Regards,
Selina

Selina S. Shaw

Town Administrator

29 Middle Road

Boxborough, MA 01719

(978) 264-1700 general

(978) 264-1712 direct

(978) 264-3127 fax

<http://www.boxborough-ma.gov>

Boxborough: A Rural, Engaged Community for All

*****Please note new email address: sshaw@boxborough-ma.gov*****

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential.

Resident Interest Form

Name: Stephen R. Schmitt Phone: [REDACTED]

Address: [REDACTED]

Occupation: Retired Engineer / Project Manager

Special Training/Education: BS/MS EE

Experience/General Interest: was employed by federal government ~40 yrs

Amount of time available: 8-hours/week

Date submitted: 9/20/2010 E-mail Address: [REDACTED]

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Board of Health*
- Boxborough Emergency Reserve Corps
- Board of Registrars
- Board of Selectmen*
- Boxborough Housing Board
- Cemetery Commission
- Community Preservation Committee
- Conservation Commission
- Council on Aging
- Design Review Board
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees*
- Permanent Building Committee
- Personnel Board
- Planning Board*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee*
- Steele Farm Advisory Committee
- Well-Being Committee
- Zoning Board of Appeals

received
9/21/10

The filling out of this form does not assure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719**

***Indicates an elected board**

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 for the total cost of the purchase not to exceed \$575,000 to be expended by the Conservation Commission of Boxborough, 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 in Boxborough, 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 of Boxborough 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 to issue bonds and notes of the Town therefor; provided that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; and further to authorize the Conservation Commission or its designees to apply for, accept and expend on behalf of the Town of Boxborough 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 not less than 50% of the total cost of the purchase; and to authorize the Conservation Commission and Board of Selectmen to enter into all agreements and execute any and all instruments as may be necessary on behalf of the Town of Boxborough to effect said acquisition; or take any other action relative thereto.

Summary

The Conservation Commission proposes to purchase 15.67 acres of land (Elizabeth Brook Knoll) on the western side of Boxborough bordering Harvard on West Whitcomb Rd., next to the Cisco property. This is a collaborative effort with the Boxborough Conservation Trust (BCTrust), the Town of Harvard and the Harvard Conservation Trust. The Town of Harvard and the Harvard Conservation Trust are similarly pursuing an abutting 50 acre parcel in Harvard known as Horse Meadows Knoll on Sherry Road. Together, these two acquisitions will net approximately 64 acres of prime upland habitat, aquifer recharge area and public hiking trails. Boxborough and Harvard have each submitted LAND grant

applications for their respective parcels. The LAND grant is expected to cover more than half of the total cost of the proposed purchase for Boxborough.

Purchasing Elizabeth Brook Knoll as Conservation Land directly aligns a number of the goals and objectives identified in Boxborough’s Open Space and Recreation Plan (OSRP) 2015-2022 as follows:

OSRP Goal No. 1: To protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.

OSRP Goal No. 2: To protect the town’s heritage and character through the preservation of scenic areas, roadways, and landscape features, both natural and historical.

OSRP Goal No.7: To coordinate open space planning efforts with neighboring communities to create a regional open space and trail network.

The added value of this purchase includes:

DISCOUNTED PRICE: The Seller’s interest in conservation has resulted in an agreed price that is below the appraised value. This addition to the attractive price, more than half of the total purchase cost is expected to be covered by the LAND grant and a contribution by the BCT.

Appraised Value	\$625,000
Estimated Total Cost (includes purchase price, survey, title, and contingency)	\$575,000
LAND Grant Award (minimum 50% match of total cost)	- \$287,500
Contribution from BCT(paid deposit)	-\$27,000
Net Cost to Town(maximum not to exceed)	\$260,500

PROTECTION OF WATER RESOURCES: The property’s mixed deciduous-coniferous upland forest captures, conserves, and filters rainwater runoff prior to recharging a major surficial aquifer, thereby reducing the threat of pollution not only to the aquifer itself, but also to area wetlands and nearby Elizabeth Brook and Beaver Brook in the SuAsCo and Merrimack River watersheds. About 25% of the northern portion of the property is in a Zone 2 well-head protection area, and about 30% of the southern border of the property is an interim well head protection zone.

PROTECTION OF PRIORITY HABITAT: The entire Boxborough parcel, and abutting Harvard parcel, is identified by NHESP as a “Priority Habitat” for rare and endangered species, and connect with other Priority Habitat parcels under conservation restrictions (abutting CISCO properties)

PASSIVE RECREATION: Provides opportunity for prime hiking trails in an invasive-free mature forest setting with nearly 200 feet of vertical rise.

LINKAGE: Provides trail and hiking opportunity in Boxborough into Harvard.

EQUITY: Creates prime hiking trails in walking distance to multi-family housing on Boxborough's west side.

REMOVAL OF DEVELOPMENT THREATS: Preserves natural habitat and water resources.

The Conservation Commission Recommends 6-0

Boxborough police, officials part of grant for anti-bias training

acton.wickedlocal.com/news/20160719/boxborough-police-officials-part-of-grant-for-anti-bias-training

Molly Loughman mloughman@wickedlocal.com @MLoughmanWL

Molly Loughman mloughman@wickedlocal.com @MLoughmanWL

As concerns about racial justice spread nationwide, the towns of Boxborough and Carlisle are taking preventative action through anti-bias and racial justice training.

Community Health Network Area (CHNA) provided \$25,000 in grant funding July 1 to train Boxborough town employees, Boxborough and Carlisle police officers and local community members. CHNA 15 is a partnership between the state Department of Public Health, community organizations and citizens offering funding for community-based prevention and health promotion initiatives in 12 area communities.

"It feels to good to me to have a lot of people doing this on a lot of different fronts. It's just a process and I think ultimately it's going to be amazing for the community," said Alexis Ladd, a member of Fostering Racial Justice Group, which helped make the program funding possible. "So much of the discussion around Black Lives Matter and racial justice is focused on urban settings, and very few people have been talking about what's going on in the suburbs. There's an opportunity here for suburbs to do this work. I think it's really important work to do and could be a model for other communities in the area."

Fostering Racial Justice Group (FRJG) is a community-formed group consisting of members from Acton, Boxborough, Groton and Littleton, along with the United Church of Christ Boxborough (UCCB), the Boxborough Well-Being Committee and Boxborough town leadership.

"Our officers are doing a great job supporting the safety of all Boxborough residents," Boxborough Chief of Police Warren Ryder stated. "We are participating in these trainings because we want people to know that we are always looking for ways to improve our policing, we're expanding our cultural competencies and we're working to address implicit bias."

The grant will help Boxborough meet one of the strategies in its master plan by offering diversity and anti-bias training. Additional benefits to the community include a possible reduction in town insurance and helping address potential institutional barriers that may negatively impact people of color.

Ladd said the impetus behind the group began a year-and-a-half ago with concern over the Black Lives Matter movement and wanting to do something in solidarity.

"And also recognizing that there's always work we can do in our own community," said Ladd. "Then we found out this collaborative grant was available and people were on board. We're in the process of implementing it and are interviewing trainers."

The \$25,000 grant will be divided into several different training sessions, each three-hours long. Police will receive separate and more in-depth training because of their prior training. The training is intended to build on the work police officers have done before, whereas Boxborough town employees have not received any anti-bias training. The third form of training will be a workshop for area community members.

FRJG still needs to work with police departments to compose the training, and plans are being made to collaborate with consultants. The groups have a year-and-a-half to implement the grant. The program is intended to ultimately

help people explore biases in their personal and professional lives, said Ladd.

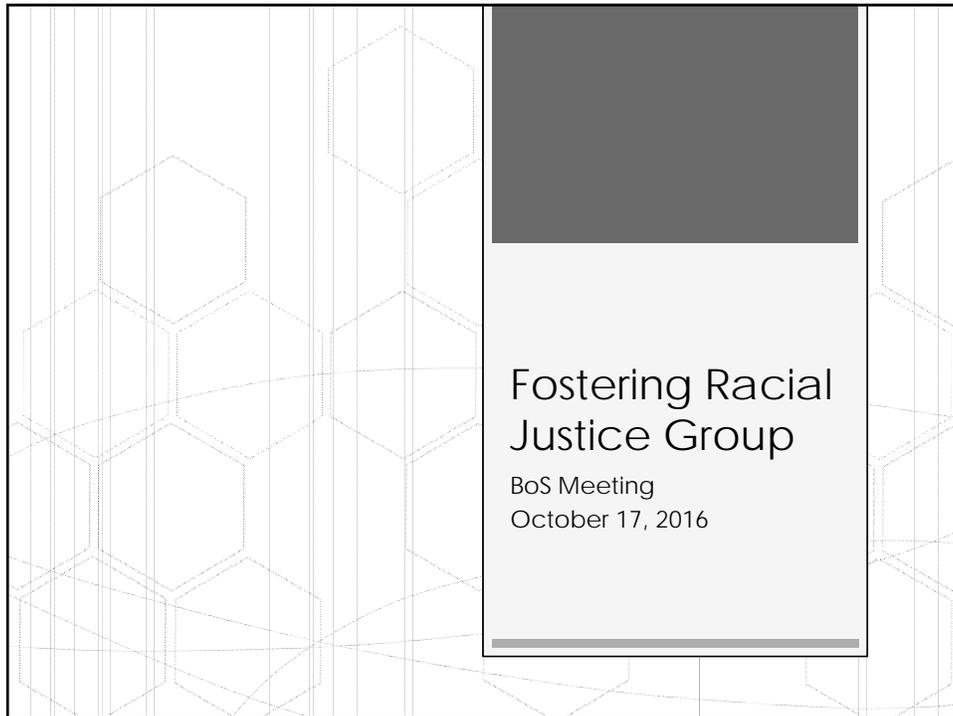
“We’re also asking people to go through the training, develop understandings around race, racism, institutional racism, and then look at any policies or behaviors within their departments that could actually be barriers to people of color in a lot of different ways that people hadn’t really thought about before,” said Ladd. “(Racism) is a problem across the country; it’s everywhere. It’s to take it beyond the personal work and also to the institutional work as well.”

