



BOARD OF SELECTMEN
Meeting Minutes
October 22, 2012

Approved: November 5, 2012

PRESENT: Les Fox, Chair; Frank Powers, Clerk; Raid Suleiman, Member; Vincent Amoroso, Member; and Robert Stemple, Member

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 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- Personnel Board Chair, Anne Canfield and members, Sue Bak & Sheila Bauer were present to discuss the Personnel Board's recommendation to move the Tax Collector from an elected to an appointed position. Personnel Board Chair Canfield spoke to this recommendation. The Personnel Board has been discussing the two elected positions at Town Hall, the Town Clerk and Tax Collector, over the last few months. Clerk Markiewicz and Tax Collector Shemowat both have had input; participating in these discussions. The Personnel Board decided to focus on the Tax Collector and has not come to a decision on the Clerk's position. The Personnel Board has voted to recommend that the Town move the Tax Collector position from an elected to an appointed position. This change is a multi-step process. She provided an overview of the required processes, procedures and timeframe. The Personnel Board would like to have this as an article on the upcoming Special Town Meeting Warrant so it could be placed on this year's Town Election ballot. The other Personnel Board members also provided their input. Elected positions are only answerable to the voters, and establishing firm oversight was a driving concern. Having a qualified person in this position was another concern. An elected individual may not be fully prepared for these responsibilities or knowledgeable as to the legalities and procedures involved in being a Tax Collector. Appointment would open the position up to qualified applicants from outside of Town and provide Town officials/professionals an opportunity to vet candidates. TA Shaw advised that Maripatt has stated that she is in favor of this change and had offered to come in tonight. The Selectmen spoke to this recommendation. It was clarified, that if approved, this change would not go into effect until the current Tax Collector's elected term expires, in three years. There was discussion as to qualifications. It was noted that a job description for Tax Collector has been in place for past few years. This proposed change has little to do with Maripatt's qualifications but is a prudent course to insure proper oversight and that qualified parties hold this position in the future. If passed this year it would give the Personnel Board two years to review this position and formalize the necessary procedures. Member Suleiman moved to approve Personnel Board's recommendation and to place an article on the January 7, 2013 Special Town Meeting warrant seeking to change the Tax Collector from an elected to an appointed position. Seconded by Member Stemple. **Approved 5-0.**

*It was moved and seconded to take agenda item #7b, out of order. **Approved 5-0.***

NEW BUSINESS

- The Selectmen took up the issuing of a proclamation in honor of the Massachusetts State Grange. Master/President of the Boxborough [Local] Grange, Owen Neville was present. He advised that delegates from Massachusetts' Local Grange Chapters are holding their 140th Annual Conference this week at the Holiday Inn – Boxborough. Member Powers moved to proclaim October 22–October 28 as “*Grange Week in the Town of Boxborough*” Seconded by Member Suleiman. **Approved 5-0.** Chair Fox read the proclamation.

MINUTES

- Member Powers moved to accept the minutes for the Executive Sessions of September 24, 2012 and October 15, 2012, as written. Seconded by Member Suleiman. **Approved 5-0.**

SELECTMEN REPORTS

- Member Amoroso reported that the Regional Study Committee will be presenting their recommendations to a joint meeting of the Acton and Acton-Boxborough School Committees.
- Member Suleiman reported that he participated in the BICAO Search Committee meeting last Wednesday and will provide information on those discussions during Agenda Item #6a.
- Member Stemple deferred to Chair Fox on reporting on a meeting he attended in Acton, with other Boxborough officials and members of various Acton Town Boards/Committees.
- Chair Fox reported that Boxborough officials had been invited by Acton's FinCom Chair to participate in discussion of future fiscal concerns that could potentially affect not just Acton; the A-B Region but also Boxborough. He [Fox]; Selectman Stemple, TA Shaw; FinCom Chair Raad and member Subramanyam; Boxborough School Committee Chair Neyland and member Brolin attended. Along with Acton's FinCom, members of the Acton and A/B School Committees; and Selectmen were also in attendance. It was a worthwhile discussion.
- Member Powers reported that he also had participated in the BICAO Search Committee meeting and will provide input during Agenda Item #6a.

He also reported that the Well Being Committee held a meeting and the Acton Safety Net Committee was invited as the main focus of this meeting was to address substance abuse issues in our both communities. There were around 30 in attendance. It was determined that these discussions would continue and this joint group would work on creating an action plan.

Member Powers strongly urged residents to read Police Chief Ryder's statement on Ballot Question #3 concerning Marijuana, which available on the Town's website.

OLD BUSINESS

- Member Suleiman opened the discussion on the recruitment of Inspector of Buildings/Code Administration Officer and the recommendation of the Search Committee. Since the Building Inspector's departure we have had to retain interment, interim personnel to cover these responsibilities, but this is a stop gap measure. The inadequate response when we recruited for this position was a significant factor in the Search Comm. determination that the current description and/or offering is not attractive to qualified candidates. The Search Committee is putting forth the recommendation that this be increased to a full-time position. It was also determined that the facilities management component actually requires a greater time commitment than originally projected. The input provided by various department heads reinforced this. There was discussion as to the necessary budgetary adjustments for FY 2013 and as we go forth. The current position is already eligible for benefits. This job description does not specify the number of hours to be worked and had just been updated earlier this year. This information has been forward to FinCom however, they have not had an opportunity to discuss it. There was discussion on clearly defining and delineating the respective responsibilities of BICAO and Facilities Manager. Making this full-time would insure that they would be available, on a consistent basis, to assist department heads and others in long range planning; establishing management protocols and review project specifications and proposal components. There was discussion on this being an article for Special Town Meeting. Member Suleiman moved to support the Search Committee in its recommendation to increase the hours of the Inspector of Buildings/Code Administration Officer to forty hours per week, in order to adequately include the facilities management role of the position. Seconded by Member Amoroso. **Approved 5-0.**
- Member Powers moved to approve letters of transmittal of the form of preservation restriction approved by the Board of Selectmen on October 15, to be submitted to Executive Office of Environmental Affairs and the Massachusetts Historical Commission. Seconded by Member Stemple. **Approved 5-0.**
- The timeline and proposed articles for the January 7, 2013 Special Town meeting were reviewed. Final language is due on November 1st. There was discussion on how the negotiated insurance off-set information could be presented regarding the collective bargaining agreement articles (Articles #1, 2 & 3). The Board unanimously agreed with the view that the warrant articles amounts for the three CBAs should be net of the insurance offset. TA Shaw noted that she and the Treasurer will be working on this. The current appropriation amounts are placeholders. Member Stemple has not had an opportunity to review these articles with FinCom. It was noted that Article #4 – Amending Budget/BICAO position and Article #5 – Tax Collector change were both previously discussed. Article #6 – Abandonment of Easement is being discussed at tonight's ConsCom meeting. The Selectmen will conduct a public hearing on November 19th for Article # 7 - Pine Pasture Run Road Acceptance.

