



BOARD OF SELECTMEN
Meeting Minutes
July 2, 2012

Approved: August 27, 2012

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

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

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

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

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- DPW Director, Tom Garmon, was present to discuss the use of snow and ice surplus funds to purchase a spreader. Member Amoroso provided background on this proposal; Dir. Garmon's rationale for this acquisition and the proposed funding. Dir. Garmon described the condition of existing equipment and the proposed equipment's benefits. FinCom has given their support and the Town has also sought direction from the DOR. Member Amoroso moved to authorize DPW Director Tom Garmon to use a portion of the available surplus balance in the Public Works Snow and Ice other expense line items for the purpose of acquiring a spreader in an amount not to exceed \$14,000, subject to agreement by the Finance Committee. Seconded by Member Suleiman. **Approved 5-0.**
- The Selectmen took up the appointment/re-appointment of the members to various town boards:
 - ◇ Airport Study Committee Chair, Anne Canfield and ASC candidate, Cindy Markowitz, were present to update the Selectmen on ASC activities; to discuss Canfield's re-appointment and Markowitz's appointment. Member Powers moved to appoint Cindy Markowitz to the Airport Study Committee for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Stemple. **Approved 5-0.** Member Powers moved to re-appoint Anne Canfield to the Airport Study Committee for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Amoroso. **Approved 5-0.**
 - ◇ Personnel Board members, Anne Canfield and Pat Flanagan were present to update the Selectmen on Personnel Board activities; Canfield's & Flanagan's re-appointment and to discuss the proposed appointment of Sheila Bauer. Member Suleiman moved to re-appoint Anne Canfield and Pat Flanagan to the Personnel Board both for terms of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.**
 - ◇ Karen Warner was present for re-appointment as the Zoning Board of Appeals' Alternate member. There was discussion about anticipated change in the make up of the ZBA Board in the near future. Chair Fox moved to re-appoint Karen Warner as an alternate member of the Zoning Board of Appeals for a one year term, from July 1, 2012 to June 30, 2013, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.**
 - ◇ Al Murphy was present to update the Selectmen on the activities of the Housing Board, Boxborough Affordable Housing Trust and the Stow Road Concept Development Committee; and to be re-appointed to the Boxborough Affordable Housing Trust. Chair Fox moved to re-appoint R. Allen Murphy to the Boxborough Affordable Housing Trust of a term of two years, from July 1, 2012 to June 30, 2014, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.** Though she was not able to attend the Selectmen also took up Joan Meyer's re-appointment. Chair Fox moved to re-appoint Joan Meyer to the Boxborough Housing Board for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.**

- ◇ Boxborough Information Technology Committee member, Guillermo Chang, was present to update the Selectmen on BITcom activities, specifically the VoIP roll-out and to be re-appointed to BITcom. Chair Fox moved to re-appoint Guillermo Chang to the Boxborough Information Technology Committee for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.** Though he was not able to attend the Selectmen also took up Eric Wong's re-appointment and there was discussion on Wong's efforts to revamp the Town's website. Chair Fox moved to re-appoint Eric Wong to the Boxborough Information Technology Committee for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.**
- ◇ Conservation Commission member, Richard Williamson, was present to discuss ConsCom activities; and his re-appointment. Member Amoroso moved to re-appoint Richard Williamson to the Conservation Commission for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Member Suleiman. **Approved 5-0.**
- ◇ Lori Lotterman of the Public Celebrations & Ceremonies Committee was present to discuss her time on the PCCC; some of this year's activities and her re-appointment. Member Powers moved to re-appoint Lori Lotterman to the Public Celebrations & Ceremonies Committee for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Chair Fox. **Approved 5-0.** Town Clerk Markewicz swore in those that were present.

The Selectmen took up the re-appointment/appointment of the candidates that were not present, but have confirmed that they are willing to serve:

- ◇ Member Powers moved to re-appoint Trena Minudri to the Public Celebrations & Ceremonies Committee for a term of three years, from July 1, 2012 to June 30, 2015, or until a successor is appointed by this Board. Seconded by Chair Fox. **Approved 5-0.** Also, Member Powers moved to appoint Trena Minudri to the Historical Commission for a one year term, from July 1, 2012 to June 30, 2013, or until a successor is appointed by this Board. Seconded by Chair Fox. **Approved 5-0.**
- ◇ Karim Raad has agreed to continue to serve as the Finance Committee's representative on the Boxborough Affordable Housing Trust. Chair Fox moved to re-appoint Karim Raad to the Boxborough Affordable Housing Trust for a term of two years, from July 1, 2012 to June 30, 2014, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.**
- ◇ Chair Fox moved to re-appoint Christian Habersaat to the Zoning Board of Appeals for a term of three years, from July 1, 2012 to June 30, 2013, or until a successor is appointed by this Board. Seconded by Member Suleiman. **Approved 5-0.**
- ◇ Member Suleiman moved to appoint Sheila Bauer to the Personnel Board for a term of two years, from July 1, 2012 to June 30, 2014, or until a successor is appointed by this Board. Seconded by Member Powers. **Approved 5-0.**

MINUTES

- Member Powers moved to accept the minutes for the Regular Session and the Executive Session both of June 22, 2012, as written. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Amoroso reported on and updated the Selectmen on the Regionalization Study Committee's activities, including web posting of information and links so residents can provide input.
- Member Suleiman reported that the Personnel Board is discussing possible changes to the Town's employee compensation structure. This is a long term project.
- Member Stemple reported that the previous FinCom meeting was cancelled but he intends to be at their meeting next Monday.
- Chair Fox reported that BITcom has been reviewing concerns regarding the VoIP installation. The next step is for the installation at Police & Fire. They are also looking into acquiring a new, more "user-friendly" domain name for the Town.

He also reported that the Joint Housing Board/Stow Road Concept Development Committee meeting could not be held last week due to quorum issues.

Chair Fox reported that he continues to participate in collective bargaining discussions.

- Member Powers reported that he had met with Fire Chief White and discussed carrying over vacation time.

He also reported that this afternoon an agreement was reached with the Dispatch Union. The terms will now be submitted to Town Counsel for review. Discussion continues with the Police Union.

NEW BUSINESS

- The Selectmen took up the annual employee appointments. Chair Fox moved to appoint:

Donald	Morse	Animal Control Officer
Donald	Morse	Animal Inspector
Donald	Morse	Cemetery Superintendent
Phyllis	Tower	Dog Officer
David	Birt	Election Warden
Richard	Golden	Election Warden
Phyllis	Tower	Field Driver
Michael	Guzzo	Town Accountant
Duane	Adams	Town Assessor
Elizabeth	Hughes	Town Planner
Margaret	Dennehy	Town Treasurer
Craig	Martin	Call Inspector of Buildings and Code Administration Officer
Tom	Argento	Electrical Inspector
Charles	Weeks	Assistant Electrical Inspector
Gary	Corey	Inspector of Gas & Plumbing
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing
Kopelman & Paige.	PC	Town Counsel
Nicholas A.	DiMauro	Sergeant
Warren J.	O'Brien	Sergeant
Brett A.	Pelley	Sergeant
Nathan W.	Bowolick	Patrol Officer
Patrick S.	Colburn	Patrol Officer
Philip M.	Gath	Patrol Officer
Jeffrey C.	Landgren	Patrol Officer
Benjamin M.	Lavine	Patrol Officer
Edward W.	Pokornicki, Jr.	Patrol Officer
Robert R.	Romilly, Jr.	Patrol Officer
Gordon N.	Clark	Special Police Officer
Steven P.	Duffy	Special Police Officer
Patrick E.	Mortimer	Special Police Officer
Robert	DaCosta	Special Police Officer
Brandon	Bruin	Special Police Officer
Peter	Kinnas	Special Police Officer
Katelyn	Pfeifer	Special Police Officer
Sean	Dineen	Special Police Officer
Phyllis	Tower	Lock-up Attendant
Richard	Tower	Lock-up Attendant
Amy	Waxman	Lock-up Attendant
Gary	Whitaker	Lock-up Attendant

all for terms commencing July 1, 2012 and ending on June 30, 2012; and to appoint John J. Jennings III as Inspector of Buildings and Code Administration Officer for a term commencing July 1, 2012 and ending on August 12, 2012. Seconded by Member Powers. **All appointees approved 5-0, except the police.** Member Suleiman recused himself from Police Dept. re-appointments so the Police Department re-appointments were **Approved 4-0-1 (Suleiman abstained).**

