



BOARD OF SELECTMEN
Meeting Agenda
March 17, 2014
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. PUBLIC HEARING ON PROPOSED GENERAL BYLAW CHANGES

- a) Personnel Plan – Classification and Compensation Plans, 7:05 PM
- b) Community Preservation Committee Bylaw, 7:35 PM

4. APPOINTMENTS

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

- a) Anmol Sakarda et al, R.J. Grey students - presentation on *The Impact of Our Food Choices on Climate Change and the Environment*, 8:00 PM
[a quorum of the Board of Health may be in attendance]
- b) Members of the Well-Being Committee, to present information regarding ATM funding request for Community Services Coordinator, 8:15 PM
- c) Citizens concerns

5. MINUTES

- a) Regular session, February 24, 2014
- b) Executive session, Contract Negotiating Team (DPW Director), March 10, 2014
- c) Executive session, March 10, 2014

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Special/Annual Town Meeting
- b) FY 2015 budget – continued discussion
[Will include review of general governmental budgets by Town Administrator]

8. NEW BUSINESS

- a) FY 15 Transfer Station sticker and bulk permit fees
- b) Ratification of Memorandum of Agreement between the Town and Boxborough Professional Firefighters, PFF Local 4601 re: *Training Reimbursement Agreement* **VOTE:**
- c) Access America, request for recreation field permit waiver for adaptive soccer program **VOTE:**
- d) Amend Energy Committee Charter, to increase membership to 8 and include a representative (non-voting) from Littleton Electric Light and Water Department **VOTE:**
- e) Appointment of Kevin Goddard, Littleton Electric Light and Water Department representative

to the Energy Committee, term effective 3/18/14 – 6/30/16

VOTE:

9. CORRESPONDENCE

ACCEPT & POF

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

10. PRESS TIME

11. CONCERNS OF THE BOARD

12. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE

- a) To consider the purchase or value of real estate (593 and 530 Mass Ave.)
- b) Strategy in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director)

Move to adjourn to executive session to consider the purchase of real estate and to conduct a strategy session in preparation for negotiations with non-union personnel (Fire Chief and DPW Director), and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

[with respect to “a”, the Chair shall note that an open meeting would have a detrimental effect on the negotiating position of the BoS]

13. ADJOURN

Personnel Plan - Classification and Compensation Schedules

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN/
PERSONNEL BOARD
PUBLIC HEARING
PROPOSED REVISIONS TO PERSONNEL
CLASSIFICATION AND COMPENSATION SCHEDULES**

The Board of Selectmen and Personnel Board will hold a public hearing on Monday, March 17, 2014 at 7:05 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Plan Classification and Compensation Schedules. The proposed revisions will be available for review on the Town's website at www.town.boxborough.ma.us or on the bulletin board outside the Town Clerk's Office on 3/7/14.

All are welcome to attend.

Per Order
Board of Selectmen

**SEL/PERSONNEL PLAN
LEGAL NOTICE
BOXBOROUGH BOARD OF
SELECTMEN/
PERSONNEL BOARD
PUBLIC HEARING
PROPOSED REVISIONS TO
PERSONNEL
CLASSIFICATION AND
COMPENSATION SCHEDULES**

The Board of Selectmen and Personnel Board will hold a public hearing on Monday, March 17, 2014 at 7:05 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Plan Classification and Compensation Schedules. The proposed revisions will be available for review on the Town's website at www.town.boxborough.ma.us or on the bulletin board outside the Town Clerk's Office on 3/7/14.

All are welcome to attend.

Per Order
Board of Selectmen

AD#13082040
Acton Beacon 3/6/14

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
8	Van Dispatcher	15.60	15.99	16.39	16.80	17.22	17.65	18.09	18.54	19.00
9	Library Assistant	17.16	17.59	18.03	18.48	18.94	19.41	19.90	20.40	20.91
10	Bldgs/Gnds Main Worker DPW Semi-Skilled Senior Library Assistant Transfer Station Operator	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00
11	Department Assistant DPW Worker IT Support Technician Technical Services Librarian	19.50	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.77
12	Conservation Agent Youth Services Librarian	22.05	22.60	23.17	23.75	24.34	24.95	25.57	26.21	26.87
13	Council on Aging Coordinator (DPW) Foreman	25.14	25.77	26.41	27.07	27.75	28.44	29.15	29.88	30.63
14	Tax Collector (Elected) Town Clerk (Elected)	54,580.32	55,937.52	57,336.48	58,777.20	60,238.80	61,742.16	63,287.28	64,874.16	66,502.80
15	Inspector of Buildings Information Systems Coordinator Town Accountant Town Assessor Town Planner Town Treasurer	63,516.96	65,103.84	66,732.48	68,402.88	70,115.04	71,868.96	73,664.64	75,502.08	77,381.28
16	No Positions	69,864.48	71,618.40	73,414.08	75,251.52	77,130.72	79,051.68	81,035.28	83,060.64	85,127.76

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly	
8.10	CIT
8.10	Intern (Town Hall)
8.10	Junior Library Page
8.51	Library Page
9.41	Counselor
10.21	Election Workers
10.77	Asst. Animal Control Officer - Dogs & Cat
10.95	Laborer- Cemetery
11.79	Clerk of Elections
12.46	Seasonal Conservation Officer
12.50	Media Production Technician
12.66	Lead Counselor
13.59	Van Driver
13.88	Seasonal Maintenance Worker
14.95	Lock Up Attendant
16.84	Part Time Dispatcher
17.16	Fire Department Chaplain
17.16	Firefighter/EMT
17.16	Special Police Officer
17.16	Substitute Librarian
18.54	Gym Director
18.54	Winter Recreation Director
18.88	Fire Lieutenant
19.00	Summer Recreation Director
19.50	Animal Ctl Officer/Dog Officer
19.50	Fire Captain
21.89	Veterans Services Officer
21.89	Snow Plow Operator
22.05	Deputy Fire Chief
22.05	Cemetery Superintendent
26.45	Asst. Building Inspector
30.42	Call Building Inspector
42.90	Call Fire Chief
	Stipends (Annual)
40.00	Fence Viewer
45.00	Field Driver
270.12	Registrar Member
900.34	Registrar Chairperson
987.74	Animal Inspector
	Fees-based
50,000 cap/yr	Wiring Inspector
15,000 cap/yr	Plumbing & Gas Inspector
	Fee max is 1% of FY 13 levy (or \$167,162)

4 hr min call

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
8	Van Dispatcher	15.80	16.19	16.59	17.01	17.43	17.87	18.32	18.78	19.24
9	Library Assistant	17.37	17.81	18.25	18.71	19.18	19.66	20.15	20.65	21.17
10	Bldgs/Grds Main Worker	19.12	19.59	20.08	20.59	21.10	21.63	22.17	22.72	23.29
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
11	Department Assistant	19.74	20.24	20.74	21.26	21.79	22.34	22.90	23.47	24.06
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
12	Conservation Agent	22.33	22.88	23.46	24.04	24.64	25.26	25.89	26.54	27.20
	Youth Services Librarian									
13	Council on Aging Coordinator (DPW) Foreman	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26	31.01
14	Tax Collector (Elected)	55,262.25	56,643.81	58,059.90	59,511.40	60,999.18	62,524.16	64,087.27	65,689.45	67,331.69
	Town Clerk (Elected)									
15	Inspector of Buildings	64,310.92	65,918.70	67,566.66	69,255.83	70,987.22	72,761.91	74,580.95	76,445.48	78,356.61
	Information Systems Coordinator									
	Town Accountant									
	Town Assessor									
	Town Planner									
	Town Treasurer									
16	No Positions	70,737.79	72,506.23	74,318.89	76,176.86	78,081.28	80,033.31	82,034.14	84,085.00	86,187.12