NEW BUSINESS (Continued)

- The Selectmen took up Bob Zurek's resignation from the Recreation Commission. This resignation leaves this Commission with only two members, putting RecCom programs in jeopardy, such as - Flerra Summer Camp, winter programs and Winterfest. Another effort will be made to try to recruit Blanchard parents and to get something in the local papers. Member Suleiman moved to accept with regrets and place on file the resignation of Robert Zurek from the Recreation Commission, effective immediately. Seconded by Member Powers. **Approved 5-0.**

ADJOURN

- At 8:45 PM, Member Suleiman moved to adjourn. Seconded by Member Amoroso. **Approved 5-0.**

SELECTMEN'S ANNOUNCEMENTS

OCTOBER 22, 2012

The necessary contact information is available at the end of these announcements.

- A remembrance will be held this Friday, October 26th, from 4-6 PM at the Sargent Memorial Library in honor of **Richard "Dickie" Golden**.

- The Board of Selectmen will be holding a public hearing, in the Grange Meeting Room on November 19, 2012, to consider the adoption of a Residential Factor to determine the percentages of the tax burden borne by each class of real and personal property for FY2013.

- **Save the Date.....**
A Special Town Meeting will be held on **Monday, January 7th** at the Blanchard Memorial School. More details will be provided in the coming months.

- A sample ballot for the **November 6th Federal & State Election** is posted at the Town Clerk's Office and there is an electronic copy on the Town's website which can be accessed through a link Town Clerk's page. Voting will take place in the Grange Meeting Room here at Town Hall. Polls will be open from 7:00 AM to 8:00 PM.

- **Absentee ballots** are now available in the Town Clerk's office for those who are not able to get to the polls on November 6th. You may vote in person at Town Hall or a ballot can be mailed to you. The application deadline for an absentee ballot is Monday, November 5th at noon. Applications are available at the Town Clerk's office or can be downloaded from the Town Clerk's webpage.

- The Town of Boxborough is seeking general bids for **building envelope repairs** at the Blanchard Memorial School. Notice has been posted and an electronic copy of this notice can also be downloaded from the “NEWS” section of both the Town and the Blanchard School websites.

- Pre-recorded **Acton-Boxborough Regional School Committee meetings** are now broadcast every day at 5:00 PM on both Comcast’s Channel 9 and Verizon's Channel 39. Residents can also tune-in and view the public meetings playback schedule, to find out when these and other meetings are scheduled for broadcast.

- The **Friends of the Council on Aging will hold a luncheon** Wednesday, October 31st at 12:00 noon in the new Boxborough Community Center, 30 Middle Road across from Town Hall. This month Attorney Cathleen Summers of Summers, Summers & Associates will be there to provide information to assist us in understanding the basics of estate planning, elder law; dealing with issues concerning your health and financial decision making and to answer your related questions. All seniors are welcome and admission is free, but as we are anticipating another large crowd so please call the COA office to make a reservation.

- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm on Sunday, Sunday November 11th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.

- The **2012 Deer Hunting** Archery Season has begun and will run through November 24th. This will be followed by Shot Gun and then Muzzle season. For everyone’s safety and enjoyment please remember to exercise some trail safety commonsense during Hunting Season. A listing of suggested Trail Safety Rules may be found on the Town’s website.

- **This year's Hazardous Waste Day** will take place this Saturday, October 27th from 9:00 AM to 1:00 PM, at the Highway Barn, 577 Mass Ave. not the Transfer Station. An informational flyer has been posted at various locations around Town and on the Town's website.

- The Boxborough Police Department and the Governor's Auto Theft Strike are sponsoring a **"VIN Etching Day"** is also on Saturday, **October 27th** from 9:00 a.m. to 2:00 p.m. at the Boxborough Fire Station at 502 Massachusetts Avenue. There is a \$10.00 (**CASH ONLY**) fee for this etching service. No appointment is necessary, and vehicles will be done on a first-come, first-served basis. Go to the Boxborough Police Department website for more information.

- On Saturday, November 3rd the Friends of the Boxborough Library will hold their **Fall Book Sale** at the Sargent Memorial Library from 9:00 a.m. to 2:00 p.m. A preview sale for members will take place Friday, November 2nd from 7:00 p.m. to 9:00 p.m. (Memberships will be available at the door). Donations of your gently used hardcovers, paperbacks, textbooks, technical manuals and audiovisual items are requested for this sale, but no magazines, please.

- The **Well-Being Committee** is conducting an on-line survey of Boxborough residents regarding their family's health and well-being. The input received will be used to help develop programs to address wellness issues. Go to the Link on the Town's website under "NEWS" to provide your opinion with this on-line survey.

- The Towns of Acton and Boxborough are considering expanding the **Regional School District** to include grades Pre-K through 12. Residents are invited to provide their input to the Regionalization Study Committee. An informational flyer was included in your recent real estate tax bills with the Committee's internet contact information.

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. You learn more by going to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.