“We are thankful for the funding of this timely initiative and appreciate the opportunity to move closer to members of our community through this training. Our police officers are forward thinking and recognize this is a time we should be looking for solutions in the midst of the recent tragedies,” stated Carlisle Police Chief John Fisher.

FRJG continues to welcome members of all races and backgrounds to its group and also to the community workshops, said Ladd. The group meets regularly at Sargent Memorial Library in Boxborough.

“We want people to know we’re doing this, but also to sort of prime the community to look for the trainings in the future,” Ladd said.

Follow Molly Loughman on Twitter @MLoughmanWL.



Fostering Racial Justice Group

BoS Meeting
October 17, 2016



FRJG History

- Fostering Racial Justice Group (FRJG) established in 2015 in solidarity with BLM
- Advocated for anti-bias, diversity, and equity to be included in the Boxborough Master Plan
- Received a \$25,000 collaborative grant in July 2016 to provide anti-bias training for town employees and the community from CHNA 15 (Winchester Hospital)
- Current membership: Acton, Boxborough, Carlisle, Groton, Littleton, Maynard, and Stow

Why do we need to do this work?



- FRJG recognizes that working to counteract racial bias is challenging, under the best of circumstances. The current racial climate throughout our country is far from the best of circumstances. Nevertheless, courageous local citizens and governing agents agreed, there would be value in doing this difficult work, which gave birth to the collaboration. *(Excerpt from grant)*

Grant Collaborators

- Fostering Racial Justice Group
- Boxborough Well-Being Committee
- United Church of Christ, Boxborough
- Boxborough Police Department
- Carlisle Police Department
- Town of Boxborough



Why we need to do this work – Implicit Bias --

<https://implicit.harvard.edu/implicit/takeatest.html>

Why we need to do this work



- Implicit bias <https://implicit.harvard.edu/implicit/takeatest.html>,
- Climate of fear and mistrust
- Increased national awareness of racial inequity
- Lack of representation in town leadership
- Town demographics, who's missing?
- Examining and improving past failed approaches, i.e. colorblind approach

Benefits to Boxborough

- Proactive and preventive effort – luxury of not having to be reactive
- Positive impact on town insurance rates
- Demonstrates that Boxborough and Carlisle are willing to do the “hard work”, indicating an engaged and welcoming community
- Trainings and workshops will begin to address:
 - Bias
 - Fear and mistrust
 - Racial inequality
 - Lack of representation in town governance



Grant Overview

- **Trainings and Workshops**
 - Three anti-bias trainings for police officers
 - Three anti-bias trainings for all town employees
 - Workshops for the community



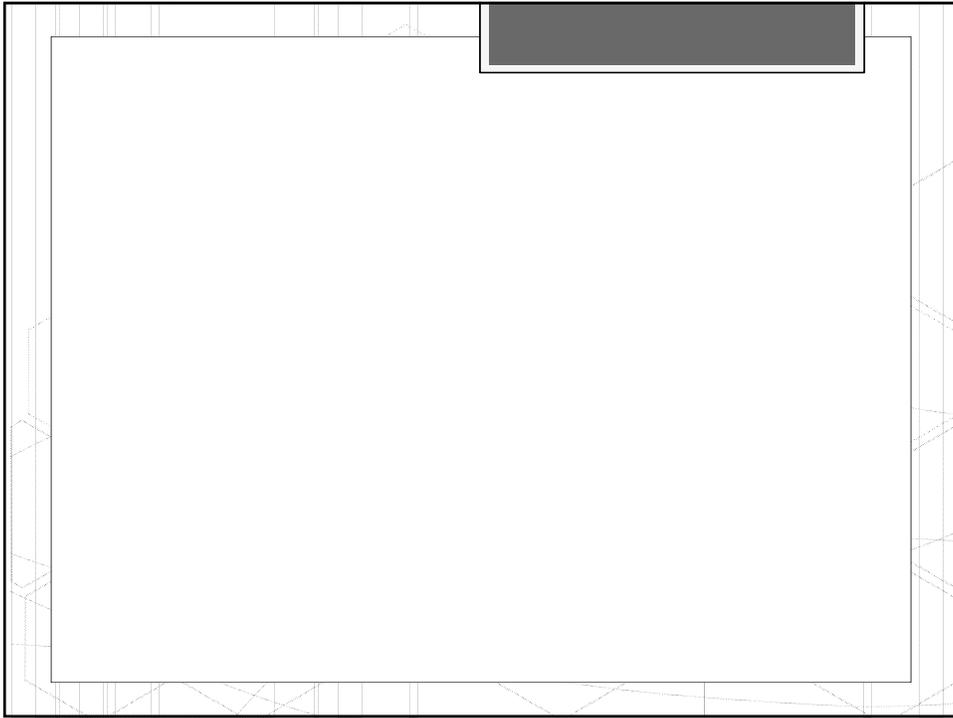
Update



- Collaborators just agreed to hire Judy Kaye consulting to implement the trainings.
- FRJG is engaging in community outreach to do an assessment – coordinating with the community needs assessment – by speaking with representatives from a variety of racial/ethnic groups.

Opportunity for YOU...

- Participate in the trainings – town employees are expecting you to join them
- Read the grant online at www.FosteringRacialJustice.weebly.com
- Follow us on Facebook -- <https://www.facebook.com/FosteringRacialJustice/>



Selina Shaw

4 c

From: ewhitcomb1@comcast.net
Sent: Friday, September 30, 2016 3:12 PM
To: Selina Shaw
Cc: Robert Stemple
Subject: Questions for the selectmen

Selina,

The SFC would like to inform them of our intentions to and ask permission from the Selectmen to apply to the CPC for funding for projects on the Steele farm house. We also would like permission to do a little trail work on the adjacent picnic trust property.

When would be a good time to come to a meeting?

Thanks,

Ed
Sent from my iPhone

Hci



TOWN OF BOXBOROUGH
COMMUNITY PRESERVATION COMMITTEE
PRELIMINARY APPLICATION

APPLICANT:

Name: Ed Whitcomb Address: 265 Hill Road
Email: EWhitcomb4@comcast.net Phone: 978-263-2214
Board/Committee: Steep Farm Advisory Committee

PROJECT:

Project Title: Preservation of Farmhouse at Steep Farm
Estimated Total CPA Funds Requested: \$150,000*
Estimated Total Project Cost: \$150,000 (estimate)

PROJECT SUMMARY: *Historical Society is raising private funds for some part

The 1784 Levi Wetherbee Farmhouse at Steep Farm is in fragile condition. Red Hawk Studio is in the early stages of a contract with the town to determine the amount of work and cost to preserve the Farmhouse. Expectation is that work will be needed to foundation, framing, chimney, roof + windows.

PROJECT PURPOSE: (Check all that apply)

- Open Space
- Recreation
- Community Housing
- Historic Resources

COMMUNITY BENEFIT: Indicate how this project will benefit the community.

Preserve the farmhouse which is an essential part of Boxborough history. Make further use possible

OTHER INFORMATION:

Does the project need approval from another Board or Committee?

If yes, please specify: Board of Selectmen

Has the project been endorsed by any Board, Committee, or Commission?