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly	
CIT	8.10
Intern (Town Hall)	8.10
Junior Library Page	8.10
Library Page	8.51
Counselor	9.41
Election Workers	10.33
Asst. Animal Control Officer - Dogs & Cat	10.77
Laborer- Cemetery	11.09
Clerk of Elections	11.94
Media Production Technician	12.50
Seasonal Conservation Officer	12.62
Lead Counselor	12.82
Van Driver	13.76
Seasonal Maintenance Worker	14.05
Lock Up Attendant	15.14
Part Time Dispatcher	17.07
Fire Department Chaplain	17.37
Firefighter/EMT	17.37
Special Police Officer	17.37
Substitute Librarian	17.37
Gym Director	18.77
Winter Recreation Director	18.77
Fire Lieutenant	19.12
Summer Recreation Director	19.24
Animal Ctl Officer/Dog Officer	19.74
Fire Captain	19.74
Veterans Services Officer	19.74
Snow Plow Operator	22.16
Deputy Fire Chief	22.33
Cemetery Superintendent	22.33
Asst. Building Inspector	26.45
Call Building Inspector	30.80
Call Fire Chief	42.90
Stipends (Annual)	
Fence Viewer	40.00
Field Driver	45.00
Registrar Member	270.12
Registrar Chairperson	900.34
Animal Inspector	987.74
Fees-based	
Wiring Inspector	\$50,000 cap/yr
Plumbing & Gas Inspector	\$15,000 cap/yr
Fee max is 1% of FY 14 levy (or \$1566,416)	

4 hr min call

Community Preservation Committee Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN**

The Board of Selectmen and will hold a public hearing on Monday, March 17, 2014 at 7:35 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider a general bylaw to establish a Community Preservation Committee. A copy of the proposed bylaw will be available for review on the Town's website at www.town.boxborough.ma.us or on the bulletin board outside the Town Clerk's Office on 3/7/14.

All are welcome to attend.

Per Order
Board of Selectmen

**SEL/CPC BYLAW
LEGAL NOTICE
BOXBOROUGH BOARD OF
SELECTMEN**

The Board of Selectmen and will hold a public hearing on Monday, March 17, 2014 at 7:35 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider a general bylaw to establish a Community Preservation Committee. A copy of the proposed bylaw will be available for review on the Town's website at www.town.boxborough.ma.us or on the bulletin board outside the Town Clerk's Office on 3/7/14.

All are welcome to attend.

Per Order
Board of Selectmen

AD#13082037
Acton Beacon 3/6/14

DRAFT

COMMUNITY PRESERVATION COMMITTEE BYLAW

CHAPTER 1: ESTABLISHMENT

- 1.1 There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to M.G.L. Chapter 44B.
- 1.2 With the exception of subsections c. and g., which are appointed by the Planning Board and Moderator, respectively, the members of the Committee shall be appointed by the Board of Selectmen as designated by the following:
 - a. One member of the Conservation Commission as designated by the Commission.
 - b. One member of the Historical Commission as designated by the Commission.
 - c. One member of the Planning Board as designated by the Board.
 - d. One member of the Recreation Commission as designated by the Commission.
 - e. One member of the Housing Board as designated by the Board.
 - f. One member of the Agricultural Commission as designated by the Commission.
 - g. One member to be appointed by the Town Moderator (TM).
 - h. Two members to be appointed by the Board of Selectmen (BoS).
 - i. Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier.
 - j. For the first year, appointments will be staggered as follows:
 - i. Three at 1 year: Agricultural Commission; BoS appointee.; TM appointee
 - ii. Three at 2 years: 1 BoS appointee; Planning Board appointee; Recreation Commission appointee
 - iii. Three at 3 years: Conservation Commission; Housing Board; Historical Commission
- 1.3 Should any of the Commissions, Boards, or Committees who have appointment authority under this Chapter be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place.
- 1.4 Any member of the Committee may be removed for cause by their respective appointing authority after hearing.

DRAFT

CHAPTER 2: DUTIES

- 2.1 The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation pursuant to M.G.L. Chapter 44B. The Committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission and the Boxborough Housing Board. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper, or equivalent publication, of general circulation in the Town.
- 2.2 The community preservation committee shall make recommendations to the legislative body for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 2.3 The community preservation committee may include in its recommendation to the legislative body a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.
- 2.4 In every fiscal year, the Community Preservation Committee must recommend either that the Town Meeting spend or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for (a) open space (not including land for recreational use), (b) historic resources, and, (c) community housing.

CHAPTER 3: REQUIREMENT FOR A QUORUM

- 3.1 The Community Preservation Committee shall comply with the provisions of the Open Meeting Law, M.G.L. c.39 §23B. The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the community preservation committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote.
- 3.2 After receiving such recommendations from the Community Preservation Committee, the legislative body shall then take such action and approve such appropriations from the Community Preservation Fund as set forth in section 8, and such additional appropriations as it deems appropriate to carry out the recommendations of the Community Preservation Committee.

CHAPTER 4: COST ESTIMATES

DRAFT

- 4.1 Recommendations to Town Meeting, the legislative body, shall include their anticipated costs and strategies for longer term financing within the provisions of the Community Preservation Act.
- 4.2 Based on recommendations to the Town, Town Meeting, the legislative body, may appropriate money in any year from the Community Preservation Fund to the Affordable Housing Trust Fund.

CHAPTER 5: AMENDMENTS

- 5.1 This Bylaw may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not cause a conflict to occur with M.G.L. Chapter 44B.

CHAPTER 6: SEVERABILITY

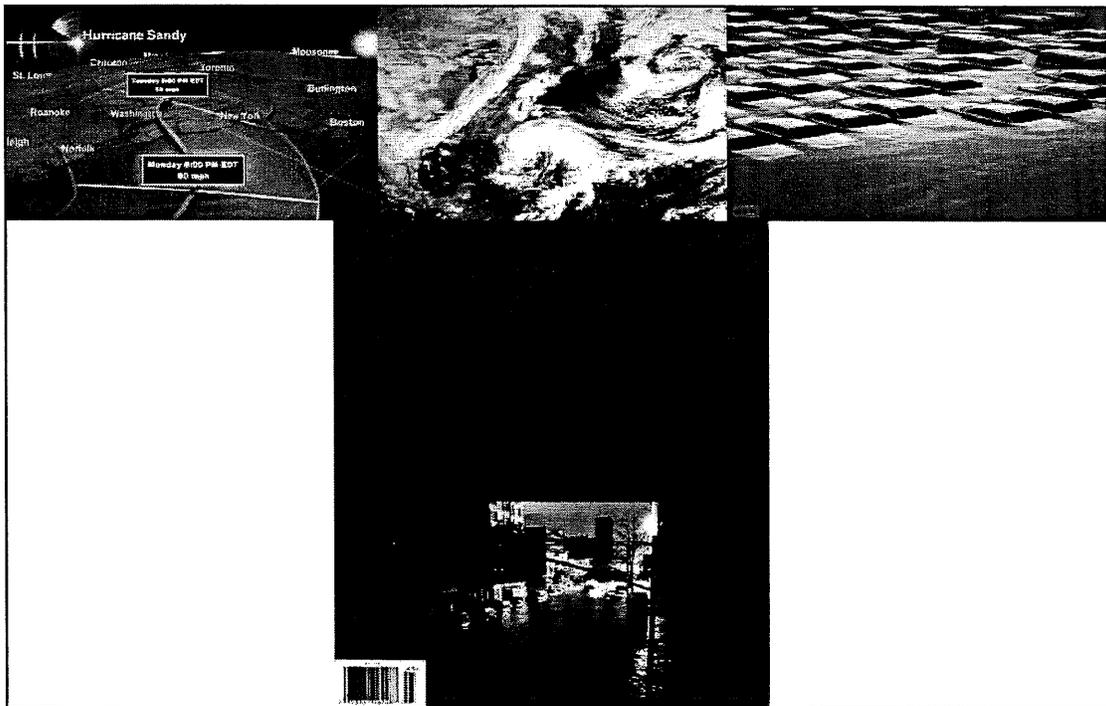
- 6.1 In case any section, paragraph or part of this Bylaw be, for any reason, declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

CHAPTER 7: EFFECTIVE DATE

- 7.1 Provided that the Community Preservation Act, M.G.L. c. 44B is accepted at the 2014 State Election on November 4, this Bylaw shall take effect upon approval by the Attorney General of the Commonwealth and after requirements of M.G.L. c. 40 §32B have been met.
- 7.2 After notification of Attorney General's approval has been received, each appointing authority shall make their appointments within 30 days.