- Town Departments welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

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

- The Board of Selectmen continues to look for volunteers willing to serve on the various Town boards and committees, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (2), ConsComm (1), Design Review Board (1 at-large member), Energy Committee (1), Personnel Board (1), Recreation Commission (4) and the Steele Farm Advisory Committee. Also, the Town Moderator is seeking 3 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.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- For more information on the **November 6th Election**, or absentee ballots go to the Town Clerk's webpage or you may call Town Clerk, Liz Markiewicz at 978-263-1116 extension 117.
- Please call Marcia McNeil in the COA office (978-263-1116 extension 118) to make reservations for the **FCoA Luncheon on October 31st**.
- For more information on the **Friends of the Boxborough Library Fall book sale** email the Friends at: friendsofthelibrarybx@gmail.com.
- **Notice of Invitation for General Bids for building envelope repairs** at the Blanchard Memorial School can be downloaded from the "NEWS" section of both the Town's website: <http://www.town.boxborough.ma.us> and the Blanchard School website: <http://www.boxboroughschool.org>
- For more information on the **Boxborough Museum** or to arrange for a small group private tour of the Museum or Historic Town Center please call John Fallon at 978-264-0069.
- Go to the Boxborough Police Department website www.boxboroughpolice.com for more information on the **October 27th "VIN Etching Day."**
- Information on the **Regionalization Study Committee** can be found on the web at: www.ab.mec.edu or email your comments to: rsd_study_comm@mail.ab.mec.edu.



BOARD OF SELECTMEN
Meeting Agenda
October 22, 2012
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

[Please be advised that times are approximate; please plan to arrive 15 minutes earlier than scheduled]

- a) Members of the Personnel Board to discuss recommendation to move from elected to appointed Tax Collector, 7:35 PM
- b) Citizens' concerns

4. MINUTES

- a) Executive session, September 24, 2012
- b) Executive session, October 15, 2012

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Recruitment of Inspector of Buildings/Code Administration Officer – recommendation of Search Committee
Move to support the Search Committee in its recommendation to increase the hours of the Inspector of Buildings/Code Administration Officer to forty hours per week, in order to adequately include the facilities management role of the position
- b) Steele Farm preservation restriction - review of draft letter to be submitted to state agencies
Move to approve letters in support of the form of preservation restriction approved by the Board of Selectmen on October 15, to be submitted to Executive Office of Environmental Affairs and the Massachusetts Historical Commission
- c) Special Town meeting, January 7, 2013 – discussion regarding proposed articles

VOTE:

VOTE:

7. NEW BUSINESS

- a) Resignation of Robert Zurek from the Recreation Commission
Move to accept with regrets and place on file the resignation of Robert Zurek from the Recreation Commission, effective immediately
- b) Proclamation to honor the Massachusetts State Grange
Move to proclaim October 22 – October 28 as "Grange Week in the Town of Boxborough"
[read proclamation]

VOTE:

VOTE:

8. CORRESPONDENCE

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

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

Boxborough Board of Selectmen
Boxborough Town Hall
Boxborough, MA 01719
October 9, 2012

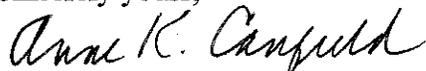
Dear Board Members:

The Personnel Board strongly recommends that you change the elected position of Tax Collector to an appointed position. During PB meetings that have taken place over the last 4 months, we have discussed at length the pros and cons of this proposal. At our October 9 meeting, we voted 4-0 to request that you pursue making this change.

Knowing that a Special Town Meeting is scheduled to take place on January 7, 2013, the Personnel Board requests that the BOS include an article on the STM Warrant to address this change. Such an article, if passed at the STM, would be the first step in this process.

We look forward to discussing this issue with you at your meeting of October 22.

Sincerely yours,



Personnel Board members:
Anne Canfield, Chair
Susan Bak
Sheila Bauer
Patricia Flanagan
Richard Golden

Q: How would a town go about changing an elected position to appointed now that state law allows such a change without special legislation?

A: Chapter 149 of the Acts of 1997 allows towns to convert officers or boards elected pursuant to Chapter 41, Section 1, with the exception of selectmen and school committee members, to appointed officers by majority vote of both town meeting and the electorate at an annual town election. Each position must be changed by a separate vote. The annual or special town meeting vote must be held at least sixty days before the proposed change is placed on the annual town election ballot. The law specifies the language that must appear on the ballot.

Once an elected position is converted to appointed, the incumbent continues to hold office and perform his or her duties until either the expiration of the elected term or the appointment of another person to the office, whichever is later. Under Chapter 41, the appointing authority is the board of selectmen unless another provision of law applies.

Chapter 149 can affect town clerks, treasurers, tax collectors, assessors, auditors, sewer commissioners, road commissioners, highway surveyors, tree wardens, constables, and board of health members. Any municipal charter provision or special act of the Legislature addressing such a change from elected to appointed would take precedence.

Chapter 41: Section 1B. Appointed town offices and boards; acceptance by voters.

Section 1B. Any office or board, except the board of selectmen and the school committee, elected under the provisions of section 1 may become an appointed position or board by a majority vote of the annual or special town meeting and acceptance by the voters of the town at the annual town elections; provided, however, that any vote by a special town meeting taken under the provisions of this section shall take place at least 60 days prior to the acceptance of the voters at the annual town election. Such acceptance by the voters shall be in the form of the following question, to be placed on the official ballot:

Shall the town vote to have its elected (Title of office or board) become an appointed (Title of office or board) of the town? Yes ___ No ___

If a majority of votes cast in answer to said question is in the affirmative, said office or board shall become appointed in accordance with the provisions of this section.

Any incumbent of such office or board serving at the time of acceptance by the voters shall continue to hold said office and to perform the duties thereof until the expiration of the term for which said individual was elected or until said individual otherwise vacates such office; provided, however, that any individual elected to an office or board which becomes an appointed office or board at the same election, under the provisions of this section, shall hold said office and perform the duties thereof until the appointment to said office is otherwise made under the provisions of this section.

Such appointment shall be made by the board of selectmen for a term not to exceed three years, unless such mode of appointment or term is otherwise provided by law.



ADMINISTRATION

Memo

To: Board of Selectmen
Cc: Finance Committee, Personnel Board
From: Selina Shaw, Town Administrator *MS*
Re: Status of Hiring a Building Inspector/Code Administration Officer (BICAO)
Date: October 19, 2012

Since the departure of Inspector of Buildings Mark Dupell in July 2011, the position has been in the state of flux. After hiring professionals from Acton and Stow to fill the position on an interim basis, we advertised unsuccessfully for a qualified candidate to fill a twenty hour per week position. After receiving such a poor response, it was thought that a position with additional hours would be more attractive; however, the hours necessary to complete plan review, inspections and code enforcement does not warrant a position in excess of twenty per week.

