



***Many thanks to the third grade students at the Blanchard Memorial School for sharing their visions of Boxborough with us.***

The young artists are from left to right, top to bottom:

Emily Robinson	Cassidy Xu	Max St. Louis	Sean Ryan	Maura Hashem	Marion Stuntz
Sam Shmukler	Estella Harmon	Ava Wong	Curtis Judson	Bella Costanzo	
Karynna Yeh	Celia Willis	Max Hurlbut-Lesk	Sofiya Lototska		
Ronan Reza	Janelle Lim	Chen Lucas Tan	Rafael Chavez	Meghan Lawson	
Aaron Stieglitz	Driscoll Rodman	Lily McKinley	Deva Welte		
Grace Russo	Nathan Kushner	Galen Xuan			
Gregory Bykhovsky	George Powell	Rishi Francis	Brendan Connolly		

**Town of Boxborough  
Annual Report**

**for the Year Ending December 31, 2013**

**Annual Town Meeting  
Monday, May 12, 2014  
Blanchard Memorial School  
7:00 p.m.**

**Town Election  
Monday, May 19, 2014  
Town Hall  
7:00 a.m. – 8:00 p.m.**



***IN MEMORIAM***

**Thomas J. Argento, Jr.**

(1943-2013)

Electrical Inspector, 1972-2012

## Steele Farm, Protected Forever



***DEDICATED TO***

***“The Steele Farm Three”***

***Bruce Hager, Alan Rohwer, and Arden Veley***

***(and a great many others)***

***in recognition of***

***their extraordinary perseverance and commitment***

***to Forever Protect Steele Farm***

**PROTECTED  
FOREVER**

This property is conserved forever with a land protection agreement thanks to the cooperation of the citizens of Boxborough, The Boxborough Historical Society and The Trustees of Reservations.



PLANS: 140774



THE TRUSTEES OF RESERVATIONS, 100 STATE STREET, SUITE 200, BOSTON, MA 02109





***Thank you***

*to all who contributed to*

*the Town of Boxborough's*

*2013 Annual Report,*

*with special thanks to*

***volunteer Becky Busby***

*for compiling, formatting*

*and editing the submissions*



**TABLE OF CONTENTS**  
***ALPHABETIZED FOR EASE OF USE***

	<u>Page</u>
Accountant.....	14
Acton-Boxborough Cultural Council .....	62
Agricultural Commission .....	70
Airport Study Committee .....	28
Animal Control – Dogs and Cats.....	29
Animal Control Officer .....	28
Animal Inspector .....	28
Appointments .....	3
Assessor .....	13
Board of Health .....	53
Central Massachusetts Mosquito Control Project (CMMCP) .....	58
Nashoba Associated Boards of Health .....	55
Board of Registrars .....	29
Board of Selectmen .....	8
Boxborough Energy Committee .....	69
Boxborough Facts and Figures .....	1
Boxborough Housing Board.....	38
Building Department .....	29
Cemetery Commission .....	60
Conservation Commission.....	35
Constables.....	35
Council on Aging.....	61
Department of Public Works .....	59
Dispatch .....	35
Elected Town Officials.....	3
Emergency Numbers and Meetings Schedule .....	195
Federal Officials .....	2
Field Driver .....	29
Finance Committee .....	25
Fire Department.....	31
Historical Commission .....	51
Littleton Electrical Light Department.....	51
Metropolitan Area Planning Council (MAPC).....	44
Minuteman Advisory Group on Interlocal Coordination (MAGIC) .....	50
Officials of the Commonwealth .....	2
Personnel Board.....	12
Planning Board .....	41
Police Department .....	33
Public Celebration and Ceremonies Committee.....	66
Recreation Commission.....	66

Resident Interest List .....	192
Sargent Memorial Library .....	70
Schools .....	73
Acton-Boxborough Regional .....	85
Blanchard Memorial.....	73
Minuteman Regional .....	98
Steele Farm Advisory Committee .....	68
Stow Road Concept Development Committee .....	40
Tax Collector .....	20
Town Clerk – Vital Statistics.....	29
Town Counsel.....	12
Town Phone Directory.....	197
Treasurer.....	21
Treasurer Trust Fund Report .....	24
Veterans Agent .....	61
Warrant and Proceedings .....	102
Special Town Meeting, January 7, 2013 .....	102
Special State Primary Election, April 30, 2013.....	112
Special/Annual Town Meeting, May 13, 2013 .....	113
Special Town Meeting, June 3, 2013 .....	173
Special State Primary Election, June 25, 2013.....	191
Well-Being Committee.....	62
Zoning Board of Appeals .....	37

## BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	5,172 (May 2012) 4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,401
CENSUS TRACT:	3881
TAX RATE:	\$17.69 (FY 14) \$17.69 (FY 13) \$17.87 (FY 12) \$17.38 (FY 11) \$16.53 (FY 10)
SCHOOLS:	Blanchard Memorial School PreK–6 Acton-Boxborough Regional Junior and Senior High Schools Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
UTILITIES:	Cable Service – Comcast and Verizon Telephone Service – Verizon Electrical Service – Littleton Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern area of Boxborough Natural Gas Service – National Grid The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors, age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

\* The U.S. Census is conducted every ten years. The methodology and time-line are different from those used in conducting the annual town census.

## FEDERAL OFFICIALS

### President of the United States

Barack H. Obama  
**president@whitehouse.gov**  
The White House  
1600 Pennsylvania Avenue, N.W.  
Washington, D.C. 20500  
Tel: 202-456-1414  
Fax: 202-456-2461

### United States Senators

Elizabeth Warren  
**www.warren.senate.gov/public/index.cfm**  
2400 JFK Building  
15 New Sudbury Street  
Boston, MA 02203  
Tel: 617-565-3170  
2 Russell Senate Office Building  
Washington, D.C. 20510  
Tel: 202-224-4543

Edward J. Markey  
**www.markey.senate.gov**  
Tel: 617-565-8519  
Tel: 202-224-2742

### Representatives in Congress

Niki Tsongas  
**niki@mail.house.gov**  
Marlborough Office  
255 Main St., Marlborough, MA 01752  
Tel: 978-459-0101  
Thurs., 10:00am-12:00pm

Niki Tsongas  
U.S. House of Representatives  
1607 Longworth House Office Building  
Washington, D.C. 20515-2105  
Tel: 202-225-3411  
Fax: 202-226-0771

## OFFICIALS OF THE COMMONWEALTH

**Governor**  
**Lt. Governor**  
**Secretary**  
**Treasurer**  
**Auditor**  
**Attorney General**

Deval Patrick  
vacant  
William Francis Galvin  
Steven Grossman  
Suzanne M. Bump  
Martha Coakley

**Senator, Middlesex &  
Worcester District**

James B. Eldridge  
*District Office*  
255 Main Street  
Marlborough, MA 01752  
james.eldridge@masenate.gov

James B. Eldridge  
*State House*  
Room 413A  
Boston, MA 02133  
Tel: 617-722-1120  
Fax: 617-722-1089

**Representative in General Court,  
37<sup>th</sup> Middlesex**

Jennifer Benson  
Dist State House, Room 236  
Boston, MA 02133  
Tel: 617-722-2430  
Fax: 617-722-2339  
jennifer.benson@mahouse.gov

## ELECTED TOWN OFFICIALS

### **Moderator**

John Fallon (2014)

### **Town Clerk**

Elizabeth Markiewicz (2016)

### **Board of Selectmen**

Vincent Amoroso, Chair (2015)

Leslie R. Fox (2014)

James Gorman (2016)

Robert Stemple (2015)

Raid Suleiman (2014)

Francis J Powers (2013)

### **Board of Health (Mosquito Advisory Committee)**

Marie C. Cannon, Chair (2014)

Pamela Follet (2014)\*\*

Bryan Lynch (2016)

Frank D. Roth, DDS (2015)\*

### **Collector of Taxes**

Mary P. Shemowat (2015)

### **Commissioner of Trust Funds**

The Selectmen

### **Constables**

David L. Birt (2016)

Owen Neville (2015)

### **Library Board of Trustees**

Mary Brolin, Chair (2015)

Jennifer Campbell (2015)

Mitra Davis (2014)

Sandra Haber (2016)

Megan McCullough (2014)

Robert McNeece, Treasurer (2016)

### **Planning Board**

James Faulkner, Chair (2016)

Eduardo Pontoriero, Clerk (2014)

Nancy Fillmore (2014)

John Markiewicz (2016)

Owen Neville (2015)

### **Boxborough School Committee**

Maria Neyland, Chair (2014)

Brigid Bieber, Vice-Chair (2015)

Mary Brolin, Clerk (2015)

Gary Kusher (2016)

Tina Marie Stevens (2013)

### **AB Regional School Committee (Boxborough Members)**

Brigid Bieber (2015)

Mary Brolin (2016)

Maria Neyland (2014)

## APPOINTMENTS MADE BY SELECTMEN

### **Town Administrator/ Chief Procurement Officer**

Selina S. Shaw (2016)

### **Accountant**

Jennifer Barrett (2014)\*\*

Michael Guzzo (2014)\*

### **Assessor**

Ruth T Anderson (2014)\*\*

Duane Adams (2014)\*

### **Building Inspector/Code Officer Enforcement Officer**

David Lindberg (2014)

### **Town Planner**

Elizabeth Hughes (2014)

### **Treasurer**

Margaret Dennehy (2014)

---

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**A/B Cultural Council**

Nancy Evans (2016)  
 Nancy Kumaraswami (2015)  
 Marion Powers (2015)  
 Alexis Presti-Simpson (2015)  
 Pascale Benin-White (2013)  
 Todd Davis (2014)\*

**Agricultural Commission**

John Neyland, Chair (2016)  
 Owen Neville, Clerk (2016)  
 Bryon Clemence (2014)  
 Brian Morrison (2015)  
 Kathie Becker (2014)

**Airport Study Committee**

Anne Canfield, Chair (2015)  
 James Baum (2014)  
 Matt Kosakowski (2016)  
 Cindy Markowitz (2015)

**Animal Control Officer**

Donald C. Morse (2014)

**Board of Appeals**

Tom Gorman, Chair (2016)  
 Kristin Hilberg, Clerk (2014)  
 Michael Toups (2014)  
 Karen Warner (2015)  
 Lonnie Weil (2016)  
 Christian Habersaat, Alternate (2016)

**Board of Registrars**

Elizabeth Markiewicz, Chair (2016)  
 Nancy Brown (2014)  
 Tammy MacFadyen (2015)  
 Virginia Richardson (2016)

**Boxborough Affordable Housing Trust**

Les Fox (2016)  
 R. Allen Murphy (2014)  
 Eric Romaniak (2014)\*\*  
 Ron Vogel (2016)  
 Channing Wagg (2016)  
 Karim Raad (2014)\*

**Boxborough Housing Board**

R. Allen Murphy, Chair (2014)  
 Diane Friedman (2016)  
 Jeff Handler (2016)  
 Joan Meyer (2015)  
 Ron Vogel (2016)  
 Dave Koonce, ex-officio  
 Les Fox, ex-officio

**Boxborough Information Technology Committee**

Guillermo Chang (2015)  
 Jamie Rogers (2014)  
 Eric Wong (2015)

**Boxborough Well-Being Committee**

Susie Allen (2016)  
 Pam Follett (2016)  
 Liz Markiewicz (2016)  
 Al Murphy (2015)  
 Kate Smyers (2016)  
 Channing Wang (2016)  
 Cindy Worthington-Berry (2015)  
*Non-Voting Members (2014)*  
 Laura Arsenault, COA Coordinator  
 Tamara Bedard, Nashoba Board of Health  
     Public Nurse  
 James Gorman, Selectman  
 Gail Kessler-Walsh, Blanchard School  
     Guidance Counselor  
 Warren Ryder, Police Chief  
 Selina Shaw, Town Administrator  
 Randolph White, Fire Chief

**Cemetery Commission**

Donald C. Morse (2016)  
 Rebecca Neville (2015)  
 William Sutcliffe (2014)

**Cemetery Superintendent**

Donald C. Morse (2014)

**Conservation Commission**

Dennis Reip, Chair (2015)  
 David Follett (2014)  
 Charlene Golden (2014)  
 Norm Hanover (2016)  
 David Koonce (2014)  
 Hoff Stuart (2016)  
 Rick Williamson, Vice-Chair (2015)\*  
*Appointed by ConsComm*  
 Liz Markiewicz, Associate Member

---

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired



**Council on Aging**

Francis J. Powers, Chair (2014)\*\*  
 Helen Berry (2016)  
 Sonali Bhatia (2015)  
 Lauraine Harding (2016)  
 Frank Sibley (2015)  
 Elizabeth West (2015)  
 Barbara Wheeler (2016)  
 Sue Frederickson (2014)\*  
 David Birt (2013)

**Design Review Board**

James Faulkner (2016)  
 Kevin Mahoney (2016)  
 Alan Rohwer (2013)  
 Robert Stemple (2015)

**Dog Officer**

Phyllis Tower (2014)

**Election Warden**

David Birt (2014)

**Energy Committee**

Francie Nolde, Chair (2016)  
 Richard Garrison (2015)  
 Larry Grossman (2015)  
 Abigail Reip (2015)  
 Keshava Srivastava (2014)  
 Santiago Tapia-Perez (2014)  
 Margaret Webber (2016)

**Field Driver**

Phyllis Tower (2014)

**Fire Department**

**Fire Chief, Fire Warden, Emergency Management  
 Director, Dispatch Center Co-Director,  
 Roy Custance Scholarship Administrator**  
 Randolph T. White (2014)

**Officers Full-time (2014)**

Shawn Gray, Lieutenant  
 Jonathan Williams, Lieutenant

**Firefighter/EMT Full-time (2014)**

Benn Carpenter  
 Eoin Bohnert

**Officers Per-diem (2014)**

Michael Kidd, Deputy Chief  
 James DeVogel, Lieutenant  
 Jason Malinowski, Lieutenant

**Firefighter/EMT Per-diem (2014)**

Matthew Allen  
 Erik Byam  
 Mathew Callahan  
 Anthony Cunha  
 Edmond Daigneault  
 Andrew Dufresne  
 Justin Geneau  
 Brian Harrington  
 Brendan Hurley  
 Derek Jordan  
 Scott Krug  
 Brendan Lyons  
 Adam A. Nichols  
 William Noke  
 George M. Robinson  
 Robert Sokolowski  
 Robert Stemple  
 Matthew Vickery

**Call Firefighters (2014)**

Juan Barrios  
 Ronald Cisco  
 Nicholas Costanzo  
 David Dutton  
 Lawrence Roche

**Historical Commission**

Alan Rohwer, Chair (2015)  
 Mary Larson (2016)  
 Kevin Mahoney (2014)  
 Trena Minudri (2016)  
 Shirley Warren (2015)

**Inspector of Animals**

*Nominated by BoH, appointed by Commonwealth of MA*  
 Donald C. Morse (2014)

**Inspector of Gas & Plumbing**

James Gary Corey (2014)  
 Norman Card, Jr., Assistant (2014)

**Inspector of Wires**

Charles Weeks (2014)  
 William Morehouse, Assistant (2014)  
 Thomas A. Argento, Jr. (2013) *passed away 4/4/2013*

---

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

**Personnel Board**

Anne Canfield, Chair (2015)  
Susan Bak (2014)  
Sheila Bauer (2014)  
Pat Flanagan (2015)  
Rebecca Neville (2016)

**Police Department**

**Police Chief, Keeper of Lock-up, Dispatch  
Center Co-Director, Deputy Emergency  
Management Director**  
Warren B. Ryder (2014)

**Department Assistant**

Andrea Veros

**Police Officers (2014)**

Nicholas A. DiMauro, Sergeant  
Warren J. O'Brien, Sergeant  
Brett Pelley, Sergeant  
Benjamin M. Lavine, Detective  
Robert R. Romilly, Jr., Detective  
Nathan W. Bowolick, Patrol Officer  
Patrick S. Colburn, Patrol Officer  
Philip M. Gath, Patrol Officer  
Jeffrey C. Landgren, Patrol Officer  
Edward W. Pokornicki, Jr., Patrol Officer\*

**Special Police Officers**

Brandon Bruin  
Gordon N. Clark  
John D. Corbett  
Robert DaCosta  
Sean Dineen  
Steven P. Duffy  
Peter Kinnas  
Patrick E. Mortimer  
Katelyn Pfeifer

**Lock- Up Attendants (2014)**

Phyllis Tower  
Richard Tower  
Amy Waxman  
Gary Whitaker

**Public Safety Dispatchers (2014)**

*appointed by Fire Chief*

Michelle Poirier, Supervisor  
Elaine M. DeLome  
Katelyn Pfeifer  
Brenda A. Santucci  
Brendan B. Lyons, part-time

**Public Celebrations & Ceremonies Committee**

Trena Minudri, Chair (2015)  
Sheila Bauer (2016)  
Matt Kosakowski (2014)  
Lori Lotterman (2015)  
Owen Neville (2014)

**Director of Public Works, Tree Warden  
& Moth Superintendent**

Tom Garmon (2014)

**Recreation Commission**

Kevin Lehner, Co-Chair (2016)  
Abigail Reip, Co-Chair (2014)  
Amy Burke (2016)  
Mitzi Garcia-Weil (2015)  
Hilary Grevan (2015)  
Matthew Rosner (2016)  
Carol Zeroval (2015)\*

**Steele Farm Advisory Committee**

Bruce Hager, Chair (2016)  
Judi Resnick (2014)  
Jeanne Steele-Kangas (2015)  
Edward Whitcomb (2015)  
John P. Skinner (2014)\*

**Town Counsel**

Kopelman & Paige (2014)

**Veterans Agent**

Donald C. Morse (2014)

---

\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

## APPOINTMENTS MADE BY MODERATOR

### Finance Committee

Dilip Subramanyan, Chair (2014)  
Jeff Scott, Vice-Chair (2015)  
John Rosamond, Clerk (2016)  
Steve Ballard (2015)  
Jim Ham (2015)  
Neal Hesler (2016)  
Eve Li (2016)\*\*  
Eric Romaniak (2014)  
Sharron Zhou (2016)\*  
Karim Raad (2014)\*  
Susan Bak (2013)

### Minuteman Regional School

Cheryl Mahoney (2015)

## APPOINTMENTS MADE BY LIBRARY BOARD OF TRUSTEES

Maureen Strapko, Director

## APPOINTMENTS MADE BY BOARD OF HEALTH

### Boxborough Emergency Reserve Corps

Swan Anderson, Chair\*\* (2014)  
Loretta Crowley, Clerk (2014)  
Laura Russell (2014)

Diane Ford

Kathleen McLendon  
Maureen Masciola  
Brad Hardie (2014)\*

## TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE RECOGNIZED

### Department of Public Works

Scott Dougherty, Foreman  
Vicki Franz, Department Assistant  
Juan Barrios  
Jeffery L. Brown  
Lawrence Roche  
Robert Sokolowski  
Gillis Soucy  
Edmond Daigneault, part-time  
Richard Tower, part-time

Judy Reiter, Technical Services Librarian  
Ramika Shah, Sr. Library Assistant  
Kathleen Taffel, Youth Services Librarian  
Molly Wong, Tech. Services Librarian\*\*

### Library Staff

Ruth Hamilton, Sr. Library Assistant  
Claudia Murphy, Library Assistant  
Joanne Parker, Tech. Services Librarian\*\*\*  
Marion Powers, Sr. Library Assistant\*\*

### Town Hall

Laura Arsenault, COA Coordinator  
Karen Guzzardi, Department Assistant, part-time  
Cheryl Mahoney, Department Assistant  
Starr Miyata, Department Assistant\*\*  
Mary Nadwairski, Department Assistant, part-time  
Debbie Walsh, Department Assistant, part-time  
Colleen Whitcomb, Department Assistant, part-time  
Maureen Adema, Department Assistant\*  
Matt Frost, Information Systems Coordinator\*  
Evan Fernandes, IT Support Technician\*  
Marcia McNeil, COA Van Dispatcher\*

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\* Resigned

\*\* Appointed to fill vacancy

\*\*\* Retired

## **BOARD OF SELECTMEN**

In 2013 the Board of Selectmen bid a fond farewell to member Frank Powers, who chose not to run for re-election. Great thanks to Frank for his many years of invaluable service to the Town. The Board was also pleased to welcome newly elected member James Gorman, who brings us the benefit of his years of experience and service on many Town boards. At its reorganization meeting in May, Vincent Amoroso was elected Chair and Robert Stemple was elected Clerk.

### **School Regionalization**

At the May 2012 Town Meeting, voters authorized the Acton-Boxborough Regional School Committee to form a Regionalization Study Committee to draft a revised Regional Agreement that would expand the region to include grades pre-K through 12. After two years of work, the Regionalization Study Committee presented the proposed new agreement at simultaneous Town Meetings on June 3, 2013. Acton and Boxborough voters approved expanding the region by votes of 349-194 and 439-195, respectively. The new agreement takes effect July 1, 2014. This has been a transition year as the School Committee hired a new superintendent, prepared a new budget, and negotiated Inter-Municipal Agreements with both towns that will join the elementary schools to the Regional school system. We expect those agreements will be executed before Town Meeting. We look forward to this expansion of our long standing and highly successful partnership in education with our neighbors from Acton.

### **Steele Farm Conservation/Preservation Restriction**

At a Special Town Meeting in November 2009, Boxborough voters authorized a Conservation and Historical Preservation Restriction for Steele Farm. The Selectmen worked with the Steele Farm Advisory Committee, Historical Commission, and other stakeholders to carry out the Town's wishes. After thorough review, additional public input, and advice from Town Counsel, the Selectmen approved a final draft of the proposed Restriction. On October 23, 2012, it was delivered to the Executive Office of Environmental Affairs and the Massachusetts Historical Commission, the two state agencies who must ultimately approve and sign the document. The Conservation and Historical Preservation Restriction for Steele Farm was approved and signed in October 2013. Great thanks to all those whose tireless efforts made it possible for Steele Farm to be **Protected Forever!**

### **Slots Casino Proposal**

On April 22, 2013, The Cordish Company, a Casino developer, made a public presentation at the meeting of the Board of Selectmen proposing to negotiate a host agreement with Boxborough to build and operate a 1250 machine slot parlor at the present day Holiday Inn. The proposed development required a change to the Zoning By-Law. Under Massachusetts Law, the Board of Selectmen, as Boxborough's governing body, must decide whether to negotiate such an agreement. Before making its decision, the Selectmen invited residents to comment and held a further discussion of the gaming proposal at its May 6 meeting. The Selectmen deferred action for an additional week so the public would have the benefit of the all-day presentation Cordish had scheduled for May 7 at the Holiday Inn.

In response to its request for public feedback, the Selectmen received hundreds of emails, with 88% opposed to the proposal. At a public meeting on May 13, 2013 the Selectmen voted 4-1 not to negotiate a proposed host agreement, on the basis that the slots parlor was unsuitable for Boxborough and unlikely to garner either the required majority referendum vote at Town Meeting, or the required two-thirds vote to change the Zoning By-Law at Special Town Meeting.

### **Emergency Preparedness**

In 2012, Annual Town Meeting approved \$70,000 funding for emergency generators at the Blanchard School and Hager Well. Those funds supplemented a Federal Emergency Management Agency (FEMA) grant of \$190,250, and together with a pledge of \$100,000 from Littleton Electric Light Department (LELD), fully funded a tremendous emergency preparedness benefit for the Town. In 2013 the new generators were specified and contracted for and preparation for installation began. They will be installed and operational by March 2014, and we will then be able to use the Blanchard School as a designated emergency shelter. This use will be

preserved for Boxborough when the Blanchard becomes part of the AB Regional School District in 2014. We gratefully acknowledge the enthusiastic efforts of School Committee and Library Board of Trustees member Mary Brolin, Town Planner Elizabeth Hughes, and others who contributed to the preparation of the grant package.

The 2012 Annual Town Meeting also approved \$50,000 for an emergency generator for the DPW. In 2013 the new generator was specified and contracted for and preparation for installation began. The generator will be installed and operational by March 2014. This is an important addition to our emergency preparedness as DPW operations must continue during prolonged power outages in order to provide a safe workplace for emergency highway personnel and to keep all town vehicles fueled.

### **New Telephone System for Town Departments**

In Fall 2013, we completed the work to update the Town Departments' telephone system, employing voiceover-IP (VoIP) technology. After some initial difficulties and delays with the original design and contractor, we altered course and began working with E-Plus, a Cisco System Partner for communications, and a qualified vendor on the state contract list. With additional town input, E-Plus proposed a new, more robust design that would better address our public safety communications needs. The Town's IT Systems Coordinator, Town Administrator, and the Police and Fire Chiefs participated in specification and review of this new design. The Selectmen authorized use of funds from our cable television franchise fees to carry out and complete the work, with no additional Town Meeting appropriations required. Special thanks is due to Selectman Les Fox and Police Chief Warren Ryder, who spearheaded the final effort to bring the system online after departure of our IT Coordinator in August. The new system became fully operational in the Fall of 2013.

### **IT Systems**

While considering how best to respond to the loss of our former IT coordinator, the Selectmen concluded it would better serve the town to outsource the management and support of Boxborough's IT systems, which include our wide-area network, application servers, back-up systems, and departmental desktops. We determined that to improve stability and robustness, we needed to replace a significant number of systems that were obsolete or approaching end-of-life. Using cable franchise funds in support of shared IT infrastructure, we entered into a support and strategic planning contract with Guardian Information Technologies. Under this agreement, Guardian will provide continuous remote monitoring as well as on-site support for all systems. They have developed a plan to upgrade our core servers and backup system. IT stakeholders from all departments, the Selectmen, and the library have been intensely involved in the planning and oversight of the work. Deployment will begin in January, 2014 first with systems at Town Hall, Public Safety and DPW. Later in FY 15, systems at the Sargent Library will be included. Guardian will also work with the town to develop and implement a long-range IT plan, and meet regularly with the department heads and Selectmen to review status and progress. The Selectmen expect that this new approach will result in lower cost of IT support and operations, and provide better management and strategic planning for this critical resource.

### **New Town Website**

Following up on the foundation laid by the Boxborough Information Technology Committee (BitCom), we identified the need for and specifications of a new Town Website. We put the project out to bid, reviewed several proposals, and selected a contractor in Fall 2013. The new website will be more attractive and easier to navigate, and will enable residents to make even more transactions online. This will minimize the need for a trip to Town Hall during working hours. It will also allow residents to share their input in a place we call the BoroBox. The website will be operational in April 2014, in time for Town Meeting in May.

### **CrossTown Connect Regional Transportation Initiative**

In 2012, Clock Tower Place in Maynard and the towns of Acton, Boxborough, Littleton, Maynard, and Stow obtained a grant to study the benefits of sharing transportation services already offered individually by each of them. The analysis concluded that the partners have many common destinations and an opportunity to share rides. It also showed that a shared dispatch service would allow operating hours to increase while costs decrease.

In 2013, Concord and Westford joined the original partners and obtained a second round of funding under the Community Innovation Challenge (CIC) Grant Program.

Last year, Boxborough executed an Inter-Municipal Agreement (IMA) with the Towns of Acton, Concord, Littleton, Maynard, Stow, and Westford for the provision of transportation management services and establishment of a transportation management association (TMA). Each community's contribution is based on its hours of service per day plus monthly ridership. Boxborough provides less than ten hours of service per day and fewer than 250 rides per month, so its cost would be \$2,750 per year. The town's MART assessment may be used to fund its share of the project. The residents and businesses of Boxborough will benefit from a coordinated network of transportation resources that provides increased access to routes and services.

### **Town Hall Improvements**

In 2013, the older section of Town Hall was repainted, and new windows were installed in the Grange Meeting Room. We also developed plans to refurbish the stage area, floor and ceiling of the Grange Meeting Room in 2014.

### **Collective Bargaining Agreements – Public Safety**

In early 2013, the Selectmen negotiated new Collective Bargaining Agreements for Fire and Dispatch. They were approved at a Special Town Meeting on May 13, 2013. The agreements run through June 30, 2015. In summer 2013, the Selectmen negotiated a new Collective Bargaining Agreement with Police that will also run through June 30, 2015. It will be voted on at a Special Town Meeting on May 12, 2014.

### **Affordable Housing – Stow Road**

The Stow Road Concept Development Committee (SRCDC) completed its fact-finding and public outreach work to define the type of affordable housing most suitable to meet town needs. The concept is for a community of diverse housing styles that will provide accessible housing to seniors and affordable housing to first-time home buyers. The community will not be age-restricted, and will feature designs in which seniors or handicapped persons can easily live, such as single-story ranch homes. The designs will stress energy efficiency and low maintenance materials and methods of construction to reduce cost of ownership. At least 25% of the units should be affordable to households whose income is not more than 80% of area-median-income (AMI). With the assistance of Mass Housing Partnership, the committee has drafted a Request for Proposals (RFP) for prospective developers. The SRCDC, together with the Housing Board and Board of Selectmen, will solicit a final round of public input before issuance of the RFP in early 2014. The Selectmen support the SRCDC's recommendations and applaud its efforts to bring forward a concept for town-sponsored affordable housing aligned to Boxborough.

### **OPEB Fund**

Other Post-Employment Benefits (OPEB) may include life insurance premiums, healthcare premiums and deferred-compensation arrangements, as distinct from pension benefits. Historically, like many other cities and towns, Boxborough funded its OPEB obligations on a "pay as you go" basis from annual revenues. On May 11, 2010, in order to better meet what had previously been unfunded obligations, and maintain its outstanding AAA bond rating in the face of new accounting standards, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. In 2013 the Town continued its recent practice of making annual contributions to its OPEB Trust Fund with a contribution of \$100,000.

### **Stabilization Fund**

The town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town and School. Capital needs can be paid for by one or more of the following - free cash on hand, stabilization fund, or borrowing. A healthy stabilization fund protects the Town and is a strong factor in the Town's AAA bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3 vote of ATM) to utilize these funds, which is appropriate for large expenditures. In 2013, the Town

continued its recent practice of making regular contributions to the Town's Stabilization Fund with a contribution of \$200,000 increasing its balance to \$1,100,000.

### **Welcome to New Town Employees**

In 2013, the Town welcomed: David Lindberg as Inspector of Buildings and Code Enforcement Officer; Ruth T. Anderson, MAA as Town Assessor; and Jennifer Barrett as Town Accountant. Prior to Mr. Lindberg's appointment his duties were filled by Inter-Municipal Agreements with Acton and Groton. Prior to Ms. Anderson's appointment her duties were filled by Duane Adams from June 2009 to June 2013. Prior to Ms. Barrett's appointment her duties were filled by Michael Guzzo from May 2002 to September 2013. The Town expresses its appreciation for their years of dedicated service.

### **Tax Collector to Become Appointed Position**

At the Special Town Meeting on January 7, 2013, voters approved a warrant article to see if the Town would vote to change the position of Tax Collector from an elected to an appointed position. At the Annual Municipal Election on May 20, 2013, the Town voted for the change, which will take effect at the expiration of the term of the current elected Tax Collector in May 2015.

### **Ambulance Replaced**

At the Annual Town Meeting in May 2013, the Town voted to replace its seven year old ambulance, which had inadequate capacity and high maintenance costs due to age and usage. The new ambulance meets or exceeds load requirements, is more reliable, and is expected to generate about \$125,000 in revenue per year.

### **Well-Being Committee**

On November 18, 2013, the Board of Selectmen established "The Boxborough Well-Being Committee," with a primary goal of working to improve the health and welfare of all of Boxborough's residents. The committee will identify factors that adversely impact the well-being of Boxborough residents and determine ways and identify resources to address these issues.

### **Town War Memorial**

During 2013 planning was initiated for a comprehensive memorial to the Boxborough residents who have served our country in conflicts from Colonial times to the present day. The Town presently has a memorial to its WWI veterans, which embodies a suitable sense of reverence and gravity in its design and presentation. We also possess a WWII memorial, which is of a somewhat haphazard design lacking in gravity and reverence. A preliminary war memorial concept encompassing several individual monuments representing Boxborough participation in the French and Indian War, the Revolutionary War, War of 1812, Civil War, Spanish American War, WWI, WWII, Korean conflict, Vietnam and the more recent Iraq and Afghanistan conflicts has been outlined and discussed with the Veterans Service Officer, Historical Commission and other interested parties. Research continues into the identification of individuals representing Boxborough in these conflicts, and in the design parameters and location in Town that may be most suitable. The plan is to have a concrete proposal for Town Meeting in May 2015.

### **Outlook**

The Great Recession began in 2008, bringing the worst economic conditions since the Great Depression of 1929. In the six years since then, towns like Boxborough have faced the extraordinary challenge of maintaining vital services to residents and businesses in the face of scarce resources and declining state and federal aid. To meet this challenge, Boxborough's Town departments and financial team have worked closely together with the Selectmen and Finance Committee to plan prudently while maintaining a standard of excellence in municipal government. Thanks to their efforts, and the efforts of all of the Town's employees and volunteers, the Boxborough Leadership Forum, Boxborough School Committee, and Town Moderator, the level of communication and cooperation in Town government is exceptional, and has led to exceptional results.

In FY 12, Boxborough's tax rate was \$17.87. We decreased that in FY 13 to \$17.69. In FY 14 we maintained that reduced rate while we continued to build our reserves, increase our excess levy capacity, reduce our

unfunded OPEB liability, and maintain our AAA bond rating. This year we anticipate a further decrease in the tax rate of more than 2%. In addition, the Town's decision in 2013 to expand the Regional School to include grades K–12 should put Boxborough's schools on a more sound financial footing for years to come.

We extend our sincere appreciation to all of our employees and volunteers for their service to our town. Boxborough could not operate without their tireless support. Their efforts have been instrumental in not only making Town government work, but in ensuring that everyone is treated with respect, courtesy, fairness, and due process while providing an open and accessible government.

Please consider joining a town board or committee and participating in town government. Serving as an appointee on a town board is a way for residents to contribute to the Boxborough community, and to help define the character of the Town as well as conserve the Town's financial resources. Boxborough is fortunate to have talented, concerned, and committed residents out of all proportion to its size. Volunteering provides a great opportunity to meet them.

### **PERSONNEL BOARD**

The Personnel Board serves in an advisory role to assist the Board of Selectmen and the Town Administrator in matters relating to Boxborough's non-union personnel. During 2013, the five-member Personnel Board worked with the consultant firm Human Resources Services, Inc. (HRS) to develop a Compensation, Classification, and Benefits Study (CC&BS) for Town-wide non-union positions. After extensive meetings with the president of HRS, the Final Report was presented by HRS to the Board of Selectmen in mid December. While the CC&BS continues to be fine-tuned, it is the intent that it will be placed before the Town at the Annual Town Meeting this coming May.

A Personnel Board member also participated in the screening process for hiring a new Town Assessor and Town Accountant.

Respectfully submitted,  
Anne Canfield, Chair

### **TOWN COUNSEL**

During 2013, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. We have also advised the Board of Selectmen on a number of labor and employment matters. There are currently two active litigation cases involving the Town.

Town Counsel has been advising the Board of Selectmen regarding a variety of matters involving implementation of the recent amendment to the Acton Boxborough Regional School District Agreement. In particular, we have been assisting the Town with the negotiation of an intermunicipal agreement with the Regional School Committee and have been involved in the issues surrounding the transfer of the Blanchard School site to the Regional School Committee.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,  
Kopelman and Paige, P.C., Town Counsel



## **Litigation Status Report**

### **Matters Pending with Town Counsel**

*Sweeney, et al. v. Flagg Hill Road, LLC, et al.*

(Town of Boxborough Zoning Board of Appeals)

Land Court, Misc. No. 13 MISC 480829 – AHS

The plaintiffs appealed the Zoning Board of Appeals' November 19, 2013, decision to grant a special permit approving the construction of a common driveway to serve three proposed single-family house lots located at 480 Flagg Hill Road, owned by Douglas and Harvey Trefry. A settlement was reached and the case will be dismissed.

*Michael Sweeney, et al. v. Flagg Hill Road, LLC, et al.*

(Town of Boxborough Planning Board)

Land Court, Misc. No. 13 MISC 480065 – AHS

This was an abutters' appeal of the Planning Board's September 24, 2013, decision granting a special permit for the construction of a common driveway on property located at 480 Flagg Hill Road. A settlement was reached and the case will be dismissed.

### **TOWN ASSESSOR**

On June 10, 2013, the Board of Selectmen appointed Ruth Anderson as the new Town Assessor.

#### **General Scope and Function**

The Assessor is responsible for determining the full and fair cash value of all real and personal property within the Town of Boxborough. Real estate values are determined by analyzing market conditions and determining and applying factors to reach an assessed value. Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of their property or asset. This is known as "ad valorem," or according to value, tax.

Other duties of the Assessor include administration of motor vehicle excise tax; compilation and submission of the Tax Rate Recapitulation to the Department of Revenue; abatement, exemption, or deferral of taxes; defense of assessed values at the Appellate Tax Board; and oversight of the Town's overlay reserve account, which is established to fund abatements, exemptions, and unpaid taxes each year.

#### **Fiscal Year 2014 – Town Valuation and Tax Rate Summary**

The total amount to be raised through taxation each year is called the tax levy, and is calculated after all other sources of revenue and total expenses for the Town are known. The levy for fiscal year 2014 was \$16,641,560. At a public hearing on November 4, 2013, the Board of Selectmen voted to tax all classes of property at the same rate. Based on the levy and the valuation breakdown listed below, a fiscal year 2014 tax rate of \$17.69/\$1,000 was approved by the Department of Revenue on November 13, 2013.

<b>Classification</b>	<b>Valuation, \$</b>	<b>Tax Dollars</b>	<b>Levy, %</b>
Class 1 – Residential	705,315,134	12,477,024	74.9751
Class 2 – Open Space	--	--	0
Class 3 – Commercial	75,493,992	1,335,488	8.0250
Class 4 – Industrial	129,656,875	2,293,630	13.7825
Class 5 – Personal Property	30,266,632	535,416	3.2174
<b>Total</b>	<b>940,732,633</b>	<b>16,641,560</b>	<b>100.0000</b>

**Summary**

Property values, tax assessment maps and information relating to the various functions of the Assessor's Office can be found on the Town website. Residents should feel free to call, email or visit the office with any questions regarding property values or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, Town Hall staff, and the residents of Boxborough for their welcome and support this year.

Respectfully submitted,  
Ruth Anderson, Town Assessor

**TOWN ACCOUNTANT**

Thank you to Michael Guzzo for 10 years of service to the Town of Boxborough. Submitted herewith are the audited financial statements for the Town of Boxborough for the fiscal year ended June 30, 2013. Included are the following reports:

- Statement of Net Position. Beginning in 2003 with implementation of Governmental Accounting Standards Board Statement 34 (GASB34), the Capital Assets of the town were added to the financial statements and the change in net assets are reported year to year.
- Statement of Activities. Calculates the changes in net assets.
- Balance Sheet (All Accounts). Shows the breakdown of our major governmental funds, ties to the Statement of Net Position less the Capital Assets and Depreciation.
- Schedule of Revenues, Expenditures and changes in Fund Balance – Budget and Actual. Summary of the General Fund only,
- Statement of Revenues, Expenditures and Changes in Fund Balances (All Accounts). Any variances are included in the Audited Statements available upon request.

Respectfully submitted,  
Jennifer Barrett, Town Accountant

## STATEMENT OF NET POSITION

JUNE 30, 2013

	Governmental Activities
<b>ASSETS</b>	
CURRENT:	
Cash and cash equivalents .....	\$ 5,263,868
Investments .....	815,248
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes .....	225,801
Tax liens and foreclosures .....	383,710
Motor vehicle excise taxes .....	51,108
Departmental and other .....	4,901
Intergovernmental .....	988,171
Deferred loss on refunding .....	10,808
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental .....	1,136,365
Deferred loss on refunding .....	18,962
Capital assets, net of accumulated depreciation:	
Nondepreciable .....	5,982,246
Depreciable .....	<u>14,061,139</u>
TOTAL ASSETS .....	<u>28,942,327</u>
<b>LIABILITIES</b>	
CURRENT:	
Warrants payable .....	190,313
Accrued payroll .....	167,236
Tax refunds payable .....	66,000
Accrued interest .....	92,421
Other liabilities .....	56,293
Compensated absences .....	16,700
Notes payable .....	280,000
Bonds payable .....	745,000
NONCURRENT:	
Compensated absences .....	150,600
Postemployment benefits .....	2,723,244
Bonds payable .....	<u>4,495,000</u>
TOTAL LIABILITIES .....	<u>8,982,807</u>
<b>NET POSITION</b>	
Net investment in capital assets .....	16,124,996
Restricted for:	
Permanent funds:	
Expendable .....	61,702
Nonexpendable .....	95,655
Gifts and grants .....	708,316
Unrestricted .....	<u>2,968,851</u>
TOTAL NET POSITION .....	<u>\$ 19,959,520</u>

# STATEMENT OF ACTIVITIES

FISCAL YEAR ENDED JUNE 30, 2013

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<i>Governmental Activities:</i>					
General government .....	\$ 1,352,630	\$ 137,445	\$ 62,014	\$ -	\$ (1,153,171)
Public safety .....	3,408,050	389,558	53,633	-	(2,964,859)
Education .....	14,639,003	482,365	2,512,906	-	(11,643,732)
Public works .....	1,494,350	121,063	81,773	225,713	(1,065,801)
Human services.....	143,511	35,559	5,638	-	(102,314)
Culture and recreation.....	560,203	34,662	23,273	-	(502,268)
Interest .....	<u>483,908</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(483,908)</u>
Total Governmental Activities.	22,081,655	1,200,652	2,739,237	225,713	(17,916,053)
Total Primary Government ....	<u>\$ 22,081,655</u>	<u>\$ 1,200,652</u>	<u>\$ 2,739,237</u>	<u>\$ 225,713</u>	<u>\$ (17,916,053)</u>
					Governmental Activities
<b>Changes in net position:</b>					
Net (expense) revenue from Primary Government (Above) .....					<u>\$ (17,916,053)</u>
<i>General revenues:</i>					
Real estate and personal property taxes, net of tax refunds payable .....					16,580,342
Tax liens .....					5,368
Motor vehicle and other excise taxes .....					646,586
Hotel/motel tax .....					203,530
Penalties and interest on taxes .....					18,931
Payments in lieu of taxes .....					39,919
Grants and contributions not restricted to specific programs .....					219,218
Unrestricted investment income .....					19,363
Miscellaneous .....					<u>1,891</u>
Total general revenues .....					<u>17,735,148</u>
Change in net position .....					(180,905)
<i>Net Position:</i>					
Beginning of year .....					<u>20,140,425</u>
End of year .....					<u>\$ 19,959,520</u>

**GOVERNMENTAL FUNDS  
BALANCE SHEET**

JUNE 30, 2013

	General	Affordable Housing Trust	Highway Chapter 90 Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>ASSETS</b>						
Cash and cash equivalents .....	\$ 3,411,712	\$ 172,624	\$ -	\$ 181,580	\$ 1,497,952	\$ 5,263,868
Investments .....	498,050	208,560	-	-	108,638	815,248
Receivables, net of uncollectibles:						
Real estate and personal property taxes	225,801	-	-	-	-	225,801
Tax liens and foreclosures .....	383,710	-	-	-	-	383,710
Motor vehicle excise taxes .....	51,108	-	-	-	-	51,108
Departmental and other .....	4,901	-	-	-	-	4,901
Intergovernmental .....	<u>1,420,457</u>	<u>-</u>	<u>664,930</u>	<u>-</u>	<u>39,149</u>	<u>2,124,536</u>
<b>TOTAL ASSETS .....</b>	<b><u>\$ 5,995,739</u></b>	<b><u>\$ 381,184</u></b>	<b><u>\$ 664,930</u></b>	<b><u>\$ 181,580</u></b>	<b><u>\$ 1,645,739</u></b>	<b><u>\$ 8,869,172</u></b>
<b>LIABILITIES AND FUND BALANCES</b>						
<b>LIABILITIES:</b>						
Warrants payable .....	\$ 174,801	\$ 141	\$ -	\$ 426	\$ 14,945	\$ 190,313
Accrued payroll .....	162,425	58	-	-	4,753	167,236
Tax refunds payable .....	66,000	-	-	-	-	66,000
Other liabilities .....	-	-	-	-	56,293	56,293
Deferred revenues .....	2,000,755	-	664,930	-	-	2,665,685
Notes payable .....	<u>-</u>	<u>-</u>	<u>-</u>	<u>280,000</u>	<u>-</u>	<u>280,000</u>
<b>TOTAL LIABILITIES .....</b>	<b><u>2,403,981</u></b>	<b><u>199</u></b>	<b><u>664,930</u></b>	<b><u>280,426</u></b>	<b><u>75,991</u></b>	<b><u>3,425,527</u></b>
<b>FUND BALANCES:</b>						
Nonspendable .....	-	-	-	-	95,655	95,655
Restricted .....	-	380,985	-	-	1,474,093	1,855,078
Committed .....	148,381	-	-	-	-	148,381
Assigned .....	331,929	-	-	-	-	331,929
Unassigned .....	<u>3,111,448</u>	<u>-</u>	<u>-</u>	<u>(98,846)</u>	<u>-</u>	<u>3,012,602</u>
<b>TOTAL FUND BALANCES .....</b>	<b><u>3,591,758</u></b>	<b><u>380,985</u></b>	<b><u>-</u></b>	<b><u>(98,846)</u></b>	<b><u>1,569,748</u></b>	<b><u>5,443,645</u></b>
<b>TOTAL LIABILITIES AND FUND BALANCES .....</b>	<b><u>\$ 5,995,739</u></b>	<b><u>\$ 381,184</u></b>	<b><u>\$ 664,930</u></b>	<b><u>\$ 181,580</u></b>	<b><u>\$ 1,645,739</u></b>	<b><u>\$ 8,869,172</u></b>

**GENERAL FUND**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE -**  
**BUDGET AND ACTUAL**  
**FISCAL YEAR ENDED JUNE 30, 2013**

	Budgeted Amounts						
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget	Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
REVENUES:							
Real estate and personal property taxes, net of tax refunds .....	\$ -	\$ 16,547,121	\$ 16,547,121	\$ 16,547,121	\$ 16,536,156	\$ -	\$ (10,965)
Motor vehicle and other excise taxes.....	-	820,000	820,000	820,000	844,892	-	24,892
Payments in lieu of taxes .....	-	55,000	55,000	55,000	39,919	-	(15,081)
Intergovernmental .....	-	1,820,766	1,820,766	1,820,766	1,895,661	-	74,895
Departmental and other .....	-	479,000	479,000	479,000	520,267	-	41,267
Investment income.....	-	12,000	12,000	12,000	12,493	-	493
TOTAL REVENUES .....	-	19,733,887	19,733,887	19,733,887	19,849,388	-	115,501
EXPENDITURES:							
Current:							
General government .....	29,211	1,038,157	1,067,368	993,534	822,715	70,298	100,521
Public safety .....	30,380	2,322,794	2,353,174	2,391,932	2,276,842	76,787	38,303
Education .....	190,790	11,744,704	11,935,494	11,935,494	11,444,854	274,884	215,756
Public works .....	18,232	1,027,368	1,045,600	1,099,786	1,011,802	23,288	64,696
Human services.....	12,148	89,971	102,119	102,778	94,815	2,044	5,919
Culture and recreation.....	1,981	377,843	379,824	379,824	371,594	1,470	6,760
Pension benefits.....	-	504,212	504,212	504,212	504,212	-	-
Property and liability insurance .....	-	85,700	85,700	85,700	79,534	-	6,166
Employee benefits.....	15,746	1,546,425	1,562,171	1,562,171	1,493,321	31,539	37,311
State and county charges .....	-	73,576	73,576	73,576	81,342	-	(7,766)
Debt service:							
Principal .....	-	750,000	750,000	750,000	750,000	-	-
Interest .....	-	483,453	483,453	483,546	483,546	-	-
TOTAL EXPENDITURES .....	298,488	20,044,203	20,342,691	20,362,553	19,414,577	480,310	467,666
EXCESS (DEFICIENCY) OF							
REVENUES OVER EXPENDITURES.....	(298,488)	(310,316)	(608,804)	(628,666)	434,811	(480,310)	583,167
OTHER FINANCING SOURCES (USES):							
Transfers out.....	-	(202,000)	(202,000)	(202,000)	(202,000)	-	-
TOTAL OTHER FINANCING SOURCES (USES	-	(202,000)	(202,000)	(202,000)	(202,000)	-	-
NET CHANGE IN FUND BALANCE.....	(298,488)	(512,316)	(810,804)	(830,666)	232,811	(480,310)	583,167
BUDGETARY FUND BALANCE, Beginning of year	2,437,544	2,437,544	2,437,544	2,437,544	2,437,544	-	-
BUDGETARY FUND BALANCE, End of year .....	\$ 2,139,056	\$ 1,925,228	\$ 1,626,740	\$ 1,606,878	\$ 2,670,355	\$ (480,310)	\$ 583,167

**GOVERNMENTAL FUNDS**  
**STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES**  
**FISCAL YEAR ENDED JUNE 30, 2013**

	General	Affordable Housing Trust	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
<b>REVENUES:</b>					
Real estate and personal property taxes, net of tax refunds .....	\$ 16,559,666	\$ -	\$ -	\$ -	\$ 16,559,666
Motor vehicle and other excise taxes.....	844,892	-	-	-	844,892
Payments in lieu of taxes .....	39,919	-	-	-	39,919
Intergovernmental .....	2,586,348	-	-	519,164	3,105,512
Departmental and other .....	520,267	3,109	-	852,707	1,376,083
Contributions .....	-	-	-	4,267	4,267
Investment income.....	19,146	-	-	1,571	20,717
<b>TOTAL REVENUES .....</b>	<b>20,570,238</b>	<b>3,109</b>	<b>-</b>	<b>1,377,709</b>	<b>21,951,056</b>
<b>EXPENDITURES:</b>					
Current:					
General government .....	822,715	4,023	26	108,771	935,535
Public safety .....	2,276,842	-	112,657	224,942	2,614,441
Education .....	11,444,854	-	147,998	912,967	12,505,819
Public works .....	1,011,802	-	49,931	-	1,061,733
Human services.....	94,815	-	-	30,151	124,966
Culture and recreation.....	371,594	-	-	26,836	398,430
Pension benefits.....	1,194,899	-	-	-	1,194,899
Property and liability insurance .....	79,534	-	-	-	79,534
Employee benefits.....	1,493,321	-	-	-	1,493,321
State and county charges .....	81,342	-	-	-	81,342
Debt service:					
Principal .....	750,000	-	-	-	750,000
Interest .....	483,546	-	-	-	483,546
<b>TOTAL EXPENDITURES.....</b>	<b>20,105,264</b>	<b>4,023</b>	<b>310,612</b>	<b>1,303,667</b>	<b>21,723,566</b>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES .....</b>	<b>464,974</b>	<b>(914)</b>	<b>(310,612)</b>	<b>74,042</b>	<b>227,490</b>
<b>OTHER FINANCING SOURCES (USES):</b>					
Transfers in .....	-	-	75,000	5,000	80,000
Transfers out .....	(80,000)	-	-	-	(80,000)
<b>TOTAL OTHER FINANCING SOURCES (USES).....</b>	<b>(80,000)</b>	<b>-</b>	<b>75,000</b>	<b>5,000</b>	<b>-</b>
<b>NET CHANGE IN FUND BALANCES .....</b>	<b>384,974</b>	<b>(914)</b>	<b>(235,612)</b>	<b>79,042</b>	<b>227,490</b>
<b>FUND BALANCES AT BEGINNING OF YEAR.....</b>	<b>3,206,784</b>	<b>381,899</b>	<b>136,766</b>	<b>1,490,706</b>	<b>5,216,155</b>
<b>FUND BALANCES AT END OF YEAR .....</b>	<b>\$ 3,591,758</b>	<b>\$ 380,985</b>	<b>\$ (98,846)</b>	<b>\$ 1,569,748</b>	<b>\$ 5,443,645</b>

**TAX COLLECTOR  
FISCAL YEAR 2013**

**REAL ESTATE TAX**

FISCAL YEAR	UNCOLLECTED		TAX TITLE			OUTSTANDING AS OF 6/30/13
	AS OF 7/1/12	COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS	REFUNDS	
2013	\$ -	\$ 16,197,058.50	\$ 76,873.40	\$ 15,958,216.34	\$ 9,884.45	\$ 171,853.21
2012	\$ 202,841.36	\$ -	\$ 31,714.51	\$ 184,070.63	\$ 19,883.96	\$ 6,940.18
2011	\$ 4,263.70	\$ -	\$ 19,912.27	\$ 4,263.70	\$ 19,912.27	\$ -
2010	\$ -	\$ -	\$ 26,380.23	\$ -	\$ 26,380.23	\$ -
	\$ 207,105.06	\$ 16,197,058.50	\$ 154,880.41	\$ 16,146,550.67	\$ 76,060.91	\$ 178,793.39

**PERSONAL PROPERTY TAX**

FISCAL YEAR	UNCOLLECTED				OUTSTANDING	
	AS OF 7/1/12	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	AS OF 6/30/13
2013	\$ -	\$ 520,468.34	\$ -	\$ 509,108.17	\$ 20.00	\$ 11,380.17
2012	\$ 2,001.08	\$ -	\$ -	\$ 2,001.08	\$ -	\$ -
2011	\$ 1,128.16	\$ -	\$ -	\$ 1,128.16	\$ -	\$ -
	<u>\$ 3,129.24</u>	<u>\$ 520,468.34</u>	<u>\$ -</u>	<u>\$ 512,237.41</u>	<u>\$ 20.00</u>	<u>\$ 11,380.17</u>

**MOTOR VEHICLE EXCISE TAX**

FISCAL YEAR	UNCOLLECTED			OUTSTANDING		
	AS OF 7/1/12	COMMITMENTS	ABATEMENTS	COLLECTIONS	REFUNDS	AS OF 6/30/13
2013	\$ -	\$ 599,331.88	\$ 9,692.46	\$ 556,024.51	\$ 4,349.15	\$ 37,964.06
2012	\$ 37,476.98	\$ 57,950.97	\$ 7,371.80	\$ 86,348.92	\$ 5,966.98	\$ 7,674.21
2011	\$ 6,061.27	\$ 2,332.50	\$ 284.38	\$ 4,598.95	\$ 107.09	\$ 3,617.53
2010	\$ 2,638.24	\$ 2,318.75	\$ 188.75	\$ 2,005.11	\$ -	\$ 2,763.13
2009	\$ 2,715.21	\$ 2,002.50	\$ 180.21	\$ 1,822.60	\$ -	\$ 2,714.90
2008	\$ 3,047.29	\$ -	\$ -	\$ 5.00	\$ -	\$ 3,042.29
2007	\$ 3,806.16	\$ -	\$ -	\$ 383.33	\$ -	\$ 3,422.83
2006	\$ 4,639.15	\$ -	\$ -	\$ 50.00	\$ -	\$ 4,589.15
2005	\$ 20.00	\$ 103.75	\$ -	\$ 103.75	\$ -	\$ 20.00
1984-2004	\$ -	\$ 392.61	\$ -	\$ 392.61	\$ -	\$ -
	\$ 60,404.30	\$ 664,432.96	\$ 17,717.60	\$ 651,734.78	\$ 10,423.22	\$ 65,808.10

**ADDITIONAL REVENUES COLLECTED DURING FY 2013**

INTEREST	\$ 31,881.14
MUNICIPAL LIEN CERTIFICATES	\$ 9,550.00
DUPLICATE TAX BILL CHARGES	\$ 1,516.00
DEMAND FEES	\$ 14,845.00
DEPUTY FEES	\$ 8,054.12
REGISTRY CLEAR FEES (MVE)	\$ 2,520.00
<b>TOTAL</b>	<b>\$ 68,366.26</b>

RESPECTFULLY SUBMITTED,  
MARY P. SHEMOWAT, CMMC  
TAX COLLECTOR



# TOWN TREASURER

Herewith is presented my ninth report as Treasurer in the Town of Boxborough.