4a

The Impact of Our Food Choices on Climate Change and the Environment



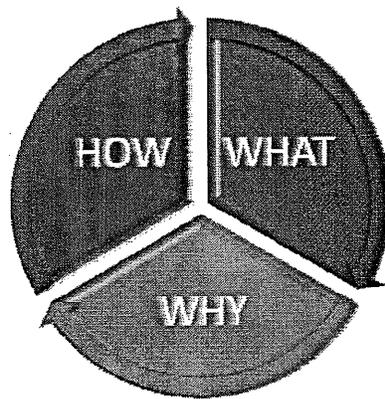
Future of Climate Change

- More frequent and powerful storms
- Drought in unlikely areas
- Loss of habitats
- Extinction of species

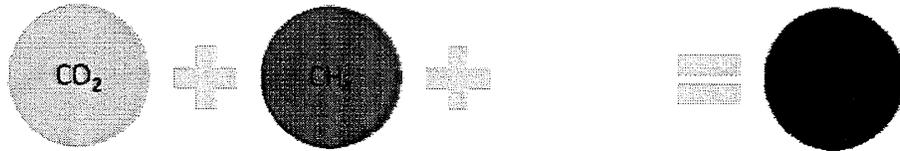


The clock is ticking...

Global Warming

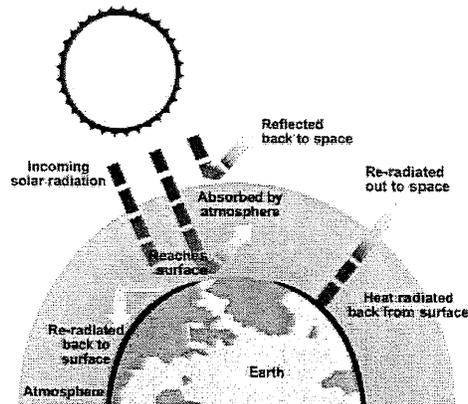


What is Global Warming?

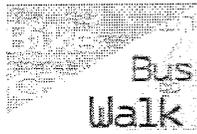


Global Warming

Global warming and the greenhouse effect



How do we get Climate change?



Transportation



Emissions- CO_2

Livestock Farming



Emissions- $\text{CO}_2, \text{CH}_4, \text{N}_2\text{O}$



Land Utilization

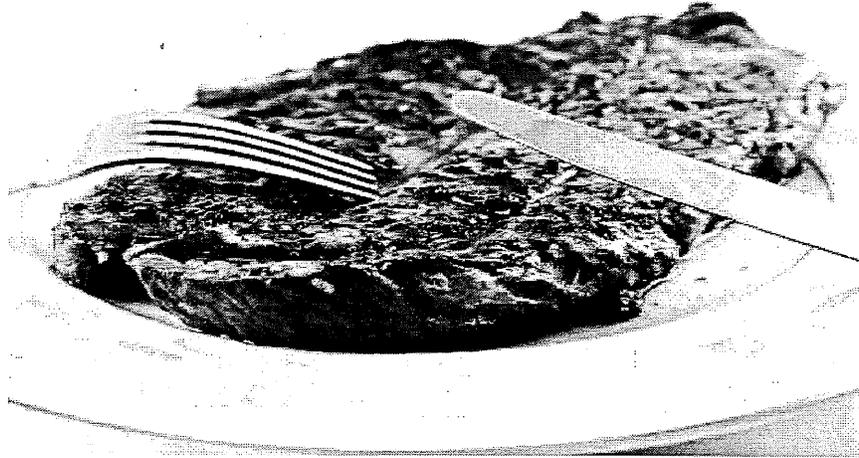


Water Consumption

Livestock Farming

An industry that grows animals specifically for food consumption

Journey From the Farm to the Fork



Effects of Livestock Industry



Greenhouse Gas Emissions



Shortage and Pollution of Water



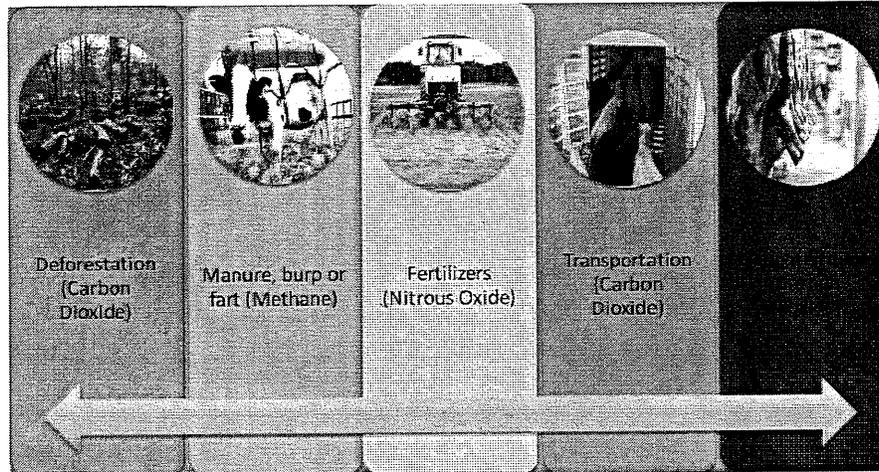
Shortage and Degradation of Land



Food Scarcity



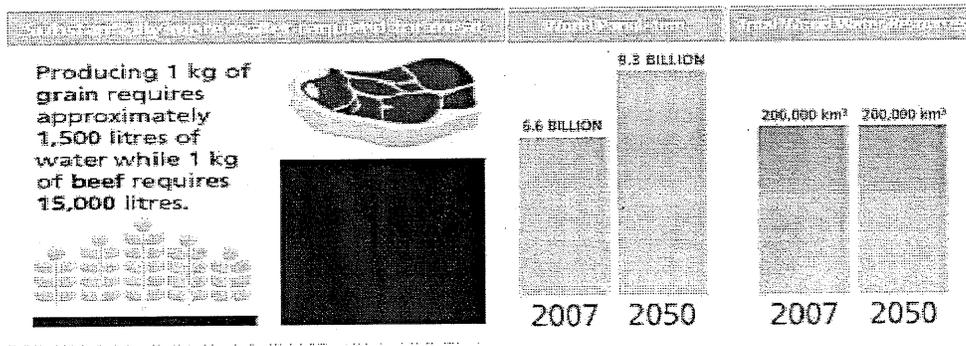
Greenhouse Gas Emissions



Total emissions from global livestock: 7.1 Gigatonnes of Co2-equiv per year, representing 14.5 percent of all anthropogenic GHG emissions.

Source: FAO

Shortage and Pollution of Water



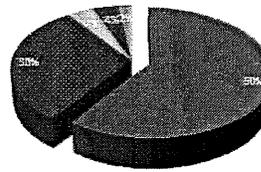
Water is a renewable but finite source

Source: FAO

Shortage and Degradation of Land



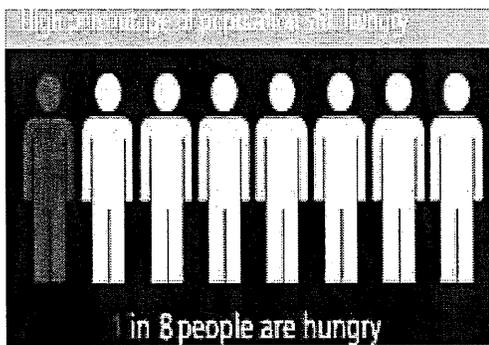
Causes of Deforestation in the Amazon Rainforest



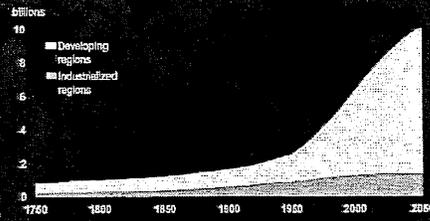
- Cattle Ranches
- Subsistence Agriculture
- Fires, Mining, Road Construction and Dams
- Logging
- Commercial Agriculture

In the near future, the amount of land used for livestock feed will be in direct competition with the amount used to grow food for humans.