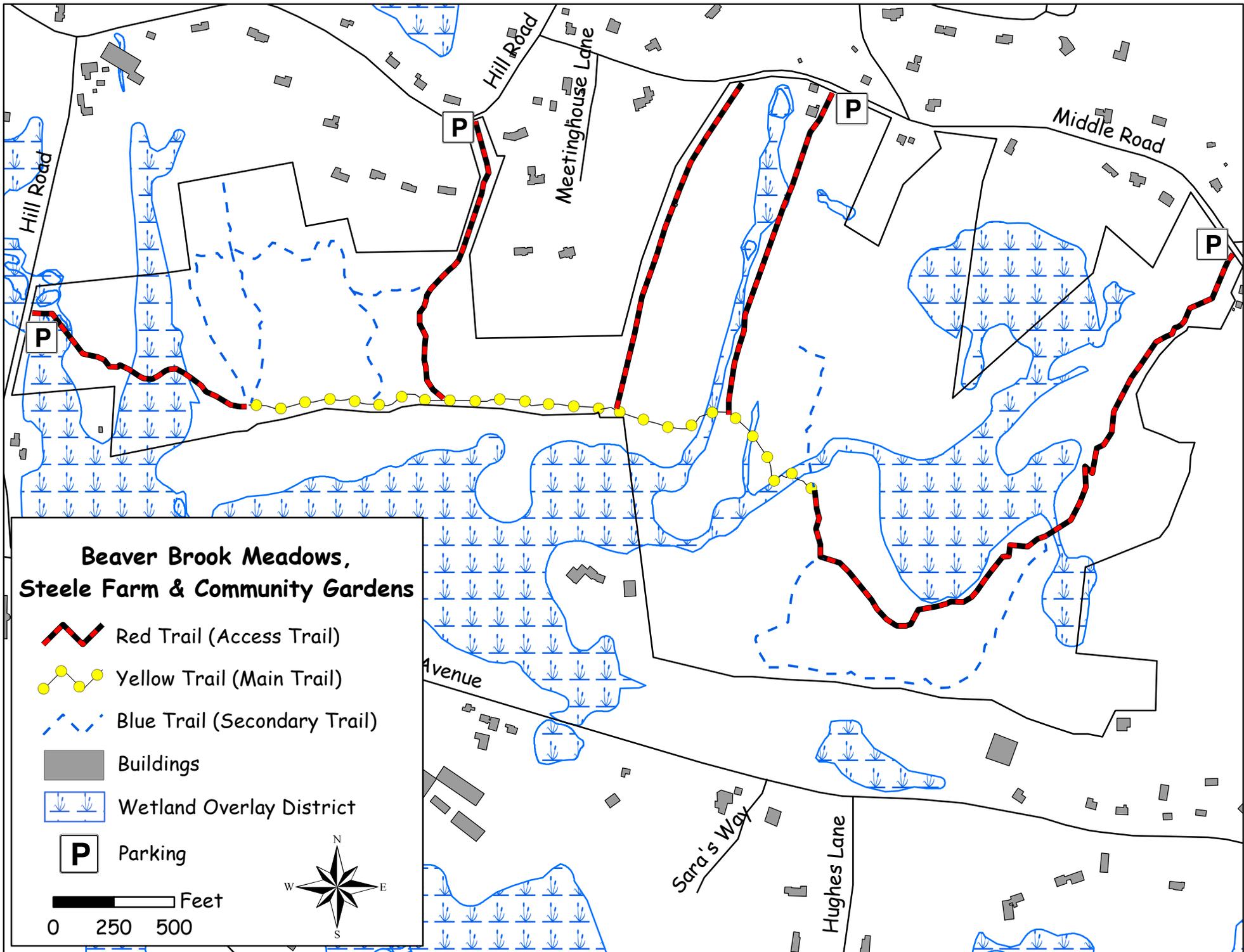
If yes, please specify: Historical Commission is expected to endorse once Red Hawk Study is completed

Submit Completed Preliminary Applications To: Boxborough Community Preservation Committee, c/o Planning Department, Town Hall, 29 Middle Road, Boxborough, MA 01719. Preliminary Applications must be received no later than 4:00 PM on Thursday, September 22, 2016.

9/19/16

RECEIVED

For CPC Use: Received SEP 19 2016 CPC Reference: 2016-04





4 d i

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

To: Board of Selectmen
From: Chief Warren B. Ryder
Date: October 13, 2016
Re: Special Town Meeting Article

I respectfully request your consideration for adding an article to this year's Special Town meeting to address two converging issues with Police Department staffing.

The first issue is budgeting and reoccurring yearly requests for reserve fund transfers. These requests are needed to staff patrol shifts as additional overtime is experienced with unexpected events such as major investigations and long term absences caused by Officer injuries. The yearly police department budget does not account for these events and therefore requires supplemental transfers.

The second issue is staff fatigue caused from excessive forced overtime. A minimum of two patrol officers is required to properly fill an eight hour shift. The current budget allocates 3,000 hours of overtime to cover earned time benefits alone. Training, court appearances, investigations and other meetings is another 2,264 hours of overtime. Additional overtime hours are also caused by the first issue.

I am proposing adding one additional officer to the police department staff that will cover 2,088 of these hours at regular pay vs. overtime. I further propose funding the salary of this new officer directly from the budgeted overtime line.

I look forward to discussing this with you in more detail.

WBR/cop



BOXBOROUGH POLICE DEPARTMENT

Staffing and Budget Analysis



FY17 Police Budget

❖ The Police Overtime Budget is based on three assumptions:

1. Staff level remains consistent
2. Employees are willing to work overtime
3. There will not be a major event or investigation that will cause additional overtime

All three assumptions have regularly proven to be false



FY17 Police Budget

- ❖ FY17 Salaries are running over budget and will continue to do so until staffing issues are resolved.
- ❖ Police Overtime has run on average 42% over in last three years

FY16	FY16	%	FY15	FY15	%	FY14	FY14	%	
<u>Budget</u>	<u>Actual</u>	<u>Over</u>	<u>Budget</u>	<u>Actual</u>	<u>Over</u>	<u>Budget</u>	<u>Actual</u>	<u>Over</u>	<u>AVG</u>
157,997	238,887	51%	150,437	213,828	42%	139,655	184,190	31%	42%



Staff Shortage

- ❖ Staff fatigue is caused from excessive forced overtime
- ❖ A minimum of 2 patrols are required to properly fill an eight hour shift
- ❖ The current budget allocates 2,784 hours of overtime to cover earned time benefits alone
- ❖ Training, court appearances, investigations and other meetings is another 2,056 hours of overtime



Staff Shortages p2

- ❖ That is a total of 4,840 hours of PLANNED overtime
 - ❖ = 605 shifts, 11.6 shifts per week
 - ❖ Each officer has to work an extra 1.45 shifts per week
 - 1 injured/absent officer = 2.5 shifts per officer per week



Impacting Event #1 FY17 Police Budget

- ❖ Officer absence from injury
 - ❖ July 1st to present day
 - ❖ All sick and other earned time has been used.
 - ❖ Sick time is only budget for 5 days per employee
 - ❖ Shift coverage has and will continue to negatively impact the overtime budget



Impacting Event #2 FY17 Police Budget

- ❖ Officer absence and resignation
 - ❖ September 5th to end of December
 - ❖ All banked earned time will be used
 - ❖ This exceeds the salary budget as only partial usage is allotted for staff
 - ❖ Shift coverage will negatively impact the overtime budget



FY17 Police Budget with replacing an officer

FY17 Budget	FY17 Budget - Revised
Full Time Salaries	Full Time Salaries
447,995.00	438,234.00
Special Officer Coverage	Special Officer Coverage
12,423.00	24,595.00
SALARIES TOTAL	SALARIES TOTAL
1,063,333.00	1,069,467.00



BOXBOROUGH POLICE DEPARTMENT

Staffing Analysis



Work Days Per Employee

- Patrol Staff work 7 days a week, 365 days a year
- Employees work a 4 on and 2 off schedule
 - They have an additional 42 days of earned time that they may utilize
- Based upon the net annual days off table, the Patrol Staff is scheduled to work **219** days per year each

Table 1 -Net Annual Days Off: Sergeants and Patrol Officers



Type of Time	Number of Days
Scheduled Work Days	261
Vacation Days	15
Sick Days	10
Personal Days	3
Holidays	11
Bereavement/Other	3
TOTAL # DAYS OFF	42
Net Annual Work Days	219

Table 2 –Relief Factor: Sergeants and Patrol Officers



If we divide 365, the number of days we need coverage, by 219, the number of days we have officers scheduled to work, we get a relief factor for patrol staff of 1.67, as seen below

Determining Relief Factor	
Number of days need to fill	365
Net annual work days	219
Relief Factor	1.67



Position and Relief Factor

POSITION	# ASSIGNED
Chief of Police	1
Lieutenant	1
Detective	1
Sergeant	2
Patrol Officer	6
TOTAL	11

POSITION	RELEIF FACTOR
Chief of Police	1
Lieutenant	1
Detective	1
Sergeant	1.67
Patrol Officer	1.67

- The Chief, Lieutenant, and Detective shifts do not have to be filled: Relief Factor = 1



Minimum Staff Coverage Plan

POST	DAY (7a-3p)	EVE (3p-11p)	MID (11p-7a)	TOTAL	RELIEF FACTOR	TOTAL STAFF	STAFF ROUNDED
Chief	1	-	-	1	1	1	1
Lieutenant	1	-	-	1	1	1	1
Detective	1	-	-	1	1	1	1
Sergeant	-	1	1	2	1.67	3.34	3
Patrol Officer	2	1	1	4	1.67	6.68	7
						TOTAL STAFF	13

Summary



- By calculating the relief factor for all of the positions we can see that to adequately run the department we are actually short one Sergeant position
- For the department to be fully staffed we would need 13 staff members, as opposed to the 11 we have currently

Budget Notes



- FY17 Overtime Budget \$177,197
- Average hourly overtime rate \$44.70
 - 4,840 Hours of overtime / 605 days / 1.6 a day
- Overtime has run 42% over on average for the last three years
- Translates into \$74,423 for FY17
- Total potential overtime for FY17 is **\$251,620**

Additional Staff



- 3 New Positions
 - Covers 603 days
 - Salary
 - \$49,500 to \$55,500 each (\$149k to \$166k total)
- 1 Sergeant Promotion \$7,716
- \$156k to \$173k (both) **vs. \$251,620 in Overtime**

Additional Costs



- Annual Non-Salary Expenses
 - Health Insurance \$9,000 to \$17,000 (*depending on plan*)
 - Equipment \$3,500 (uniforms, cleaning, cell phone, ammo)
- Startup (one-time) Expenses
 - Equipment, training and pre-employment screenings \$3,500

*per officer

Special Town Meeting Proposal



- Add 1 patrol officer (January 1st)
- Fund 100% salary from overtime budget line

FY17 Budget	FY17 STM Budget	
Full Time Officer Salary 447,995.00	Full Time Officer Salary 465,182.00	17,187.00
Police Overtime 176,441.00	Police Overtime 154,737.00	(21,704.00)
SALARIES TOTAL 1,063,333.00	SALARIES TOTAL 1,058,816.00	(4,517.00)

- Transfer \$4,517 from Police Overtime Salaries to Police Expenses (other)

Future Additions



- 2017 Annual Town Meeting
 - 1 additional Officer to start July 1, 2017
 - Another additional Officer to start January 1, 2018
 - Overall 3 Additional Officers and 1 Sergeant promotion
 - 1. New Officer 1/1/17 (Fall STM 2016)
 - 2. New Officer 7/1/17 and 1 Sergeant promotion (ATM 2017)
 - 3. New Officer 1/1/18 (ATM 2017)
- Each new position to significantly reduce overtime budget (including actuals) to minimize total budget increase

Future Concerns



Financial Impacts

- Salaries will continue to grow as they progress in steps
- Employee benefits (*earned time*) will grow with seniority
- Health Benefits overhead will likely increase

Growth

- As the Town population increases so does the demand for Police Services

Options

- Reduce services and shift coverage

Thank you



42 ii



received
10/6/16 NH

An Interlocal Service of the Massachusetts Municipal Association

FY17 MIIA GRANT APPLICATION

This fiscal year, MIIA's Grant program is focused on identifying member loss trends and providing members with resources and solutions to improve their outcome. We believe that effective management can only be achieved through a strong partnership with our members. The MIIA Grant Program provides members with solutions for effective risk management, enhanced safety practices and greater asset preservation.