<b>RECAPITULATION</b>	<b>\$</b>
Treasurer's Cash Balance, 7/1/12	4,505,676.19
Treasurer's Trust Fund Balance, 7/1/12	1,379,458.50
<i>Subtotal</i>	5,885,134.69
FY 13 Receipts	21,603,305.91
Less FY 13 Approved Disbursements	21,163,711.17
Treasurer's Cash Balance, 6/30/13	<b>6,324,729.43</b>
General Ledger Cash Balance, 6/30/13	4,742,822.92
General Ledger Trust Fund Balance	1,581,906.51
	<b>6,324,729.43</b>
<b>TOTAL DEBT JUNE 30, 2013</b>	<b>5,240,000.00</b>

<b>PROJECTED LONG-TERM DEBT</b>	<b>Principal</b>	<b>Interest</b>	<b>Total</b>
	<b>\$</b>		
FY 14	745,000.00	185,241.25	930,241.25
FY 15	740,000.00	158,141.25	898,141.25
FY 16	730,000.00	131,241.25	861,241.25
FY 17	725,000.00	104,328.75	829,328.75
FY 18	680,000.00	78,103.75	758,103.75
FY 19	345,000.00	59,166.25	404,166.25
FY 20	335,000.00	46,616.25	381,616.25
FY 21	215,000.00	34,466.25	249,466.25
FY 22	215,000.00	25,758.75	240,758.75
FY 23	185,000.00	17,535.62	202,535.62

*Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.*

<b>FY 14 DEBT SERVICE BUDGET</b>	<b>Principal</b>	<b>Interest</b>	<b>Total Debt Svc.</b>	<b>Breakdown, %</b>	<b>Year Retired</b>
	<b>\$</b>				
Sewage Disposal Facility	30,000.00	15,277.50	45,277.50	3.82	2026
Water (Sewer/Water)	45,000.00	21,670.00	66,670.00	5.63	2026
Land Acquisition - Howe/Panek	30,000.00	10,230.00	40,230.00	3.40	2022
Affordable Housing	5,000.00	2,121.25	7,121.25	0.60	2024
Library	115,000.00	47,367.50	162,367.50	13.71	2024
Recreation Facility	35,000.00	4,900.00	39,900.00	3.37	2017
Fire Department/DPW Equipment	130,000.00	21,775.00	151,775.00	12.82	2020
School Debt	355,000.00	61,900.00	416,900.00	35.21	2018
R. J. Grey		61,899.00	61,899.00	5.23	2025
Acton/Boxborough High School		191,992.00	191,992.00	16.21	2025
Total all Debt	745,000.00	439,132.25	1,184,132.25	100.00	

<b>SHORT-TERM DEBT</b>	<b>Principal</b>	<b>Interest</b>
<i>Bond Anticipation Notes</i>	<b>\$</b>	
Issued 02/15/13 will mature 02/14/14	280,000.00	1,540.00

### TOWN TREASURER FY 13 RECEIPTS

Account Name	Receipts,\$
Other Taxes-Motel Hotel Room Occupancy	203,533.97
State Owned Land	2,945.00
Exemptions to VetsBlindSurv	2,916.00
FEMA Reimbursement	80,439.60
Unrestricted General Government Aid	213,357.00
Miscellaneous Revenue	1,891.26
Transfer Station Fees - FY 13	118,112.50
Cell Tower Rental Fee	40,334.76
Town Hall - Rental Fees	350.00
Licenses - Annual	1,040.00
Liquor Licenses - Annual	9,000.00
Transient Vendors Licenses	1,065.00
Assessor - Sale of Copies	844.00
Tax Liens	1,024.02
Interest - Tax Liens	4,344.00
Earnings on Investments	12,493.36
Personal Property - 2009	(47,575.56)
Personal Property - 2011	1,128.16
Personal Property - 2012	2,001.08
Personal Property - 2013	509,088.17
Real Estate - 2010	(26,380.23)
Real Estate - 2011	(15,648.57)
Real Estate - 2012	164,187.67
Real Estate - 2013	15,948,331.89
Motor Vehicle Excise - 1984	117.50
Motor Vehicle Excise - 1987	91.25
Motor Vehicle Excise - 1996	128.44
Motor Vehicle Excise -1999	16.67
Motor Vehicle Excise - 2000	20.00
Motor Vehicle Excise - 2001	20.00
Motor Vehicle Excise - 2004	48.75
Motor Vehicle Excise - 2005	103.75
Motor Vehicle Excise - 2006	50.00
Motor Vehicle Excise - 2007	383.33
Motor Vehicle Excise - 2008	5.00
Motor Vehicle Excise - 2009	1,822.60
Motor Vehicle Excise - 2010	2,005.11
Motor Vehicle Excise - 2011	4,491.86
Motor Vehicle Excise - 2012	80,381.94
Motor Vehicle Excise - 2013	551,675.36
Demand Fees	14,815.00
Interest - Property Taxes	15,294.60
Interest - Excise Taxes	3,635.89
Payment in Lieu of Taxes	39,918.80
Duplicate Tax Bill Fees	1,516.00
Municipal Lien Certificates	9,550.00

Account Name	Receipts,\$
M.V.E. Clear Fees	2,520.00
Town Clerk - Sale of Copies	74.75
Town Clerk Fees	2,182.69
Dog License Bylaw - Fees	7,494.93
Licenses - Auctioneers Raffles	50.00
Planning Board Fees	1,200.00
Board of Appeals Fees	209.40
Police - Miscellaneous Fees	371.50
Police - Court Fines	10,266.00
Police - CMVI Fines	39,480.00
Police - Outside Detail Admin. Fee	5,291.50
Police - 94C Fines	700.00
Fire Dept. - Alarm Permits	625.00
Fire Dept. - Misc. Fees	14.00
Fire Dept. - Other Permits	3,725.00
Fire Dept. - Ambulance Receipts	130,018.23
Building Dept. - Sales of Copies	42.06
Building Dept. - Admin. Use Fees	2,243.50
Building Dept. - Permits	48,365.42
Building Dept. - Other Permits	795.50
School Aid CH70	1,310,578.00
School Construction CH645	284,092.00
DPW - Muncip Recycle Incentive Program	558.46
DPW - Permits	775.00
Cemetery Dept. - Fees	2,950.00
Board of Health - Permits	1,544.40
Recreation Revenue - Summer	26,550.00
Recreation Revenue - Winter	1,470.00
Mosquito Control Projects	(34,787.00)
Air Pollution Control Projects	(1,819.00)
MAPC	(1,574.00)
RMV Non-Renewal Charge	(5,770.00)
MBTA	(19,913.00)
Boston Metro Transit District	(9,393.00)
School Choice Assessment	(8,086.00)
Insurance Reimbursement	10,285.71
Student Activities - Interest Revenue	27.64
Student Activities - Revenue	40,715.27
School Choice Revenue - FY 13	179,595.00
School Lunch Sales	77,597.03
Federal School Lunch Program	13,589.03
State School Lunch Program	2,332.25
Extended School Services - Revenue	250,361.71
Full Day Kindergarten Prog - Revenue	106,181.14
240 SPED 94-192 - FY 13	99,137.00

Account Name	Receipts,\$
140 Title IIA Teacher Quality - FY 12	1,618.00
140 Title IIA Teacher Quality - FY 13	7,095.00
305 Title I Program - FY 12	2,453.00
305 Title I Program - FY 13	20,788.00
262 SPED Early Childhood - FY 13	5,050.00
274 SPED Program Improvement - FY 13	3,533.00
762 IDEA Early Childhood - FY 13	2,500.00
201 RTTT Grant - FY 12	4,723.00
201 RTTT Grant - FY 13	2,000.00
Fire MDU Grant - FY 13	2,000.00
Fire EMG Grant - FY 10	2,000.00
EMPG Grant - FY 11	2,500.00
Police 911 Support. Grant - FY 12	1,118.14
Police 911 Training Grant - FY 13	12,104.22
Child Passenger Safety Equip	1,498.88
Library Technology Capital Fund	9,561.76
Library Grant - Collection Development	5,195.51
Library Collection Devel - Interest	4.87
Fire Safe Grant - FY 13	3,725.00
Elder Affairs Grant - FY 13	4,984.00
ABCC Grant - Revenue	7,859.23
ABCC Interest	9.53
Dog License Bylaw - Licenses	413.57
Dog License Bylaw - Fines	2,165.00
Conserv Comm - State WPA Fee Fund	1,375.64
Conserv Comm - Town Bylaw Fee Fund	3,024.40
Fort Pond Brook Conservation	1,728.00
Community Gardens Rev - Revenue	260.00
Police Outside Detail Revenue - FY 11	1,080.00
Police Outside Detail Revenue - FY 12	11,227.50
Police Outside Detail Revenue - FY 13	100,906.50
Police Dept. Pistol Permits	7,175.00
Fire Alarm System Maintenance	5,100.00
Plumbing Gas Insp. Permit Fees	7,920.00
Electrical Insp. Permits Revolving	11,630.00
Blanchard Pre School - Revenue	48,225.25
Library Fines Revolving	3,901.97
Recreation Field Permit Fees	2,740.48
GIS Assessor Maps	714.68
COA Senior Van	26,530.36
COA Special Events - Revenue	600.00
Trail Guides - Revenue	15.00
Transfer Station Revenue	5,620.00
Insurance Claim Revenue - Police	28,620.20
Blanchard Educational Gift Fd.	3,480.00
Library Copy Machine Gift Fund	631.00
Library Gift Fund - rotary	500.00

Account Name	Receipts,\$
Verizon License - Revenue	488.50
Comcast License - Revenue	5,099.09
AT and T Comcast Operations - Revenue	9,835.16
AT and T Comcast Capital - Revenue	30,000.00
Verizon PEG Access Grant - Revenue	54,358.62
Educ Circuit Breaker Revenue - FY 12	2,863.00
Educ Circuit Breaker Revenue - FY 13	119,342.00
Sale of Cemetery Lots	4,400.00
ART23 ATM12 Blanchard Roof	180,000.00
ART15 ATM12 Blanchard Field Lawnmower	50,000.00
ART14 ATM12 DPW Generator	50,000.00
Planning Board - Compass Builders	(663.60)
Planning Board - Town Center Consulting	500.00
Planning Board - Craftsman	2,000.00
Cemetery Perpetual Care Trust - Non Expend	4,200.00
Peter F. Whitcomb Fd. Interest	289.66
Hammonds Scholarship Fd. Interest	176.92
Conservation Fd. Interest	247.28
Law Enforcement Trust - Expendable	67.00
Roy F. Custance EMT Fd. Interest	9.39
P. Hall Scholarship Trust - Interest	650.60
Grace Priest Cemetery Trust - Interest	55.76
Cemetery Perpetual Care Fd. Interest	642.70
War Memorial Fd. Interest	10.00
Valerios Lby Fd. Interest	9.10
Reita I. Bean Lby Fd. Interest	89.72
Henry H. Brooks Lby Interest	27.13
A.W. Wetherbee Lby Interest	0.91
Siemens Lby Fd. Interest	91.33
Grace Priest Trust Library - Interest	55.79
Boxborough Affordable Housing Trust - Interest	3,109.58
Stabilization Interest	6,653.11
OPEB Trust Fund Interest	755.08
Group Health Insurance WH	125,769.66
Life Insurance WH	685.10
FSA - Medical	2,839.00
GEO TMS Fees - Revenue	2,063.98
Deputy Collector Fees	8,051.12
Hazmat Fire Outside Detail	1,620.00
Fire Department - Public Education	5,600.00
School Meals Tax	410.48
Planning Guaran. Dep. - Liberty Tree Acres	15,415.00
<b>Total</b>	<b>21,603,305.91</b>

## **TOWN TREASURER TRUST FUND REPORT FY 13**

### **Affordable Housing Trust Fund**

The Affordable Housing Trust Fund balance at June 30, 2012, was \$379,903. Interest of \$3,110 was earned on the fund in FY 13 and expenditures of \$3,169 were made from it. The balance at the end of the fiscal year was \$379,844.

### **Reita Bean Library Book Fund**

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$10,130 was given to the Town by her family and friends. The interest earned in FY 13 was \$90. Expenditures of \$1,890 were made from the fund this year. The balance at fiscal year's end was \$10,136.

### **Henry H. Brooks Library Fund**

The sum of \$3,000 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY 13 was \$27. Expenditures of \$679 were made from the fund. The fund balance at year-end was \$3,050.

### **Cemetery Perpetual Care Fund**

The Cemetery Perpetual Care Fund balance at June 30, 2012 was \$47,650. \$5,100 was added to the non-expendable portion of the Fund in FY 13 bringing the balance to \$52,750. Interest earned on the Fund in FY 13 was \$643. No expenditures were made from the fund leaving a balance in the expendable portion of the fund of \$29,379.

### **Conservation Fund**

Town Meeting authorized a deposit of \$5,000 to the fund in FY 13. Interest earned on this fund in FY 13 was \$247. Expenditures of \$8,112 were made from the fund during the year, leaving a Fund Balance at year-end of \$27,332.

### **Roy F. Custance E.M.T. Fund**

Interest earnings on this fund are to be used for the purchase of a medical book for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY 13 was \$9, leaving a fund balance of \$1,150. \$1,075 of these funds are non-expendable.

### **Patricia A. Hall Scholarship Fund**

This fund was established in memory of Patricia A. Hall. Mrs. Hall taught 5<sup>th</sup>. and 6<sup>th</sup>. grades at the Blanchard Memorial School from 1966 to 1986. A bond in the amount of \$10,000 with accrued interest of \$524 was given to the town by her family in October 2010. Interest earned in FY 13 was \$651. The second \$500 scholarship was awarded to Sam Maffa in June 2012. The fund balance at June 30, 2013 is \$12,475. Actual expenditure of scholarship awards will not occur until the recipients are accepted to a higher institute of learning.

### **John R. & Elsie G. Hammond Scholarship Fund**

The sum of \$20,000 was given to set up this Trust by John & Elsie Hammond. The interest income from said Fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. A \$750 scholarship was awarded to Dipti Jasrasaria in FY 13. The interest earned on this Fund in FY 13 was \$177. The fund balance is \$21,367 of which \$20,000 is non-expendable.

### **Grace M. Priest Memorial Fund**

The sum of \$1,120 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the non-expendable portion of the fund to \$12,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 13 was \$112. Expenditures of \$121 were made from the Fund in FY 13. The fund balance is \$13,598.

**Siemen's Library Fund**

The sum of \$10,000 was a gift to the Library, and interest earned in FY 13 was \$91. Interest may be expended for the purchase of art related books and materials. Expenditures of \$2,537 were made from the fund this year. The fund balance at year-end was \$10,166.

**Stabilization Fund**

Interest earned on the Stabilization Fund during FY 13 totaled \$6,653. May 2012 Town Meeting, Article 11 authorized a transfer into the Stabilization Fund of \$197,000. May 2012 Town Meeting, Article 17 authorized the expenditure of \$75,000 from Stabilization for Town Hall Exterior Painting. The Stabilization Fund balance is \$907,082. Expenditures from the fund require a 2/3 approval of Town Meeting and may not be for wage and salary expenses.

**Elisabeth Oliver Valerio & Manual C. Valerio Fund**

The sum of \$1,000 was given to the Town. Interest earned on the funds may be used to purchase books, and/or musical recordings on the subject of music, art, painting, sculpture, drawing or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY 13 was \$9. Expenditures of \$243 were made from the fund this year. The fund balance at year-end was \$1,017.

**War Memorial Fund**

The sum of \$600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 13 was \$10, and the fund balance is \$1,226.

**A. Winslow Wetherbee Fund**

The sum of \$100 was left by Mr. Wetherbee and interest earned may be spent on Library uses. Interest earned in FY 13 was \$1. Expenditures of \$25 were made from the fund this year. The fund balance at year end was \$102.

**Peter F. Whitcomb Fund**

\$5,000 was given for Highway uses. Interest in FY 13 totaled \$290. There were no expenditures made from the fund in FY 13. The fund balance at the end of the year was \$35,480.

**FINANCE COMMITTEE**

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under Article 5 at the Annual Town Meeting (ATM) in May. Finally, the Finance Committee seeks to communicate to the voters the key financial and operating issues within town government so as to develop informed debate at town meetings and in other forums.

The 2013 fiscal year ended on June 30, 2013. Over the course of the year the Finance Committee approved \$119,660 in reserve fund transfers out of an appropriated budget of \$185,000 or 68% of the budgeted amount. These reserve fund transfers are proposed by department heads, approved by the appropriate elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers included salaries for the Police Department, Personnel Board consulting fees, and DPW expenses.

Throughout FY 13, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of the key events, points of interest, or issues during FY 13 are documented below:

- Because the town was still in negotiations with the Police, Dispatch and Fire collective bargaining units (CBU's), the budgets approved at May 2012 town meeting (for FY 13) reflected only step increases where appropriate, and no COLA's. A special town meeting was held on January 7, 2013, to consider funding newly negotiated agreements with these units, but the articles failed. Further negotiations ensued, with agreement being reached with the Dispatch and Fire unions, which were supported by town meeting in May 2013. Subsequently, the Selectmen and Police reached a mediated settlement, funding of which will be considered in May 2014.
- Presentations at the ATM on the current financial status and near term budget projections.
- Presentation to the ATM on the Boxborough Capital Plan.
- Discussion of warrant articles including, but not limited to the town budget; dump truck purchase, Blanchard School improvements, moving funds into Stabilization, Fire Department roof, additional police officer, GASB 45 Actuarial consultant, and a sense of the meeting for regionalization and unionization at Blanchard School.

The Finance Committee continues to have active liaisons to many boards in town including (but not limited to) the Boxborough School Committee, the AB Regional School Committee, the Library Trustees, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons review both the committee budgets and the warrant articles. The Finance Committee also has as a permanent seat on the Affordable Housing Trust. The Finance Committee bylaw allows FinCom members to actively vote on town building committees. There are currently no active building committees in town. The Finance Committee continues to provide feedback to the various committees in town.

#### **Summary of FY13 Budget – Actual vs. Approved at Annual Town Meeting (ATM)**

Budget Category	FY 13 Budget, \$		% Expended
	ATM	Actual	
General Government	843,157	857,374	101.5
Protection	2,228,956	2,222,818	99.7
Blanchard School	5,470,633	5,589,586	102.2
A/B Regional School	5,630,208	5,630,114	100
Minuteman Technical School	227,929	227,929	100
Public Works	1,009,368	1,013,238	100.4
Cultural, Recreation, Library	357,843	351,972	98.4
Health	89,971	85,425	94.9
Reserve Fund	185,000	119,660	64.7
Debt Service	1,233,453	1,233,546	100
Employee Benefits*	2,061,337	2,017,859	97.9
Total Operating Budget	19,337,855	19,349,521	100.1
ATM warrant article within 2 ½**	526,116	316,044	60.1
Snow and Ice Deficit	0	0	0
Overlay reserve	169,034	169,034	100.0
<b>Total Budget</b>	<b>20,033,005</b>	<b>19,834,399</b>	<b>99.0</b>

\* Includes town employees and Blanchard Employees

\*\* Includes all warrant articles

The shortfall in individual budgets was covered by use of the Town's reserve fund. The actual sources of funds for FY 13 are listed below.

<b>Revenue Sources for ATM</b>	<b>Revenue, \$</b>
Maximum Allowable Tax Levy (Prop. 2 1/2)	17,382,610
State Aid	1,732,546
Local Receipts (Excise tax, permits)	1,500,368
Overlay Reserve released to fund budget	0
<b>Total Revenue Source</b>	<b>20,615,524</b>
Free Cash	1,428,917
Stabilization Fund	907,082

Boxborough created a ten-year rolling capital plan. This plan was presented at ATM for the first time in 2010. The Capital Plan is an evolving program and will change from year to year. The five-year estimate is shown below.

	<b>FY 14</b>	<b>FY 15</b>	<b>FY 16</b>	<b>FY 17</b>	<b>FY 18</b>
	<b>\$</b>				
Town Wide	--	--	8,000	--	--
Conservation	5,000	5,000	5,000	5,000	5,000
Housing					
Town Hall	55,000	175,000	31,250	13,000	72,000
Police	121,340	130,216	38,000	82,000	38,000
Fire	298,714	670,000	810,000	--	20,000
Dispatch	--	--	--	--	--
Blanchard	150,000	--	--	--	--
Minuteman	--	--	--	--	--
ABRS	--	--	--	--	--
Public Works	100,000	255,000	220,000	190,000	305,000
Transfer Station	20,000	65,000	--	--	--
Cemetery	--	--	--	--	--
Board of Health	--	--	--	--	--
Library	20,000	14,000	26,000	--	5,000
Recreation	--	--	--	--	--
Historical Museum	--	83,500	--	--	--
Steele Farm	--	80,000	15,000	--	15,000
<b>Total</b>	<b>770,054</b>	<b>1,477,716</b>	<b>1,153,250</b>	<b>290,000</b>	<b>460,000</b>
<b>Total Existing Debt</b>	<b>930,241</b>	<b>898,141</b>	<b>861,241</b>	<b>829,329</b>	<b>758,103</b>

#### **Pertinent information**

- Boxborough's bond rating from Standard and Poor's is showing AAA.
- Average house price was \$510,000.
- Town valuation is \$944,949,427.
- Revaluation occurred in FY 13.

### **AIRPORT STUDY COMMITTEE**

The Airport Study Committee is a five-member committee appointed by the Board of Selectmen to monitor Minute Man Air Field projects and/or activities that may impact the Town of Boxborough. The Committee is charged to report its findings to the BOS and to interact with other boards or committees within the Town, as appropriate.

There is currently one vacancy on the ASC. If you are interested in learning more about our activities, please feel free to contact me or any other member of the Committee.

Respectfully submitted,  
Anne K. Canfield, Chair

### **ANIMAL CONTROL OFFICER**

During the year 2013, I responded to numerous calls regarding injured or deceased animals and birds. These included:

<b>Animal</b>	<b>Number of Calls</b>	<b>Animal</b>	<b>Number of Calls</b>
Bat	1	Peacock	1
Bear	2	Rabbit	1
Coyote	2	Raccoon	7
Deer	1	Roosters	1
Fox	3	Snake	1
Goose	4	Swan	1
Heron	1	Turtle	1
Horse	1	Unknown	1

I also responded to numerous telephone inquiries regarding birds and animals.

Respectfully submitted,  
Donald C. Morse, Animal Control Officer

### **ANIMAL INSPECTOR**

The annual farm animal inspection and count was conducted for the year 2013. Anyone owning farm animals that was not contacted, please notify the Boxborough Board of Health.

<b>Animal</b>	<b>Count</b>	<b>Animal</b>	<b>Count</b>
Chickens	290	Horses	55
Cows	25	Llama	1
Ducks	2	Pea hen	1
Geese	9	Pigs	12
Goats	26	Sheep	100

Eight animals were quarantined for possible exposure to rabies during 2013.

Respectfully submitted,  
Donald C. Morse, Animal Control Officer



### **FIELD DRIVER**

There were eight calls to put loose livestock back in their pasture in February, May, July and September.

Respectfully submitted,  
Phyllis Tower, Field Driver

### **ANIMAL CONTROL -- DOGS AND CATS**

#### **Dogs Licensed**

Total number of 692.

#### **Kennel Licenses**

\$25..... 1

\$50..... 1

\$75..... 2

#### **Dogs**

Barking.....6

Loose .....23

Boxborough dog found out of town..... 1

Questions answered by phone..... numerous

Concern for safety .....2

Reported missing from town.....11

Found .....12

Reported missing from out of town .....4

Vicious .....7

#### **Cats**

Lost/found .....11

Respectfully submitted,  
Phyllis Tower, Animal Control

### **BOARD OF REGISTRARS**

The Board of Registrars conducted the Annual Census as of January 1, 2013, which showed the population of Boxborough to be 5,084. There were four voter registration sessions held during the year in preparation for the Special State Primary on April 30, the Annual Town Meeting/Election on May 13/20, the Special Town Meeting on June 3 and the Special State Election on June 25. As of the last voter registration, there were 3,496 registered voters in town. There was one citizen's petition received to add an article to the ATM warrant.

### **OFFICE OF THE TOWN CLERK – VITAL STATISTICS**

There were thirty-nine births recorded for the year 2013. There were five marriages. The total number of deaths recorded was fourteen.

### **BUILDING DEPARTMENT**

The Building Department was pointed in a new direction at the Special Town Meeting in January 2013 when the residents voted to make the position of Inspector of Buildings full-time. Changing codes, most notably in the areas of life safety and energy conservation, and the need to have quick response to structure or occupancy issues resulting from accidents, storms, or fire department inspections supported this change. Additionally, oversight of municipal buildings has become a new function of the Inspector of Buildings.

Since coming on board in mid-January, I have been greeted warmly by residents, staff, and numerous board and committee members. I have become familiar with winding roads through peaceful farmlands, commercial properties along Mass. Ave., and all the town buildings. I have learned a lot about this community from knowledgeable and talented coworkers.

Projects at town buildings that were completed in 2013 include the following:

1. Replacement of windows in original portion of Town Hall
2. De-leading and repainting exterior of Town Hall
3. Replacement of concrete sidewalks at the Blanchard School and Sargent Library

I have been working with the Steele Farm Advisory Committee and the Boxborough Energy Committee on projects such as stabilizing and weatherproofing a barn to wide ranging energy conservation measures. Also, with members of the Historical Society and DPW, we are working to dry out the basement of the Boxborough Museum to repurpose it into better use of the space.

Several projects are being looked at throughout our municipal buildings. Many are based solely on the need to catch up on maintenance, some are designed to improve function and efficiency, and all are focused on sound decision making and providing a good value to the Town. As stewards of these municipal buildings, it is important to be mindful of those who built this community, those who guide us now, and those who will come after us. It would be short-sighted and self-defeating not to maintain and improve our facilities. Much has changed since the Town Hall was constructed in 1901- technology, communications, lifestyles, and how government functions.

In October, we welcomed Starr Miyata to the Building Department as Department Assistant. Starr brings an impressive resume and a high level of energy and enthusiasm to the office.

Respectfully submitted,  
David Lindberg, Inspector of Buildings

#### **2013 BUILDING PERMITS ISSUED**

<b>New Construction</b>	<b>Number</b>
Residential/Single Family	9
Commercial	0
Telecommunications	1
Pools	3
Shed/Barn	7
<b>Additions/Alterations</b>	
Residential	117
Commercial	8
Mechanical/Sheet Metal	9
Demolition	1
Sign	1
Woodstove	5
Tents	2
<b>Total Building Permits</b>	<b>154</b>
<b>Construction Cost</b>	<b>\$5,777,658</b>
<b>Permit Fees</b>	<b>\$59,078</b>

## **ELECTRICAL INSPECTOR**

I hereby submit my report for the year ending December 31, 2013:

Total Electrical Permits..... 163

**Total Fees Collected..... \$18,010**

## **PLUMBING INSPECTOR**

I hereby submit my report for the year ending December 31, 2013:

Total Plumbing Permits ..... 83

**Total Fees Collected..... \$5,700**

Total Gas Permits..... 74

**Total Fees Collected..... \$4,770**

## **BOXBOROUGH FIRE DEPARTMENT**

In 2013, the Department responded to a total of 1,365 calls for service, 352 of which were medical emergencies. A partial breakdown of these calls separated by incident type is contained at the end of this report.

The Department continues its progressive training program, keeping up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. During 2013, the department received a grant from the Federal Emergency Management Agency (FEMA) and the Department of Homeland Security (DHS) under the FY 12 Assistance to Firefighters Grant (AFG) for \$7,066 dollars. These funds purchased two (2) Rapid Intervention Team (RIT) bags for the department's frontline apparatus. These lifesaving bags are used to rescue firefighters who become lost, trapped, injured, disoriented, or any other reason for immediate rescue or other assistance.

For the fiscal year 2013, the department was awarded \$3,186 for its S.A.F.E. (Student Awareness of Fire Education) grant from the State. The theme for this grant is to educate children as to the dangers of fire and smoking. The grant money helps to defray the cost of firefighters' conducting classes, along with the purchase of promotional supplies and training equipment. Fire Department personnel continue to deliver the popular CPR Training with the 6th grade science curriculum on the circulatory system. This lesson continues to be well received by the students and has empowered them with critical life saving skills. We continue to expand our programming in all grades with new programs each year. We would like to thank Dr. Bates and the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency.

Lt. Shawn Gray and Lt. Jason Malinowski continue to administer the Child Passenger Safety program. During the current year, car seats were installed or inspected in 90 different vehicles. On many of these inspections, more than one seat was actually inspected. This year, the Department received a \$1,500 grant from the Massachusetts Executive Office of Public Safety and Security. This competitive grant process allowed for the purchase of child passenger safety seats, which are used to replace car seats that are inspected and do not meet the necessary standards. Residents are encouraged to make an appointment to have their car seat checked regularly to ensure it is installed properly and is the appropriate seat for their child. Appointments are available 7 days a week and all services are free of charge.

The Town of Boxborough was designated as a "Heart Safe Community" by the State of Massachusetts. The Department's CPR Instructors continue to offer numerous classes to individual residents and local businesses on a regular basis. The Department has an online training module, which allows us to train residents in a more efficient manner. Instead of waiting each quarter for a live class to be offered, residents can now start taking a course the same day on their computer and then schedule an appointment for skills check off, once they are complete with the online classroom program. This program has greatly increased the number of people that we

were able to certify within a given year. We are also continuing to work with local sports leagues to facilitate any CPR, First Aid, and Safety training they require.

The department's website ([www.boxboroughfire.com](http://www.boxboroughfire.com)) continues to be maintained on a regular basis and is a key resource for any emergency messages or public safety announcements, as well as to register for various public education programs and inspections.

The number of fire prevention permits issued this past year totaled 186 and ranged in areas from smoke and CO detectors, fire alarms and blasting, to oil burners and automatic sprinkler systems. 201 inspections were performed for items ranging from code compliance to occupancy. We expect 2014 to have a greater number of inspections due to the increase of renovations at numerous large commercial buildings.

Locating homes in emergency situations is still a problem as many residents have not sufficiently numbered their mailboxes and driveway entrances. A properly marked address will greatly diminish the time it takes for our Responders to confirm a destination when seconds count.

Massachusetts General Law 148 Section 26F and Section 26 ½ require smoke and carbon monoxide detectors in all residences in the Commonwealth. It is a proven fact that these detectors save lives if properly installed, maintained, and tested on a regular basis. Remember when you change your clocks for daylight savings time; change the batteries in your smoke and carbon monoxide detectors. "Change Your Clocks, Change Your Batteries".

In closing, I wish to thank all the members of the Boxborough Fire Department for dedicated and professional service to this community and for routinely putting their lives on the line for us every day. Without their hard work and perseverance, this Fire Department would not be where it is today. I would also like to thank the members of the Boxborough Police Department and Boxborough Public Works Department as well as all other Town departments, boards, and officials who have helped us accomplish our never ending mission for one more year.

Respectfully submitted,  
Randolph T. White, Fire Chief

### Fire Department Statistics – Calendar Year 2013

Aircraft Incident	0	Medical Assist	101
Alarm Box Maintenance	289	Medical Emergency	220
Alarm Investigation	109	Motor Vehicle Accident	40
Detail / Fire Watch	--	Mutual Aid – Ambulance	68
Fire – Brush	11	Mutual Aid – Fire Apparatus	7
Fire – Vehicle	6	Outside Smoke Investigation	1
Fire – Chimney	2	Public Education – SAFE/CPR	70
Fire – Other	5	Public Education – Car Seat	90
Fire – Structure	0	Special Service – Suspicious Item	--
Hazardous Materials Incident	4	Special Service – Other Assistance	15
Inspection	201	Special Service – Lockout	5
Investigation – Carbon Monoxide	24	Special Service – Water problem	6
Investigation – Electrical	11	Special Station Coverage	8
Investigation – Natural Gas	6	Training	37
Investigation – Odor	8	Water Rescue	--
Investigation – Other	18	<b>Total Responses</b>	<b>1,365</b>

## **BOXBOROUGH POLICE DEPARTMENT**

On behalf of the members of the Boxborough Police Department, I am pleased to present the 2013 Boxborough Police Department Annual Report as this continues to give me an opportunity to look where we have been and where we are going as your hometown police force. Our thanks to those in the community who continue to provide us support.

In this report, you will find Police Department statistics from 2013. We have also gathered our local law enforcement statistics from previous years to reflect how different categories of crime and enforcement activities have been increasing and/or decreasing from previous years.

I am concerned with the increased assaults, domestic disturbances and restraining orders seen in 2013 compared to previous years. The sluggish economic recovery and the uncertain employment market often fuels tensions in the home. In response to these increases, we strengthened our partnership with the Domestic Violence Services Network a non-profit advocacy group to offer resources to victims and training for our staff. In 2013 Officer Gath attended a 54 hour training program to be certified as a DVSN advocate.

In 2013 the Police Department worked with the Blanchard School in response to several national school tragedies. Along with security improvements we implemented the A.L.I.C.E. (Alert, Lockdown, Inform, Counter, and Evacuate) program at the Blanchard School. This program was presented to all staff members and parents to deal with critical events such as active shooter incidents. The Blanchard students will receive A.L.I.C.E. education in 2014. This is the most current research based program providing options to occupants of a building when an active shooter or other event occurs.

I am extremely proud of our staff and the excellent work they do each and every day. We are constantly reminded of the support we receive from the community through comments on our social media channels, e-mails I regularly receive, letters sent to the department and through the personal contacts our officers and staff make throughout the year. We are eternally grateful for your support and recognize that many police departments do not have such strong community support.

Respectfully submitted,  
Warren B. Ryder, Chief of Police

### Police Department Selected Incidents

	2011	2012	2013
911 Hang-ups	142	128	66
Animal Complaints	156	100	133
Annoying Phone Calls	13	13	9
Arrests	114	128	124
Assist Citizens	755	771	960
Assist Fire/EMS	316	226	430
Aggravated Assaults	6	1	10
Breaking & Entering	24	19	13
Burglar Alarms	154	115	118
By-Law Violation	30	26	27
Complaints (traffic problems)	351	542	264
Disturbances – General	43	42	40
Disturbance – Domestic	21	22	30
Follow-up invest.	177	148	106
Larcenies/Fraud	52	50	45
M.V. Accidents w/Injury	53	65	45
M.V. A. /Property damage	60	12	51
M.V. Theft	1	2	3
Missing Persons	8	9	1
Noise Complaints	18	21	25
Protective Custody	9	9	2
Rape	0	1	1
Robbery	1	0	1
Shoplifting	2	3	0
Summoned to Court	199	200	150
Suspicious Activity	564	516	450
Vandalism	32	24	27
Simple Assaults	8	7	21

### Case Activity Statistics

Total per year	2013	2012	2011
Offenses Committed	776	952	920
Felonies	117	132	170
Crime Related Incidents	103	127	120
Non Crime Related Incidents	153	212	231
Arrests (On View)	124	108	114
Arrests (Based on Incident/Warrants)	25	20	24
Summons	150	200	119
Arrests	299	328	337
P/Cs	2	9	9
Juvenile Arrests	2	8	20
Open Warrants	--	4	--
Restraint Orders	23	11	16

### Motor Vehicle Stops

	2011	2012	2013
Total number	2,246	2,357	1,906
Percent			
Verbal warnings	69	61	72
Written warnings	6	5	4
Citations issued	14	16	15
Summoned to court	7	13	7
Arrested	4	4	2
Avg. OVER speed limit, mph	17	18	19

### DISPATCH

Our Communications Department provides 24/7 coverage of all telephone, radio and E911 services to the Town and its emergency service providers. In 2013 dispatch received 14,484 calls. The “Are you OK” program in which pre-registered individuals receive a daily phone call, originating from the dispatch center to inquire if they are Ok resulted in 1,936 calls to our enrolled seniors.

Type of Call	2013	2012	2011
Walk-in service	578	685	903
911 calls	161	203	187
Telephone calls	3,704	3,845	3,969
Radio/alarm box/other calls	10,041	12,987	16,434
<b>Total Calls</b>	<b>14,484</b>	<b>17,520</b>	<b>21,494</b>

### CONSTABLES

Greetings to the Town of Boxborough. We have delivered the following during this year of 2013:

Posting of Special Town Meeting Warrants .....2  
Posting of Annual Town Meeting Warrant..... 1  
Posting of Special State Election Warrant ..... 1  
Post Notification of By-Law Amendment .....2  
Cease and Desist Order ..... 1  
Posting of State Primary Election Warrants ..... 1  
Eviction Notices and/or evictions .....5

In addition, we served as election monitors for State and Town elections.

Respectfully submitted,  
David L. Birt, Constable

### BOXBOROUGH CONSERVATION COMMISSION

#### Mission

The Boxborough Conservation Commission (ConsComm) is a seven-member board that is appointed by the Board of Selectmen. The Commission is responsible for managing the Town’s natural resources and for administering the state Wetlands Protection Act and town of Boxborough Wetlands Protection Bylaw. Under these two pieces of legislation the Commission is given the responsibility of protecting certain specific ‘interests’ within wetlands and land adjacent to wetlands. The ‘interests’ to be protected include: public and private water supplies, groundwater supplies, flood control, storm damage prevention, groundwater pollution, shellfish, fisheries and wildlife habitat.

The Commission meets on a regular basis on the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw. Routine activity includes the following:

- Issuing orders of conditions; certificates of compliance; extensions and determinations of applicability.
- Performing site inspections as needed.
- Striving to protect unique habitats, rare species and vernal pools.
- Holding meetings, hearings and commission deliberations as needed.
- Advising other town boards on wetland matters.
- Planning, managing and maintaining the comprehensive conservation trail system in Boxborough.
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

The Commission continues to review the Boxborough Wetland Bylaw. Members periodically attend seminars and workshops. Additionally, the Commission continues examining and discussing conservation land management practices.

#### **Activity under the Wetlands Protection Act and Town Bylaw**

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100' adjacent land resource area commonly known as the "buffer zone". During calendar 2013 the Commission reviewed 5 Notices of Intent, 1 Request for Determination of Applicability (RDA), and 1 Request to Amend an Order of Conditions. The table below also lists the number of requests for Certificates of Compliance (COC) and Extensions for permits.

<b>Year</b>	<b>NOI</b>	<b>RDA</b>	<b>ANRAD</b>	<b>COC</b>	<b>Extensions</b>
2010	9	5	--	6	2
2011	6	3	2	7	*
2012	5	1	--	--	*
2013	5	1	--	12	*

\* Extensions are automatic under the Permit Extension Act of 2010.

The fees, forms, instructional documents, and meeting minutes are posted on the town website.

In an effort to ease the review of minor activity, the Commission established a "Buffer Zone Minor Maintenance Policy" to clarify that certain types of buffer zone maintenance may be allowed as exempt maintenance activity.

#### **Conservation Land Stewardship**

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom) and Boxborough Conservation Trust continued to make improvements to many of our Conservation parcels. Trail maintenance and clearing remains an on-going effort with the LanSCom coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations.

The Commission continued to provide space to the Agricultural Commission in support of the AgCom's effort to manage a Community Garden at Flerra Meadow. Other activity at Flerra included plans to expand the trail system to connect the southern end of the property to Stow Road including a proposed footbridge to be constructed as an Eagle Scout project.

The trails at Fort Pond Brook were cleaned up and improved with the help of donated labor and materials from the property managers and tenants at 80-90 Central Street. Targeted control of invasive plants remains an on-going effort including the continued use of goats at Rolling Meadows.



The Commission is participating in the update of the Town's Open Space and Recreation Plan in coordination with the Town Planner, the Planning Board, Recreation Commission, Agricultural Commission and the Metropolitan Land Planning Council (MAPC). In addition to hosting meetings, the Commission is funding MAPC professional services from its Conservation Trust Fund.

### **Acknowledgments**

There are a number of other people in town whose help contributes greatly to our mission. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Special thanks to Norm Hanover for his continued effort on the trail kiosks, signs and markers, and to Ed Whitcomb for his efforts to maintain and improve the trails. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, and the staff at town hall. We make a special thank you to Mary Nadwairski, for all her help in keeping us organized and for interacting so positively with the public and other boards.

### **Citizen Interest**

If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (978.264.1722) at Town Hall.

Residents interested in making a donation to the Conservation Trust Fund to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully submitted,  
Dennis Reip, Chair

## **ZONING BOARD OF APPEALS**

In Boxborough the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws, Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by G.L. c. 40A, c. 40B, and c. 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding applications for special permits in accordance with the provisions of Section 9200 of the Zoning Bylaw; to hear and decide appeals or petitions for variances from the terms of the Zoning Bylaw pursuant to G.L. c. 40A, s. 10; to hear and decide appeals from decisions of the Inspector of Buildings; and to hear and decide applications for comprehensive permits for the construction of low or moderate income housing by a public agency, limited dividend organization, or non-profit corporation, as authorized under G.L. c. 40B. Public hearings are held for each application for a special permit, variance or other form of appeal.

Enforcement of the Zoning Bylaw is the duty of the Building Inspector / Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector / Code Enforcement Officer and any of his decisions may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the first and third Tuesday evenings of the month at the Town Hall, as needed. Additional meetings are planned, if necessary, and posted. During 2013 the Board considered applications for special permits and requests for minor modifications to existing special permits.

The ZBA continues to receive applications. The fees, forms, instructional documents, and meeting minutes are posted on the town website. We encourage the community to check the Town web site for details about these meetings and hearings and call the Town Hall (ext. 722) with any questions.

Respectfully submitted,  
Tom Gorman, Chair

## **BOXBOROUGH HOUSING BOARD**

### **Background**

The Boxborough Housing Board (BHB) was created in accordance with the bylaw passed unanimously at a Special Town Meeting, October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee.

### **Housing Production Plan**

A new housing-needs assessment was performed in the previous year (2012). One of the primary objectives of the assessment was to guide updates to the Housing Production Plan (HPP) for the Massachusetts Department of Housing and Community Development (DHCD) and the Boxborough Affordable Long Range Plan. However, upon examination of the old HPP it was clear that the required revisions would be too much for the available internal resources. The BHB decided to secure outside help. Fortunately, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) was at this time developing a Regional Services collaboration that would assist member communities in administering affordable housing. The BHB decided that the collaboration was a good idea and that the Regional Services should be used to prepare the HPP. The Regional Services Collaboration is described in more detail below.

### **MAGIC Regional Collaboration Plan**

Early in the year, the BHB reviewed a draft plan prepared for MAGIC that described ways in which communities in the MAGIC group (Bolton, Boxborough, Carlisle, Hudson, Littleton, Maynard and Stow) could share resources to administer affordable housing more easily and effectively. The Town of Hudson had taken the lead role in establishing such services.

The BHB discussed the Regional-Services concept and decided that it provided a more effective and economical means to carry out our responsibilities. The BHB also voted to ask the Boxborough Affordable Housing Trust (BAHT) for the funds to join the collaboration and to recommend to the BoS that Boxborough join the collaboration. In addition, we provided information to Hudson on our needs and on the effort required to update our HPP.

The BoS approved the Inter-Municipal Agreement (IMA) that pertained to the Regional Services, subject to availability of funding from the BAHT. Near the end of the year, the BAHT approved funding in the amount of \$9,975.00 to join the collaboration for one year. This amount includes assistance with affordable housing monitoring, such as the activities described in the sections below. In addition, it includes preparation of an updated HPP, and the BHB expects to work with the Regional Services provider to prepare the HPP in the coming year.

### **Condominium Exchange Program**

The BHB continued to monitor the affordable units in the Condominium Exchange Program (CEP) in 2013. This included the review of requests for home equity loans and refinancing. The BHB has established limits on home-equity loans for affordable units and on refinancing of affordable units. Both of these policies ensure that loans outstanding against an affordable unit do not exceed the equity in the unit. In the past year, there was one refinancing request, which was granted.

In 2012, two CEP unit owners notified the BHB that they wish to sell their units. The BHB attempted to resell both units as affordable units and failed, primarily because of market conditions. The BHB allowed both owners to sell their units at market prices, and one of the units was sold in the past year. It continues to be evident that the CEP, or anything similar to it, is not viable in the present real-estate market. The prices of market-rate units (i.e., units that do not have a deed restriction that limits resale value and eligible buyers) have diminished substantially, making deed-restricted units unattractive, even at substantial discounts.

### **Comprehensive Permit (40B) Affordable Housing**

#### *Boxborough Meadows*

Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units that was completed in 2004. The BHB continues its role as the Monitoring Agent. Included in this responsibility are oversight for the resale and refinancing of affordable units. In 2013, the BHB approved one home-equity loan and one refinancing application, in accordance with our policies.

#### *Summerfields*

Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road in Boxborough. Six of the units are affordable. The BHB continues its role as the Monitoring Agent. In 2013, the BHB approved one refinancing request from an affordable unit in Summerfields.

### **Stow Road Project**

Although the Stow Road Concept Development Committee (SRCDC) is the committee that is primarily concerned with the development of the Stow Road Property, the BHB maintained contact with SRCDC's activities and participated in some important decisions regarding the property. This property, which was purchased by the BHB in 2010, consists of approximately 13.5 acres and is located on 70 - 72 Stow Road, across the street from the Sheriff's Meadow and Tisbury Meadows communities. The property was acquired with funds from BAHT and will be used to provide affordable housing to Boxborough residents. More details on the activities of SRCDC will be reported separately.

In December 2012, a joint meeting of the BHB and SRCDC decided to secure a Housing Consultant to help the development effort. The purpose of this consultant was to help the SRCDC evaluate the large and bewildering number of options by refining the options to those that are consistent with our Housing Needs Assessment, various practical considerations, and regulatory constraints. Although not directly involved, the BHB monitored the subsequent procurement process.

Chief White of the Fire Department proposed that one of the dwellings on the property (the "cottage" at the rear of the property) be used for smoke training. Since it seemed well suited for this and no physical damage of it would result, the BHB approved this use of the property.

### **Town Support**

Colleen Whitcomb has continued to assist the BHB in 2013. As usual, she consistently provided accurate and well written minutes and continued perform important administrative tasks on our behalf. Unfortunately, she will no longer be able to perform these tasks. The BHB regrets her departure, appreciates her long-standing devotion and competence, and looks forward to working with her replacement. The Boxborough Housing Board is also grateful for the help and support of Town Hall staff, particularly Elizabeth Hughes. The guidance and active participation of Selectman Les Fox is invaluable.

Respectfully submitted,  
Al Murphy for the Boxborough Housing Board

## **STOW ROAD CONCEPT DEVELOPMENT COMMITTEE**

In December 2010, the Boxborough Housing Board (BHB) purchased approximately 13.5 acres of land at 70 - 72 Stow Road, across the street from the Sheriff's Meadow and Tisbury Meadows communities. The BHB acquired the property with funds from Boxborough's Affordable Housing Trust (BAHT). The property will provide affordable housing in Boxborough.

The Board of Selectmen formed the ad hoc Stow Road Concept Development Committee (SRCDC) early in 2012. The objective of the SRCDC is to gather community input on affordable housing preferences and recommend the best development options for the property that:

- Are consistent with our Housing Needs Assessment and reflect the preferences of the Boxborough community
- Are consistent with the practical characteristics of the property
- Conform to state and local regulations
- Express the Town's preferences clearly without unduly constraining the creativity of prospective developers.
- The SRCDC's efforts to achieve these objectives have entailed obtaining community input, understanding the practical limitations of the property, and securing the help of a Housing Consultant to address issues beyond our areas of expertise. Their work completed, the SRCDC will be disbanded once the development/construction phase begins.

### **Community Input**

The SRCDC has sponsored two booths at Fifer's Day and one at the Harvest Festival. The booths described the land and our objectives, and we distributed questionnaires that solicited ideas and preferences for the development on the property. It also gave us a chance to chat informally with visitors about the property. We learned a lot. We also provided a suggestion box in Town Hall and on the town website. The majority of responses to our questionnaires indicated that the housing on the site should benefit the senior population in some way. There also was considerable support for a Community Center or a Recreational Area on the property.

### **Preliminary Discussions**

The SRCDC faced a wide range of suggestions and ideas. Our initial discussions focused on narrowing the options to those most consistent with the objectives listed above. However, our lack of understanding of some important factor usually thwarted our analysis of various development ideas. Examples of such factors were market forces and attractiveness to a developer, as well as the ability of the property to provide the needed water and waste treatment.

In December 2010, a joint meeting of the BHB and SRCDC decided to seek outside help so that we could move beyond our conceptual roadblocks. We prepared a Request for Qualifications for Design Services that described our need for such a Housing Consultant, released it, and received responses from seven architectural design teams. After a lengthy and time-consuming evaluation process, we identified the best response, but then found that the cost far exceeded our budget and abandoned the Design Services approach.

### **Developer Request for Proposals**

Fortunately, Elizabeth Hughes, the Boxborough Town Planner, identified a source of help that was closer to our originally perceived needs and was free of cost to Boxborough. This consisted of the Massachusetts Housing Partnership (MHP), largely in the person of Susan Connelly. Part of MHP's state-mandated mission is to help communities build affordable housing, and MHP provides this service to communities free of charge.

With Susan's help, we were able to clarify issues and correct some of our assumptions. Among these are:

1. Our choices for housing are far more limited than we had supposed. It is not true that we can build homes that we deem to be affordable, as long as we define "affordable housing" in a reasonable manner. Rather, affordable housing is defined to be housing that is affordable to households whose income is less than 80% of the adjusted mean income (AMI) of the area.
2. Boxborough probably already has enough rental housing, given the several rental complexes and condominiums rented by owners.
3. A community center or any other sort of building does not seem to be a good idea. The definition and funding of some sort of public building would complicate and slow down the project. It would also demand substantial real estate and place a burden on the water production and waste disposal. A recreational area would likely raise liability questions.
4. Because of prevailing-wage considerations, we should not precisely define our requirements. Rather, we need to loosely define our preferences and provide examples to prospective developers of developments that fall within our guidelines.
5. The SRCDC's task was thus considerably simplified. Items 1 to 3 substantially limit the choices that we have, while Item 4 removes the burden of precisely defining our wishes.
6. We are currently drafting a Request for Proposals (RFP) for prospective developers. The RFP will specify a home-ownership development that should incorporate housing of diverse types. Although it should not be age-restricted, it should contain homes in which seniors or handicapped persons can easily live, such as single-story ranch homes. At least 25% of the units should be affordable to households whose income is 80% of the AMI or less. We will insist that the design of the homes be exemplary, but we will not specify such designs.
7. As details of proposed developments become clear, we will share them with the Boxborough Community and solicit feedback.

### **Town Support**

We thank Katie Neville, who recorded the minutes of our meetings for the better part of the last year. As mentioned above, our work could not have gone forward without the help of Elizabeth Hughes. We are enormously grateful to this dedicated Town employee.

Respectfully submitted,

Al Murphy and Les Fox (for the Stow Road Concept Development Committee,)

## **PLANNING BOARD**

### **Introduction**

The Planning Board is a five member elected board. There may also be an Associate member appointed jointly by the Board and the Selectmen, who may be designated to sit on the Board to act on Special Permit applications under certain circumstances. The Associate position was vacant for 2013.

### **Annual Town Meeting, May 2013**

Article 26 adopted a Zoning Bylaw for a temporary moratorium until June 30, 2014, on the use of land and structures in the Town for medical marijuana treatment centers so as to allow sufficient time to engage in a planning process to address the effects of such structures and use in the Town and to enact bylaws at the 2014 Annual Town Meeting in a manner consistent with sound land use planning goals and objectives and the State's Rules & Regulations.

Article 27 adopted a Zoning Bylaw amendment to delete Section 5004 and amend Section 4301 so that elderly duplexes are allowed by Special Permit and have to be part of a mixed use development in the Town Center Zone District to promote mixed uses and to discourage the conversion of a majority of undeveloped Town Center land to residential uses.

Article 28 adopted a Zoning Bylaw amendment changing the permitting requirement for an accessory apartment from a Special Permit by the Planning Board to a building permit from the Building Inspector to streamline the process and reduce the cost burden on the property owner.

### **Development Review & Special Permits**

The Board reviewed the following development plans and Special Permit applications in 2013:

- Comm-Trac Site Plan Waiver Request, 235 Summer Rd, Bldg. #4. The Board granted a Site Plan waiver with conditions to allow minor site improvements for a new business to occupy the building.
- Multi-family Residential Site Plan Minor Amendment, 211 Massachusetts Ave. The Board granted a minor Site Plan Amendment to allow the reconfiguration of the building footprint and driveway layout.
- 80 Central Street Blue Coat Wall Mounted Sign. The Board granted approval for a wall sign for a new business.
- 1300 Massachusetts Avenue TÜV Rheiland Wall Mounted Sign. The Board granted approval for a wall sign for a new business.
- Flagg Hill Road Common Driveway Special Permit. The Board granted a Special Permit to allow the construction of a common driveway to serve 3 new single family dwellings.

### **Subdivision Road Inspections, Performance Guarantees & Lot Releases**

The Board did not have any new subdivision roads constructed in 2013 or any performance guarantees and lot releases.

### **Subdivision & Approval Not Required Plans**

The Board approved with conditions a Preliminary Subdivision Plan for the Boxborough Town Center to layout a new cul-de-sac road off Massachusetts Avenue and the reconfiguration of 7 existing lots into 2 lots with access off the proposed cul-de-sac.

The Board approved with conditions a Definitive Plan for the Emanuel Woods Subdivision to allow the layout of a new compliant cul-de-sac at the terminus of Emanuel Drive for the development of four house lots and one remaining undeveloped lot.

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2013:

- 800 Massachusetts Ave. & Boxborough Town Center. The Board endorsed a plan to allow the reconfiguration of 7 existing lots into 2 buildable lots with frontage off Massachusetts Avenue.
- 828 Hill Road. The Board endorsed a plan dividing an existing lot into one lot with the existing single family dwelling and a new buildable lot.
- 370 Burroughs Road. The Board endorsed a plan to allow the creation of two building lots because one lot had the required frontage and the second lot had a Reduced Frontage Special Permit from the Board of Appeals.
- 94-100 Chester Road. The Board endorsed a plan to allow the reconfiguration of two existing nonconforming lots into one conforming lot with an existing single family dwelling and one non-buildable lot.
- 360 Massachusetts Avenue. The Board endorsed a plan dividing an existing lot into one lot with the existing single family dwelling and a new buildable lot.

### **Scenic Road Permits**

In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Board under the Scenic Road and Stone Wall Bylaws. In 2013, the Planning Board issued the following approvals:

- 856 Hill Road New Driveway. The Board granted a Scenic Road and Stone Wall Removal permit to allow the removal of a portion of a stone wall for the construction of a new driveway for a new single family dwelling.
- 969 Depot Road New Driveway. The Board granted a Scenic Road and Stone Wall Removal permit to allow the removal of a portion of a stone wall and the removal of two street trees for the construction of a new driveway for a new single family dwelling.

### **Long Range Planning/Other Projects**

The Board continued to work with the Metropolitan Area Planning Council on the development of a Town-wide build-out analysis in preparation for updating the Town's Open Space & Recreation Plan, the Housing Production Plan and ultimately the Master Plan.

The Board continued to work with the Town's consulting engineer on the development of conceptual engineering drawings for the next phase of the Route 111 Trail from the Library to Liberty Square Road.

The Board adopted revised Road Acceptance Procedures for developers who wished to have new subdivision roads accepted by Town Meeting as public ways.

The Town Planner coordinated with the Town's Geographic Information Systems (GIS) consultant on the launching of a web-based GIS system that allows anyone to view parcel specific information and data layers, such as flood plain, wetlands, land use and aerial photo for the whole Town.

The Town Planner coordinated with the Conservation Commission on the development of a Scope of Work with the Metropolitan Area Planning Council for the update to the Town's Open Space & Recreation Plan, which expired in June 2007. Ms. Hughes attended meetings with the Conservation Commission, Recreation Commission, Agricultural Commission and the Planning Board to receive their input on the updated Plan and coordinated a public survey with the consultant.

The Town Planner finalized with the Town's consulting engineer, Public Works Director, Police Chief and Fire Chief the design modification to improve the safety of the intersections of Stow Road/Burroughs Road and Chester Road/Burroughs Road and Public Works crews completed the project by removing pavement and realigning the intersections.

The Town Planner reviewed the proposed changes to the Flood Insurance Rate Maps proposed by FEMA, notified individual property owners who may be effected by these changes and informed them what steps they needed to take with FEMA to determine if their property would require flood insurance.

The Town Planner attended various workshops and training sessions to help update the Town's Geographic Information System. She continues to update various maps, including the Assessor Parcel Map and street map. Additionally, she provided GIS maps for various Town Departments, the Board of Selectmen, Conservation Commission and other Town departments.

The Planning Board encourages all residents to participate in the local planning process. The Board typically meets on scheduled Monday evenings at 7:30 p.m. in the Town Hall. Meetings are posted on the Town's website: [www.boxborough-ma.gov](http://www.boxborough-ma.gov) on the calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Elizabeth Hughes, Town Planner at (978) 264-1723 or ehughes@boxborough-ma.gov.

Respectfully submitted on behalf of the Boxborough Planning Board,  
Elizabeth Hughes, Town Planner

### **METROPOLITAN AREA PLANNING COUNCIL (MAPC)**

The Metropolitan Area Planning Council (MAPC) is the regional planning agency serving the people who live and work in the 101 cities and towns of Greater Boston. With a mission to promote smart growth and regional collaboration, MAPC's work is guided by our regional plan, "MetroFuture: Making a Greater Boston Region." Founded in 1963, MAPC celebrated its 50th Anniversary this year.

The past year marked a half-century of promoting smart growth and regional collaboration in Greater Boston. It was also the five-year anniversary of "MetroFuture: Making a Greater Boston Region," our plan for development and preservation through 2030. We have celebrated by breaking ground in diverse, innovative areas of planning.

MAPC continues to lead in environmental, land use, and transportation planning. We augment more traditional planning with projects in clean energy, public health, economic development, and housing planning. MAPC is well positioned to help our region stay at the forefront of equity and sustainability.

#### **Pursuing a Sustainable Future**

Some of MAPC's most vital work this year has been in implementing MetroFuture, as funded by the final phase of our Sustainable Communities grant, and in collaboration with the Metro Boston Consortium for Sustainable Communities. The consortium has grown considerably: it is now 170 members strong, and it includes municipalities that are home to nearly 80% of the region's population.

As the grant comes to a close in June 2014, more than 60 projects have been completed or will be wrapping up. They cover areas as varied as state policy campaigns, community organizing, transit-oriented development (TOD) planning, and bicycle and pedestrian network analysis.

A major emphasis of the Sustainable Communities projects and MetroFuture is incorporating comprehensive public participation into all our work. We held more than 140 public meetings over the past three years, drawing 4,000 participants. We have engaged our constituents in many ways—from organizing walking tours of communities to holding focus groups in different languages, partnering with local organizations, and using simple, direct messaging.

MAPC is committed to assisting municipalities in making smart decisions that will help guide future growth. Our smart-growth projects this past year included: a zoning analysis for South Street Mall area in Wrentham showing alternative options that could be implemented through zoning and transportation changes; an open space and recreation plan for Winthrop; and a zoning analysis for mixed-use development in the Saugus Mill District—a plan that will preserve historic mill structures, maintain existing industrial jobs, create opportunities for affordable housing, and provide public access to the Saugus River.

#### **Highlights from Sustainable Communities Projects Over the Past Year**

- **Plan Malden Square.** A set of strategies to revitalize downtown Malden was the desired outcome of this Sustainable Communities-funded collaboration between Harvard's Graduate School of Design, MAPC, and the City of Malden. The recommendations we developed have spurred Malden to request proposals for the redevelopment of the City Hall site, and the city has applied for and won a \$3 million grant through the MassWorks Infrastructure program to help support the project.



- **The Institute on Leadership in Equity and Development (ILEAD)** educates participants on sustainable and equitable development and teaches them how to advocate for outcomes in their own communities. MAPC and project partners designed the curriculum and held the training sessions in Dorchester, Lynn, and Somerville.
- **Quincy Wollaston TOD.** At the Wollaston station in Quincy, MAPC analyzed the potential for transit-oriented development and made recommendations to promote new growth. In November 2013, Quincy followed those recommendations and approved a residential development proposal with reduced parking requirements.
- **Salem Point Neighborhood Visioning Project.** MAPC used the online game Community PlanIt to facilitate a grassroots, neighborhood-level visioning process. With residents, we developed an action agenda to improve the quality of life in the Point neighborhood. Mayor Kimberley Driscoll is committed to the agenda outlined in the report, and is seeking grant resources to boost implementation locally.
- **Everett Community Visioning Project.** MAPC worked with Everett's Department of Planning and Development, community organizations, and Everett residents to create a community vision for Everett's future. Because of the city's changing demographics, we pursued extensive community engagement outreach to ensure that the immigrant communities and long-time residents were able to provide input about the city's future.

### **Expanding Transportation Choice**

A reliable and diverse transportation system for everyone—regardless of age, income, or ability—is an ongoing focus of MAPC's work. A Greater Boston with a dynamic, multi-modal transportation system will enhance the region's prosperity, equity, and overall quality of life.

### **Projects That Improve Options and Access to the Region's Transportation Network**

MAPC worked with the cities of Quincy, Melrose, and Beverly to create plans for building mixed-use, mixed-income development around three MBTA transit stations that would increase access to the region's transportation system and help lower combined housing and transportation costs for households.

In collaboration with the Massachusetts Water Resources Association, MAPC is opening the region's aqueducts to the public and developing trails for walking and biking. MAPC is coordinating bicycle and pedestrian improvements in several communities. The aim is to build a regional pedestrian and bicycle network that improves connectivity throughout the region with safe access to major walking and biking destinations.

One of the few regional bike-share programs in America, the Hubway Bike Share system has grown to nearly 130 stations in Boston, Cambridge, Brookline, and Somerville. By October 2013 more than 1.5 million trips had been taken and users have collectively burned almost 70 million calories. Hubway will stay open year-round for the first time as Cambridge pilots winter operations in 2013-2014.