- There was discussion on the input that has been received by both Chief Ryder and Chief White suggesting that their respective official appointments/titles be augmented to include specific responsibilities:
 - ◊ Chair Fox moved to appoint Warren B. Ryder as Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director for a term commencing July 1, 2012 and ending on June 30, 2014. Seconded by Member Powers. **Approved 4-0-1 (Suleiman abstained).**
 - ◊ Member Powers moved to appoint Randolph T. White as Dispatch Center Co-Director for a term commencing July 1, 2012 and ending on June 30, 2014. Seconded by Chair Fox. **Approved 5-0.**

- The Board took up approval on several Reserve Fund Transfer Requests. The back-up documentation was reviewed and background was provided for these requests.
 - ◊ Chair Fox moved to forward to the Finance Committee for approval the request to transfer \$15,225.92 from the Reserve Fund to account #001-210-5100-5114, Police Department Salary – Full Time Officers. Seconded by Member Powers. **Approved 4-0-1 (Suleiman abstained).**
 - ◊ Chair Fox moved to forward to the Finance Committee for approval the request to transfer \$6,739.38 from the Reserve Fund to account #001-210-5200-5242, Police Department Repair & Maintenance – Building & Grounds. Seconded by Member Powers. **Approved 4-0-1 (Suleiman abstained).**
 - ◊ Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$4,515.48 from the Reserve Fund to account #001-221-5200-5119, Dispatch Salary – Full Time. Seconded by Chair Fox. **Approved 5-0.**
- Chair Fox moved to accept with regrets and place on file the resignation of Robert Zurek from the Stow Road Concept Development Committee effective April 4, 2012. Seconded by Member Suleiman. **Approved 5-0.**
- There was discussion on the status of Minuteman Regional High School feasibility study and the recent communications received from other member towns on this matter. Cheryl Mahoney, as the Minuteman School Comm. Rep. participated in the discussion. It was determined that Mahoney would submit a request to the Minuteman School Comm. that they hold an evening Forum to discuss the “Out-of-District” enrollment issue, and that all stakeholders & state legislators be invited to participate. This will be discussed further at an upcoming meeting.
- There was discussion on the FEMA Grant for the Emergency Generator(s) and the project, in general. FEMA has awarded Boxborough a grant for this project. There was discussion on the timeline and issues/concerns related to this project. Member Powers moved to accept the Federal Emergency Management Agency Hazard Mitigation Grant in the amount of \$177,117 for the purpose of funding the acquisition of emergency generators for the Blanchard Memorial School and the Hager well house. Seconded by Chair Fox. **Approved 5-0.** As part of FEMA’s prescribed procedures a Project Manager must be appointed. Member Powers moved to appoint Boxborough Fire Chief, Randolph T. White, to serve as Project Manger for the Boxborough Emergency Generators Project for a term commencing immediately and ending on June 6, 2015. Seconded by Chair Fox. **Approved 5-0.**
- The Selectmen took up execution of the final paperwork to complete the process for the acceptance of Hughes Lane as a public way. Chair Fox moved to accept the deed for Hughes Lane, pursuant to the authority granted by the vote under Article 40 of the May 14, 2012 Town Meeting, General Laws Chapter 82, Section 21 and any other authority in any way appertaining. Seconded by Member Powers. **Approved 5-0.** The developer is also deeding over an undeveloped parcel in this subdivision to the Conservation Commission. Chair Fox moved to accept the deed for a parcel of land situated on Hughes Lane shown as Parcel C on a plan entitled, “Fair Oaks Park Definitive Subdivision of Land in Boxborough, Massachusetts” Prepared for: Landwest Development, LLC, dated: September 2002, revised March, 2003, May 28, 2003 and July 29, 2003, by Acton Survey & Engineering, Inc. which plan is recorded with the Middlesex South District Registry of Deeds as Plan No. 218 of 2004 (“Plan”), pending acceptance by the Conservation Commission pursuant to the authority granted under G.L. c. 40 § 8C. Seconded by Member Powers. **Approved 5-0.**
- The Selectmen took up discussion on the acceptance of the FY 2013 State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant. Chair Fox moved to accept the FY 2013 State 911 Department Development Grant in the amount of \$28,400 to conduct a feasibility study for a Regional Emergency Communication Center (“RECC”) with the town of Littleton. Seconded by Member Powers. **Approved 5-0.**
- The Selectmen took up the re-adoption of Designer Selection Procedures. The memorandum “Adoption of Design Selection Procedures” was reviewed and discussed. Member Stemple moved to re-adopt Designer Selection Procedures pursuant to the state designer selection law G.L. c. 7, §§38A½-O. Seconded by Chair Fox. **Approved 5-0.**
- The Selectmen discussed the Police Chief’s request to carryover unused accrued vacation time and voiced their concerns regarding this matter. Further to the request of Police Chief Warren Ryder, Chair Fox moved to authorize the Chief to carry over unused accrued vacation leave in excess of the 200 hours allowed by contract (approximately 74 hours excess at 6/20/12).Seconded by Member Stemple. **Approved 4-0-1 (Suleiman abstained).**

- Though not on the agenda, it was related that Fire Chief Randolph White similarly requests that he also be allowed to carryover accrued vacation time. There was additional discussion on this. Staff should be using vacation time in a timely manner. It is the Selectmen's purview to determine if and what amount they will allow an employee to carry over. Further to the request of Fire Chief Randolph White, Member Powers moved to authorize the Chief to carry over unused accrued vacation leave in excess of the 200 hours allowed by contract (approximately 147.9 hours excess at 6/20/12). Seconded by Chair Fox. **Approved 5-0.**

CONCERNS OF THE BOARD

- There was discussion on preparations for the Appreciation Event and assigning tasks.

ADJOURN

- At 9:05 PM Member Powers moved to adjourn. Seconded by Member Amoroso. **Approved 5-0.**

SELECTMEN'S ANNOUNCEMENTS

JULY 2, 2012

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

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. There will be a booth and update at Boxborough's Harvest Fair on Sept 8. Meanwhile to provide your thoughts, please go to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.
- The Town is also conducting a **Transit Service Survey** to better understand the transportation needs of residents. Go to the Link on the Town's website under "NEWS" to provide your opinion by completing a brief on-line survey or to print out a paper copy for submission.
- The Towns of Acton and Boxborough are considering expanding the Regional School District to include grades Pre-K through 12. Residents are invited to share their thoughts and ideas with Regionalization Study Committee. An informational flyer was included in your recent real estate tax bills with the Committee's internet contact information.
- Tonight the Board of Selectmen continues its **annual appointment process** for the fiscal year beginning July 1 and will be meeting with Boxborough citizens who have expressed an interest in serving the town. Our boards and committees provide the backbone to town government, which could not succeed without the valuable contributions of its citizens. We applaud those who continue to dedicate their time to the operations of the town. Please consider participating. You will find it to be a worthwhile and rewarding experience. Remember Town Government Begins with You !!

We are aware of vacancies which will need to be filled on the following

committees: the Airport Study Committee (1); Boxborough Information Technology Committee (2); Conservation Commission (1), Energy Committee (1-2); Public Celebrations & Ceremonies Committee (1); Recreation Commission (3); and Steele Farm Advisory Committee (2). Also the Design Review Board is seeking an at-large member and the Zoning Board of Appeals is seeking an alternate member.

- **The Transfer Station will be closed this Wednesday, July 4th in observance of Independence Day,** and open for normal Saturday hours on July 7th.

- **FY 2013 Transfer Station stickers are being distributed at the Transfer Station.** There is still time, if you have not yet submitted your application. Forms may be obtained at Town Hall, the Town's website or at the Transfer Station. Please refer to the application for an explanation of fees. Note that after July 31, fees go up, so remember to apply soon. Once your application has been submitted and processed, you can have your sticker affixed to your vehicle at the Transfer Station shed during regular operating hours. Please note applications can only be processed by the Tax Collector, at Town Hall, 29 Middle Road, and will not be accepted at the Transfer Station.
- The **Central Mass Mosquito Control Program** personnel intend to be in Town to investigate residents' complaints about mosquitoes on July 3rd, 10th, 17th, 24th and 31st. Complaints about mosquitoes may be made by calling the CMMCP at 508-393-3055. Notice of the CMMCP spraying schedule is posted on their phone system daily after 3:30 PM and also available on their website: www.cmmcp.org.
- Drivers are asked to use extra caution during the summer months especially in July. The **Town's Summer Day Camp Program** began at Flerra Meadow today and will run through Friday, July 27th. Drop off begins around 8:30 a.m. with pick up after 12:30 p.m. Also many children will be riding their bikes to camp and around town in general during the summer so you are asked to drive with care.
- The **Acton-Boxborough Farmers' Market** is back and will run through October. The market is located on Pearl Street just off of Mass Ave./Route 111 in West Acton Village and is open on Sundays from 10 AM to 1 PM.
- **Save the date....** **The**
Boxborough Harvest Fair, previously known as the Agricultural Fair, will be held on Saturday, September 8th at the Boxborough Town Hall and UCC Church. An informational flyer was included in your recent real estate tax bills with more information forthcoming in the future.
- Town Departments welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.
- The Selectmen want to hear from you and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Information on the Regionalization Study Committee can be found on the web at: www.ab.mec.edu or email your comments to: rsd_study_comm@mail.ab.mec.edu.
- For more information on the Acton-Boxborough Farmers Market go to www.abfarmersmarket.org ; or find them on Facebook – Acton-Boxborough Farmers Market.
- **To start planning on entering or for more information on the 2012 Boxborough Harvest Fair** go to www.boxboroughfair.org ; or find them on Facebook - Boxborough Harvest Fair.