The Risk Management and Loss Control Grants have been combined into one MIIA grant, allowing up to a limit of \$15,000 per member with a maximum of \$10,000 per item. Kindly follow the process listed below:

1. Consult with your MIIA Risk Manager regarding grant criteria.
2. Ensure that grant application is applicable to your insurance coverage.
3. Complete this application in its entirety. If not completed it will be returned for completion.
4. Attach a vendor estimate for each requested item or service.
5. Ensure Chief Municipal Officer and Chief Procurement Officer have signed application.
6. Submit your application to miagrants@mma.org by grant deadline of October 28, 2016.

Items that will not be considered include: travel expenses, wages, including overtime, and software annual renewal costs.

The MIIA Risk Management Team will confirm receipt of your application. Grant applications will be reviewed the week of October 28th. Please note that a grant submission does not guarantee a grant award. If awarded, a grant summary detailing how this award benefits your municipal entity must be included with final grant invoices.

How will this grant be used to continue or enhance your risk management or personnel management efforts moving forward?

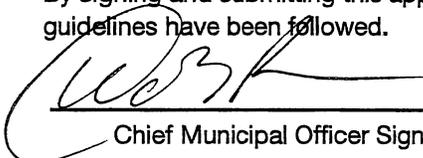
The Boxborough Police Department is committed to providing the highest level of service to our community and the public. As part of our effort to ensure transparency and trust between our agency and the people that we serve, we believe that equipping each of our officers with body cameras will be a major step in our continuous desire to improve our performance. The first pillar of the report of the President's Task Force on 21st Century Policing points out the necessity of building trust and legitimacy. Although we feel that we have excelled in gaining trust, the ability for us to demonstrate how we accomplish our mission through video technology will vastly assist us in providing quality policing services. Body cameras will also allow our command staff to regularly review the performance of their subordinates to ensure that they are operating within our established standards and policies.

MIIA Member Town of Boxborough

Contact Chief Warren B. Ryder Department Boxborough Police Department

Phone (978) 264-1750 Email wryder@boxborough-ma.gov Date August 2, 2016

By signing and submitting this application, I (we) attest that all applicable state and local purchasing regulations and guidelines have been followed.



Chief Municipal Officer Signature

Chief Procurement Officer Signature



An Interlocal Service of the Massachusetts Municipal Association

FY17 MIIA GRANT APPLICATION

Check Item	Risk Management Solution	Cost Per Estimate	Target Department	Loss Causes	Best Practices
Automobile					
<input type="checkbox"/> Fleet Maintenance Audit, needs assessment or software <input type="checkbox"/> Backup sensors and cameras			Multiple	Automobile accidents	Annual Driver MVRs Vehicle Telematics Vehicle Maintenance Program
General Liability					
<input type="checkbox"/> Development and implementation of a customized sewer maintenance program (i.e. fats, oil and grease program) <input type="checkbox"/> Systems audits and capital improvements <input type="checkbox"/> GIS implementation for utility infrastructure			DPW Sewer	Sewer backup Water main breaks	Camera video program (sewer lines) Manhole inspection Grease trap bylaw/inspection Pump station inspection
<input type="checkbox"/> Tree Risk Assessment			DPW	Tree related damage	Tree Inventory and or Assessment Program
<input type="checkbox"/> Pavement Management Program to eliminate pothole and sidewalk defects that can lead to liability exposures			DPW	Pothole & sidewalk damage	Pavement Management Program
<input type="checkbox"/> Snow and Ice Removal Program implementation			DPW	Falling Objects/BI & PD	Snow and Ice Removal Plan
Law Enforcement Liability					
<input checked="" type="checkbox"/> Body cameras, dash cameras <input type="checkbox"/> Loss targeted training		\$10,000	Police	Wrongful Arrest, Excessive Force	Use of Force & CCTV Policies Training
Property					
<input type="checkbox"/> Facilities maintenance software Facilities maintenance third party audit Facilities winterization needs assessment <input type="checkbox"/> Freeze up prevention equipment (temperature alarms, monitoring equipment and call-out software) <input type="checkbox"/> Implementation of facilities based and systems supported program that allows for immediate identification and access of municipal facilities in case of emergencies.			Multiple	Pipe freeze ups, Ice dams, Sprinkler damage	Facilities maintenance software Roof inspection Roof Snow Removal Plan Ice dam inspection Gutter/downspout inspection Sprinkler testing Thermal image Heat monitoring protocols Pipe freeze inspections
Public Officials Liability					
<input type="checkbox"/> Attend Massachusetts Commission Against Discrimination certified training for professionals. Courses run from January- May			Multiple	Discrimination complaints	Discrimination and harassment training
Workers Compensation					
<input type="checkbox"/> Safety/OSHA related training (aerial lift, bloodborne pathogen, trench safety, confined space entry, CPSI training, chainsaw safety, lockout/ tag out, OSHA 10, work zone safety, etc.) <input type="checkbox"/> Safety Equipment, dollies/carts, slip/fall stations, hoist lifts manhole cover lifts, trench box, hydraulic gate lift, work zone safety trailer, stepstools for classrooms, PPE equipment, back up cameras, ice dam prevention, pallet jack, thermal imaging cameras, skylight guards, slip resistant floor treatments, stools for schools, cots, anti fatigue mats. <input type="checkbox"/> Security assessments and equipment: cameras, panic alarms etc. in relation to municipal emergency response plan (A.L.I.C.E.)			Multiple	Work related injuries Strains, sprains Slip/trip/falls	Annual workplace safety training Claims reporting (timely basis) Return to Work Program Safety Committee

TASER International

Protect Life. Protect Truth.

17800 N 85th St.
 Scottsdale, Arizona 85255
 United States
 Phone: (800) 978-2737
 Fax: 1-888-837-6802



Warren O'Brien
 (978) 263-2628
 (978) 268-5123
 wobrien@boxborough-ma.gov

Quotation

Quote: Q-85892-1
Date: 10/5/2016 10:22 AM
Quote Expiration:
Contract Start Date*: 3/13/2017
Contract Term: 3 years

AX Account Number:
 451340

Bill To:
 Boxborough Police Dept - MA
 520 Massachusetts Ave
 Boxborough, MA 01719
 US

Ship To:
 Warren O'Brien
 Boxborough Police Dept - MA
 520 MASSACHUSETTS AVE
 Boxborough, MA 01719
 US

SALESPERSON	PHONE	EMAIL	DELIVERY METHOD	PAYMENT METHOD
Carson Ciggia	480-502-6222	cciggia@taser.com	Fedex - Ground	Net 30

*Note this will vary based on the shipment date of the product.

Upfront Payment for 3 Years - Due Net 30

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
6	74001	AXON CAMERA ASSEMBLY, ONLINE, AXON BODY 2, BLK	USD 399.00	USD 2,394.00	USD 0.00	USD 2,394.00
6	74020	MAGNET MOUNT, FLEXIBLE, AXON BODY 2	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6	11509	BELT CLIP, RAPIDLOCK	USD 0.00	USD 0.00	USD 0.00	USD 0.00
6	73004	WALL CHARGER, USB SYNC CABLE, FLEX	USD 0.00	USD 0.00	USD 0.00	USD 0.00
600	85335	EVIDENCE.COM STORAGE (GB)-3 YEAR CONTRACT	USD 2.25	USD 1,350.00	USD 0.00	USD 1,350.00
1	74008	AXON DOCK, 6 BAY + CORE, AXON BODY 2	USD 1,495.00	USD 1,495.00	USD 0.00	USD 1,495.00
4	87003	BASIC EVIDENCE.COM LICENSE: 3 YEAR	USD 540.00	USD 2,160.00	USD 0.00	USD 2,160.00
40	85112	EVIDENCE.COM INCLUDED STORAGE (GB)-3 YEAR CONTRACT	USD 0.00	USD 0.00	USD 0.00	USD 0.00
2	89003	PROFESSIONAL EVIDENCE.COM LICENSE: 3 YEAR	USD 1,404.00	USD 2,808.00	USD 0.00	USD 2,808.00

QTY	ITEM #	DESCRIPTION	UNIT PRICE	TOTAL BEFORE DISCOUNT	DISCOUNT (\$)	NET TOTAL
60	85112	EVIDENCE.COM INCLUDED STORAGE (GB)-3 YEAR CONTRACT	USD 0.00	USD 0.00	USD 0.00	USD 0.00
1	70033	WALL MOUNT BRACKET, ASSY, EVIDENCE.COM DOCK	USD 35.00	USD 35.00	USD 0.00	USD 35.00

Upfront Payment for 3 Years - Due Net 30 Total Before Discounts: USD 10,242.00

Upfront Payment for 3 Years - Due Net 30 Net Amount Due: USD 10,242.00

Subtotal	USD 10,242.00
Estimated Shipping & Handling Cost	USD 54.94
Grand Total	USD 10,296.94

Complimentary Evidence.com Tier Upgrade Through September 2016

This quote contains a purchase of either the Basic or Standard Evidence.com license. You will temporarily receive the features available with the Professional license for the Basic and Standard licenses purchased until September 2016. This is a free upgrade to your account so you can enjoy all the benefits of our most feature rich license tier. In September 2016 you will be prompted to select which users you would like to assign to each tier. This will have no impact on uploaded data.