MAPC's Regional Trail Map ([trailmap.mapc.org](http://trailmap.mapc.org)) is a singular resource for pedestrians and cyclists who want to explore our region. It offers municipalities a new perspective on their walking and biking connections with neighboring communities, while inspiring stakeholders to strengthen those connections.

In collaboration with the Roxbury Great Neighborhoods Partners, MAPC performed a parking analysis on the Grove Hall business district, a residential and commercial area located in the Roxbury neighborhood of Boston. The study determined parking availability, usage and turnover; assessed whether existing parking meets the needs of the community; and provided recommendations regarding better use of existing parking.

### **Improving Public Health**

Our public health department continues to look at investing in the wellness of the region's residents and to help build healthy communities in both traditional and unexpected ways. MAPC did work this past year to increase the access of low-income residents to the fresh food found at farmers markets. With the help of a Middlesex

County Community Transformation Grant, MAPC implemented a program that allows vendors in five towns to accept SNAP cards and WIC vouchers. As part of the project, MAPC collected data on current usage of SNAP and WIC at the markets, as well as data on the barriers that keep SNAP and WIC participants from using the benefits. The data will help develop best practices and recommendations for roll-out of the program throughout the state.

The MAPC public health division continues to build our Health Impact Assessment (HIA) practice. This emerging tool of the HIA is used to maximize the positive health effects of a proposed project, plan, or policy, while minimizing or mitigating negative impacts. MAPC completed two important HIA projects in 2013. Healthy Neighborhood Equity Fund (HNEF) MAPC analyzed a proposed new private equity fund intended to support mixed-use development in transit-oriented locations. Our HIA results helped define health-related metrics for developers that will frame the potential social and economic changes that could result from HNEF-supported projects. Speed Limits MAPC analyzed the potential effect of lowering the default speed limit on local roads from 30 to 25 miles per hour and the potential positive public health impact it could have by preventing traffic fatalities and injuries.

### **Leading the Way on Clean Energy**

MAPC is helping municipalities enter the clean energy field by assisting cities and towns that have little or no dedicated staff. With the launch of our online Clean Energy Toolkit, MAPC has made it easier for municipalities to implement clean energy at the local level and realize savings through their efforts. One such effort in Sudbury included obtaining solar energy management services through a regional procurement process. Another has been the changing over of Arlington, Natick, Chelsea, and Woburn to LED streetlights—a switch that has allowed the municipalities to reduce overall energy consumption. This effort entailed the conversion of approximately 7,300 high pressure sodium and mercury vapor streetlights to LED.

Combined, the four LED projects will result in an annual energy savings of approximately 2.1 million kilowatt-hours and greenhouse gas reductions of 1.8 million pounds of carbon dioxide. Our joint procurement helps secure more competitive prices, leading to a shorter overall payback period.

### **Enhancing Public Safety**

MAPC works in tandem with the Northeast Regional Advisory Council (NERAC) to offer vital public safety resources. This work is supported by the U.S. Department of Homeland Security's Homeland Security grant program through the Massachusetts Executive Office of Public Safety and Security. In one recent NERAC project, MAPC worked with the neonatal intensive care units (NICUs) of 11 hospitals about how to evacuate babies and infants from the facilities during major weather events. Each hospital received a "babypod" infant module that puts a child patient in a controlled and secure environment for transportation. One or two people can carry the babypod, freeing up rescue staff to help others. This program is one step toward ensuring the region is prepared for significant weather events.

### **Collaborating Across Municipal Lines**

Regional collaboration remains at the core of the value MAPC offers to the region. We help municipalities work across borders in order to save money, gain efficiencies, and improve the quality of services to residents.

### **Regional Collaboration Project Highlights 2013**

- With funding by a generous grant from the Executive Office of Public Safety and Security (EOPSS), MAPC is helping Chelsea, Everett, Medford, Melrose, and Somerville to consolidate their emergency communications functions into a single operation.
- MAPC is establishing Regional Housing Services Offices. These will be especially useful for small towns that lack full-time housing staff.
- Under the leadership of Arlington, MAPC is supporting the regional acquisition of high-resolution aerial imagery for use in municipal geographic information system (GIS) applications.

- MAPC is helping Lexington make its animal control facility available to Bedford and other neighboring towns.
- MAPC is providing technical assistance to Ashland and Hopkinton as they plan to merge their fire departments.

### **Protecting Parks, Farms, Habitats, and Watersheds**

MAPC advocates for growth in cities and town centers, but part of our work is also helping to protect valuable landscapes, places to play, habitats for flora and fauna, farms that grow food for local consumption, and water resources.

In partnership with the Neponset River Watershed Association and the environmental engineering firm Weston & Sampson, MAPC evaluated how municipalities in the Neponset and surrounding watersheds can address changes in state water management regulations. Our study, funded by a grant from the Massachusetts Department of Environmental Protection, was a comprehensive look across many different water sectors such as waste, drinking, and storm, serving as a great model for total water management planning.

We recommended a series of steps to reduce the environmental impact of water supply activities along the Neponset, Charles, Taunton, and Ten Mile Rivers. We advised the municipalities to develop scenarios to address potential future water needs, evaluate existing water conservation practices, take steps to increase water-use efficiency, analyze the pumping of well water to reduce potential environmental impacts, and retrofit existing roadways and parking lots to capture clean and polluted stormwater runoff that was going directly to waterways. MAPC also developed a Comprehensive Agricultural Plan in the Minuteman Advisory Group on Interlocal Coordination (MAGIC) subregion.

Our goal was to increase the economic viability of farming and protect sustainable farms and agricultural soils close to metropolitan markets. Preserving agricultural land creates and maintains jobs, discourages low-density development in these areas, and protects local food production, which ultimately decreases the energy needed to ship food from distant locales.

### **Democratizing Data and Technology**

MAPC continues its pioneering use of data and technology to support informed decision making. The Data Services Department developed new population and housing demand projections for the region and its municipalities that predict trends as far into the future as 2040. We completed an analysis of 16 million vehicle inspection records and created a detailed picture of driving patterns in Massachusetts. We compiled a statewide atlas of land parcels and assessor's data. In partnership with the Massachusetts Department of Public Health, we launched [ourhealthymass.org](http://ourhealthymass.org), a new online data portal with information about public health outcomes and programs.

MAPC worked with MassDOT to upgrade and re-launch [MASafeRoutesSurvey.org](http://MASafeRoutesSurvey.org). This online school-commute survey tool will be the principal assessment and performance measurement tool for the state's Safe Routes to School (SRTS) program. The upgraded site is now available to any school in Massachusetts. It can generate automated reports for school and district administrators with information about mode choice, distance to school, and green house gas emissions, along with a map of survey responses that can help local SRTS programs identify infrastructure improvements and other initiatives.

The year 2013 saw the first full-scale application of MAPC's new scenario-modeling platform. Created for general use with the support of the Barr Foundation, this new tool allows communities to create multiple land-use scenarios and compare them on a variety of metrics, including greenhouse gas emissions, affordable housing production, tax revenue, vulnerability to sea-level rise, and impacts to neighboring communities. We used the tool in Hingham, which is developing a new master plan. MAPC created scenarios for three focus areas and shared them with stakeholders to solicit feedback and inform ongoing planning discussions in town. The final scenario model will be delivered to the town in 2014 for its use in future planning activities.

### **Creating Jobs and Homes**

A critical component of MAPC's work is encouraging economic development in smart growth locations. In 2013, MAPC conducted an interactive visioning charrette for East Dedham Village. The session was focused on establishing a more thriving and vibrant community. The use of a "visual preference collage" helped participants to determine a desired vision for the neighborhood. The exercise built on investments within the town that included the Mother Brooks Arts and Community Center, new recreation and park areas, and a growing creative arts presence.

Another important aspect of an equitable and sustainable region is ensuring that there is a diverse array of housing choices throughout the region. MAPC works with municipalities on housing production plans that guide policies and strategies to develop affordable housing. We recently helped Belmont, Lexington, and Watertown create a multi-municipal analysis of housing needs and housing-market demand and develop local strategies to produce affordable housing that is responsive to the regional, as well as the local, needs and market.

### **Fair Housing Toolkit**

In keeping with our mission to promote equity in the region, MAPC and the Fair Housing Caucus of the Sustainable Communities Consortium partnered with an outside vendor to develop a Fair Housing Toolkit. The toolkit includes practical examples of how municipalities and developers can proactively ensure inclusion, diversity, and equity by promoting access to housing opportunities.

During 2014, MAPC and its partners will lead trainings with the toolkit, which includes a sample curriculum for workshops to "affirmatively further fair housing" throughout the region.

### **TOD Fund**

MAPC recognized the need to establish new tools to finance housing and economic development in transit-oriented communities. Even with supportive plans, zoning, and infrastructure investments, TOD projects face barriers to attracting the capital necessary for many aspects of the development process: pre-development, design and engineering, acquisition, construction, and permanent financing.

Through Sustainable Communities funding, we convened a committee of experts and stakeholders to advance the creation of two new funds: a debt fund operated by the Local Initiative Support Corporation (LISC) that will open for business in 2014, and an equity fund designed by the Massachusetts Housing Investment Corporation (MHIC) and Conservation Law Foundations Ventures (CLFV) that will focus on projects that improve the health of local residents. The Executive Office of Housing and Economic Development (EOHED) has already invested \$1 million in the debt fund, and is considering investment in the equity fund at a later date.

### **Creating a More Equitable Region**

Five years ago, MetroFuture: Making a Greater Boston spelled out a vision of a sustainable and equitable future that we continue to pursue. Residents want a region that serves all people and provides ample opportunities to thrive. Demographic and social changes make equity more important to the region's future than ever before: the well-being of the region will depend increasingly on the well-being of people who have historically lacked resources and opportunities.

Among these groups are low-income communities, immigrants, members of racial/ethnic minority groups, and older residents. Indicators show that inequities exist throughout our systems – affecting areas such as income security, educational achievement, and access to affordable housing.

Over the last year, MAPC has created its State of Equity in Metro Boston Policy Agenda, a document that provides a roadmap for advancing equity and that has been endorsed and approved by the Sustainable Communities Steering Committee.

The Policy Agenda builds on findings from 2011's State of Equity Indicators Report and seeks to expand the constituency for social equity in the region.

The recommendations are divided into three sections: Invest in Its Places, Invest in Its People, and Build More Equitable Public Systems. To accomplish these goals, MAPC and its partners will engage a wide variety of the region's residents— both those who have traditionally participated in planning processes and those from communities that have been historically underserved by planning. MAPC will work to change the structural drivers behind the region's inequalities and advocate for policy solutions that will help us realize the vision of MetroFuture.

### **Reaching Out to Immigrant Entrepreneurs**

Immigrant entrepreneurs play a vital role in the economies of the cities and towns in our region. The businesses they run are important to the livelihoods and quality of life in their neighborhoods, providing jobs, goods and services, tax revenue, and giving back to the community in myriad ways. MAPC and its partners have sought to support these local job creators by pursuing policy changes, training municipal officials and non-profit staff, and creating connections with bankers and organizations that offer financial services to support immigrant entrepreneurs.

MAPC sponsored an Immigrant Entrepreneurs Forum as part of our "Friends of MetroFuture Walks & Talks" program. The forum, which took place at the Chelsea Collaborative, focused on the role of immigrant startups in advancing smart growth, the challenges the entrepreneurs face, the potential for collaborative opportunities, and the policy implications to support this subsector.

MAPC also collaborated with the Immigrant Learning Center, the Massachusetts Association of Community Development Corporations, and MassINC on a project in Lynn. This project focused on building relationships among immigrant businesses, municipal officials, and non-profit community-based organizations in order to help immigrant entrepreneurs in Lynn succeed. The project included a training workshop on reaching and engaging immigrant entrepreneurs and a targeted training for municipal and non-profit professionals.

### **Advancing the State's Policies in Line With MetroFuture**

In 2013, MAPC played a leading role in a campaign to increase state investment in our chronically underfunded multi-modal transportation system. MAPC held a series of regional forums, bringing together business leaders, municipal officials, activists, lawmakers, and the media to examine the importance of transportation investments.

Additionally, MAPC organized a rally on the steps of the State House that drew hundreds of people, placed op-eds in regional newspapers, testified at legislative hearings and MassDOT listening sessions, and created email alerts that resulted in thousands of constituents reaching out to their legislators. Ultimately, Governor Deval Patrick and the Legislature agreed to invest \$600 million more per year to help stabilize the MBTA's finances and invest in critical public transit and roadway improvements.

The new revenue will eliminate much of the MBTA's structural deficit, significantly increase funding for Regional Transit Authorities, and pay for additional capital expenditures, including maintenance, repair, and some targeted expansions. We estimate this bill covers about 60% of what we need—a great first step, but more advocacy lies ahead for MAPC and its allies.

MAPC is working on a bill to incentivize "Complete Streets" infrastructure—sidewalks, bike lanes and crosswalks—in cities and towns by creating a certification process with a modest pot of additional funding. During the budget process, MAPC will continue to advocate for the Shannon Community Safety Initiative grant program, which serves at-risk youth in communities experiencing gang violence.

MAPC facilitates the Metro Mayors Shannon Grant Collaboration, which leads a statewide coalition focused on youth violence and provides funding for youth programming and targeted enforcement.

Looking ahead to 2014, MAPC plans to focus on zoning reform legislation to create a modernized planning framework for the state and water infrastructure finance reform. We will continue to support the goals of our “MetroFuture: Making a Greater Boston Region” plan, by providing the tools needed for municipalities to create healthy, strong, and more vibrant communities. Visit [www.mapc.org](http://www.mapc.org) throughout the year for news and updates about our work.

#### **MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC)**

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) includes the towns of Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury. MAGIC was established as a growth management committee in 1984 and has become a respected voice in regional decision-making; focusing on transportation, the environment, energy, open space, affordable housing, economic and community development, and legislative issues.

MAGIC held nine regular business meetings during the 2013 calendar year. Meeting topics included the following:

- Subregional Transportation Priorities
- Medical Marijuana Law
- MAPC Clean Energy Initiative
- Regional Climate Change Adaptation Strategy
- Agricultural Planning (MAGIC Pilot)
- Subregional Shared Housing Services
- CrossTown Connect Transportation Management Association
- Water Infrastructure Finance Legislation
- Sustainable Water Management Initiative – Neponset Pilot
- Federal Emergency Management Agency Federal Insurance Rate Map Revisions.

MAGIC held a special meeting in June to nominate the Fiscal Year 2014 MAGIC Executive Officers and approve the FY14 Work Plan. The FY14 Executive Officers elected are: Keith Bergman, Littleton Town Administrator, MAGIC Chairman; Leslie Fox, Boxborough Selectman, MAGIC First Vice-Chair, and Mike Gowing, Acton Board of Selectmen, MAGIC Second Vice Chair. Two special events were also held in 2013: the Annual Legislative Breakfast in February and the Agricultural Planning Program Forum in March, which were both very well attended and recognized as important venues for critical policy discussions.

A number of innovative subregional projects were incubated, as a result of MAGIC meetings and outreach to communities, such as the development of a “Self Assessment Checklist” by MAPC to efficiently inventory local regulations/bylaws and determine if they may hinder Smart Growth development, as well as a spring 2014 MetroWest/MAGIC Smart Growth Symposium. In addition, a number of key subregional projects were completed, as follows: Subregional Open Space Mapping Project to assess the connectivity green spaces between municipalities, the development of an additional multi-municipal Shared Housing Services Office (modeled after the shared service office sponsored by the Town of Sudbury), and the Comprehensive Agricultural Planning Program. The Agricultural Planning program received great recognition from statewide food policy organizations, which led to MAPC being awarded a grant to facilitate the development of the first Food Systems Plan in Massachusetts.

MAGIC generated several deliverables throughout the year including the Subregional Open Space Map, Agricultural Planning Report, and a second Shared Housing Services Office. Further information regarding these projects and deliverables can be found on the MAGIC website, [www.mapc.org/subregions/MAGIC](http://www.mapc.org/subregions/MAGIC).

## HISTORICAL COMMISSION

During 2013 the Historical Commission continued operation of 575 Middle Road as a Town museum with both Town and Historical Society exhibits and volunteers manned opening hours each month of the year. A number of significant maintenance items on the building were also completed or initiated this past year. Coordinated with the Department of Public Works, the building periphery drain was inspected and eventually repaired and returned to use aiding with basement moisture issues. A professional moisture and mold inspection was performed, coordinated by the Building Inspector, which will be used as guidance for further basement work. The long term goal is for greater joint use of the basement. Exterior window repairs were made to the southside bay windows fixing a long time leakage problem. Inspections and repair estimates were obtained for the chimney, another long time leakage problem.

Nearly seven years of work came to fruition with the final approval and filing of the Conservation/Historical Preservation Restriction for Steele Farm. This was a joint effort of the Board of Selectmen , Historical Commission, Steele Farm Advisory Committee, Historical Society, and the Trustees of Reservation plus two State Agencies. An initial meeting with the Trustees of Reservations restriction monitoring professionals, who generated the required Baseline Documentation Report, was also held. The Commission is now involved with review of the property Management Plan, whose creation is being led by the Steele Farm Advisory Committee.

Commissioner Kevin Mahoney continued his research into the life and service of John H. Fletcher, Boxborough sole Civil War casualty to die on the field of battle. The Commission has a goal of placing a commemorate marker in his honor by the 150<sup>th</sup> anniversary of his death at the Battle of Winchester on September 19, 1864.

The Commission responded to requests for information on various aspects of Town history.

## LITTLETON ELECTRIC LIGHT DEPARTMENT

The Town of Littleton's Board of Electric Light Commissioners is pleased to present its annual report of the Electric Light Department for the calendar year 2013. The department continues to advance its tradition as a progressive public utility committed to quality, value and service. As your local electric company, we consistently strive to retain our status as the region's low cost provider for residential customers, while offering superior customer service and outstanding value to the community.

A review of **residential rates** charged by public and private utility companies shows that LELD's rates are consistently and significantly lower than those charged by both public and private utilities and are, in fact, the ***lowest in the state, across all customer use classes***. For purposes of comparison, a Littleton or Boxborough customer using 1000 kWh per month has a monthly bill of \$100.15. The same usage in Ayer, served by National Grid, would cost \$139.61; while in Acton, served by NSTAR, that usage would cost \$160.56. LELD's commercial rates are also highly competitive, placing at or near the lowest in the state when compared to both public and private utility companies.

The department maintains four-day, ten-hour workweek, through which we save energy, lower costs and offer expanded customer service hours. We take particular pride in leading by example, and believe that the best "green" program is one that consistently reduces energy consumption while maintaining or improving customer service. In keeping our commitment to conservation, we have a photovoltaic array of 117 panels on the roof of our Administration Building that generates approximately 22 kW of power. Through our net metering program, we currently have 5 residential customers with photovoltaic arrays tied to the grid. For more information on solar opportunities and our interconnection standards, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Perhaps most significantly, this year we entered into a 20 year agreement to purchase the energy and capacity of a 4 megawatt (MW) solar energy plant on Distribution Circle. The contract price for this peaking power from NextSun Energy is 10 cents/kWh and the energy produced will comprise approximately one percent of LELD's load. In addition to increasing the percentage of renewables in LELD's power portfolio, the project will assist with peak shaving opportunities during exceptionally hot or cold days, when power consumption and pricing

typically spike. In a separate agreement, NextSun negotiated a payment-in-lieu-of-taxes (PILOT) with the town for \$1.5 million over the life of the contract.

By adding this venture into our power mix, we are squarely on target for acquiring 15 percent of our capacity from renewable sources by 2015. Other green initiatives included a purchase agreement for wind power from Saddleback Ridge Wind in Carthage, Maine, which represents one half of one percent of our annual energy. We also installed two electric vehicle charging stations at Acton Toyota, with more scheduled for other locations in the coming year. These projects complement our longstanding appliance rebate program, home energy audits, incentives for energy-efficient home improvements and audits of our municipal buildings.

The business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills. On the personnel front, we welcomed Erica Crory as Staff Accountant and Dave Wirzbicki as Inventory/Procurement Coordinator. Erica is responsible for accounts payable and related accounting functions, while Dave purchases equipment and hardware to support our line operations functions. Both have proved to be successful additions to our staff.

Our line crew was also strengthened with the addition of Dan Martin, a distinguished graduate of the Southeast Lineman Training Center in Trenton, Georgia. There, Dan completed over 500 hours of line worker training, focusing on several key aspects of the trade.

Crews worked on a number of major projects throughout the year, completing upgrades from open wire construction to spacer cable on major circuits in both Boxborough and Littleton. These projects represent part of a \$1.5 million investment in our distribution system and will significantly improve the reliability of our circuits. We also converted several open wire single phase laterals to tree wire, whose durability and protective layer will reduce system faults. For the Point, the Sam Park project on Great Rd. at Rt. 495, crews installed a new pole line and relocated three circuits to that line. And, in testament to the sacrifice our crew members often make, two of our linemen – Todd Burnham and Dan Martin – spent Christmas week in Eastern Maine, joining hundreds of crews from across the northeast in a mutual aid effort to restore power to customers in the dark for days since an ice storm wiped out power for thousands in the region. Driving through the night in a bucket truck, the Littleton crew arrived in the early morning hours on the day of Christmas Eve and began the first of a week-long string of 18-hour shifts to restore electric service to nearly 12,000 customers of the Eastern Maine Electric Cooperative, which serves parts of eastern Washington, southern Aroostook and western Penobscot Counties.

On the IT front, the department completed the installation of a comprehensive security system for department facilities, both at Ayer Rd. and its remote sites. We also completed construction of a town-wide fiber loop with redundant hub locations at LELD and the Police Department. This loop provides network redundancy to all municipal facilities for data, phone and internet services. The department also completed the installation of a virtual network infrastructure at LELD and the Police Department, with expansion to Town Hall on the schedule. These projects reflect a further network integration among town departments and facilities.

As an organization, LELD has always prided itself on being a progressive utility, using the latest tools and technologies to offer outstanding value for our services. We embrace our role as leading municipal citizens committed to projects and programs that enrich and enhance the quality of community life. Our record of performance, we believe, underscores the value of public power and the virtue of a progressive business posture. As we move forward, we are confident of our ability to further that tradition. For more information, please visit our website, [www.lelwd.com](http://www.lelwd.com).

Respectfully submitted,

Board of Electric Light Commissioners  
Craig Gruskowski, Chair  
Joseph McCumber, Vice-Chair

Ivan Pagacik, Secretary/Clerk  
Bruce Trumbull, Member  
Tom Rauker, Member



## **BOARD OF HEALTH**

During the past year, the Board of Health was served by members Bryan Lynch (2013), Frank Roth (2015), who has moved out of town, and Marie Cannon, Chair (2014). Pam Follett was appointed in September to fill the vacant position left by Frank Roth. Maureen Adema returned to serve her hometown of Littleton and has been replaced by Starr Miyata in the Board of Health administrative support role. The Board also appreciates our stalwart longtime agent, Jim Garreffi, of Nashoba Associated Boards of Health who continues his service to the town.

In general, the continued slow economy has been evidenced by very limited new construction and permit activities. The Board was involved with several areas of public health during 2013, including:

### **Health and Human Services**

The following services were administered by the Board of Health and our agents: visiting nurse services, home healthcare, clinics, hospice, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, and emergency preparedness.

### **Environmental Protection and Pestilence Control**

The enforcement of regulations and policy to protect the following: drinking water safety, septic disposal and wastewater treatment, environmental health, housing & sanitary code enforcement, food services, recreational area safety, mosquito control, storm water disposal and groundwater protection, and air quality.

The greater percentage of the board's time and energy is typically given to the oversight of water resources, public health and environmental protection. This includes:

- Reviewing septic system and well plans for new construction and system upgrades, and monitoring wastewater treatment facilities as well as their respective periodic testing results.
- Monitoring local pool operations and permitted food service establishments.
- Working as part of the Water Resources Committee (WRC).
- Providing mosquito, tick and Lyme disease, and pestilence control information.
- Coordinating efforts with other groups and organizations.

The Board of Health continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The database is updated with new well testing and septic system information as it becomes available to the board. For residents interested in testing their wells for an updated quality status, water sample bottles are available at the Board of Health office and a referral to a local testing laboratory can be requested from our Agent or BOH Secretary.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. These services took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Summaries of these services on behalf of Boxborough residents appear later in this report.

## **Progress in 2013**

### **Emergency Preparedness**

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health and safety related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization

programs for pandemic threats such as the Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for Emergency Planning and response.

### **Emergency Reserve Corps (ERC)**

Since 2006 when the group was first created as the Medical Reserve Corps and renamed in 2009, the ERC continues to promote and support emergency preparedness through its regular meetings and training seminars. Refer to the report specific to the ERC for additional information.

### **Mosquito Control and Related Diseases**

2013 was a relatively normal year for mosquito-related reports due to the average winter weather and infrequent, but heavy, rainstorms that provided prime stagnant conditions during the summer months. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program. Several positive test results were reported in 2012 and 2013 for West Nile Virus locally, including in Boxborough and Acton, which were noted in late August. The BOH made arrangements with CMMCP to conduct insecticide spraying in the areas of the school, library, police and fire properties as well as Flerra Fields and Liberty Fields and issued a notice in the Beacon regarding cautions related to mosquito exposure.

While the relative risk of becoming infected with these viruses is low, residents especially at risk should take appropriate precautions against mosquitoes. Since 2006, the Board has continued the annual larvacide program utilizing Bti to significantly reduce the mosquito population and the respective risk to residents. For more information on this program, refer to the CMMCP web site.

### **Lyme Disease**

Lyme disease continues to be a major concern of health officials and the community at large with reporting increasing each year. The BOH issued several notices regarding Lyme disease, including a publication in the Beacon and on Comcast Cable TV prepared by Nashoba. This notice detailed two key diseases carried by infected deer ticks including Babesiosis and Human Granulocytic Anaplasmosis (HGA) which affect red blood cells and certain white blood cells respectively. The best prevention of Lyme disease is education, awareness and dressing appropriately when likely exposure is expected.

### **Water Quality**

The Board and DEP continue to monitor special water quality issues relating to the ground water contamination caused by MTBE, perchlorate, and severe sodium concentrations in the western area of town. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness and sodium in many other areas of town.

### **Water Supply**

The Water Resources Committee via the Board of Health continues to observe and protect existing and future potential water supplies. Since the 2008 Feasibility Study prepared by our consultant to continue planning efforts for a future municipal water system, the Board has continued to monitor areas of town with water issues and continue planning to one day solicit state funding in support of the efforts of a long-term plan that meets the future needs of Boxborough. With recent difficult economic times, the focus has remained broad.

### **Tobacco Control**

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2013, compliance remained consistent and all existing tobacco permits were renewed without issue.

During the next year, the Board plans to continue the activities discussed above, plus:

- Build our capacity to participate in public health and other emergency measures.
- Improve our ability to convey public health information to the public.
- Facilitate the availability of information concerning tick borne illness and mosquito transmitted diseases.
- Continue to support the Town's Water Resources and to plan for the protection and development of future water supplies.
- Provide information and help facilitate access to Health and Human Service programs available to town residents.

We request input from residents about their public health concerns to help guide us in our efforts. Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

### **NASHOBA ASSOCIATED BOARDS OF HEALTH**

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of environmental and public health needs in Boxborough. In addition to the day to day public health work conducted for Boxborough we also provide the following services.

- Maintaining Nashoba's internet web site to provide information for the public. (See *nashoba.org*)
- Through our involvement in the Bioterrorism Regional Coalition we are keeping the Boxborough Board of Health up-to date on matters of emergency preparedness planning.
- Nashoba assisted the Board with provided a school-located seasonal flu clinic at Blanchard Memorial School.
- Response to health related impacts of beavers through coordination with the local Board of Health in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's Board of Health. Included in the day to day work of Nashoba in 2013 were the following:

- Reviewed 47 Title 5 state mandated private Septic System Inspections for Boxborough Board of Health
- Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections
- Corresponded with inspectors regarding deficiencies and referred deficient inspections to Boxborough Board of Health for enforcement action.

Through membership in the Association, Boxborough benefited from the services of Nashoba staff including Registered Sanitarians, Certified Health Officers, Registered Nurses, Nutritionists, Registered Physical & Occupational Therapists, Licensed Social Workers, Certified Home Health Aides, and Registered Dental Hygienists. By the Boxborough Board of Health's continued participation in the Association, you can shape your future local public health programs and share in the benefits of quality service at a reasonable cost.

### **Environmental Health Department Environmental Information Responses**

#### **Boxborough Office (47 days)**

The Nashoba sanitarian is available for the public on Tuesday afternoons at the Boxborough Board of Health Office. *This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.*

**Food Service Licenses & Inspections (7)**

Nashoba annually mails out and receives application from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at risk method. Where deficiencies are found, a re-inspection is scheduled to insure compliance. When a complaint from the public is received an inspection is also conducted. During this inspection health factors of food handlers is also investigated, and where appropriate medical consultation and laboratory testing may be required.

**Housing & Nuisance Investigations (8)**

Nashoba, as agent for the Buxborough Board of Health, inspects dwellings for conformance with State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspect for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

**Pool Inspections (5)**

Pools are inspected upon opening and as needed thereafter to insure compliance with the State pool regulations.

**Septic System Test Applications (20)**

Applications from residents proposing to build or upgrade a septic system are accepted, a file created, and testing dates are coordinated with the applicants engineer.

**Septic System Lot Tests (43)**

Nashoba sanitarian witnesses soil evaluations, deep hole tests, and, usually on a separate date, percolation tests conducted by the applicant's engineer which serve as the basis of the design of the septic system.

**Septic System Plan Applications (9)**

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

**Septic System Plan Reviews (15)**

Engineered plans are reviewed according to state code, Title 5, and local Board of Health regulations and review forms are created and sent to engineer for revision. Subsequent re-submittals by the engineer are also reviewed.

**Septic System Permit Applications****New lots (1)****Upgrades (8)**

Applicants' approved plan submittals and Board of Health requirements are incorporated into a permit to construct the septic system.

**Septic System Construction Inspections (63)**

Nashoba Sanitarian is called to construction site at various phases of construction to witness & verify that system is built according to plans.

**Septic System Consultations (6)**

During all phases of application, design, and construction the Nashoba Sanitarian is called upon for legal details and interpretation.

**Well Permits (8)****Water Quality/Well Consultations (16)**

Private wells are regulated solely by local Board of Health regulations, The Nashoba Sanitarian assist the Board of Health by reviewing well plans, securing well water samples, and interpreting water quality test results.

**Rabies Clinics – Animals Immunized (1)**

Nashoba arranges for local clinics with cooperating veterinarians, arranging for dates and location, placing ads in local newspapers, and sending home flyers through local schools. In addition, since the recent raccoon rabies epizootic Nashoba has arranged for delivery of over 500 animal specimens to the State lab in Boston for analysis and has counseled possible exposure victims to seek medical assistance.

**Nashoba Nursing Service & Hospice****Home Health Nursing Visits (117)**

Nashoba's Certified Home Health Registered Nurses visits provide skilled services to patients in their home under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24 hour basis, catheter care, case management and referral to other services as needed.

**Home Health Aide Visits (54)**

Nashoba's Certified Home Care Aides provide assistance with daily activities of daily living including bathing dressing, exercises and meal preparation.

**Rehabilitative Therapy Visits (91)**

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional dependence.

**Medical Social Service Visits (5)**

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

**Clinics****Local Well Adult, Support Groups, & Other Clinic Visits (343)**

Visits include well adult clinics, and immunization, cholesterol exercise, mental health and bereavement clinics.

**Patients attending Flu Clinics held in Boxborough (261)****Patients attending Well Adult Clinics from Boxborough (58)****Communicable Disease****Communicable Disease Reporting & Control**

Nashoba's Nursing Service & Environmental Health Department work together to meet the local Board of Health's responsibilities under the law to do the following:

- Investigate and control the spread of communicable diseases within Boxborough (MGL Chap111, Sec 6, 7, and 92-116). Nashoba works with the Massachusetts Department of Public Health (MDPH) in this area.
- Receive and process reports from physicians concerning cases of diseases "dangerous to the public health" as defined by MDPH (MGL Chap111, Sec6)
- Notify MDPH Division of Epidemiology and Immunization within 24 hours of receiving notice of any case "dangerous to the public health".
- Receive reports and undertake follow-up as necessary regarding certain food borne and waterborne diseases and diseases being monitored by the MDPH.
- Receives reports, investigates and conducts follow-up on all incidences involving positive rabies results.

## **Number of Communicable Disease Cases**

### **Investigated (23)**

#### **Confirmed (9)**

Anaplasmosis .....	1
Babesiosis .....	1
Giardia.....	1
Hepatitis C .....	1
Influenza.....	4
Lyme Disease.....	1

## **Health Promotion**

### **Skilled Nursing (10)**

## **Dental Health Department**

### **Examination, Cleaning & Fluoride – Grades K, 2 & 4**

#### **Students Eligible (162)**

#### **Students Participating (90)**

#### **Referred to Dentist (11)**

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

### **Instruction – Grades K, 1 & 5**

#### **Number of Programs (9)**

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining health teeth to all children in these grades.

## **CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT (CMMCP)**

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 40 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is (508) 393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state of the art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost effective mosquito control. IPM encourages the use of non-chemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program. New in 2011 is an educational program geared towards senior citizens.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction, the elimination or reduction of a mosquito breeding source (i.e. water-holding containers), is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology, and the need to eliminate these man-made breeding sources. We also now have a tire collection program that removed these larval habitats from the environment and are then brought to a facility for recycling.

Bacterial larval control with Bti (*Bacillus thuringiensis*) is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if pre-determined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product, and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat. We treated 880 acres of wetland by helicopter with funding from the Board of Health in 2013. Pre- and post monitoring showed a 83.3% decrease in mosquito larvae in the treated areas. Over 19 acres were also treated by ground equipment throughout the season.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases residential areas are treated with either hand-held or pick-up truck mounted sprayers. Applications are site-specific and are determined by weather, type of area and mosquito population levels. These applications are initiated **only by request** of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website.

The project's surveillance program monitors adult mosquito and larval population density, and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus in our service area. Specialized traps are used as a mobile force for viral monitoring, and are placed in member towns on a weekly basis for routine sampling. If a WNV or EEE hot spot is identified, surveillance is intensified to sample mosquitoes and these collections are sent in to the Mass. Dept. of Public Health for testing. A collection of *Culex* mosquitoes was found off Meadow Lane positive with WNV in late August. Spraying was coordinated with the Board of Health and other local officials, and no subsequent virus was found.

We are now running a research and efficacy department which checks for efficacy of our products and techniques, and to research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis. The Project has a website at [www.cmmcp.org](http://www.cmmcp.org) which has extensive information on our program, products we use, and mosquito control procedures. Requests for service can be made through the website, as well as pesticide exclusions.

Timothy Deschamps, Executive Director  
Timothy E. McGlinchy, Director of Operations

#### DEPARTMENT OF PUBLIC WORKS (DPW)

The Highway Department provides maintenance and improvements to approximately 42 miles of Town roads, oversees the operation of the Hager Well, operates the Transfer Station, and takes care of all conservation land, athletic fields, and cemeteries, in addition to maintaining the grounds of all municipal buildings. We also tend to the general maintenance of Town Hall, the Blanchard Memorial Library, the Police Department, and the Museum.

The Highway Department consists of eight full time employees, (two of them attend to the Transfer Station on Wednesdays & Saturdays), one seasonal worker, and one part time employee. Snow removal help is called in as needed.

2013 started off with Blizzard Nemo in early February. This long duration storm resulted in 27" of snow and wind gusts up to 65 mph locally. Our crew of 10 men worked around the clock for two days solid treating and clearing the roadways. The addition of the liquid magnesium chloride tanks on the trucks made it possible to treat the salt a second time as it was being applied to the roadways. This extra product increases the melting capability of the salt and is used in pretreating. We had a total snowfall in 2013 of 93.5".

The DPW upgraded the Town's Gasboy fuel dispenser with a Fuel Master system. This fueling system has a dispensing unit and also a computerized fuel management unit that controls access, tracks usage and has various reporting capability. A shelter was also built to provide some protection from the elements.

Two small road projects were completed in the spring. The intersections at Stow Rd. and Burroughs Rd. and Chester Rd. and Burroughs Rd. were reconfigured in an effort to reduce speeding and increase site lines. The new sidewalk was installed running from Rte 111 to the Town Hall. Thanks to Town Planner, Elizabeth Hughes for her help in making these projects possible.

We purchased the new roadside mower that was approved at Town meeting in May. This Kubota Terrain King tractor has a two piece articulated boom that allows for increased maneuverability when working around stationary objects, a flail head with an 18' reach, and a rear hook up for attaching a stump grinder or other accessories. The 4WD ensures safer off road operations while maintaining the towns municipal and conservation lands.

Also approved was the purchase of two 45 yard dumpsters for the Transfer Station. These containers replaced two 17 year old containers. The new dumpsters have a design change that allows for larger capacity.

This year we received a \$7500 Sustainable Materials Recovery Grant (SMRP), which was used to purchased a recycling compactor. These grants are awarded to municipalities to help establish or expand their diversion programs. The award of this grant became an important factor as we continued with the Transfer Station project as it allowed us to expand our reconfiguration.

We now have 4 compactors at the Transfer Station. 2 are used for solid waste and 2 for recycling. The traffic flow has been streamlined by creating 5 lanes between the compactors for drop off of these items. This did not happen easily. The DEP requires that all compactors are placed on concrete pads. The new design needed to assure the safety of users, proper drainage, clear site lines, ease of use and clearance for snow plows. Electrical components had to be installed and relocated. The shed received new doors and windows along with the new controls for the compactors. The retaining wall had to be rebuilt and the area was paved and lined. We were able to complete the project without closing the station. Thank you for your patience during the process.

Other projects this year were cleaning out the detention pond at Kendall Rd. and installing a dry hydrant. 12 trees were planted at the South Cemetery. Tree work is an ongoing task. The year ended with the emergency generators arriving. In an effort to keep costs down, the DPW agreed to prepare the sites and pour the pads required for placement. The extreme cold made this job especially difficult. Working with the contractors, all aspects of the prep was completed and the pads were poured and back filled. The generators were scheduled to be in place and tested by the end of February. These generators will ensure safety and preparedness for dealing with these New England winters.

I would like to acknowledge all the hard work of the DPW crew. Once again they have provided assistance beyond the normal expectations. I would also like to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the residents for their support.

Respectfully submitted,  
Thomas Garmon, Director of Public Works

#### **CEMETERY COMMISSION**

There were nine burials in the South Cemetery in 2013. Twelve new shade trees were planted in the new section of the cemetery. Two dead maple trees were removed. All sales of cemetery lots, as well as perpetual care fund money, can be found in the Treasurer's reports. Copies of the cemetery rules and regulations can be obtained from the Town Clerk.

Respectfully submitted,  
Donald C. Morse, Superintendent



## **VETERANS AGENT**

The Veterans Service is established according to Chapter 115 of Massachusetts General Laws and is administered under State guidelines to provide information and assistance regarding benefits to veterans, veterans' dependents, widows, and children of deceased veterans.

There were two veterans buried in South Cemetery in 2013:

- Wasil Chernak – World War II
- Americo S. Raposo – World War II

A flag was placed on all veterans' graves for Memorial Day. Information and assistance was given to several veterans during the year. Two veterans received benefits in 2013. Both are now off the rolls. Anyone seeking help with veteran affairs can call the Town Hall, (978) 264-1726.

Respectfully submitted,  
Donald C. Morse, Veterans Agent

## **COUNCIL ON AGING**

The Boxborough Council on Aging (COA) is one of 348 Councils on Aging in Massachusetts. The mission of these volunteer, municipally appointed agencies is to link elder needs to available resources which enable seniors to remain active and stay in the community. The COA is a seven-member board appointed by the Board of Selectmen. Board members work together to identify senior concerns, develop programs and implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. The Boxborough COA is supported by a COA coordinator, two van drivers and many volunteers.

Core service areas of the Council on Aging are information and referral relating to healthcare insurance, fuel assistance, health clinics (flu shots), in-home care, scheduled social events and tax information. Providing transportation continues to be one of the most important services delivered by the Council. In 2013 the COA van provided nearly 700 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the library, wellness activities and other destinations in the community. While medical trips are the priority, the van was also used to provide seniors with some recreational out-of-town daytrips. Destinations in 2013 included Tower Hill Botanic Gardens, the Fife & Drum Café in Concord, the Lowell Textile Museum, the Waterworks Museum in Chestnut Hill and the Chateau restaurant in Waltham, a BSO Open Rehearsal and the Old Mill restaurant in Westminster.

The successful Senior Tax Work Off program had seniors performing 1,642 hours of work resulting in a comparable wage value of \$26,750. The Boxborough Emergency Reserve Corps, in conjunction with the COA, once again promoted and expanded the call list for seniors who would like to be checked on in the event of an emergency. The RUOK (Are You OK) program provided by the Boxborough Police Department continues to offer security for seniors and their loved ones.

Two significant new developments relating to COA activities in 2013 were the expansion of van dispatch service hours and preparation of a new questionnaire to better understand the health and well-being needs of Boxborough seniors.

By joining in a multi-town collaborative effort, a regional van dispatch service referred to as the "Cross Town Connect" was implemented. Through this mechanism, van dispatch hours were expanded from 16 to 37.5 hours per week and a significant cost reduction (approximately \$12,000) was achieved simultaneously. Van service hours were also expanded to include Friday operation.

Concerning the health and well-being of Boxborough seniors, the COA developed a new questionnaire that will be distributed in early 2014. This questionnaire is intended to assist the COA in assessing the needs of our

seniors and developing new or modified programs to better serve those needs. Another objective of this questionnaire is to encourage participation in senior events among younger seniors, those just entering or having recently entered the senior community.

Numerous programs (including new programs) were offered to seniors at the Boxborough Community Center. Popular programs during 2013 were Tai Chi, Spanish Lessons, Line Dancing, Gentle Fitness programs, Game Days, Memoir writing, Photography classes, Drawing classes, a Medicare benefits explanation program (including SHINE counseling) and several holiday celebration parties.

During 2013, COA member Dave Birt completed his term and the Board welcomed Helen Berry and Frank Powers as new Board members. The Board also recognized Sue Fredrickson for her countless efforts and contributions during her tenure as a Board member.

The Friends of the Council on Aging work tirelessly to provide financial support for senior programs and this support helps to keep them at an affordable cost to seniors. The ever-popular Speaker Series Program highlights in 2013 were, “The Singing Trooper,” “Holiday Party Blanchard School Band Ensemble,” “Emerson: Your Hospital Then and Now,” and “Pastoral Landscape Painting in America.”

The senior community benefits from the professional services provided by the employees at the Department of Public Works, the Fire Department, the Sargent Memorial Library, the Police Department and the Town Hall Employees. We acknowledge and appreciate their dedication to Boxborough seniors.

#### **WELL-BEING COMMITTEE**

In 2011, in response to a recommendation from the Social Services Committee, Boxborough established a new, ad hoc committee to help identify and address the human services needs in the community. In 2013, the Well-Being Committee was formally created by the Board of Selectmen with representatives from the community, Housing Board, Board of Health, Board of Selectmen, as well as the Blanchard School Guidance Counselor, Council on Aging Coordinator, Fire Chief, Police Chief, Town Administrator, Nashoba Board of Health Public Health Nurse, and Pastor of the United Church of Christ.

#### **2013 Activities**

The focus of the Well-Being Committee for 2013 was to explore the need in town for a Community Services Coordinator. The Committee gathered data from various sources and researched what was being done in other neighboring towns. It was evident to the Committee that a Coordinator would be of benefit to the town by helping connect struggling individuals and families with the services that they needed. The Committee was unanimous in putting an article on the FY15 Annual Town Meeting Warrant recommending the hiring of a part-time Community Services Coordinator.

#### **ACTON-BOXBOROUGH CULTURAL COUNCIL (ABCC)**

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) Grant funds, to promote the arts, and to help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations; and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature;

- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations and more;
- Advocacy for the arts through community outreach and publicity.

The ABCC's activities take place from September-June; calendar year 2013 encompasses the second half of FY13 (January-June) and the first half of FY14 (September-December). This Annual Report gives preliminary results of our FY14 Grant Cycle in which we plan to support 37 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2013 thanks to the continued financial support from our Towns.

### **ABCC Leadership**

Barbara Estabrook served as chair through August 2013. Kristie Rampton Johnson and Sunanda Sahay became co-chairs in fall 2013. Nancy Kumaraswami served as Secretary. Marion Powers and Tse-Ming Wang were co-Grants Coordinators. Greg Hutchins was Treasurer. Publicity coordinator was Marion Powers. Suman Adisesh was webmaster.

### *Acton-Boxborough Regional High School Advisory Board*

This program is a collaboration with ABRHS. Our students actively join in our monthly meetings and participate in and support Council events including grant application review. A high school sophomore served Spring semester 2013. We are in discussions with the high school staff to recruit current freshmen, sophomores and juniors to the council. Our ABRHS Advisory Board Member for Spring semester 2013 was Dani Sim.

### *Recruitment*

We work closely with the Acton and Boxborough Boards of Selectman, Town staff and other Town volunteers on our continued membership efforts.

### **Mass Cultural Council (State) Funding for FY14**

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, and creativity; planning, budget, and most importantly, community benefit of each proposed project.

At the beginning of fiscal year 2014 the ABCC was allotted \$8500 from the MCC, representing an increase of nearly 10% over our allocations for the previous three fiscal years.

It was another competitive grant season. We publicized the availability of grants through emailed and posted fliers and press releases in *The Beacon* and *Action Unlimited*. Also we provided telephone and email consultation to several applicants. Application information was available at our staffed display table at the Acton-Boxborough Farmers Market in August and at West Acton Oktoberfest. We received 44 applications requesting a total of \$18,091 in funding. The number of applicants has been consistent over the past several years. After very difficult and lengthy deliberations the ABCC chose to fund 37 projects that give the greatest benefit to our communities including projects at the public libraries, some of the elementary schools including Blanchard Memorial School, Iron Work Farm, the Boxborough Harvest Festival, and artists Stephen Collins and Frank Sibley, who both are Boxborough residents.

### **Local Funding and Council-Initiated Events**

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, Boards and public officials in both towns is truly remarkable. Acton provided the ABCC, through a Warrant Article, with \$2000. Boxborough provided \$1,500

for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to the town copiers, etc. We are also thankful for the continued support and active involvement of our liaisons, Boxborough Selectman Raid Suleiman and Acton Selectman Janet Adachi.

The ABCC sponsored and collaborated on several exciting events in 2013. Details are below.

*Purchase and installation of wildlife sculpture at Nathaniel Allen Recreation Area in Acton*

A call for sculpture submissions from Massachusetts artists was issued in the winter and circulated across the state. The Council selected a mobile work of mild steel designed by Carolyn Wirth of Maynard and fabricated by Joyce Audy Zarins of Amesbury, that celebrates the local wildlife seen in NARA. The piece was installed in the Wetlands Demonstration Area of NARA on November 26, 2013. A celebration and naming ceremony will be held in Spring 2014.

*Dixieland Band concert at Sargent Memorial Library, August 15, 2013*

The ABCC provided funding for a concert by the Nashoba Valley Yankee Doodle Dixieland Band as part of the popular ice cream social for families and the community that celebrates the end of the summer reading program.

*Fifth annual "Our World in Film" International Film Series at Sargent Memorial Library, May 2013*

Following 2008's year-long "Our World," festival of cultures we have offered an annual international series of acclaimed films for adult audiences. ABCC member Todd Davis coordinated the series, which included the films *I Wish* (Japan), *The Earrings of Madame de* (France) and *Le Havre* (France, directed by Finnish director Aki Kaurismaki). Introductions to each film were provided by Todd and discussions were led by local residents familiar with the culture shown in the film. Showings were held at the Sargent Memorial Library, and the films shown have been donated to the Towns' libraries for their collections.

*A Short Night at Acton Town Hall, April 26, 2013*

Our third evening of short films was curated by ABCC member Todd Davis, who is a filmmaker and instructor in film. Filmmakers, cast and crew members were on hand to discuss the films after the showing.

*FY13 Grantee Reception at Sargent Memorial Library, April 5, 2013*

The ABCC held its annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. In addition to our FY13 grantees, our state and local legislators and officials were invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters and collaborating artists and organizations and to highlight upcoming events. Boxborough Selectmen Les Fox and Frank Powers and Acton Selectman Janet Adachi attended. Performances by 2013 grantees included a short piece from "Unlaunched Voices: An Evening with Walt Whitman" performed by Stephen Collins, a group of singers from Open Door Theater performing songs from "Annie", and folk and classical music from India on tabla and sitar, by arrangement of Sunanda Sahay, director of Essence of India, and Learnquest Academy. The Council also celebrated the contributions of retiring member Pascale Belin-White. Current and former members of the ABCC nominated Barbara Estabrook of the Council for the Leadership Circle Award of the Massachusetts Cultural Council, and she was the 2013 award recipient. The award was celebrated at the Grantee Reception by Jennifer Atwood of the Massachusetts Cultural Council, State Representative Jennifer Benson and State Senator Jamie Eldridge.

## ABCC in Photos, 2013



*Wildlife sculpture before installation at NARA in Action. Left to right: designer Carolyn Wirth, ABCC member Nancy Kumaraswami, Janet Adachi, fabricator Joyce Audy Zarinis, Tse-Ming Wang, Nancy Evans*



*Boxborough resident Stephen Collins performing as Walt Whitman at the Grantee Reception*



*Boxborough resident Cort Simpson with ABCC members Alexis Presti-Simpson and Marion Powers at Short Film Night*



*ABCC member and event curator Todd David of Boxborough chats with filmgoers at Short Film Night*

## **PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE**

This committee, in conjunction with other groups within Boxborough, coordinates activities for our citizens and engages in various projects to preserve the heritage and strong community of Boxborough. The PCCC leads three major events each year – the Memorial Day observance in May, Fifers Day parade and award ceremony in June, and the town tree lighting in December.

Memorial Day was observed with the traditional parade. The route took marchers along Hill Road to North Cemetery, down Middle Road to the War Memorials at Town Hall and down Stow Road to South Cemetery. At each stop flags were raised then lowered to half staff and a musket salute was fired by the Minutemen. At the cemeteries Donald Morse read the names of our deceased veterans. We were pleased to have remarks by State Senator Jamie Eldridge. For the second year in a row 5<sup>th</sup> and 6<sup>th</sup> grade students from Blanchard competed in a Memorial Day essay contest, sponsored by the PCCC. The three winners, Andrew Pak, Jyo Pari, and Nicole Doucette, read their essays at North Cemetery, Town Hall, and South Cemetery. Numerous parade attendees were moved by the essays and commented that the children's essays were the most meaningful of the day. Marchers included the Veterans, the Selectmen, the Minutemen, the bands from Blanchard Memorial and Raymond J. Grey Junior High schools and local boy scouts.

Fifer's Day was held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission and began with the morning road race followed by the parade from the Blanchard School to Flerra Field. Our Parade Marshall was Frank Powers, a former selectmen and current Boxborough Minutemen. Portraying Luther Blanchard and Lucy Hager in the parade were Jonathon Heatley and Lydia Fetterman, sixth graders at the time. This year the PCCC renewed an old tradition of having the Boxborough Golden Cane recipient, also known as our town's eldest resident, ride in the parade as an honored guest. Dewey Nichols, age 96, was delighted by the honor and received rounds of applause along the parade route. An afternoon of fun and food followed. The weather was delightful.

At the conclusion of the parade, Anne Canfield was presented with Boxborough's highest honor, the 2013 Golden Fife Award, for her exceptional dedication to the success of our town. Anne has provided decades of service to the town in multiple roles and was listed as a "model citizen and exemplary volunteer" in the numerous nominations she received for this honor. Her acceptance speech can be viewed via this link ([http://www.youtube.com/watch?v=\\_S44ixFvuUQ](http://www.youtube.com/watch?v=_S44ixFvuUQ)).

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). Blanchard Superintendent and Principal Dr. Curtis Bates was selected as the third recipient of the annual Spirit of Giving Award. Dr. Bates has led our elementary school for seven years, a school which Boston Magazine ranked in 2013 as the 5<sup>th</sup> best elementary school in the greater Boston area. Dr. Bates lit the tree on behalf of the town. A great crowd of over 250 people joined in singing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. Refreshments followed at the Museum where food pantry donations were collected as well. Thanks to our hosts the Historical Commission and Historical Society.

Our citizens' participation in these events is what makes this work worthwhile and we are also deeply grateful for the help received from the staffs at Town Hall, DPW, Police, Fire, Library and the schools.

## **RECREATION COMMISSION**

The Boxborough Recreation Commission is a seven-member commission responsible for the development and implementation of recreational programs for Boxborough citizens of all ages. The Commission is also responsible for the management of recreation programs at Flerra Meadows, Fifers Field and Liberty Field. Members of the Commission in 2013 were Kevin Lehner and Abigail Reip (Co-Chairs), Mitzi Garcia-Weil (Clerk), Amy Burke (Treasurer), Matthew Rosner and Hilary Greven.

To further contribute to the community the Commission employs residents of the Town to conduct its programs. The Recreation Commission works closely with the Blanchard Elementary School to promote enrollment, distributing program information and enrollment forms through the school and Town Hall.

### **Current Recreation Commission Programs**

#### *Winter Recreation Sports Program*

The Recreation Commission traditionally conducts an eight-session youth sports-oriented program held on Saturday morning's beginning in early January. This program was replaced this winter with a 4 session fitness program run by Fitting Fitness In that met with mixed results. As a result of the school district consolidation, all future winter program options will be subject to coordination with Acton Boxborough Community Education. The Commission is currently reviewing any/all potential winter activities and will pursue any that fit the needs of the Town.

#### *Summer Playground*

A summer playground program is available to children in grades Pre-K through 6th grade. The program provides well-supervised games, sports and creative activities. The Summer Playground is held each July and now consists of four one week sessions and utilizes the active recreation space at Flerra Field. The Recreation Commission hires 3-4 adult playground directors and approximately 24 teenage playground counselors. In addition, the playground has a strong volunteer program consisting of 7th and 8th graders working for community service hours. Kate McMillan, Rob Picca, and Ellie Licari directed this past year's program. Three new directors are expected to be hired to manage the program for 2014. There were approximately 125 registrants for each of last year's two-two week sessions. As a result of declining enrollment registration to Summer Playground has been offered to Acton residents.

#### *Adult Basketball*

The Commission sponsors an adult basketball program. The program is held at the Blanchard School gymnasium on Monday nights from 8-9:30 and is open to all adult town residents.

#### *Seniors Exercise Program*

The Recreation Commission provides funding to support an exercise program for seniors facilitated through the Council on Aging.

### **Boxborough Town Athletic Fields**

The Town of Boxborough currently has three grass playing fields and two little league sized baseball diamonds located at Liberty Field, Flerra Field and Fifer's Field. These fields exist primarily for the use of residents and Acton Boxborough youth programs, and are maintained by the Town DPW. Each field is rested periodically in order to perform maintenance and maintain a proper (safe) playing surface. Portions of Flerra were rested during the fall of 2013. General field maintenance is performed regularly, and major work is determined collaboratively between the Recreation Commission, Department of Public Works, and local youth sports organizations like Acton-Boxborough Youth Soccer & Acton-Boxborough Youth Baseball. In 2013 these organizations also provided additional maintenance and support for the individual playing fields used by their organizations.

#### *Boxborough Recreation Commission's Field Use Policy*

In 2012, the Town initiated a field use and permit fee policy for outside organizations wishing to utilize town playing fields. The policy and permit fee schedule are available on the Town website. The policy mirrors similar policies of surrounding towns, most notably Acton, and was initiated to help the Town recoup expenses incurred maintaining town playing fields and the surrounding grounds.

#### *Recreation Commission Looking Forward*

The Commission is constantly reviewing program options and is considering both improvements in existing program content as well as new program offerings. Resident input is welcomed. As a result of the recreation survey conducted by the Town in 2013 the Commission is additionally reviewing options to improve facilities for basketball and tennis.

### STEELE FARM ADVISORY COMMITTEE

The Steele Farm Advisory Committee advises and assists the Board of Selectmen in managing, maintaining, and planning for the future of Steele Farm, a municipal property. The Committee strongly supports protecting the historic farmstead, preserving the open space and wildlife habitat, continuing agricultural activity, and encouraging public access to the property.

Notable events in 2013 include:

- The effort to place a Conservation Restriction and a Historical Preservation Restriction on the Steele Farm municipal property came to fruition with the signing of the agreement by the Board of Selectmen and the Boxborough Historical Society, Inc.(BHSI) on May 6, and the recording at the Middlesex South Registry of Deeds on July 18. The restrictions will be held by The Trustees of Reservations, Inc.(TToR) and BHSI. Many thanks to all those who worked to make this happen, especially Alan Rohwer of the Boxborough Historical Commission, former SFAC member Arden Veley, and Chris Rodstrom, formerly of TToR, who guided us through the bureaucratic thickets. A great debt of thanks is owed to the Boxborough Conservation Trust, whose board members volunteered to raise the \$10,000 needed to endow the restrictions. A joyful celebration of the project's completion was held on October 21 at Town Hall.



- On April 26, an enthusiastic group of seniors from ABRHS spent their Community Service day clearing invasive plants and brush. They have our thanks and wishes that their poison ivy cleared up before Freshman Week.
- In spring, Boxborough Boy Scouts navigated an orienteering course at Steele Farm, set up by Wayne Richardson.
- The DPW kindly deposited a large quantity of soil on the hill, which was employed by Ed Whitcomb, using tractor and loader, to fill a number of holes which were left after the DPW crew earlier removed a number of rocks. This will facilitate brush-hogging the hillside in the fall.
- Members John Skinner and Ed Whitcomb did much work preparatory to a major barn repair project. More recently Building Inspector Dave Lindberg has been working with Ed.



- After three very successful years, Ed Whitcomb decided to step down as Chairman. His energy and commitment are much appreciated by other Committee members. Committee member John Skinner resigned in 2013, because of the demands of his business. John was a dependable participant at SFAC work parties, and has indicated a willingness to continue helping the Committee in the future. His contributions to the work of the committee are much appreciated, and his presence will be missed. The Committee welcomed new member Jeanne Steele-Kangas, long active in Boxborough public life, and a niece of the last private owners of Steele Farm.



The committee thanks the DPW for lawn and trail mowing, brush-hogging old pastures, and other maintenance projects which greatly aid in making the property open, accessible and attractive. Also in 2013 the DPW cut back brush along Middle Road to open the view. Our thanks to Don Morse, who cut the hayfield twice during the summer.

The Committee hopes to complete exterior repairs to the barn in 2014, and are working with the Board of Selectmen to contract for the professional preparation of a management plan for Steele Farm.

Respectfully submitted,  
Bruce Hager, Chair

### **BOXBOROUGH ENERGY COMMITTEE**

The Boxborough Energy Committee is comprised of seven members and a Board of Selectmen representative that meet from 7-8:30 pm on the second Wednesday of each month at the Town Hall.