A team, comprised of a selectman and a member each from the School Committee, Library Board of Trustees and Finance Committee, reconvened to determine how best to meet the facilities management needs across the town and to revisit the possibility of expanding the position of Inspector of Buildings to fill the void in this area. Not knowing the optimum number of hours to address facilities management, it was agreed to take incremental steps and the team recommended to the Board of Selectmen that the BICAO position be expanded to twenty-five hours per week to include the much needed facilities management role.

The position was re-advertised, and an individual was hired in February 2012. The individual left the town's employ in August and the position was once again widely advertised. Out of twelve timely received applications, three individuals were short-listed to be interviewed; of those, two withdrew their applications, and the remaining candidate was interviewed. After the search/interview team, comprised of two selectmen, the current interim Inspector of Buildings (the Stow Building Commissioner), the Town Planner, Blanchard School Superintendent and myself, completed its due diligence, it was determined to not recommend hiring to the Board of Selectmen.

The search team met on October 17 to review the situation, strategize and explore options for moving forward. The members were all in agreement that a twenty-five hour per week position as currently structured is not attracting qualified candidates, nor is it adequate to meet the facilities management needs across the town. With the possible exception of the Head Custodian at the Blanchard School, and to some extent the DPW Director, the town does not have staff with the necessary knowledge of and skills in facilities management. Issues are dealt with on a crisis basis by the department heads, who are neither facilities professionals nor do they have the time to divert their attention from the professional responsibilities for which they were hired. Given the number of facilities in town, the search team respectfully recommends that the BICAO position be expanded to forty hours per week to adequately cover the facilities management needs across the town functions.

Selectmen Suleiman and Powers and I look forward to further discussing this matter with you on October 22. Thank you for your consideration.

Selina S. Shaw

From: Maureen Strapko [mstrapko@cwmars.org]
Sent: Wednesday, October 17, 2012 11:12 AM
To: 'Selina S. Shaw'
Subject: RE: Inspector of Buildings/ Facilities Manager

Hi Selina,

I think the library could definitely use some help in facilities management in the future. I've been doing all of these tasks since the new library opened in 2005. It seems to be taking up more of my time each year. While I know this building very well, other staff members are just not interested in these tasks. I'm not sure the professional librarian that follows me will expect to also be a facilities manager as I have been. I had hoped the library was going to have help with this when Tom was promoted and again when John was hired. Unfortunately, this never happened.

Maureen

Maureen Strapko
Library Director
Sargent Memorial Library
427 Mass Ave
Boxborough, MA 01719

P(978)263-4680
F(978)263-1275

From: Selina S. Shaw [mailto:selina.shaw@town.boxborough.ma.us]
Sent: Wednesday, October 17, 2012 8:57 AM
To: Tom Garmon; Chief Randolph T. White; Chief Warren B. Ryder; Maureen Strapko; cjeannotte@boxboroughschool.org; Curtis Bates (Curtis Bates)
Subject: Inspector of Buildings/ Facilities Manager
Importance: High

Good morning, all.

As you know we have been trying to recruit an Inspector of Buildings/Code Administration Officer, who will also be responsible for facilities management (as relates to infrastructure... not for tasks like changing light bulbs, fixing toilets, etc. which will remain with DPW and Blanchard). We had been trying to take "baby steps" by recruiting for a 25 hour per week position. Certainly as far as plan review, inspections and enforcement are concerned, 20 hours/week is adequate. We had "tacked on" the additional 5 hours/week as a start towards addressing facilities management issues. However, we have not been able to draw the right candidates to the position. The search team met this morning to strategize and re-evaluate the town's needs and will be recommending that we increase the hours to 40. With the number of facilities in town, we think this is appropriate to meet the town's needs.

We will be bringing forward the matter at Monday night's BoS meeting and would appreciate your input, especially with regard to expanding the hours to adequately cover facilities management, an area with which we have all been involved to some extent, and in which as you know, none of us are professionals. Your input (to me to provide to the BoS and FinCom), either in an email or memo by tomorrow would be very helpful.

Thanks very much.

10/17/2012

Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
978-263-1116, ext. 101
978-264-3127 (fax)
<http://www.town.boxborough.ma.us>

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.



Boxborough Fire Department

502 Massachusetts Avenue
Boxborough, MA 01719

Business 978-263-7546 Fax 978-263-0038

www.boxboroughfire.com

Randolph T. White
Fire Chief

To: Selina Shaw, Town Administrator

From: Randolph T. White, Fire Chief

Date: October 18, 2012

Re: Building Inspector / Facilities Manager

I feel that expanding the current Building Inspector / Facilities Manager's position from 25 hours a week, to 40 hours a week, would be in the best interest of the community. The significance of having a Building Inspector that can be reached on a daily basis is imperative to public safety, and the needs of the general public. This would lessen the burden on overwhelmed staff, by giving building issues which they are not capable of answering, to the person who is. The Building Inspector / Facilities Manager would also be able to insure the proper maintenance, and inspection of our buildings for safety, reliability, and sustainability in these economic times.

If you have any further questions, please contact me to discuss this further.

Regards,

Randy.



BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Leslie R. Fox, Chair Francis J. Powers, Clerk Vincent M. Amoroso Robert T. Stemple Raid M. Suleiman

October 23, 2012

Irene del Bono
Division of Conservation Services
Executive Office of Energy and Environmental Affairs
100 Cambridge Street, 9th floor
Boston, Massachusetts 02114-2150

Re: Boxborough's Steele Farm Conservation and Historic Preservation Restriction

Dear Irene,

On behalf of the Boxborough Board of Selectmen, I am pleased to inform you that an exciting milestone has been reached. After the diligent efforts of a number of stakeholders here in town over the course of the past several years, the Board of Selectmen on October 15 unanimously (by a vote of 5 – 0) approved the Steele Farm Conservation and Historic Preservation Restriction in the form that has been forwarded to you electronically by Chris Rodstrom.

The Selectmen look forward to receiving positive input from the Commonwealth's Executive Office of Environmental Affairs as well as the Massachusetts Historical Commission so that the Board may formally execute the restriction with The Trustees of Reservations and the Boxborough Historical Society, Inc. to preserve this historic and scenic treasure in perpetuity.