BOARD OF SELECTMEN

Meeting Agenda

July 2, 2012

Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) DPW Director Tom Garmon re: use of snow and ice surplus to purchase a spreader, 7 PM
Move to authorize DPW Director Tom Garmon to use a portion of the available surplus balance in the Public Works Snow and Ice other expense line items for the purpose of acquiring a spreader in an amount not to exceed \$14,000, subject to agreement by the Finance Committee

VOTE:

- b) Various board members to be considered for (re)appointment for terms effective July 1, 2012 through June 30, 2015 unless otherwise noted, 7:15 PM
- i. Karim Raad, Boxborough Affordable Housing Trust (6/30/14)
 - ii. Anne Canfield, Airport Study Committee
 - iii. Anne Canfield, Personnel Board
 - iv. Cindy Markiewicz, Airport Study Committee
 - v. Pat Flanagan, Personnel Board
 - vi. Sheila Bauer, Personnel Board (6/30/14)
 - vii. Christian Habersaat, Zoning Board of Appeals
 - viii. Karen Warner, Zoning Board of Appeals, Alternate (6/30/13)
 - ix. R. Allen Murphy, Boxborough Affordable Housing Trust (6/30/14)
 - x. Joan Meyer, Boxborough Housing Board [unable to attend]
 - xi. Guillermo Chang, Boxborough Information Technology Committee
 - xii. Eric Wong, Boxborough Information Technology Committee
 - xiii. Richard Williamson, Conservation Commission
 - xiv. Lori Lotterman, Public Celebrations & Ceremonies Committee
 - xv. Trena Minudri, Public Celebrations & Ceremonies Committee [unable to attend]
 - xvi. Trena Minudri, Historical Commission (6/30/13) [unable to attend]

- c) Citizens' concerns

4. MINUTES

- a) Regular session, June 22, 2012
b) Executive session, June 22, 2012

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

7. NEW BUSINESS

- a) Employee Appointments (see attached list)
Move to appoint... for a term commencing July 1, 2012 and ending on...

VOTE:

- b) Appointment of Warren B. Ryder as Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director
Move to appoint Warren B. Ryder as Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director for a term commencing July 1, 2012 and ending on June 30, 2014 VOTE:
- c) Appointment of Randolph T. White as Dispatch Center Co-Director
Move to appoint Randolph T. White as Dispatch Center Co-Director for a term commencing July 1, 2012 and ending on June 30, 2014 VOTE:
- d) Reserve Fund Transfer Requests
- i. Police Department Salary – Full Time Officers
Move to forward to the Finance Committee for approval the request to transfer \$16,000 from the Reserve Fund to account #001-210-5100-5114, Police Department Salary – Full Time Officers VOTE:
- ii. Police Department – Repair & Maintenance – Building & Grounds
Move to forward to the Finance Committee for approval the request to transfer \$6,739.38 from the Reserve Fund to account #001-210-5200-5242, Police Department Repair & Maintenance – Building & Grounds VOTE:
- iii. Dispatch Salary – Full Time
Move to forward to the Finance Committee for approval the request to transfer \$4,000 from the Reserve Fund to account #001-221-5200-5119, Dispatch Salary – Full Time VOTE:
- e) Resignation of Robert Zurek from the Stow Road Concept Development Committee
Move to accept with regrets and place on file the resignation of Robert Zurek from the Stow Road Concept Development Committee effective April 4, 2012 ACCEPT & POF
- f) Minuteman Regional High School feasibility study
 Communications from the town of Belmont and Carlisle, discussion
- g) Hazard Mitigation Grant Program – Emergency Generators
- i. Acceptance of Grant \$177,117
Move to accept the federal Emergency Management Agency Hazard Mitigation Grant in the amount of \$177,117 for the purpose of funding the acquisition of emergency generators for the Blanchard Memorial School and the Hager well house VOTE:
- ii. Appointment of Project Manager
Move to appoint _____ to serve as Project Manger for the Boxborough Emergency Generators Project for a term commencing immediately and ending on June 6, 2015 VOTE:
- h) Acceptance of Deeds
- i. Hughes Lane
Move to accept the deed for Hughes Lane, pursuant to the authority granted by the vote under Article 40 of the May 14, 2012 Town Meeting, General Laws Chapter 82, Section 21 and any other authority in any way appertaining VOTE:
- ii. Parcel C, Hughes Lane
Move to accept the deed for a parcel of land situated on Hughes Lane shown as Parcel C on a plan entitled, "Fair Oaks Park Definitive Subdivision of Land in Boxborough, Massachusetts" Prepared for: Landwest Development, LLC, dated: September 2002, revised March, 2003, May 28, 2003 and July 29, 2003, by Acton Survey & Engineering, Inc. which plan is recorded with the Middlesex South District Registry of Deeds as Plan No. 218 of 2004 ("Plan"), pending acceptance by the Conservation Commission pursuant to the authority granted under G.L. c. 40 § 8C VOTE:
- i. FY 2013 State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communication Center Development Grant ("Development Grant") Program – acceptance of grant (\$28,400)
Move to accept the FY 2013 State 911 Department Development Grant in the amount of \$28,400 to conduct a feasibility study for a Regional Emergency Communication Center ("RECC") with the town of Littleton VOTE:

j. Re-adoption of Designer Selection Procedures

*Move to re-adopt Designer Selection Procedures pursuant to the state designer selection law
G.L. c. 7, §§38A½-0*

VOTE:

k. Police Chief request to carryover unused accrued vacation

*Further to the request of Police Chief Warren Ryder, move to authorize the Chief to carry over unused
accrued vacation leave in excess of the 200 hours allowed by contract (approximately 74 hours excess
at 6/20/12)*

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

From: Selina S. Shaw [mailto:selina.shaw@town.boxborough.ma.us]
Sent: Monday, June 25, 2012 5:03 PM
To: Tom Garmon
Cc: Vincent Amoroso; Les Fox; Michael Guzzo; Karim Raad
Subject: Sander - Snow and Ice Budget
Importance: High

Good afternoon, Tom.

June 25... a few days to spare... Sorry that this has been such a long time coming, but other matters have taken precedence.

Seriously... I spoke to Division of Local Services counsel earlier today regarding the use of the snow and ice budget for the purpose of acquiring capital equipment, i.e. the sander. Basically, it comes down to a matter of the town's budgeting guidelines, policies and practices. You are not seeking to deficit spend for the purchase, rather you are seeking to use a portion of the balance of monies authorized by town meeting's appropriation for the departmental budget. Because you are seeking to purchase an item of \$5,000 or more, you would normally put together a capital request for a warrant article. However given the circumstances, it would appear to be reasonable to discuss this matter with your FinCom and BoS liaisons and then seek permission from these boards (BoS is meeting on July 2) to expend the necessary monies from your snow and ice budget to acquire a sander to replace the broken equipment. In the interim, you should seek quotes for the item prior to June 30, so that you will have the necessary information to encumber the monies if approved.

Happy to discuss this further and clarify if necessary.

Regards,
Selina

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

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

J.C. MADIGAN INC.
450 OLD UNION TURNPIKE
LANCASTER , MA.

SALES DEPT.
TEL.(978)847-2900
FAX(978)847-0068

QUOTE : TOWN OF BOXBORO HWY DEPT

TO TOM GARMON

FROM JOHN DWYER

10 FT 7.07 CUYD 304 STAINLESS STEEL MATERIAL
SPREADER HIWAY E-2020-XT SHIPPED TO YOUR
LOCATION WITH THE FOLLOWING EQUIPMENT.