Axon Pre-order

Thank you for your interest in Axon! This pre-order is a commitment to purchase Axon Body 2 and/or Axon Fleet. Axon Body 2 is available for delivery between 8-10 weeks after purchase date. Axon Fleet is available for delivery sometime in 2017. You will be notified if there are any delays. TASER reserves the right to make product changes without notice.

**TASER International, Inc.'s Sales Terms and Conditions
for Direct Sales to End User Purchasers**

By signing this Quote, you are entering into a contract and you certify that you have read and agree to the provisions set forth in this Quote and TASER's Master Services and Purchasing Agreement posted at www.taser.com/legal. You represent that you are lawfully able to enter into contracts and if you are entering into this agreement for an entity, such as the company, municipality, or government agency you work for, you represent to TASER that you have legal authority to bind that entity. If you do not have this authority, do not sign this Quote.

Signature: _____

Date: _____

Name (Print): _____

Title: _____

PO# (if needed): _____

Quote: Q-85892-1

Please sign and email to Carson Ciggia at cciggia@taser.com or fax to 1-888-837-6802

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BOARD OF SELECTMEN
Meeting Minutes
September 19, 2016

Approved: _____

PRESENT: Les Fox Chair; Susan Bak, Clerk; Vincent Amoroso, Member; Rick Barrett, Member; and Robert Stemple, Member (present @ 6:40 PM)

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

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

Chair Fox called the meeting to order at 6:30 P.M. in the Grange Meeting Room of Boxborough Town Hall.

The Board took Agenda Items #3 a & 7c, out of order.

APPOINTMENTS

- Member Amoroso opened discussion on the establishment of a Boxborough Building Committee (fka *Municipal Building Committee*). Members of Finance Committee were present for this discussion. He reviewed the language in the proposed committee charge and the rationale, including changing the name of the committee. The goal is to arrive at some consensus on the concerns under discussion in time for Annual Town Meeting. There was discussion as to the role of voting, at-large, ex officio participants; participation by the public and a manageable quorum number. It was noted that this is a work in progress and revisions may be needed as we move forward.
 - Chair Fox moved to adopt the charge of the Boxborough Building Committee as presented on 9/19/16. Seconded by Member Bak. **Approved 5-0.**
 - Chair Fox moved to appoint the following individuals to the Boxborough Building Committee for terms starting effective immediately and ending on June 30, 2017, as follow - Vince Amoroso, Board of Selectmen; Les Fox, Board of Selectmen; Ted Kail, Finance Committee; Dilip Subramanyam, Finance Committee; Gary Kushner, Finance Committee (Alternate); David Follett, Conservation Commission; Abby Reip, Planning Board; John Markiewicz, Planning Board (Alternate); and Frank Powers, Council on Aging. Seconded by Member Bak. **Approved 5-0.**

NEW BUSINESS

- Discussion opened as to the reconciliation of Hager Well operational expenses through June 2016 and debt expenses through FY17 in accordance with the terms of the Intermunicipal Agreement (IMA) between the A-B Regional School District (ABRSD) and the Town. Finance Comm. members, Ted Kail, Dilip Subramanyam, Gary Kushner; Town Accountant, Jennifer Barrett and ABR School Comm. member, Katie Neville were present for this discussion. Barrett spoke to her memorandum of September 15th regarding this; referencing the School District's "Schedule 6" (Summary Budget); providing background as to the shared usage of the Hager Well facility; the agreed allocation of these costs and the terms of the IMA. Member Amoroso took a few moments review the resources that are being shared, how usage has been allocated, discussion/negotiations that have taken place and the Town and ABRSD's respective responsibilities both current and in the future. Chair Fox moved that the Town of Boxborough accept a net payment of \$23,712.68 from the A-B Regional School District as full satisfaction of cumulative obligations for share of Hager Well operations and debt service from July 1, 2014 through June 30, 2016 and adjustment of debt service through FY 17. Seconded by Member Bak. **Approved 5-0.**

APPOINTMENTS (Continued)

- Gerry Noel, Inspector of Buildings, and Adam Duchesneau, Town Planner were present to provide an update on current property developments and activities in their respective departments. Noel referred to his memorandum, specifically as to the substantial increase of site/building inspections and re-inspections as a result of the JPI aka Paddock Estates project. These numbers do not reflect the code enforcement and fire incidents site visits that he has been required to make in recent months. He also reviewed his responsibilities as the Town's facilities manager and the projects undertaken since he came on board. He advised the Board of his department's efforts to update the Town's forms so they comply with State standards. He also reviewed the permitting process for some specific construction components (i.e. sprinklers) and those record retention requirements. He provided numbers on the new construction of single-family homes that he anticipates will be completed in the coming year. Based on the work load that he is currently carrying, specifically in regards to JPI aka Paddock Estates he would like to retain a part-time inspector to help out 8-10 hours per week for approx. six months. There was discussion as to funding for this. The

Board suggested that revising/increasing this budget item could be addressed at the upcoming special town meeting. Members of FinCom were still present and agreed to bring forward at an upcoming meeting. Noel and Duchesneau reviewed the status of the JPI aka Paddock Estates. The Town's Affordable Housing consultant will be updating the Town's Affordable Housing Inventory with the State so the current percentage can be certified. JPI anticipates their first tenants will move-in February 2017.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS (Continued)

- Jim D'Agostine was present to discuss his development company's land purchase and the proposed conveyancing agreement with the Town concerning the [Moran Property] located at 94 Chester Road. TA Shaw provided a summary of the terms in the related conveyancing documents & the proposed agreement, including the ZBA's Special Permit Decision and reviewed what changes have occurred since Mr. D'Agostine initially approached the Town on this. D'Agostine explained what necessitated his recent action to re-assign the buyer's rights in this transaction from one of his companies to another. The sellers have accepted this re-assignment. Town Counsel has provided input on this. It was determined that Board would move forward with the conveyancing agreement presented this evening. Member Amoroso moved to enter into a conveyance agreement with Commonwealth Properties, Inc. and Westchester Company, Inc. for the conveyance to the Town, for open space, conservation, and passive recreation purposes, of a 12-acre parcel shown on the Plan entitled: "Plan to Accompany a Notice of Intent for 94 Chester Road and 79 Meadow Lane, Boxborough, Massachusetts," dated August 23, 2015, last rev. 9/15/15, prepared by R.Wilson and Associates Seconded by Member Bak. **Approved 5-0.** Mr. D'Agostine was informed that no action could be taken tonight on his request for the Town to provide notice of non-exercise of option pursuant to M.G.L. Ch. 61, Sec. 8, as the Board is still waiting for him to provide the request title information. The Board scheduled a special meeting for September 26th to address this non-exercise request so that he has time to provide the requested title information.
- The Board had a preliminary discussion regarding property located at 23 Summer Rd/164 Mass. Ave. [Vorce Property] and Town's option(s) pursuant to M.G.L. Ch. 61, Sec. 8. Attorney Kathy Vorce was present and advised that she is representing the family in the sale of her late father's property. She provided a summary/background on their efforts to sell the property, including her interactions with the Town's Land Use Boards. Chair Fox reviewed the Town's process in evaluating the potential interest in purchase of Ch. 61 properties and the input that has been received from various Town boards, to date. The Board determined it would act on Vorce's non-exercise request on September 26th. The buyers were present and spoke of their desire to make Boxborough their home.
- There were no Citizens concerns.

MINUTES

- Member Bak moved to accept the minutes for the regular session of August 29, 2016, as revised and the executive session of August 29, 2016, as written. Seconded by Chair Fox. **Approved 3-0-2 (Amoroso & Barrett abstained).**

SELECTMEN REPORTS

- Member Barrett reported that Hist. Comm. member Kevin Mahoney has agreed to participate on the War Memorial Comm. and that a Public Celebrations & Ceremonies Comm. member has also expressed interest. An informal meeting will be held this week to seek feedback on the proposed charge and the concept of war memorial(s). He is developing a list of possible appointees and will keep the Board informed as these efforts progress.
- Member Bak reported on Recreation Comm. matters –
 - The RecCom has had discussions with Planner Duchesneau regarding outside funding options for several possible projects.
 - She also reported that there is concern about the playground at Flerra Meadows' deteriorating and potentially harmful conditions. She presented photos of some of the areas of concern and provided background on its creation and the gifting of this play area to the Town. At this point, it unclear who is responsible for maintaining it and that currently there are no funds allocated for the maintenance/repair of this play area. TA Shaw reviewed the process that is supposed take place for recreation/field projects. She will be working with the RecCom to develop a CPC application for these repairs. It was suggested that this be part of the FY 18 RecCom budget item. For now, there may need to be an article at the upcoming Special Town Meeting. Member Bak also advised that several of the picnic tables at Flerra are in poor condition and provided photos. She noted that, again, it is unclear who should be responsible for these tables. It was suggested that a sit down discussion with the respective stakeholders be set up.
 - Member Bak also reported the RecCom feels that they do not have enough space for their programs and that even when programs assigned space they get re-located or "bumped". She reviewed the positives and negatives of various locations around town (i.e. School, Community Center, and Library). Member Barrett spoke to the Tae Kwon Do (TKD) program's use of the school and various re-locations/bumpings that have occurred since he launched this program last year.