Sincerely,

Selina S. Shaw
Town Administrator

cc. Chris Rodstrom, The Trustees of Reservations
Richard K. Sullivan, Jr., Secretary of Energy and Environmental Affairs



BOXBOROUGH BOARD OF SELECTMEN
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 263-1116 • Fax: (978) 264-3127
www.town.boxborough.ma.us

Leslie R. Fox, Chair Francis J. Powers, Clerk Vincent M. Amoroso Robert T. Stemple Raid M. Suleiman

October 23, 2012

Michael Steinitz
Deputy State Historic Preservation Officer
Director, Preservation Planning Division
Massachusetts Historical Commission
220 Morrissey Boulevard
Boston, Massachusetts 02125

Re: Boxborough's Steele Farm Conservation and Historic Preservation Restriction

Dear Michael,

On behalf of the Boxborough Board of Selectmen, I am pleased to inform you that an exciting milestone has been reached. After the diligent efforts of a number of stakeholders here in town over the course of the past several years, the Board of Selectmen on October 15 unanimously (by a vote of 5 – 0) approved the Steele Farm Conservation and Historic Preservation Restriction in the form that has been forwarded to you electronically by Alan Rohwer.

The Selectmen look forward to receiving positive input from the Massachusetts Historical Commission as well as the Commonwealth's Executive Office of Environmental Affairs so that the Board may formally execute the restriction with the Boxborough Historical Society, Inc. and The Trustees of Reservations to preserve this historic and scenic treasure in perpetuity.

Sincerely,

Selina S. Shaw
Town Administrator

cc. Alan Rohwer
Brona Simon, Executive Director and Clerk, Massachusetts Historical Commission

Potential STM Articles – January 7, 2013

#	Department/Board	Nature of Article	Est. Appropriation	Proposed Funding Source/ Comments
1.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police	≈ \$27,676	
2.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601	≈ \$8,035	
3.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch	≈ \$13,423	
4.	Board of Selectmen	Amend Town Operating Budget to appropriate amount needed to increase funding for Inspector of Buildings/Code Administration Officer (funding had been approved for 25 hours; seeking to increase to 40 hours/week to fully include facilities management role)	≈ \$6,000	
5.	Board of Selectmen/ Personnel Board	Move from an elected to an appointed Tax Collector		
6.	Conservation Commission	Abandonment of Existing Easement		
7.	Planning Board	Road Acceptance – Pine Pasture		

Approximate amount to be appropriated (from available funds)

\$55,134

NB: This does not include any potential insurance offset...

ARTICLE XX ABANDONMENT OF EXISTING EASEMENT

(Majority vote required)

To see if the Town will vote to abandon an existing trail easement on a parcel of land owned by X and X Fabian, identified as Lot/Parcel XX.

Summary

The trail easement abandonment is contingent on the granting of a new trail easement to the Town on the same parcel of land. The proposed new easement is intended to establish the Town's legal right to use and maintain an existing trail in exchange for abandoning the previous easement which is of minimal use and is no longer desired.

The existing easement to be abandoned was previously accepted by the Town and was intended to provide access to Conservation land. Over time, a more favorable and practical trail location was established on the Fabian land by way of an informal agreement with the Fabians. The new trail easement will be aligned to match this existing trail location on the Fabian property which provides a direct connection between two existing parcels of Town Conservation Land.

The Conservation Commission recommends (6 – 0).

The Board of Selectmen (does/does not) recommend (x – x).

The Board of Selectmen.....

The Finance Committee (does/does) not recommend (x – x).

The majority of FinCom

6 c (#7)

PROPOSED WARRANT ARTICLE
PINE PASTURE RUN
ROAD ACCEPTANCE

To see if the Town will vote to accept the laying out of Pine Pasture Run and establish it as a town way, together with all drainage and other easements related thereto and included in the Order of Layout, the boundaries and measurements shown on the plan referred to in the description, which plan shall be included in the Order of Layout of the Selectmen to be adopted with respect to such way and related easements and filed in the office of the Town Clerk in accordance with the provisions of Massachusetts General Laws Chapter 82, Section 21 - 23 and to authorize the Selectmen to acquire by purchase, eminent domain, gift or otherwise for highway purposes the fee or any lease interests that may be necessary for such town ways; or take any action relative thereto.

The fee in that certain roadway known Pine Pasture Run, Boxborough, MA and shown on a plan entitled, "As-Built Plan of Pine Pasture Run in Boxborough, Mass., dated November 20, 1997 and revised through March 6, 1998, prepared by R. Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA", and which plan is to be recorded with Middlesex South District Registry of Deeds herewith.

DEED

John J. Flannery, Inc., a Massachusetts corporation with a usual place of business at 544 Massachusetts Avenue, Boxborough, MA 01719, and Mariana Vorce, of _____ Kennebunkport, Maine, _____ for nominal consideration paid, hereby give, grant and convey to The Town of Boxborough, Massachusetts, a municipal corporation with a usual place of business at 29 Middle Road, Boxborough, Massachusetts, 01719.

All of our right, title and interest in and to the fee in that certain subdivision roadway being shown as Pine Pasture Run, on a plan entitled, "Plan of Land in Boxborough, Mass., Owner: John J. Flannery, Inc.", dated July 1, 1997, prepared by R.Wilson and Associates, Land Surveyors and Civil Engineers, 308 Great Road, P.O. Box 238, Littleton, MA, recorded with the Middlesex South District Registry of Deeds as Plan No. 717 of 1997, and to which plan reference may be had for a more particular description of said subdivision roadway.

Meaning and intending to convey all our title and interest in and to that certain parcel of land known as Pine Pasture Run, and being further described in an Order of Street Layout filed with the Town Clerk's office as required by M.G.L. c. 82, s. 23, on _____

Said fee in Pine Pasture Run is conveyed subject to and together with easements, rights, restrictions and agreements of record, if any there be, insofar as the same are now in force and applicable.

For our title, see deeds recorded in Book 26044, Page 325 and Book 27146, Page 137.

In Witness Whereof, the said John J. Flannery, Inc. has caused its corporate seal to be hereto affixed and these presents to be signed, acknowledged and delivered in its name and behalf by Edward W. Flannery, its President and Treasurer hereunto duly authorized, this _____ day of _____, 2012.

John J. Flannery, Inc.