The Boxborough Energy Committee spent the majority of 2013 as a planning year. During the spring months, the committee members met with the head of the Fire Department, Police Department, DPW, and Library as well as the Town Facility Manager and personnel from the School. During each of the meetings, the committee discussed the electric and energy use by each Department, any energy upgrades and/or retrofits that had been done to their facilities and the wish list for future energy upgrades. Each meeting was summarized in the minutes. Following the June 3 School Regionalization vote, the Energy Committee met with Kate Crosby, the Energy Manager for the Acton Schools. She presented the energy work she had done at the Regional High School, Jr. High School and the Acton Elementary Schools. Through behavior changes alone, the electric cost at the Schools went down over \$200,000 a year. Additional retrofits and upgrades have reduced the electric

consumption even more. Once the regionalization is complete, Kate can work with the Energy Committee and Blanchard School to evaluate the school, modify behavior, and retrofit and upgrade units to reduce the electric consumption. The Energy committee is currently developing a baseline on electric usage for the School and other Town buildings.

The Energy Committee has also evaluated pursuing the Solarize program in Boxborough and reviewed recycling data and money saved through the installation of the recycling compactor. After one year of operation, the installation of the compactor for the recycling has saved the Town over \$26,000 in hauling fees.

The Energy Committee provided the Town with electric data and information to be put toward a LEAP grant application for technical assistance with MAPC. The Town was awarded the grant money in November and the Energy Committee is currently very involved with Town personnel and MAPC in developing a Local Energy Action Plan (LEAP). This LEAP plan will summarize energy use within the Town and outline goals and plans to implement energy savings over the next 3-5 years.

### **AGRICULTURAL COMMISSION**

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town. The Commission conducted a design contest at the Blanchard Memorial School for the Right to Farm signs for the town entrances. Signs are expected to be installed this summer. We also continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2013 season. We continued work with the Minuteman Advisory Group on Interlocal Coordination (MAGIC) as they wrapped up their report to increase the economic viability of farming and to protect sustainable “food sheds” within the MAGIC sub region. We worked closely with the Conservation Commission to continue expanding agricultural uses on conservation land in town. We continue to work on the Open Space and Recreation plan (OSRP), identifying properties for potential preservation to keep our agricultural character preserved for the future. The Commission held monthly meetings during 2013.

### **SARGENT MEMORIAL LIBRARY**

The Sargent Memorial Library continues to be a wealth of information, resources, connectivity, entertainment, education, and culture. Everyone who enters can search the web; research most any subject; entertain a child; find the latest bestseller; attend a meeting, program, or movie screening; borrow a pass to a local museum; consult with a knowledgeable staff member; and more. Your library card can also be used to remotely order materials from another library, search authoritative databases, learn a foreign language, research investments, trace your genealogy, take an online class, and download e-Books and music. Those who come to the library end a visit by opening their wallets, not for cash or a credit card, but for the library card that lets them use and enjoy everything described here free of charge. Every item borrowed and service used at the public library saves people money.

During 2013, 94,103 people visited the library. This year the library checked out 152,279 items. This represents an 8% decrease from 2012 due to changes in the way the new Evergreen software calculates nonresident circulations transactions and the popularity of electronic downloads to handheld devices.

The most notable change in library services is the continually increasing demand for electronic resources. Circulation of eBooks increased 195% in the number of patrons downloading titles. We have joined with other members of the C/WMARS Library Network to offer e-titles of interest to everyone. The library staff has embraced the challenge of offering assistance with portable devices. We continue to use social media to publicize events. Patrons can follow us on Facebook and Twitter.

Story time and craft sessions, afternoon movies, Spanish language classes and knitting group meetings are held weekly. Student and adult book groups, themed craft programs, Lego club, getting ready for kindergarten socials, and early release day movies are just a few of the regularly scheduled programs. The library bursts with activity during school vacations and the summer reading program. Special programs during 2013 included the

Museum of Science, Halloween Magic Show, Wingmasters, Kidstock Creative Theatre, Star Wars Symposium, Mike the Boston Bubble Guy, author visits and concerts.

The library meeting room rotating art exhibits add to the value of this wonderful space. Photographers Bill Claybrook, Jim Coutre, Kathleen Elcox, and Susan Page and the oil paintings of Nancy Molvig were all exhibited in the library meeting room in 2013.

During 2013, the library meeting room was reserved for 439 events and meetings held by the following: the Board of Selectmen, Boxborough Leadership Forum, Blanchard and A-B Community Forums, Boxborough Garden Club, Friends of the Library, Boxborough Conservation Commission, Public Celebrations Committee, Boxborough Well-Being Committee, Boxborough Emergency Reserve Corps, Boxborough Conservation Trust, Stow Road Redevelopment Committee, Boxborough SPED Parents group, Blanchard Destination Imagination, A-B Parent Involvement Program Game Nights, Boxborough Girl Scouts, Boxborough Boy Scouts, Boxborough Teen and Community Police Forums, Boxborough Senior



*Blanchard students walk to library*

Tax Assistance, Boxborough SHINE Seniors Health Insurance Assistance, Boxborough Seniors' Summer Brown Bag Lunches, Boxborough Family Network, Acton and Boxborough Sports Groups, Acton-Boxborough United Way, Acton-Boxborough Cultural Council, Boxborough Democratic and Republican Town Committees, First Connections Parenting Seminars, MA Municipal Groups, MA Library Groups, and the Committee for Restorative Justice sponsored by the Boxborough Police Department.

The library exterior doors and front walkway were replaced as part of the regular maintenance plan and to insure the safety of patrons and the building. The large meeting room was painted, all windows washed and the carpets cleaned. Thanks to the DPW, especially Juan Barrios, for their efforts to keep the building a source of pride for the community. Thanks also to Building Inspector Dave Lindberg and Clare Jeannotte and Dan Raals at Blanchard Memorial School for their help and coordination on these projects. They were great examples of Town of Boxborough departments working together for town residents.

The Garabedian trail is being used by Blanchard students and town residents. It allows all Boxborough residents safe access while walking to the library. It also makes Blanchard School class visits possible. In 2013, Grades K, 1, 2, 3, and 4 all visited the library to work on school projects. The extended day classes and preschool classes visit the library monthly for programs, story times, and early release day movies. The library is always open to new and innovative ways to collaborate with the school. Kindergarten and preschool classes come to the library as part of an "outside excursion" and have presented us with special books the children have created as a group. The library proudly displays projects which Blanchard students have created. In 2013, both The Gingerbread Town by Mrs. Kilcommins' Kindergarten Class and Ancient Structures of the sixth grade students were on display at the library. The Boxborough Children's Center teachers bring children to the library on a regular basis for Story Time and a theme-related craft project. They walk to the library from the BCC in good weather crossing over the Garabedian Trail. Busses from RJ Grey and ABRH schools regularly drop students off at the end of the driveway to work on school assignments and volunteer at the library.



*Students enjoying themselves in the Young Adult Room*

Donations from the Sargent Memorial Library Foundation fund enhancements to the entire library collection and the purchase and renewal of electronic resources for library patrons. The library now subscribes to the following online resources: AtoZ databases (business data-base), AtoZ USA and AtoZ World Travel, Career Cruising (job searching), Consumer Reports, Freading (eBooks), Freegal (downloadable music), Heritage-Quest (genealogical resources), Mango Languages (online language learning courses), Morningstar (investment research), TumbleBooks (eBooks for kids), and Universal Class (online continuing education courses). All these resources can be accessed both remotely and from the library. We also subscribe to the genealogy database Ancestry, which can be accessed from the library.

Boxborough is fortunate to have committed Friends of the Library group who work tirelessly to support the library. The Friends group holds two successful book sales each year. Their efforts fund most programs, activities, and museum passes. 1,445 museum passes were borrowed by library patrons in 2013. A complete list of all museums is available on the library website [www.boxlib.org](http://www.boxlib.org). Several local businesses continue to donate to the Friends of the Library to support the funding of library programs and museum passes. A full list of these businesses is on display on our website and at the library.

Library volunteers, including several in the Senior Tax Work Off program, and Acton and Boxborough students, fulfilling their school community service requirements, worked over 1,458 hours at the library in 2013. We are extremely grateful to these hard-working volunteers for their dedication to Boxborough's library.

As always, I wish to thank the library staff. They are second to none in their dedication to the public and the library.



*Volunteers and attendees at the Ice Cream Social*

On behalf of the library staff, I wish to thank and recognize the Sargent Memorial Library Board of Trustees, Mary Brolin, Jennifer Campbell, Mitra Davis, Sandra Haber, Megan McCullough, and Rob McNeece, for their dedication and leadership.

This report confirms that the library is not just a place to borrow books, it is a state-of-the-art facility with capable and experienced staff and Board of Library Trustees that provides enrichment to the cultural, educational and leisure lives of all Boxborough residents.

Respectfully submitted,  
Maureen Strapko  
Library Director

### **BLANCHARD MEMORIAL SCHOOL**

The 2013-14 school year continues with the interim administrative model of Dr. Curtis Bates, Superintendent/Curriculum Director/Principal; Dr. Karen Tower, Assistant Principal; Ms. Clare Jeannotte, Business Manager; Ms. Carol Fredette, Special Education Consultant and Ms. Robin Smirlock, Special Education Team Chairperson.

The Blanchard Memorial School eagerly welcomed the following new staff members for the 2013-14 school year: Ms. Jamie Lavin, Grade One Teacher; Ms. Courtney Stevens, Grade Four Teacher; Ms. Nina Slywotzky, Speech and Language Pathologist; Joy Bercovitz, Special Education Para-professional; Kristen Cameron, Early Childhood Para-professional; Jessica Demeo, Early Childhood Para-professional; Diana Henderson, Special Education Para-professional; Kathryn Jackson, Special Education Para-professional; Pam Lavin, Early Childhood Para-professional; Maureen Lemieux, General Education Para-professional; Allison Markowitz, Special Education Para-professional; Margaret McCrillis, Special Education Para-professional.

Blanchard Memorial School is a very active and vibrant center of the Boxborough community. The excellent teachers and curriculum provide outstanding educational opportunities for the children in the early childhood program through sixth grade. The 2012-13 school year ended with an enrollment of 444 students. On October 1, 2013, we recorded an enrollment of 428 students. In the fall, the school hosted open houses for both the primary and intermediate grade levels.

For the 2013-2014 school year, Blanchard Memorial School expanded the Early Childhood Program to offer two modified full-day classes. The Early Childhood Program offers classes on Tuesdays through Fridays from 9 a.m. until 2:00 p.m. with the option of students attending a newly developed extended day program from 7 a.m. until 9:00 a.m. and from 2:00 p.m. until 5:00 p.m. Blanchard continues to offer a full-day kindergarten option for parents/guardians. Boxborough parents/guardians of kindergarten age children have the choice of enrolling their child in a fee-based, full-day program or a non-fee, half-day kindergarten program. Under the current law, all school districts in the Commonwealth must provide for a half-day session of kindergarten, therefore, the tuition of \$3,500 for full-day kindergarten, which was approved by the School Committee in January, 2008 is placed in a revolving account to support the Blanchard Memorial School's general budget. On October 1, 2013, the kindergarten enrollment for the 2013-2014 school year was 39 students. 31 students were enrolled in the full-day kindergarten program and 8 students enrolled in the half-day program.

The Blanchard Memorial School's Kindergarten Philosophy forms the bridge between home and school and should provide successful experiences which are of continuous and interrelated in nature.

Our early childhood learning environment is a child-centered, comfortable place where children and adults interact in a secure and relaxed atmosphere. The environment is one that provides for all areas of development which include the specific social, emotional, motor and cognitive requirements of early childhood. Our kindergarten program provides these experiences, beginning at each individual level and progressing as far as possible.

The Blanchard School Extended Day Program offers before and after school care for children in grades K-6. The program opens at 7:00 a.m. and closes at 6:00 p.m., Monday through Friday, following the school calendar. The Extended Day Program is designed to allow children freedom to choose among such activities as arts and

crafts, nature and science, games, cooking and sports. A quiet study area is available for students who wish to do homework. Outdoor recreation periods are scheduled daily and nutritious snacks are provided.

One hundred six students attend Extended Day in the morning and afternoon programs. The Extended Day Program offers activities such as: Teacher/staff Tea; Family Fun Night; apple picking at Honey Pot Hill Orchard in Stow; field trips to a movie theater and Ecotarium. The program also offers activities in Wicked Cool Science, bowling, yoga, basketball, tennis and Paint, Clay and More.

The Extended Day professional staff consists of a Director, Head Teachers, Teacher Assistants, and a number of high school students who assist in the program under the direction of the teachers. All Head Teachers must hold a Bachelor's Degree in Education or a related field.

The Blanchard music program continues to be a significant part of the life of the school. We have 39 students involved in our chorus and vocal ensemble programs and 90 band members who all study their instruments with private teachers. The chorus and band programs share their musical talents twice a year with winter and spring concerts. Both musical groups also participate in performing for the Boxborough Senior Luncheon sponsored by the Blanchard PTF. Once again we are proud to announce the Blanchard Advanced Band earned a gold medal at the Massachusetts Instrumental and Choral Conductors Association (MICCA) Concert Festival on April 6, 2013. As a result, the Advanced Band was invited to perform as part of the MICCA "Stars at Symphony" Concert at Symphony Hall in Boston on April 13, 2013. In March, the chorus participated in the Pan Choral Concert in Acton.

Blanchard School continues to support active participation in the Destination Imagination program. Six teams from Blanchard participated in the Destination Imagination Regional Tournament on March 17th in Ayer where teams demonstrated their time management, creativity and team work to present their solution to the challenges they had selected. The Change in Realtee second grade team placed third; In Disguise grade three team placed first and moved on to the State Tournament held at Worcester Polytechnic Institute in Worcester; In Disguise grade four team placed second; In-the Zone grade six team received the DI Spirit Award; In-the Zone grade three team and Rising Stars team also participated. The In Disguise grade three team, who competed at the State Tournament at Worcester Polytechnic Institute, won first place and represented Massachusetts at the Global Tournament held at the University of Tennessee in Knoxville, Tennessee.

To assist in building a positive school culture, Blanchard hosts a Community Meeting once a month where all staff and students end Friday together sharing interests and talents. Also, intermediate grade levels and matched with primary grade levels as Blanchard Buddies. Blanchard Buddies meet once a month for enrichment activities.

Leah Russell is the chairperson for the Boxborough Special Education Parent Advisory Council (SEPAC). The Special Education Parent Advisory Council is a state-mandated group comprised of parents/guardians or any interested parties who advise the school district on the education and safety of students with special needs, as well as provides other resources for children with disabilities and their families. The Blanchard SEPAC works in collaboration with the Acton-Boxborough Regional School District SEPAC.

Blanchard School continues its recycle program with KLT Industries. The entire school participates in this project-based learning experience. Ms. Kerin Crockett, Fifth Grade Teacher, coordinates the recycling effort by enlisting the fifth grade students' help. We are very grateful to the Boxborough community members for their continued support to this project by dropping off their recyclable paper.

Blanchard Memorial School's successes could not be realized without the support of a very active parent volunteer program. Molly Wong and Dori Galvin coordinate the Blanchard Parent Volunteer Program which organizes Room Parents and Academic Volunteers for each classroom. The Parents, Teachers, Friends (PTF) organization is also a very active and supportive group. Kirsty Kerin serves as President; Holly Stephens, Vice-President; Kathie Schroeder, Corresponding Secretary; Evelyn Abayaah, Recording Secretary; and Christy

Romeo, Treasurer. This group organizes a variety of fundraisers which support programs for students at Blanchard. It also awards approximately \$10,000 in teacher grants for specific activities and enrichment programs.

On June 3, 2013, the towns of Acton and Boxborough held Special Town Meetings. The voters in each town approved a new regional agreement for a newly formed Pre-K - grade 12 regional school district. The 2013-2014 school year will be a transitional year with the Transitional Committee comprised of Dr. Curtis Bates, Boxborough Superintendent/Principal/Curriculum Director; Dr. Steven Mills, Acton-Boxborough Regional School District and Acton Public School District Superintendent; Clare Jeannotte, Boxborough School Business Manager; Marie Altieri, Director of Human Resources and Administration for Acton-Boxborough Regional School District and Acton Public School District; and Donald Aicardi, Acton-Boxborough Regional School District and Acton Public School District Business Manager meeting weekly to work on transitioning three school districts into a newly expanded regional school district and presenting recommendations to the Regional Transition School Committee.

We wish to thank and recognize the Boxborough School Committee for their leadership and guidance. These members continue to support the numerous programs and the budget needs for the students of Boxborough. We also wish to thank residents and other town leaders of Boxborough who generously appropriate the needed funding in the FY'14 budget to help maintain a quality educational program.

On behalf of the Boxborough School District's Leadership Team, I wish to thank the Blanchard students, staff, parents/guardians, School Committee members, town leaders, and community members who continually assist in making our daily endeavors a rewarding and enjoyable experience. It has truly been an honor and a privilege to have guided the Boxborough Public School District for the past eight years.

Curtis A. Bates, Ed. D.  
Superintendent/Principal/Curriculum Director

### **The Massachusetts Comprehensive Assessment System**

(Submitted by Dr. Curtis A. Bates, Superintendent/Principal/Curriculum Director)

The Massachusetts Comprehensive Assessment System (MCAS) is a key component of the Commonwealth of Massachusetts Department of Elementary and Secondary Education (DESE) initiative to improve the achievement of every child in our state. The MCAS is designed to meet the requirements of the Education Reform Law of 1993. This law specifies that the testing program must:

- Test all public school students in Massachusetts, including students with disabilities and limited English Proficient students;
- Measure performance based on the Massachusetts *Curriculum Frameworks* learning standards;
- Report on the performance of individual students, schools, and districts.

The MCAS Program is used to hold schools and districts accountable, on a yearly basis, for the progress they have made toward the objectives the Massachusetts Department of Elementary and Secondary Education has outlined in its vision and theory of action for the next phase of education reform.

Below, are samples of the overall Blanchard Memorial MCAS scores for 2013. It is important to note that parents/guardians and teachers are provided much more detail to grade level and individual student scores, in a variety of skill and content topics and subtopics:

- 78% of our Grade 3 students scored in the *Above Proficient/Proficient* ranges for Reading, while 9% were in the *Warning* range. The state-wide scores were 57% and 8%.

- 78% of our Grade 3 students scored in the *Advanced/Proficient* range for Math, while 11% was in the *Warning* range. The state-wide scores were 67% and 11%.
- 88% of our Grade 4 students scored in the *Advanced/Proficient* range for English Language Arts, while 2% were in the *Warning* range. The state-wide scores were 53% and 13%.
- 89% of our Grade 4 students scored in the *Advanced/Proficient* range for Math, while 0% was in the *Warning* range. The state-wide scores were 52% and 10%.
- 93% of our Grade 5 students scored in the *Advanced/Proficient* range for English Language Arts, while 1% were in the *Warning* range. The state-wide scores were 65% and 10%.
- 89% of our Grade 5 students scored in the *Advanced/Proficient* range for Math, while 3% were in the *Warning* range. The state-wide scores were 61% and 14%.
- 75% of our Grade 5 students scored in the *Advanced/Proficient* range for Science and Technology/Engineering, while 1% were in the *Warning* range. The state-wide scores were 51% and 12%.
- 90% of our Grade 6 students scored in the *Advanced/Proficient* range for English Language Arts, while 4% was in the *Warning* range. The state-wide scores were 67% and 10%.
- 92% of our Grade 6 students scored in the *Advanced/Proficient* range for Math, while 1% were in the *Warning* range. The state-wide scores were 60% and 15%.

In the fall of 2009, the Commonwealth of Massachusetts' Department of Elementary and Secondary Education issued a report that describes a new method of interpreting student achievement using the results of the Massachusetts Comprehensive Assessment System (MCAS). "The Student Growth Percentiles (SGPs) were designed to measure how much a student's or groups of students' achievement has grown or changed over time. For K–12 education in Massachusetts, the phrase 'growth model' describes the method of measuring individual student progress on statewide assessments by tracking student scores from one year to the next. Each student in grades 4 through 8 and 10 with at least two consecutive years of MCAS scores will receive a student growth percentile, which measures how much the student gained from one year to the next relative to other students statewide with similar MCAS test score histories. Student growth percentiles range from 1 to 99, where higher numbers represent relatively higher growth and lower numbers represent relatively lower growth." (DESE, October 2009).

**Blanchard Memorial School's 2013  
District Summary for Student Growth Percentiles**

	Median SGP, %		
	Grade Four	Grade Five	Grade Six
English Language Arts	70.0	74.5	78.0
Mathematics	81.5	62.0	75.0

"The development of a statistically valid growth model in Massachusetts is intended to make it easier for instructional leaders to make inquiries and start meaningful conversations about good teaching and learning at the student and classroom levels, where the information can be most useful. It is important to keep in mind that the student growth percentile is another piece of data that educators may use to better understand their students' performance. There is a personal history behind every student growth percentile, a history that reflects the impact of the curricular and instructional program that the student experienced." (DESE, October 2009)

In Boxborough, the review of MCAS, the Student Growth Percentiles and Accountability Data are seen as one of many ways to assess student progress and the success of our educational program. We will continue to take a systematic and disciplined approach to curriculum alignment and student instruction for the MCAS. Areas of improvement are identified and the MCAS analysis teams, committees, and administration design ways to



implement research based “best practice” adjustments to the curriculum or instructional methods. We continue to align our curriculum with the Massachusetts Common Core State Standards and provide the knowledge and skills students need to be successful in all areas of academics, as well as standardized testing. The reasoned approach to data driven adjustments to curriculum and instructional methods is afforded to us because of an outstanding faculty and staff with a history of educational success, a supportive community, and children who respond positively to the quality education that the community of Boxborough expects. It is our hope that the Town of Boxborough will continue to support the quality education it has valued in the past, and that students’ academic and social growth will continue to thrive.

#### **Accountability Data:**

**Accountability and Assistance Levels:** All Massachusetts schools and districts with sufficient data are classified into one of five accountability and assistance levels (1-5), with the highest performing in Level 1 and lowest performing in Level 5. In general, a district is classified into the level of its lowest performing school, unless the district was independently classified into Level 4 or 5 as a result of action by the Board of Elementary and Secondary Education.

**School Percentiles.** A school percentile between 1 and 99 is reported for schools with at least four years of data. This number is an indication of the school’s overall performance relative to other schools that serve the same or similar grades.

**Progress and Performance Index (PPI).** The PPI combines information about narrowing proficiency gaps, growth, and graduation and dropout rates over multiple years into a single number. All districts, schools, and student subgroups receive an annual PPI based on improvement over a two-year period and cumulative PPI between 0 and 100 based on four years of data. For a group to be considered to be making progress toward narrowing proficiency gaps, its cumulative PPI must be 75 or higher.

#### **Blanchard Memorial School Recognized**

We are proud to report that Blanchard Memorial School was one of only 48 schools across the Commonwealth that the Department of Elementary and Secondary Education recognized as a 2013 Commendation School for its high achievement, high progress, and narrowing proficiency gaps. Commissioner Mitchell Chester wrote, *“Congratulations on this noteworthy accomplishment. My hope is that your school will serve as a model to schools statewide and that you will continue to make strides to ensure that all students are prepared for success at the next level. Please extend my congratulations to your entire school community --- from administrators to educators, staff parents, and most of all, students --- on this outstanding accomplishment.”*

#### **Professional Learning**

(submitted by Dr. Curtis A. Bates, Superintendent/Principal/Curriculum Director)

Dedication to Professional Learning is one of the most important commitments a school system and teaching profession can make. It has the potential of enriching the educational opportunities for students.

Professional Learning is an ongoing opportunity and tradition at Blanchard Memorial School. It is also an activity that the Department of Elementary and Secondary Education expects to see demonstrated in each district in the Commonwealth, and it is an effort expressed through clearly described financial and time commitments. In Boxborough, this obligation is met through scheduled early release Professional Learning days, budgeted support for graduate courses, workshops, professional reading materials, and personal commitments made by our staff. Examples of improvements initiated from professional learning are found in the adoption of new materials, models of classroom instruction and innovative uses of new technology.

## 2013 Accountability Data – Blanchard Memorial School

Organization Information			
District:	Boxborough (00370000)	School type:	Elementary School
School:	Blanchard Memorial (00370005)	Grades served:	PK,K,01,02,03,04,05,06
Region:	Greater Boston	Title I status:	Title I School (TA)

Accountability Information		<a href="#">About the Data</a>
Accountability and Assistance Level		
Level 1	Meeting gap narrowing goals Commended for high progress -narrowing proficiency gaps -	
This school's determination of need for special education technical assistance or intervention		
Meets Requirements (MR)		
This school's overall performance relative to other schools in same school type (School percentiles: 1-99)		
All students:	<div><div></div><div>Lowest performing</div><div>Highest performing</div></div>	92

This school's progress toward narrowing proficiency gaps (Cumulative Progress and Performance Index: 1-100)			
Student Group (Click group to view subgroup data)	On Target = 75 or higher - ■		<a href="#">View Detailed 2013 Data</a>
	Less progress	More progress	
All students	<div style="width: 100%;"></div>	100	Met Target
High needs	<div style="width: 94%;"></div>	94	Met Target
Low Income	<div style="width: 0%;"></div>	-	-
ELL and Former ELL	<div style="width: 0%;"></div>	-	-
Students w/disabilities	<div style="width: 90%;"></div>	90	Met Target
Amer. Ind. or Alaska Nat.	<div style="width: 0%;"></div>	-	-
Asian	<div style="width: 100%;"></div>	100	Met Target
Afr. Amer./Black	<div style="width: 0%;"></div>	-	-
Hispanic/Latino	<div style="width: 0%;"></div>	-	-
Multi-race, Non-Hisp./Lat.	<div style="width: 0%;"></div>	-	-
Nat. Haw. or Pacif. Isl.	<div style="width: 0%;"></div>	-	-
White	<div style="width: 91%;"></div>	91	Met Target

About this Report	
<b>Accountability and Assistance Levels:</b> All Massachusetts schools and districts with sufficient data are classified into one of five accountability and assistance levels (1-5), with the highest performing in Level 1 and lowest performing in Level 5. In general, a district is classified into the level of its lowest performing school, unless the district was independently classified into Level 4 or 5 as a result of action by the Board of Elementary and Secondary Education.	
<b>School Percentiles:</b> A school percentile between 1 and 99 is reported for schools with at least four years of data. This number is an indication of the school's overall performance relative to other schools that serve the same or similar grades.	
<b>Progress and Performance Index (PPI):</b> The PPI combines information about narrowing proficiency gaps, growth, and graduation and dropout rates over multiple years into a single number. All districts, schools, and student subgroups receive an annual PPI based on improvement over a two-year period and a cumulative PPI (shown above) between 0 and 100 based on four years of data. For a group to be considered to be making progress toward narrowing proficiency gaps, its cumulative PPI must be 75 or higher.	

Resources
Interpretive Materials
Glossary of 2013 Accountability Terms

For the 2013-2014 school year, the Blanchard Memorial School's faculty and staff professional learning activities included:

- Baseline Assessment Systems training presented by Dr. Cami Condie
- CPR training provided by the Boxborough Fire Department
- A.L.i.C.E. Emergency Preparedness Training provided by the Boxborough Police Department
- Effective Use of Data presented by Dr. Jane Tremblay
- Best practice in integrating technology into the learning process

## **School Council**

(Submitted by Curtis A. Bates, Ed. D., Superintendent/Principal/Curriculum Director)

Blanchard Memorial School Council convenes five times during the school year. The Council is charged with advising the principal in the area of budget development, school goals, professional development and authoring the annual School Improvement Plan.

The 2013-2014 School Council Members were:

Dr. Curtis A. Bates .....Superintendent/Principal/Curriculum Director

Mr. David Collins .....Parent Representative

Mr. John Fallon .....Community Representative

Ms. Patty Harrison .....Faculty Representative/Co-Secretary

Ms. Maribeth Higgins ...Faculty Representative/Co-Secretary

Ms. Susan Kenyon .....Parent Representative

Ms. Kirsty Kerin .....Parent Representative

Ms. Connie Long.....Faculty Representative

Ms. Tessa McKinley .....Parent Representative

Ms. Tracey Sierra.....Parent Representative

The 2012-2013 School Council recommended seven goals in the area of Learning Environment for the 2013-2014 school year. These goals are the result of needs perceived within the staff and administration and from the School Council itself.

- To continue to evaluate the common assessments that informs instruction and interventions.
- To continue to develop and implement appropriate instructional materials for intervention, evaluate materials to accommodate students' needs.
- To support the formation of an MTSS Committee in establishing a common approach to tiered instruction across the grades and from one grade to another.
- To determine and implement the common writing assessments throughout the year in each genre: narrative, argument, and informational.
- To utilize the District Determined Measures of assessment that informs current instruction, interventions, trends and patterns in student learning, growth and achievement.
- To implement educational technology standards that can provide guidelines for a technology curriculum map.
- To support teachers in advancing toward technology proficiency goals
- To recognize and encourage the implementation of current technologies that support 21<sup>st</sup> century teaching and learning
- To promote appropriate digital citizenship

Thanks and appreciation is extended to the members of the Blanchard Memorial School Council for their dedication, guidance, and professionalism.

## **Special Education**

(Submitted by Dr. Curtis A. Bates, Superintendent/Principal/Curriculum Director)

The Boxborough Public School's Special Education Department is under the interim direction of Ms. Liza Huber, Director of Pupil Services for the Acton Public and Acton-Boxborough Regional School Districts; Consulting Special Education Director, Ms. Carol Fredette, retired Special Education Director from the Chelmsford Public Schools and Ms. Robin Smirlock, Special Education Team Chairperson. The program

provides for the needs of students with disabilities from ages three through sixth grade. For the 2013 – 2014 school year, approximately 19% of Boxborough's students were eligible for special education services. Of these students with identified special needs, approximately 90% of them received their special education and related services at Blanchard Memorial School. All of the students were assigned to general education homerooms and most of the students spent the majority of their school day in the general education setting. In addition, all of the students continued to have access to physical education, music, art and library.

Blanchard's professional special education staff includes twelve licensed educators and therapists. The special education TEAM is responsible for conducting necessary student evaluations to determine eligibility for special education, as well as completing associated documents, including evaluation reports, Individualized Education Programs (IEP), and progress reports. A critical part of their role is to provide consultation to parents/guardians, general educators and paraprofessionals. Professional staff was provided with in-service training related to E-SPED, the district's special education software system. This training allowed staff to be more efficient with the special education process, IEP timelines and the implementation of special education services. Additionally, and most importantly, the special education department continues to offer direct services to students, including: specially-designed instruction, support, reinforcement, modifications, and individualized programs to address students' academic needs; speech and language therapy; occupational therapy; physical therapy; counseling; specialized social/behavioral interventions and programs and in-class general education support.

The Early Childhood Preschool Program provides for a morning session and an afternoon session to address and support the ongoing needs of regular and special education students within an inclusive environment. The Preschool provides three- and four-year old students with and without special needs with a language-rich preschool curriculum based on developmentally appropriate practices. In addition to one on one and small group interventions for students with identified special needs, related services are also supported for all children through a cooking class with the speech pathologist; a "grip group" with an occupational therapist; and a creative movement class with the physical therapist.

Both speech and language pathologists and occupational therapists at Blanchard have integrated eight week, intensive, pre-referral intervention programs for kindergarten students struggling with fluency, articulation and/or fine motor skills. The goal of this initiative is to provide short-term developmental supports for struggling learners in conjunction with the district's tiered instruction initiatives. The interventions reduce the number of special education referrals while supporting the developmental needs of the student.

In addition to the licensed staff, special education paraprofessionals serve students in preschool through grade six. Most paraprofessionals work in general education settings where they provide IEP-required support and modifications. They play an integral role in the successful inclusion of students with special needs. Special education paraprofessionals also work in our Learning Centers to provide small group or one-to-one instruction, under the planning, supervision and support of a special educator.

Blanchard Memorial School hosts two CASE (Concord Area Special Education) Collaborative classes. The CASE Collaborative consists of fourteen local communities who join to serve students with low-incidence disabilities. The classes serve students in grades one through three and four through six who have social, emotional, and/or behavioral needs. The students and staff of the class are a wonderful part of our school community.

### **Funding Sources**

(Submitted by Clare L. Jeannotte, School Business Manager)

In addition to the appropriation from the town budget, the Blanchard Memorial School receives funds to support continuing programs from grants, school choice funds, program fees, and applies for all available State and Federal Grants. State and Federal Grants for this current school year totaled \$150,928, a decrease of \$52,922 from the \$203,850 received in 2011-2012. The decrease principally reflects the discontinuation of the

Education Jobs Grant (\$73,923 in Fiscal 2012) which was a temporary stimulus program from the Federal Government to retain jobs during the economic downturn.

Recurring state and federal grants received in 2012-2013 included:

- *Teacher Quality Grant* – used to provide professional development that will improve content knowledge and instructional practices, to recruit and retain highly qualified teachers, to update and redesign the new teacher training and mentor program and assist with funding an onsite graduate course for teachers to learn a new educator evaluation rubric.
- *Race to the Top program* – the last of 3 years funding under this program, which is providing a small amount of funds to support the implementation of statewide evaluation frameworks
- *Special Education Entitlement Grant* – used to provide eligible students with activities essential for their success, and support funding for part of five Special Education Paraprofessionals
- *Special Education Early Childhood Grant* – used to provide high quality programs for preschool and kindergarten students, to support transitions from Early Intervention to preschool and kindergarten, and partially fund preschool paraprofessional
- *Special Education Program Improvement Grant* – used to provide professional development for paraprofessionals in Foundations and Richardson Math programs to enhance their skills in order to better assist classroom teachers and enhance student progress in the literacy and math general curriculum
- *Title I* – used to provide support services toward achieving the standards of the curriculum frameworks, and partially funds a Math Specialist.

Grants received for the first time in 2012-2013 included:

- *Special Education Early Ed Grant* – used to provide professional development for paraprofessionals in Applied Behavioral Analysis, including Functions of Behavior, Reinforcement, and Shaping/Behavioral Momentum, particularly geared to the pre-school student classroom.

Special Education Circuit Breaker funds from the Commonwealth are slowly recovering to an amount closer to the 75% formula in the statute. In 2012-2013, the school received \$119,342, reflecting a reimbursement rate of 72.7% of costs above the base of \$38,916 per eligible student, compared to \$93,994 or 68.71% in 2011-2012.

The Blanchard Memorial School has also received funding through the School Choice program for fiscal 2013 in the amount of \$179,595, compared to \$192,735 in fiscal 2012. These funds reflect partial payment for students who are not from Boxborough, and are used for salaries for educational staff.

Blanchard continues to offer the Extended Day Program, providing quality care before and after school. The program is fully funded through tuition. A full-day Kindergarten Program was started in FY'10. Tuition received is used to partially fund salaries of the kindergarten teachers and aides. The Early Childhood Program also provides extended learning time at a tuition rate for students.

## **Library**

(Submitted by Connie Long, Library Media Specialist)

In an educational and work world so critically dependent on the flow and understanding of an ever-growing and shifting information base, it is fundamentally important that all learners have the skills required to become information literate in the 21st century. The school library program follows a comprehensive scope and sequence that is scaffolded from Pre-school to Grade 6. The goal is to assist all students in becoming active and creative locators, evaluators, and users of information to solve problems, think critically, and to satisfy their own curiosity through research and reading experiences. Another important outcome is to develop the habit and enjoyment of reading quality literature and the use of libraries throughout each student's life.

Students come with their class to the library on a weekly basis to check out books, gain exposure to a variety of literature, and participate in lessons that integrate English Language Arts, Social Studies, and Science learning standards while incorporating information literacy and technology skills. The goals of these lessons are to provide engagement with project-based learning, promote ethical behavior, and support the acquisition of skills including "higher order thinking." The librarian also works collaboratively with classroom teachers to plan and co-teach lessons that integrate technology and she works with small groups to assist with implementation of MTSS. To enrich our students' education, Mrs. Long coordinates various school-wide events such as author visits, annual reading incentive programs, and celebrating Read-Across-America with a week-long Community Read-Aloud. Mrs. Long works collaboratively with the Sargent Memorial Library to communicate curricular needs and to promote the summer reading program; each year she publishes and distributes updated summer reading lists.

The library is a well-equipped resource center with over 13,000 books and subscriptions to periodicals and online encyclopedias. The librarian works to maintain a collection that is curriculum relevant, enhances classroom thematic units, and appeals to student interests. She also recruits and manages a group of over twenty volunteers whose efforts and dedication help to maintain the library. Our school is grateful to the school committee, the school administration, the PTF, and the Boxborough community for their continued support to provide the resources that help to make the Library Media Center a place where students are challenged to reach their full potential in an environment that nurtures lifelong learning.

### **Technology**

(Submitted by Peggy Harvey, Instructional Technology Specialist)

Recognizing that technology plays an important role in the education of all Blanchard Memorial School students, the school technology department advocates for the integration of relevant technologies across the curriculum, and provides ongoing technical support to staff and students. In addition to maintaining and supporting the school technology infrastructure, the technology department proactively explores and integrates emerging technologies that contribute to student learning and meet Massachusetts and national educational technology standards.

The 2013-2014 school year has been one of transition for the Blanchard technology department. The Information Systems Coordinator resigned in July 2013, and the IT Technician resigned in January 2014. Meanwhile, planning began for technology-related aspects of the impending regionalization with the Acton Boxborough School district. In consideration of personnel changes at Blanchard, the Acton Boxborough Technology Department and Blanchard staff activated plans for immediately supporting and consolidating educational technology efforts. One major shift is the migration from the First Class email system to Google Apps for Education. With the support of the Acton Boxborough Technology Department, all school staff members were provided training for using Google Mail and other Google applications, and began using the abschools.org domain. Continued collaboration with the Acton Boxborough School District technology department is expected to help ensure a smooth transition to the new region.

Ongoing commitment to supporting 21<sup>st</sup> century learning for our students has involved several initiatives, including the installation of three SMARTBoards and several upgraded projectors. All Blanchard classrooms in PreK through grade 6 are now equipped with ceiling-mounted projectors and interactive whiteboards. Other upgrades include twelve new desktop computers in the school library and replacement laptops for outdated teacher computers.

The iPad implementation program initiated last year was continued, so that now all classroom teachers and several special education and classroom aides have iPads that are used for professional practice and student learning. Teachers regularly use the iPad mobile cart (equipped with eleven iPads) in their classrooms. A 2:1 iPad initiative that was launched in December 2013 provides greatly increased access to technology for grade 6 students. A generous grant from the Blanchard PTF has provided two iPad Minis for each of the three grade-1

classrooms. These iPads are used by students both as listening/literacy centers and to access age-appropriate educational iPad apps. In recognition of the availability and value of iPads and other personal devices, Blanchard has a “bring your own device” policy for grade 5 and 6 students, which allows families to grant permission for students to bring Internet-enabled devices to school for educational use.

The Boxborough School District website provides information and links for families and students to numerous resources designed to help navigate our increasingly digital world. Among the many free educational resources, Blanchard Memorial School funds some educational web-based subscriptions that have been selected to provide math and literacy enrichment, including IXL, Discovery Education, Raz-Kids, and Read Live.

The Technology Curriculum Committee, which includes community and school members, explored and identified appropriate technology curriculum goals, agreeing on three to four goals per grade level, with at least one goal intended to address Digital Citizenship. Technology goals were incorporated into standards-based report cards for grades 5 and 6, with future plans to include technology goals for all grade levels.

The Boxborough Public School District is successfully supporting student learning in the 21st century with reliable access to appropriate websites and a conscious effort to teach our students to be responsible digital citizens. As Blanchard Memorial School makes the transition toward regionalization, our goals and educational technology standards will be coordinated with the Acton Boxborough School District to ensure that all students continue to benefit from access to valuable educational technologies.

### **Parents, Teachers and Friends (PTF)**

(Submitted by Kirsty Kerin, President)

The Blanchard PTF is a volunteer organization comprised of parents, teachers, and friends of Blanchard. It has two primary roles. The first role is to provide programs and materials that enhance the educational, cultural, and social experiences of the children at the Blanchard Memorial School. The second role is to serve as a liaison between the home, school, and community. The PTF strives to accomplish this by maintaining open and consistent communication between the PTF and the Superintendent and other administrators, teachers, and school staff. The Blanchard PTF is a nonprofit organization with all revenue generated by fundraising and donations supporting a comprehensive array of enrichment programs and materials used in every grade level throughout the school.

The Blanchard PTF, which became incorporated in 2003, is led by an elected Board of Directors and holds regularly-scheduled general meetings throughout the school year. There is no membership fee and all Blanchard parents, teachers and friends in the Boxborough community are welcome and encouraged to attend all meetings and events. One purpose of the meetings is to provide participants the opportunity to exchange ideas and concerns with other members and with the Superintendent and other members of the Blanchard staff. At each meeting, the PTF budget is reviewed and discussed. A vote is taken, when necessary, to allocate PTF funds for specific requests. Upcoming social and fundraising events are also discussed as well as other pertinent PTF business. In addition, various guest speakers are invited to address the participants and may present information on a variety of topics.

Fundraising programs for the non-auction 2012-2013 school year generated \$11,880 and included: the Fall Wrapping Paper sale, Boxtops for Education, and family donations. Family donations for 2012-2013 were \$6,579.

The Blanchard PTF funded a variety of Arts and Science enrichment programs totaling \$16,856 in expenditures. The enrichment programs funded included science, art, music, technology, and the school library. The student enjoyed several Arts enrichment programs including: Potato Hill Poetry with Poet in Residence, Helen Lester Author Visit, Hands on History with Denis Cormier, and two performances by the Tanglewood Marionettes - Perseus & Medusa. Science Enrichment activities included visits to the school from the following educational services: Ellen Goethel’s Live Tide Pools, Mr. Money fossils program, Discovery Museum Hands-

on Program on Bubbles, Discovering Dinosaurs, Nutty Nutrients, Green Machine, Reasons for Seasons, Museum of Science Motion: Forces and Work, Creature Teacher, Museum of Science Cryogenics: Heat and Temperature, traveling Planetarium, Archeology dig, and all school Brain-Pop subscriptions.

In addition, the PTF contributes financial support to the PTF Grants Program. The PTF Grants Program, established in 2000, awards grants in response to worthy written proposals submitted by members of Blanchard community. Grant proposals may be submitted for one of three deadlines during the school year (usually, October, January and April), and can be for any educational purpose, such as classroom enrichment activities (as opposed to core curriculum that is publicly funded by state and local resources), special equipment or supplies not found in the school operating budget, or professional development. Each year, a new Grants Review Committee is elected and is comprised of two teachers, three parents and two members of the PTF Board of Directors. The Committee meets to review all grant proposals and issues written responses to all applicants within 30 days of the grant proposal deadlines.

During the 2012-2013 school year, the PTF Grants Program awarded grants totaling \$8,909. Among the grants awarded were specialized seating for a Special Education classroom, iPad applications to assist the Speech and Language Department, three iPad Minis with sound equipment to update the old cassette recorder reading centers in the three first grade classrooms, shelving for the library to showcase the early reader book collections, and outdoor recess equipment including balls, jump ropes, hula hoops, chalks and a storage cart for the equipment.

The Blanchard PTF continues to recognize the importance of sponsoring social events that provide a safe and fun environment for Blanchard families and friends to enjoy. Among these events are the annual Halloween Pumpkin Walk, Student Bingo Night, Movie Night, Math nights in conjunction with Acton PIP, and the Mother's Day table. The PTF sponsors a Seniors' Luncheon each fall, providing Boxborough's senior citizens with a delicious meal prepared by Blanchard families as well as a musical performance by some of Blanchard's instrumental and vocal performance groups. In February, the PTF sponsors the annual Teacher and Staff Appreciation Luncheon, at which time Blanchard families take part in preparing a lunch to express their thanks and appreciation for all that the staff and teachers do for the children and families of the Blanchard Memorial Elementary School. Throughout the year, the Hospitality Committee provides refreshments for a variety of events, including kindergarten screening and orientation and sixth grade graduation.

Another way in which the PTF supports the community is by presenting scholarships to Blanchard Alumni who graduate from the Acton-Boxborough Regional High School and who have made significant contributions to the Boxborough community. In 2012-2013, the PTF awarded two \$1,000 scholarships.

Every week, the PTF published an electronic newsletter, The Blanchard Bits, which serves as its main instrument of communication between school and home. The 2012-2013 school year constituted its eighteenth year of publication. The Blanchard Bits contains valuable information regarding school programs, important school news, upcoming events and town-wide notices, as well as articles contributed by the Superintendent, School Committee and members of the Blanchard staff, the PTF, and various community groups. Developed by parent volunteers, the PTF launched its web site in 2008 to expand communications with the Blanchard community. The PTF also publishes an annual school directory as a convenience for Blanchard staff, students and their families. The PTF Facebook page also reaches Blanchard parents. The Facebook group is closely monitored to make sure its members are Blanchard parents or friends, and no student information (including photos) is posted to the Facebook group.

The PTF Board wishes to thank every single volunteer from our committee chair people to our parents and friends, all of whom make our programs so successful. The PTF organization, activities and programs are currently expanding, changing and becoming more streamlined to fit in with the ever increasing pace of life. There are many opportunities to support the Parent Teachers and Friends of Blanchard and we encourage community members to contact us through our website at [www.BlanchardPTF.org](http://www.BlanchardPTF.org) to find out more!



## **ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

### **Introduction**

The 2012-2013 school year included a myriad of activities that added to the learning experiences of all our students. As an educational community committed to excellence in all our endeavors, the Acton-Boxborough Regional School District continued to research, develop, and further enhance our curricular and instructional practices and course offerings. With a culture that believes in continuous improvement and in supporting all learners, we are proud of our accomplishments over the past year.

### **Enrollment**

The junior high school enrollment for October 1 decreased by twenty-six students, from 973 to 947, with eleven school choice students. Twelve were special education students attending out-of-district schools.

The high school enrollment increased from 1,995 to 2,022, a difference of 27 students. There were 39 school choice students at the high school – an increase of five students from the previous year. Of the total number enrolled, forty-two were special education students attending out-of-district schools.

### **Personnel**

Staffing changes for the 2012-13 school year were affected by the June 2012 retirement of three Acton-Boxborough Regional teachers. Leaves of absence for six ABRSD teachers were granted, and six AB resignations were received. The 13.3 ABRSD full-time-equivalent new teachers who were hired filled these vacancies and additional openings.

### **Curriculum and Instruction**

#### *New Educator Evaluation Process*

Becoming a more reflective learning community was the theme that pervaded all of our work in the 2012-2013 school year, beginning with the two-day Leadership Institute held during the summer of 2012; the theme for the Institute was the new educator evaluation process. The first day dealt with building a reflective learning community, self-reflection, unpacking the new rubrics, and the nuts and bolts of the educator evaluation pilot, including timelines and forms. The second day focused on goal setting, calibrating the rubrics, and giving and receiving feedback. The Institute concluded with a planning session for implementing the new process in the schools. Two areas of specific concentration were: 1) feedback and how to use that feedback to improve teaching and learning, and 2) multiple perspectives and the growth that occurs when we are able to view our work with each other, our students, and our community from alternate viewpoints.

These two areas are fully supported by our mission and value statements:

- Mission – To prepare all students to attain their full potential as life-long learners, critical thinkers, and productive citizens of our diverse community and global society.
- Values – As a community, we value:
  - An environment that promotes social development and emotional and physical well-being for the entire school community.
  - An excellent academic program that prepares all students to achieve their individual potential.
  - Diverse extracurricular opportunities accessible to all students that provide for student growth.
  - A community that welcomes and respects the differences among us.
  - Literacy, communication, and technology skills for life-long learning.
  - Educational policy and resource decisions informed by research and evidence.

In anticipation of the next phase of the Educator Evaluation Process, namely the use of common and standardized assessments to inform goals and instruction, two workshops were created for the district's leadership group. In the fall, a representative from the MA DESE facilitated a workshop on the use of Data

Warehouse, which is the state's platform for sharing MCAS results with schools and districts. Also, a three-day workshop, "Data Inquiry for Improving Teaching, Learning and Leadership," was developed using the book, *DataWISE: A Step-by-Step Guide to Using Assessment Results to Improve Teaching And Learning* by Boudette, City & Murnane. The workshop framed a rationale and method for using student (and personnel) achievement data to raise questions, identify problems of practice, devise appropriate strategies to address these problems, and assess strategy success.

Professional Day in November 2012 also focused on the new educator evaluation process. John D'Auria, President of *Teachers21*, presented the components and shifts of the new process and spent considerable time on the self-reflection and goal-setting components. While only half of our educators took part in this year's pilot, it was important that all educators were provided with the same information and understanding so that collaborative goals could begin to be created. Throughout the year, the evaluation task force met to process feedback from both educators and administrators who took part in the pilot, including reviewing a survey conducted in the spring. A subcommittee also worked to create contract language that was subsequently ratified by the Acton Education Association and then submitted to the MA Department of Elementary and Secondary Education (MA DESE) for approval.

#### *Professional Learning, Summer 2012*

The learning for our staff continued into the summer with over fifty-five educators, including classroom teachers, special education teachers, reading specialists, classroom assistants, assistant principals, and principals, participating in a two-day Readers Workshop led by Kathy Collins, instructor at Columbia Teachers College summer Reading and Writing Project Institutes. Kathy was able to demonstrate how a balanced literacy program supports the implementation of the new MA ELA and Literacy Framework, and educators were able to articulate how the new standards support and expand the instructional practices they already employ in their classrooms.

More than eighty educators worked collaboratively on thirty-seven Research and Development Projects to create such curriculum as "Developing Resources to Teach Website Evaluation and Citation," and "Redesigning AP Biology to Meet the New College Board Frameworks." Research and Development (R&D) projects are intended to substantively advance current practice. All approved proposals incorporated the following components and thoroughly addressed the embedded questions:

- What problem or need in current practice does this proposal address? How will the R & D rectify this problem?
- How does the proposal incorporate new thinking?
- With whom and how will the product be shared?
- What will be produced?
- What measures will be used to evaluate the success of the project?

Lastly, in an effort to improve all forms of communication, a three-day course on Conflict Management was held for staff members interested in expanding their skills in addressing various types of conflicts. Managing conflicts and disagreements and having difficult conversations are an important component of our work as educators. The goal of this training was to develop strategies, tools, and language to help participants engage successfully in different situations. Metropolitan Mediation Services (MMS), an organization that has offered mediation services in the Greater Boston area since 1984, facilitated the training.

#### *Enhanced Professional Learning and Supports for New Educators*

The 2012-2013 year began with a revision of the New Teacher Orientation Day. Feedback received from the previous year's cohort, along with multiple conversations with the mentor coordinators, principals, and central office administrators, provided us with thoughtful and valuable information, which led to a restructure of the day and subsequent monthly meetings. The most vital perspective was received from the new teachers. They shared

that, while the information given to them was important, we need to separate that information into manageable and useful segments. That one modification provided the opportunity to create more time on orientation day for new teachers to engage in conversations with administrators and to have their most immediate questions and concerns addressed.

Building on the success of the Teacher-to-Teacher Initiative, which provides all educators the opportunity to form new questions or insights related to teaching and learning, gain insight into questions framed about our own teaching, and enhance our collective understanding of our practices, the administration and the Acton Education Association leadership created a web resource to enhance and support educator visitation. After reflecting on their educational content expertise and instructional practices, educators make themselves available for visitation on a searchable site. Further connecting our educators in different schools and between our two districts was an additional benefit.

An important component of the Beginning Teachers Support Program (the mentoring program) that was devised this year was a two-day training for all mentors identified before the end of the school year. This allowed for contact and support of new teachers to Acton-Boxborough throughout the summer. It also allowed, for the first time, a sustained, dedicated time for mentors to explore the many ways they effectively support new teachers and how that support could be improved. Lastly, a second year Mentor Program was established, built on the work of the training we received from The National School Reform Faculty on the use of protocols and Critical Friends Groups. Protocols, structured ways (procedures and criteria) to work and communicate, promote adult growth and are directly linked to student learning. They promote meaningful and efficient communication, problem solving, and learning. Protocols provide time for active listening and reflection so that all voices in the group are heard and honored. Small groups of second-year teachers were led by a protocol-trained mentor, thus creating their own Critical Friends Group.

### **R. J. Grey Junior High School**

R. J. Grey began the 2012-2013 school year with 933 students, 458 7<sup>th</sup> graders and 475 8<sup>th</sup> graders, based on October 1, 2012 enrollment numbers. This is a decrease of 22 students from the enrollment of October 1, 2011. We began this school year with a few changes to our Administrative Team. Andrew Shen became the Principal. We welcomed Jim Marcotte as one of our Assistant Principals, and his counterpart, Assistant Principal Allison Warren, returned from her leave. Prior to joining our team, Jim Marcotte was an Assistant Principal at ABRHS.

Teaming is the fundamental core of RJG. The team model enables staff to create a strong web of support to enhance student success. A large school becomes a smaller school. With consistent communication among team teachers, issues are addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Moreover, teaming is the ideal format through which we can deliver those programs and values we most believe in, as expressed in our Statement of Purpose: meeting the needs of the young adolescent, maintaining curricular quality and interdisciplinary opportunities, creating a sense of community, and promoting citizenship.

During the 2012-2013 school year, seventh- and eighth-grade students were distributed among five full teams at each grade level. Each seventh-grade team had approximately 115 students, supported by five core academic teachers (English, Social Studies, Math, Science, and Spanish and/or French).

In grade eight, each team averaged 118 students and five core academic teachers (Math, Science, English, Social Studies, and Spanish and/or French). On an ongoing basis, teachers planned integrated curricular activities that helped students see the relationships between various subjects.

It is important to note that all teams provide the same level of academic rigor and social opportunities. Similar supports and resources are provided as well. Specifically, all students participate in English, Social Studies, Math, Science, and Physical Education/Health. The curriculum demonstrates the core values of reading (the English program is literature-based), writing (although skills are primarily taught in English classes, the other academic subjects have adopted the “Writing Across the Curriculum” approach, which provides students with a

more consistent writing approach), math (with the added skill development of reading mathematical language), and our physical (Science) and cultural (Social Studies) world. Most of our students also take a world language, with twice as many taking Spanish as French. Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music, and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab II, Life Skills/Health, Drama, and Computer Literacy; these classes last for one-fifth of the year. In addition to the core curriculum, students elect to participate in band, chorus or “grey-block,” a combination of curriculum-related mini-courses and structured study halls with team teachers.

In October 2012, R. J. Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We continue our commitment to the partnership between school and home with daily emails, monthly articles, principal “drop in hours,” and weekly communication from the principal. The School Council, consisting of four parents, one community person-at-large, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at R. J. Grey. Parents/guardians were invited to attend monthly noontime informational meetings with both the RJG and ABRHS principals, who presented reports and answered questions. The P.T.S.O. also sponsored evening programs designed to provide information about the schools.

For many students, learning and connecting with members of the R. J. Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramurals included basketball, lacrosse, and strength training. In addition to the on-going after-school activities, which included the Ski Club, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, ASHA, Technology and Engineering Club and the Yearbook, we had several new, student-initiated afterschool clubs – Ping Pong, Yo-Yo, and Anime.

Additionally, in 2012-2013 we saw the creation of the new R. J. Grey Student/Teacher Book Club. Four books were read throughout the year and book discussions were scheduled in the evening and after school. During the last meeting of the year, the 12-member club welcomed a local author for questions and discussion.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan schoolwide activities, dances, selling Candy-Grams and other service learning projects. In addition, several teams organized community service projects to support local organizations, such as the Coat Drive (hundreds of coats were collected and distributed to families in need), holiday Toys for Tots collection, fall clean-up day at several recreational areas in Acton, as well as an extremely successful food fund drive to support the Acton Food Pantry.

The school musical, “Honk,” was performed in March and involved over 60 students in the cast, 40 students on crew, and the volunteer work of 45 parents. The fall play was “Aesop’s Fables,” which had 35 students participating, and in the spring, a performance of “Story Theatre,” involving 40 students, was performed at Arts Happening. The Grey Block Drama Elective classes, with 65 students, performed plays about bullying as part of the Second Step program.

In June of 2013, the first *Annual Arts Happening* took place. This was a collaborative event that included work from the disciplines of Drama, Music and Visual Art. The event was designed to give students an opportunity to

display artistic works (visual, musical, and dramatic) in a non-competitive, communal environment. On-going happenings included performances, creation of musical 'portraits,' a collaborative art experience for participants, and a soup dinner fundraiser to support the local Acton Community Supper.

Special events during the school year included Halloween Dress-Up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), pajama and hat days, a weekend day ski trip to Waterville Valley, the end-of-year seventh-grade trip to Kimball's, the eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly. A new feature in 2012-2013 was a student recognition program called "Everyday Leaders"; two times per trimester, R. J. Grey teachers nominated students who demonstrated daily acts of kindness, enthusiasm, and respectfulness towards peers and teachers throughout the year. These students were treated to a pizza lunch with Principal Shen.

Another R. J. Grey highlight was our annual Project Wellness Day. Project Wellness is a daylong conference for seventh-grade students and a parent or guardian, designed to empower parents and teenagers in addressing the variety of issues faced by today's families and to develop, maintain, or improve adult-teenager open communication. This event brought seventh-grade students and adult family members together at Merrimack College on March 27, 2012 to learn about ways to communicate with each other about difficult issues and sensitive topics, ranging from time management to nutrition to navigating relationships. Approximately 850 students, family members, and staff participated in this event.

Over the course of the school year, R. J. Grey staff continued with initiatives that promoted learning, mutual respect, and opportunities for professional growth. In response to parent, staff, and student feedback, building-based professional development opportunities focused on addressing and responding to incidents of bullying, teasing, and harassment for both staff and students, including but not limited to promoting respect for self and others, becoming a more active bystander, and ensuring concurrent responses for both victims and aggressors. On a schoolwide level, R. J. Grey continued our bullying prevention curriculum, *Second Step*, for all 7<sup>th</sup>- and 8<sup>th</sup>-grade students. The program paired teachers with groups of students to teach mini-lessons on bullying, empathy, communication, and other related items.

At the end of the 2012-2013 school year, four veteran teachers retired after many years of service to our school: Susan Heartlein, Pat Higgins, Chris Mohn and John Edmonds. These professionals devoted decades to our school community and touched the lives of several hundred students and families. We thank them for their many years of leadership, support, and dedication to the students of R. J. Grey Junior High.

### **Acton-Boxborough Regional High School**

*Post Secondary Education.* The ABRHS Class of 2013 was comprised of 479 students; of these, 91% enrolled at four-year schools, while 6% continued their education at two-year colleges, prep and technical schools.

*Standardized Test Results.* Average SAT scores for the 2013 senior class again exceeded those of state and national populations. An increase from 93% to 96% of seniors took the SATs, well above the state average of 79%. Our average combined score for the SAT was 1913, which is 415 points higher than the average combined Massachusetts score of 1498.

*National Merit Scholarship Competition.* Seventeen members of the Class of 2013 achieved semi-finalist recognition; fifty-nine others received letters of commendation.

*National Honor Society.* Ninety-nine members of the Class of 2014 were inducted into the NHS in April 2013.