- 1) DUMP BODY MOUNTING KIT
- 2) STEEL MATERIALS SCREEN
- 3) TWO MOTOR HYDRAULIC DRIVE
- 4) ROLLER STYLE CONVEYOR CHAIN
- 5) 6:1 REDUCTION SPUR GEAR DRIVE
- 6) FRONT AND REAR SPILLSHIELDS

PRICE \$13222.00

APPROVAL _____ DATE 06/26/2012

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

36

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)					
Todd	Davis	07/01/12	2014		
Nancy	Kumaraswami	11/22/10	2015		
Marion	Powers	07/01/09	2015		
Pascale	White	07/01/08	2013		
Agricultural Commission -Staggered 3 year terms; 5 members (3 minimum)					
(one of which may be a non-resident directly engaged in Agric. Activities in Town) est. ATM 5/12/08					
Kathie	Becker	07/21/08	2014		
Bryon	Clemence	07/21/08	2014		
Brian	Morrison	07/01/12	2015		
Owen	Neville	07/21/08	2013		
John	Neyland	07/21/08	2013		
Airport Study Committee - 5 members; 3 year terms, est 8/9/93					
James	Baum	04/12/10	2014		
Anne	Canfield	06/30/93	2012	2015	
Matt	Kosakowski	02/04/08	2013		
Cindy	Markowitz	07/01/12		2015	<i>Dave Barach not seeking re-appointment</i>
VACANT			2014		<i>Unexpired term of Bill Litant</i>
Zoning Board of Appeals - staggered 3 year terms; 5 full & 2 alternate members (1 year terms)					
Tom	Gorman	01/27/03	2013		
Chris	Habersaat	09/22/03	2012	2015	
Kristin	Hilberg	11/03/08	2014		
Michael	Toups	10/02/06	2014		
Lonnie	Weil	10/02/06	2013		
Karen	Warner	09/10/07	2012	2013	Alternate
VACANT			2012		Alternate
Board of Registrars - staggered 3 year terms; 3 members & Town Clerk					
Elizabeth	Markiewicz	elected 5/15/06	2013		Chair by virtue of Town Clerk position
Nancy	Brown	06/30/81	2014		
Tamar	MacFadyen	06/27/11	2015		
Virginia	Richardson	05/22/06	2013		

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07					
Les	Fox	07/01/07	2013		BoS
R. Allen	Murphy	07/01/07	2012	2014	BHB
Karim	Raad	10/19/09	2012	2014	FinCom
Ron	Vogel	06/20/11	2013		BHB member
Channing	Wagg	06/20/11	2013		At - Large
Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00					
Diane	Friedman	08/08/05	2013		
Jeff	Handler	01/28/02	2013		
Joan	Meyer	01/08/01	2012	2015	
R. Allen	Murphy	11/18/02	2014		
Ron	Vogel	01/22/01	2013		
VACANT			2012	2015	
Les	Fox		(2014)		ex-officio
Dave	Koonce		(2014)		ex-officio
Boxborough Information Technology Committee (BIT.com) - Staggered 3 year terms; 7 members, est. 2/26/01 (Charter)					
Jay	Bhatia	04/04/05	2013		
Guillermo	Chang	12/03/07	2012	2015	
Jamie	Rogers	04/08/02	2014		
Chris	Russo	09/10/07	2013		
Eric	Wong	11/09/09	2012	2015	
VACANT			2013		
VACANT			2014		
Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.					
Donald	Morse	07/01/09	2013		
Becky	Neville	07/01/12	2015		
William	Sutcliffe	07/01/09	2014		

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)					
David	Follet	09/25/06	2014		
Charlene	Golden	pre-1974	2014		
Norm	Hanover	08/29/11	2013		
Dave	Koonce	06/30/87	2014		
Dennis	Reip	09/08/03	2015		
Rick	Williamson	11/19/07	2012	2015	
VACANT				2013	
Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)					
Sonali	Bhatia	08/03/09	2015		
David	Birt	06/19/06	2013		
Susan	Fredrickson	06/15/09	2014		
Lauraine	Harding	06/25/12	2013		
Frank	Sibley	04/02/07	2015		
Elizabeth	West	07/01/12	2015		
Barbara	Wheeler	01/26/09	2013		
Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective boards/committees)					
James	Faulkner	08/02/10	2013		Planning Bd. Designee
Alan	Rohwer	06/28/10	2013		Hist Comm designee
Robert	Stemple	07/01/12	2015		BoS designee
VACANT					Perm Bldg Comm designee
VACANT					At-large Member
Energy Committee - est. 2/9/09(Amended 3/8/10) by the Board of Selectmen; 7 members; staggered 3 year terms					
Larry	Grossman	03/08/10	2015	2015	
Francie	Nolde	02/09/09	2013		
Abigail	Reip	07/11/11	2015	2015	
Santiago	Tapia-Perez	02/13/12	2014		
Margaret	Webber	03/08/10	2013		
VACANT				2014	<i>K.C. Donovan is expected to resign</i>
VACANT				2015	<i>Ralph Hanrahan not seeking re-appointment</i>

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985					
Mary	Larson	06/30/97	2013		
Kevin	Mahoney	07/01/12	2014		
Trena	Minudri	07/01/12		2013	
Alan	Rohwer	07/01/88	2015		
Shirley	Warren	07/01/88	2015		
MART Representative					
Frank	Powers	07/01/09	2015		
Metropolitan Area Planning Council (MAPC) and MAGIC Representative					
Les	Fox	05/04/09	04/30/15		
Frank	Powers	05/04/09	04/30/15		Alternate
Permanent Building Committee					
VACANT					
Personnel Board est 1976 (as Adv Comm) - 3 year terms; 5 members					
Susan	Bak	08/08/11	2014		
Sheila	Bauer	07/02/12		2014	
Anne	Canfield	10/16/06	2012	2015	
Pat	Flanagan	06/26/06	2012	2015	
Richard	Golden	06/30/96	2013		
Planning Board - Associate Member Joint Appointment of the Selectmen and Planning Board					
Eduardo	Pontoriero	11/07/11	2013		
Public Celebrations & Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)					
Sheila	Bauer	04/04/11	2013		
Matt	Kosakowski	08/31/09	2014		
Lori	Lotterman	07/20/09	2012	2015	
Trena	Minudri	08/03/09	2012	2015	
Owen	Neville	10/22/07	2014		
VACANT			2012	2015	

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2013

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BoS per 2010 ATM vote (Article 20)					
Kevin	Lehner	09/17/01	2013		
Matthew	Rosner	04/25/11	2013		
Victor	Tremblay	07/01/90	2014		<i>Expected to resign</i>
Robert	Zurek	11/07/08	2014		
VACANT			2012	2015	<i>Chris Noble not seeking re-appointment</i>
VACANT			2012	2015	<i>Sue Reuther not seeking re-appointment</i>
VACANT			2012	2015	<i>William Sisk not an active member</i>
Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BoS approved increase in term to 3 yrs, to be staggered, 6/5/05					
Bruce	Hager	10/31/05	2013		
Judi	Resnick	09/08/08	2014		
John	Skinner	12/05/11	2014		
Edward	Whitcomb	05/10/04	2015		
VACANT			2012	2015	
VACANT			2012	2015	

Selina S. Shaw

From: Habersaat, Christian W. [REDACTED]
Sent: Monday, June 18, 2012 9:11 AM
To: 'Selina Shaw'
Cc: Tom Gorman; Mary Nadwairski; 'Thomas P. Gorman'; 'Elizabeth Hughes'
Subject: RE: ZBA

Hi Selina –

I continue to enjoy my time serving on the ZBA (I think it must be around 14 years now). However, last week I assumed the position of President of ABYS and, given the attention I have had to devote and believe I will continue to have to devote to ABYS business, including, in particular, the Lower Field Project at the high school (and my participation on the Board of FOLF), I'm a bit stretched on my volunteer time. So, what I'd like to do is to complete my term which expires at the end of the month. There is a matter currently pending (the Moran variance and special permit application) that I'd like to complete which would require that I be sworn in to continue on the Board for a month. Karen Warner currently sits as an alternate (though she participates on everything) and she can fill my expiring/vacant slot.

If the ZBA is unable to find another alternate in the near term I could slide into the alternate slot and participate when needed due to member conflicts/quorum issues, etc. If I filled this role I would not plan on attending regularly scheduled hearings, but would attend only if Tom advised that there was a quorum or conflict issue. I'll leave it to Tom and the BoS to decide if it makes any sense for me to continue as an alternate.

Please let the BoS know of the reasons why I will allow my term to expire. Thanks.

Chris

From: Selina Shaw [mailto:selina.shaw@town.boxborough.ma.us]
Sent: Thursday, June 14, 2012 10:48 PM
To: Habersaat, Christian W.
Cc: Tom Gorman; Mary Nadwairski
Subject: ZBA
Importance: High

Good evening, Chris

Apologies for my tardiness in sending this out... The time is quickly approaching when the Board of Selectmen will take up the annual appointment process. Thank you so much for your dedicated service on the Zoning Board of Appeals. On Mondays, June 25 and July 2, the BoS will be meeting with their appointed volunteers who have expressed an interest in continuing their service, in order to discuss their interest in serving, as well as their goals for the committee. The meeting also gives the Board an opportunity to thank their volunteers for their tremendous support and contributions, without which the town could not operate.