BY: _____
Edward W. Flannery, President and
Treasurer

7a

Selina S. Shaw

From: Bob Zurek [bobzurek@gmail.com]
Sent: Friday, October 12, 2012 8:15 PM
To: selectmen; Selina Shaw
Cc: Kevin Lehner; matthew rosner; Bob Zurek
Subject: Official Notice: Resignation From Town Recreation Commission

Hi,
After many years serving on the Town of Boxborough Recreation Commission, I have decided to resign from my position on the board in order to pursue my other community activities including the Boston FBI Community Outreach program as well as the UMass Memorial Hospital - Worcester with our Psychiatric Therapy Dog Zada. I very much appreciated the opportunity to serve on the board with other terrific community participants. Again, many thanks for the opportunity and I wish everyone the best.

Regards,
Bob Zurek
78 Morse Lane
Boxborough, MA

7b

Selina S. Shaw

From: Owen & Becky Neville [neville317@verizon.net]**Sent:** Thursday, October 18, 2012 9:22 AM**To:** Les Fox; Selina Shaw**Cc:** Cheryl A. Mahoney**Subject:** Possible agenda item

Good morning folks,

The Grange is hoping that you might be able to include in the 10/22 BoS meeting what we hope would be a non-controversial item. Given that the Massachusetts State Grange is holding its annual meeting in Boxborough, we thought that perhaps a proclamation from the BoS might be in order. I will send along a draft before noon but wanted to get this subject before you.

Thanks,

Owen

10/19/2012

PROCLAMATION

Grange Week - October 22 through October 28, 2012

Whereas, The Grange, known also as Patrons of Husbandry, has had a presence in Boxborough for over one hundred twenty-six years; and

Whereas, this fraternal organization is open to men and women age fourteen years and over; and

Whereas, the core values of this organization include Love of community, Belief in the goodness of mankind, and Improvement of the human condition; and

Whereas, The Massachusetts State Grange will meet for their 140th Annual Session in Boxborough, October 25 through October 28, 2012; therefore be it

Resolved, that the Town of Boxborough welcomes the Massachusetts State Grange, wishing them a successful event; and be it further

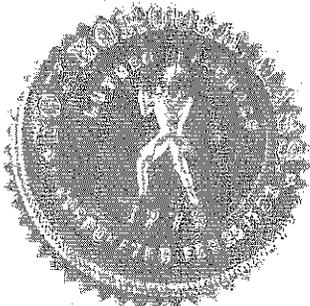
Resolved, that the Board of Selectmen proclaim October 22 through October 28, 2012 Grange Week in the Town of Boxborough.

In witness whereof, I have set my hand and caused the seal of Boxborough to be affixed on this 22nd day of October in the year 2012.

Boxborough Board of Selectmen,



Leslie R. Fox, Chair



82



Internal Communications and Outgoing Communications
October 22, 2012

1. Memorandum from the Conservation Commission dated October 11, 2012, to Board of Selectmen [Steele Farm Committee and Selina Shaw] regarding ADA – Trail Accessibility accompanying their approved *Rules & Regulations for Conservation and Municipal Land for Use of Other Power Driven Mobility Devices (OPDMD) Per the Americans with Disabilities Act (ADA)*.*
2. Communications regarding the preliminary certification of real and personal property values – FY 2013 Assessed Values*:
 - Email communication from Marilyn Browne, Chief of the DOR’s Bureau of Local Assessments, dated September 26, 2012, addressed to “Boxborough Board of Assessors” [Town Assessor, Duane Adams & others email receiptants] notifying the “Board” of the DOR’s preliminary certification of real and personal property values – FY 2013 Assessed Values.#
 - Copy of Legal Notice published October 4, 2012, entitled “Legal Notice of Preliminary Certification of Values FY 2013 Assessed Values.”
3. Letter from TA Shaw, dated October 17, 2012, to MART Program Dir., Grants/Operations, Bonnie Mahoney, regarding New MART Drug & Alcohol Program Policy.
4. Email Communication from Resident, Betty MacKenzie, dated October 3, 2012, to TA Shaw, informing TA Shaw that she would like to donate an American Chestnut tree to the Town.*

indicates that the item had been previously distributed.

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

82 (1)



Boxborough Conservation Commission
29 Middle Road, Boxborough, Massachusetts 01719
Phone: 978.263.1116 (ext.111) • Fax: 978.264.3127
www.town.boxborough.ma.us

David Follett Charlene Golden Norm Hanover David Koonce Dennis Reip, Chair Rick Williamson

To: Boxborough Board of Selectmen ✓
Steele Farm Committee
Selina Shaw

From: Conservation Commission

Date: Oct 11, 2012

Subjects: Americans with Disabilities Act – Trail Accessibility

In response to the memo from Kopelman and Paige relative to trail accessibility, the ConsCom has drafted and approved the attached **Rules and Regulations for Conservation and Municipal Land for Use of Other Power Driven Mobility Devices (OPDMD) Per the Americans with Disabilities Act**. The Rules and Regulations were approved at the Oct. 2, 2012 ConsCom meeting.

These Rules and Regulations are very similar to those adopted by Mass Audubon and the Town of Carlisle.

We suggest that the Board of Selectmen and Steele Farm Committee consider the adoption of the same Rules and Regulations for Steele Farm, the Hager-Library parcel, Community Gardens, the former Picnic Street Trust parcels and other Municipal land. All of these parcels have marked trails and trail maps posted on the Town web site. Many of the trail users do not know which trails are on Conservation land vs. Municipal land. Therefore it would be of value to have one set of Rules and Regulations for all Town owned land.

Some access to Town land is restricted by gates, chains or cables. The ConsCom will work with the DPW to review and modify these entrances to accommodate the OPDMD maximum width of 36".

To be taken up for business at a later date

Town of Boxborough
Rules And Regulations for Conservation and Municipal Land
for Use of Other Power-Driven Mobility Devices (OPDMD)
Per the Americans with Disabilities Act (ADA)

1. Introduction and Authority: These Rules and Regulations (“Rules”) describe and regulate use of other power-driven mobility devices (OPDMDs) on Town of Boxborough conservation and municipal lands pursuant to the U. S. Department of Justice regulations amending the Americans with Disabilities Act (“ADA”), Title II, 28 C.F.R., Part 35, effective March 15, 2011.