*National Latin Exam.* National Latin Exam results. 27 Gold (Summa cum laude); ten Silver (Maxima cum laude); five Bronze (Magna cum laude); one cum laude; three perfect scores (two at Level 1 and one in Intro).

*Academic Decathlon Team.* During the 2012-2013 season, the team of nine regulars and eleven alternates won the Massachusetts State Championship for the 21st time in the past 22 years. A total of 45 Massachusetts high schools competed. In addition, the team placed 11<sup>th</sup> overall in the country at the USAD National Championship.

*Mathematics Team and Competitive Activities.* In the 2012-2013 season, the AB math team finished second in the monthly competition in the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics Leagues in April 2013 and placed second among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2013 and placed first among large schools in New England.

In addition to the team competition, seven students were finalists in the Massachusetts Mathematics Olympiad exam – Niket Gowravaram, David Fink, Sam Yuan, Shinya Hirata, Josh Xiong, Niket Gowravaram, and Embert Lin. In the National AMC, eleven students placed in the top 10% nationwide, and four of these – David Fink, Niket Gowravaram, Andrew Li, and Josh Xiong – advanced to the 3<sup>rd</sup> level of this competition: the USAMO (United States of America Mathematics Olympiad).

*Speech and Debate.* The team, composed of over eighty students from grades 9-12, competes in twelve regional tournaments during the season from October to April. Students compete in a variety of events: Public Forum and Lincoln-Douglas Debate; Student Congress; Play, Prose and Poetry Reading; Original Oratory, Group Discussion, Dramatic and Humorous Interpretation; Impromptu and Extemporaneous Speaking. Belonging to the Massachusetts Forensics League and the Boston Catholic Forensics League, the team is matched against schools across the state and consistently places students in the final rounds. The team's top competitors also compete at Harvard University's Speech and Debate Invitational, the National Forensics League National Qualifying Tournament, and the Catholic Forensics League National Tournament. Last year, nine of our students were chosen to represent our local leagues at the two season-ending national tournaments.

*Athletics.* During the 2012-2013 school year, participation in athletics remained consistent, with over 1,800 students in grades 7-12 participating. League Championships were won by boys' cross country, field hockey, girls' ice hockey, girls' alpine ski, boys' indoor track, girls' indoor track, girls' tennis, girls' spring track, and boys' spring track.

In the fall season, field hockey won the Division 1 State Championship. In the winter, boys' and girls' indoor track teams placed second at the All State meet; the boys' 4 x 200 relay team (Tejeda, Doelp, Usoff, Sommers) won the All State and New England Championship and received All-American honors; the boys also captured the 4 x 400 relay (Usoff, Doelp, Cox, Sommers) Division 1 State and All State Championship. The boys' Sprint Medley Relay team earned All-American status. The boys' Nordic Ski team placed 2<sup>nd</sup> at the State Championship. In the spring, girls' tennis won the Division 1 State Championship. The boys' 4 x 400 relay team were All State Champs (Usoff, Doelp, Cox, Sommers); Brian Sommers was crowned New England champion in the 400m.

Numerous AB student-athletes received All Scholastic honors from the Globe and Herald newspapers.

*Proscenium Circus.* This student drama group at the high school functions as a teaching and working theater. In addition to offering outstanding professional instruction in technical theater, acting, movement, scenic design, scenic painting, voice, directing, dance, costume design, hair and makeup, stage management, set construction, lighting and sound, and house management, "PC" produced 23 outstanding award-winning shows throughout the year. The productions for the 2012-2013 year included the fall play, "Charlotte's Web," the award winning, "Legally Blonde," and the Competitive State Play finalist, "The Filmmaker's Mystery." Rounding out the year were the competitive class plays and the two-night Festival of 10-Minute Plays. As a part of the Proscenium Circus 2012-2013 season, the improv troupe, Chuckle Sandwich, performed for two successful nights, as well as a "Young Playwright's Forum," where five new plays written by AB students were work shopped in the black box theater. Ten AB playwrights participated in the Boston College "Playwright's Forum," in which professional actors and directors read or produced their plays at a professional theater in Boston.

*Peer Leadership Program.* Peer leaders facilitated alcohol/drug awareness programs at most of the elementary schools. ABRHS students, along with a school resource officer, fielded questions on issues of drug/alcohol use,

social culture of the high school, and general issues of adolescent development. Toward the end of year, we began conversations with Principal Alixe Callen about merging Peer Leadership with SADD.

*The School Newspaper. The Spectrum*, published five times during the school year, includes articles and photography of interest to the ABRHS community. Its staff of approximately forty students complete all tasks involved in producing the paper, including writing, editing, photography, layout, and copy editing. *The Spectrum* is entirely financially self-supporting through advertising and contributions from the PTSO.

*Student Council*. This primary student government group consists of more than 45 students: elected representatives of their classes and also walk-on members. Student Council is responsible for organizing schoolwide activities and fundraisers and for disbursing funds for improvement of the school facility on behalf of its students. They meet weekly on Tuesdays at 6 p.m. in the ABRHS Counseling Center.

*“Window Seat”*. Acton-Boxborough’s Literary and Art Magazine and Creative Writing Club annually publishes three issues of student poetry, prose, lyrics, essays, narratives, translations, and art. Students write, edit, design, print, assemble, publicize, and distribute the magazine. Students write creatively every week in a workshop setting to generate submissions for the magazine; the magazine welcomes and encourages students not participating in the club to submit their art and writing for consideration for publication. Art students also meet weekly to create art or illustrations for specific pieces of writing for the magazine. Students have established a web presence for the magazine and host a Tumbler site. “Window Seat” students work in conjunction with the Robert Creeley Foundation to publish work by the annual Robert Creeley poetry award-winning poet and also the Helen Creeley student poetry prize winners, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet. Poems submitted for the competition often are published in the magazine, and art generated by the Foundation’s Broadside Project appears in the mid-year issue. Students also conduct fundraising to supplement the budget allotted by the school. Students in officers’ positions gain leadership experience in collaboration, design, publishing, marketing, finance, fundraising and publicity. Meetings are held weekly on Thursdays; layout and magazine design sessions occur three times yearly.

*Idiosyncrasy*. The high school topical magazine, *Idiosyncrasy*, puts out two to three issues per year. *Idiosyncrasy* is a thematic magazine that highlights a unique cultural aspect in every issue with each writer approaching it from a different perspective. It encourages and celebrates the diversity of our world and the people in it. *Idiosyncrasy* is composed of editorial and factual articles that are intended to educate and inspire readers. Students conduct research, analysis, and synthesis in order to produce each issue.

*Harvard Model Congress*. Seven juniors represented ABRHS at this four-day government simulation. The Acton League of Women voters generously underwrote their participation. Those representing were Bridget Ashton, Ianka Bhatia, Emma Hardimon, Richa Lagu, Katie Larkin, Adiba Mamoon, and Annalise McDonald.

*Career Exploration Activities*. Beginning in November, over 100 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School-Business Partnership Committee and to parents and other local residents willing to host students. At three Career Speaker events during the year, career speakers talked to groups of students interested in their fields of work; over 175 students attended each of the three events. Sixty members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, speakers who visited classrooms, and a website listing employment opportunities.

*Senior Community Service Day*. On Friday, April 26, the Class of 2013 spent the day working on volunteer projects in and around Acton and Boxborough. Before the seniors began their projects, they were served breakfast at the school by the faculty and administration. This was the 19<sup>th</sup> year that the senior class organized a Senior Community Service Day.

*Community Service Activities.* The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities – during the school year, during the summer, or both. Unlike surrounding communities, AB does not have a community service graduation requirement. Even so, community service is a strong part of the culture at AB. The school held its 13<sup>th</sup> Community Service Awards Night on January 21, 2013. At this ceremony almost 700 students received recognition for their volunteer efforts.

*Energy and Resource Conservation.* ABRHS continues to make gains in energy and resource conservation. Electricity consumption decreased another 3.5% in FY13, resulting in both cost savings and a reduced environmental footprint for the school. Energy-conserving behaviors adopted by faculty and staff contributed to the reduction, and the Resource Force student team continues to be actively engaged in highlighting energy conservation within the school.

The project to introduce the collection of compostables and to boost recycling in the cafeteria has been a resounding success. Resource Force students manage two sorting stations in the cafeteria, coaching their peers on sorting their stuff when lunch is done. As a result, recyclables and compostables are now 75% of the stream from the cafeteria, with a dramatic reduction in solid waste. In addition, the kitchen is capturing recyclables and compostables; even the woodshop is now adding their sawdust to the compostables collection!

The student Recycling Club continues to manage weekly recycling for all classrooms and offices.

## **Pupil Services**

### *Special Education*

The Special Education Department at Acton-Boxborough consists of special educators, speech/language specialists, occupational therapists, and physical therapists – a cohesive group of talented and dedicated staff. Parent outreach and communication within Pupil Services continues to be paramount, ensuring that open dialogue between parents/guardians and the school is accomplished. The SpEd PAC continues to be an integral part of the Pupil Services organization, advocating for specialized programs to meet the broad range of student needs and offering parents/guardians resources and family support. Additionally, the PAC has worked to provide practical information regarding special education regulations, home activities, summer camp and recreational ideas, and transitional guidance.

Within the world of special education, state and federal mandates require that students be educated in the least restrictive environment, alongside typical peers. As such, in-district program design and development is a priority. Specific to students with Autism Spectrum Disorders, school staff have worked to create a continuum of programming, preschool through graduation. This year, the "Bridges Program" was approved, completing the program continuum at the high school level. The opportunity to participate in a rigorous academic program, the on-going connection to peers, daily opportunities to model and practice social relationships, as well as transitional activities to include employability training, job coaching, life skills training, support with the college search, and executive functioning skills, allow students to matriculate through the public school without the need for out-of-district programming. Specific to the area of school transitions, a .4 Transition Specialist was added to the budget to support and facilitate transitions for students with special needs. The Transition Specialist works closely with both the counseling and special education departments to design transitional programming for at-risk students.

Special Education students are accessing iPads, netbooks and chrome books to address individual needs and greater access to the general curriculum. Software and supports such as Dragon Naturally Speaking, Learning Ally, Bookshare.org, Kurzweil, and Co-writer are just a few of the programs accessed by students.

### *Counseling and Psychological Services*

Counseling departments in both schools continue to place the highest value on creating an environment that is not only safe but also nurturing for every student to learn, achieve, and succeed.



This year, counselors and psychologists worked together to update themselves on the new Diagnostic Statistic Manual V (DSM V), which was released in the Spring of 2013. Understanding the changes in the manual helps school staff understand the criteria psychologists use for diagnosing adolescents as part of the special education eligibility process.

Clinicians working with adolescents anticipate daily student stressors, avert potential problems and crises, and refer students and their families to appropriate agencies when a need is determined. Daily issues that arise for students include, but are not limited to, attendance issues, stress management, and a wide range of mental health issues. An increase in staffing has allowed counselor caseloads to be reduced, giving staff more time to support students, families and colleagues.

Specific to the high school, the counseling department has created a Student Support Team (SST) that complements the work of the state-mandated Child Study and Student Assistance Teams. These teams allow for counselors, psychologists, nurses, alternative program staff, special educators and administrative personnel to meet regularly to discuss at-risk students and promote a safe school culture. Moreover, effective communication and a strong sense of connectedness between and among law enforcement, school officials, and the community are also critical components of our commitment to safe schools and safe students. Our school resource officers continue to provide professional networking and liaison support between the school district and law enforcement, work closely with building principals, and develop personal relationships with students and faculty to ensure a visible presence within the schools. In addition to instructional programming, our school resource officers provide the district with crisis intervention, consultation and legal law enforcement support, as well as an immediate response for custody issues, drug and substance abuse offenses, teen dating issues, thefts, graffiti, and safety checks.

On an on-going basis, in order to promote high academic achievement and support for students, counselors continue to assist students in the college planning and application process, as well as other post-secondary planning tasks. The goal is to ensure that every student has a plan after graduation, coordinated with personal goals.

#### *Health and Nursing*

The Essential Health Grant (ESHS) was renewed for an additional two years beyond its originally allotted five years. This grant continues to provide financial assistance to the district, bolstering staffing and direct care, nurse leadership, professional learning, and a number of health office upgrades.

In keeping with OSHA mandates, the nursing department, in collaboration with the educational technology department and the broader vision of Pupil Services, produced an e-learning module for life-threatening allergies. An additional on-line Blood-borne Pathogen training was also introduced. On-line availability for training purposes eliminated the challenges of training a large number of staff in multiple locations, with varied schedules, absences, and possible inconsistencies of content delivery among live trainers, etc. A key feature of the program is that designated administrators can access the results of quiz results for the purposes of tracking compliance with the training and targeting further training needs.

Emergency preparedness has always been an important consideration for our schools. To that end, the nursing department taught four CPR/AED classes for staff. In addition, Automated External Defibrillator (AED) drills were held at least annually for specific staff serving on building-based school safety teams.

The nursing workshop developed protocols and procedures to assist staff with safe management of medical implications for field trips. Concussion tracking tools were developed to comprehensively monitor affected students with head concussions. These tools complement the district's Concussion Policy. The nurses also worked on updating nursing procedures and forms, now available electronically on the district website.

In the upcoming year, nurses plan to update the districts' Medication Policy and will introduce iPad technology, which will allow staff to have remote access to emergency information for students on or off site.

### *Conclusion*

In conclusion, Pupil Services has traditionally held professional learning opportunities through lectures, discussions, and slide presentations. Although these are credible ways of having face-to-face opportunities to discuss issues and reflect on newly acquired information, it falls short when calculating the time needed, the scheduling hurdles, and the individual participant's time on each topic and slide to acquire this set of new skills. During the 2012-2013 school year, in order to reduce scheduling conflicts and free up more time for faculty and staff, e-learning for selected Civil Rights modules was piloted for professional development. Every staff member had the opportunity to electronically thumb through the training, review the training and slides, and offer feedback, from the ease of the site to the quality of the training. To date, feedback has been extremely positive, and the Pupil Services leadership team is pleased to offer staff flexibility, mastery, and a platform for acquiring new information differently.

### **Performing Arts**

At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as they performed in and around our community, and elsewhere. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1<sup>st</sup> place overall). The ABRHS Chorus traveled to San Diego, where they performed a concert tour in the area. The choral department put on an outstanding talent show, traditionally known as "Cabaret." Eighteen of our student musicians from band, chorus and orchestra were selected to perform at the MMEA Eastern District Festival held in January; nine of them earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community, at which they performed a renaissance-style dinner theater.

At the R. J. Grey Junior High School, the eighth-grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. Each received Gold Medals for their performances. The JHS musical, "Honk," had a terrific run of performances with a huge cast of approximately eighty students involved. Thirteen students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March. The seventh- and eighth-grade band marched in the Boxborough Memorial Day Parade.

### **Visual Arts**

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in the schools and the High School Administrative Conference Room, as well as off-site venues. Student artwork appeared in various school newsletters.

In the highly competitive Boston Globe Scholastic Art Awards, ABRSD students (47 high school and 4 junior high) received a total of 51 state-level awards. These awards included: 18 Gold Key Awards, 10 Silver Key Awards, and 23 Honorable Mention Awards. The Gold Key and Silver Key student work was exhibited at the State Transportation Building in Boston during January and February. Award-winning students were recognized at an awards ceremony at Hancock Hall in Boston. Student work receiving Gold Key Awards was sent to New York for the National Scholastics judging. The Visual Arts Director serves on the Massachusetts Scholastics Advisory Board.

One ABRHS junior was selected for Art All-State 2013 at the Worcester Art Museum. This AB junior was among 145 high school juniors statewide who were selected to participate in this competitive program at the Museum, held in May. Art All-State is a weekend-long program for high school art juniors to work with their peers and with practicing artists who serve as mentors to create installation art in the museum's studios. Selection is based upon digital images of student work, a written application, and an interview with a team of art educators. The Visual Arts Director serves on the Art All-State Steering Committee.

Visual Arts faculty exhibited their own artwork in a show, "Teachers Make Their Mark," at the Acton Memorial Library in March. The reception for this show was well attended by colleagues, parents, and general community

members. Senior students in the ABRHS Portfolio class prepared and exhibited their artwork in a show entitled, “Elections,” which was held at the Acton Memorial Library in April. AB Portfolio class students participated in a fifth year of an interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multi-grade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany 2013 Creeley Foundation Award Winning Poet Naomi Shihab Nye’s work. One student’s artwork was chosen for the broadside design, which was printed in a limited edition. English and Visual Arts students collaborated on a papermaking project that was developed and implemented by an English teacher and a Visual Arts teacher.

The work of Acton-Boxborough Photography students was included in a photography show at the State Transportation Building in Boston, sponsored by the Massachusetts Education Association. High school students had the opportunity to participate in Photo Club and in Art Club, each of which met after school one afternoon a week throughout the year.

During March, Acton-Boxborough student artwork was exhibited in the annual Youth Art Month Show at the Worcester Art Museum. There was an opening reception for students, their families, and art teachers in the Museum’s Renaissance Court. Each school was represented in this show.

An exhibit of representative student artwork from each school was on display at the Acton Senior Center during the month of May. An opening reception was held for students, parents and teachers.

Visual Arts staff participated in the fourth year of a curriculum review. They collaborated to develop common assessment rubrics. The Visual Arts Director was one of 16 National Art Education Association delegates who traveled to India, visiting schools to research what role the arts play in the general community, as well as what place the arts have in education. The director was one of nine delegates from this trip who made a presentation at the National Art Education Conference in Ft. Worth, TX in the spring. The Visual Arts Director also made a presentation of her delegate experiences to the school committee in June.

Art teachers applied for and received R&D grants to develop and refine units of study and assessment documents in the Visual Arts Curriculum. The two RJG art teachers collaborated with RJG music and drama teachers to implement an “Arts Happening” evening in May that was very successful with many community members attending. The RJG art teachers also continue to pilot student use of iPads for research and creating artwork in Art I and Art II classes.

### **Educational Technology**

The Department of Educational Technology (EDTech) combines infrastructure, data management, and desktop support services with on-site technology integration and instruction to meet the needs of all members of our learning community. Understanding that learning powered by technology can help transform education, the department looks to ensure seamless integration of technology into the curriculum while providing all students with the 21<sup>st</sup>-Century skills needed to compete in our global society.

#### *EDTech Operations*

All of our routers, switches, and wireless access points are supported and maintained by our own EDETech Operations staff. We are proud to have 100% wireless network coverage, which allows for seamless integration of digital resources in the classroom. As demand for fast, reliable, network access continues to grow, we are working toward having all of our buildings connected at 10Gbps and currently offer a 100Mbps connection to the internet. Our network is supported by two internet service providers and maintains 98.9% uptime. We currently provide access to guest wireless upon request and are looking to be able to support a completely open guest network in the near future.

Major infrastructure upgrades (\$101,768) within the LAN Network Refresh plan were completed this year to bolster our existing wireless and provide the necessary bandwidth to support security cameras at each of our buildings. Tasks completed are as follows:

- Configuration and installation of 10GB aggregation switches and access switches.
- Configuration of VLANs to support the school security system.
- Configuration of firewall translation rules and static routing to accommodate new IP subnets and routing patterns.
- Replacement of twenty wireless access points.
- Additional ISP connection through Comcast.

The operations team also refreshed 80 ABRSD student laptops (\$61,440) and installed a new iMac lab at RJGrey (\$32,500). As the use of technology for our student learning is being supported more and more by our teachers, the need for all students to have access to meaningful technology is becoming more evident. We are continuing to explore more cost-effective models, which will include the use of ChromeBooks in the future.

#### *EDTech Academics (Instructional Technology)*

As we prepare students for a 21<sup>st</sup>-Century world that values innovation, creativity, and collaboration skills, our EDETech Academics team delivers site-based support for our students and staff. Our team believes that technology, wisely used, can inspire students to take responsibility for their own learning and enhance our curriculum. As an integral component to the district's Long Range Strategic Plan, our mission is to prepare our students to attain their full potential as life-long, productive citizens. Currently all 7<sup>th</sup>-12<sup>th</sup> grade students are actively using ABSchools. It is our goal that students would be able to communicate with their peers and teachers for educational purposes: asking questions, organizing tasks, and collaboratively solving problems. The skills provided through ABSchools are helping prepare our students for college and future careers.

Built to support our entire learning community, ABSchools (powered by Google Apps for Education), is our communication and collaboration platform. As a result, we have been able to steadily support our district-wide "Green Ribbon" status (<http://ab.mec.edu/departments/facilities/green-awards.shtml>) by reducing overhead costs of maintenance, while reducing our paper and printing needs.

Finally, our updated Educational Technology learning goals are now posted on the district website, under the Curriculum and Instruction section (<http://ab.mec.edu>). Although computer skills change as new technology comes to market, our revised scope and sequence incorporate a much more modernized view of what students should know about technology upon their graduation.

Follow us on Twitter to gain a better perspective on the latest local and global EDETech trends. You'll also be the first to know about school closings and community events! <https://twitter.com/edtechab>.

#### **Summer School**

The Acton-Boxborough Regional School District Summer School had another successful year in 2013. With our enrollment of 564 students, 97% were Acton & Boxborough residents; four percent of our students came from seven other districts. Several Math, Science, and Physical Education courses reached capacity early in the summer, allowing us to add additional sections of Math and Science and, therefore, forcing us to turn away fewer students (than in 2012) not currently enrolled in the Acton-Boxborough Regional School District.

Summer School course changes included the addition of a new Literature course and several new online courses. The low enrollment in the elementary school program forced us to close it.

The number of student scholarships stayed the same as in 2012.

Tuition receipts continue to allow us to function as a self-sustaining educational program. We continue to serve Acton, Boxborough, and several outlying communities with first-rate, summertime educational programming.

## **Community Education**

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs, and directs the following programs and activities.

*Day and Evening Classes.* Each year, Community Ed. offers nearly 2,000 classes for children, teens and adults. Classes and other programs are posted on the Community Ed. website, <http://comed.ab.mec.edu> and advertised in *INTERACTION*, the course catalog that is mailed four times a year to over 20,000 area homes. More than 10,000 students enroll in classes annually.

*Summer Day Program.* Located at the Administration Building, this program offers week-long sessions to an average of 80 children per week in grades K–6. Activities include Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

*Vacation Week Programs.* During February and April school vacations, Community Ed. runs childcare programs that include field trips and enrichment activities. Community Ed. also offers one-day programs on “no school” days (staff professional days, Veterans Day, Columbus Day) to assist parents who need childcare.

*Youth Basketball League.* Over a 12-week period, more than 800 boys and girls in grades 3-12 participate in weekly practices and league play. The league is staffed by more than 150 paid and volunteer coaches, timers, and referees.

*Driver Education.* Community Ed. runs a Registry-approved driving school, offering classroom instruction and on-road training to 300+ students annually. In early 2013 Community Ed. began offering Saturday license test exams in partnership with the RMV.

*Pool & Field House Programs.* Located at ABRHS, the Pool & Field House Program provides the public with opportunities to use the high school pool and field house on the weekends. In addition to open swim and gym, Community Ed. runs a full program of children’s swim lessons, a youth swim team, master’s competitive swimming, morning and evening lap swim, and water exercise classes.

*Fitness Center.* Community Ed. has a team of volunteers who supervise public drop-in times at the Fitness Center, located at the Acton-Boxborough Regional High School.

*Scheduling Use of School Fields.* Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses and community organizations, receive permits for school field use through Community Ed. Fees charged are returned to the school district to support the facilities.

*Scheduling Use of School Buildings.* Use of the seven school buildings outside of school hours is scheduled through Community Ed.

Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Moneys are returned to the districts to use for space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525.

## **Facilities and Transportation**

We made progress on many fronts in the Facilities and Transportation Department this year, and our lead story continues to be our downward trend in energy consumption. Thanks to great teamwork by staff and faculty, and students as well, electricity use was reduced again in FY’13, despite the much colder winter compared to the previous year, and our electricity use is now 22% below our benchmark of five years ago. The solar arrays continue to contribute approximately 5% of the electricity used in our school buildings, and we were recently able to arrange for a 20% renewable energy commitment from our electricity supplier as part of an overall reduction in our contract price. As a result, the purchase of conventional electricity has been cut by more than 35% in four years. This results in a significant savings to taxpayers and a reduced environmental impact as well.

We've recently been able to leverage grant money and utility incentives to carry out lighting upgrades, HVAC upgrades, and weatherization of building envelopes. The new motion-sensored lights in the high school gyms are part of these upgrades and have received rave reviews!

In response to popular demand, we are expanding the model that has been working well in the high school cafeteria, where members of the student Resource Force team manage sorting stations and coach their peers on how to "sort their stuff" to capture compostables and recyclables when they're done with lunch. A program like this can slash trash to just 20% of the cafeteria output, instead of 100% under the old system.

The district was honored to receive the inaugural "District Sustainability Award" from the US Department of Education's new Green Ribbon Schools program in recognition of progress in sustainability – one of just 14 school districts honored in the US. The application captures a wide range of activities in the district from curriculum through operations and is available on the district website at <http://ab.mec.edu/departments/deptspdf/ABRSD-APSGreenRibbonApplication.pdf>.

### **In Conclusion**

This report demonstrates that the Acton-Boxborough Regional School District is a complex organization. Nonetheless, the district possesses a clear mission and statement of values. It is fortunate to have a dedicated staff who make a habit of constant self-reflection and, as resources allow, of renewal.

Our students, teachers, and administrators continue to perform at high levels – academically, athletically, artistically, personally, and professionally – and so the Acton-Boxborough Regional School District maintains a reputation that attracts people to the communities and to our schools. It is our intention to continue to provide the best possible education to the communities and to seek continued financial and moral support for this very important endeavor.

The town of Boxborough has a great investment in the schools since the schools serve the communities' youth and adult populations through public schooling, Community Education, and as a center for much community activity. This is a win-win situation for both the town and the schools that we want to maintain for the future.

Stephen E. Mills  
Superintendent of Schools  
On Behalf of the School Committees  
January 2014

## **MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

### *About Minuteman*

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a Revolution in Learning, preparing every student for success in college, industry and life.

### *Boxborough Enrollment*

As of October 1, 2013, four (4) high school students from Boxborough were enrolled at Minuteman providing a full time equivalent (FTE) of four (4) residents of Boxborough. While attending Minuteman, these students receive a number of benefits:

- *Experience the Modern American High School.* Minuteman offers a distinctly modern learning experience where students venture beyond a traditional high school curriculum to explore their interests and discover their passion, whether that's Bio-technology, Robotics, Environmental Technology, or something else entirely from among our twenty majors.

- *Believe in Yourself.* Students graduate from Minuteman with an enduring self-confidence that they can achieve anything they set out to do, no matter how high the hurdle, how long the road, how loud the skeptics.
- *Prepare for College and Life.* Minuteman equips students with the academic foundation and study skills to succeed in college *and* the industry certifications and acumen to succeed in business, affording every student a unique flexibility upon graduation to pursue their dreams.
- *Learn from Experts.* Minuteman's teachers are demonstrated experts in their respective fields, injecting a depth of knowledge and experience into their classes that is rarely found in public or private schools.
- *Be More Than Just Another Student.* There is no such thing as "just another student" at Minuteman – instead, teachers and staff personally invest themselves in truly knowing each student and working closely with them to realize their full, individual potential.
- *Make a Fresh Start.* From their very first day of school, Minuteman students are given the opportunity to make a fresh start among new friends and new teachers who will see them as they are and not as who they once were.

### **Acton-Boxborough Regional High School and Minuteman Half Day Program**

Minuteman offers a unique program allowing juniors and seniors, who have passed the MCAS, enrollment on a half day-every day basis in a career major. This allows a student to graduate from Acton-Boxborough Regional High School *and* receive a competency certificate from Minuteman. Currently, no Boxborough students participate.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

### **2013 Sudbury Graduates and Awards**

Dylan Irvine graduated from the Carpentry program.

### **Class of 2013 Graduate Achievement Highlights**

- 64% college bound or advanced Technical Training, 23% career bound and 8% military (4% unknown).
- 100% of achieved both the Early Education and Care Infant/Toddler and Preschool Teacher Certification.
- 100% Cosmetology test takers passed the State Board examination.
- 100% of Health Occupation graduates achieved college acceptance.
- 100% of Environmental Technology graduates were certified in a 10-Hour General Safety and Confined-Space Entry training. 91% were certified in OSHA 40-Hour HAZWOPER training; 82% received their First Aid/CPR Certification, and 55% passed the Massachusetts Grade II Municipal Wastewater Treatment Plant Operator License exam, and the Massachusetts Drinking-Water Treatment Plant Grade 1 Operator License Exam
- Valedictorian Christine Hamilton, an Environmental Science graduate from Stow, is attending Smith College in Northampton. Co-Salutatorians Devon O'Brien, a Health Assisting graduate from Lancaster, is attending Fitchburg State University, and Lindsey McBride, an Early Education graduate from Bedford, is attending Penn State University.

## **Regional Agreement**

A draft Regional Agreement has been created and will be presented for approval at member community town meetings. This draft was developed over a period of months as a result of receiving a DESE Grant for the study of Minuteman's long-term sustainability as a Regional Vocational High School.

## **Capital Projects**

MSBA Update: Minuteman is currently in the midst of Module 3 of the MSBA process, the Feasibility Study, as authorized in June 2010 on the Building Improvement Program. In conducting this study, the professional team including SKANSKA, as the Owner's Project Manager, and Kaestle Boos Associates, as the Designer, have been working closely with the School Building Committee and the MSBA. This Design Team has submitted a Preliminary Design Program to the MSBA containing six proposals for renovating the current facility or constructing a new one. As part of the MSBA process the Education Plan Task Force formed by the School Committee formulated program offerings based on enrollments of either 435 or 800 students. The projected date for MSBA Board approval of the Schematic Design/Final Program is September, 2014, to align with the District's need to receive feedback from the 16 member communities on the draft amendment to the Regional Agreement.

## **Curriculum and Instruction**

Since 2008, all 9th grade students to have English and Math every day, rather than a "week-on-week-off" schedule, thus providing more consistent and concentrated instruction as well as project-based learning. The first-time pass rates on MCAS remain high across all disciplines including a 100% passing rate in ELA in 2013. As part of our Revolution in Learning, we want every Minuteman student to fully explore their interests and discover their passion. Minuteman offers more than twenty different majors categorized into three clusters: Bio-Science/Engineering, Human & Commercial Services, and Trades & Transportation. The Educational Program planning process has identified potential new programs that offer students increased choices in career majors, including Criminal Justice, Entertainment Engineering, and Dental Assisting.

Each student graduates with the OSHA 10 Safety Certification. In addition, during the CTE week, juniors and seniors participate in an Entrepreneur Class. Prior to commencement, seniors are required to produce a comprehensive Business Plan related to their career major.

In 2012-2013, Minuteman instituted its first Advanced Placement course offering: English Literature and Composition. This year, Minuteman added Calculus A-B.

In 2012-2013, written mid-term exams and project-based finals were given across every Career and Technical Education program.

## **Professional Development**

Minuteman teachers continue to control much of the context for their professional development. Teachers pursue academic and Career and Technical Education (CTE) goals that emphasize formative assessment practices and common summative assessments. Teachers use common planning time to meet and review student work and adjust the curriculum and instruction as needed. Teacher-to-teacher professional conversations are conducted at least twice per year according to protocols derived from the National School Reform Faculty model. More and more, Executive Function strategies and techniques are being adopted toward the development of a specific Minuteman approach to: student organization, note-taking, unit presentation, and study skills. Academic-Career and Technical curriculum integration results in lessons and student work that feature the application of academic skills in the CTE context and vice versa. That integration lends itself to students' developing and practicing 21st century skills (reading, writing, speaking, listening, collaborating, researching, and presenting). The integration of technology to enhance student learning is an on-going commitment. Finally, this year professional development will again be focused on the new DESE model teacher evaluation system, which requires the development of individual and team goals following the SMART model (Specific and Strategic; Measurable; Action-oriented; Rigorous, Realistic, and Results oriented; and Timed). To enhance to the implementation of the new evaluation system and to ensure consistency, a total of fifteen Minuteman staff



(teacher leaders and administrators) completed the Organizing and Analyzing Teaching course. This past summer, five teachers began the Skillful Teacher course in collaboration with the staff at Greater Lawrence Regional Technical School. Both offerings are presented by Research for Better Teaching.

### **Student Access, Participation and Support**

An Executive Function initiative was launched in 2010. Led by our reading specialist, we have expanded our efforts to include study skills, pre-reading strategies, and unit re-organization to help students with resources to develop habits and techniques to enhance their planning and organization skills.

Minuteman continues to support a full-time Reading Specialist. In addition to working with the students on his own caseload, he consults with academic and CTE teachers toward the development and application of a school-wide reading program.

The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. We focus on teaching students about the nature of their disability and their Individualized Education Program. The Special Education department successfully implemented the Student Learning Center (SLC), which allows students to understand their disability, develop skills, and techniques to minimize the impact of that disability, and promote independence and personal responsibility. The SLC also supports the transition to post-secondary education, by following a model of service delivery that is popular among most colleges and universities in the United States.

The Music and Art department continue to grow. Most recently, two students were accepted to the Massachusetts Music Educator's Association Northeast District Chorus; one of whom also received an All State Chorus recommendation. We have also initiated a select chorus. The Visual Arts Department offers 8 different elective courses including traditional studio courses and Digital Photography to over 200 students. Student work has been displayed in various communities including Lexington, Carlisle, Arlington and Watertown. Recent graduates have been accepted at MassArt, Savannah College of Art and Design, Lesley University, New Hampshire Institute of Art and Art Institutes of Boston. The program continues to grow as student interest and enthusiasm is high.

Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered. The athletic department is also looking to expand to include a track team. Students are offered more than 20 clubs and activities. Success of the Athletic teams has been outstanding within the past few years as students are winning awards and competitions. Minuteman has been participating in the Vocational and MIAA State tournaments. This past Fall season Cross Country runners qualified for the Vocational tournament, the golf team competed in the individual Vocational tournament, the Girls Soccer team qualified and competed in the Vocational tournament (losing in the Quarterfinals) and also competed in the MIAA State tournament, and the Minuteman Football team competed and was runner-up in the Vocational Superbowl.

The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

### **Recognition of Alumni and Other Significant Members of the Minuteman Community**

The first class of the Minuteman Hall of Fame was inducted last fall, and the second class was announced for inclusion October 2013.

**WARRANT AND PROCEEDINGS**

**TOWN OF BOXBOROUGH  
SPECIAL TOWN MEETING**

**JANUARY 7, 2013**

**LIST OF ARTICLES**

- 1. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE – BOS --FAILED**
- 2. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601 – BOS --FAILED**
- 3. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH – BOS -- FAILED**
- 4. INSPECTOR OF BUILDINGS/CODE ADMINISTRATION OFFICER – ADDITIONAL HOURS TO COVER FACILITIES MANAGEMENT – BOS -- PASSED**
- 5. CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED – BOS -- PASSED**
- 6. RELEASE OF EXISTING EASEMENT – CONSCOMM -- PASSED**
- 7. ROAD ACCEPTANCE – PINE PASTURE RUN – PLANNING BOARD --PASSED**

The Moderator called the Special Town Meeting to order at 7:10 p.m. There were 173 registered voters in attendance. The moderator made some introductory remarks and provided an overview of Articles 1, 2 and 3.

**ARTICLE 1 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**

(Majority vote required)

Frank Powers, member of the Board of Selectmen, moved to transfer the sum of Twenty Thousand Forty-Two Dollars (\$20,042) from Free Cash and the sum of Seven Thousand Six Hundred Thirty-Four Dollars (\$7,634) from Line Item 915, Total Other – Employee Benefits 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 (July 1, 2012 to June 30, 2015); and further to amend the operating budget approved by the Annual Town Meeting for the fiscal year beginning July 1, 2012 by adjusting departmental appropriations as follows:

Increase Line Item 210, Total Salaries – Police by Twenty-Seven Thousand Six Hundred Seventy-Six Dollars (\$27,676), for a Total FY 13 Allocation of Nine Hundred Sixty-Five Thousand, Four Hundred Seventy Dollars (\$965,470);

and

Decrease Line Item 915, Total Other – Employee Benefits by Seven Thousand Six Hundred Thirty-Four Dollars (\$7,634), for a Total FY 13 Allocation of One Million Three Hundred Ninety-Seven Thousand One Hundred Six Dollars (\$1,397,106).

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase/Decrease
210	Total Salaries – Police	\$937,794	\$27,676
915	Total Other – Employee Benefits	\$1,404,740	\$<7,634>
Net amount required to transfer from free cash			<b>\$20,042</b>

N.B. The total decrease to Line # 915, Total Other – Employee Benefits if articles 1 – 3 are approved will be \$11,614, resulting in a total FY 13 Allocation of \$1,393,126.

**The Board of Selectmen recommends (4-0-1).**

The collective bargaining agreement resulted from ten months of negotiations with the Police Collective Bargaining Unit. The agreement was not complete at the time of the May, 2012 Annual Town Meeting, requiring that funding for the first year of the contract be appropriated at this Special Town Meeting. To help control costs, terms of the contract provide for increased union share of annual health insurance cost and reduced step increases over time. The wage increases and insurance agreement negotiated for the Police contract are consistent with those for Fire and Dispatch.

Les Fox, Chair, and Frank Powers presented the BoS rationale for the motion with a PowerPoint presentation. Mr. Powers said that if the amounts are not approved, there would be additional costs no matter what. He said there would be no increase in FY'13 taxes. The additional funding would be taken from free cash. He explained the goals of negotiation—1. Ensure public safety at affordable cost; 2. Control health care costs and step increases; 3. Maintain good morale; 4. Negotiate in good faith and 5. Avoid arbitration, which is unpredictable. He described the preparation taken before entering negotiations and said that the 5 goals were met, with each side compromising. Total compensation packages are lower than in other similar towns at start of negotiation. Mr. Fox talked in more detail about the wage tables and the change from 3.5% steps (current contract) to 2.5% steps (proposed contract—over time). He said that the current proposed contracts were the lowest cost possible that could be agreed to by both parties. He outlined what would happen if the town meeting voted down the articles.

**The Finance Committee does not recommend (5-0-1).**

Although the amount requested in this article may seem small, it needs to be considered in context of the overall budget and its impact over the next three years, and beyond. The Finance Committee believes the increases recommended in the article are unsustainable, based on the recently negotiated Collective Bargaining Agreements (CBA). The full impact of these increases will take hold in the next fiscal year, beginning July 1, 2013, when salary increases with built-in cost of living adjustments will average over 5.5% per year for all members of the collective bargaining unit. The introduction of new Steps, which will build in an 8.8% increase for all new hires going forward, adds a major structural issue to future budgets, including the additional increases that will be added to all current top Step employees, and will also set a precedent for future contracts and negotiations. Higher proposed rates for overtime could push the average increase higher, which will not be known until budgets are proposed every year.

The FinCom recognizes and appreciates that members of the collective bargaining units have accepted a greater share of health insurance costs. Unfortunately, in the face of rising health insurance rates, this increased participation is not expected to significantly reduce the impact of the negotiated increases. These increases, in combination with other essential spending (including fire and public safety equipment, facility upkeep, other Town wages and benefits, and retirement liabilities), are likely to force consideration of a Proposition 2 ½ Override as early as next year. A 'no' vote signifies your recommendation that the proposed increases should not be approved in their current form.

Karim Raad made the PowerPoint presentation on behalf of the FinCom against the motion. He focused on the history of Collective Bargaining Agreements in Boxborough and their impact on the town going back to 2004. The average increase from steps and COLA is 6.4% for Police. 7.1% for Fire and 6.2% for Dispatch. He showed a slide showing cost per resident for police, fire and dispatch compared to numerous other towns. He provided an analysis of the proposed new CBA salary steps, saying that it would have a 8.8% increase in salaries by giving topped out employees (that formerly only got COLA increases) additional steps. He pointed out, even though the amounts asked for in the Articles were relatively small, that a 2.8% increase was already approved in May for FY'13. He talked about the impact of the CBAs on the FY'14 budget and beyond.

Casey Cornett, Picnic St., questioned the use of ratios and asked the Selectmen if overtime was included. The answer was yes. He asked the Chief if having the Flex officer did result in lower OT. Chief Ryder said that Flex Officer salary came out of the OT budget, so yes OT is lower. He said any increase in overtime is from rate increases. The Flex Officer is put on shift coverage to save OT and his salary is included in the base.

Nancy Fillmore, Burroughs Rd., said that as a 35-year resident she appreciates the FinCom attention to costs considering salaries in private sector have not increased.

Norm Hanover moved the question but was not allowed to do so by the moderator.

Channing Wagg, Hill Rd., said that after certain amount of time in a job, length of service doesn't add anything to quality of performance.

Jim Gorman, Hill Rd., asked FinCom if there's headroom between the tax levy and levy limit for FY13. Mr. Raad said yes there is but doesn't know the number. Les Fox responded that the difference was \$666K. Mr. Gorman asked if we put current employees through the proposed contract what is the total increase in cost—Mr. Fox said that it's in the 4.5% to 5% range, net of insurance contribution.

Becky Neville, Hill Rd., said the presentations were too long and slides too faint. She asked what goes on in arbitration—how much would it cost. Counsel responded that when parties go through arbitration—costs shared by union and town. Counsel recommended that towns have counsel due to labor-intensive preparations. Arbitrator requires data and comparisons made with comparable towns as part of the process. Typically, it costs \$1200-\$2000 per day for arbitrator plus time to review for an average cost of \$10-\$15K to each party. Towns "ability to pay" is also looked at—headroom is looked at, stabilization fund, etc. He said it was hard to gauge likelihood of success.

Jeanne Kangas, Hill Rd., urged the voters to listen to the FinCom and respect their recommendations. She questioned the "ability to pay"—asked rhetorically how many people got 5.5% raises in the private sector. She pointed out that many residents are struggling. She questioned the idea of "morale" being tied to results of this vote—what about the morale of the taxpayer? She urged voters to vote no.

Phil Kicelemos, Picnic St., said in mediation, mediator must listen to both sides and that residents should be able to attend. Town Counsel said that labor negotiations are done in executive session, the public is not allowed to participate or observe. Mr. Kicelemos said that the Town Treasurer provided salary information on police for this year. He felt that OT pay was excessive. He said that insurance costs were too high.

Norm Hanover moved the question which was seconded. The motion to vote now passed by majority vote.

**Action on Article 1, STM, January 7, 2013: The motion failed.**

**ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601**

(Majority vote required)

Mr. Fox moved to transfer the sum of Six Thousand Three Hundred Forty-Four Dollars (\$6,344) from Free Cash and the sum of One Thousand Six Hundred Ninety-One Dollars (\$1,691) from Line Item 915, Total Other – Employee Benefits 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 (July 1, 2012 to June 30, 2015); and further to amend the operating budget approved by the Annual Town Meeting for the fiscal year beginning July 1, 2012 by adjusting departmental appropriations as follows:

Increase Line Item 220, Total Salaries – Fire by Seven Thousand Six Hundred Thirty-Five Dollars (\$7,635), for a Total FY 13 Allocation of Seven Hundred Twenty-Three Thousand, Eight Hundred Thirty-Four Dollars (\$723,834);

Increase Line Item 220, Total Other – Fire by Four Hundred Dollars (\$400), for a Total FY 2013 Allocation of One Hundred Three Thousand Fifty Dollars (\$103,050);

and

Decrease Line Item 915, Total Other – Employee Benefits by One Thousand Six Hundred Ninety-One Dollars (\$1,691), for a Total FY 13 Allocation of One Million Four Hundred Three Thousand Forty-nine Dollars (\$1,403,049).

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase/Decrease
220	Total Salaries – Fire	\$716,199	\$7,635
220	Total Other - Fire	\$102,650	\$400
915	Total Other – Employee Benefits	\$1,404,740	\$<1,691>
Net amount required to transfer from free cash			<b>\$6,344</b>

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

The collective bargaining agreement resulted from eight months of negotiations with the Firefighters Collective Bargaining Unit. The agreement was not complete at the time of the May, 2012 Annual Town Meeting, requiring that funding for the first year of the contract be appropriated at this Special Town Meeting. To help control costs, terms of the contract provide for increased union share of annual health insurance cost and reduced step increases over time. The wage increases and insurance agreement negotiated for the Fire contract are consistent with those for Police and Dispatch.

**The Finance Committee does not recommend (5-0-1).**

Although the amount requested in this article may seem small, it needs to be considered in context of the overall budget and its impact over the next three years, and beyond. The Finance Committee believes the increases recommended in the article are unsustainable, based on the recently negotiated Collective Bargaining Agreements (CBA). The full impact of these increases will take hold in the next fiscal year, beginning July 1, 2013, when salary increases with built-in cost of living adjustments will average over 5.5% per year for all members of the collective bargaining unit. The introduction of new Steps, which will build in an 8.8% increase for all new hires going forward, adds a major structural issue to future budgets, including the additional increases that will be added to all current top Step employees, and will also set a precedent for future contracts

and negotiations. Higher proposed rates for overtime could push the average increase higher, which will not be known until budgets are proposed every year.

The FinCom recognizes and appreciates that members of the collective bargaining units have accepted a greater share of health insurance costs. Unfortunately, in the face of rising health insurance rates, this increased participation is not expected to significantly reduce the impact of the negotiated increases. These increases, in combination with other essential spending (including fire and public safety equipment, facility upkeep, other Town wages and benefits, and retirement liabilities), are likely to force consideration of a Proposition 2 ½ Override as early as next year. A 'no' vote signifies your recommendation that the proposed increases should not be approved in their current form.

Dave Follett, Cobleigh Rd., said that cost of senior employees will increase quicker than under the previous contract. What is the desired mix of junior/senior employees? He pointed out that it could impact the number of hours of staffing. Les Fox said that half of firefighters are under the CBA and half are part-time per diem that are not covered by the agreement. The Fire Department only has 4 full-time personnel.

Anne Canfield, Stow Rd., asked that since Article 1 didn't pass what's the impact on 2 and 3? She asked if Article 2 passed would it impact arbitration with Article 1? Town Counsel said that it would be a factor.

Owen Neville, Middle Rd., asked about the cost figure for arbitration given by town counsel. He said that the figure was per contract.

Casey Cornett asked about the increased steps. Mr. Fox said that steps have been added, but they are less than the current steps. Mr. Cornett said that the added steps are to increase compensation above COLA.

Karim Raad said that we don't have to go directly to arbitration right away. First try to renegotiate, then go to mediation and then to arbitration.

Maria Neyland moved the question, which was seconded. The motion to vote now carried by majority vote.

**Action on Article 2, STM, January 7, 2013: The motion failed.**

**ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**  
(Majority vote required)

Mr. Powers moved to transfer the sum of Four Thousand Four Hundred Eighty-One Dollars (\$4,481) from Free Cash and the sum of Two Thousand Two Hundred Eighty-Nine Dollars (\$2,289) from Line Item 915, Total Other – Employee Benefits to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015); and further to amend the operating budget approved by the Annual Town Meeting for the fiscal year beginning July 1, 2012 by adjusting departmental appropriations as follows:

Increase Line Item 221, Total Salaries – Dispatch by Six Thousand Five Hundred Seventy Dollars (\$6,570), for a Total FY 13 Allocation of Two Hundred Forty Thousand Four Hundred Sixty-Eight Dollars (\$240,468);

Increase Line Item 221, Total Other – Dispatch by Two Hundred Dollars (\$200) for a Total FY 13 Allocation of Thirty-Five Thousand, Five Hundred Forty-Seven Dollars (\$35,547);

and

Decrease Line Item 915, Total Other – Employee Benefits by Two Thousand Two Hundred Eighty-Nine Dollars (\$2,289) for a Total FY 13 Allocation of One Million Four Hundred Two Thousand Four hundred Fifty-one Dollars (\$1,402,451).

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase/Decrease (full year)	Pro-rated Increase/Decrease
221	Total Salaries – Dispatch	\$233,898	\$13,428	\$6,570
221	Total Other - Dispatch	\$35,347	\$200	\$200
915	Total Other – Employee Benefits	\$1,404,740	\$<2,289>	\$<2,289>
Net amount required to transfer from free cash				<b>\$4,481</b>

The total decrease to Line # 915, Total Other – Employee Benefits if articles 1 – 3 are approved will be \$11,614, resulting in a total FY 13 Allocation of \$1,393,126.

N.B. Although the terms and wages of the collective bargaining agreement will be retroactive to July 1, 2012, impact of proposed revisions to order in, call back and call-in and the first right of refusal on open shifts will only apply *after* the contract has been approved at Town Meeting (i.e., going forward). Therefore, the amount necessary to fund the first year of the CBA has been pro-rated to reflect the cost of those terms for only the second half of the fiscal year.

The total decrease to Line # 915, Total Other – Employee Benefits if articles 1 – 3 are approved will be \$11,614, resulting in a total FY 13 Allocation of \$1,393,126.

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

The collective bargaining agreement resulted from five months of negotiations with the Dispatchers Collective Bargaining Unit. The agreement was not complete at the time of the May, 2012 Annual Town Meeting, requiring that funding for the first year of the contract be appropriated at this Special Town Meeting. To help control costs, terms of the contract provide for increased union share of annual health insurance cost and reduced step increases over time. The wage increases and insurance agreement negotiated for the Dispatch contract are consistent with those for Police and Fire.

**The Finance Committee does not recommend (5-0-1).**

Although the amount requested in this article may seem small, it needs to be considered in context of the overall budget and its impact over the next three years, and beyond. The Finance Committee believes the increases recommended in the article are unsustainable, based on the recently negotiated Collective Bargaining Agreements (CBA). The full impact of these increases will take hold in the next fiscal year, beginning July 1, 2013, when salary increases with built-in cost of living adjustments will average over 5.5% per year for all members of the collective bargaining unit. The introduction of new Steps, which will build in an 8.8% increase for all new hires going forward, adds a major structural issue to future budgets, including the additional increases that will be added to all current top Step employees, and will also set a precedent for future contracts and negotiations. Higher proposed rates for overtime could push the average increase higher, which will not be known until budgets are proposed every year.

The FinCom recognizes and appreciates that members of the collective bargaining units have accepted a greater share of health insurance costs. Unfortunately, in the face of rising health insurance rates, this increased participation is not expected to significantly reduce the impact of the negotiated increases. These increases, in combination with other essential spending (including fire and public safety equipment, facility upkeep, other Town wages and benefits, and retirement liabilities), are likely to force consideration of a Proposition 2 ½

Override as early as next year. A 'no' vote signifies your recommendation that the proposed increases should not be approved in their current form.

Phil Kicelemos, Picnic St., spoke against the motion.

Michael Toups, Flagg Hill Rd., asked if COLA was fixed? The answer was yes.

**Action on Article 3, STM, January 7, 2013: The motion failed.**

**ARTICLE 4 INSPECTOR OF BUILDINGS/CODE ADMINISTRATION OFFICER – ADDITIONAL HOURS TO COVER FACILITIES MANAGEMENT**

(Majority vote required)

Raid Suleiman moved to transfer from Free Cash the sum of Four Thousand Dollars (\$4,000), for the purpose of funding fifteen additional hours for the position of Inspector of Buildings/Code Administration Officer to cover facilities management responsibilities across the town and school facilities; and further to amend the operating budget approved by the Annual Town Meeting on May 15, 2012 for the fiscal year beginning July 1, 2012 by increasing line item 241, Total Salaries – Building Inspector by \$4,000 for a total FY 13 allocation of Forty-Four Thousand Five Hundred Dollars (\$44,500).

Line Item	Account Name	Appropriated at ATM 5/15/12	Proposed Increase	Total FY 13 Allocation
241	Total Salaries – Building Inspector	\$40,500	\$4,000	\$44,500

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

Mr. Suleiman provided the Board of Selectman recommendation as follows: Over the past several years the town has not been able to hire and retain a qualified Building Inspector/Code Administration Officer at a level of up to 25 hours per week. The town also is in need of a qualified individual to work with the department heads and the Board of Selectmen (as well as the Finance Committee) to develop a comprehensive management plan for town buildings (a facility management plan), including ongoing regular maintenance as well as capital planning for major repairs, improvements and replacements. Over and above our difficulty in hiring a qualified individual, we have recently been advised by outside experts that we underestimated the time required for facilities management. Based on the input the Board of Selectmen received from an ad hoc hiring committee that included the Stow Building Commissioner, who also serves as Stow's facility management professional, the Board believes that at 40 hours/week, we will be able to hire a qualified individual capable of filling both roles.

Because the full-time position will not be filled until halfway through the fiscal year, and there are unexpended monies available in the FY 13 budget, the full fiscal impact of the additional fifteen hours per week will not be felt in the current year. Next year's FY 14 total salary budget request is expected to be approximately \$68,000, which represents an increase of \$27,500 for the additional fifteen hours per week requested for the position. The position is currently benefited; therefore, the increase to 40 hours will not have any cost impact on benefits.

**The Finance Committee recommends (5 -1).**

Mr. Raad provided the FinCom recommendation as follows: The Finance Committee recommends the additional hours for the Building Inspector position to cover the facility management needs of the Boxborough's municipal buildings. The combination of these duties are a good fit with the Building Inspector's position and will help cover the facilities management needs in Town.

**The Personnel Board recommends (4 – 0).**

The Personnel Board voted unanimously to recommend that the hours of the BI/CAO be increased from 25 hours per week to 40 hours per week. The Personnel Board believes that the increase in hours is necessary to



adequately cover the facility management needs of both Boxborough's municipal buildings and school buildings.

Francie Nolde, Sargent Rd., spoke as chair of the Energy Committee. She thought that having someone with facilities responsibilities would be able to look at the energy audit and see what the town can do to save energy.

Owen Neville, Middle Rd., felt the move was premature, since a vote on regionalization in April might take management of Blanchard School out of the equation. Thinks that this should be taken up at Annual Town Meeting.

Mr. Suleiman said we don't currently have anyone overseeing facilities. Our current interim does not want to continue and we need inspectional services. Mr. Neville believes the square footage that would need management would be reduced significantly with regionalization.

Simon Bunyard, Hill Rd., said that having a facilities manager has been a need for years. He applauds having this addressed by combining with Building Inspector.

Phil Kicelemos, Picnic St., asked how many members were on the Personnel Board. Anne Canfield said that there were four members. Phil asked how the Building Inspector salary was arrived at. Mr. Suleiman said that the building inspector is a Grade 60 on Personnel Plan Schedule B.

Charlene Golden, Hill Rd., found that a full-time building inspector can do site inspections which has been of tremendous help to the Conservation Commission in the past, especially without a conservation agent.

Becky Neville, Middle Rd., said that we should wait until ATM before we vote.

Mr. Niro moved the question which was seconded. The motion to vote now carried by majority vote.

**Action on Article 4, STM, January 7, 2013: The motion carried by majority vote.**

**ARTICLE 5 CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED**  
(Majority vote required)

Mr. Powers moved that the elected Tax Collector become an appointed Tax Collector of the town.

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

Mr. Powers made the BOS recommendation as follows: The position of Tax Collector plays a vital role in town operations and is responsible for the collection of the town's largest revenue source. The position is too important to be left without oversight and accountability. The Board of Selectmen wants to ensure that the position continues to be filled by a qualified individual. Changing the position to an appointed one will enable the Board to maintain oversight and to set qualifications standards that will allow the town to maintain the high quality of service to which the town residents are accustomed. The legal process to make this change is two-part and requires a vote at town meeting as well as a ballot question at the annual town election in May.

**The Finance Committee recommends unanimously (6-0).**

Mr. Raad made the FinCom recommendation as follows: The Finance Committee unanimously recommends the change of the Tax Collector's position from Elected to Appointed. This change will allow the Board of Selectmen more flexibility with the qualifications of the position, its management as a department head, as well as its possible combination with the office of the Treasurer.

**The Personnel Board recommends (4 – 0).**

The Personnel Board voted unanimously to recommend that the position of Tax Collector be changed from an elected position to an appointed position. Making this change will allow the Board of Selectmen to set

qualifications and educational standards; it will also allow the BoS to employ the same vetting process that is in place for all department heads. Lastly, this change will ensure that the high quality of excellence exhibited in this vital position will continue to be maintained.

Anne Canfield spoke to the motion on behalf of the Personnel Board. She provided background to the recommendation.

Mr. Fallon asked about the timeline. Ms. Shaw said that if approved the question would be on the ballot for the May town election. If approved, the article would take effect in 2015.

Jim Gorman asked if it was the intention to change the position of Town Clerk. Mr. Fox said not at this time. Mr. Gorman said that the kinds of qualities needed by a tax collector are not onerous and personal qualities such as trustworthiness, attention to detail are hard to discern in an interview. He likes having a town resident in the position and is against consolidating more power with the Board of Selectmen.

Phil Kicelemos said that the current Tax Collector does an outstanding job. He prefers having the ability to choose the tax collector rather than the BOS. Fails to see how appointing the individual will improve the quality of the position. He recommends a vote against the motion.

Amy Burke, Sargent Rd., wants the position changed. She said being elected doesn't guarantee character. Recommends going further—after Maripatt retires combine the Treasurer and Tax Collector into one position.

Tax Collector, Maripatt Shemowat, Robinson Rd., provided some background on her position. She pointed out that the job is the same whether appointed or elected. As an elected official, she is accountable. Records must reconcile with the accountant, treasurer and assessor. She provided a history of the position.

Dick Wagman, Leonard Rd., said as a voter he feels he would be unable to determine who would be good or not as a collector. He is inclined to trust the BOS to make the decision on the appropriate staffing. He is in favor of the motion.

Anne Canfield, Stow Rd., reiterated that the article is in no way a reflection on the current tax collector and her job performance, which has been excellent. She has observed the process that the BOS and town administrator use to select candidates and feels it's an excellent process.

Carol Driscoll, Stow Rd., asked about how many towns combine tax collector and treasurer. Susan Bak, Finance Committee, said it's common.

Santiago Tapia-Perez, Swanson Rd., pointed out the concentration of power in the selectmen is not desirable. He would like to hear the BOS opinion on the candidates for tax collector. He urged that the position remain elected.

Jim Moss, Bicentennial Way, moved the question, which was seconded. The motion to vote now carried by majority vote.

**Action on Article 5, STM, January 7, 2013: The motion carried by majority vote.**

## **ARTICLE 6 RELEASE OF EXISTING EASEMENT**

(Two-thirds vote required)

Dennis Reip, Chair of the Conservation Commission, moved to authorize the Board of Selectmen to release an existing access easement described in a deed recorded with the Southern Middlesex Registry of Deeds in Book 22281, Page 67, on a parcel of land owned by Ken C. and Sandra G. Fabian, in consideration of and contingent upon on the Conservation Commission's acceptance of a new trail easement, pursuant to G.L. c.40, §8C, on the

same parcel of land as shown on a plan entitled "Easement Plan, 90 Barteau Lane, Boxborough, MA; prepared for: The Town of Boxborough & Ken C. & Sandra G. Fabian; scale: 1"=40'; dated: September 2, 2012", a copy of which is on file with the Town Clerk.