I was very pleased to hear from Elizabeth that you would like to continue sharing your talents and be reappointed to the ZBA. Will you be able to attend the selectmen's meeting on **June 25 at 7 PM**. We will be continuing the process we started a couple of years ago and Town Clerk Liz Markiewicz will be present for a public swearing-in ceremony. Please let me know by Tuesday the 19th if you can make it on the 25th. I look forward to hearing from you.

6/18/2012

Also... hope to see you on Fifer's Day when I be manning a dual purpose booth: 1) to try to draw folks in to volunteer on one of the town boards/committees (Town Government Begins with You), and 2) to display and take orders to own a ~~piece of Boxborough history (orange Meeting Room tri-fold bench seats).~~

Regards,
Selina

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

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

Selina S. Shaw

From: AB [ab1712@yahoo.com]
Sent: Monday, June 18, 2012 9:12 PM
To: Selina Shaw
Subject: Re: Re-Appointment to PC&C and HistComm
Thanks Selina!

I will be back in Boxborough on July 5th.

If you can pass along any comments to the BoS for me, I would like them to know that I have a special interest in the Historical Commission. We moved to Boxborough and chose our home based to a large degree on the wonderful historic preservation and focus in town. We have worked to fix up our house to maintain the history (ongoing process!). I would be honored to work on preserving Boxborough's history and finding ways to help residents understand and enjoy the rich history we have through places such as Town Hall, Steele Farm, the Schoolhouses, the many historic homes in town, etc.

Many thanks!!

(on a personal note, the Town Meeting benches look great in my dining room!)

Cheers,

Trena

From: Selina Shaw <selina.shaw@town.boxborough.ma.us>
To: Trena Minudri <ab1712@yahoo.com>
Sent: Monday, June 18, 2012 8:56 PM
Subject: Re-Appointment to PC&C and HistComm

Good evening, Trena,

Another fun and successful Fifer's Day. i am sure that you are glad to have that behind you now.

Thanks very much for your dedicated service to the town and for agreeing to re-up to the Public Celebrations and Ceremonies Committee as well as for volunteering to serve on the Historical Commission. The BoS will be taking up appointments on the 25th June and 2nd July. I understand that you will be away on both of those dates and unable to attend. I will ask the Board to appoint in absentia and perhaps you could come in and chat with them at a later meeting. When will you be back in the area?

Enjoy your benches.

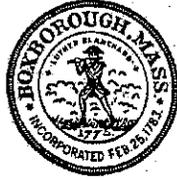
Regards,
Selina

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

6/28/2012

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.

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**BOARD OF SELECTMEN
Meeting Minutes
22 June 2012**

Approved: _____

Present: Vincent Amoroso, Member; Les Fox, Chair; Francis Powers, Clerk; Robert Stemple, Member, Raid Suleiman, Member

Also Present: Joseph Fair, Kopelman & Paige; Boxborough Firefighter (FF) Benn Carpenter; Boxborough Fire Chief Randy White; Boxborough Police Chief Warren Ryder; Members of Boxborough FF Union, Attorney for FF Carpenter Ian Russell, FF Union Representative William MacDonald, Members of Carpenter Family, Town Treasurer Margaret Dennehy

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

Chair Fox called the meeting to order at 8:32 A.M. in the Morse/Hilberg rooms of Town Hall. After calling the meeting to order, Chair Fox reviewed the subject matter – an injured-on-duty claim submitted by FF Carpenter. He further explained that the BOS had limited visibility into the claim because of medical privacy policies and indicated that Chief White had referred the matter to the BOS for review so that we could understand the specific details of this case and venture a ruling regarding the claim. Finally Chair Fox stressed that it was the policy of the town to support employees, particularly those injured on duty and, as such, this matter was a very serious one.

Member Powers (Fire Department liaison) then expanded on Chair Fox's introduction to note that the BOS encouraged Department heads to establish rules and regulations for their departments and that since this case involved an apparent failure to comply with Fire Department rules, the BOS needed information to be able to judge whether FF Carpenter's claim was legitimate, despite being apparently not compliant with Department policies.

Member Amoroso then asked a number of questions dealing with the details of the alleged injury and the associated circumstances on the day of the alleged injury and subsequent days. In particular, Member Amoroso's questions dealt with the date and time of the alleged injury, who was present on the scene of the alleged injury, what occurred after the alleged injury both at the scene and back at the fire house, what occurred the remainder of the day and the following days before FF Carpenter reported the alleged injury and what medications or medical treatments were employed by FF Carpenter.

In summary, FF Carpenter's responses to Member Amoroso's questions were as follows:

- The alleged injury occurred on Sunday, 13 May at approximately 9:30 AM at the scene of a reported medical incident to which the Boxborough fire department responded. The Boxborough FD had responded with the engine as the ambulance was temporarily out of service.
- FF Carpenter was riding on the passenger side of the vehicle and stepped down while stopped by the roadside to speak with the ALS unit to clarify the location of the reported medical incident.
- FF Carpenter indicated he stepped down from the fire vehicle (approximately 3.5 to 4 feet) at the scene of the incident and knew something hurt at that time. He said he felt a burning sensation in his knee after stepping down from the vehicle.
- FF Carpenter (passenger) was accompanied to the incident scene by FF Brendon Lyons (driver) but did not say anything to FF Lyons about any pain or injury at that time.
- FF Carpenter said he walked around the vehicle for several minutes, spoke to the ALS van driver at the incident scene and then got back in the fire vehicle and that his knee was still hurting. He added that he hoped the pain would go away.
- It developed that the medical call was for another town and the Boxborough personnel prepared to return to the fire station. The vehicle with FF Carpenter as passenger returned to the fire house at approximately 10 AM.
- FF Carpenter's shift continued on Sunday 13 May until 5 PM.
- During the time period from 10 AM to 5 PM on 13 May, FF Carpenter stated that he did not use an ice pack on his knee, nor did he take Ibuprofen, but that his knee hurt the entire time.
- FF Carpenter stated that he and FF Lyons continued on duty at the Boxborough fire station but that he did not speak to FF Lyons about his knee pain during that time.
- FF Carpenter said he was aware that department policy required injuries to be reported immediately, but said that he did not feel this alleged injury was important and so did not report it in compliance with Department policy. He indicated that the following day (Monday 14 May) was his day off and he felt the alleged injury might heal.
- After returning home on Sunday, 13 May and also Monday 14 May, FF Carpenter said he did nothing but the pain in his knee was getting worse. He said he thought about whether he should see a doctor, but decided not to because he was still hoping the knee would get better without treatment. He said he did not consider calling the department and reporting the injury. FF Carpenter did not take Ibuprofen or use an ice pack or anything else to treat the injury.
- FF Carpenter said that on Tuesday (15 May) morning, a scheduled work day, he noticed on arising that the knee had gotten worse. He called in to the Boxborough fire department at around 6:30 AM, reported his injury and said he would be unable to report for work.
- On Wednesday (16 May), FF Carpenter went to his doctor who prescribed Ibuprofen and nothing else to deal with the reported injury.
- Subsequently therapy for a period of 4-6 weeks was prescribed, but due to concern over insurance coverage, FF Carpenter has not initiated therapy and is waiting for approval of his injured-on-duty claim.
- FF Carpenter stated that he believed that his health insurance had been canceled because he was not being paid by the town.

- Attorney Russell asked if the town's records were complete regarding the incident and injured-on-duty claim. Chair Fox replied that although the Town Administrator had been providing updates to the Chair and Fire Department liaison (Member Powers), the Board of Selectmen had not seen the claim documentation as it is protected health information. Chair Fox stated that on June 19 the BOS had reviewed a proposed Memorandum of Agreement regarding the claim.
- Town Treasurer Margaret Dennehy stated that the claims documents are complete and in hand. She also stated that medical insurance for FF Carpenter has continued in effect without interruption.
- Member Amoroso asked Counsel Russell if he were aware of the MOA and was FF Carpenter still interested in pursuing it.
- Boxborough Fire Chief White stated that FF Carpenter had been informed by himself, the TA and Treasurer about the option and process available to him under the Family Medical Leave Act, for continuation of coverage under the town's health insurance policy.
- In response to a question from the BOS, FF Carpenter stated that he had not received any letter advising him of a change in his health insurance coverage.

This completed the initial fact-finding questions from Member Amoroso and answers from FF Carpenter. Chair Fox then opened the floor to other questions from BOS members.