Food Shortage



World Population Growth

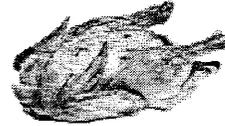
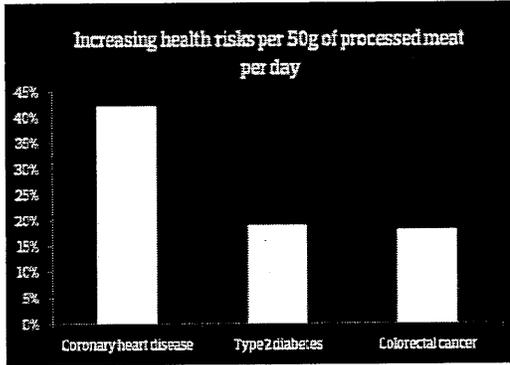


World Resources Institute

Sources: United Nations Population Division and Population Reference Bureau, 1993

Reducing meat production by just 15 percent in the U.S. would free enough grain to feed 100 million people

Dangers in Public Health



13%



20%

Climate Change
Shortage of Water
Shortage of Land
Shortage of Food
Dangers in Health

So What Can You Do?

Reduce your meat intake

Spread the word

Thank You



BOS Presentation Outline

- I. Historical Roots of Human Services in Town**
- II. History of Well-Being Committee**
- III. Why we need a Community Services Coordinator**
- IV. Our proposal: A Pilot Program for a Community Services Coordinator for 8-15 hours not to exceed \$25, 000**
--MSW, Contracted Services

Appendix: How Some Neighboring Towns Handle Local Human Services

Data from Blanchard, UCC, police, Acton Community Services Coordinator, ABUW

I. History of Well-Being Committee

- **In 2009, informal committee formed in response to perceived need in town for social services**
- **"Human Services Directory" compiled**
- **Ad hoc committee formed to continue to monitor needs**
- **In 2013, Well-Being Committee appointed by the Board of Selectmen in order to formalize efforts**

II. Historical Roots of Human Services in Boxborough

- From its beginning as a town, Boxborough has always taken on responsibility for its poor and needy.
- The original incorporation act of 1783 states:
 - "The Inhabitants of the said District (Boxborough) shall...provide for the Support of all the Poor who were Inhabitants within the said District before the passing of this Act, and shall be brought back for Maintenance hereafter..."
- In 1830, the town purchased a farm to house its poor.... In those early days, the selectmen were also the Overseers of the Poor
- After the "poor farm" was sold, indigent residents were cared for in private homes and reimbursed by the Overseers of the Poor. This practice continued into the 20th century.
- In 1927, a Board of Public Welfare was formed to administer Old Age Assistance and Aid to Dependent Children
- In 1951, a local welfare agent was appointed so the town could participate in federal welfare disbursements
- In 1955, the town joined with Littleton and Harvard to form the Wachusett Welfare District to handle welfare responsibilities
- In July, 1969, the state took over the responsibilities of welfare distribution and the Board of Public Welfare and the Welfare District were dissolved.
- Today, awareness of and access to federal and state benefits difficult without assistance from local community.

III. Why We Need a Community Services Coordinator

- **Recession hit hard – employment still not back to pre-recession levels**
- **Recovery has been uneven**
- **Some households have fragile hold on financial security**
- **Domestic disturbances, including domestic violence, have increased**
- **Increase in families accessing local food pantries**
- **Reports of increase in level of stress felt by students/parents**
- **More parents seeking help with children with issues unrelated to school**
- **Fragmented response to need—school, clergy, public safety**
- **Access to state and federal services complicated**

IV. Our Proposal: Fund a Pilot Program for a Community Services Coordinator to provide 8-12 hours of assistance to Town residents. Some of the responsibilities of the position would include:

- **Assist residents in applying for state and federal benefits for which they are eligible**
- **Provide liaison services between the Acton/Boxborough Regional School for students and their families needing assistance**
- **Work in conjunction with the Boxborough Council on Aging to service the senior population needing assistance with housing, medical and social services**
- **Work on collaboration with other Town departments as needed to ensure the health and well being of the Boxborough community**
- **Provide outreach and follow-up services to at-risk individuals and families**
- **Work in collaboration with religious and other community organizations that service the Boxborough community**
- **Provide an essential and confidential communication link among service providers**
- **Provide case management and referral resources for those families and individuals who are in need of mental health services**

Appendix: How Some Neighboring Towns Handle Local Human Services

Town	Acton	Concord	Stow	Sudbury
Title	Community Services Coordinator	Community Services Coordinator	Town Social Worker	Community Social Worker
Licensure	BSW	MSW	MSW/LICSW	LICSW/MHP
Hours/Week	40	30	15	40
Population	22K	18K	6.6K	18K
Ages Served	Residents under age 60	Residents under age 60	All ages	All ages

Services Provided:

**Short-term case management
Crisis intervention and outreach
Access to information and referral, advocacy and support
Assistance with applying for Food Stamps, Fuel Assistance, MassHealth,
veteran's benefits**

Overview of Need: Data from Blanchard, UCC, police, Acton Community Services Coordinator, ABUW

	2011	2012	2013
Acton Food Pantry	59 families/163 individuals	55 families/150 individuals	63 families/171 individuals
Families receiving fuel assistance	28	31	28
Families qualifying for reduced/free school lunch	1/16 17	1/22 23	3/16 19 (4/23 for 2014) (27)
Domestic Disturbances (police)	21	22	30
Domestic Violence Network: Victim Assistance	16	14	tbd
Stow Food Pantry	tbd		tbd
Unemployment	5.4	5.0	5.1

Blanchard School: Current school year there have been 9 referrals to families for outside counseling, 5 requests for help with children unrelated to school.

Acton Community Services Coordinator: Worked with 15 Boxborough individuals for approximately 30 hours for 2013.

IV. (cont.) Socio-Economic Data for Boxborough from 2012 US Census update:

- Percentage of families whose income below the poverty level*: 3.7% (48 families)
- 30% of families headed by single female have incomes below the poverty level (38 families)
- 1% of married couple families have incomes below poverty level (10 families)

Type of Family	Total number	% below poverty level	# below poverty level
All families	1,285	3.7	48
Married Couple Families	1,112	1	10
Female only HOH	127	30	38
Male only HOH	46	0	0

Note: 30% of Boxborough families earn over \$200,000; 47% earn \$150,000 or more; 80% earn \$100K or more.

***Poverty level: income of \$24,000 or less for a family of four**



BOARD OF SELECTMEN
Meeting Minutes
February 24, 2014

Approved: _____

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

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

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

Chair Amoroso called the meeting to order at 7:04 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the written announcements and further announced that due to the length of tonight's agenda several items have been re-scheduled to a later date.