In addition to these Rules, all conservation and municipal land users should be familiar with the Rules & Regulations for Use of Town Land and with good Trail Etiquette.

These Rules are promulgated by the Conservation Commission and Board of Selectmen pursuant to the authority granted under M.G.L. c. 40, Section 8C and Article III, Section 3.14 of the Town of Boxborough General Bylaws.

2. Definitions: For the purposes of these Rules, the following terms shall have the following meanings unless a different meaning is clearly stated:

“Commission” or “Conservation Commission”: the Town of Boxborough Conservation Commission.

“Narrow Single Track Trail”: Unpaved, narrow gauge trail. This type of trail is for natural areas or steep terrain where environmental or topographic constraints require no user impact to natural resources or for trails that do not provide adequate space to OPDMDs for safe passage of trail-users traveling in opposing directions. All trails not listed in either Appendix A or Appendix B are Narrow Single Track Trails.

“Other Power-Driven Mobility Device” or “OPDMD”: Any mobility device powered by batteries, fuel, or other engines, whether or not designed primarily for use by individuals with mobility disabilities, that is used by individuals with mobility disabilities for the purpose of locomotion, including golf carts, electronic personal assistance mobility devices (EPAMDs), such as the Segway® PT, or any mobility device designed to operate in areas without defined pedestrian routes, but that is not a wheelchair within the meaning of Part 35 of the Title II Regulations.

“Service Trail”: Unpaved, unimproved service trail, typically greater than 8 feet in width, capable of accommodating service vehicle traffic. See Appendix A for list of Service Trails.

“Town”: the Town of Boxborough, Massachusetts.

3. Trail Use: Trails on Municipal or Conservation land are available for use to individuals with a mobility disability subject to these Rules. The purposes of these Rules are the physical safety of OPDMD users and other trail users, the protection of sensitive natural resources, noise mitigation and fire prevention.

- a. The use of OPDMDs powered by internal combustion engines is prohibited. The exclusion of gas-powered OPDMDs, as compared to electric-powered OPDMDs, is due to the substantial risk of serious harm to the immediate environment from the fire danger created by the heat of the gas-fired engine and from noise impacts to animal habitats.
- b. Noise emitted by OPDMDs may not exceed 65 decibels.
- c. No person shall operate an OPDMD at a speed in excess of 3 miles per hour (which equals normal walking speed).
- d. OPDMDs must stay on designated trails at all times. Many trails pass near or cross wetlands and are vulnerable to erosion, particularly during wet periods.
- e. No OPDMDs are permitted in historical structures.
- f. Additional limitations are based on the type of trail:
 - i. **Service Trail:** All OPDMDs are allowed on service trails provided that the OPDMDs do not exceed 36" inch maximum width in order to allow safe passage of OPDMDs, pedestrians, equestrian riders, and service vehicles;
 - ii. **Narrow Single Track Trail:** No OPDMD devices are permitted on Narrow Single Track Trails. All trails not assessed as Service Trails or Wide Single Track Trails (Appendices A and B) are defined as Narrow Single Track Trails. (Delete reference to Wide Single Track Trails)

4. Limitations:

- a. The adoption of these Rules does not represent an endorsement that the Town's trails or conservation properties are safe for any trail user. Users must exercise reasonable caution and care while on Town conservation lands and operate OPDMDs at their own risk.
- b. These Rules may be amended from time to time as new information is available regarding the extent of physical constraints, resource protection criteria, specific trail conditions, and safety concerns for all trail users.
- c. Nothing in these Rules shall contradict Federal or Commonwealth of Massachusetts statutes or regulations. In the case of conflict, Federal or Commonwealth statutes or regulations shall prevail.
- d. Use of other vehicles may be allowed on conservation lands with the specific approval and issuance of a permit by the Conservation Commission. This includes farm vehicles, fire protection equipment and various DPW equipment.

5. Enforcement:

- a. Whoever violates any provision of these Rules may be penalized by indictment or on complaint brought in the District Court. The maximum penalty for each violation shall be fifty dollars (\$50.00).

- b. Whoever violates any provision of the Rules may be penalized by non-criminal disposition as provided in General Laws, Chapter 40, Section 21D, in which case the penalty for each violation shall be fifty dollars (\$50.00) and the enforcing persons shall be the Conservation Commission, its Agent or any Police Officer of the Town.

6. Non-motorized wheelchairs are allowed on all Town Conservation and Municipal trails.

7. Additional Information:

Complete trail maps and Trail Etiquette guidelines are available on the Town website at www.town.boxborough.ma.us/boxborough/consmap=map_consland.html and in the "Boxborough Trail Guide". The Guide is available at the Boxborough Town Hall and on the Town website.

Appendix: Service Trails

Users must exercise reasonable caution and care while on Town Lands and operate OPDMDs at their own risk.

Parcel

Flagg Hill
Fierra Meadows
Have Not Pond
Patch Hill
Rolling Meadows
Steele Farm
Wolf Swamp

Trails

red trail near Flagg Hill pond
all trails
red trail from Hill Road entrance west of North Cemetery
red and yellow trails from Hill Road entrance
red and yellow trails from Littlefield Road entrance
red and yellow trails from Middle Road entrance
red and yellow trails from Burroughs Road entrance

8a(2)

via e-mail 9/26

*

Selina S. Shaw

From: biadata@dor.state.ma.us
Sent: Wednesday, September 26, 2012 2:38 PM
To: debbie.walsh@town.boxborough.ma.us; duane.adams@town.boxborough.ma.us; selectmen@town.boxborough.ma.us; recapdata@dor.state.ma.us
Cc: biadata@dor.state.ma.us
Subject: Notification of preliminary certification

Massachusetts Department of Revenue Division of Local Services
Amy Pitter, Commissioner
Robert G. Nunes, Deputy Commissioner & Director of Municipal Affairs

Wednesday, September 26, 2012

Boxborough Board of Assessors
Board of Assessors
Town Hall - 29 Middle Road
Boxborough, MA 01719

Re: **NOTIFICATION OF PRELIMINARY CERTIFICATION - Boxborough**

Dear Board of Assessors:

The Bureau of Local Assessment has completed its preliminary review of your revaluation program and proposed assessments for all classes of property for fiscal year 2013. The Bureau's statistical analysis of arms-length residential sales indicates compliance with the Commissioner's standards for certification. In addition, the Bureau's review of a representative sample of parcels and of personal property accounts indicates a consistent application of the valuation methodologies employed for these classes of property throughout the community.