Member Suleiman then inquired about FF Carpenter's awareness of the department reporting rule and his responsibility to report injuries immediately. FF Carpenter agreed that he was aware of the rule. The union representative (Macdonald) and Carpenter's lawyer (Russell) stated that such injuries are the nature of the business, that firefighters are hurt this way all the time and that FF Carpenter's late reporting of the injury was not out of the ordinary. Discussions also included reference to FF Carpenter's medical record for this alleged injury with Chair Fox stating that the BOS had not seen the report due to medical privacy restrictions. Attorney Fair noted that this medical record, if introduced into the meeting would become a public record.

Discussions also addressed FF Carpenter's health insurance after his salary was terminated. FF Carpenter was under the impression that when his pay stopped, his health insurance had been canceled. Town Treasurer Dennehy clarified that Carpenter's insurance had not been canceled and was fully paid up through June 2012. She further noted that the town had not sent any correspondence to FF Carpenter indicating his health insurance was no longer in effect. Chief White indicated he had discussed with Carpenter the option of utilizing the Family Medical leave Act for continuation of health benefits when his coverage did expire but FF Carpenter chose not to do that because he was not prepared to pay 25% of the premiums as required under this Act.

Member Amoroso enquired of attorney Russell concerning his involvement in the draft settlement (without prejudice) MoA. Attorney Russell responded that he was not aware that this MoA offer was still on the table and added that his client would be interested in considering this settlement agreement.

FF Bohnert, speaking for the union indicated that the union has not been satisfactorily notified of the injury claim and the potential settlement MoA and had only learned of this MoA one week

ago. He further noted that the union had not been properly furnished with the original Department rules and regulations (including the injury reporting requirement) dating back to January 2012 as required in the current CBA. Attorney Fair responded that in typical 111 F cases, the Chief handles the claim and it would not come before the Selectmen for deliberation. In this case, however, because of the failure to report the injury within the Department-required time frame, the Chief was in a difficult situation and, as a result, the matter had been referred to the Board. With respect to furnishing policies to the union, attorney Fair noted that the Department Rules and Regulations had been sent out in January 2012 and all members of the union had acknowledged receipt. The CBA requires 2 weeks' notice prior to implementation and since today is much later than 2 weeks after promulgation and since the union has raised no objections, then the Rules and Regulations are in full force and effect. Attorney Fair stated that there is no legal requirement for the Fire Chief to communicate with the union regarding a claim of injured on duty. Attorney Russell opined that the Chief was required to advise the union of the claim and its status and the notion that the reporting delay in this case could cause a failure to grant injury leave was not correct. He further stated that the only unusual aspect of this case was referring this matter to the Board of Selectman.

Discussion then revolved around the issue of what was a reasonable time within which to report an on-duty injury. Mr. Macdonald noted that minor injuries happen to firefighters all the time and that firefighters are not prone to go crying to the Chief at such injuries. He added that, in Waltham, a past requirement for reporting injuries was 90 days but he was not sure of the current requirement. He had earlier stated that if he had reported every minor injury to his chief he would have "killed a rain forest". Members Stemple and Amoroso asked what was a reasonable time period for injury reporting and attorney Russell opined that 2 days was a perfectly reasonable time period for such reporting.

Member Suleiman then stated that we were ready to start a dialogue on the draft settlement MoA provided it did not set a precedent for future claims. Fire Lieutenant Gray commented that the union had some concern with the wording of the existing draft MoA. This point was emphasized by attorney Russell, the union representative and FF Carpenter who noted they had not had adequate time to review the draft MoA.

At this point, at 10:05 AM, Chair Fox asked if there were any further comments or questions, and hearing none, said he would entertain a motion to adjourn to executive session for deliberations among Board members and to reconvene in open session afterwards. This motion was made by Chair Fox and seconded by Member Powers. Roll call vote – Fox "aye", Powers "aye", Stemple "aye", Suleiman "aye" and Amoroso "aye".

At approximately 10:55 AM, the Selectmen reconvened in open session. Chair Fox reviewed a statement of agreement developed in executive session. He noted the following points:

- The Board had concerns about the injury reporting delay,
- However, upon the recommendation of the Fire Chief, the Board was prepared to enter into a MoA without prejudice
- The Board agreed to pursue the settlement MoA but needed to hear the union's concern with the MoA language.

Attorney Russell responded that his client was satisfied with the Board's decision and that the union had no concern with the existing draft MoA. He said that FF Carpenter and the union wanted to agree the MoA ASAP and were prepared to sign it as-is.

Chair Fox then moved that the Board sign the MoA as-is; seconded by Member Amoroso; **Approved 5-0**. The MoA was signed and at 11:10, Member Stemple moved to adjourn; seconded by Member Amoroso; **Approved 5-0**.

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FY 2013
APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer	June 30, 2013
Donald	Morse	Cemetery Superintendent	June 30, 2013
Donald	Morse	Veterans' Agent	March 31, 2013
Michael	Guzzo	Assistant Veterans' Agent	March 31, 2013
Phyllis	Tower	Dog Officer	June 30, 2013
David	Birt	Election Warden	June 30, 2013
Richard	Golden	Election Warden	June 30, 2013
Phyllis	Tower	Field Driver	June 30, 2013
Selina S.	Shaw	Town Administrator, Chief Procurement Officer and ADA/AA Compliance Officer	June 30, 2013
Michael	Guzzo	Town Accountant	June 30, 2013
Duane	Adams	Town Assessor	June 30, 2013
Elizabeth	Hughes	Town Planner	June 30, 2013
Margaret	Dennehy	Town Treasurer	June 30, 2013
John J.	Jennings III	Inspector of Buildings and Code Administration Officer	August 12, 2012
Craig	Martin	Call Inspector of Buildings and Code Administration Officer (6/30/12-6/30/13)	June 30, 2013
Tom	Argento	Electrical Inspector	June 30, 2013
Charles	Weeks	Assistant Electrical Inspector	June 30, 2013
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2013
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2013
Randolph J.	White	Fire Chief, Fire Warden, Emergency Management Director and Roy Custance Scholarship Administrator	June 30, 2014
Thomas	Garmon	Director of Public Works, Tree Warden and Moth Superintendent	June 30, 2014
Kopelman & Paige, PC		Town Counsel	June 30, 2013
Warren B.	Ryder	Police Chief	June 30, 2014
Nicholas A.	DiMauro	Sergeant	June 30, 2013
Warren J.	O'Brien	Sergeant	June 30, 2013
Brett A.	Pelley	Sergeant	June 30, 2013
Nathan W.	Bowolick	Patrol Officer	June 30, 2013
Patrick S.	Colburn	Patrol Officer	June 30, 2013
Philip M.	Gath	Patrol Officer	June 30, 2013
Jeffrey C.	Landgren	Patrol Officer	June 30, 2013
Benjamin M.	Lavine	Patrol Officer	June 30, 2013
Edward W.	Pokornicki, Jr.	Patrol Officer	June 30, 2013
Robert R.	Romilly, Jr.	Patrol Officer	June 30, 2013
Gordon N.	Clark	Special Police Officer	June 30, 2013
Steven P.	Duffy	Special Police Officer	June 30, 2013
Patrick E.	Mortimer	Special Police Officer	June 30, 2013
Robert	DaCosta	Special Police Officer	June 30, 2013
Brandon	Bruin	Special Police Officer	June 30, 2013
Peter	Kinnas	Special Police Officer	June 30, 2013
Katelyn	Pfeifer	Special Police Officer	June 30, 2013
Sean	Dineen	Special Police Officer	June 30, 2013
Phyllis	Tower	Lock-up Attendant	June 30, 2013
Richard	Tower	Lock-up Attendant	June 30, 2013
Amy	Waxman	Lock-up Attendant	June 30, 2013
Gary	Whitaker	Lock-up Attendant	June 30, 2013

NB: Those highlighted are listed for informational purposes only. Their appointments are still current.
07022012

76/7c

From: Chief Warren B. Ryder (BPD) [mailto:ryder@boxboroughpolice.com]
Sent: Thursday, June 21, 2012 2:28 PM
To: 'Selina Shaw'
Cc: 'Les Fox'
Subject: RE: Appointments

Good morning!

Attached you will find the FY2013 Police Roster.

To satisfy Mass. General Law, our policies and procedures and other regulations I suggest that I also be appointed as:

- Keeper of the Lock Up
- Dispatch Center Director (along with Chief White as Deputy Dispatch Center Director)
- Deputy Emergency Management Director (at Chief White's request)

Thanks,
Warren

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-263-2628 Main
978-268-5123 Admin Fax
www.BoxboroughPolice.com

From: Chief White [mailto:rwhite@boxboroughfire.com]
Sent: Thursday, June 21, 2012 1:52 PM
To: 'Les Fox'
Cc: fjpowers@verizon.net; 'Selina S. Shaw'
Subject: Deputy EMD

Good Afternoon,

After attending numerous MEMA Director's Meetings and Training Sessions, it has been brought to my attention the importance of having a Deputy Emergency Management Director(EMD)for the Town of Boxborough. MEMA strongly encourages the appointment a Deputy EMD, because of the many recent events affecting the Commonwealth, it has been proven, that having a Deputy EMD has been a huge asset. In addition, there are many incidents when the EMD is unavailable, due to the fact they are on-scene as the incident commander or may be unreachable for any number of reasons, appointing a Deputy provides a key contact for situational awareness and demonstrates a clear chain of command for the community as well as MEMA. With this being said, I have asked Chief Ryder if he would be interested in serving in the capacity as "Deputy EMD" if the Town does support such a position. I feel Chief Ryder would be best suited for this position due to the fact that the Fire and Police departments work so closely together in emergency situations.