- She also reported that the RecCom's TKD program has generated significant funds and that the RecCom would like to explore using these funds to augment the programs that they can offer.

Member Bak also reported on Town Meeting Study Comm. (TMSC) activities; reviewing some of the Survey feedback received to date. The TMSC is discussing a template for presentation uniformity and, when and if, Annual Reports should be provided at ATM. They have reviewed our Town Meeting history; the rationale behind why dates were chosen & changed over the years and whether we should consider moving Annual Town Meeting to earlier in the spring. They are also discussing how other communities manage their process and procedures.

- Member Stemple reported that the Energy Comm. is considering other functions that could be provided at the Transfer Station. They continue to explore a Pay as You Throw disposal program and discuss town facility energy usage and conservation measures that might be implemented.

- Member Amoroso reported that he has been focused preparing the Boxborough Building Comm. presentation.

He also encouraged resident to come out to vote on the Minuteman ballot question on Tuesday.

- Chair Fox reported that the consultant has submitted the Hager Well renovation proposal to the DEP and are awaiting DEP approval. Monitoring of the water quality continues. The current system is requiring more and more effort to maintain quality.

He also reported on the successful launch of the Rental Voucher program. He acknowledged CSC Lauren Abraham's work to develop this program on behalf of the Housing Board. Six households will be receiving vouchers and other eligible residents have been "waitlisted." He reviewed some of the statistical data gathered from the applications.

OLD BUSINESS

- Chair Fox provided background on the 2000 Tax Increment Financing Agreement (TIF) put in place by the state for two of the Cisco Systems, Inc. sites and the process that the Mass. Economic Assistance Coordinating Council (EACC) has undertaken to decertify these properties. As part of this process, Town Counsel provided a letter to the EACC confirming our willingness to go along with this decertification. TA Shaw reviewed the potential implication of this decertification, including the nominal tax impact. Member Amoroso moved to terminate the Tax Increment Financing Agreements for Cisco Sites 1 and 2 located at Massachusetts Avenue and Beaver Brook Road, respectively, each dated June 26, 2000, as amended, between the Town and Cisco Systems, Inc. on the grounds that the relevant certified projects have been decertified by the Economic Assistance Coordinating Council on June 22, 2016, as communicated to the Town by letter dated July 1, 2016. Seconded by Member Bak. **Approved 5-0.**
- There was discussion as to a Special Town Meeting on December 12th. There was a recap of the efforts to acquire the property known as Elizabeth Brook Knoll for conservation purposes and how this necessitated the holding of a Town Meeting. It was noted that there are other articles also being considered. Chair Fox moved to call a Special Town Meeting to be held at the Blanchard Memorial School at 7 PM on Monday, December 12, 2016. Seconded by Member Bak. **Approved 5-0.**
- There was a review of the Board's efforts to establishment of new committees. As noted earlier the Building Committee's charge is now approved and members have been appointed. Chair Fox reported on his efforts to re-create an Economic Development Comm. and Water Resources Comm. and to enlist committee members to participate.
- The Board briefly reviewed the status of their FY 16 Goals. It was confirmed that the FY 17 BoS Goals Workshop would be Saturday, October 29th and will likely be held at Town Hall.

NEW BUSINESS (Continued)

- There was a brief review of the proposed FY 18 budget process and timeline provided in the packet. This material will be updated and a more substantive version will be provided at BLF.
- Discussion opened on the appointment of John Fallon as Temporary Constable. Further to the request of the Town Clerk, Chair Fox moved to appoint John Fallon as a Temporary Constable, for a term effective September 20, 2016 and ending on December 31, 2016 Seconded by Member Bak. **Approved 5-0.**

CONCERNS OF THE BOARD

- There was discussion as to whether the Board vacancies listed in the Selectmen's Announcement were available on the website.
- There was re-cap of the Annual Appreciation Event and a review of feedback received.

ADJOURN

The meeting was adjourned at 9:19 PM.

Veterans Memorial Committee

Mission

To recommend to the town appropriate memorials to foster a common understanding of the sacrifices and uncommon dedication given by veterans and their families; to convey to every individual that enters the memorial grounds, a sense of the total dedication to The United States of America and its citizens by the men and women who served during war-time and in peace; to honor selfless service; to provide the opportunity for the public to reflect on their rights and freedoms enjoyed as citizens of the United States of America.

Composition

Seven members to be appointed by the Board of Selectmen for an initial term ending June 30, 2017 (with the expectation that this will be extended), to be comprised of:

1 member of the Historical Commission

1 member of the Public Celebrations and Ceremonies Committee

1 member of the Cemetery Commission

4 members of the Boxborough community, with representation from Boxborough veterans and other citizens

Participation by other (non-voting) members of the Boxborough veterans and at-large community will be welcome and encouraged

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

received
12-4-2016

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Lonnie Weir
Title or Position:	ZBA Member
Agency/Department:	Town of Boxborough, MA
Agency address:	29 Middle Road Boxborough, MA 01719
Office Phone:	978-264-1722
Office E-mail:	MNadwairski@Boxborough-MA.gov
	<p>I am expected to perform official duties as a state, county, or municipal employee, and I have a relationship or affiliation with a person or organization involved. A reasonable person would conclude that the person or organization can unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of someone's kinship, rank, position or undue influence.</p> <p>I am filing this disclosure to explain the facts about this relationship or affiliation and to dispel the appearance that I have a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for decision or action.	Lawn Barber, Inc. has filed two appeals of an official's decision and a Special Permit application before the ZBA.
What responsibility do you have for taking action or making a decision?	Member of ZBA.
Describe your relationship or affiliation with someone involved.	Mark White, a friend of mine, is the brother of Larry White, who is an abutter to the Applicant's property for these applications.
Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	My friendship with Mark White will not affect my ability to perform my official duties objectively and fairly.

<p>If you cannot confirm this statement, you should recuse yourself.</p>	<p>WRITE AN X TO CONFIRM THE STATEMENT BELOW.</p> <p><input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.</p>
<p>Employee signature:</p>	<p><i>Lawrence Weil</i></p>
<p>Date:</p>	<p>10/2/16</p>

Attach additional pages if necessary.

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

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

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

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

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

Form revised February, 2012

received
10-4-2016

Proposed STM Articles – December 12, 2016

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
1.	Conservation Commission	Land Purchase	\$575,000	
2.	Town Clerk	Amend Dog Licensing Bylaw <ul style="list-style-type: none"> • Change deadline from March 10 to April 1 • Reduce initial late fee (pay by 5/1) from \$50 to \$10 • Reduce second late fee (pay by 6/1) from \$75 to \$25 • Change deadline for demand fee of \$100 from 3/30 to 6/1 • Penalties not to be paid to Animal Control Officer – Dogs and Cats 	N/A	N/A
3.	Town Accountant	Payment of Prior Year Bills <ul style="list-style-type: none"> • United Site Services (\$148) • Meenmore Condominium Trust (\$400) 	\$548	
4.	RecComm	Playground Repairs	\$10,000	
5.	Finance Committee	Budget Adjustment <ul style="list-style-type: none"> • Dept. 210 – Police Credit Tot Sal \$4,000 Debit Tot Other Exp \$4,000 	\$0	
6.	Fire Chief	Continued Upgrades to Integrated Public Safety Communications Network	\$98,000	

7c

Proposed STM Articles – December 12, 2016

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1.	Conservation Commission	Land Purchase	\$575,000	
2.	Town Clerk	Amend Dog Licensing Bylaw <ul style="list-style-type: none"> • Change deadline from March 10 to April 1 • Reduce initial late fee (pay by 5/1) from \$50 to \$10 • Reduce second late fee (pay by 6/1) from \$75 to \$25 • Change deadline for demand fee of \$100 from 3/30 to 6/1 • Penalties not to be paid to Animal Control Officer – Dogs and Cats 	N/A	N/A
3.	Town Accountant	Payment of Prior Year Bills <ul style="list-style-type: none"> • United Site Services (\$148) • Meenmore Condominium Trust (\$400) 	\$548	
4.	RecComm	Playground Repairs	\$10,000	
5.	Finance Committee	Budget Adjustment <ul style="list-style-type: none"> • Dept. 210 – Police Credit Tot Sal \$4,000 Debit Tot Other Exp \$4,000 	\$0	
6.	BoS	Authorize BoS to enter into a PILOT for real estate taxes attributable to a solar photovoltaic energy facility	N/A	
7.	BoS	Accept the provisions of section 60 of the Acts of 2016 (enables establishment of a fund into which deposits of insurance proceeds for IoD may be made and from which expenditures arising from the IoD can be funded (e.g. for replacement staff)	N/A	