### **Summary**

The proposed new easement is intended to confirm the Town's legal right to use and maintain an existing trail in exchange for releasing the original access easement which is of minimal use and is no longer desired. The easement to be released can be seen on a plan recorded as Plan No. 646 of 1992 with the Southern Middlesex Registry of Deeds.

The existing easement to be released was previously accepted by the Town in 1992 as a gift of the Cynthia H. Fisk Estate and was intended to provide access to Conservation land also gifted by the Fisk Estate. Over time, a more favorable and practical trail location providing access to that same land was established on the Fabian land by way of an informal agreement with the Fabians. The new trail easement is 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 (5 – 0).**

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

Vincent Amoroso made the BOS recommendation as follows: The Board of Selectmen unanimously recommends that this Article be approved as it would confer a net benefit to the Town.

The Article would release the existing easement, which gets minimal use, in exchange for the creation of a new easement in the location that has proven most useful to Town residents in providing a direct connection between two existing parcels of Town Conservation Land. Without this exchange there is no guarantee that the Town would be able to continue using the direct connection, which it enjoys now only by way of an informal agreement with the current owners.

**The Finance Committee recommends unanimously (6-0).**

**Action on Article 6, STM, January 7, 2013: The motion carried unanimously.**

### **ARTICLE 7 ROAD ACCEPTANCE – PINE PASTURE RUN**

(Majority vote required)

Nancy Fillmore, Chair of the Planning Board, moved to accept as a public way Pine Pasture Run as it has been laid out by the Board of Selectmen as shown on the plan entitled: "Plan of Land in Boxborough Mass. Owner: John 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, and recorded with the Southern Middlesex Registry of Deeds as Plan 717 of 1997, which plan has been filed with the Town Clerk pursuant to G.L. c.82, s.21-23 and to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise, such interests in land within the layout as are necessary to use Pine Pasture Run for all purposes for which public ways are used in the Town of Boxborough and to establish it as a town way, together with all drainage and other easements related thereto.

**The Planning Board recommends.**

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

Mr. Fox made the BOS recommendation as follows: A public hearing was held on November 19, 2012 to approve the laying out of Pine Pasture Run. Acceptance of the road as a public way will increase the town's Chapter 90 funds and enable the road to be maintained by the Town.

**The Finance Committee recommends unanimously (6-0).**

Casey Cornett asked when is it a driveway and when is it a public road? Elizabeth Hughes said that the road is a subdivision road with five houses and is laid out as a public way in conformance with regulations.

Sue Reuther moved the question, which was seconded. The motion to vote now carried.

**Action on Article 7, STM, January 7, 2013: The motion carried unanimously.**

**Jim Moss moved to dissolve the STM. The motion carried and STM was dissolved at 9:56pm.**

**SPECIAL STATE PRIMARY ELECTION  
APRIL 30, 2013**

Pursuant to the Selectmen's warrant of April 1, 2013, posted by the Constable on April 9, 2013, the special state primary election was held at Boxborough Town Hall and was called to order at 7:00am. The ballot box was examined and found to be empty and in good order, with the counter set at zero. The ballot box was then locked and the keys were delivered to the Warden. The Town Clerk declared the polls to be open.

The polls were declared closed at 8:00 p.m. There were 670 ballots cast, 471 Democratic ballots and 199 Republican ballots. Seventeen absentee ballots were processed throughout the day. There were no provisional ballots. There were 3,478 registered voters for a turnout of 19%. The count was completed at 9:00 p.m.

**Democratic Ballot**

Office	Candidate	Total Votes
Senator in Congress	Stephen F. Lynch	103
	Edward J. Markey	368

**Republican Ballot**

Office	Candidate	Total Votes
Senator in Congress	Gabriel E. Gomez	102
	Michael J. Sullivan	52
	Daniel B. Winslow	45

**TOWN OF BOXBOROUGH  
SPECIAL/ANNUAL TOWN MEETING  
MAY 13, 2013  
LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

1. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**
2. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601**
3. **FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**
4. **PRIOR YEAR BILL – DOG OFFICER**
5. **CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION - DPW**

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**ANNUAL TOWN MEETING**

1. **CHOOSE TOWN OFFICERS**
2. **RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
4. **SUBMITTED BY PETITION<sup>##</sup>**
5. **PERSONNEL ADMINISTRATION PLAN CHANGES**
6. **TOWN OPERATING BUDGET**
7. **TRANSFER TO STABILIZATION FUND**
8. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
9. **CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS (ORIGINAL SECTION)**
10. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE –INSPECTOR OF BUILDINGS**
11. **COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE DEPARTMENT RADIO GRANT**
12. **CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT**
13. **CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE - FIRE DEPARTMENT**
14. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS - FIRE DEPARTMENT**
15. **CAPITAL EQUIPMENT ACQUISITION – FOUR WHEEL DRIVE ALL TERRAIN MOWER – DPW**
16. **CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW**
17. **CAPITAL IMPROVEMENTS – REPLACEMENT OF TWO HVAC SYSTEMS – POLICE STATION**
18. **CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT**
19. **CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC CONTROL DEVICES - POLICE DEPARTMENT**

20. CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL
21. CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL
22. CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY
23. CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL
24. CAPITAL IMPROVEMENTS – STEELE FARM BARN
25. CONSERVATION TRUST FUND
26. ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS
27. ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004
28. ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT
29. GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW
30. GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW
31. GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW
32. ESTABLISH VETERANS TAX WORK OFF PROGRAM
33. PERSONAL REAL ESTATE EXEMPTIONS\*\*
34. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
35. REVOLVING FUNDS\*\*

#### **LEGEND**

**## SUBMITTED BY PETITION**

**\*\* CONSENT AGENDA**

At 7:06 p.m., John Fallon, Town Moderator, welcomed residents and called the Annual Town Meeting to order. There were 237 registered voters in attendance. He made some introductory remarks and announcements. He invited the meeting to stand for the Star Spangled Banner sung by the Blanchard School Vocal Ensemble, led by Chorus Director Margie Callaghan. Nicole Doucette and Lydia Fetterman led the meeting in the Pledge of Allegiance.

Les Fox, Chair of the Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 14<sup>th</sup>, Thursday, May 16<sup>th</sup>, Wednesday, May 22<sup>nd</sup> and Thursday, May 23<sup>rd</sup>, and further, that no debate will begin on any new article after 10:30 p.m. The motion passed by majority vote.

Mr. Fox moved that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator. The motion passed by majority vote.

Mr. Fox moved to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting. The motion passed by majority vote.

Mr. Fallon explained how voting on Collective Bargaining agreements worked.

## **BOXBOROUGH SPECIAL TOWN MEETING**

### **ARTICLE 1 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**

(Majority vote required)

Mr. Fox moved to pass over Article 1. The motion to pass over Article 1 passed by majority vote.

#### **Summary**

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2012 – June 30, 2015.

#### **The Board of Selectmen recommends (4-0-1).**

Contract negotiations had not been completed at the printing of the warrant. The Selectmen will move a specific funding request at town meeting, and make available information about the new agreement to inform voters. This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14.

#### **The Finance Committee defers its recommendation until Annual Town Meeting.**

At the time of the printing of the warrant, the collective bargaining contracts were not available.

### **ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601**

(Majority vote required)

Mr. Fox moved to transfer from Free Cash the sum of One Thousand Eight Hundred Thirty-Seven Dollars (\$1,837) to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2012 to June 30, 2015).

#### **Summary**

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Boxborough Professional Firefighters, Local 4601, for the term July 1, 2012 – June 30, 2015.

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

This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY 13. Funding for the FY 14 portion of the contract will be included in the town operating budget for FY 14.

Mr. Fox made a presentation explaining the details of the contract.

**Jim Ham said that the Finance Committee recommends 4-2. Mr. Raad presented the dissenting view.**

Owen Neville, Middle Road, asked a question about line items to be funded. Mr. Fallon said it was unnecessary.

Phil Kicelemos, Picnic Street, spoke against the motion. He was concerned about the impact on property taxes.

Casey Cornett, Picnic St., asked was the total COLA increase was. Les said 1.5%, 1.75% and 1.75%.

**Action on Article 2, STM, May 13, 2013: The motion carried by majority vote.**

**ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH**

(Majority vote required)

Mr. Frank Powers moved to transfer from Free Cash the sum of \$3,825 to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015).

**Summary**

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200A, Dispatch, for the term July 1, 2012 – June 30, 2015.

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

This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY 13. Funding for the FY 14 portion of the contract will be included in the town operating budget for FY 14. Mr. Fox made a presentation on the details of the contract.

**The Finance Committee recommends by vote of 5-1.**

Mr. Ham said the majority of the FinCom thought it was reasonable.

At the time of the printing of the warrant, the collective bargaining contract

**Action on Article 3, STM, May 13, 2013: The motion carried by majority vote.**

**ARTICLE 4 PRIOR YEAR BILL – DOG OFFICER**

(Nine-tenths vote required)

Mr. Fox moved to transfer from Free Cash the sum of Two Hundred Dollars (\$200) for the purpose of reimbursing the Dog Officer for the acquisition of a modular kennel in FY 2012.

**Summary**

This is a housekeeping article. Funding of a prior year's bill must be approved by town meeting. The expense was incurred by the Dog Officer in FY 12.

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

**The Finance Committee recommends unanimously (7-0)**

**Action on Article 4, STM, May 13, 2013: The motion carried unanimously.**

**ARTICLE 5 CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION - DPW**

(Majority vote required)

Mr. Amoroso moved to transfer the unexpended balance of Fourteen Thousand Three Hundred Eighty Dollars and thirty-four cents (\$14,380.34) from Article 16 of the May 2012 Annual Town Meeting (Reconfiguration of Transfer Station – Feasibility Study) and to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of undertaking the implementation phase for the reconfiguration of the transfer station.



## **Summary**

At May 2012 ATM, the town approved \$18,000 for a Feasibility study to reconfigure the Transfer Station. The goal was to reduce hauling fees by installing a compactor to be used for the recyclable items, as was currently being done with the solid waste. As indicated in the FY 12 article, the intention was to proceed with reconfiguration of the transfer station to take full advantage of savings on recyclables if the feasibility study was successful. The recycling compactor has been operational since mid September. We are averaging 4 hauls a month of compacted recyclables at a cost of \$720 in hauling fees. Previous to this, we were averaging 13 hauls a month at a cost of \$2,849. These savings speak for themselves. The experiment is a success and in fact exceeded expectations on savings and ROI, at a cost to date of only \$3,620 for electrical fit-up and temporary structures. We have enough confidence to proceed now to full implementation which means installation of an additional compactor for recyclables and reconfiguration to accommodate the added equipment and improve traffic flow. Based on experience during the feasibility study, the DPW Director has concluded that the necessary work can be done at modest cost.

In addition, the DPW has been awarded a DEP sustainability grant of \$7,500 to be used towards the purchase of an additional recycling compactor. One of the conditions of the grant is that the compactor is in place and operating by the end of December 2013. We will fund the remainder of the cost of the compactor unit with the \$5,010 balance remaining in ATM 2011, Article 20 (Capital Equipment Acquisition – Replace Two Dumpsters) and the savings we have realized in trucking fees. The addition of a second compactor will continue to increase our savings, as we will be able to fill the compactors to full capacity before hauling.

The next step in the reconfiguration is to fill the recesses where the compactors now sit, creating one level area. Next, new pads will be poured, electrical hook up installed and the compactors shifted over, creating five single lanes for traffic. We plan to do this in stages so that we can keep the station operating with minimal inconvenience to our residents during the changeover.

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

The feasibility study on compacted recyclables has been a resounding success. The DPW is already saving money on trucking due to the new compactor currently being rented. The addition of a second compactor will improve overall efficiency and reliability of operations, and should generate even more savings. The second compactor will be purchased with funds from a DEP grant supplemented with available funds remaining from an FY 11 article for dumpsters. Re-purposing the balance of funds from Article 16 of the May 2012 Annual Town Meeting, together with an additional \$10,000 from free cash will allow the DPW to complete all work. This article is placed on the special town meeting warrant so that, if approved, the funds may be expended immediately to begin work to ensure the December 2013 deadline of the DEP grant can be met.

### **The Finance Committee recommends unanimously (7-0).**

### **The Energy Committee recommends.**

The Energy Committee applauds the success our DPW has accomplished in the first phase of reconfiguring the Transfer Station. We have evidence that one recycling compactor saves the town money by reducing both the amount of disposable trash and number of trips to the waste and recycling center. Now it's time to complete the work by adding a second recycling compactor for even more savings.

KC Donovan, Flagg Hill Rd., pointed out that this is one of the few times the town will vote on an article that will bring money back and asked people to recognize the hard work of the Energy Committee.

### **Action on Article 5, STM, May 13, 2013: The motion carried by majority vote.**

**Mr. Fox moved to dissolve Special Town Meeting. The motion carried unanimously.**

## **BOXBOROUGH ANNUAL TOWN MEETING**

### **ARTICLE 1 CHOOSE TOWN OFFICERS**

(Majority vote required)

One Moderator for a one-year term  
One Town Clerk for a three-year term  
One Board of Selectmen member for a three-year term  
One Board of Health member for a three-year term  
Two Library Trustees, each for a three-year term  
Two Planning Board members, each for a three-year term  
One Planning Board member to complete a one-year unexpired term  
One School Committee (Local and of the Region) member for a three-year term  
One School Committee (Local) member for a three-year term  
One School Committee (Local) member to complete a two-year unexpired term  
One Constable for a three-year term  
One Constable for a two-year term

As well as other Town Officers as may be necessary, and to vote on the following question:

#### **Question 1 Change the Elected Position of Tax Collector to Appointed**

(Majority vote required)

**Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?**

**Yes \_\_\_ No \_\_\_**

**ACTION ON ARTICLE 1**, May 20, 2013: Pursuant to the Selectmen's warrant of January 14, 2013, posted by the Constable on April 25, 2013, the Annual Town Election was held at Boxborough Town Hall and was called to order at 7:00 a.m. The ballot box was examined and found to be empty and in good order, with the counter set at zero. The ballot box was then locked and the keys were delivered to the Warden. The Town Clerk declared the polls to be open.

The polls were declared closed at 8:00 p.m. Out of 3,476 registered voters, there were 273 ballots cast, including 7 absentees. The count was completed at 9:00 p.m. The results of the election are as follows:

Office	Term, yr	Name	Address	Votes
Moderator	1	John G. Fallon	118 Russet Lane	251
Town Clerk	3	Elizabeth A. Markiewicz	71 Patch Hill Rd.	259
Selectman	3	James J. Gorman	654 Hill Rd.	247
School Committee Local & Regional	3	Mary F. Brolin	153 Guggins Ln.	225
School Committee Local	3	Gary J. Kushner	158 Flagg Hill Rd.	230
School Committee Local	2	Kathleen M. Neville	317 Middle Rd.	217
Planning Board	3	James M. Faulkner	394 Littlefield Rd.	225
		John M. Markiewicz	71 Patch Hill Rd.	220
		Philip Kicelemos	307 Picnic St.	46
Planning Board	1	Eduardo Pontoriero	46 Loreto Dr.	210
Library Trustees	3	Sandra W. Haber	101 Richardson Rd.	219
		Robert W. McNeece	297 Stow Rd.	215
Board of Health	3	Bryan F. Lynch	436 Littlefield Rd.	228
Constable	3	David L. Birt	107 Swanson Rd. #103	237
Constable	2	Kevin J. Mahoney	188 Liberty Square Rd.	72
		Owen J. Neville	317 Middle Rd.	175

#### **QUESTION 1 CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED**

(Majority vote required)

**Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?**

**Yes: 138 No: 115**

#### **ARTICLE 2 RECEIVE REPORTS**

(Majority vote required)

Mr. Suleiman moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2012 Annual Town Report and further, to hear and receive reports as presented at Annual Town Meeting.

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

The Finance Committee recommends unanimously (6-0).

**Action on Article 2, ATM, May 13, 2013: Motion carried by majority vote.**

Mr. Fox presented the report of the Selectmen. He said that the Board of Selectmen voted unanimously to support Regionalization. He also outlined the background on the Cordish Company casino proposal. He said that the BOS voted 4-1 against pursuing the proposal at their meeting before the ATM.

Maria Neyland, Chair of the Boxborough School Committee, presented the report of the School Committee. She outlined the key elements of the contract just recently negotiated with the Boxborough Teachers' Association. She urged people to get informed about regionalization.

### **ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

(Majority vote required)

Mr. Fox moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2013 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$61,573.30/year
Town Clerk	\$41,561.97/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

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

This article establishes the salaries for Boxborough's elected officials.

#### **The Finance Committee recommends unanimously (6-0).**

This includes an approximate increase to the Tax Collector of \$1,207 and to the Town Clerk of \$815. All other salaries remain unchanged from previous years.

**Action on Article 3, ATM, May 13, 2013: The motion carried by majority vote.**

### **ARTICLE 4 SUBMITTED BY PETITION**

(Majority vote required)

Mr. Kicelemos moved to approve Article 4 as printed in the Annual Town Meeting warrant.

This article that I am asking you to sign to be added to the town warrent for the forthcoming annual town meeting taking place on May 13, 2013 is as follows:

Due to our current \$17.69 Real Estate Tax Rate one of the highest in the state taking in just under \$20,000,000. In Real Estate Taxes. Article request's the following,

A twelve month/one year freese on all new hiring of any new town employees, full or parttim each department. This article also requires an income freese on all employees, both full and part time all departments in our community for one year. It also is to include any promotions to a higher position, title, etc. on their current job position for one year.

Due to the fact that our economy in Massachusetts is in deplorable conditions

Continued:

And retirees residing here are being forced into poverty as well as current residents many of whom are having difficulty with living costs, paying their bills, fileing bankrupsy with no end in sight.

I am asking you as a registered voter to join with me to address this ever growing serious problem.

#### **The Finance Committee does NOT recommend (6-0).**

Mr. Fallon explained that the motion conflicts with state law and if passed will be treated as a "sense of the meeting" motion.

Mr. Fox moved to indefinitely postpone discussion on the article and to ask town counsel to explain. Town Counsel provided the opinion that the legislative body was seeking to restrict the executive bodies. Town meeting doesn't have the right to impose restrictions on the Executive branch.

Jim Moss, Bicentennial Way, said he understood what the petitioner was trying to say. Perhaps the town should think of ways to help the seniors.

Dennis Reip, Old Harvard Road, wants to vote on the article and reject the motion to pass over.  
Ed Russell, Inches Brook Ln, wants to vote on the article

Motion to pass over failed.

**Action on Article 4, ATM, May 13, 2013: Motion was defeated.**

## **ARTICLE 5 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

Anne Canfield, Personnel Board, moved to amend the Personnel Administration Plan, as well as the Classification of Positions (Schedule A) and Compensation of Positions (Schedule B), as printed in the Annual Town Meeting warrant under Article 5.

- 1) Striking the language in Article VI. The Pay Plan, Section 7. Merit Salary Adjustments in its entirety and replacing with the italicized language below.

(Current language)

~~Existing employees will move from Step to Step each July 1, if they have achieved overall performance rating of "meets requirements" or better.~~

~~New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of "meets requirements" or better.~~

(Proposed language)

*On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.*

- 2) Amending Article VIII. Other Forms of Pay by adding a new section 2, shown in italics, and re-numbering subsequent sections.

### *Section 2. Detail Pay*

1. *Town Details. A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.*

2. *Private Details. A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.*

Further by amending Classification of Positions (Schedule A) by:

- 1) Adding a new position of Media Production Technician to the Intermittent Schedule
- 2) Respectively re-naming the Intermittent Schedule positions of Dog Officer and Assistant Dog Officer to Animal Control Officer - Dogs & Cats and Assistant Animal Control Officer - Dogs & Cats.
- 3) Re-naming the Intermittent Schedule position of Animal Control Officer to Animal Control Officer – Other.

And by amending Compensation of Positions (Schedule B) by:

- 1) Adding a 2% wage adjustment factor (COLA) to all positions on Schedule B except for the following positions which will remain at the same level as in FY 13: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Seasonal Conservation Worker, Fence Viewer, Field Driver, Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page, Junior Library Page
- 3) Adding wages for Media Production Technician @ \$12.50/hour

**The Personnel Board recommends unanimously (5-0).**

Ms. Canfield said the change in language is to provide flexibility to the Personnel Board and BOS in dealing with employee salaries. She explained that the Town is hiring a consultant to do a compensation study, which hasn't been done for a number of years.

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

The Board of Selectmen and Personnel Board held a public hearing on March 18. The proposed change to Article VI, Section 7 will provide more flexibility to the Board of Selectmen and Personnel Board and will allow the freezing of employees covered by the town's personnel plan in their current steps, if so determined necessary in any given fiscal year. The proposed change also clarifies the meaning of existing vs. new employee, as well as makes clear that once an employee reaches the maximum step within his/her classification, then he/she essentially stays there and does not move to the steps that are in the next highest job classification.

The proposed language for Article VIII, Section 2 (Detail Pay) will formalize the practice of paying a different rate for in-town and private details performed by Special Police Officers and Per Diem Firefighters/EMT's.

**The Finance Committee recommends unanimously (6-0).**

Jim Gorman, Hill Rd., asked if the change is only for those not on union contracts. Ms. Canfield said yes. He asked if step freezes would be across the board or individualized.

Mr. Gorman moved to amend the motion by deleting in its entirety the section "1) striking the language in Article VI. The Pay Plan, Section 7. Merit Salary adjustments..." which language refers to changes in how and whether step advancements are granted to employees who are paid under the personnel plan. This amendment to the motion leaves intact the current language of the personnel plan, Article VI, The Pay Plan, Section 7.

Ms. Canfield explained in more detail the rationale for wanting more flexibility.

Mr. Raad, FinCom, explained that you have to start somewhere in saving money on salary increases and recommended against the motion to amend.

Mr. Gorman said that every time you deny steps to one category of employee, it is unfair. He would like to find a more equitable solution.

Michael Toups, Flagg Hill Rd., doesn't like step increases but does like fairness. Feels it is arbitrary.

Jeanne Kangas, Hill Rd., said the original motion is a step in the right direction. She wondered if step increases were only found in the public sector. She was not in favor of the amendment.

Mr. Gorman provided some background on the origins of "steps".

Mr. Donovan, Flagg Hill Rd., said that most companies have performance reviews and raises tied to the performance reviews.

Action on the amendment: The motion to amend failed.

Norm Hanover, Box Mill Rd., asked about detail pay. Is the rate required by the state? Wondered if they had to be police officers. Police Chief Ryder said the rate of pay is set in the union contract. To control traffic, state law requires a police officer.

Marie Cannon, Littlefield Rd., pointed out that even if it's not a police officer, the person gets paid the union rate.

**Action on Article 5, ATM, May 13, 2013: The motion carried unanimously.**

## Schedule A – Classification of Positions

### **REGULAR FULL-TIME SCHEDULE**

#### **Exempt Employees**

Accountant  
Assessor  
Inspector of Buildings/ Code Administration Officer  
Planner  
Treasurer  
Information Systems Coordinator

#### **Non-Exempt Employees**

Secretary  
Department Assistant  
DPW Foreman  
DPW Worker  
DPW Semi-skilled Worker  
Building & Grounds Maintenance Worker

### **REGULAR REDUCED HOURS SCHEDULE**

COA Coordinator  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
DPW Worker  
Inspector of Buildings/ Code Administration Officer

### **REGULAR PART-TIME SCHEDULE**

Secretary  
Department Assistant  
Youth Services Librarian  
Technical Services Librarian  
Sr. Library Assistant  
Library Assistant  
Transfer Station Operator I  
Conservation Agent  
Van Dispatcher  
IT Support Technician

### **PER DIEM SCHEDULE**

Fire Lieutenant/EMT  
Call Firefighter/EMT  
Call Firefighter  
Special Police Officer  
Dispatcher

### **INTERMITTENT SCHEDULE**

Cemetery Superintendent  
Cemetery Laborer  
Registrar Chairperson  
Clerk of Elections  
Election Worker  
Registrar Member  
Veterans' Agent  
Call Fire Chief  
Deputy Fire Chief  
Fire Captain  
Fire Lieutenant  
Call Firefighter/EMT  
Fire Department Chaplain  
Call Building Inspector  
Special Police Officer  
Lock-up Attendant  
Dispatcher  
Seasonal Maintenance Worker  
Snow Plower  
Seasonal Conservation Worker  
Assistant Building Inspector  
Wiring Inspector  
Plumbing and Gas Inspector  
~~Dog Officer~~ Animal Control Officer – Dogs & Cats  
~~Assistant Dog Officer~~ Asst. Animal Control Officer –  
Dogs & Cats  
Animal Control Officer - Other  
Animal Inspector  
Fence Viewer  
Field Driver  
Director of Summer Playground  
Director of Gymnastics  
Director of Winter Programs  
Lead Counselor  
Counselor  
Counselor-in-Training  
Intern (Town Hall)  
Library Page  
Junior Library Page  
Van Driver  
Media Production Technician



*The following information is not part of Schedule A and is placed here for informational purposes only.  
These positions are governed by personal contract or collective bargaining agreement, or are elected.*

**DEPARTMENT HEADS**

*DPW Director  
Fire Chief  
Library Director  
Police Chief  
Town Administrator*

**UNION EMPLOYEES**

*Police Sergeant  
Police Officer (StepA1/A1)  
Firefighter/EMT  
Dispatch Supervisor  
Dispatcher*

**ELECTED POSITIONS**

*Selectman  
Board of Health Member  
Planning Board Member  
Library Trustee  
Moderator  
Constable  
Tax Collector  
Town Clerk*

**Proposed FY 2014 Compensation of Positions - Schedule B**

<b>Position Title</b>	<b><u>Step A</u></b>	<b><u>Step B</u></b>	<b><u>Step C</u></b>	<b><u>Step D</u></b>	<b><u>Step E</u></b>	<b><u>Step F</u></b>	<b><u>Step G</u></b>	<b><u>G Plus</u></b>
<b><u>Salaried (Exempt) Employees</u></b>								
Grade 60	\$ 56,752.18	\$ 58,738.50	\$ 60,794.35	\$ 62,922.15	\$ 65,124.43	\$ 67,403.78	\$ 69,762.92	\$ 70,809.36
Information Systems Coordinator								
Inspector of Buildings/Code								
Administration Officer								
Town Accountant								
Town Assessor								
Town Planner								
Town Treasurer								
Grade 50	\$ 49,349.67	\$ 51,076.91	\$ 52,864.60	\$ 54,714.86	\$ 56,629.88	\$ 58,611.93	\$ 60,663.35	\$ 61,573.30
Grade 40	\$ 44,059.83	\$ 45,601.92	\$ 47,197.99	\$ 48,849.92	\$ 50,559.67	\$ 52,329.25	\$ 54,160.78	\$ 54,973.19
Grade 30	\$ 39,342.68	\$ 40,719.67	\$ 42,144.86	\$ 43,619.93	\$ 45,146.62	\$ 46,726.76	\$ 48,362.19	\$ 49,087.63
Grade 20	\$ 35,123.91	\$ 36,353.25	\$ 37,625.61	\$ 38,942.51	\$ 40,305.50	\$ 41,716.19	\$ 43,176.26	\$ 43,823.90
Grade 10	\$ 31,936.90	\$ 33,054.70	\$ 34,211.61	\$ 35,409.02	\$ 36,648.33	\$ 37,931.02	\$ 39,258.61	\$ 39,847.49
<b><u>Hourly (Non-Exempt) Employees</u></b>								
Grade 60	\$ 27.27	\$ 28.23	\$ 29.22	\$ 30.24	\$ 31.30	\$ 32.39	\$ 33.53	\$ 34.03
Grade 50	\$ 23.74	\$ 24.57	\$ 25.43	\$ 26.32	\$ 27.24	\$ 28.19	\$ 29.18	\$ 29.61
Council on Aging Coordinator								
DPW Foreman								
Grade 40	\$ 21.19	\$ 21.93	\$ 22.69	\$ 23.49	\$ 24.31	\$ 25.16	\$ 26.04	\$ 26.43
Youth Services Librarian								
Conservation Agent								
Grade 30	\$ 18.91	\$ 19.57	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 23.59
DPW Worker								
Department Assistant								
IT Support Technician								
Technical Services Librarian								
Grade 20	\$ 16.88	\$ 17.47	\$ 18.08	\$ 18.72	\$ 19.37	\$ 20.05	\$ 20.75	\$ 21.06
Bldg. & Grounds Maint. Worker								
DPW Semi-Skilled Worker								
Transfer Station Operator I								
Senior Library Assistant								
Grade 10	\$ 15.36	\$ 15.90	\$ 16.46	\$ 17.03	\$ 17.63	\$ 18.24	\$ 18.88	\$ 19.17
Library Assistant								
Secretary								
Van Dispatcher								
<b><u>Per Diem Schedule (No Steps)</u></b>								
Fire Lieutenant/EMT	\$ 18.31							
Call Fighter/EMT	\$ 16.63							
Call Firefighter	\$ 16.63							
Special Police Officer	\$ 16.63							
Dispatcher	\$ 16.63							

**Intermittent Schedule (No Steps)**

Cemetery Superintendent	\$ 8,732.32	annually
Cemetery Laborer	\$ 10.95	
Registrar Chairperson	\$ 900.34	annually
Clerk of Elections	\$ 11.43	
Election Worker	\$ 10.17	
Registrar Member	\$ 270.12	annually
Veterans' Agent	\$ 15.46	
Call Fire Chief	\$ 42.90	
Deputy Fire Chief	\$ 20.11	
Fire Captain	\$ 19.21	
Fire Lieutenant	\$ 18.32	
Call Firefighter/EMT	\$ 16.63	
Fire Department Chaplain	\$ 16.63	
Call Building Inspector	\$ 42.90	
Special Police Officer	\$ 16.63	
Lock-up Attendant	\$ 14.88	
Dispatcher	\$ 16.63	
Seasonal Maintenance Worker	\$ 13.57	
Snow Plower	\$ 21.50	
Seasonal Conservation Worker	\$ 12.46	
Assistant Building Inspector	\$ 26.45	
Wiring Inspector	fees	\$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees	\$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Animal Control Officer - Dogs & Cats	\$ 11,006.26	annually
Asst. Animal Control Officer - Dogs & C	\$ 10.77	4 hour call min
Animal Control Officer - Other	\$ 2,681.02	annually
Animal Inspector	\$ 987.74	annually
Fence Viewer	\$ 40.00	annually
Field Driver	\$ 45.00	annually
Director of Summer Playground	\$ 18.79	
Director of Gymnastics	\$ 18.10	
Director of Winter Programs	\$ 18.10	

**Intermittent Schedule (No Steps) (continued)**

Lead Counselor	\$ 12.50	
Counselor	\$ 9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage +.50, i.e. 8.50	
Junior Library Page	min wage	[currently \$8.00]
Van Driver	\$ 13.25	
Media Production Technician	\$ 12.50	

**NOTE**

\*Fee maximum is 1% of F13 levy (or \$167,162)

*The following information is not part of Schedule B and is placed here for informational purposes only.  
These positions are elected, or pay is set by bargaining unit or personal contract.*

**Department Heads**

		<b>FY 2013</b>	<b>FY 2014</b>	
DPW Director	Contract expires 6/30/14	\$ 78,045.81	\$79,608**	<b>**The Board of Selectmen may amend the FY 2014 salaries at ATM</b>
Fire Chief	Contract expires 6/30/14	\$ 88,880.00	\$90,658**	
Library Director	Contract expires 12/31/11	\$ 72,894.00	\$74,352	
Police Chief	Contract expires 6/30/14	\$ 100,950.00	\$102,969**	
Town Administrator	Contract expires 6/30/13	\$ 95,095.00	\$96,997**	

**Union Employees**

Police Sergeant (Steps 1-3)	TBD
Police Officer (Steps A1/A2-F)	TBD
Fire Lieutenant (Step A)	TBD
Firefighter/EMT (Steps A-F)	TBD
Dispatch Supervisor (Steps A-F)	TBD
Dispatcher (Steps A-F)	TBD

**Elected Positions**

	<b>FY 2013</b>	<b>FY2014</b>
Selectman	\$ 400.00 annually	\$ 400.00 annually
Board of Health Member	\$ 166.67 annually	\$ 166.67 annually
Planning Board Member	\$ 109.00 annually	\$ 109.00 annually
Library Trustee	\$ - annually	\$ - annually
Moderator	\$ - per meeting	\$ - annually
Constable	\$ 3.00 /warrant posted/location	\$ 3.00 /warrant posted/location
Tax Collector (Grade 50, G+)	\$ 60,365.98	\$ 61,573.30
Town Clerk (Grade 50, G+)	\$ 40,747.04	\$ 41,561.97

## ARTICLE 6 TOWN OPERATING BUDGET

(Majority vote required)

Mr. Raad moved that the Town raise and appropriate the sum of \$19,598,284

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 6 of the Annual Town Meeting warrant, under the heading FY2014 Budget.

### **The Finance Committee recommends unanimously (7-0).**

Please see the Report of the Finance Committee in the back of the warrant for more detail.

The Board of Selectmen may move to amend the following departmental budgets on Town Meeting floor:

Department #	Department Title	
123	Total Salaries - Town Administrator	TA Salary
210	Total Salaries - Police	Chief's salary and other departmental salaries (if contract negotiations have been completed)
220	Total Salaries - Fire	Chief's salary and other departmental salaries (if contract negotiations have been completed)
221	Total Salaries - Dispatch	Departmental salaries (if contract negotiations have been completed)
422	Total Salaries – Public Works	DPW Director's salary

Mr. Raad presented the Finance Committee report.

Mr. Fallon explained that we will go through the budget line item by line item.

Mr. Fox moved that the Town increase Department 123, Total Salaries – Town Administrator by Four Thousand Five Hundred Three Dollars (\$4,503), and to meet this appropriation, that an additional amount of Four Thousand Five Hundred Three Dollars (\$4,503) be transferred from free cash.

He explained that Department Heads in Boxborough are underpaid vs. the market. The 2% increase in the budget is not enough to get the salary to the mid-range for town administrators.

The Finance Committee recommends (4-2). Susan Bak said after looking at the Consultant's report, a majority of the committee recognized that the position is underpaid, especially considering the experience of the current town administrator. The minority viewpoint was expressed by Karim Raad is that other employees are getting 2% and that a 6.7% increase on top of 5% last year is excessive.

Jeanne Kangas, Hill Rd., said she read the Stone Consultant salary report and can't find anything wrong with it, except she wanted to point out that we shouldn't be trying to "keep up with the Jones's" on salaries.

David Follett, Cobleigh Rd., asked about the process for bringing the salary up to market rate. Mr. Fox said that the compensation increase had nothing to do with performance, just years of service in the position vs. other towns. The town wants to make up a 1/3 of the difference per year for three years.

Mr. Bunyard, Hill Rd., spoke in favor of the motion.

Nancy Fillmore, Burroughs Rd., spoke against the motion. She thinks 2% is enough.

Casey Cornett, Picnic St., asked again about the methodology. He said that everyone is tightening their belt and the raise seems high.

Mr. Raad, Houghton Lane, said we'll never catch up. Every town keeps piggybacking on the raises of the next town. He advocated against the motion.

Raid Suleiman, Russet Lane, said that although the percentage looks big, it would cost more if the town administrator left and we had to hire from outside.

Susan Bak, Burroughs Rd., said that she has given large raises to employees in the private sector to bring them up to par.

KC Donovan, Flagg Hill Rd., said that the reason she's underpaid is she was hired from the inside and the town didn't have to pay market rate.

Cheryl Mahoney, Liberty Square Rd, pointed out that in FY 10 Selina took a 0% increase.

Anne Canfield moved the question. The motion to vote now carried by two-thirds as declared by the moderator.

**The motion to increase Department 123, Total Salaries—Town Administrator by Four Thousand Five Hundred Three Dollars (\$4,503) carried by majority vote.**

Mark White, Sara's Way, had a question on line item 175 Planning Board--Total Other. Elizabeth Hughes said that it was to implement online GIS, with a one-time setup fee.

Mr. Fox moved that the Town increase Department 210, Total Salaries – Police by Two Thousand Nine Hundred Thirty-one Dollars (\$2,931), and to meet this appropriation, that an additional amount of Two Thousand Nine Hundred Thirty-one Dollars (\$2,931) be transferred from free cash. Mr. Fox said that the Chief is not paid enough according to the salary survey. The FinCom does not recommend unanimously. Mr. Ham said that experience should pay a key role. Three years of experience does not merit an increase of this magnitude.

**The motion to amend Department 210, Total Salaries – Police failed.**

Mr. Fox moved that the Town increase Department 220, Total Salaries – Fire by One thousand ninety-two Dollars (\$1,092) and to meet this appropriation, that an additional amount of One thousand ninety-two Dollars (\$1,092) be transferred from free cash. The FinCom does not recommend.

Lorraine Carvalho, Massachusetts Ave, asked what the fire chief is making. Mr. Fox said his salary was \$88,880.

**The motion to amend Department 220, Total Salaries – Fire failed.**

Mr. Fox moved that the Town increase Department 220, Total Other – Fire by Sixteen Thousand Dollars (\$16,288), and to meet this appropriation, that an amount of Sixteen Thousand Dollars (\$16,288) be transferred from free cash. This was to fund the current year of the Collective Bargaining Agreement.

**The motion to amend Department 220, Total Salaries – Fire by Sixteen Thousand Dollars (\$16,288) carried by majority vote.**

Mr. Fox moved that the Town increase Department 220, Total Other by Four Hundred Dollars (\$400), and to meet this appropriation, that an amount of Four Hundred Dollars (\$400) be transferred from free cash.

**The motion to amend Department 220, Total Other--Fire by Four Hundred Dollars (\$400) carried unanimously.**

Mr. Fox moved that the Town increase Department 221, Total Salaries – Dispatch by Seven Thousand Five-Hundred Eighty-Nine Dollars (\$7,589), and to meet this appropriation, that an additional amount of Seven Thousand Five-Hundred Eighty-Nine Dollars (\$7,589) be transferred from free cash.

**The motion to amend Department 221, Total Salaries – Dispatch by Seven Thousand Five-Hundred Eighty-Nine Dollars (\$7,589) carried by majority vote.**

Mr. Fox moved that the Town increase Department 221, Total Other – Dispatch by Two Hundred Dollars (\$200), and to meet this appropriation, that an additional amount of Two Hundred Dollars (\$200) be from transferred from free cash.

**The motion to amend Department 221, Total Other – Dispatch by Two Hundred Dollars (\$200) carried by majority vote.**

Mr. Fox moved that the Town increase Department 422, Total Salaries – Public Works by Seven Hundred Ninety-two Dollars (\$792), and to meet this appropriation, that an additional amount of Seven Hundred Ninety-two Dollars (\$792) be transferred from free cash. He explained that this was to bring the DPW director salary up to market rate. The Fincom does not recommend.

Mr. Kicelemos, Picnic St., said that the DPW is a hard-working crew. He spoke in favor of the amendment.

**The motion to amend Department 422, Total Salaries – Public Works by Seven Hundred Ninety-two Dollars (\$792) carried by majority vote.**

Nancy Fillmore asked about line item 541, Total Other on the COA budget. Why did it increase so much from last year? Frank Powers explained that the lease for the Community Center is now in the COA budget, rather than a special article.

Michael Toups asked about Line Item 830. Is that where the unfunded liabilities come from? FinCom member Neal Hesler said yes and also Line Item 915.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
114 Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114 Total Other - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
114 Total Moderator Expenses	\$ 50	\$ 50	\$ 50	\$ -	0.00%
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119 Total Other - Town Constable	\$ 38	\$ 175	\$ 175	\$ -	0.00%
119 Total Constable Expenses	\$ 38	\$ 175	\$ 175	\$ -	0.00%
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122 Total Other - Selectman	\$ 4,851	\$ 2,018	\$ 2,149	\$ 131	6.49%
122 Total Selectman Expenses	\$ 6,851	\$ 4,018	\$ 4,149	\$ 131	3.26%
123 Total Salaries - Town Administrator	\$ 91,000	\$ 95,095	\$ 96,997	\$ 1,902	2.00%
123 Total Other - Town Administrator	\$ 2,775	\$ 2,775	\$ 2,825	\$ 50	1.80%
123 Total Expenses - Town Administrator	\$ 93,775	\$ 97,870	\$ 99,822	\$ 1,952	1.99%
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131 Total Other - Finance Committee	\$ 293	\$ 450	\$ 450	\$ -	0.00%
131 Total Expenses - Finance Committee	\$ 293	\$ 450	\$ 450	\$ -	0.00%
135 Total Salaries - Accountant	\$ 68,396	\$ 69,421	\$ 70,810	\$ 1,389	2.00%
135 Total Other - Accountant	\$ 25,735	\$ 25,666	\$ 26,666	\$ 1,000	3.90%
135 Total Expenses - Accountant	\$ 94,131	\$ 95,087	\$ 97,476	\$ 2,389	2.51%
141 Total Salaries - Assessor	\$ 39,700	\$ 39,700	\$ 39,700	\$ -	0.00%
141 Total Other - Assessor	\$ 9,589	\$ 9,008	\$ 9,023	\$ 15	0.17%
141 Total Expenses - Assessor	\$ 49,289	\$ 48,708	\$ 48,723	\$ 15	0.03%
145 Total Salaries - Treasurer	\$ 69,396	\$ 70,421	\$ 71,810	\$ 1,389	1.97%
145 Total Other -Treasurer	\$ 12,355	\$ 12,480	\$ 12,495	\$ 15	0.12%
145 Total Expenses - Treasurer	\$ 81,751	\$ 82,901	\$ 84,305	\$ 1,404	1.69%
146 Total Salaries - Tax Collector	\$ 60,475	\$ 61,366	\$ 62,574	\$ 1,208	1.97%
146 Total Other -Tax Collector	\$ 16,761	\$ 16,761	\$ 17,076	\$ 315	1.88%
146 Total Expenses - Tax Collector	\$ 77,236	\$ 78,127	\$ 79,650	\$ 1,523	1.95%
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151 Total Other - Legal	\$ 49,481	\$ 64,000	\$ 64,000	\$ -	0.00%
151 Total Expenses - Legal	\$ 49,481	\$ 64,000	\$ 64,000	\$ -	0.00%

123 Total Salaries - Town Administrator - BoS may propose to amend.



<u>ACCOUNT NAME</u>		<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152	Total Other - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161	Total Salaries - Town Clerk	\$ 41,145	\$ 41,748	\$ 42,562	\$ 814	1.95%
161	Total Other - Town Clerk	\$ 2,103	\$ 2,283	\$ 2,320	\$ 37	1.62%
161	Total Expenses - Town Clerk	\$ 43,248	\$ 44,031	\$ 44,882	\$ 851	1.93%
162	Total Salaries - Elect & Regist	\$ 3,391	\$ 5,251	\$ 2,601	\$ (2,650)	-50.47%
162	Total Other - Elect & Regist	\$ 5,518	\$ 6,320	\$ 4,355	\$ (1,965)	-31.09%
162	Total Expenses - Elect & Regist	\$ 8,909	\$ 11,571	\$ 6,956	\$ (4,615)	-39.88%
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 2,138	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Comm	\$ 2,138	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 68,941	\$ 69,966	\$ 71,355	\$ 1,389	1.99%
175	Total Other - Planning Board	\$ 4,672	\$ 4,497	\$ 8,900	\$ 4,403	97.91%
175	Total Expenses - Planning Board	\$ 73,613	\$ 74,463	\$ 80,255	\$ 5,792	7.78%
176	Total Salaries - Zoning Board of Appeals	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board of Appeals	\$ 332	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board of Appeals	\$ 332	\$ 335	\$ 335	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 153,067	\$ 180,805	\$ 176,450	\$ (4,355)	-2.41%
192	Total Other - Town Hall	\$ 52,372	\$ 57,756	\$ 58,582	\$ 826	1.43%
192	Total Expenses - Town Hall	\$ 205,439	\$ 238,561	\$ 235,032	\$ (3,529)	-1.48%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ 34	\$ 200	\$ 200	\$ -	0.00%
199	Total Expenses - Energy Committee	\$ 34	\$ 200	\$ 200	\$ -	0.00%
	Total Salaries - Town Government	\$ 597,511	\$ 635,773	\$ 636,859	\$ 1,086	0.17%
	Total Other - Town Government	\$ 189,297	\$ 207,384	\$ 212,211	\$ 4,827	2.33%
	Total Expenses - Town Government	\$ 786,808	\$ 843,157	\$ 849,070	\$ 5,913	0.70%

162 - Total Expenses - Elect & Regis - Decreased due to fewer planned elections in FY 14.

175 - Total Other - Planning Board - Increased due to planned acquisition of web-based MapGeo.

<u>ACCOUNT NAME</u>		<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
210	Total Salaries - Police	\$ 927,616	\$ 937,794	\$ 952,389	\$ 14,595	1.56%
210	Total Other - Police	\$ 152,858	\$ 137,706	\$ 140,799	\$ 3,093	2.25%
210	Total Expenses - Police	\$ 1,080,474	\$ 1,075,500	\$ 1,093,188	\$ 17,688	1.64%
220	Total Salaries - Fire	\$ 672,877	\$ 716,199	\$ 723,208	\$ 7,009	0.98%
220	Total Other - Fire	\$ 96,550	\$ 102,650	\$ 105,303	\$ 2,653	2.58%
220	Total Expenses - Fire	\$ 769,427	\$ 818,849	\$ 828,511	\$ 9,662	1.18%
221	Total Salaries - Dispatch	\$ 229,565	\$ 233,898	\$ 241,448	\$ 7,550	3.23%
221	Total Other - Dispatch	\$ 34,287	\$ 35,347	\$ 36,710	\$ 1,363	3.86%
221	Total Expenses - Dispatch	\$ 263,852	\$ 269,245	\$ 278,158	\$ 8,913	3.31%
241	Total Salaries - Building Insp	\$ 22,798	\$ 44,500	\$ 65,427	\$ 20,927	47.03%
241	Total Other - Building Insp	\$ 1,348	\$ 2,689	\$ 2,442	\$ (247)	-9.19%
241	Total Expenses - Building Insp	\$ 24,146	\$ 47,189	\$ 67,869	\$ 20,680	43.82%
292	Total Salaries - Dog Officer	\$ 10,684	\$ 10,791	\$ 11,007	\$ 216	2.00%
292	Total Other - Dog Officer	\$ 1,622	\$ 1,625	\$ 1,625	\$ -	0.00%
292	Total Expenses - Dog Officer	\$ 12,306	\$ 12,416	\$ 12,632	\$ 216	1.74%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299	Total Other - Field Driver	\$ 6	\$ 50	\$ 50	\$ -	0.00%
299	Total Expenses - Field Driver	\$ 51	\$ 95	\$ 95	\$ -	0.00%
	Total Salaries - Protection	\$ 1,863,585	\$ 1,943,227	\$ 1,993,524	\$ 50,297	2.59%
	Total Other - Protection	\$ 286,671	\$ 280,067	\$ 286,929	\$ 6,862	2.45%
	Total Expenses - Protection	\$ 2,150,256	\$ 2,223,294	\$ 2,280,453	\$ 57,159	2.57%

210 - Total Salaries - Police - BoS may amend Chief's salary and other departmental salaries (if contract negotiations have been completed).

220 - Total Salaries - Fire - BoS may amend Chief's salary and other departmental salaries (if contract negotiations have been completed).

221 - Total Salaries - Dispatch - BoS may amend salaries (if contract negotiations have been completed).

241 - Total Salaries - Building Insp - Increased due to additional hours to cover facilities management function as authorized by STM on 1/7/13.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
300 Total Salaries - Blanchard School	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
300 Total Other - Blanchard School	\$ 1,406,602	\$ 1,488,370	\$ 1,312,703	\$ (175,667)	-11.80%
300 Total Expenses - Blanchard School	\$ 5,598,917	\$ 5,802,751	\$ 5,798,320	\$ (4,431)	-0.08%
310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310 Total Other - Minuteman Vocational HS	\$ 381,793	\$ 227,929	\$ 177,558	\$ (50,371)	-22.10%
310 Total Expenses - Minuteman Vocational HS	\$ 381,793	\$ 227,929	\$ 177,558	\$ (50,371)	-22.10%
320 Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320 Total Other - ABRS Assessment	\$ 5,827,586	\$ 5,630,208	\$ 5,568,636	\$ (61,572)	-1.09%
320 Total Expenses - ABRS Assessment	\$ 5,827,586	\$ 5,630,208	\$ 5,568,636	\$ (61,572)	-1.09%
Total Salaries - Education	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
Total Other - Education	\$ 7,615,981	\$ 7,346,507	\$ 7,058,897	\$ (287,610)	-3.91%
Total Expenses - Education	\$ 11,808,296	\$ 11,660,888	\$ 11,544,514	\$ (116,374)	-1.00%

310 - Total Other - Minuteman Vocational HS - Decreased due to lower enrollment.

<u>ACCOUNT NAME</u>		<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
422	Total Salaries - Public Works	\$ 447,350	\$ 479,505	\$ 489,140	\$ 9,635	2.01%
422	Total Other - Public Works	\$ 226,613	\$ 226,640	\$ 227,040	\$ 400	0.18%
422	Total Expenses - Public Works	\$ 673,963	\$ 706,145	\$ 716,180	\$ 10,035	1.42%
423	Total Salaries - Snow & Ice	\$ 37,323	\$ 50,347	\$ 51,336	\$ 989	1.96%
423	Total Other - Snow & Ice	\$ 62,690	\$ 110,539	\$ 109,550	\$ (989)	-0.89%
423	Total Expenses - Snow & Ice	\$ 100,013	\$ 160,886	\$ 160,886	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424	Total Other - Street Lighting	\$ 2,613	\$ 3,000	\$ 3,000	\$ -	0.00%
424	Total Expenses - Street Lighting	\$ 2,613	\$ 3,000	\$ 3,000	\$ -	0.00%
425	Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425	Total Other - Hager Well Maintenance	\$ 20,000	\$ 26,400	\$ 27,120	\$ 720	2.73%
425	Total Expenses - Hager Well Maintenance	\$ 20,000	\$ 26,400	\$ 27,120	\$ 720	2.73%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429	Total Other - Fuel	\$ 89,412	\$ 98,375	\$ 97,250	\$ (1,125)	-1.14%
429	Total Expenses - Fuel	\$ 89,412	\$ 98,375	\$ 97,250	\$ (1,125)	-1.14%
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
431	Total Expenses - Hazardous Waste Coll	\$ -	\$ 5,000	\$ -	\$ (5,000)	-100.00%
491	Total Salaries - Cemetery	\$ 8,476	\$ 8,562	\$ 8,733	\$ 171	2.00%
491	Total Other - Cemetery	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%
491	Total Expenses - Cemetery	\$ 9,476	\$ 9,562	\$ 9,733	\$ 171	1.79%
	Total Salaries - Public Works & Facilities	\$ 493,149	\$ 538,414	\$ 549,209	\$ 10,795	2.00%
	Total Other - Public Works & Facilities	\$ 402,328	\$ 470,954	\$ 464,960	\$ (5,994)	-1.27%
	Total Expenses - Public Works - Facilities	\$ 895,477	\$ 1,009,368	\$ 1,014,169	\$ 4,801	0.48%

431 - Total Other - Hazardous Waste Coll - Decreased; no collection in FY 14. Held every other year.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510 Total Other - Landfill Monitoring	\$ 1,925	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
510 Total Expenses - Landfill Monitoring	\$ 1,925	\$ 6,000	\$ 5,000	\$ (1,000)	-16.67%
511 Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511 Total Other - Board of Health	\$ 16,228	\$ 16,990	\$ 16,990	\$ -	0.00%
511 Total Expenses - Board of Health	\$ 16,728	\$ 17,491	\$ 17,491	\$ -	0.00%
519 Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%
519 Total Other - Environmental Services	\$ 9,345	\$ 10,492	\$ 10,492	\$ -	0.00%
519 Total Expenses - Environmental Services	\$ 9,345	\$ 10,492	\$ 10,492	\$ -	0.00%
522 Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522 Total Other - Nursing Services	\$ 2,395	\$ 4,696	\$ 4,696	\$ -	0.00%
522 Total Expenses - Nursing Services	\$ 2,395	\$ 4,696	\$ 4,696	\$ -	0.00%
523 Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	0.00%
523 Total Other - Mental Health Services	\$ 7,000	\$ -	\$ -	\$ -	0.00%
523 Total Expenses - Mental Health Services	\$ 7,000	\$ -	\$ -	\$ -	0.00%
541 Total Salaries - Council on Aging	\$ 41,652	\$ 43,119	\$ 43,981	\$ 862	2.00%
541 Total Other - Council on Aging	\$ 3,050	\$ 3,050	\$ 14,390	\$ 11,340	371.80%
541 Total Expenses - Council on Aging	\$ 44,702	\$ 46,169	\$ 58,371	\$ 12,202	26.43%
543 Total Salaries - Veterans	\$ 631	\$ 670	\$ 670	\$ -	0.00%
543 Total Other - Veterans	\$ 3,145	\$ 355	\$ 355	\$ -	0.00%
543 Total Expenses - Veterans	\$ 3,776	\$ 1,025	\$ 1,025	\$ -	0.00%
599 Total Salaries - Inspect of Animals	\$ 959	\$ 969	\$ 988	\$ 19	1.96%
599 Total Other - Inspect of Animals	\$ 34	\$ 100	\$ 100	\$ -	0.00%
599 Total Expenses - Inspect of Animals	\$ 993	\$ 1,069	\$ 1,088	\$ 19	1.78%
600 Total Salaries - Animal Control Officer	\$ 2,602	\$ 2,629	\$ 2,682	\$ 53	2.02%
600 Total Other - Animal Control Officer	\$ 330	\$ 400	\$ 400	\$ -	0.00%
600 Total Expenses - Animal Control Officer	\$ 2,932	\$ 3,029	\$ 3,082	\$ 53	1.75%
Total Salaries - Health Services	\$ 46,344	\$ 47,888	\$ 48,822	\$ 934	1.95%
Total Other - Health Services	\$ 43,452	\$ 42,083	\$ 52,423	\$ 10,340	24.57%
Total Expenses - Health Services	\$ 89,796	\$ 89,971	\$ 101,245	\$ 11,274	12.53%

541 - Total Other - Council on Aging - Increased due to inclusion of Community Center lease; was covered by an article in FY 13.

<u>ACCOUNT NAME</u>		<u>FY2012</u> <u>ACTUAL</u>	<u>FY2013</u> <u>BUDGET</u>	<u>FY2014</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY14 VS</u> <u>FY13</u>	<u>% Change</u> <u>FY14 VS</u> <u>FY13</u>
610	Total Salaries - Library	\$ 197,046	\$ 200,391	\$ 206,521	\$ 6,130	3.06%
610	Total Other - Library	\$ 111,589	\$ 115,764	\$ 116,435	\$ 671	0.58%
610	Total Expenses - Library	\$ 308,635	\$ 316,155	\$ 322,956	\$ 6,801	2.15%
630	Total Salaries - Recreation Comm	\$ 18,639	\$ 25,954	\$ 25,954	\$ -	0.00%
630	Total Other - Recreation Comm	\$ 8,126	\$ 9,600	\$ 9,600	\$ -	0.00%
630	Total Expenses - Recreation Comm	\$ 26,765	\$ 35,554	\$ 35,554	\$ -	0.00%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691	Total Other - Historical Comm	\$ 2,442	\$ 3,169	\$ 3,169	\$ -	0.00%
691	Total Expenses - Historical Comm	\$ 2,442	\$ 3,169	\$ 3,169	\$ -	0.00%
692	Total Salaries - Public Celebrations & Cerem	\$ -	\$ -	\$ -	\$ -	0.00%
692	Total Other - Public Celebrations & Cerem	\$ 235	\$ 965	\$ 965	\$ -	0.00%
692	Total Expenses - Public Celebrations & Cerem	\$ 235	\$ 965	\$ 965	\$ -	0.00%
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693	Total Other - Steele Farm	\$ 389	\$ 500	\$ 500	\$ -	0.00%
693	Total Expenses - Steele Farm	\$ 389	\$ 500	\$ 500	\$ -	0.00%
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699	Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
699	Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 215,685	\$ 226,345	\$ 232,475	\$ 6,130	2.71%
	Total Other - Culture & Recreation	\$ 124,281	\$ 131,498	\$ 132,169	\$ 671	0.51%
	Total Expenses - Culture & Recreation	\$ 339,966	\$ 357,843	\$ 364,644	\$ 6,801	1.90%

<u>ACCOUNT NAME</u>		<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 827,500	\$ 750,000	\$ 745,000	\$ (5,000)	-0.67%
710	Total Expenses - Maturing Debt Principal	\$ 827,500	\$ 750,000	\$ 745,000	\$ (5,000)	-0.67%
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 529,868	\$ 483,453	\$ 440,673	\$ (42,780)	-8.85%
751	Total Expenses - Maturing Debt Interest	\$ 529,868	\$ 483,453	\$ 440,673	\$ (42,780)	-8.85%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
	Total Expenses - Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830	Total Other - County Ret Assessment	\$ 481,541	\$ 504,212	\$ 592,504	\$ 88,292	17.51%
830	Total Expenses - County Ret Assessment	\$ 481,541	\$ 504,212	\$ 592,504	\$ 88,292	17.51%
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 67,064	\$ 66,685	\$ 68,302	\$ 1,617	2.42%
912	Total Expenses - Other Benefit Insurance	\$ 67,064	\$ 66,685	\$ 68,302	\$ 1,617	2.42%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,436,738	\$ 1,404,740	\$ 1,322,710	\$ (82,030)	-5.84%
915	Total Expenses - Employee Benefits	\$ 1,436,738	\$ 1,404,740	\$ 1,322,710	\$ (82,030)	-5.84%
945	Total Salaries - Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 70,353	\$ 85,700	\$ 90,000	\$ 4,300	5.02%
945	Total Expenses - Liability Insurance	\$ 70,353	\$ 85,700	\$ 90,000	\$ 4,300	5.02%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other- Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
	Total Expenses- Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
132	Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
132	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
132	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%

830 -Total Other - County Ret Assessment - Increased due to results of most recent actuarial study.