In closing, I have attached a letter from Sara White MEMA, Region 1 Manager on my behalf supporting such a important role in Boxborough's emergency management organization. I was looking for your support in this request and present it to the rest of the Board of Selectmen.

Randy

rwhite@boxboroughfire.com
Randolph T. White, Fire Chief
Emergency Management Director
Boxborough Fire Department
502 Massachusetts Avenue
Boxborough, MA 01719



THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY



MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY

400 Worcester Road Framingham, MA 01702-5399

Tel: 508-820-2000 Fax: 508-820-2030

Website: www.mass.gov/mema

Deval L. Patrick
Governor

Kurt N. Schwartz
Director

Timothy P. Murray
Lieutenant Governor

Mary Elizabeth Heffernan
Secretary

June 20, 2012

Chief Randolph White
Boxborough Fire Department
502 Massachusetts Ave
Boxborough, MA 01719-1510

Dear Chief White

Pursuant to our recent conversation regarding Boxborough appointing a Deputy EMD, I would like to advocate the following:

Per the Civil Defense Acts of 1950, it is required by the Commonwealth of Massachusetts for each community to appoint an Emergency Management Director (EMD). MEMA strongly encourages the appointment of a Deputy EMD to relieve some of the burden of the EMD. Over the many recent events affecting the Commonwealth, it has proven a great asset to appoint a Deputy EMD.

Deputy EMD's have performed integral duties such as opening shelters, sought and obtain necessary resources for their community along with performing numerous necessary functions to assist the EMD throughout the year and during disaster. In addition, it is critical for MEMA to have access to situational awareness during emergencies. There are many incidents when the EMD is unavailable, due to the fact they are on-scene as the incident commander or may be unreachable for any number of reasons, appointing a Deputy provides a key contact for situational awareness in those cases.

I trust this is the information you require. Please call the Region 1 Office should you require additional assistance.

Respectfully yours,

Sarah White
MEMA, Region 1 Manager

Region I
P.O. Box 116
365 East Street
Tewksbury, MA 01876
Tel: 978-328-1500 Fax: 978-851-8218

Region II
P.O. Box 54
12-I Rear Administration Road
Bridgewater, MA 02324-0054
Tel: 508-427-0400 Fax: 508-697-8869

Region III / IV
1002 Suffield Street
Agawam, MA 01001
Tel: 413-750-1500 Fax: 413-821-1599

7 di



Reserve Fund Transfer Request

Date: June 26, 2012

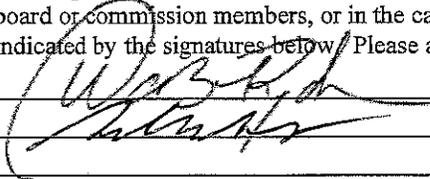
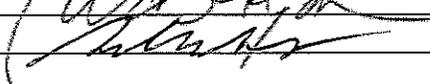
It is requested by the undersigned that the sum of \$ 16,000.00 transferred from the Reserve Fund to:

UMAS Acct. # 01-210-5100-5114 - Police Salaries
(Fund # - Dept. # - Object - Detail)

The balance in the line item as of 06/21/12 (Date) is \$ 12,000.00. An amount of \$913,793.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Several unplanned events have caused a shortage in the Police Salary Line such as an Officers unplanned surgery and 10 week recovery, and two other Officers unexpected leave for family medical emergencies.

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

	(Signature)	Chief of Police	(Title)
	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/11 To 06/30/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
	Police										
01-210-5100-5112	Police Dept. Salary - Police Chief	95,950.00	0.00	95,950.00	94,090.88	94,090.88	0.00	0.00	94,090.88	1,859.12	98.06%
01-210-5100-5114	Police Dept. Salary - Full Time Officers	536,376.00	0.00	536,376.00	523,991.42	523,991.42	0.00	0.00	523,991.42	12,384.58	97.69%
01-210-5100-5117	Police Dept. Salary - Secretary	50,133.00	0.00	50,133.00	48,788.32	48,788.32	0.00	0.00	48,788.32	1,344.68	97.32%
01-210-5100-5119	Police Dept. Salary - Special Officers	11,427.00	0.00	11,427.00	2,711.52	2,711.52	0.00	0.00	2,711.52	8,715.48	23.73%
01-210-5100-5122	Police Dept. Salary - Lock up Attendants	2,890.00	0.00	2,890.00	5,689.72	5,689.72	0.00	0.00	5,689.72	-2,799.72	196.88%
01-210-5100-5123	Police Dept. Salary - Town Details	7,824.00	0.00	7,824.00	6,204.77	6,204.77	0.00	0.00	6,204.77	1,619.23	79.30%
01-210-5100-5130	Police Dept. Salary - FT Officer Overtime	146,221.00	0.00	146,221.00	151,625.33	151,625.33	0.00	0.00	151,625.33	-5,404.33	103.70%
01-210-5100-5148	Police Dept. Salary - Quinn Bill	62,971.00	0.00	62,971.00	68,828.88	68,828.88	0.00	0.00	68,828.88	-5,857.88	109.30%
01-210-5200-5210	Police Dept. Electricity	12,000.00	0.00	12,000.00	10,730.07	10,730.07	0.00	0.00	10,730.07	1,269.93	89.42%
01-210-5200-5212	Police Dept. Heating	3,750.00	0.00	3,750.00	2,203.22	2,203.22	0.00	0.00	2,203.22	1,546.78	58.75%
01-210-5200-5240	Police Dept. Equipment Maintenance	2,500.00	0.00	2,500.00	5,222.93	5,222.93	0.00	0.00	5,222.93	-2,722.93	208.92%
01-210-5200-5242	Police Dept. Repair and Maint - Building an	3,000.00	1,888.30	4,888.30	11,689.44	11,689.44	0.00	0.00	11,689.44	-6,801.14	239.13%
01-210-5200-5246	Police Dept. Repair and Maint - Vehicles	17,000.00	0.00	17,000.00	20,151.90	20,151.90	0.00	0.00	20,151.90	-3,151.90	118.54%
01-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,332.50	2,332.50	0.00	0.00	2,332.50	1,067.50	68.60%
01-210-5200-5340	Police Dept. Internet Access	1,100.00	0.00	1,100.00	575.49	575.49	0.00	0.00	575.49	524.51	52.32%
01-210-5200-5341	Police Dept. Telephone	12,000.00	0.00	12,000.00	11,516.91	11,516.91	0.00	0.00	11,516.91	483.09	95.97%
01-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,385.30	6,385.30	0.00	0.00	6,385.30	614.70	91.22%
01-210-5400-5580	Police Dept. Ammunition	3,000.00	0.00	3,000.00	2,299.70	2,299.70	0.00	0.00	2,299.70	700.30	76.66%
01-210-5400-5585	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,295.00	1,295.00	0.00	0.00	1,295.00	605.00	68.16%
01-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	15,233.99	15,233.99	0.00	0.00	15,233.99	1,716.01	89.88%
01-210-5500-5501	Police Dept. - Defibrillator Maintenance	2,140.00	0.00	2,140.00	0.00	0.00	0.00	0.00	0.00	2,140.00	0.00%
01-210-5700-5715	Police Dept. Professional Development	3,600.00	0.00	3,600.00	3,834.78	3,834.78	0.00	0.00	3,834.78	-234.78	106.52%
01-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	3,820.75	3,820.75	0.00	0.00	3,820.75	-320.75	109.16%
01-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	2,347.81	2,347.81	0.00	0.00	2,347.81	1,652.19	58.70%
01-210-5800-5868	Police Dept. Cruiser Purchase	39,500.00	0.00	39,500.00	39,503.00	39,503.00	0.00	0.00	39,503.00	-3.00	100.01%

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Finance Committee



Reserve Fund Transfer Request

Date: June 26, 2012

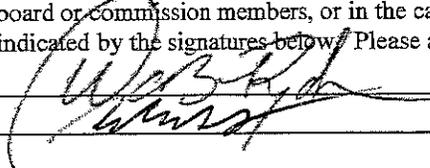
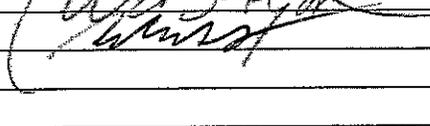
It is requested by the undersigned that the sum of \$ 6,739.38 transferred from the Reserve Fund to:

UMAS Acct. # 01-210-5200-5242 - Police Building & Grounds R/M
(Fund # - Dept. # - Object - Detail)

The balance in the line item as of 06/21/12 (Date) is \$ (8,701.60). An amount of \$3,000.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

In late May of 2012 the Police Department experienced two A/C unit failures. One was for the top floor of the PD and after diagnostic checks it was determined that the unit was unrepairable and had to be replaced (\$3,950). The second was for the 911/server room as the cooling system was leaking water into the room. After two service calls we had to replace the pump system and related tubing (\$2,789.38).