APPOINTMENTS

- Rita Grossman, Jeanne Kangas and other interested parties were present to further continue a discussion on the proposed adoption of the Community Preservation Act. Chair Amoroso provided background on previous discussions. Tonight's discussion is to allow the CPA group an opportunity to address the questions/concerns posed by the Selectmen on February 10th including those in Selectmen Gorman's related email. Grossman initiated discussion by addressing the recent amendment to the CPA which could allow other Town funds to be used to supplement and be blended into the CPA. As of today, the state has not determined the "what" or "how" of how this would be applied, nor has the DOR issued guidelines for this proposed blending. Another concern was building in a reconsideration process. She advised that based on her discussions with her state contact the state will not allow local CPA bylaw/charter to build in an automatic reconsideration process and pointed out there are multiple avenues for review already in place under the existing statute. So far no communities have rescinded CPA however; some have adjusted their surcharge percentages. Concern was voiced that the Town may not have enough significant projects to justify the CPA in the long term. It was suggested that a list of possible CPA eligible projects be compiled. This list should reflect a continuance stream of reasonably supportable projects at least 10 years out, to illustrate the sustainability and the benefit of a CPA. It was also suggested that the Town "user fees" that could be off-set by the CPA should be identified. It must be clear as to what are the benefits, off-sets and costs so that voters can make an informed decision. It was suggested that this could be formatted similar to a "cost/benefits analysis." Grossman provided background on as to the CPA's initial purpose and the addition of other purposes over time. She reviewed the mechanism as to the adoption of a Community Preservation Committee Bylaw & related surcharge, and the required allocations, the state's contribution & the management of these funds. The surcharge would be calculated on a home's real estate tax bill not on the property's assessed value. There was discussion as to whether or not the \$100,000 property value exemption option should be adopted. Jeanne Kangas noted that this is not an easy law to implement or to manage, but it does provide the Town with some local control. It would allow us to preserve favorable aspects of our community, especially open space. A lot will depend on the Community Preservation Committee's bylaw/mission statement and those entrusted to serve on the CPC. There was discussion as to the state's commitment to funding CPAs; the percentage trends, and CPA land acquisition requirements. It was confirmed that once acquired CPA funds can accumulate and can be held in trust until the Town expends them. It was also confirmed that there is a placeholder for this in the warrant. There was discussion as to the structuring of the article.

NEW BUSINESS

- Though not on the agenda, two Reserve Fund Transfer (RFT) Requests were presented to fund the acquisition of two vehicles seized in drug related cases. DPW Director Garmon, Fire Chief White and Police Chief Ryder were present for this discussion. Member Fox provided the background on this and referred to Chief Ryder's memo that accompanied these RFTs. Vehicles would become part of the DPW fleet but be available to Fire and Police on an "as needed" basis.
 - ◊ Member Fox moved to authorize the request to transfer \$3,131.94, from the Reserve Fund to account 001-422-5800-5864 – Public Works Vehicle Purchase for the acquisition of a 2002 Toyota Tacoma. Seconded by Member Suleiman. **Approved 5-0.**
 - ◊ Member Fox moved to authorize the request to transfer \$16,103.31, from the Reserve Fund to account 001-422-5800-5864 – Public Works Vehicle Purchase for the acquisition of a 2010 Nissan Titan and to. Seconded by Member Stemple. **Approved 5-0.**

APPOINTMENTS (Continued)

- Rick Dabol, Communications Consulting Services, Inc. (CCS); Fire Chief Randolph T. White, and Police Chief Warren Ryder were present to present CCS's public safety communications study findings. FinCom member Neal Hesler was also present for this discussion. A PowerPoint presentation was used. Chief Ryder opened this discussion. The current system is outdated (20+ years old), failing and is no longer supported by vendors. The scope of work was for CCS to conduct a needs assessment, inventory the equipment and provide recommendations. CCS's analysis is concluded that Mr. Dabol is here to present their findings and recommendations. Dabol noted that the existing system is analog "hard-wire" based. Modern systems are digitally based. Also the frequencies currently being used are problematic. There are several different frequency bands being used. Currently Fire has radio communication with DPW, but Police/Dispatch does not. Also some of these bands are currently operating without a broadcast license. Dabol summarized how these frequencies function and discussed the management & maintenance of these licenses. Dabol referred to accessibility/coverage maps both as to the existing system and with the proposed upgrades. He outlined CCS's infrastructure upgrade recommendations. One in particular is that a third relay site be added at the Boxborough Museum (two existing site - on the Hager property and on Swanson Rd). The Town Planner has been consulted about this proposed addition. He related their existing equipment assessment findings. Most of the Fire and Police mobiles and portable units are in good working order. Notable equipment upgrades and additional units were recommended for the DPW. Dabol presented several projected cost scenarios. He clarified that CCS was retained to provide this analysis and would not be involved in the installation. Chief White confirmed that this project would go through the State Contract process. There was discussion as to funding; capital planning; the pros/cons of phasing this project and the equipments' life expectancy. Chief White summarized his multiple attempts to obtain grant funding. Chief White and Chief Ryder provided further input. It was confirmed that this is currently a placeholder in the warrant.
- Kevin Mahoney, Assistant Superintendent of Finance, Minuteman Regional School District (MRSO) was present to discuss the proposed amendments to MRSO Agreement and to update the Selectmen on related activities. Cheryl Mahoney, also participated as Boxborough's representative to Minuteman School Committee. Maria Neyland and FinCom member Neal Hesler were also present. Asst. Supt. Mahoney opened this discussion and referred to his Powerpoint presentation. The Minuteman School Committee has approved the proposed revisions and the revised agreement will be sent to member communities for Town Meeting approval. The revised agreement is an improvement over the existing one. However, because of the diverse communities within the Minuteman District certain revisions desirable to some while others are not. The Selectmen noted that several of the proposed revisions do not favor Boxborough – our voting power would be lessened due to weighted voting and that the state's "wealth factor" will be part of the capital assessment formula. Also discussed was the implementation of a four-year rolling average enrollment metric to determine assessments & weighted voting and revisions to debt authorization term & how the M.G.L. Chapter 71 § 16, subsections d & n govern this process. The "Withdrawal" mechanism under the current agreement and with the proposed changes was reviewed. There was discussion on the inequity of member town assessments as opposed to DESE dictated out-of-district tuitions; DESE's graduated reduction of these out-of-district tuitions and that current laws/regulations bar the district from charging capital costs to out-of-district communities. Asst. Supt. Mahoney was asked to prepare an analysis of the projected assessments if the District Town's pass the revision to the agreement. There was discussion on the MSBA building project. Asst. Supt. Mahoney presented information on the Intermunicipal Agreement (IMA) efforts. It was confirmed that the IMA a separate matter; outside of the District Agreement. The current and proposed revised agreements have a five student minimum charge for all member towns. Four students from Boxborough are currently enrolled. All of the matters being discussed tonight are inter-related and the District is working on them in tandem. The Selectmen noted, that though, they appreciate the hardwork of the District to facilitate updates to its facilities and governance; they are frustrated with the position in which Boxborough has been placed moving forward; the inequities regarding out-of-district communities' contribution to the District and the perceived lack of cooperation from the DESE to remedy these inequities.
- No one asked to speak under Citizens' concerns.

MINUTES

- Chair Amoroso moved to accept the minutes for the regular session, February 10, 2014, as revised. Seconded by Member Stemple. **Approved 5-0.**
- The Board passed over review of the minutes for the Executive sessions of February 10, 2014 and the Contract Negotiating Team meeting of February 20, 2014.

SELECTMEN REPORTS

- Member Fox reported on the progress of the project to update the Town's servers and on the formation of an IT budget for FY 15.
- Member Suleiman reported that the Personnel Board will be meeting on Wednesday. They are cognizant of the three areas of the Compensation Study in which the Selectmen have raised concerns.
- Member Stemple reported on the last Steele Farm Advisory Comm. meeting. They discussed the proposed article for barn repairs. \$70,000 is the value placed on this article. It has also been confirmed that the Conway School will not be available to begin the management plan project until spring 2015.
- Member Stemple reported on the Town Treasurer Search Team's efforts. They have narrowed down it down to 3 candidates. Interviews begin Tuesday morning.
- Chair Amoroso reported that he and Member Fox have participated in two contract negotiation sessions with Chief Ryder. He and Member Gorman met with Chief White this morning on his contract. He will be providing more information during the Executive Session.
- Member Gorman reported on Well Being Comm. activities. They continue to work on crafting an article to fund social service services in FY 15. There was discussion of Stow's success with a similar position. They have targeted \$25,000 as the value for this article.