<u>ACCOUNT NAME</u>	<u>FY2012 ACTUAL</u>	<u>FY2013 BUDGET</u>	<u>FY2014 BUDGET</u>	<u>\$ Change FY14 VS FY13</u>	<u>% Change FY14 VS FY13</u>
<b>SALARIES</b>					
Town Government	\$ 597,511	\$ 635,773	\$ 636,859	\$ 1,086	0.17%
Protection	\$ 1,863,585	\$ 1,943,227	\$ 1,993,524	\$ 50,297	2.59%
Public Works & Facilities	\$ 493,149	\$ 538,414	\$ 549,209	\$ 10,795	2.00%
Health Services	\$ 46,344	\$ 47,888	\$ 48,822	\$ 934	1.95%
Cultural & Recreation	\$ 215,685	\$ 226,345	\$ 232,475	\$ 6,130	2.71%
Total Town	\$ 3,216,274	\$ 3,391,647	\$ 3,460,889	\$ 69,242	2.04%
Education	\$ 4,192,315	\$ 4,314,381	\$ 4,485,617	\$ 171,236	3.97%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	\$ 7,408,589	\$ 7,706,028	\$ 7,946,506	\$ 240,478	3.12%
<b>OTHER EXPENSES</b>					
Town Government	\$ 189,297	\$ 207,384	\$ 212,211	\$ 4,827	2.33%
Protection	\$ 286,671	\$ 280,067	\$ 286,929	\$ 6,862	2.45%
Public Works & Facilities	\$ 402,328	\$ 470,954	\$ 464,960	\$ (5,994)	-1.27%
Health Services	\$ 43,452	\$ 42,083	\$ 52,423	\$ 10,340	24.57%
Cultural & Recreation	\$ 124,281	\$ 131,498	\$ 132,169	\$ 671	0.51%
Total Town	\$ 1,046,029	\$ 1,131,986	\$ 1,148,692	\$ 16,706	1.48%
Education	\$ 7,615,981	\$ 7,346,507	\$ 7,058,897	\$ (287,610)	-3.91%
Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL OTHER EXPENSES	\$ 12,075,074	\$ 11,958,283	\$ 11,651,778	\$ (306,505)	-2.56%
<b>TOTAL EXPENSES</b>					
Town Government	\$ 786,808	\$ 843,157	\$ 849,070	\$ 5,913	0.70%
Protection	\$ 2,150,256	\$ 2,223,294	\$ 2,280,453	\$ 57,159	2.57%
Public Works & Facilities	\$ 895,477	\$ 1,009,368	\$ 1,014,169	\$ 4,801	0.48%
Health Services	\$ 89,796	\$ 89,971	\$ 101,245	\$ 11,274	12.53%
Cultural & Recreation	\$ 339,966	\$ 357,843	\$ 364,644	\$ 6,801	1.90%
Total Town	\$ 4,262,303	\$ 4,523,633	\$ 4,609,581	\$ 85,948	1.90%
Education	\$ 11,808,296	\$ 11,660,888	\$ 11,544,514	\$ (116,374)	-1.00%
Employee Benefits	\$ 2,055,696	\$ 2,061,337	\$ 2,073,516	\$ 12,179	0.59%
Debt Service	\$ 1,357,368	\$ 1,233,453	\$ 1,185,673	\$ (47,780)	-3.87%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL EXPENSES	\$ 19,483,663	\$ 19,664,311	\$ 19,598,284	\$ (66,027)	-0.34%
Budget Prior to Reserve Fund Calculation	\$ 19,483,663	\$ 19,479,311	\$ 19,413,284	\$ (66,027)	-0.34%



**Blanchard Memorial School  
FY 2014 Budget Account Summary**

<b>Code</b>	<b>Description</b>	<b><u>FY2012</u> <u>ACTUAL</u></b>	<b><u>FY2013</u> <u>BUDGET</u></b>	<b><u>FY2014</u> <u>BUDGET</u></b>	<b><u>FY14 v.FY13</u> <u>\$ Change</u></b>	<b><u>% Change</u></b>
1100	School Committee	\$ 7,641	\$ 7,588	\$ 7,600	\$ 12	0.2%
1200	Superintendent Office	218,757	219,269	223,065	3,796	1.7%
1400	Finance & Admin	113,488	113,851	116,765	2,914	2.6%
1450	Districtwide Info Tech	-	-	15,251	15,251	
2100	Special Ed Office	47,542	60,225	65,335	5,110	8.5%
2200	Principal Office	134,376	144,670	147,997	3,327	2.3%
2250	Building Technology	37,880	49,435	42,106	(7,329)	-14.8%
2300	Teaching	3,590,591	3,825,705	3,923,869	98,164	2.6%
2350	Prof. Development	85,839	81,440	81,440	-	0.0%
2400	Textbooks	-	4,500	10,500	6,000	133.3%
2451	Instructional Tech.	101,150	136,489	144,314	7,825	5.7%
2500	Library & Media	71,631	72,957	76,347	3,390	4.6%
2700	Guidance/Psych	112,896	115,693	127,924	12,231	10.6%
3100	Attendance	-	-	1,500	1,500	
3200	Health Services	57,203	57,545	59,045	1,500	2.6%
3300	Transportation	352,630	348,329	335,987	(12,342)	-3.5%
3400	Food Services	38,792	38,791	39,172	381	1.0%
4130	Utilities	152,059	179,938	179,938	-	0.0%
4220	Maintenance	239,211	236,648	240,533	3,885	1.6%
4400	Network & Technology	19,560	15,452	19,057	3,605	23.3%
5100	Retirement	107,234	86,039	-	(86,039)	-100.0%
6300	Crossing Guards	5,359	5,872	5,930	58	1.0%
7000	Capital	28,848	19,643	34,693	15,050	76.6%
9000	Tuition to other districts	597,916	548,030	426,681	(121,349)	-22.1%
	<b>TOTALS</b>	<b>\$ 6,120,602</b>	<b>\$ 6,368,109</b>	<b>\$ 6,325,049</b>	<b>\$ (43,060)</b>	<b>-0.7%</b>
<b>Less Funding sources:</b>						
	School Choice	116,145	175,000	120,000	(55,000)	-31.4%
	Circuit Breaker	96,415	88,921	103,600	14,679	16.5%
	Grants	182,773	116,437	113,129	(3,308)	-2.8%
	Fee Programs	126,353	185,000	190,000	5,000	2.7%
	<b>Totals</b>	<b>\$ 521,686</b>	<b>\$ 565,358</b>	<b>\$ 526,729</b>	<b>\$ (38,629)</b>	<b>-6.8%</b>
	<b>Town Appropriation</b>	<b>\$ 5,598,916</b>	<b>\$ 5,802,751</b>	<b>\$ 5,798,320</b>	<b>\$ (4,431)</b>	<b>-0.1%</b>

Mr. Raad moved that the Town raise and appropriate the sum of:

\$19,628,056

for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2013, the purposes for which funding are set forth in the Department Account Numbers 114 through 945, and any subheadings included under said account numbers, as printed in Article 8 of the Annual Town Meeting warrant, under the heading FY2014 Budget except for:

Department 123, Total Salaries – Town Administrator, \$96,997 is increased to \$101,500,

Department 220, Total Salaries – Fire, \$723,208 is increased to \$739,496

Department 220, Total Other – Fire, \$105,303 is increased to \$105,703,

Department 221, Total Salaries – Dispatch, \$241,448 is increased to \$249,037

Department 221, Total Other – Dispatch, \$36,710 is increased to \$36,910,

and that

Department 422, Total Salaries – Public Works, \$489,140 is increased to \$489,932.

**Action on Article 6, ATM, May 13, 2013: The motion carried by majority vote.**

#### **ARTICLE 7 TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

Mr. Raad moved to transfer the sum of Two Hundred Thousand Dollars (\$200,000) from Overlay Surplus to the Stabilization Fund.

#### **The Finance Committee recommends unanimously (7-0).**

The town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town and School. Capital needs can be paid for by one or more of the following - free cash, stabilization fund, or borrowing. The current balance of the stabilization fund is \$904K. Capital funding requests for next year and cumulatively for the next three years are currently projected to exceed \$1 million and \$3.8 million, respectively. The Finance Committee believes it is prudent to continue to reserve funds to support these upcoming capital requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3rds vote of ATM) to utilize these funds, which is appropriate for large expenditures.

This item will add \$.2105 per \$1,000 of valuation, or \$107.37 for an average priced house if not funded from available funds.

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

**Action on Article 7, ATM, May 13, 2013: The motion carried unanimously.**

#### **ARTICLE 8 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**

(Majority vote required)

Mr. Suleiman moved to transfer the sum of One Hundred Thousand Dollars (\$100,000) from Overlay Surplus to the OPEB Trust Fund.

### **Summary**

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand was authorized by Town Meeting in 2012 to start funding that liability. This transfer would enable the town to continue to fund the liability.

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

As explained in the summary, the amount proposed in this article will continue the effort started last year to make a small contribution to fund our liabilities for retirees' healthcare benefits. The town's FY 2014 unfunded liability, as reported in the June 30, 2011 actuarial study, amounts to \$10,901,246 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our Standard and Poor's AAA credit rating.

### **The Finance Committee recommends unanimously (7-0).**

The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010. In addition to pension benefits, the Town provides retired employees with health care and life insurance benefits; costs are accounted for on a pay-as-you-go basis. While the accounting standards under GASB 45 do not require pre-funding of these liabilities, the Finance Committee believes that it is prudent to start setting aside reserves to begin addressing the issue. Bonding authorities also look favorably upon putting aside funds to fund the OPEB liability. Our last actuarial study was completed in fiscal 2011 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$10,900,000. The amount we propose to set aside is slightly under 1% of that amount, or \$100,000.

This item will add \$.1053 per \$1,000 of valuation, or \$53.69 for an average priced house if not funded from available funds.

Lorraine Carvalho, Mass Ave, asked what is the average house price used. The response was \$510,000.

Someone asked about the plan to close the gap on the unfunded liability. Mr. Hesler said that we don't set aside the required amount (which is in the neighborhood of \$800,000-\$900,000 per year). Most towns don't. Right now we are in "pay-as-you-go" mode.

**Action on Article 8, ATM, May 13, 2013: The motion carried by majority vote.**

## **ARTICLE 9 CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS (ORIGINAL SECTION)**

(Two-thirds vote required)

Mr. Suleiman moved to appropriate the sum of Thirty-five Thousand Dollars (\$35,000) for the purpose of replacing the windows in the original section of town hall with insulated, energy efficient windows, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Thirty-five Thousand Dollars (\$35,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

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

The windows in the original portion of town hall date back to its construction in 1901. They are in various stages of disrepair and are loose fitting and draughty. This appropriation would facilitate the installation of energy efficient windows that have insulated glass and proper weather stripping. As part of a comprehensive program to make the town hall more energy efficient, replacement of the windows will significantly reduce the heating and air conditioning costs.

### **The Finance Committee recommends unanimously (7-0).**

The plan to replace the town hall windows is in the capital plan and is part of an overall comprehensive plan to make town hall more energy efficient.

This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.

**The Energy Committee recommends.**

Energy efficiency saves money for the town in the long run. Energy efficiency also supports reducing carbon pollution, a known major contributor to climate change and global warming. Thus, the Energy Committee supports replacement of windows in Town Hall.

**Action on Article 9, ATM, May 13, 2013: The motion carried by 2/3 as declared by the moderator**

**ARTICLE 10 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE – INSPECTOR OF BUILDINGS**

(Majority vote required)

Mr. Suleiman moved to transfer from free cash the sum of Twenty Thousand (\$20,000) for the purpose of replacing the Building Inspector's seventeen year old vehicle.

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

The Building Inspector's vehicle is seventeen years old and should be replaced as the integrity of the frame and mechanical systems are in doubt. The steering is loose and sloppy and the brakes are in need of significant repair work. This article would provide the funds to replace the seventeen year old vehicle with a new or slightly used vehicle.

**The Finance Committee recommends unanimously (7-0)**

This article is to replace an existing 1996 GMC Jimmy which has reached the end of its usable life. The new vehicle will be used by the Building Inspector / Facilities Manager.

This item will add \$.0211 per \$1,000 of valuation, or \$10.74 for an average priced house if not funded from available funds or borrowing.

**Action on Article 10, ATM, May 13, 2013: The motion carried by majority vote.**

**ARTICLE 11 COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE DEPARTMENT RADIO GRANT**

(Majority vote required)

Mr. Powers moved to transfer from free cash the sum of Thirty-five Thousand (\$35,000) for the purpose of: 1) hiring a consultant to do a design study for an integrated, interoperable public safety radio communications system and, 2) providing the town's share of a grant-funded purchase of new radio equipment which will be used by the fire department as an essential element of the new integrated, interoperable public safety radio communications system; further that no fund may be expended under this vote for the radio equipment until the Town has been awarded a grant under the 2012 Assistance to Firefighters Regional Grant Program (Radios Boxborough, Littleton, & Stow).

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

The radio system currently used by the Fire Department is outdated and is in serious need of upgrading.

This article will provide funding for two purposes:

1. Conduct of a study to specify the configuration of a new, integrated, interoperable public safety town-wide radio communications system (there will be no equipment purchased under this study); and
2. The town's share of a state grant for an initial complement of radio equipment that will resolve current operational problems and be integral components of the new future radio system.

The Fire Department currently uses radio equipment that operates primarily in what is called the Very High Frequency (VHF) low band (46.50 MHz). All other towns in Fire Service District 14 (our District) have updated their systems to use radios that operate in a higher frequency band, referred to as the Ultra High Frequency (UHF) band (471.6 MHz). Operation in the UHF band avoids the congestion and interference problems that occur in the VHF band. To enable communication with other towns, the Fire Department has a limited number of analog radios capable of operating in the UHF band. The proposed study (with a cost of \$15,000) will define an equipment configuration, including recommended transmitter and receiver locations and control equipment that will enable our Firefighters, Police, Dispatch and School personnel to communicate effectively over a common digital-capable radio system and to be interoperable with like entities in other towns.

The second part of this article will provide \$20,000 as the town's share of a regional grant from the state to equip the department with new, digital-capable radios that operate in the UHF band. These radios will enable effective interoperable radio communications with other town units as well as with units from other towns in emergency situations. It is emphasized that these radios will be central elements of the new integrated, interoperable radio system defined by the study referred to above in item 1. If we do not qualify for the grant, this portion of the article funding will be withdrawn and resubmitted next year.

**The Finance Committee recommends unanimously (7-0).**

The amount requested includes \$15K for the study by the consultant and an additional \$20K for the town's share of the cost of radios in the event the grant application is approved. The consultant is expected to make recommendations on the location of a radio transmitter on the east side of town and on a console system to ensure interoperability of radio equipment between the fire and police.

This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.

John Neyland, Picnic St., asked if we really had to pay a consultant for this. Surely there are plenty of examples of towns that have done this. Chief White said that every community is unique and has unique requirements in terms of design.

Mr. Kicelemos, Picnic St., felt that the Chief should be able to figure this out on his own without the need for a study.

**Action on Article 11, ATM, May 13, 2013: The motion carried by majority vote.**

**Mr. Fox moved to adjourn the meeting to 7 p.m. Tuesday night. The motion carried unanimously.**

**May 14, 2013:** The Moderator called the second session of Annual Town Meeting to order at 7:10pm. He made a few announcements.

Les Fox said a few words about Frank Powers, who was leaving the Board of Selectmen after two terms on the board. He recognized Frank's many contributions to the town, including the senior/community center.

**ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT**

(Two-thirds vote required)

Mr. Powers moved to appropriate the sum of Forty-seven Thousand Five Hundred Dollars (\$47,500) for the purpose of acquiring and equipping an emergency response command vehicle for the Fire Department, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to

borrow Forty-seven Thousand Five Hundred Dollars (\$47,500) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

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

This article will provide funds to purchase and equip a new command vehicle for the Fire Department. The Fire Chief is the primary user of this vehicle and he requires this vehicle to fulfill his responsibility as the designated Emergency Management Director for the town of Boxborough. Major equipment items included in equipping the new command vehicle are: new digital-capable radios (replacements for the existing non-supportable, obsolete radios) and some new emergency medical equipment. Where feasible, existing medical equipment will be transferred from the old command vehicle to the new vehicle.

For the past 2 years, a request for replacement of the Fire Chief's command vehicle has been included on the ATM warrant but not executed. Two years ago, this item was passed over because the leadership of the department was in transition. Last year this replacement was defeated in the face of budget cuts. Meanwhile this vehicle has continued in service but has aged and maintenance costs have risen sharply. This vehicle, which the chief uses as a command center for emergency situations, is now 9 years old and has 125,000 miles on it. Maintenance expenses in FY 13 are already at \$2,000 and reliability is degrading as one would anticipate with an older vehicle such as this. The time has come to replace this vehicle with the planned SUV-type vehicle, equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, Incident Command System vests, a medical kit, gas meter, and a defibrillator. The current command vehicle would be reassigned to Fire Prevention for conducting general inspections, transport to/from training activities and related department business.

**The Finance Committee recommends (6-0).**

The current vehicle is 9 years old with 126,000 miles on it. This item has been deferred twice in the past and the majority felt that this was something that was needed in the next fiscal year especially since maintenance costs for this vehicle are increasing. It is estimated that the vehicle will cost \$42K and added equipment will cost \$5.5K.

This item will add \$.05 per \$1,000 of valuation, or \$25.50 for an average priced house if not funded from available funds or borrowing.

Jim Moss, Bicentennial Way, said he has a 13-year old vehicle with even more mileage on it. However, he feels the Fire Department needs a reliable vehicle.

Phil Kicelemos, Picnic St., asked about the dollar value of the average home. Neal Hesler answered \$510,000. Mr. Kicelemos said he thought that the current vehicle should be traded in to reduce the amount of the new SUV. He felt you could get another year out of the current vehicle.

**Action on Article 12, ATM, May 14, 2013: The motion carried by 2/3 majority, as declared by the moderator.**

**ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE - FIRE DEPARTMENT**

(Two-thirds vote required)

Mr. Powers moved to appropriate the sum of Two Hundred Twenty Thousand Dollars (\$220,000) for the purpose of replacing (acquiring and equipping) the ambulance for the Fire Department, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Two Hundred Twenty Thousand Dollars (\$220,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

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

The purpose of this article is to provide funds for purchasing and equipping a new ambulance as a replacement for our existing, outdated ambulance. Major equipment items that will be fitted in the new ambulance include digital-capable radios, a power stretcher (enables automated raising and lowering a stretcher) and a battery-powered rescue tool (commonly referred to as the “Jaws of Life”).

Our current ambulance is now 7 years old and has 68,000 miles on it. Maintenance costs for our ambulance have been steadily increasing with \$6,700 expended in FY 13 just for the ambulance, approximately 50% of the department’s total equipment maintenance budget. One consequence of increasing maintenance, and more specifically during the downtime associated with maintenance actions is the loss of revenue from ambulance runs. In FY 12 the town received approximately \$125,000 from ambulance revenue. FY 13 revenue is somewhat less and part of the reason for this is ambulance downtime during which ambulance revenues go to the town supporting us with ambulance service. It is very important to retain an available ambulance for several reasons: 1) most importantly to minimize the response time in a medical emergency situation and, 2) to serve the community and be able to collect revenue for that service.

Another factor dictating replacement of our ambulance is that when fully loaded (with medical equipment, EMTs, a patient and often an accompanying family member), our current vehicle exceeds U.S. Department of Transportation gross vehicle weight restrictions. The frame of this original ambulance was, unfortunately, not specified with adequate weight-handling capacity necessary for current ambulance operations.

In addition to the increasing maintenance expense and exceeding U.S. DOT weight restrictions, guidelines provided by the U.S. Fire Service Administration identify a typical ambulance replacement interval of 4.3 years, a figure that our ambulance has far exceeded. The current ambulance will be used in trade for a new ambulance to reduce the acquisition cost.

Chief Randy White made a brief presentation to further expand on the reasons behind the request for a new ambulance.

**The Finance Committee recommends (4-2).**

*Majority Opinion*

Although the cost of this acquisition is significantly higher than the last time such a purchase was made, the payback is less than two years due to the revenue stream from its use. The current vehicle is 8 years old and is experiencing reliability problems which increase the risks of a breakdown during patient transport (which did happen once) but also reduce the revenue stream. Given the town’s location, reliable transport is important. The cost includes the option of a motorized device to load the stretcher into the vehicle which reduces the risk of injury to the emergency response team.

*Minority Opinion*

It was felt that the cost was very high and not enough comparison data was presented to demonstrate the value of the vehicle against other alternatives.

This item will add \$.2316 per \$1,000 of valuation, or \$118.11 for an average priced house if not funded from available funds or borrowing.

Jim Moss, Bicentennial Way, asked if the Fire Department had investigated putting the existing body and fitting it on a new chassis. Chief White did not know if that option was even available at this time. He said the conversion would take months if it were even possible and would leave the town without an ambulance. He said the project would go out to bid.

Nancy Fillmore, Burroughs Rd, said her husband, a mechanic, has worked on the ambulance and says it’s in bad shape and should be replaced. She was in favor of the motion.

**Action on Article 13, ATM, May 14, 2013: The motion carried by 2/3 as declared by the moderator.**

## **ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT**

(Majority vote required)

Frank Powers moved to transfer the unexpended balance of Three Thousand Two Hundred Ten Dollars (\$3,210) from Article 21 of the May 2012 Annual Town Meeting (Installation of Central Air Conditioning at Fire Station) and to transfer from Free Cash the sum of Eight Thousand Four Dollars (\$8,004) for the purpose of acquiring self-contained breathing apparatus (air-paks) for the Fire Department; further that no funds may be expended under this article until the Town has been awarded a grant under the 2012 Assistance to Firefighters Local Grant Program (Air-Paks).

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

This article is to provide the town's share of a federal grant which will enable the replacement of all 27 air-paks and oxygen bottles for the fire department. The U.S. Department of Transportation requires replacement of the bottles every 15 years. We are at year 14 of our use cycle of this equipment and have applied for a grant to assist us in this replacement action. If we receive the grant, the federal government will provide approximately \$215,000 for this purpose. If we do not receive this grant, we will withdraw this article and submit another grant request for next year.

### **Finance Committee recommends unanimously (6-0).**

The amount requested is the town's share in the event that the grant application is approved. If the grant is not approved, this money will not be spent.

This item will add \$.0118 per \$1,000 of valuation, or \$6.02 for an average priced house if not funded from available funds or borrowing.

**Action on Article 14, ATM, May 14, 2013: The motion carried unanimously.**

## **ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – FOUR WHEEL DRIVE ALL TERRAIN MOWER – DPW**

(Two-thirds vote required)

Vince Amoroso moved to appropriate the sum of One Hundred Thousand Dollars (\$100,000) for the purpose of acquiring a four wheel drive all terrain mower for the DPW to replace the existing mower, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow One Hundred Thousand Dollars (\$100,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

### **Summary**

The DPW uses a tractor-mounted flail mower to cut brush along roadsides and trails. The existing mower is mounted on a 2000 New Holland tractor. This equipment is used four days a week for seven months of the year and takes a beating. The New Holland is somewhat undersized for the flail mower which has some limitations in articulation and reach. Some of the parts, such as the flails and bushings, are obsolete or take months to acquire, as they are only available from overseas. We had to have bushings custom made in order to get through this past season. The New Holland has had transmission problems over the past three years. Repair costs over the past two years were \$7,606. Even so, the old mower is eligible for trade in.

The Kubota tractor and mower we wish to acquire has a two section articulated boom, which will increase maneuverability when reaching around stationary objects. The mid mounted joystick controls provide ease of operation and a clearer sightline for the driver, improving both operational efficiency and crew safety. The four-wheel drive will permit better off-road operations for maintenance of the town municipal and conservation lands. This is a multipurpose machine that has a rear hook up for attaching a stump grinder, brush hog, or other



accessories without having to remove the flail arm. It also has an enclosed cab, which allows for mowing during inclement weather. It also keeps brush, poison ivy and such from entering the cab. This mower is available on state contract, which will keep the cost down and streamline the purchasing process. The requested funding is net of the trade-in value of the current New Holland tractor/mower.

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

This is a sensible investment in DPW equipment that will improve efficiency of operations, permitting more work to be done in a given time, over more terrain and conditions than with the current mower. The vendor made the Kubota available for testing and evaluation in the field by the DPW crew in the summer of 2012. All were favorably impressed with the machine's ruggedness and capabilities in dealing with a massive infestation of bittersweet, bramble rose, grapevines and brush. This equipment is on the capital plan for the DPW.

**The Finance Committee recommends unanimously (5-0).**

The DPW purchased a Tractor in 2001 (Article #22) with several attachments for a total of approximately \$47K. The Tractor has been used for road side mowing since that purchase, but the tractor was not the right equipment for the job. The current tractor has reached its age usefulness and the DPW is looking to replace it with an appropriate vehicle for the job needed, including a side mounted boom arm and a covered cab for more safety protection.

This item will add \$.1053 per \$1,000 of valuation, or \$53.69 for an average priced house if not funded from available funds or borrowing.

**Action on Article 15, ATM, May 14, 2013: The motion carried by 2/3 majority as declared by the moderator.**

**ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW**

(Two-thirds vote required )

Mr. Amoroso moved to appropriate the sum of Twenty Thousand Dollars (\$20,000) for the purpose of acquiring two replacement roll-off containers to be used at the Transfer Station, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Twenty Thousand Dollars (\$20,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**Summary**

The Transfer Station currently has two solid waste compactor units in use. These units were purchased in 1996 and were scheduled for replacement. We have repeatedly welded pieces of scrap steel over the rusted out bottoms and sides. These containers are hauled on a weekly basis and we are required to assure that there is no leakage. We would like to replace them with two 45-yard octagonal roll-off containers. The tapered design allows for tighter compaction rates than our existing rectangular containers. These dumpsters are available on state contract.

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

This is to replace two container/dumpsters for solid waste (trash) disposal (not for recyclables). The existing dumpsters have been repeatedly repaired to keep them in service. It would be a waste of money to attempt continued repairs. It is time to replace them.

**The Finance Committee recommends unanimously (7-0).**

The amount requested will replace 2 old containers purchased in 1996 that are falling apart and need regular welding and maintenance. The new containers will be bigger (45 yards) and a better fit for the new Transfer Station configuration.

This item will add \$.0211 per \$1,000 of valuation, or \$10.74 for an average priced house if not funded from available funds or borrowing.

Owen Neville, Middle Rd., asked about the wording on the borrowing. Does the treasurer have to borrow the \$20,000? The motion has to be a specific amount because it is an appropriation. The town can borrow only the amount they actually spend.

**Action on Article 16, ATM, May 14, 2013: The motion carried by 2/3 majority as declared by the moderator.**

## **ARTICLE 17 CAPITAL IMPROVEMENTS – REPLACEMENT OF TWO HVAC SYSTEMS – POLICE STATION**

(Two-thirds vote required)

Mr. Fox moved to transfer the unexpended bond proceeds in the amount One Thousand Four Hundred Seventy-eight Dollars and eleven cents (\$1,478.11) from Article 17 of the May 2011 Annual Town Meeting (Fire Department - Replace Roof and Insulation), transfer the unexpended bond proceeds in the amount of One Thousand Three Hundred Forty-two Dollars (\$1,342) from Article 22 of the May 2011 Annual Town Meeting (Blanchard Memorial School Gymnasium School Flooring), and to appropriate the sum of Thirty-two Thousand One Hundred Seventy-nine Dollars and eighty-nine cents (\$32,179.89) for the purpose of installing heating, ventilation and air conditioning units at the Police Station that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Thirty-two Thousand One Hundred Seventy-nine Dollars and eighty-nine cents (\$32,179.89) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

### **Summary**

The HVAC systems currently in use at the police station consist of three separate units. Two of these units are 23 years old and are original to the building. During the summer of 2012 there were several breakdowns and necessary repairs to the aging systems. Technicians strongly suggested replacing both units at that time. Preliminary quotes have come in ranging from \$21,000 to \$30,000. This funding would be used to research, engineer and install the most cost effective and energy efficient systems available.

### **The Board of Selectmen recommends (4-0-1).**

These old HVAC systems are a maintenance liability and at end of life. They need to be replaced.

### **The Finance Committee recommends unanimously (7-0).**

Two of the three HVAC units are original to the building, are 23 years old and in need of immediate replacement due to heavy repairs during 2012. This project was in the Capital Plan, and the Finance Committee supports it.

This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.

### **The Energy Committee recommends.**

Energy efficiency saves money for the town in the long run. Energy efficiency also supports reducing carbon pollution, a known major contributor to climate change and global warming. Thus, the Energy Committee supports replacement of the Police Station HVAC.

**Action on Article 17, ATM, May 14, 2013: The motion carried by 2/3 majority, as declared by the moderator.**

## **ARTICLE 18 CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT**

(Majority vote required)

Mr. Fox moved to transfer from free cash the sum of Thirty-eight Thousand Three Hundred Forty Dollars (\$38,340) for the purpose of acquiring two-way radios and related equipment necessary for the installation and operation thereof for the Police Department.

### **Summary**

The Police Department needs to replace its current supply of 13 year old Motorola two way radios, as they are outdated/discontinued models that are unreasonable to repair. All of the Police Department radios are years beyond their suggested useful lifespan and are becoming less reliable and problematic. These radios are often the only means of direct communication between police officers in the field and the dispatch center or neighboring towns. This article will fund approximately 13 portable (walkie-talkie) and 4 mobile (car) two-way radios, as well as the miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the units.

### **The Board of Selectmen recommends (4-0-1).**

The current radios need to be replaced. The technical requirements for the police radios are known and specific to police department needs. They will be an integral part of the town's evolving public safety communications system. The study being requested by the Fire Chief under a separate article will address selection and optimum placement of stationary radio transmitter and receiver stations to ensure radio coverage for both departments throughout town.

### **The Finance Committee recommends unanimously (7-0).**

The current communications equipment for the police force are discontinued equipment that are 13 years old, well past their useful lifetime and need to be replaced. The Finance Committee supports this warrant article project.

This item will add \$.0404 per \$1,000 of valuation, or \$20.58 for an average priced house if not funded from available funds or borrowing.

**Action on Article 18, ATM, May 14, 2013: The motion carried by majority vote.**

## **ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC CONTROL DEVICES - POLICE DEPARTMENT**

(Majority vote required)

Mr. Fox moved to transfer from Overlay Surplus the sum of Thirteen Thousand Dollars (\$13,000) for the purpose of acquiring electronic control devices (commonly known as “tasers”) for the Police Department.

### **Summary**

The current traditional law enforcement response to resistance is fists, kicks, batons or chemical spray leading to not only a likely suspect injury but an officer injury. The American Medical Association finds that electronic control devices (ECD's), when used appropriately, can save lives during interventions that would have otherwise involved the use of deadly force. These devices are used by over 17,000 agencies in over 100 countries that report dramatic decreases in injuries to the officer and the public. Currently about 50% of Massachusetts law enforcement agencies are using ECD's to not only prevent injuries or death but, reduce liability and workers compensation claims. This article will fund approximately 12 electronic control devices as well as the miscellaneous holsters, supplies etc. necessary for the deployment and operation of the units.

### **The Board of Selectmen recommends (4-0-1).**

ECD's (“tasers”) provide an alternative tool for officers to use in controlling belligerent or violent suspects without resorting to more drastic and potentially deadly means.

Police Chief Warren Ryder spoke about the advantages of using tasers as a safe alternative to the baton for controlling unruly people.

**The Finance Committee recommends unanimously (7-0).**

This article is for the purchase of approximately 12 ECD units for the police force. These units are needed to provide a more effective and safer method of enforcing public safety in the town. This project is in the Capital Plan and the Finance Committee supports it.

This item will add \$.0137 per \$1,000 of valuation, or \$6.98 for an average priced house if not funded from available funds or borrowing.

Gary Kushner, Flagg Hill Rd., said that the tasers were in the capital plan and related a story. A police officer told him that suspects are more scared of tasers than guns and felt they were effective. Can tasers be shared? The Chief said that it was too important a device to be shared.

Vince Amoroso, Liberty Square Rd., asked about excessive use of tasers. He asked the chief what training will be put in place to prevent tragedies. He said that there will be strict policies on how and when tasers can be used. Each time a Boxborough police officer uses force he has to file a report with the chief. Usage is also monitored by the state.

Jim Moss asked about the probability of suffering a cardiac arrest as a result. The chief cited evidence from around the world showing that tasers saved lives and caused fewer serious injuries than other methods of force.

Phil Kicelemos told about an incident in California where a person was paralyzed as a result of being tasered. He felt that police officers should be strong enough to subdue an individual without having to use a taser. He was against the motion.

Raid Suleiman, Russet Lane, asked how many times our police officers have had to use force. He said that in the past three years there have been numerous incidents of hand-to-hand combat where batons and pepper spray were used. Three officers have been injured. Mr. Suleiman expressed his concern about misuse of tasers.

Mark White, Sara's Way, spoke in favor of the motion. He reminded the meeting that the police put their bodies between us and the bad guys and they need the tools to do it more safely.

Roy Gustafson, Old Orchard Lane, asked what towns around use these weapons. Chief Ryder said that he knew of Ayer, Littleton and Groton.

Mildred Kicelemos, Picnic St., reminded people that these tasers could be used on our children. If you have weapons, you want to use them. She thinks tasers are too extreme.

Mr. Bunyard moved the question. The motion to vote now carried by majority.

**Action on Article 19, ATM, May 14, 2013: The motion carried by majority vote.**

**ARTICLE 20 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL**

(Two-thirds vote required)

Maria Neyland, Chair of the Boxborough School Committee, moved to appropriate the sum of Ninety Thousand Dollars (\$90,000) for the purpose of removing and replacing windows at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to

borrow Ninety Thousand Dollars (\$90,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

**The Boxborough School Committee recommends unanimously (5-0).**

The School Committee unanimously recommends the replacement of windows as part of the capital plan and to ensure the integrity of the school building. The windows addressed by this warrant article are leaking, are energy inefficient and are compromising the integrity of the building where they are located.

Russo Barr Associates prepared the Condition Survey report on the Building Envelope, January 31, 2012, a copy of which is on file at the Blanchard Memorial School. This survey assessed roofs, windows and exterior masonry to assist in scheduling the future repairs and replacements needed within the town's capital planning. The report prioritized recommendations as Priority 1, 2, or 3. With the scheduled completion of the roof section replacement and masonry repairs in FY 13, the remaining Priority 1 item is the replacement of certain windows.

This article is to seek funding to remove and replace the oldest areas of windows (aluminum frames dating from 1975) with energy efficient aluminum windows, matching the white aluminum framed windows installed in 1997. The windows are mill finished (non painted), aluminum frames, and include fixed and hopper style operable windows. It appears that the frames of these windows may date from a 1975 addition, however the glazing units may have been replaced during the 1997 renovation. The original frames appear to have a relatively inefficient thermal break (if any exists), and the replaced insulated glazing units are less than 1/2" thick, providing poor thermal and energy performance.

**The Finance Committee recommends unanimously (7-0).**

FinCom recommends funding to remove and replace the oldest areas of windows from 1975 with energy efficient aluminum windows.

This item will add \$.0947 per \$1,000 of valuation, or \$48.32 for an average priced house if not funded from available funds or borrowing.

Becky Neville, Middle Rd., asked whether we should wait until after the vote on regionalization to do the windows. Ms. Neyland said the proposed agreement says that the debt will go with Blanchard to the region. And Acton's debt will also. She doesn't want to put it off for another year, in case regionalization does not pass. Town Counsel said the current draft of the amendment contemplates the transfer of the building and debt to the region. Intermunicipal agreements will individually be negotiated by the Boards of Selectmen from both Boxborough and Acton with the Region. If the selectmen aren't satisfied with negotiations, they won't sign the agreement and there would be no transfer of the building to Acton.

Dave Follett, Cobleigh Rd., if we regionalize how is the decision to upgrade made. Regionalization won't happen for a year. The BSC will do the renovations.

Beth Fetterman, Burroughs Rd., said the school is ours now and needs new windows.

Mr. Gorman asked what happens if the BOS doesn't complete an intermunicipal agreement. Town Counsel said if no intermunicipal agreement is reached, Boxborough doesn't have to convey Blanchard School to the region. It would prevent the implementation of regionalization. The regional school committee would have to amend the agreement again. Debt on Blanchard School would be something to be negotiated between the BOS and the Regional School Committee as part of an intermunicipal agreement.

Jeff Scott, Meadow Lane, spoke in favor of the motion.

Jim Moss suggested we vote this down since the future is uncertain.

**Action on Article 20, ATM, May 14, 2013: The motion passed by 2/3, as declared by the moderator.**

## **ARTICLE 21 CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL**

(Two-thirds vote required)

Ms. Neyland moved to appropriate the sum of Forty Thousand Dollars (\$40,000) for the purpose of installing upgraded security systems at the Blanchard Memorial School, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is hereby authorized to borrow Forty Thousand Dollars (\$40,000) pursuant to General Laws Chapter 7 or 8, or any other enabling authority, and to issue bonds or notes therefor.

### **The Boxborough School Committee recommends unanimously (5-0).**

The School Committee unanimously recommends this article to fund safety and security upgrades at the Blanchard School.

Following the tragic events in Newtown, CT all school districts across the Commonwealth and nation have been vigilant in reviewing their current school safety policies, plans and procedures. At Blanchard, concerned parents/guardians provided their thoughts and ideas about school safety to Dr. Bates. The Blanchard Memorial School Council members, the Blanchard Leadership Team, Boxborough School Committee, Boxborough Police Chief, Boxborough Fire Chief, and Boxborough Building Inspector have met to assure that student safety is paramount. We are not only spending time reviewing our current practices but reflecting on improvements that might be needed. After much discussion and consideration, we recommend the following two school safety/security upgrades for the Blanchard Memorial School:

- Update the master lock system in the school with small format interchangeable cores to improve classroom security, by allowing any teacher to lock any classroom from the inside. Further, acquire new locks and hardware as required to update the school's interior and exterior locks for a new master lock system.
- Install camera-monitored door access electronic control at five exterior doors. This includes the purchase and installation of the base software and hardware package for a security center, and equipment to provide door access control for five exterior doors, including electronic access and camera installation. Integrated security software allows up to five people at a time to monitor the entry doors from their workstations, thereby ensuring coverage at all times school is in session.

### **The Finance Committee recommends unanimously (7-0).**

FinCom recommends both initiatives to ensure greater security at Blanchard.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

**Action on Article 21, ATM, May 14, 2013: The motion carried by 2/3 as declared by the moderator.**

## **ARTICLE 22 CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY**

(Majority vote required)

Ms. Neyland moved to transfer from free cash the sum of Forty Thousand Dollars (\$40,000) for the purpose of replacing concrete sidewalks at the entrances of the Blanchard Memorial School and the Sargent Memorial Library.

### **The Boxborough School Committee recommends unanimously (5-0).**

The School Committee unanimously recommends this article to replace the cracked and crumbling concrete sidewalks in the front of the building to correct what has become a safety issue.

The concrete apron at the base of the front stairway of the Blanchard School is degrading, with multiple cracks. Efforts to fill gaps and crumbled areas before winter for student and pedestrian safety were only temporary and are already failing.

The School Business Manager and Library Director are coordinating their efforts with the assistance of the Inspector of Buildings to address similar concerns at both the School and Library in an effort to combine this work into one bid to gain efficiencies.

**The Library Board of Trustees recommends unanimously (6–0).**

The concrete on the sidewalk in front of the library has degraded, with multiple cracks and broken pieces. The surface is no longer level and presents a hazard for patrons and staff, particularly for those who are less stable walking or who use walking aides. Efforts to patch the gaps and crumbled areas have lasted only a short time and are once again failing. A recent insurance safety inspection highlighted the hazard and recommended that the Library address the issue as soon as possible. Moreover, with the Blanchard Memorial School addressing a similar issue at the same time, we anticipate a more efficient process hiring one contractor and potentially realizing a cost savings due to the economy of scale.

**The Finance Committee recommends unanimously (7–0).**

FinCom recommends replacing the concrete sidewalks at the entrance of both Blanchard and the Library due to the degrading sidewalks which poses a safety risk for pedestrians.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

Jim Moss asked if something less damaging could be put down in the winter. Librarian Maureen Strapko said that she has talked to the DPW and concrete companies and will use whatever they recommend. Mr. Garmon, DPW Director, said the usual mix is too strong.

Cheryl Mahoney, Liberty Square Rd., asked how old the sidewalks at the schools. The response was they have been there since 1996. She expressed concern that so many repairs are being done on the library.

**Action on Article 22, ATM, May 14, 2013: The motion carried unanimously.**

**ARTICLE 23 CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

Ms. Neyland moved to pass over Article 23. The School Committee felt there wasn't enough time to get bids for the project.

**The Boxborough School Committee recommends unanimously (5–0).**

The School Committee unanimously recommends this article to fund a cell phone repeater at the Blanchard school as part of a safety and security upgrade.

There currently is very limited cell phone service coverage on the Blanchard School property. Cell phone service within the Blanchard School building itself is not available. On a daily basis, this is an annoyance. In the case of an emergency at the School, or in the event the Blanchard School is used as the Town's designated emergency shelter, the lack of cell service creates a safety issue. In fact, as part of the recent security review the lack of cell phone coverage in at the Blanchard School was raised as a concern. The installation of a cell phone repeater would ensure that cell service is available and would allow a second (or backup in case the landlines were down) line of communication with emergency personnel, as well as general communication.

The Board of Selectmen supports the Boxborough School Committee in its pursuit of improved cell phone reception for public safety purposes.

**The Finance Committee does NOT recommend (6-1).**

*Majority Opinion*

While cell phone access is important, not enough information was provided to support a large capital investment versus lower cost alternatives, including smaller repeaters that can be deployed inside the school, as well as commercial extenders that can work over a network. Also, it would be prudent to discuss the lack of coverage for the school with the Cell Phone Carriers, which was not done prior to submitting this Warrant Article.

*Minority Opinion*

Blanchard is considered a shelter for the Town, but does not have any cell phone reception. What's more, if the school is in lockdown, it's critical to be able to communicate with others outside the school.

This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

**Action on Article 23, ATM, May 14, 2013: The motion to pass over carried unanimously.**

**ARTICLE 24 CAPITAL IMPROVEMENTS – STEELE FARM BARN**

(Majority vote required)

Mr. Stemple moved to pass over Article 24 because of lack of hard quote.

**The Steele Farm Advisory Committee recommends.**

**The Board of Selectmen recommends unanimously (5–0).**

The barn at Steele Farm is in urgent need of routine carpentry repairs and a coat of paint. The doors and windows are in rough shape and there are areas of clapboard siding that need to be replaced. This appropriation will enable the most critical work to be performed to re-establish weather-tightness and safeguard the building from further water damage. Following the completion of the repairs the building will be properly prepared and painted. Large scale renovations and structural work will be addressed in the future in the capital plan

The Board of Selectman along with the Steele Farm Advisory Committee recommends the \$40,000 article.

**The Finance Committee recommends (4-2).**

*Majority Opinion*

Members of the FinCom have viewed evidence of disrepair and agree that painting and repairs are required. While a more complete assessment may surface additional requirements, we agree that it is important to begin the important job of preserving this historic property.

*Minority Opinion*

While Steele Farm certainly needs to be painted as well as undergo some carpentry repairs, it is not clear the Steele Farm Advisory Committee has put a comprehensive plan to accomplish and complete the necessary work on the building. There is a concern lead paint can be found, which will require a lot more funding than the requested \$40,000 in this article to do both the painting and carpentry work. Given all of the other capital improvements slated for FY2014, this capital improvement should be deferred at this time until a more detailed plan is put forward for the structure.



This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.

**Action on Article 24, ATM, May 14, 2013: The motion to pass over carried unanimously.**

## **ARTICLE 25 CONSERVATION TRUST FUND**

(Majority vote required)

Dennis Reip, Chair of the Conservation Committee, moved to transfer from free cash the sum of Five Thousand (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

### **Summary**

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

### **Justification and Need**

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
  - Purchase of Land
  - Capital Improvement of Land
  - Expenses related to land purchase such as appraisals, title searches etc.
  - Improvement of conservation land.
  - Monitoring of Conservation restrictions.
  - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$14,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.
3. The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2013:
  - \$3,200 for land survey, and an easement plan and description for a new trail easement on the Fabian Property.
  - \$851.98 for electric fence materials for use in control of invasives at Rolling Meadows.
  - \$13,000 for preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.
4. The Conservation Trust Fund has the following upcoming anticipated expenses:
  - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
  - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
  - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.

## **Background Information**

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. There was one appropriation of \$15,000 to “replenish” the fund in 2000.
3. The last 2 year’s (2011 and 2012) ATM approved an appropriation of \$5,000 each year.
4. Routine operations and maintenance are funded separately at approximately \$1,000 per year.
5. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

### **Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:**

1. Providing this appropriation to the Conservation Trust Fund is consistent with the Town’s current Capital Planning efforts and objectives.
2. The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town’s annual operating budget.

### **Arguments Against a \$5,000 appropriation to the Conservation Trust Fund:**

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

### **The Conservation Commission recommends (7 – 0).**

#### **The Board of Selectmen recommends (5 – 0).**

The Board of Selectmen supports the Commission in its request to increase the fund by \$5,000 to a level of approximately \$30,000. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

#### **The Finance Committee does NOT recommend (6-1).**

The majority of FinCom did not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission’s goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. If approved, this article will be paid out of free cash.

This item will add \$.0053 per \$1,000 of valuation, or \$2.68 for an average priced house if not funded from available funds or borrowing.

Simon Bunyard, Hill Rd., said that if we value conservation land we should support this motion. The commission needs money in hand to move quickly when things come up.

Owen Neville, Middle Rd., spoke in favor of the motion.

Mr. Moss asked about the use of an electric fence to control invasives. Mr. Reip said the fencing was for the goats to graze and thereby control the invasives.

Rita Grossman, Depot Rd., spoke in favor of the motion. She asked about the legal responsibility for monitoring the town's conservation restrictions. Mr. Reip did not know how many conservation restrictions the town held.

**Action on Article 25, ATM, May 14, 2013: The motion carried by majority vote.**

**ARTICLE 26 ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS**

(Two-thirds vote required)

Jim Faulkner, Planning Board member, moved to amend the Town's Zoning Bylaw by adding a new Section 7900, Temporary Moratorium On Medical Marijuana Treatment Centers, that would provide as follows, and further to amend the Table of Contents to add Section 7900, "Temporary Moratorium on Medical Marijuana Treatment Centers", as printed in the Annual Town Meeting warrant under Article 26.

**Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers**

*Section 7901 Purpose*

By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.

*Section 7902 Definition*

"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."

*Section 7903 Temporary Moratorium*

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.

Or take any action relative thereto.

**Explanation**

On November 6, 2012, the voters of the Commonwealth approved legislation allowing marijuana for medical purposes. This law became effective on January 1, 2013. The State Department of Public Health has stated that

it intends to have draft regulations ready for consideration for adoption by May 8th. Should those regulations be adopted, they would take effect May 24th. On March 13th, the Attorney General disapproved a Wakefield zoning bylaw that would have imposed an outright ban on medical marijuana treatment centers

Currently under the Town of Boxborough's Zoning Bylaw, a medical marijuana treatment facility is not a permitted use in the Town. Any regulations promulgated by the Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including medical marijuana treatment centers. The regulation of medical marijuana raises novel and complex legal and planning issues. The Town needs time to study and consider the regulation of medical marijuana treatment centers and address such complex issues, the potential impact of the state regulations on local zoning, and time to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana.

For these reasons, the Planning Board is recommending Town Meeting adopt a temporary moratorium until June 30, 2014 on the use of land and structures in the Town for medical marijuana treatment centers so as to allow sufficient time to engage in a planning process to address the effects of such structures and use in the Town and to enact bylaws at the 2014 Annual Town Meeting in a manner consistent with sound land use planning goals and objectives.

**The Planning Board recommends.**

**The Finance Committee recommends (6-1).**

**Action on Article 26, ATM, May 14, 2013: The motion carried by 2/3 majority as declared by the moderator.**

**ARTICLE 27 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004**

(Two-thirds vote required)

John Markiewicz, Planning Board member, moved to amend the Boxborough Zoning Bylaw Section 4003(1) Residential Uses to change two-family dwellings reserved exclusively for elderly occupancy from an allowed use to a special permit use in the Town Center District, as printed in the Annual Town Meeting warrant under Article 27.

<i>4003(1)</i> <b>RESIDENTIAL USES</b>	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Two-family dwelling, reserved exclusively for elderly occupancy	SP	N	N	SP <sup>1</sup>	N	<b><i>SP</i></b> <b><i>P</i></b>	N

and further to amend Sections 4301, 4302, and 4303 of the Boxborough Zoning Bylaw to add the ***bold, italicized*** language and delete the strikethrough language as follows:

*4301 Single-Family Dwellings and Two-Family Dwellings Reserved Exclusively for Elderly Occupancy in the Town Center District*

In order to promote mixed uses in the Town Center District and to discourage the conversion of a majority of undeveloped Town Center land to residential uses, single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** shall only be permitted ***in the Town Center District*** by special permit in conjunction with ***non-residential commercial*** development in a Mixed Use Development.

#### 4302 *Applicability*

The Planning Board shall be the special permit granting authority for single-family dwellings ***and two-family dwellings reserved exclusively for elderly occupancy*** in the Town Center ***District***. Single-family dwellings in existence prior to the effective date of this Bylaw shall not be subject to this Bylaw nor shall any extension or alteration to any existing single-family dwelling or a single-family dwelling previously approved under this Bylaw, provided that such extension or alteration complies with the applicable dimensional requirements of the Zoning Bylaw. Building permits for new single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** may be withheld unless ***the*** dwellings comply with the provisions of the Bylaw and any special permit rendered hereunder.

New single-family dwellings ***and/or two-family dwellings reserved exclusively for elderly occupancy*** may only be permitted ***in the Town Center District*** as part of a Mixed Use Development. Mixed Use Developments may include any use permitted as of right in the Town Center District, or any use for which a special permit has been granted by the Board of Appeals. ~~as well as single-family dwellings.~~

#### 4303 *Criteria*

Prior to the issuance of a special permit for single-family dwellings, ***and/or two-family dwelling reserved exclusively for elderly occupancy*** in a Mixed Use Development, the Planning Board shall find the following:

- (1) The proposal is consistent with the current Master Plan;
- (2) The proposal meets all the applicable dimensional requirements of the Zoning Bylaw;
- (3) The proposed commercial uses are compatible with ***the*** ~~single-family~~ residential uses;
- (4) No more than 30 percent of the Gross Floor Area of the Mixed Use development may be used for ***residential*** ~~single-family~~ purposes;
- (5) The commercial development will be constructed at the same or greater pace than the residential development on a square footage basis;
- (6) Each single-family dwelling is located on its own lot;
- (7) Buildings meet the architectural standards in Section 8007**~~6~~**(9) for the Town Center District.

and further to delete subsection (1) of Section 5004 of the Boxborough Zoning Bylaw, as follows:

#### ~~5004 — *Supplementary Intensity Regulations*~~

- ~~(1) For multi family dwelling in TC district reserved exclusively for elderly occupancy, density not to exceed 10 units/80,000 sq. ft. land area.~~

Or take any action relative thereto.

#### **Explanation**

The Town Center Zone District was established to promote mixed uses and to discourage the conversion of a majority of undeveloped Town Center land to residential uses. Currently Section 5004 of the Zoning Bylaw allows by right elderly duplexes in the Town Center Zone District with no requirement that it be part of a mixed use development.

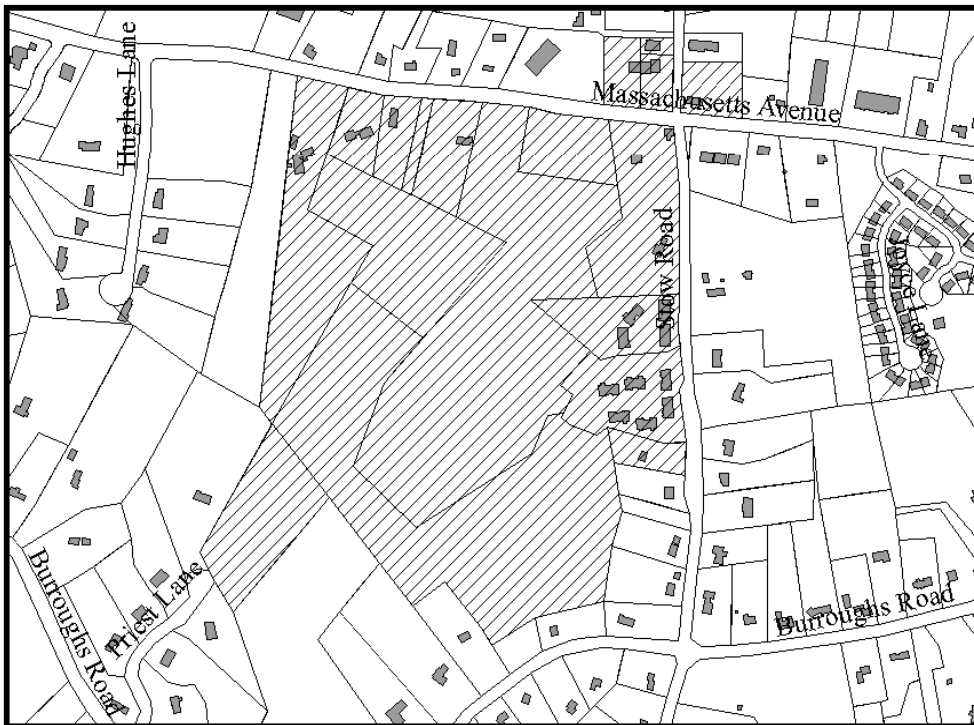
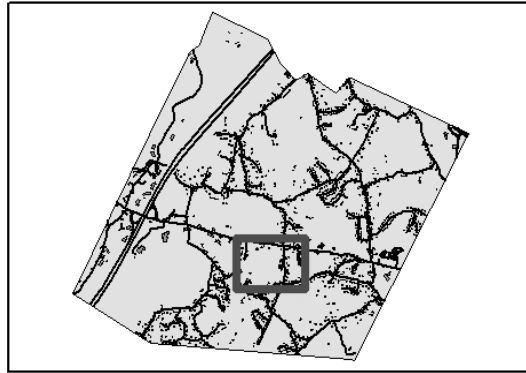
The Planning Board is proposing to amend the Zoning Bylaw to delete Section 5004 and amend Sections 4301, 4302 and 4303 so that elderly duplexes are allowed by Special Permit and have to be part of a mixed use development.

**The Planning Board recommends.**

**The Finance Committee recommends unanimously (7-0).**

**Action on Article 27, ATM, May 14, 2013: The motion carried by 2/3 as declared by the moderator.**

Town Center District



**ARTICLE 28 ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT**

(Two-thirds vote required)

Nancy Fillmore, Planning Board Chair, moved to amend the Boxborough Zoning Bylaw Section 4107 Accessory Apartment by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 28.

#### 4107 Accessory Apartment

As provided herein, the **Building Inspector** ~~Planning Board~~ may grant ~~in the 1<sup>st</sup> year up to 20 permits and thereafter~~ a total of 5 permits each calendar year for accessory apartments meeting the requirements set forth herein. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

##### (1) Accessory Apartments Allowed By **Building Permit and Certificate of Use and Occupancy**

The **Building Inspector** ~~Planning Board~~ may grant a **building permit and a Certificate of Use and Occupancy** ~~Special Permit~~ for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and,
- (b) provided that all of the following additional requirements are met:
  1. No more than one accessory apartment may be located on the lot.
  2. The accessory apartment shall be a use secondary and incidental to the single family dwelling on the lot, and shall contain no more than 600 square feet of habitable space.
  3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
  4. ~~Either~~ The single-family dwelling ~~and/or~~ the accessory apartment shall be occupied by **either** the owner of the lot, **the owner's family members, or in-home care providers for said owner or their family members.** For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
  5. The private water and on-site sewage disposal systems shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
  6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
  7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
  8. Two (2) off-street parking spaces shall be provided for the accessory apartment.
  9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
  - ~~10. The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.~~
  - 10+. The number of occupants in the accessory apartment shall be limited to three people.**

Or take any action relative thereto.

#### **Explanation**

The accessory apartment bylaw was adopted to encourage a range of housing accommodations, a greater diversity of population, a more efficient and economic use of existing housing stock and to potentially help

families who require at-home caregivers or perhaps parents with older children who financially cannot live on their own yet share space and the burdens of homeownership.

Currently, an accessory apartment can be permitted by a Special Permit from the Planning Board. Since the accessory apartment bylaw was passed by Town Meeting in 2007, only 3 permits have been issued.

The Planning Board is proposing to change the permitting requirement for an accessory apartment from a Special Permit by the Planning Board to a building permit from the Building Inspector to streamline the process and reduce the cost burden on the property owner.

The Planning Board recommends.

**The Finance Committee recommends unanimously (7-0).**

Mark White, Sara's Way, said there's no way to get an accessory apartment because you need a separate septic system.

Marie Cannon, Littlefield Rd, said that as a member of the Board of Health, even though only 3 accessory apartment permits were issued, it doesn't mean that there aren't accessory apartments. She prefers the special permit process because the BOH needs to review these applications. Ms. Fillmore said that the Building Inspector will be responsible to ensure that accessory apartments are compliant with zoning bylaws. Ms. Cannon wanted to know what the protocol will be that will ensure that this would still be put before the Board of Health. Elizabeth Hughes, Town Planner, responded. She said that septic systems are different and not part of the zoning bylaw but a Board of Health requirement. Two systems are not necessary—two tanks are. Ms. Hughes said that the Building permit process has numerous steps that will ensure compliance by requiring sign-offs from the Board of Health, Tax Collector, Conservation Commission and others.

Norm Hanover, Boxmill Rd, said that we've asked our Building Inspectors for a lot and have not had good results. He's reluctant to put a new responsibility on the Building Inspector.

Cheryl Mahoney, Liberty Square Rd., shared her experience with accessory apartments. She prefers to keep the process through special permit.

**Action on Article 28, ATM, May 14, 2013: The motion carried by 2/3 as declared by the moderator.**

**ARTICLE 29 GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW**  
(Majority vote required)

Karim Raad, Finance Committee Chair, moved to amend Section 1 of the Finance Committee Bylaw by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 29.

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of *no fewer than five (5) and no more than nine (9) members, all of whom shall be citizens registered voters of the Town, other than Town officers, appointed or elected. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the* The Moderator shall appoint ~~nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter three (3) members~~ *to staggered terms* each year for a term of three (3) years, the terms of said members to expire on the last day of June. *A quorum of the Finance Committee shall be a majority of the number of members currently serving.* No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable



Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

As amended, Section 1 shall read:

There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no fewer than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town. No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint members to staggered terms. A quorum of the Finance Committee shall be a majority of the number of members currently serving. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

**The Finance Committee recommends unanimously (7–0).**

**Action on Article 29, ATM, May 14, 2013: The motion carried by majority vote.**

**ARTICLE 30 GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW**  
(Majority vote required)

Mr. Fox moved to amend the Dog Control Bylaw by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 30, and further, by deleting

"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.

**A. Underlying Philosophy:**

All citizens are entitled to fully enjoy their property and the public ways and lands. Those citizens who own or keep dogs are entitled to enjoy their animals, but only to the extent that such animals do not unreasonably impinge upon the activities of other persons.