With the successful completion of this preliminary review, you are now authorized by the Bureau to proceed with the appropriate public disclosure process necessary to receive final certification for these property classes. The procedures required to complete this phase are outlined in the Bureau's Certification Standards (2/2006).

When the Board of Assessors has reviewed all assessment changes resulting from public disclosure, please submit to this office a copy of the public disclosure notice and the "Assessment Adjustment List", Form LA-10, which identifies each property with an assessment change in excess of ten percent of the proposed valuation in effect during our preliminary review. Also, when all assessments are finalized, you must complete the classification of all property and submit the total assessed valuation of each major class on Form LA-4, "Assessment/ Classification Report" to the Bureau of Local Assessment. Receipt of the completed forms LA-4 and LA-10 will enable the Bureau to review and issue its final certification.

Your cooperation is appreciated.

Sincerely yours,
Marilyn H. Browne, Chief
Bureau of Local Assessment

cc: debbie.walsh@town.boxborough.ma.us; duane.adams@town.boxborough.ma.us; selectmen@town

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the system manager at postmaster@dor.state.ma.us.

FY 2013 ASSESSED VALUES
LEGAL NOTICE

LEGAL NOTICE OF PRELIMINARY
CERTIFICATION OF VALUES
FY 2013 Assessed Values

The Town of Boxborough Town Assessor has completed the triennial revaluation of all property for FISCAL YEAR 2013 as required by MGL Ch 40 s.56 and MGL Ch. 58 s.1, 1A, 3.

The Massachusetts Department of Revenue has given the Town of Boxborough preliminary certification of both real & personal property values. These values represent full fair cash value for the current fiscal year, based on calendar year 2011 property sales. As a result of the triennial re-assessment, residential real property decreased by an average of 0.3 percent while commercial and industrial property increased by an average of 1.3 percent. The proposed real property values will be available for review by the public from October 5, 2012 through October 19, 2012 at the following sites:
Boxborough Town Hall, Assessors Office, 29 Middle Road, Boxborough MA, (M-Th 8:30-4:00),
Sargent Memorial Library 427 Massachusetts Ave, Boxborough MA, (Mon 10-6, Tues 10-8, Wed 10-6, Th 10-8, Sat 10-3), and
on-line at www.town.boxborough.ma.us on the Assessor's page.

For questions regarding values or the assessment process, please contact the Town Assessor, Duane Adams at 978-263-1116 x 109 or duane.adams@town.boxborough.ma.us.

AD#12826375
Beacon Acton 10/4/12

82(4)

Selina S. Shaw**From:** [REDACTED] Betty MacKenzie [REDACTED]**Sent:** Wednesday, October 03, 2012 11:17 PM**To:** Selina Shaw**Subject:** American Chestnut tree for the town

Dear Selina,

I have a special young American Chestnut tree that I would like to give to the town, if there is a group that is interested and an appropriate location. Steele Farm, the Boxborough Museum, Flerra Field, or one of the town cemeteries come to mind. The folks at the Boxborough Museum suggested I contact you to help me see if there is any interest in this tree.

As you may know, the American Chestnut was historically a very significant tree. It was once prevalent and thriving in Boxborough and the Eastern US. It provided lumber for houses and furniture, a reliable nut crop for wildlife, farm animals and people, and a source of income for families selling lumber and the nuts. Unfortunately, the trees were decimated by an introduced blight in the early 1900's.

In the 1980's, the American Chestnut Foundation (ACF) was organized to try to bring the tree back. It began a program to cross American Chestnut trees with Asian Chestnut trees in order to create a tree with protection from the blight, but with the unique qualities of the American Chestnut – fast growth, very tall growth and rot resistant lumber – and still with its delicious nuts.

After many years, ACF has some trees that have a good chance of being resistant to the blight and that likely have the desired American qualities (the trees are 15/16 American Chestnut). ACF began to release the trees to volunteers and partners a few years ago. My tree is one of these trees, known as a Restoration Chestnut.

Some additional details are that the tree is about 3 feet tall and is growing in my front yard; it shows no sign of the blight. I have information about how to move it safely, which can happen in the Spring. The tree needs to be protected from deer browsing and will need to be watered now and then in the first year it is transplanted.

As a Restoration Chestnut, ACF asks for a yearly update on its health and progress. ACF has a good website with more information, experienced staff to answer questions and a local MA chapter of volunteers. Few individuals have these trees, so far, but there is a small Restoration Chestnut orchard at Prouty Woods in Littleton.

I will be happy to help a town group who would like to become a caretaker for this very special tree and to provide more information and/or answer any questions about it. Please let me know what I should do to explore this. Thanks very much for your assistance.

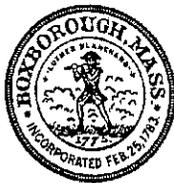
Sincerely,

DPW Director will be providing input on potential appropriate location and possible unintended consequences of accepting the tree.

10/17/2012

Betty MacKenzie, [REDACTED] Boxborough

8b



Minutes, Notices and Updates
October 22, 2012

Minutes

None

Notices

1. Notice of a Board of Health meeting held October 17, 2012.
2. Notices of Boxborough School related meetings:
 - a. School Council meeting to be held October 22, 2012
 - b. School Committee meeting to be held October 24, 2012
3. Notice of a Board of Selectmen meeting to be held October 22, 2012.
4. Notice of a Finance Committee meeting to be held October 22, 2012.
5. Notice of an Acton Boxborough Cultural Council meeting to be held October 22, 2012.
6. Notice of a Boxborough Information Technology Committee meeting to be held October 23, 2012.
7. Notice of a Boxborough Leadership Forum meeting to be held October 23, 2012.
8. Notice of an Agricultural Commission meeting to be held October 24, 2012.
9. Legal Notice/Invitation for Proposals for Building Envelope Repairs to the Blanchard Memorial School – Bids due October 31, 2012.



General Communications
October 22, 2012

1. Press Releases from Minuteman High School announcing:
 - a. Minuteman Technical Institute's [*Adult/Post-Graduate Education Programs*] Open House on October 30, 2012
 - b. Minuteman High School Open House on November 18, 2012