OLD BUSINESS

- The Board passed over discussion on War memorials.
- The Selectmen discussed this year's Special/Annual Town Meeting and closing the warrant. There was discussion about a placeholder article regarding funding for the maintenance of the septic system located at the School/Library site. Based on tonight's public safety communications presentation, the value of this article should be increased. A placeholder article for Regional Animal Control Services will be added. The other placeholder articles will remain for now and can always be removed later. Member Suleiman moved to close the warrant, as amended tonight, for the annual town meeting, which begins on May 12, 2014, as well as the special town meeting within the annual. Seconded by Member Stemple. **Approved 5-0.**
- The Board passed over discussion of the FY 2015 budget

NEW BUSINESS (Continued)

- The Board passed over discussion on Regional Animal Control Services.
- The Selectmen opened discussion on accepting a gift from Littleton Electric Light and Water Department given in support of the emergency generator project. The project is on track and the generators are being tested this week. Member Stemple moved to graciously accept the generous contribution from Littleton Electric Light and Water Department in the amount of \$100,000, to be used in support of the emergency generator acquisitions for the Hager well house and Blanchard School. Seconded by Member Fox. **Approved 5-0.**

- Though not on the agenda, TA Shaw presented a request from the Boxborough's Town Democratic Committee (TDC) to use the Town Hall Parking lot for a non-profit bike collection drive. Chair Amoroso read TDC's request. There was discussion as to why the TDC is making this request and not "Bikes not Bombs" organization and what measures, if any, may be used to manage traffic flow. Chair Amoroso moved to authorize the use of the Boxborough Town Hall parking lot by the Boxborough Town Democratic Committee to hold a Bikes not Bombs collection drive on Saturday, April 12, 2014 from 9:30 AM to 2:30 PM. Seconded by Member Stemple. **Approved 5-0.**

EXECUTIVE SESSION

- At 9:56 PM, Chair Amoroso moved to adjourn to executive session to conduct strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director) and to adjourn immediately thereafter. Seconded by Member Stemple. **Approved 5-0 by a roll call vote: Fox aye; Gorman, aye; Suleiman, aye; Stemple, aye; and Amoroso, aye.**

8a

Selina S. Shaw

From: DPW [dpw@town.boxborough.ma.us]
Sent: Wednesday, March 12, 2014 8:10 AM
To: Jim Gorman; lesfox@comcast.net; Raid Suleiman; Robert Stemple; Vince Amoroso
Cc: Selina S. Shaw
Subject: Transfer Station Fees

Hello all,

It is Tom's recommendation that all the Transfer Station fees for FY15 remain the same as FY14, including Bulk fees.

Regards,
Vicki Franz
Dept. Assistant, DPW
Town of Boxborough
978-264-1790
dpw@town.boxborough.ma.us

Selina S. Shaw

From: DPW [dpw@town.boxborough.ma.us]
Sent: Friday, March 14, 2014 9:13 AM
To: 'Selina S. Shaw'
Cc: Vince Amoroso
Subject: RE: Transfer Station Fees

Hello,

The requested information is below. Please let me know if you need anything else.

FY13 Tipping fees were \$61,366.00. These are the fees to **incinerate** our solid waste.

FY13 Trucking fees were \$ 53,874.00. These are fees to **haul both** solid waste (113 hauls) and recycling (94 hauls)

FY13 fees to recycle CRT's & e-waste were \$3566.00

FY13 Sticker sales were \$118,262.50 (12 months)

FY14 (July 2013-Feb 2014) (8 months)

FY 14 Tipping fees were \$50,805.08

FY14 Trucking fees were \$31,759.66 solid waste (83 hauls), recycling (45 hauls)

FY14 fees to recycle CRT's and E-waste \$1549.03

FY14 Sticker sales to date are \$116,070

Bulk voucher fees under age 65 are \$2695.00

No charge vouchers for 65 and over would be \$4200.00

Regards,

Vicki Franz

Dept. Assistant, DPW

Town of Boxborough

978-264-1790

dpw@town.boxborough.ma.us

From: Selina S. Shaw [mailto:selina.shaw@town.boxborough.ma.us]

Sent: Wednesday, March 12, 2014 10:16 AM

To: Tom Garmon

Subject: FW: Transfer Station Fees

Importance: High

Good morning,

Vince has said that there is no need for you to attend on Monday evening; however, the BoS would like some data so they have some background information in order to make their decision.

Don't hesitate to let me know if you have any questions on the expectations.

Regards,

Selina

Selina S. Shaw

Town Administrator

3/14/2014



Town of Boxborough
TRANSFER STATION REGULATIONS
Transfer Station Phone: 978.263.3578 • DPW 978.264.1790
www.town.boxborough.ma.us

The Board of Selectmen has approved the following regulations concerning the use and operation of the Transfer Station/Recycling Center (hereinafter "station"). These regulations shall be in force and effect until changed or revoked by the Board of Selectmen.

GENERAL

1. Only Boxborough residents may utilize the station. Commercial and industrial firms located within the Town shall not be permitted to use the station. Only waste generated within the Town of Boxborough may be deposited at the station.
2. The Board of Selectmen will establish specified fees for permits on an annual basis.
3. Stickers are available for purchase only at Town Hall, by mail or in person during normal business hours. Details may be found on the Transfer Station sticker application. One-time pass or bulk item vouchers may be obtained with proof of residency - an annual sticker is not required.
4. All vehicles entering the station shall have a One-time pass, bulk item disposal voucher or annual Transfer Station permit sticker. The Transfer Station annual sticker must be prominently displayed on the **rear driver's side passenger window** of the vehicle. **Vehicles without any of the above shall be denied access to the station.**
5. All stickers shall be affixed to vehicles by a Town employee or designee. In the event that two stickers are requested, the second sticker will be held at the Transfer Station until such vehicle is presented.
6. **Vehicles must be registered to an address in the Town of Boxborough.** Vehicles **NOT REGISTERED** to a Boxborough address shall **NOT BE ISSUED** a Transfer Station sticker.
7. The **operating hours** of the station are **Wednesday, 11:00 a.m. – 7:00 p.m., and Saturday 8:00 a.m. – 4:00 p.m.** The station will be **closed on all legal holidays.** No unauthorized persons shall enter the site outside of public access hours.
8. All waste must be suitably secured when being hauled to the station to prevent littering on the Town ways. Violators shall be subject to a littering fine of \$200.00.
9. Disposal of any waste material outside of the fence or left on the side of the roadway is strictly prohibited. Violators shall be subject to a littering fine of \$200.00 for each offense. This prohibition shall be strictly enforced and violators shall be prosecuted.
10. All ordinary household solid waste except those, which must be recycled according to state law, and those excluded in Section 11 of these regulations, may be disposed of at the station. The Town reserves the right to exclude any other item which may be deemed a hazardous waste in the future.
11. The following waste products and items **shall not be disposed** of at the station:

Chemical dyes, petroleum products, pathological wastes, raw sewage or septic sludge, stumps, brush, leaves, wood logs, building materials, sheet rock, tires, automobiles, demolition material, dead animals, explosives and ammunition, radioactive materials of any nature and any substance or material, whether in liquid or solid form, which has been determined to be a hazardous material by any local, state or federal agency so authorized to make such a determination.

12. **Absolutely no individual salvaging** of materials shall be allowed at the station.
13. No person shall set fire to any material nor shall any person discharge a firearm within the area of the station.
14. No person shall bring unconfined or unleashed animals to the station.
15. **No person shall operate the compactors except the attendants.**
16. Civic organizations, who, on occasion would like to solicit at the station, must first contact the DPW Director for approval before doing so. In order to maintain the orderly operation of the station, the Transfer Station attendant may find it necessary to limit the activities of the soliciting organization.
17. Any person violating any of these regulations may be prosecuted and subject to a fine of \$200.00 and/or loss of right to use the station.
18. The Board of Selectmen may rule on any matter not included in the above regulations or for any special or unusual use of the station.
19. The attendants are in complete control of the station, and are authorized to immediately report any violation of these regulations to the Police Department. Any person who fails to obey the attendant's orders shall also be reported to the Board of Selectmen. If found to be in violation of any of these regulations, the Board of Selectmen may deny such person the right to use the facility.