Internal Communications and Outgoing Communications
October 17, 2016

1. Letter from TA Shaw dated September 30, 2016, to EOHED, Sec. Jay Ash and OBD Asst. Sec. Nam Pham confirming Boxborough's support for the 495/Metro West Partnership.
2. Letter from TA Shaw dated October 6, 2016, to Rotary Club of Acton-Boxborough, Pres. Joseph Badenhoff and Treas. Geoffrey Kerr advising that of the Selectmen's unanimous decision of October 3, 2016 not to authorize the use of the Town seal by the A-B Rotary Club.
3. Letter from TA Shaw dated October 6, 2016, to Pete Henry of True West Brewery Co., advising him of the Selectmen's unanimous decision of October 3, 2016 not to authorize the use of the Town seal by his company.
4. Planning Dept.'s Review Request Notification regarding Site Plan Approval application filed by Breezy Ridge, LLC for the property located at 881 Mass. Ave. [Project: proposed 2-story building consisting of approx. 6,500 sq. ft. w/associated parking, sewage disposal, drainage, & grading for landscaping services & professional /business office use. #
5. Email communication, and PEG Grant Report 2nd Quarter 2016, from Viola Baboola, Verizon New England, Inc., dated August 15, 2016, to Town Administrator Selina Shaw and a copy of Verizon's 2nd Quarter PEG payment of \$15,568.59, subsequently received.
6. Email communications concerning horse manure on Beaver Brook Meadows & Steele Farm Trails*#:
 - a. From the Conservation Commission, dated October 13, 2016, to the Selectmen [w/Conservation Comm Agenda for October 18, 2016 attached]
 - b. Originating with Ken Whitcomb, commencing September 1, 2016, to Steele Farm Advisory Comm Chair, Ed Whitcomb and ConsCom Chair, Dennis Reip [forwarding email from Ken Morse]
 - c. Originating with David Spears, commencing September 14, 2016 to Cons. Comm. Support, Mary Nadwaiski and Chair, Dennis Reip
 - d. Originating with Kathi Breuer, commencing October 12, 2016 to Cons. Comm. Support, Mary Nadwaiski
 - e. Between Ken Morse and Cons. Comm. Chair, Dennis Reip commencing September 29, 2016
 - f. Between Ed Whitcomb and TA Shaw commencing October 6, 2016

Previously distributed

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

6a

From: Mary Nadwairski [<mailto:mnadwairski@boxborough-ma.gov>]
Sent: Thursday, October 13, 2016 4:16 PM
To: Vincent Amoroso; Les Fox; Susan Bak; Rick Barrett; Bob Stemple
Cc: Dennis Reip; Selina Shaw
Subject: Horse Manure on Beaver Brook Meadows & Steele Farm Trails - ConsCom Agenda 10/18

BoS,

As requested by Dennis, I am forwarding the message below with the background information on this subject.

Additionally I am attaching 2 files with emails from complainants. Those citizens have just been sent the attached agenda, noting the discussion time.

Please let us know if you have any questions.

Mary O. Nadwairski
 ZBA & ConsCom
 Mon/Tu/Wed
 978.264.1722

From: Dennis Reip [<mailto:dennisreip@gmail.com>]
Sent: Thursday, October 13, 2016 8:40 AM
To: Selina Shaw; Cheryl Mahoney; Vince Amoroso; Les Fox
Cc: Mary Nadwairski; Liz Markiewicz; ewhitcomb1@comcast.net
Subject: Horse Manure on Beaver Brook Meadows Trails - ConsCom Agenda 10/18

Hi All,

FYI, this topic will be on the ConsCom agenda for next Tuesday 10/18. Please be aware that we have rec'd a number of reports (complaints) of increases in horse droppings and accumulation over the past month.

These reports identify the trails on the Beaver Brook Meadows, Steele Farm and Community Gardens parcels as the areas of concern.

Since Steele Farm and Community Gardens are both Municipal parcels (technically not Conservation Land) the Conservation Commission can only exercise jurisdiction over the BBM parcel. Consideration of Steele Farm and Community Gardens would need to involve the BOS and/or Steele Farm Committee in the lead.

Given the overlapping concern, **it would be helpful to have a representative from the BOS and Steele Farm Advisory Committee in attendance.** Regardless of the boundaries on the map, we have a shared interest in understanding and managing any trail use concerns.

Thanks,
Dennis

**TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING**

BOARD/COMMITTEE: Conservation Commission

DATE: October 18, 2016

TIME: 7:30 PM

PLACE: Boxborough Town Hall 29 Middle Rd.

7:30 TOPICS EXPECTED TO BE DISCUSSED (AGENDA):

Review Minutes and Correspondence New Business

For review and signature

Minutes: Oct. 5, 2016 (Stuart)

Docs: \$40.24 Concord Lumber Invoice (Hanover)

Committee Reports: Chairman's Reports (Reip)

BCT (Koonce)

BMP (Reip / Nadwairski)

CPC (Reip)

LanSCom (Hanover)

MBC (Follett)

8:00 Discussion: Horse Manure on Trails

8:45 Discussion: 527 Old Harvard Road CR

Discussion as time allows: Chapter 61 Land Use; Commission Study Topics

Ongoing: 113-310 160 Depot / Olofson (Koonce sending to town counsel)

Develop formal process for review of Executive Session Minutes (K & P)

Rec. Com activity plan update for Flerra Field (Reip email)

Panek Trail Signs

Correspondence:

Town Planner Site Pl. Appr. Routing Sheet 881 Mass Ave.

Town Accountant Sept. Reports

K. Breuer email re: horse use of trails

Calendar:

Nov. 2, 2016 8:00 NOI hearing 881 Mass Ave.

Nov. 16, 2016

Begin forwarded message:

66

From: Ken Whitcomb [REDACTED]
Date: September 1, 2016 at 10:16:03 AM EDT
To: Ed & Colleen Whitcomb [REDACTED]
Subject: Fwd: Steele Farm question

→ Liz → Mary + Dennis

Here ya go Ed. I've noticed a big problem lately also.

Ken

Begin forwarded message:

From: [REDACTED]
Subject: Steele Farm question
Date: September 1, 2016 at 10:03:50 AM EDT
To: [REDACTED]

Hey Ken,

I hike the Steele Farm and Beaver Brook Meadow trails every morning with my two dogs. The place is a gem and I appreciate every day the great work that folks put into maintaining the land and trails. I respect the 'leave no trace' rule and clean-up after my dogs and it seems that others dog owners are doing a much better job of that as well lately. Does this not apply to horses? I like the fact that hikers, dogs and horses use the trails cooperatively, it's part of the character of this beautiful place. But over the past week the trails in the Beaver Brook Meadow area have become littered with horse feces. There's at least ten sections of trails that have recent dumps on them. This is a real problem for the dogs; they love the stuff and can consume a large amount quickly. It use to be just an occasional thing but something has changed. The simple solution is that the riders or someone associated with organized horse riding on these trails needs to walk back over the trails when done and use a shovel and bucket to clean up. Don't throw the stuff into the woods because the dogs will find it there as well. Who should I send this request to?

Thanks,
Ken Morse

September 29, 2016

Dennis Reip [REDACTED]

Sep
29

to Ed Whitcomb, Ken Whitcomb

Hi Ed and Ken,

We discussed this concern at our last ConsCom meeting - we rec'd a number of similar reports/complaints. Just wondering - have you been seeing more, less, or about the same "accumulation" over the past couple weeks?

Thanks,
Dennis

Ken Whitcomb

Sep
29

to me, Ed

Hi Dennis,

I would say more. Not that it's happening more often, but "more" is being added to the inventory.

[REDACTED]

Sep
29

to me, Ken

I would add that someone who doesn't like the horse droppings is covering them up with sticks so now we have piles of sticks everywhere.

Ed
Sent from my iPhone

6c

Mary Nadwairski

From: David_Spears [REDACTED]
Sent: Wednesday, September 14, 2016 3:27 PM
To: mnadwairski@Boxborough-MA.gov
Cc: emarkiewicz@Boxborough-MA.gov
Subject: concern about horses causing damage on the trails around Steele Farm

Hi Mary,
Per our conversation I am sending this e-mail regarding my concern.

My wife, son and I regularly walk our Beagle on the trails on either side of Steele Farm.

Recently I have noticed on the trails to the right (towards Hill Road) many piles of horse manure (up to 2 dozen or so) on the trails as well as some significant damage to the trails themselves in certain areas.

The ground looks almost like a rototiller has been used they are so torn up.

I would be the first to enjoy seeing a horse on the trail as I enjoy riding myself, but the damage I see and the mess of manure is not fair to the many using the trails vs one individual.

I rarely see any dog waste on the trails and I personally pick up branches, logs and the occasional trash item to keep the trails looking nice.

It really bothered me last night when I was out and felt the need to reach out.

Not sure what can be done, but would appreciate whatever your authority allows.

Thanks & Best Regards,
Dave

David M. Spears
[REDACTED]

**
This message may contain confidential information of [REDACTED]. If you are not the intended recipient and have received this message in error, then any use or distribution is prohibited. Accordingly, please notify me immediately by e-mail and delete this message. Thank you.

September 29, 2016

Dennis Reip [REDACTED]

Sep
29

to David_Spears

Hi David,

We discussed this concern at our last ConsCom meeting - we rec'd a number of similar reports/complaints. Have you been seeing more, less, or about the same "accumulation" over the past couple weeks?