**B. Bylaw:**

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others ***or to constitute a nuisance or danger in any other way. Any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.***

**C. Responsibility for Enforcement:**

Responsibility for enforcing the bylaw and the provisions of the General Laws concerning dogs in Chapter 140 is vested with the ~~Dog Officer~~ ***Animal Control Officer – Dogs and Cats***, any police officer of the Town of Boxborough, in an emergency, or any other person so appointed by the Board of Selectmen. In ***addition to any***

**powers or authority granted under Chapter 140 of the General Laws, in** order to carry out this responsibility effectively they are empowered to:

1. Consider all complaints that the bylaw or other provisions of the General Laws relating to dogs have been violated;
2. Catch and impound dogs, order dogs muzzled or restrained, dispose of dogs **in accordance with applicable provisions of Chapter 140 of the General Laws**, issue citations for violations of the bylaw, or take such other actions as shall be necessary to enforce the bylaw and the provisions of the General Laws, **including filing a complaint with the selectmen pursuant to M.G.L. Chapter 140, Section 157.**
3. Any person may make a written complaint to the selectmen that any dog owned or kept within the Town of Boxborough is a ~~nuisance~~ **Nuisance Dog or a Dangerous Dog**, as ~~those terms are~~ defined in ~~Section F of this bylaw.~~ **M.G.L. Chapter 140, Section 157.** The Board of Selectmen shall investigate or cause to be investigated such complaint, including an examination ~~on~~ **under** oath of the complainant **at a public hearing in the municipality to determine whether the dog is a Nuisance Dog or a Dangerous Dog**, and ~~may~~ **shall** make such order concerning the restraint or disposal of such dog as ~~may be deemed necessary.~~ **provided in M.G.L. c.140, Section 157.** Violations of such orders shall be subject to the enforcement provisions of ~~Section D of this bylaw~~ **M.G.L. Chapter 140, Section 157 and 157A, Section D of this bylaw and/or any other remedy available at law or equity.**

#### D. Fines

~~The provisions of Non-Criminal Disposition,~~ **In accordance with M.G.L. Chapter 140, Section 173A, and General Law M.G.L. Chapter 40, Section 21D, Non-Criminal Disposition Fines** may be used to enforce this bylaw. The ~~Dog Officer~~ **Animal Control Officer – Dogs and Cats**, any police officer of the Town of Boxborough or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, per dog, shall be as follows:

First offense:	Written warning, no fine
Second offense:	<del>Fifteen Dollars (\$15.00)</del> <b>Fifty Dollars (\$50.00)</b>
Third offense:	<del>Twenty-five Dollars (\$25.00)</del> <b>Sixty Dollars (\$60.00)</b>
Subsequent offenses:	<del>Fifty Dollars (\$50.00)</del> <b>One Hundred Dollars (\$100.00)</b> for each offense.

~~Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.~~

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the ~~commercial kennel or animal hospital~~ **Animal Control Officer – Dogs and Cats** a boarding charge of not less than ~~ten dollars (\$10.00)~~ **forty dollars (\$40.00)** per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

**The Town may enforce this Bylaw or enjoin violations thereof through any lawful process, and the election of one remedy by the Town shall not preclude enforcement through any other lawful means.**

#### E. Violation Abatement or Good Behavior Abatement

After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.

#### ~~F. Definitions of Terms Used in Dog Control Bylaw~~

**"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.**

**"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:**

- ~~biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper~~
- ~~exhibiting a vicious disposition or excessive barking or other disturbance~~
- ~~chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper~~
- ~~chasing or jumping upon any vehicle on a public way~~
- ~~attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper~~
- ~~damaging property other than that of the owner or keeper~~
- ~~defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog~~
- ~~running free on school property during school hours; except those animals certified by the Massachusetts Commission for the Blind or the Director of the Office of Deafness to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~

### **Summary**

The proposed amendment brings the Animal Control Bylaw into compliance with recent changes to the Commonwealth's animal control laws.

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

The Board of Selectmen held a public hearing on March 18, 2013. The town must bring its local bylaws into compliance with enabling statutes. The language changes and new schedule of fines is in accordance with new language in relevant sections of M.G.L. Ch 140.

### **The Finance Committee recommends unanimously (7-0).**

**Action on Article 30, ATM, May 14, 2013: The motion carried by majority vote.**

## **ARTICLE 31 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW**

(Majority vote required)

Mr. Fox moved to amend the Dog Licensing Bylaw by adding the bold, italicized language and deleting the strikethrough language as printed in the Annual Town Meeting warrant under Article 31.

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 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 ~~owner's~~ ***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:

<del>Spayed</del> /Neutered	\$10.00
<del>Un-neutered</del> <b><i>Intact</i></b>	\$15.00
<del>Kennel up</del> <b><i>Up</i></b> 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 in any year, shall be subject to a penalty of ~~five (\$5.00)~~ **fifty dollars (\$50.00) per dog** to be payable to the Town Clerk upon demand by the ~~Dog Officer~~ **Animal Control Officer – Dogs and Cats**, in addition to the license fee; ~~and said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.~~ **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 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~twenty-five (\$25.00)~~ **seventy-five dollars (\$75.00)** ~~to be collected as provided in Section 3 of this bylaw 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 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the ~~Dog Officer~~ **Animal Control Officer – Dogs and Cats** by certified **and regular** mail for immediate payment of the license fee, ~~\$25~~ **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.

#### Summary

The proposed amendment brings the Animal Licensing Bylaw into compliance with recent changes to the Commonwealth's animal control laws and clarifies some existing language.

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

The Board of Selectmen held a public hearing on March 18, 2013. The town must bring its local bylaws into compliance with enabling statutes. The language changes and new schedule of fees and penalties is in accordance with relevant sections of M.G.L. Ch 140.

#### **The Finance Committee recommends unanimously (7-0).**

**Action on Article 31, ATM, May 14, 2013: The motion carried by majority vote.**

### **ARTICLE 32 ESTABLISH VETERANS TAX WORK OFF PROGRAM**

(Majority vote required)

Mr. Suleiman moved to accept G.L. c. 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by

- 1) allowing an approved representative for persons physically unable to provide such services to the Town;  
or
- 2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00.

### **Summary**

Last May, the Legislature created a new local option by which cities and towns may establish programs to allow qualified veterans to volunteer to provide services to that city or town in exchange for a reduction in real property tax obligations, in addition to any exemption or abatement to which that person may otherwise be entitled. This is similar to the tax work off program for senior citizens that has been very successful in Boxborough. The maximum exemption allowed under the program would be based upon 125 volunteer service hours calculated at the current minimum wage, which is currently \$8/hour.

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

**The Finance Committee recommends unanimously (7-0).**

Lorraine Carvalho asked if veterans would have preference. Mr. Suleiman said no. She wondered how the work would be allocated.

Michael Toups asked why the rate is pegged to minimum wage. Mr. Suleiman said it was set by state law.

**Action on Article 32, ATM, May 14, 2013: The motion carried unanimously.**

Mr. Fox moved to approve Articles 33, 34 and 35 as part of the Consent Agenda.

**The motion carried unanimously.**

Ms. Kangas moved to dissolve this meeting. The motion was approved unanimously. The FY 15 Annual Town Meeting was dissolved at 9:15pm.

### **ARTICLE 33 PERSONAL REAL ESTATE EXEMPTIONS\*\***

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

### **Summary**

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: [duane.adams@town.boxborough.ma.us](mailto:duane.adams@town.boxborough.ma.us).

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

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities.

**The Finance Committee recommends unanimously (7-0).**

**Action on Article 33, ATM, May 14, 2013: The motion on Article 33 passed as part of the Consent Agenda.**

**ARTICLE 34 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the general laws, and any other applicable laws; or take any other action relative thereto.

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

**The Finance Committee recommends unanimously (7-0).**

**Action on Article 34, ATM, May 14, 2013: The motion on Article 34 passed as part of the Consent Agenda.**

**ARTICLE 35 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\***

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens' plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 14 Spending Limit</b>	<b>Disposition for FY 14 Fund Balance</b>
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2015 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2015 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2015 to pay for expenses not yet completed
Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$50,000	Carryover to FY 2015

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 14 Spending Limit</b>	<b>Disposition for FY 14 Fund Balance</b>
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2015 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2015 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2015 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2015 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed

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

**The Finance Committee recommends unanimously (7-0).**

**Action on Article 35, ATM, May 14, 2013: The motion on Article 35 passed as part of the Consent Agenda.**



**TOWN OF BOXBOROUGH  
SPECIAL TOWN MEETING  
JUNE 3, 2013  
LIST OF ARTICLES**

- 1. AMENDMENTS TO REGIONAL SCHOOL AGREEMENT**
- 2. OFFICE OF LOCAL SCHOOL COMMITTEE**

Mr. Fallon called the Annual Town Meeting to order at 7:00pm. Maripatt Shemowat, Robinson Road, moved that the Annual Town Meeting be adjourned to the Boxborough Holiday Inn. The motion carried unanimously.

Mr. Fallon convened the adjourned STM at the Holiday Inn at 7:35pm. He made some announcements. He especially thanked the Holiday Inn for providing the space for free. He thanked the Regional Study Committee for all their hard work. They received applause from the floor.

**ARTICLE 1 AMENDMENTS TO REGIONAL SCHOOL AGREEMENT**  
(Ballot Vote)

Maria Neyland moved that the Town accept the amendments to the Acton Boxborough Regional School District Agreement as set forth in the warrant with the changes voted and approved by the Regional School Committee at its meeting held on May 31, 2013.

4/29/13 4/8/13 4/2/13 3/18/13 2/26/13 1/14/13  
(With Appendix A)

**AGREEMENT**

**FOR A REGIONAL SCHOOL DISTRICT**

**FOR THE TOWNS OF**

**ACTON AND BOXBOROUGH, MASSACHUSETTS**

(As revised effective \_\_\_\_\_, 2013)

(As approved March 21, 1955 and  
As Amended on: October 10, 1955  
October 1, 1956  
March 9, 1959  
December 27, 1973 and  
October 5, 1998)

Certificate of the Secretary

I, the undersigned Secretary of Acton-Boxborough Regional School District having custody of its official records, hereby certify that this document represents the Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts as amended to date.

Witness my hand and the official seal of said Acton-Boxborough Regional School District this ~~6th day of~~  
~~October, 1998.~~ \_\_\_\_\_ day of \_\_\_\_\_, 2013.

\_\_\_\_\_  
Secretary as aforesaid

Acton-Boxborough Regional School District

AGREEMENT

This Agreement is intended to establish a For a pre-school through grade 12 regional school district for the Towns of Acton and Boxborough, in the Commonwealth of Massachusetts, hereinafter referred to as member towns.

SECTION 1. MEMBERSHIP OF THE REGIONAL DISTRICT COMMITTEE

- A. The Regional District School Committee, hereinafter referred to as the "Committee," or "the Regional School Committee," shall consist of eleven (11) members, six seven (7) from residing in the Town of Acton and three (3)-four (4) residing in from the Town of Boxborough. The weight of voting is as established in paragraph G below.
- B. At the annual town elections in 2014, in addition to electing two members of the Regional School Committee consistent with the Regional Agreement which is expiring on June 30, 2014, the Town of Acton, in order to achieve the configuration of Committee members established in paragraph A of this Section, will also elect a third member, whose term of office will begin on July 1, 2014. At the annual town elections in 2014, in addition to electing one member of the Regional School Committee consistent with the Regional Agreement which is expiring on June 30, 2014, the Town of Boxborough, in order to achieve the configuration of Committee members established in paragraph A of this Section, will also elect a second member, whose term of office will begin on July 1, 2014.
- CB. At the annual town elections beginning in 2015, the Town of Acton shall elect two (2)-two (2) or three (3) members of the Committee from the Town of Acton (whichever number is necessary to complete Acton's complement of seven committee members), and the Town of Boxborough shall elect one (1) or two (2) member(s) of the Committee from the Town of Boxborough (whichever number is necessary to complete Boxborough's complement of four committee members). Each member so elected shall serve for a term of three (3) years or until a successor is elected and qualified.
- DE. No fewer than four (4) members from Acton and no fewer than two (2) members from Boxborough must be present in order to constitute a quorum for the transaction of business.
- ED. The Committee shall have all the powers and duties conferred and imposed upon school committees by Massachusetts General Law and conferred and imposed upon it by this Agreement and any special laws.
- FE. At the first regular meeting of the Committee following the latest town election to be held in each year, the Committee shall organize by choosing a Chairman from its own members, and by appointing a Secretary and a Treasurer who may be the same person, but who need not be members of the Committee. The Committee shall define the duties of all officers. The Committee shall appoint such other officers and agents as it deems advisable.
- FG. On all matters coming before the Committee, each member from Boxborough shall cast one vote and each member from Acton shall cast 2.5 votes. This weighted voting will be re-examined every ten (10) years, after the publication of the new federal census data to verify that the weighted voting is within DESE standards. a number of votes determined by

dividing the population (as determined by the most recent town census) of Acton by twice the population of Boxborough and rounding the result to the nearest one-tenth.

## SECTION 2. TYPE OF REGIONAL DISTRICT SCHOOL

- A. The Regional School District shall consist of school grades pre-school~~seven~~ through twelve, inclusive.
- B. The Committee may establish and maintain state-aided vocational education, in accordance with the provisions of Chapter 74 of the General Laws, and acts amendatory thereto or dependent thereon by amendment to this agreement.

## SECTION 3. SCHOOL ATTENDANCE

- A. Residents of the member towns may attend the Regional District Schools under the same regulations as would apply to a local school system.
- B. Students residing outside the District may attend the Regional District Schools upon approval of the Committee and payment of tuition established in the manner provided by law.
- C. Students wishing to attend vocational schools may do so in the manner provided by law.
- D. During the period July 1, 2014 to June 30, 2019, pre-school to grade 6 students who reside in Acton will have first option for attending an elementary school in Acton while pre-school through grade 6 students who reside in Boxborough will have first option for attending an elementary school in Boxborough. Exceptions to this may be made for special education purposes or for other reasons which the Superintendent finds compelling. As of July 1, 2019, the "first option" described in the preceding two sentences will continue unless the option is altered by the Regional School Committee. In any event, any student who began his or her attendance in a particular elementary school, as well as any younger siblings of that student, will be given a preference in terms of continuing to attend at that school.

## SECTION 4. LOCATION OF THE REGIONAL DISTRICT SCHOOLS

- A. The Regional District's schools shall be located in the towns of Acton and ~~or~~ Boxborough. Each community will be guaranteed at least one school within its borders.
- B. Effective July 1, 2014, the Town of Acton and the Town of Boxborough will sell and convey to the District for the sum of one dollar each, ownership of the elementary school buildings, and the property on which said buildings are located, that are then currently in existence. Said conveyance of these school properties shall be contingent upon the execution of intermunicipal agreements between Acton and the District and between Boxborough and the District which will resolve any outstanding title issues associated with the properties, allocate responsibility for any pre-existing condition of or debt service associated with the properties or buildings, address any pre-existing leases of any portions of the properties or buildings, reserve and ensure continued town uses as defined in those agreements, and otherwise ensure that any issues of mutual concern to each Town and the District regarding these properties are satisfactorily addressed in those agreements. At any time in the future, if the Regional School Committee votes that any of the Region's buildings and properties that are owned by the Region is/are no longer needed by the Region for school-related purposes, the ownership of said building and property shall be sold and conveyed to the Town in which it is located for the sum of one dollar.

SECTION 5. APPORTIONMENT AND PAYMENT OF COSTS INCURRED BY THE DISTRICT

~~A. — For the purpose of apportioning assessments levied by the District against Acton and Boxborough, costs shall be divided into three categories: construction costs, capital costs and operating costs.~~

~~1. — "Construction costs" shall include the costs of creating or acquiring new and/or additional educational, administrative or other permanent or temporary District building space and/or substantial renovation of existing permanent or temporary District building space or sites therefore, including but not limited to costs of plans, original equipment and furnishings, architect's fees, consultant's fees, site work, and start-up operations, and also the payment of principal of and interest on bonds or other financial obligations issued by the Regional School District to finance construction costs. The intent is to include such costs as would be part of an approved school project which are or would have been eligible for a school building assistance grant for a capital construction project, major reconstruction project and/or emergency reconstruction project as those terms are defined in the School Building Assistance Program established by St. 1987, c. 746, s. 2, as amended (M.G.L. c. 70, App. s. 1-1 through s. 1-21) and the Department of Education, School Construction Regulations, Title 603, Chapter 38 of the Massachusetts Code of Regulations.~~

~~"Capital costs" shall include all costs for equipment and/or extraordinary expenses which are not "construction costs" as defined in the preceding subsection, and are not "operating costs" as defined in the following subsection, whether financed by the issuance of bonds, or other financial obligations, or paid for out of a single annual assessment to the member towns. In the event such costs are financed by the issuance of bonds or other financial obligations, the periodic payments of the necessary interest, as well as the repayment of principal, shall be included in "capital costs."~~

~~"Operating costs" shall include salaries and benefits paid to personnel; pension costs; periodic lease payments for building space owned by others which may be used for Regional School District activities; payments for contracted services; costs of ordinary maintenance and repairs of the District's buildings, grounds and equipment; payments for materials and supplies; costs of textbooks and learning materials; utility expenses; costs of recruitment, evaluation, training and administration of personnel; necessary insurances; and other costs related to the provision of organized instruction to students; including interest on temporary notes issued by the District in anticipation of revenue, but excluding transportation expenses as provided in Section 6.~~

A. The construction, capital, ~~and operating,~~ and transportation costs of the District and payments of principal ~~of~~ and interest on its bonds, notes and other obligations, net of Federal and/or State financial aid and any other income received by the District, shall be apportioned annually between Acton and Boxborough towns ~~as set out in subsections B and C below.~~

B. Providing such is not contrary to applicable law, each member town's share of capital, ~~and operating~~ and transportation costs for each fiscal year shall be determined by computing, to the nearest 1/100 of 1%, the ratio which the sum of its pupil enrollments in the Regional School District on October 1 of the three years next preceding the start of such fiscal year bears to the sum of the pupil enrollments in the Regional School District of all member towns

on October 1 of the same three years. These ratios shall be known as the base percentages.

- C. Providing such is not contrary to applicable law, Boxborough's share of construction costs incurred prior to July 1, 2014 which are attributable to the Region's grade 7-12 facilities for each fiscal year shall be its base percentage minus five percentage points. This five percentage point "discount" will not be applied to construction costs incurred after July 1, 2014, which are attributable to the Region's grade 7-12 facilities. Acton shall pay the remainder of such construction costs attributable to the Region's grade 7-12 facilities. Each town's respective share of the construction costs attributable to the Region's Pre K through grade 6 facilities will be computed using the same criteria as applied to operating costs.
- ~~D.~~ Because of considerations discussed and agreed to at the time of the expansion of the District from a grade 7 to 12 region to a pre-K to 12 region, the transitional rules appearing in Appendix A regarding the apportionment of costs to the member towns for fiscal years 2015 through 2021 will apply. Appendix A is incorporated herein by reference. ~~(Note: The percentages and the other figures used in this subsection are currently under discussion.)~~
- D. —
- E. In the event that some provision of applicable law requires some different apportionment of the costs of construction or capital or operating the District than is provided in this section of the Agreement, then insofar as is practical and allowed by the applicable law, in good faith the member towns shall apportion those costs, the division of which is not otherwise controlled by the applicable law, so as to exactly or as nearly as practical achieve the same overall apportionment of total costs in each fiscal year as would otherwise have been achieved by the formulas specified in Section 5, subsections ~~C~~ B and ~~D~~ C above.
- F. In the event that (an) additional town(s) is (are) admitted into the Region under the provisions of Section ~~7~~ 8, the formulas in Section 5 will be renegotiated.

## SECTION 6. TRANSPORTATION

~~A. — School transportation shall be provided by the Regional School District. Notwithstanding any other provisions of this agreement, the net cost of school transportation for each member town shall be separately determined each year and added to the other expenses and costs apportioned to and paid by the respective member towns under this agreement. As used in this Section 6, the words "net cost of school transportation" shall be deemed to mean the total cost to the district of transporting pupils from a member town to a District School for a calendar year (1) less any moneys or other credits received or to be received by the District in the preceding calendar year for transporting pupils from such member town and whether received or to be received from the Commonwealth of Massachusetts by way of reimbursement or otherwise or from any other source; and (2) adjusted to reflect any overpayment or underpayment by such member town for any preceding calendar year.~~

## SECTION ~~7~~ 6. AMENDMENTS

- A. This agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall materially or adversely affect the rights of the holders of any bonds or notes or other indebtedness of the District then outstanding, or the rights of the District to procure the means for payment thereof, provided that nothing in this section shall prevent the admission of a new town or towns to the District. A proposal for amendment may be initiated by a single petition bearing the signatures of at least 200 registered voters of the District or by a majority of the members of the Committee.
- B. Said petition shall also contain, at the end thereof, a certification by the town clerks of the respective member towns as to the number of signatures on the petition which appear to be

names of registered voters from that town; such certification to be prima facie evidence thereof. Any such proposal for amendment shall be presented to the secretary of the Committee who shall mail or deliver a notice in writing to the Board of Selectmen of each of the member towns that a proposal to amend this agreement has been received and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The selectmen in each member town shall include, in the warrant for the next annual or a special town meeting called for the purpose, an article stating the proposal or the substance thereof. Such amendment shall take effect upon its acceptance by a majority of voters present and voting in each of the member towns. Said vote shall be by ballot.

- C. Recognizing that over time circumstances often change, and intending that this Agreement should continue to serve the best interests of the member Towns, the School Committee should, at five year intervals, review the need to establish an ad hoc study group composed of knowledgeable persons to study this Agreement and report to the Committee as to whether or not any changes to this Agreement might be beneficial, in light of the then prevailing conditions. The Committee shall give any such ad hoc study group's report due consideration, but may exercise its discretion as to whether or not it will implement any of the group's recommendations.

#### SECTION 87. ADMISSION OF ADDITIONAL TOWNS

- A. By an amendment of this agreement adopted under and in accordance with Section 76 above, any other town or towns may be admitted to the Regional School District upon adoption as therein provided of such amendment and upon acceptance by the town or towns seeking admission of the agreement as so amended and also upon compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.
- B. Upon admission of such town or towns, the total construction costs plus the cost of any subsequent capital acquisitions and improvements, reduced by an appropriate depreciation allowance, shall be reapportioned to all towns in the District including the newly admitted town (or towns) in a reasonable manner. The newly admitted town shall then assume liability of its entire share of the cost to be paid to the District over the remaining term of any funded debt issued to pay such construction costs or subsequent capital acquisitions or improvements. If no such funded debt exists, the newly admitted town (or towns) shall finance its share independently of the District and pay the same directly to each member town according to the proportion such towns had originally paid to the District.

#### SECTION 98. WITHDRAWAL OF MEMBER TOWNS

Any member town may petition to withdraw from the Regional School District under terms stipulated in Section 76 of this agreement provided (1) that the town seeking to withdraw has paid over to the Regional School District any operating costs and non-debt financed capital or construction costs for which it became liable as a member of the District, and (2) that said town shall remain liable to the District for its share of the indebtedness of the District, other than temporary indebtedness incurred in anticipation of revenue, outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District, except that such liability shall be reduced by any amount which such town has paid over at the time of withdrawal and which has been applied to the payment of such indebtedness and interest or which has been deposited for the purpose as provided in the second paragraph below ~~Section 9 C.~~

Said petitioning town shall cease to be a member town if the proposed amendment is accepted by the petitioning town and each of the other member towns by a two-thirds (2/3) majority vote at an annual or special town meeting.

Money received by the District from a withdrawing town for payment of funded indebtedness and interest thereon shall be used for only such purpose and until so used shall be deposited in trust in the name of the District with a Massachusetts bank or trust company.

#### | SECTION ~~409~~. NOTICE OF DEBT AUTHORIZATION

Notice of any debt authorization shall be given to the member towns in accordance with the applicable law, or within ten days of the relevant vote of the Committee, whichever is less. Thereinafter, notwithstanding any provision of applicable law, as has been the Region's practice for many years, such debt shall not actually be incurred until the amount of the proposed debt has been specifically approved by a two-thirds vote at the next annual or special town meeting in each member town.

#### | SECTION ~~44~~10. BUDGET

- A. The Committee should annually, at least 20 days prior to the date on which the final budget is adopted, prepare a preliminary budget. A preliminary budget shall include the amounts necessary to be raised to maintain and operate the Regional District Schools during the ensuing fiscal period, and include the amount required for payment of debt and interest incurred by the District which will be due in said fiscal period. All non-recurring expenditures shall be itemized. This preliminary budget shall be itemized in such further detail as the Committee may deem advisable. From the total of said budget there shall be deducted any surplus receipts for the preceding fiscal period over the costs and expenses for that fiscal period, excepting those receipts which were reserved for that fiscal period. The preliminary budget shall be approved by a majority of the members of the Committee from each member town.
- B. Copies of said preliminary budget shall be prepared by the Committee, and promptly made available to the Finance Committee of each member town.
- C. The Committee shall hold a budget hearing annually. Thereafter, the Committee shall adopt a final budget not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31 (provided that said budget need not be adopted earlier than February 1). The final budget shall be adopted pursuant to applicable provisions of law.
- D. Within ten days, or such lesser period as provided by law from the date on which the final annual budget is adopted by the Committee, the Treasurer of the Committee shall certify to the Treasurer of each member town and inform the Chairmen of the Board of Selectmen and the Finance Committee of each member town of its share of the budget to become due in the ensuing fiscal period, as well as any other information required by law.
- E. Each member town shall seasonably bring the Committee's final budget before an annual or special town meeting and thereafter pay its proportionate share of the annual construction, capital and operating costs to the Regional School District in equal monthly amounts and on the fifteenth of each month, unless the District Treasurer, after due consultation with the member Towns' Treasurers, determines that there is good cause to select a different day of the month for any particular fiscal year. If either Acton or Boxborough should fail to approve any Regional budget submitted to its respective meetings, any further proceedings will be as provided by law.



## SECTION 11. ANNUAL REPORT

The Committee shall on or before ~~October 1~~<sup>July 10</sup> of each year submit an annual report to each of the member towns, containing a detailed financial statement, and a statement showing the method of computing the annual charges assessed against each town, together with such additional information relating to the operation and maintenance of the regional school as may be deemed necessary by the Committee or by the selectmen of any member town, and each member town shall include said report in its annual report.

## SECTION 12. TRANSITION PERIOD

- A. Until July 1, 2014, the Acton School Committee and the Boxborough School Committee will continue to oversee and operate the pre-school through grade 6 programs in Acton and Boxborough, respectively, subject to the restrictions spoken to in paragraph D below, and until said date the Acton-Boxborough Regional School Committee will continue to oversee and operate the grades 7-12 programs for the two towns.
- B. Upon the acceptance of this Agreement by the Town Meetings in Acton and Boxborough and the approval of this Agreement by the Commissioner of Education, the Acton-Boxborough Regional School Committee, in addition to its duties to oversee and operate the then existing grade 7 through grade 12 regional school district, shall also become a "transitional school committee," consistent with 603 CMR 41.03(5) with respect to the expanded pre-school through grade 12 region. This transition period will extend from the date of acceptance by the two Town Meetings and the approval by the Commissioner until June 30, 2014. During this transition period, the same criteria regarding quorum, weight of voting, and the service of officers will apply to the Transitional School Committee as apply to the then-current Acton-Boxborough Regional School Committee.
- C. During the transition period, the Regional School Committee, acting as the Transitional School Committee, shall possess all powers, subject to the availability of funds necessary for the exercise of such powers, necessary for the planning and implementation of the expanded regional school district, including but not limited to the following:
  - 1. The power to receive funds from the Commonwealth as well as appropriations, grants, and gifts from other sources. This is not intended to alter the fact that during the transition period other funds from the Commonwealth will continue to flow to the member towns and their individual school departments.
  - 2. The power to establish and adopt policies for the expanded regional school district.
  - 3. The power to employ a superintendent, treasurer, chief financial officer, school physician, and director of Special Education, as well as the power to authorize the superintendent to employ other personnel as needed.
  - 4. The power to contract for and/or purchase goods and services, as well as the power to enter into leases and other agreements with the member towns, collaboratives, vendors, and other agencies and parties, with all the powers being able to be exercised on behalf of the expanded regional school district.
  - 5. The power to adopt budgets for the expanded regional school district, and to assess the member towns for these budgets.

6. The power to negotiate and to enter into collective bargaining agreements, which will take effect no sooner than the inception of the expanded regional school district.
  7. The power to develop and adopt a strategic plan for the expanded regional school district.
  8. The power to appoint subcommittees.
- D. During the transition period, the local school committees of the member towns and the Regional School Committee when not acting as the Transitional School Committee may not make decisions that will financially obligate or legally encumber the expanded regional school district without ratification by majority vote of the Regional School Committee acting as the Transitional School Committee. In addition, the local school committees shall comply with the following during the transition period:
1. No construction of new schools will be undertaken and no building closures will occur unless ratified by majority vote of the Regional School Committee acting as the Transitional School Committee.
  2. Program offerings will remain substantially the same.
  3. No school choice openings will be filled to take effect after June 30, 2014 except with the approval by majority vote of the Regional School Committee acting as the Transitional School Committee.
  4. The school administration of the local school districts shall cooperate with the Regional Administration in terms of information sharing and in terms of the transfer control during the transition period.
  5. During the period July 1, 2013 to June 30, 2014, the Regional School Committee will assume responsibility for the transportation of the regular education students (i.e., not the special education students or the vocational students) who reside in Acton and Boxborough and who are enrolled in the Acton or Boxborough Public Schools. During 2013-2014 the Acton School Committee and the Boxborough School Committee will authorize the payment to the Regional School Committee of an amount equal to the cost of said transportation for their respective regular education students.

#### SECTION 13. LEASE OF BUILDING

The District is authorized to lease the Blanchard Auditorium from the town of Acton under the terms substantially as set forth in the attached Exhibit A.

This agreement shall take effect on July 1, ~~2014~~1999 and shall continue in effect from year to year thereafter, unless amended or terminated consistent with the terms of this Agreement and with the General Laws and state regulations, either party notifies the other prior to the first day of July in any calendar year of its intention to terminate this agreement at the expiration of the following one year period.

~~IN WITNESS WHEREOF the parties hereto have caused these presents to be signed, sealed and delivered by the officers of each hereunto duly authorized this day of 6th of October, 1998.~~

IN WITNESS WHEREOF, this agreement has been executed, approved and accepted as of the \_\_\_\_ day of \_\_\_\_\_, 2013~~6th day of October, 1998.~~

I hereby certify that the above Regional Agreement ~~as amended,~~ was approved by vote of the Town of Acton held on \_\_\_\_\_, 2013~~October 5, 1998~~

By \_\_\_\_\_  
Town Clerk, Acton

~~Acton Boxborough Regional School Committee~~

I hereby certify that the above Regional Agreement ~~as amended,~~ was approved by vote of the Town of Boxborough held on \_\_\_\_\_, 2013~~October 5, 1998~~

By \_\_\_\_\_  
Town Clerk, Boxborough

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## APPENDIX A

1. The figure of \$1,873,119 has been established as the “projected benefits” that will be used as a factor in the calculations which will be made under the following paragraphs of this Appendix A.
2. The following projected “base budgets” have been established for Acton and for Boxborough for fiscal year 2015 (i.e., July 1, 2014 to June 30, 2015) through fiscal year 2019 (i.e., July 1, 2018 to June 30, 2019):

FY’15: Acton, \$51,788,675; Boxborough, \$11,097,136

FY’16: Acton, \$53,398,447; Boxborough, \$11,134,949

FY’17: Acton, \$55,056,859; Boxborough, \$11,308,113

FY’18: Acton, \$56,675,977; Boxborough, \$11,426,890

FY’19: Acton, \$58,148,708; Boxborough, \$11,521,994

3. For fiscal year 2015 through fiscal year 2019, the following “percentage shares” of the projected benefits will be used for purposes of the calculations which will be made under the following paragraphs of this Appendix:

FY’15: Acton, 80%; Boxborough 20%

FY’16: Acton, 87.5%; Boxborough 12.5%

FY’17: Acton, 90%; Boxborough 10%

FY’18: Acton, 82.5%; Boxborough 17.5%

FY’19: Acton, 60%; Boxborough 40%

4. In order to establish the assessments for fiscal year 2015 through fiscal year 2019, the following multi-step process will be followed:

- a. The percentage share (see paragraph 3 above) of the projected benefits for the respective town and for the respective fiscal year will be multiplied by the projected benefit figure of \$1,873,119, yielding an “allocated benefits figure” for each of the two towns for that particular fiscal year. For example, for FY’15, Acton’s allocated benefit figure will be \$1,498,495 (i.e., 80% x \$1,873,119), while Boxborough’s allocated benefit figure will be \$374,624 (i.e., 20% x \$1,873,119).
- b. The base budget for each of the two towns for the respective fiscal year (see paragraph 2 above) will be reduced by the allocated benefits figure for that year and for that town. For example, for FY’15, Acton’s base budget of \$51,788,675 will be reduced by \$1,498,495, yielding a recalculated base budget figure of \$50,290,179. Similarly, for FY’15, Boxborough’s base budget of \$11,097,136 will be reduced by \$374,624, yielding a recalculated base budget figure of \$10,722,512.
- c. The recalculated base budget figures for each of the two towns resulting from paragraph 4,b above will be added together, and the respective percentage that each town’s base budget figure bears to that total sum will be calculated. For example, for FY’15, the sum of the recalculated base budget figures is \$61,012,691, of which Acton’s recalculated base budget figure (i.e., \$50,290,179) represents 82.43%, while Boxborough’s recalculated base budget figure (i.e., \$10,722,512) represents 17.57%.
- d. The percentage shares calculated under paragraph 4,c above (which, for example, in FY’15 would be 82.43% for Acton and 17.57% for Boxborough) will then be compared to the

percentage shares that would result from the apportionment criteria that appear in Section 5, subsections B and C of this Agreement, and the respective differences in those shares will be identified. These respective differences will then be used to lower the actual assessment of the town by that percentage amount if the percentage share calculated under paragraph 4.c is lower than the percentage share that would result under subsections B and C, or to raise the town's actual assessment if the converse is true. If, for example, Acton would have an assessment percentage of 83.92% for FY'15 using the apportionment criteria that appear in subsections B and C, this percentage would be 1.53% higher than the percentage identified for Acton under paragraph 4.c above. Conversely, if Boxborough would have an assessment percentage of 16.08% for FY'15 using the apportionment criteria that appear in subsections B and C, this percentage would be 1.53% lower than the percentage identified for Boxborough under paragraph 4.c above. Under this example, Acton's actual assessment percentage for FY'15 will be lowered by 1.53% to 82.39% and Boxborough's actual assessment percentage will be raised by 1.53% to 17.61%, as compared to the assessments that would occur using the apportionment criteria that appear in subsections B and C.

- e. During each of the years from fiscal year 2015 to fiscal year 2019, the Region's administration will report to the Regional School Committee and to the Finance Committee and the Board of Selectmen of each member town the per pupil costs of each elementary school. The purpose of this reporting will be to incentivize the convergence of per pupil costs at each elementary school. This reporting shall be made as part of the Annual Report described in Section 11.
- f. For fiscal year 2020 Acton will be assessed \$425,000 less, and Boxborough will be assessed \$425,000 more, than would result from the apportionment criteria that appear in subsections B and C. For fiscal year 2021 Acton will be assessed \$25,000 less, and Boxborough will be assessed \$25,000 more, than would result from the apportionment criteria that appear in subsections B and C.
- g. Once the fiscal years addressed by the transitional rules established in this Appendix A have elapsed, the assessment language otherwise appearing in Section 5 of the Agreement will control.

#### EXHIBIT A.

~~IN CONSIDERATION OF the mutual promises and agreements contained herein, the Inhabitants of the Town of Acton (licensor), hereinafter referred to as the Town, hereby grant to the Acton Boxborough Regional School District (licensee), hereinafter referred to as the District, the right, license and privilege of occupying and using for school purposes, including gymnastics, athletic exercise and assembly, ingress, egress and parking of vehicles, all the space, including the area of land surrounding the building constituting the so-called Blanchard Auditorium Gymnasium in said Acton. In consideration of this, the Region will allow the Town to use appropriate space within Regional facilities for Town Meetings, Town Elections and such other activities as may reasonably be required by the Town.~~

~~The District agrees to operate and maintain the premises, and to pay all costs of such operation and maintenance, including water, heat, electricity and gas, and janitorial services. The District will maintain the building and grounds in good order and condition at all times, reasonable wear and tear excepted, and will pay all costs of maintenance and repair, except the costs of capital and construction (as those terms are defined in the Regional Agreement), which will be paid by the Town of Acton. The parties will consult with each other with respect to the need for such capital and construction expenditures.~~

~~The District agrees that it will make reasonable provision for sharing the use of the building and surrounding area with the school children of Acton other than those included in the schools of the District.~~

~~The District shall have the privilege of allowing such organizations, whether directly or indirectly connected with school activities, to occupy and use the building and its surrounding land area and may make such charge for such use as is reasonable and proper. The District further agrees that it will, if the same does not interfere~~

~~with the school work of either the District or the Town, allow civic or educational organizations of the Town of Acton or the Town of Boxborough the use of said building and grounds either with reasonable charge or gratuitously as said District may determine. The members of the Regional School District Committee elected or appointed by the Town of Acton shall be responsible for scheduling use of the building and surrounding grounds by all persons and organizations other than the District.~~

~~The Town agrees that it will maintain and pay for property insurance on the premises. The District agrees that it will hold the Town harmless against any loss or damage to the premises caused by use of the premises by it or by any group or organization it permits to use the premises and that it will defend and hold harmless the Town against any claims for bodily injuries arising out of the negligence of it or its employees or its failure to maintain the premises in a safe condition.~~

~~This agreement shall take effect on July 1, 1999 and shall continue in effect from year to year thereafter, unless either party notifies the other prior to the first day of July in any calendar year of its intention to terminate this agreement at the expiration of the following one year period.~~

~~IN WITNESS WHEREOF the parties have caused these presents to be signed, sealed and delivered by the officers of each hereunto duly authorized this 6th day of October, 1998.~~

~~By the Acton Board of Selectmen \_\_\_\_\_ Acton Boxborough Regional  
\_\_\_\_\_ School Committee~~

#### **Summary (approved by ABRSC 5/2/13)**

In the fall of 2011 the Acton-Boxborough Regional School Committee formed the Regional School District Study Committee (RSDSC) to evaluate whether the towns of Acton and Boxborough should consider expanding the existing regional school district to include grades pre-kindergarten through grade 12. The RSDSC presented its preliminary results to the two towns in the spring of 2012, and town meeting members in both towns voted affirmatively to have the RSDSC draft a revised regional agreement to expand the district.

The RSDSC deliberated over the next nine months and drafted a revised agreement that was presented to the Regional School Committee, as well as the Boards of Selectman and Finance Committees in both towns. A major goal of the RSDSC was to change as little of the current regional agreement as necessary. The Regional School Committee voted unanimously to approve the revised regional agreement and to present it to the two towns for approval at special town meetings. If the two towns approve the agreement, it will then have to be approved by the state Department of Elementary and Secondary Education (DESE). After final approval, the new pre-kindergarten through grade 12 region would become official on July 1, 2014.

#### **The major changes to the agreement include the following:**

Transportation costs will be allocated on the same basis as operating costs, and all future construction costs will also be allocated on the same basis (i.e., based on student enrollment).

The Regional School Committee will be expanded to 11 members including 7 from Acton and 4 from Boxborough. Voting power will be weighted on the basis of town population (as required by law), so Acton members will each have 2.5 votes, and each Boxborough member will have 1 vote.

The school buildings will be transferred to the regional school district for a nominal fee, and the region will be responsible for all maintenance and debt payments. In the event a school building is no longer needed, it may be returned to the town for the same nominal fee.

Each town will be guaranteed at least one elementary school in its town.

Parents will be guaranteed the ability to send their child to a school in their hometown and sibling preference is also guaranteed. Exceptions to this may be made for special education purposes or for other reasons which the Superintendent finds compelling. After five years, this policy will continue, but can be altered at the discretion of the School Committee.

The RSDSC estimates that over the first five years, the estimated savings will be \$1.8 million annually. These savings will be shared on average 80% to Acton and 20% to Boxborough over that 5-year period. After year 5, assessments to the two towns to support the full regional school budget will be based on the 3-year moving average of enrollment differences between Acton and Boxborough, as has always been the case with the existing region. However, to ease the financial transition in years 6 and 7, Boxborough will transfer a total of \$450,000 to Acton. Thereafter, the annual assessment will be based solely on the three-year moving average of enrollment; i.e., the student population from Acton and Boxborough.

Note: the cost-sharing formula is contained in Appendix A of the agreement. This formula operates to shift the assessment percentage in Acton's favor. If the assessment were based strictly on enrollment, Boxborough would receive all the financial benefits. Therefore, the formula in Appendix A guarantees that the savings will be shared on an 80% (Acton) /20% (Boxborough) basis during these first 5 years. The appendix also includes reporting requirements on per school costs with the expectation that by the fifth year costs for each school will have roughly equalized.

**The Acton-Boxborough Regional School Committee recommends unanimously.**

**The Boxborough School Committee recommends unanimously.**

**The Board of Selectmen recommends (4-1).**

This proposal will mean significant cost savings for Boxborough. The reasons for this and the extent will be addressed in detail by the Finance Committee.

It will also mean greater flexibility and choice for parents of school children with tangible educational benefits, as will be addressed by the Boxborough School Committee.

The Board of Selectmen recommends this proposal be approved for all those reasons and because it is the best way to maintain the culture of Boxborough and keep it as much like the town we have known and loved as is possible. A fundamental part of that culture is the value we have placed on strong educational standards in a safe, familiar, and nurturing school environment.

Historically our property values have benefited from our strong educational appeal. The Board of Selectmen believes that this will continue and only get better if this proposal is approved.

Many of us have lived in Boxborough for decades and remember the '80s when the Blanchard served about 250 students. We also remember the rapid growth in the '90's that more than doubled enrollment to 644 students in 1999. That growth caused us to expand the Blanchard to its present size, so it could serve 650 students or more. Since 2000 there has been a dramatic drop in enrollment. Blanchard had only 419 students last year and projections indicate that enrollment will continue to decline and fall well below 400 over the next few years. The Boxborough School Committee has made all the cuts it can while maintaining the quality of our students' education. The fact remains that we have a school with many fixed costs that will soon be serving about half the

students it was built for. Any further cuts will necessarily impair the quality of our children's education at the Blanchard.

We cannot go back to the way things were, and we cannot stand still without harming the education our children receive. The question is this: "What is the best way forward?"

The Boxborough School Committee has explored alternatives. The only possible alternative appears to be increased reliance on school choice. However, that alternative is dependent on interest from students in other towns, and so is unpredictable. It also would not bring with it the financial incentives provided by the state for expanding the region, nor would it allow us to realize savings from streamlining school administration that would result from expanding the Region.

Since 1955 the children of Boxborough and Acton have been educated together from grades 7 through 12. More importantly, they have received the highest quality education together. That is largely due to the fact that both towns have placed a similar emphasis on rigorous educational standards and in providing safe and nurturing school environments.

If we are forced to make cuts to the Blanchard that impair the quality of our students' education at the elementary level, Boxborough children will lose programs they currently enjoy and will be at a disadvantage when they reach the regional system. If we approve this proposal, our students will instead gain additional educational choices provided by the Acton elementary schools' programs (if their parents wish), they will continue to receive the same high quality education throughout their school years, and they will do so with students from the same community that we have collaborated with so successfully for 58 years.

#### **The Boxborough Finance Committee recommends (6-0).**

#### **The Acton School Committee recommends unanimously.**

Ms. Neyland outlined the five changes made to the agreement in response to DESE, which were voted by the Regional School Committee on May 31, 2013. They were: 1) a subsection E has been added to Section 3, to expressly state that the District will provide transportation to all eligible resident students; 2) in Section 4, subsection A, the word "community" that appeared in the second sentence has been changed to "town"; 3) In Section 6, subsection B, a sentence has been added to the end to make it clear that any amendments to the Regional Agreement are subject to the approval of the Commissioner; 4) In subsection 4, d of Appendix A, the figure of 1.53% (which was a typographical error) has been changed to 1.49%, which also impacted some of the numbers used in the examples, and 5) the date on the cover has been changed. She then asked Mary Brolin, member of the Boxborough School Committee and Regional Study Committee to make the Committee presentation. Ms. Brolin outlined the issues facing Blanchard: declining enrollments projected over the next 10 years, increasing unfunded state mandates. Limited ways to cut programs and costs. Per pupil costs are very high. Budgets may be unsustainable. Short-term plans include cutting class sections, taking in choice students, job-sharing of administrators. Also looked at redefining administrative positions—still per pupil costs look to keep increasing. At some point will start cutting specials such as music, gym and art, librarian, reading and math specialists. With regionalization all these programs and positions will be maintained. With regionalization, Boxborough residents can participate in school choice with Acton. Places at Blanchard would be filled by Acton students rather than students from multiple other communities. With expanded regionalization, more special education needs could be met within district rather than relying on more expensive out-of-district placements. There would be more options for teacher training.

Karim Raad, FinCom, spoke about the financial benefits of expanded regionalization. He pointed out that Acton's per pupil cost is \$11,480 while Blanchard cost \$14,222 per pupil. He pointed out that the partnership that Acton and Boxborough have had over the last decades has resulted in a high school with the third highest average SAT scores in the state. It has been very successful. He commended the BSC for their efforts in controlling the budget at Blanchard, but sees little room for further reductions without significantly compromising the program. There will be \$1M in initial savings to be shared by the two communities—from



additional transportation aid, personnel cost savings and regional aid. He said there would be further savings each year from expected efficiencies.

Vince Amoroso, member of the BOS and the Regional Study Committee, said he was initially undecided about regionalization. He worried about giving up control, losing identity. As he studied the issue more carefully, he became convinced that the best way forward was through regionalization. What will regionalization mean? He said that we as a town value education. With enrollment heading toward half-full, programs would have to be cut, threatening the exceptional quality of education Blanchard students have enjoyed. He pointed out that the Region has a track record of 58 successful years producing outstanding graduates. It makes a lot more sense to expand a successful collaboration than look for another partnership.

As far as local control, Boxborough will always have an elementary school that Boxborough residents will always have access to, unless the BSC votes to override this provision for class size reasons. The Regional School Committee will expand. Boxborough will have increased representation proportionately than the current composition. Boxborough will have greater control under expanded regionalization.

Mary Brolin said that transitions to the junior high will go more smoothly. She summarized the benefits of expanded regionalization vs. the alternative of remaining independent.

**Dilip Subramanyam said the FinCom recommends unanimously.**

Maria Neyland said the Boxborough School Committee voted 4 to 1 in favor of the amended agreement. She said the ABRSC voted unanimously in favor of the motion.

Les Fox said that the BoS voted unanimously in favor on May 9.

Rebecca Neville, Middle Rd., thanked the Regional Study Committee and appreciates all the effort and the opportunity to vote on the issue. She read a statement outlining her reasons for being against expanded regionalization. She pointed out a situation where an Acton member of the School Committee tried to change the assessment method for calculating Boxborough's share to benefit Acton. She does not recommend.

Jeanne Kangas, Hill Rd., pointed out that the "yes" side had 45 minutes and the "nos" 3 minutes. She said the problem isn't the declining enrollment, it's the unfunded state mandates. She said that we should be organizing to fight against these mandates. She thinks there's no current transition issue with Blanchard students transitioning to the junior high. She wants to keep local control. She says the benefits are supposed not definite.

Frank Powers, Stonehedge Place, said that when the issue first came to the BOS he voted against it. He did more research and looked at the alternatives and came to the conclusion that expanded regionalization was the better way of going forward from an economic perspective. He also thought the increase in number of choice students would do more to compromise the character of the school than regionalization.

Michael Toups, Flagg Hill Rd., questioned the validity of the projected savings. He thought they were overly optimistic. He pointed out that we already have the CASE collaborative to handle Sped needs. He is against the motion.

Fred Zupicich, Sargent Rd, said he lived in Acton for 8 years and 8 years in Boxborough. Two kids went to Acton grammar schools and two went to Blanchard. He said that all the Acton schools have their own identity. Blanchard will keep its identity. He was in favor of the motion.

Andrew Gruskay, Daniel's Way, asked about the debt load and the capital improvements. Ms. Brolin said we did vote improvements. They are in the financial model. Net debt is what is important. The expanded region would be responsible for paying that and it's proportional to enrollment.

Jim Gorman, Hill Rd., asked about employment and how many FTE are expected to be saved? 900 / save 4-5 FTE. He spoke against the motion. He pointed to the uncertainty around projections. He thought an enrollment turnaround would be sooner. He doesn't find the financial benefits compelling.

Kathy Lewis, Emanuel Dr., said she moved to Boxborough for the community and the school. She thinks Blanchard is very different from when she arrived in '09. Hard to get parent volunteers for the classrooms, no Special Education director. She feels that things are reaching a crisis point. She was in favor of the motion. She thinks Acton is a perfect partner. Choice students don't bring in enough revenue to preserve programs. She asked that the BSC about Special Education costs. Maria Neyland said expanded regionalization would bring Special Education programs in house.

Owen Neville, Middle Road, spoke as a member of the Grange. He said the Grange has always been supportive of education and after decades of fund-raising for a Grange Hall, instead in 1948 they gave the land that was supposed to have a Grange Hall to build a school. The grange voted against supporting regionalization.

Jennifer Campbell, Patch Hill Rd., said that without expanded regionalization the town would be facing operating overrides. She pointed out that over 80% of the teachers were in support of regionalization. She asked about what happens if money is returned from the regional school budget. Maria said it either goes to E&D (capped at 5%) or it can be voted to go back to the towns.

Tim Rudolph, Patch Hill Rd., spoke against the motion. He said this was about the soul of Boxborough. He said that the fate of Blanchard would no longer be in the hands of Boxborough voters after regionalization. It's not about cost savings.

Casey Cornett, Picnic St., has lived in Acton and in Boxborough. He said there many unknowns—giving up control to a joint group, for example. However, he feels they will make the right choices. Blanchard was designed for twice the number of students. He was in favor of regionalization.

A resident of Old Orchard Lane asked about the savings for Boxborough—about \$200k/year. How will the vote for the regional assessment work at town meeting? Maria Neyland outlined the process if the assessment was voted down. He felt the process was complicated.

Joe Niro, Hager Lane, spoke in favor of the motion. He asked if school choice vanished. Mary Brolin said it doesn't necessarily go away. He asked about the existing teacher's agreement. Mary Brolin said the Boxborough teachers would join the regional agreement. There is a net savings from joining the regional health insurance trust. Mr. Niro pointed out that to have all the boards in support of the motion was impressive.

Ms. Kangas said it's not about the money it's about control. She said regionalization was a permanent solution to a temporary problem of low enrollment.

Keshava Srivastava, said that it's been obvious for years that Blanchard enrollment would be declining. Empty nesters aren't necessarily moving out.

John Andrews, Picnic St., spoke against. He said it was very complicated. He can't dispute the cost savings but says that he doesn't have faith beyond the five-year time horizon. He doesn't think the cost savings is impressive enough to warrant the drastic change represented by expanded regionalization. How much do we value a small town community school?

Alexis Presti-Simpson, School House Ln, asked about Acton's enrollment numbers. Mary Brolin said that Acton has class room sizes that exceed class size guidelines, art-in-a-cart, etc.

Stephanie Chan, Russet Lane, asked about statistics showing Blanchard students outperforming Acton students. Maria Neyland said by 7th grade no evidence of that.

Tina Stevens, Meadow lane, moved the question. It was seconded.

The motion to vote now carried by 2/3 majority as declared by the moderator.

Mr. Fallon called for a ballot vote as stipulated by the Regional Agreement. Three voting stations with ballot boxes were set up at the front of the room. Six tellers were sworn, two per voting station. Voters came up to vote row-by-row and were handed a yes/no ballot. The voter tore off the desired portion and cast the ballot in the ballot box. After the last voter had cast their ballot, the tellers counted the ballots and reported the results to the town clerk.

**Action on Article 1, STM, June 3, 2013: The motion carried by majority vote: Yes: 439 No: 195**

## **ARTICLE 2 OFFICE OF LOCAL SCHOOL COMMITTEE**

(Majority vote required)

Maria Neyland moved that the Town vote, consistent with G.L. c.41, §2, to confirm that in the event that the amendment to the Acton-Boxborough Regional School District Agreement appearing on the warrants at the June 3, 2013 Acton and Boxborough Special Town Meetings be approved, on July 1, 2014, the date that the Acton-Boxborough Regional School District Committee assumes the duty and responsibility in both towns for oversight and operation of preschool through grade 12, the office of Boxborough School Committee shall terminate.

### **Summary**

Pursuant to a town meeting vote under Article 17 of the 1970 Annual Town Meeting, the local school committee was expanded to five members, three of whom serve in a combined office as Regional School Committee members. If Article 1, *Amendments to Regional School Committee*, is approved in the towns of Boxborough and Acton, the office of Boxborough School Committee will no longer be needed effective July 1, 2014 and the offices of the then serving local school committee members would be terminated.

**Action on Article 2, STM, June 3, 2013: The motion carried by majority vote.**

**The Special Town Meeting was dissolved at 10pm.**

## **SPECIAL STATE ELECTION JUNE 25, 2013**

The special state election was held at Boxborough Town Hall and called to order at 7:00 a.m. The ballot box was examined and found to be empty and in good order, with the counter set at zero. The ballot box was then locked and the keys were delivered to the Warden. The Town Clerk declared the polls to be open.

The polls were declared closed at 8:00 p.m. There were 1334 ballots cast, including 89 absentee ballots which were processed throughout the day and 2 ballots which needed to be hand-counted. There were no provisional ballots. There were 3,478 registered voters for a turnout of 38%. The count was completed at 9:00 p.m.

Office	Candidate	Total Votes
Senator in Congress	Gabriel E. Gomez	<b>591</b>
	Edward J. Markey	<b>736</b>
	Richard A. Heos	<b>1</b>
Write-in	Scott Brown	<b>3</b>
Blanks		<b>3</b>

## **RESIDENT INTEREST FORM**

*The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees, or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.*

*Remember, town government is as strong, creative, and vibrant as its volunteers, who DO make a difference.*

*If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest Form on the following page.*

## ***Resident Interest Form***

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_

Occupation: \_\_\_\_\_

Special Training/Education: \_\_\_\_\_

Experience/General Interest: \_\_\_\_\_

Amount of time available: \_\_\_\_\_

Date submitted: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

- ☐ Acton-Boxborough Cultural Council
- ☐ Agricultural Commission
- ☐ Airport Study Committee
- ☐ Board of Health\*
- ☐ Boxborough Emergency Reserve Corps (BERC)
- ☐ Board of Registrars
- ☐ Board of Selectmen\*
- ☐ Boxborough Housing Board
- ☐ Cemetery Commission
- ☐ 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

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**



## EMERGENCY NUMBERS AND MEETINGS SCHEDULE

<b>POLICE</b>	<b>FIRE</b>	<b>AMBULANCE</b>
911 (Emergencies Only)	911 (Emergencies Only)	911 (Emergencies Only)
For routine business 978-264-1750	For routine business 978-264-1770	

**Be sure to give your name and address as well as the nature of your emergency.**

**Do not hang up until you are sure your message has been understood.**

<b>MEETINGS</b>	<b>DAY &amp; TIME</b>	<b>LOCATION</b>
AB Cultural Council	As posted	Acton Town Hall
Annual Town Meeting	2nd Monday in May	Blanchard School
Annual Town Election	3rd Monday in May	Town Hall
Appeals, Board of	1st & 3rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	Wednesdays as posted	Town Hall
Conservation Commission	1st & 3rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Emergency Reserve Corps	As posted	Town Hall
Energy Committee	As Posted	Town Hall
Finance Committee	As Posted	Town Hall
Fire Department	2nd & 4th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:30 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2nd Wednesday, 7:30 p.m.	Sargent Mem. Library
Personnel Board	As posted	Town Hall
Planning Board	As posted	Town Hall
Public Celebrations & Ceremonies Comm.	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Local	2nd Thursday, 7:30 p.m.	Blanchard School Library
School Committee, Regional	1st Thursday, 7:30 p.m.	R.J. Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:30 p.m.	Town Hall
Well-Being Committee	As posted	Town Hall

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board, and on the Town's website, [www.boxborough-ma.gov](http://www.boxborough-ma.gov). If interested, please call ahead to request an appointment to be placed on the agenda.

### ***Town Hall Office Hours***

General Phone Number: 978-264-1700

Mon. – Thurs. 8:00 a.m. – 4:00 p.m.

(other times by appointment)

### ***Town Clerk***

Mon. 10:00 a.m. – 2:00 p.m. & 7:00 p.m. – 9:00 p.m.

Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.

### ***Building Department***

Mon. – Thurs. 8:00 a.m. – 4:00 p.m.

Mon. evenings 4:00 p.m. – 7:00 p.m.

### ***Albert J. Sargent Memorial Library***

General Phone Number: 978-263-4680

Mon. & Wed. 10:00 a.m. – 6:00 p.m.

Tues. & Thurs. 10:00 a.m. – 8:00 p.m.

Sat. 10:00 a.m. – 3:00 p.m. (Sept – June only)

### ***Nashoba Board of Health Agent***

Tues. 1:30 p.m. -3:30 p.m.

**NOTE:** Town Hall is closed to the public on Fridays

**NO SCHOOL ANNOUNCEMENTS:** Air on WCVB-TV CH5; WBZ-TV CH 4; & WRKO-TV CH7





## TOWN PHONE DIRECTORY

In order to serve you more efficiently, you may now dial Town Hall staff directly, using the numbers listed below. Phone numbers for other town departments are also listed.

**The main number for Town Hall is 978-264-1700.**

For personal assistance dial "0" after main number.



### **Boxborough Town Hall Town Staff Department Direct Dial Numbers**

Assessor	978-264-1720	Ruth Anderson
Assessor Support	978-264-1721	Nancy Klaips
Board of Health	978-264-1726	Denise Monteiro
Building Inspector	978-264-1725	David Lindberg
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging	978-264-1717	Laura Arsenault
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	Denise Monteiro
Tax Collector	978-264-1718	Maripatt Shemowat
Tax Collector Support	978-264-1724	Karen Guzzardi
Town Accountant	978-264-1716	Jennifer Barrett
Town Accountant Support	978-264-1721	Nancy Klaips
Town Administrator	978-264-1712	Selina Shaw
Town Administrator Support	978-264-1714	Cheryl Mahoney
Town Clerk	978-264-1727	Elizabeth Markiewicz
Town Clerk Support	978-264-1724	Karen Guzzardi
Town Planner	978-264-1723	
Town Treasurer	978-264-1715	Margaret Dennehy
Town Treasurer Support	978-264-1724	Karen Guzzardi
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	

ALL TOWN HALL DEPARTMENTS MAY ALSO BE CONTACTED BY EMAIL BY FOLLOWING THIS SIMPLE CONVENTION:

**`initiallastname@boxborough-ma.gov`**

e.g. Assessor's email address is:

`randerson@boxborough-ma.gov`

**Town website: [www.boxborough-ma.gov](http://www.boxborough-ma.gov)**

### **ADDITIONAL TOWN DEPARTMENT BUSINESS PHONE NUMBERS**

Fire	978-264-1770	Randolph T. White, Fire Chief
Police	978-264-1750	Warren B. Ryder, Police Chief
Public Works	978-264-1790	Tom Garmon, DPW Director
Blanchard Memorial School	978-263-4569	Dr. Curtis Bates, Superintendent
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director

***All Emergency Services Call 911***