HEAVY ITEM DISPOSAL - ANNUAL STICKER REQUIRED

1. The attendant has the right to refuse MULTIPLE LOADS in any one day, and to refuse drop off if the containers are full, until such time as there is room in the containers.
2. **Per Massachusetts Waste Ban 310 CMR 19.017- NO WALLBOARD, SHEET ROCK OR CEMENT BOARD** shall be accepted for disposal at the station.
3. "Heavy items," as described below, are accepted at the station and must be disposed of in the appropriate heavy collection bins.
 - Metal objects such as lawn mowers (no oil or gas), bicycles, scrap metal, swing sets. PLEASE OBEY THE "METAL ONLY" SIGNS.
 - Wood items such as shelving, doors, furniture (no upholstery), small scrap wood.

RECYCLING CENTER

The Recycling Center at the station now uses a single stream recycling system. All papers, plastics, glass and metal shall be placed in the same container. **BREAKDOWN ALL CARDBOARD BOXES to save space.**

1. The following items are to be recycled :
 - **Paper:** Newspapers and inserts, magazines, white and colored office paper, mail, corrugated cardboard boxes, phone books and empty paperboard boxes, liners removed, such as cereal and shoe boxes.

- **Glass:** Clear, green, brown and tinted bottles and jars. Glass containers must be rinsed, corks removed; labels may be left on.
- **Metal:** Tin, aluminum and steel cans, aluminum trays and foil. Items must be rinsed, labels may be left on. No other metal items, paints or aerosol cans are permitted.
- **Plastic:** All plastics numbered #1 through #7 such as: milk jugs, soda and water bottles, detergent bottles, take out containers, and margarine tubs. Be sure to rinse clean.

2. **NEITHER PLASTIC BAGS OF ANY SORT NOR STYROFOAM ARE ALLOWED. These items must be included with your SOLID WASTE.**

MERCURY SHED

1. **Alkaline - non-rechargeable batteries are not accepted.** They should be included with your solid waste.
2. The following items must be placed in the designated containers inside the mercury shed:
 - Fluorescent light bulbs, ballasts, thermostats.
 - Button cell batteries
 - Rechargeable batteries
 - Nickel Cadmium (Ni-Cd)
 - Nickel Metal Hydride (Ni-MH)
 - Lithium Ion (Li-ion)
 - Small sealed lead (Pb) LESS THAN 2 LBS

!!!!NEW NEW NEW NEW NEW!!!!

BULK ITEM DISPOSAL FEES - VOUCHER REQUIRED

1. Effective July 1, 2013, vouchers are required to dispose of bulk items at the Transfer Station. Transfer station sticker is not required; however **PROOF OF RESIDENCY IS REQUIRED.**
2. Vouchers may be purchased at Town Hall (payment to be made by check or cash only) or by mail to Town Hall, 29 Middle Rd. Please specify items to be disposed and include check with request. No vouchers will be sold at the Transfer Station.
3. No charge for seniors (65 and over by July 1, 2013).
4. Voucher must be presented at Transfer Station at time of drop off.

BULK ITEM FEES

\$5 EACH

Automotive Batteries
Copiers
DVD/CD players
Fax Machines
Propane Tanks
Radios
Rugs 6' x 6' or less
VCR's

\$15 EACH

Air Conditioners
Computer Monitors
Computer Towers/ Laptops
Clothes Dryers
Dehumidifiers
Dishwashers
Microwaves
Rugs over 6' x 6', but not truckload
Stoves
Televisions up to 27"
Washing Machines

\$25 EACH

Box Springs
Freezers
Mattresses
Pool Liners/Covers
Refrigerators
Televisions over 27"
Upholstered Furniture
Water Heaters/Tanks

\$50 EACH

Rugs Truckload

Please contact the DPW at 978-264-1790 with any questions.

**MEMORANDUM OF AGREEMENT
BETWEEN
TOWN OF BOXBOROUGH
AND
BOXBOROUGH PROFESSIONAL FIREFIGHTERS,
PFF LOCAL 4601**

WHEREAS, the Town of Boxborough ("Town") and the Boxborough Professional Firefighters, PFF Local 4601 ("Union") are parties to a Collective Bargaining Agreement ("CBA") that is effective from July 1, 2012 to June 30, 2015;

WHEREAS, the Union acknowledges that the Town, when hiring new full-time firefighters, must commit significant resources to send said firefighters to the Massachusetts State Fire Academy ("Fire Academy") and/or to provide said firefighters with various other training at the Town's expense;

WHEREAS, the parties have discussed a repayment agreement that would require a new firefighter to repay the Town for its training costs on a prorated basis if the firefighter voluntarily resigns from his/her firefighter position prior to completing a minimum of four (4) years of service in said position with the Town;

NOW THEREFOR, the parties hereby agree as follows:

1. Effective immediately, all new Firefighter/EMT's will be required to sign a repayment agreement with the Town in the form attached hereto as Attachment A in which they agree to reimburse the Town for its training costs in the percentages set forth therein if they leave their position as a Firefighter/EMT prior to working for the Town on a full-time basis in such capacity for a period of at least four (4) years.
2. In the event that a Firefighter/EMT fails to repay the Town for said training costs in accordance with the provisions of Attachment A hereto, the Town may initiate legal proceedings and/or take other appropriate steps against the Firefighter/EMT to recover the amounts owed to the Town by the Firefighter/EMT under Attachment A.
3. The parties agree that the above provisions are to be considered incorporated into their July 1, 2012 – June 30, 2015 CBA and to be a part of same. The Union reserves its right during the parties' negotiations for a successor to said CBA to renegotiate over this matter.

For the Town of Boxborough,
By its Board of Selectmen,

For Boxborough Professional
Firefighters, PFF Local 4601,

Dated: _____

Dated: _____

ATTACHMENT A

FIRE ACADEMY
AND
TRAINING REIMBURSEMENT AGREEMENT
BETWEEN
TOWN OF BOXBOROUGH
AND
(Insert Firefighter Name)

This agreement is made this ____ day of _____, 20__ by and between the Town of Boxborough, acting by and through its Board of Selectmen ("Town") and (insert firefighter name) ("Firefighter Candidate").

1. The Firefighter Candidate understands that the Town is committing resources to send the Firefighter Candidate to the Massachusetts State Fire Academy ("Fire Academy") and/or to provide the Firefighter Candidate with various other training at the Town's expense as a result of the Town's hiring of said Firefighter Candidate as a Firefighter/EMT. In consideration of the Firefighter Candidate's attendance at the Fire Academy and the other training costs incurred by the Town, the Firefighter Candidate agrees to remain in the Town's employ as a Firefighter/EMT for a minimum of four (4) years from the Candidate's date of hire.
2. In the event the Firefighter Candidate voluntarily resigns his/her position prior to the completion of four (4) years of service with the Town as a Firefighter/EMT, the Firefighter Candidate will issue payment to the Town in the prorated amounts set forth below as reimbursement for the Fire Academy and/or other training costs incurred by the Town with respect to the Firefighter Candidate. Said payment shall be due and payable to the Town within thirty (30) days from the date of the Firefighter Candidate's separation of employment.
 - Less than one (1) year of service: 100% (\$____)
 - More than one (1) year, but less than two (2) 75% (\$____)
 - More than two (2) years, but less than three (3) 50% (\$____)
 - More than three (3) years, but less than four (4) 25% (\$____)
 - Four (4) or more years 0% (\$0.00)
3. This Agreement is being entered into by the parties pursuant to the terms of the agreement between the Town and the Boxborough Professional Firefighters, PFF Local 4601.
4. The Firefighter Candidate acknowledges that, by this Agreement, he/she has been advised, in writing, that he/she may consult legal counsel prior to signing the Agreement and that to the extent he/she has wanted to consult with legal counsel, he/she has done so.