Thanks,
Dennis Reip
Chair, Conservation Commission

[REDACTED]

Sep
29

to me

Hi Dennis,
Typically I stay on the left side of Steele Farm, but on the "long" walks we venture to the other side which is where the majority of what I saw was.

I was over there last Thurs ~11AM and did see 2 ladies riding on the trail and turned left up thru the center of the field. I did notice fresh piles on the "hill side" up towards Hill Road vs Middle Road. of the field area. With your back to the barn looking down it was up to the right past the ice house area.

I was trying to listen and see if it was a riding lessen, which would really bother me if they were using the land for commercial purposes.

I'm glad others spoke up too.

Let me know if I can be of any further assistance.

Thank You,
Dave

Mary Nadwairski

From: David_Spears [REDACTED]
Sent: Wednesday, October 12, 2016 2:50 PM
To: mnadwairski@Boxborough-MA.gov; emarkiewicz@Boxborough-MA.gov; Dennis Reip
Cc: [REDACTED]
Subject: Steele Farm horse manure problem persists
Attachments: steele farm.docx

Hi All,
My wife was on the trails today and said it's a mess (see below) on the yellow trails.

She's posting a sign, as attached below.

Were you able to contact the offenders as yet?

I've talked with others while walking and many folks are rather upset.

Thanks
Dave

— Forwarded by David Spears/US/MKS on 10/12/2016 02:42 PM —

From: Wendy Spears [REDACTED]
To: david_spears [REDACTED]
Date: 10/12/2016 02:39 PM
Subject: Intervention

Hi,
Yellow path on other side of steele farm is infested. I'm posting this very soon.

**

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6d

Mary Nadwairski

From: Kathi Breuer [REDACTED]
Sent: Wednesday, October 12, 2016 11:27 AM
To: mnadwairski@boxborough-ma.gov
Subject: [Boxborough MA] Conservation Land Trails

mnadwairski,

Someone has sent you a message using your contact form on the Boxborough MA site.

If you don't want to receive such e-mails, you can change your settings at <http://www.boxborough-ma.gov/users/mnadwairski>.

Message:

Good Morning,

I am a Boxborough resident who enjoys walking the beautiful town conservation land trails with my dog. With the intent to keep them a pleasure for all to walk, I am very diligent about cleaning up after my dog should she deposit waste on or near the trail. Throughout the summer we walked the trails on the Steele Farm property and just this morning walked the wooded trail entered off of Middle Road near Depot. It has become increasingly unpleasant to be on these trails due to the frequency with which we come upon large droppings of horse manure. Just as dog owners are reminded and expected to clean up after their pets, it is my hope that the Conservation Commission would post signs to horse owners to set the same expectation.

Thank you,
Kathi Breuer

Message sent by: Kathi Breuer [REDACTED]

6e

September 29, 2016

Sep
29

to Ken Morse

Hi Ken,

We discussed this concern at our last ConsCom meeting - we rec'd a number of similar reports/complaints. Just wondering - have you been seeing more, less or about the same "accumulation" over the past couple weeks?

Thanks,
Dennis



Sep
29

to me

Hi Dennis,

There has been a steady accumulation of horse crap; heavy on the Beaver Brook Meadow trails and to a lesser extent on the Steele Farm orchard area trails. I'm there every morning with my dogs. As I told Ken and Ed W, I'm generally not one to complain and would never make an issue of occasional horse droppings, it's part of the natural experience on wooded trails. But over the past month the BBM trails have effectively become horse trails. People have been covering the crap with branches to avoid steppin in it so now you have trails littered with crap plus foliage debris. Having piles of horse crap on the trails is not helpful in the effort to get folks to pick up after their dogs. Also, the horses are beating the ground to peat moss on some trails so that might be a problem with erosion. The conscom and Steele Farm folks do an outstanding job maintaining these properties for town use and everyone who uses it should respect that.

October 12, 2016

Oct 12 (1 day
ago)

 from Ken Morse

Hi Dennis,

For the past week or so it appeared that the horse droppings at BBM and the Steele Farm land had declined suggesting that some action had been taken. However there are several new loads as of this AM, including on the Steele Farm access trail across from Depot Road. I ran into a few groups of walkers and dogs this AM and they were all upset about it. The dogs are off leash and they consume the crap before you can stop them. No choice but to put the dogs on leash and deal with the aftermath of constipation, vomiting, etc.. Has anyone suggested that manure bags be required for horses on conservation trails, like <http://www.workinghorsetack.com/Catch-It-Manure-Bag-Horse-Diaper-p/bb2cb.htm>.

Ken Morse

October 7, 2016

6F

Begin forwarded message:

From: ewhitcomb [REDACTED]

Date: October 7, 2016 at 7:56:54 AM EDT

To: sshaw@boxborough-ma.gov

Cc: [REDACTED], Robert Stemple <bstemple@verizon.net>

Subject: Re: Citizen Concern

This is a concern of many. Most of the problems are on the Beaver Brook Conservation property. Liz Markiewicz has brought this to the ConsCom and they were going to talk to Les Fox. I don't know how that went.

Ed

Sent from my iPhone

On Oct 6, 2016, at 7:12 PM, Selina Shaw <sshaw@boxborough-ma.gov> wrote:
Good evening, Ed.

I had a call yesterday from resident Greg Timbol, who is cc-ed on this email. Greg is concerned about the extent of the horse droppings along the trail(s) at Steele Farm. Areas particularly mentioned were the right side towards Wetherbee Farm and a narrow hill trail (not sure if these were the same). In addition to horse droppings, Greg raised concern about the twigs, which have been placed across the droppings, and create a hazard. Greg would like to see semi-regular attention to this matter, i.e. cleaning up of the droppings every week or two. Greg, please don't hesitate to correct anything that I may have misstated or expand upon the matter.

Ed, Greg can be reached at the email address above or by phone [REDACTED].

Regards,
Selina

96



Minutes, Notices and Updates
October 17, 2016

Minutes

1. Conservation Commission minutes for the meeting held September 21, 2016
2. Finance Committee minutes for meetings held July 12, 2016; July 15, 2016 and August 23, 2016.

Notices

1. Recreation Commission meeting held October 11, 2016
2. Energy Committee meeting held October 12, 2016
3. Historical Commission meeting held October 13, 2016
4. Cemetery Commission meeting held October 14, 2016
5. Acton-Boxborough Cultural Council meeting to be held October 17, 2016
6. Agricultural Commission meeting to be held October 18, 2016
7. Steele Farm Advisory Committee meeting to be held October 25, 2016
8. Town Meeting Study Committee meeting to be held October 26, 2016
9. Public Celebrations & Ceremonies Committee meeting to be held October 26, 2016
10. Legal Notice from the Conservation Commission for a Public Hearing to be held November 2, 2016 to consider a Notice of Intent filed by Goldsmith, Prest & Ringwall on behalf of Breezy Ridge, LLC for the property located at 881 Mass. Ave. [Project: Construction of proposed commercial development driveway, grading & associated tree clearing]
11. Legal Notice from the Minuteman Regional Vocational School District "Request for Qualifications" from ...*construction management firms to manage the expansion/construction of a new High School Facility.*

9c



**General Correspondence
October 17, 2016**

1. Foxborough Historical Society President's Letter, dated October 10, 2016.#

**Town of Boxborough
Chapter 90
Summary of Funds Available**

Date	Chapter 90 funds	Balance	How monies were used
1-Jul-10		\$ 195,511.91	
FY2011	\$ 168,127.00	\$ 168,127.00	
		\$ 363,638.91	
FY2011		\$ (50,587.00)	Bobcat & Air Compressor
		\$ 313,051.91	
FY2012	\$ 215,887.00	\$ 215,887.00	
		\$ 528,938.91	
FY2012		\$ (89,721.79)	Paving: Cedarwood, Kendall & Windmere
		\$ 439,217.12	
FY2013	\$ 220,429.00	\$ 220,429.00	No Projects
		\$ 659,646.12	
FY2014	\$ 221,654.64	\$ 221,654.64	No Projects
		\$ 881,300.76	
FY2015	\$ 328,740.00	\$ 328,740.00	
		\$1,210,040.76	
FY2015		\$ (288,813.65)	Paving: Reed Farm
		\$ 921,227.11	
FY2015/2016		\$ (520,364.64)	Paving: Flagg Hill, Pine Hill, Stonehedge
		\$ 400,862.47	
FY2016	\$ 218,707.00	\$ 218,707.00	
		\$ 619,569.47	
FY2016/2017		\$ (74,006.30)	Paving: Swanson
		\$ 545,563.17	
FY2017	\$ 214,337.00	\$ 214,337.00	
Balance		\$ 759,900.17	

**Town of Boxborough
Funds appropriated Town Meeting
Summary of Funds Available**

Date	Warrant Article Funds	Balance	How monies were used
FY2016	\$ 300,000.00	\$ 300,000.00	
FY2016		\$ (277,456.32)	Paving: Picnic, Patch Hill
		\$ 22,543.68	
FY2017	\$ 300,000.00	\$ 300,000.00	
		\$ 322,543.68	
FY2017			Next Project: Robinson

Future Projects

Updated 10/13/2016

Location	Type of Work	Time frame	Source Funds	Estimate
Hill Road	Reconstruction banking & guardrail		Chapter 90	\$ 150,000
Robinson Road	Reclaim & pave		Warrant article	\$ 300,000
Burroughs Road	Reclaim & pave (111 to Stow Rd)		Chapter 90	\$ 300,000
Joseph Road	Reclaim & pave			
Emanuel Dr	Over lay			
Hill Road	Pave			