5. The Firefighter Candidate acknowledges that he/she has thoroughly read this Agreement, that he/she understands it and that he/she is entering into it of his/her own free will.
6. This Agreement will be interpreted and construed for all purposes under the laws of the Commonwealth of Massachusetts.

For the Town of Boxborough,
By its Board of Selectmen,

For (Insert employee name)

Dated: _____

Dated: _____

February 23, 2014

Boxborough Board of Selectmen
29 Middle Rd
Boxborough, MA 01719

Dear Selina and Selectmen,

I am hoping to continue with our adaptive soccer game on Saturdays starting on April 12 and continuing on Saturdays until Memorial Day Weekend. Depending on what ABYS suggests we'd like to use a field at Liberty St., from 10:30-11:30 on:

April 12, 19, 25
May 3, 10, 17, 24.

The game will, as in the past, include children, youth and young adults living with challenges/disabilities. We teach skills and finish with games in our time.

Thank you,

Ross Lilley
Executive Director
AccessSportAmerica

Selina S. Shaw

From: Abby Reip [abbyreip@gmail.com]
Sent: Thursday, March 13, 2014 9:12 AM
To: Selina Shaw
Cc: Kevin Lehner
Subject: Re: Field use request

Hi Selina,

I heard back from Ross last night and confirmed that AccesSportAmerica does not charge for the program that they run in Boxborough (they do charge for other programs, but not this one.).

At our meeting on Tuesday, we voted unanimously to waive the field permit fee for AccesSportAmerica for the requested dates upon confirmation that they would not charge a registration fee to the participants.

I hope that BoS will take this up at their next meeting and grant approval. Please let Kevin or me know if you need any more information.

Many thanks,
Abby

On Wed, Mar 12, 2014 at 9:59 PM, Selina Shaw <selina.shaw@town.boxborough.ma.us> wrote:
Thanks, Abby.

Regards,
Selina

Selina S. Shaw
Town Administrator
29 Middle Road
Boxborough, MA 01719
[\(978\) 264-1700](tel:(978)264-1700) general
[\(978\) 264-1712](tel:(978)264-1712) direct
[\(978\) 264-3127](tel:(978)264-3127) fax

Please note that our numbers have changed.

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

On Mar 12, 2014, at 9:54 PM; Mar 12, Abby Reip <abbyreip@gmail.com> wrote:

Thanks, Selina. I just sent a note to Ross to confirm. Once I receive his reply, I'll send along the Rec Com's recommendation to you.

From: Frances Nolde

Subject: Re: Energy Committee Charter?

Date: March 13, 2014 at 12:00:30 PM EDT

To: Selina Shaw

Cc: Santiago Tapia-Perez, Richard Garrison, Raid Suleiman, Larry Grossman, Keshava Srivastava Srivastava, Francie Nolde, Abigail Reip Reip, Margo Webber, "David G. Lindberg", Erin Brandt Brandt, Ani Krishnan

Hi Selina,

Getting a late start this morning. Sorry!

Here are the recommendations the Energy Committee is making:

1. Change our charter to read the Committee is comprised of seven members (we actually have 7 now!) from Town residents and one non-voting member from LELD, etc.

We are concerned that having a committee of 8 will change our quorum and since LELD will come to meetings when the discussion is pertinent to both LELD and us, that person won't be coming every time. With a non-voting member, our quorum will stay at 4. Please advise if this is accurate or not.

When Kevin came to our meeting in your office about a month ago, he said he'd be willing to come as the LELD representative. And though he wasn't able to make it last night because he had another meeting in Littleton, he said he had put the second Wednesday of the month in his calendar for the future. I plan to add him to our distribution list so he gets our minutes and notices. When it's not relevant to LELD, I will delete his name.



Town of Boxborough Energy Committee Charter

Committee Name

The Board of Selectmen (hereinafter referred to as the "Board") shall appoint a committee to be known as the Energy Committee ("Committee") for the Town of Boxborough ("Town").

Mission and Charge

The core mission of the Committee will be to advise the Board on developing and implementing a Town energy strategy. This charge will involve research and evaluation of energy policies and practices that would promote efficient energy use and increase awareness of energy issues among Town government and the public.

Goals and Scope of Work

The Committee's goals will include, but not be limited to, the following:

1. Save money for the Town and restrain budget increases by controlling energy costs in three areas: natural gas and electric bills for Town buildings, fuel bills for Town vehicles, and waste disposal costs at the Town Transfer Station.
2. Reduce the Town's impact on the environment by using energy more efficiently and by cost-effectively recycling more waste.

To accomplish these goals, the Committee's scope of work will include, but not be limited to, the following:

1. Work with Town staff to track, or "benchmark," current energy use in Town buildings.
2. Identify potential ways to reduce energy consumption and costs. These solutions might include conservation, efficiency improvements, equipment upgrades, and alternative sources of power generation.
3. Propose cost-effective targets for energy use reductions and submit draft plan to the Board for review, evaluation and approval. Work with Town staff to implement a final plan for achieving those targets.
4. Participate in updating the Town's Master Plan.
5. Assist Town staff by researching the costs and benefits of energy efficiency improvements, writing/processing grant applications and rebates, and identifying funding opportunities for proposed energy projects.
6. Provide information to Town staff, residents, businesses, and developers through a community outreach program that would encourage conservation and energy efficiency, increase cost-effective recycling, and promote smart development.
7. Keep Town staff and the public informed of the Committee's progress by reporting periodically to the Board and by holding public meetings.

8. Advise the Board on developing Town budget articles if required for energy-related projects. Work might include proposing by-law changes if needed to accommodate energy efficiency improvements and/or alternative technology implementation.

Committee Organization, Meetings, and Reporting

The Committee will be comprised of ~~seven-eight members, seven of whom shall be~~ Town residents, and one of whom shall be a non-voting representative of the town's Municipal Light Plant, i.e., Littleton Electric Light and Water Department, said members to be appointed by the Board to staggered terms of up to three years. Appointees will possess knowledge, experience, and/or interest in identifying ways to help restrain Town energy costs. The Committee will remain a permanent standing committee at the discretion of the Board.

The Committee will meet regularly, approximately once a month. A majority of members must be present for the Committee to meet and conduct any business. The Committee will annually elect a Chairperson to preside over business and will appoint a Clerk to take minutes of each meeting and maintain Committee records. The Clerk will serve as Chair Pro Tem if the Chairperson is unavailable.

All meetings of the Committee, or any subcommittee established by the Committee, will be held in a public location, properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law. Minutes will be approved by the Committee within 30 days of each meeting and will be distributed to the Board. The Committee will contribute a section to the Annual Town Report.

The Committee will report periodically to the Board, which will appoint a selectman as its liaison with the Committee. This liaison and the Committee Chairperson will determine if and when the Committee will make presentations to the Board.

Date: _____

Approved by: _____
Vincent M. Amoroso, Chair

Robert T. Stemple, Clerk

Leslie R. Fox

James J. Gorman

Raid M. Suleiman



Internal Communications and Outgoing Communications
March 17, 2014

1. Communications from Comcast [xfinity] Senior Manager of Government & Regulatory Affairs, Ben Pearlman to the Board of Selectmen:
 - a. Letter dated March 4, 2014, informing them of updates to their Hispanic Channel offerings.
 - b. Letter dated March 7, 2014, concerning their 2014 Annual notice and payment of their YE 2013 Annual Licensing Fee [\$350.00] along with copies of Comcast's policies; procedures; and sample subscriber bill, rate & channel line-up information for Boxborough.

96



Minutes, Notices and Updates
March 17, 2014

Minutes

1. Minutes of the Personnel Board meeting held February 26, 2014.

Notices

1. Notice of a Boxborough Housing Board meeting held March 12, 2014.
2. Notice of a Finance Committee meeting to be held March 17, 2014.
3. Notice of an Airport Study Committee meeting to be held March 18, 2014.
4. Notice – A quorum of the Board of Health may be present for the Board of Selectmen meeting to be held March 17, 2014.

90



General Correspondence
March 17, 2014

NONE