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

	(Signature)	Chief of Police	(Title)
	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/11 To 06/30/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Receipts This Period	Receipts To Date	Payments To Date-Net	Ending Balance	Percent Expended
Police										
01-210-5100-5112	Police Dept. Salary - Police Chief	95,950.00	0.00	95,950.00	94,090.88	0.00	0.00	94,090.88	1,859.12	98.06%
01-210-5100-5114	Police Dept. Salary - Full Time Officers	536,376.00	0.00	536,376.00	523,991.42	0.00	0.00	523,991.42	12,384.58	97.69%
01-210-5100-5117	Police Dept. Salary - Secretary	50,133.00	0.00	50,133.00	48,788.32	0.00	0.00	48,788.32	1,344.68	97.32%
01-210-5100-5119	Police Dept. Salary - Special Officers	11,427.00	0.00	11,427.00	2,711.52	0.00	0.00	2,711.52	8,715.48	23.73%
01-210-5100-5122	Police Dept. Salary - Lock up Attendants	2,890.00	0.00	2,890.00	5,689.72	0.00	0.00	5,689.72	-2,799.72	196.88%
01-210-5100-5123	Police Dept. Salary - Town Details	7,824.00	0.00	7,824.00	6,204.77	0.00	0.00	6,204.77	1,619.23	79.30%
01-210-5100-5130	Police Dept. Salary - FT Officer Overtime	146,221.00	0.00	146,221.00	151,625.33	0.00	0.00	151,625.33	-5,404.33	103.70%
01-210-5100-5148	Police Dept. Salary - Quinn Bill	62,971.00	0.00	62,971.00	68,828.88	0.00	0.00	68,828.88	-5,857.88	109.30%
01-210-5200-5210	Police Dept. Electricity	12,000.00	0.00	12,000.00	10,730.07	0.00	0.00	10,730.07	1,269.93	89.42%
01-210-5200-5212	Police Dept. Heating	3,750.00	0.00	3,750.00	2,203.22	0.00	0.00	2,203.22	1,546.78	58.75%
01-210-5200-5240	Police Dept. Equipment Maintenance	2,500.00	0.00	2,500.00	5,222.93	0.00	0.00	5,222.93	-2,722.93	208.92%
01-210-5200-5242	Police Dept. Repair and Maint - Building an	3,000.00	1,888.30	4,888.30	11,689.44	0.00	0.00	11,689.44	-6,801.14	239.13%
01-210-5200-5246	Police Dept. Repair and Maint - Vehicles	17,000.00	0.00	17,000.00	20,151.90	0.00	0.00	20,151.90	-3,151.90	118.54%
01-210-5200-5319	Police Dept. Mobile Units	3,400.00	0.00	3,400.00	2,332.50	0.00	0.00	2,332.50	1,067.50	68.60%
01-210-5200-5340	Police Dept. Internet Access	1,100.00	0.00	1,100.00	575.49	0.00	0.00	575.49	524.51	52.32%
01-210-5200-5341	Police Dept. Telephone	12,000.00	0.00	12,000.00	11,516.91	0.00	0.00	11,516.91	483.09	95.97%
01-210-5400-5421	Police Dept. Equipment Supplies	7,000.00	0.00	7,000.00	6,385.30	0.00	0.00	6,385.30	614.70	91.22%
01-210-5400-5560	Police Dept. Ammunition	3,000.00	0.00	3,000.00	2,299.70	0.00	0.00	2,299.70	700.30	76.66%
01-210-5400-5565	Police Dept. Law Book Updates	1,900.00	0.00	1,900.00	1,295.00	0.00	0.00	1,295.00	605.00	68.16%
01-210-5400-5590	Police Dept. Uniform Allowance - Full Time	16,950.00	0.00	16,950.00	15,233.99	0.00	0.00	15,233.99	1,716.01	89.88%
01-210-5500-5501	Police Dept. - Defibrillator Maintenance	2,140.00	0.00	2,140.00	0.00	0.00	0.00	0.00	2,140.00	0.00%
01-210-5700-5715	Police Dept. Professional Development	3,600.00	0.00	3,600.00	3,834.78	0.00	0.00	3,834.78	-234.78	106.52%
01-210-5700-5716	Police Dept. Training	3,500.00	0.00	3,500.00	3,820.75	0.00	0.00	3,820.75	-320.75	109.16%
01-210-5700-5775	Police Dept IT Repair and Maintenance	4,000.00	0.00	4,000.00	2,347.81	0.00	0.00	2,347.81	1,652.19	58.70%
01-210-5600-5868	Police Dept. Cruiser Purchase	39,500.00	0.00	39,500.00	39,503.00	0.00	0.00	39,503.00	-3.00	100.01%

Chief Warren B. Ryder (BPD)

From: Chief Warren B. Ryder (BPD) [ryder@boxboroughpolice.com]
Sent: Thursday, May 31, 2012 11:04 AM
To: 'fincom@town.boxborough.ma.us'; 'James Ham'; 'Joseph Niro'
Cc: 'Frank Powers'; 'Mike Guzzo'
Subject: Unexpected equipment failure

Good Afternoon,

I am writing to inform you of another mechanical breakdown at the PD. One of our A/C unit has failed and is un-repairable as it is original to the building (20+ years). We are seeking quotes to replace the unit and will have to move quickly to get this corrected.

This will certainly cause another RFT to be submitted for this FY.

Thank you,

Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-263-2628 Main
978-268-5123 Admin Fax
www.BoxboroughPolice.com



916 Pleasant Street #5
 Norwood, MA 02062
 Tel: 781-769-6694
 Fax: 781-769-1786
 www.suburban-hvac.com

Invoice

Number	Date
S54662	06/05/12

BILL TO: #9329

SERVICE PERFORMED AT:

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Site #: 9329-001

Return this portion with payment

Amount Paid: _____

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
06/04/12	64035			10		

DESCRIPTION

Responded to an emergency call of a water leak in the server room. Checked the unit and found the mini pump had failed. Disconnected the piping and used a vacuum to clear out the line and pan. Set up a container to empty the condensate into until parts could be obtained. Obtained a new condensate pump and returned to install into the unit. Removed the old pump and installed the new condensate pump. Cycled the unit and checked operations. Found no leaks and pump is operating properly.

1 DUCTLESS SPLIT CONDENSATE PUMP 195.20 195.20

06/02/12	1 MECH	R/T	2.00 HRS @ 125.00	250.00
06/02/12	1 MECH	T/T	1.00 HRS @ 125.00	125.00
06/02/12	1 MECH	N/C	.50 HRS @ 125.00	.00
06/04/12	1 MECH	R/T	1.00 HRS @ 125.00	125.00
06/04/12	1 MECH	T/T	.25 HRS @ 125.00	31.25
06/04/12	1 MECH	N/C	2.25 HRS @ 125.00	.00
06/05/12	1 MECH	R/T	.50 HRS @ 125.00	62.50
06/05/12	1 MECH	T/T	.50 HRS @ 125.00	62.50

MATERIAL 195.20

LABOR 656.25

RECEIVED- .00
 TOTAL \$ 851.45



916 Pleasant Street #5
 Norwood, MA 02062
 Tel: 781-769-6694
 Fax: 781-769-1766
 www.suburban-hvac.com

BILL TO: #9329

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Invoice

Number	Date
S54660	06/06/12

SERVICE PERFORMED AT:

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Site # : 9329-001

Return this portion with payment

Amount Paid: _____

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
06/05/12	63993			10		

DESCRIPTION

Supply labor and materials to install a new Carrier Dry R-22 Condensing unit to replace the failed unit, at the above location.

- One (1) Carrier Dry R-22 Condensing Unit
- R-22 Refrigerant
- One (1) Liquid Line Filter Drier

AS AGREED 3950.00

RECEIVED- .00
 TOTAL \$ 3,950.00



916 Pleasant Street #5
 Norwood, MA 02062
 Tel: 781-769-6694
 Fax: 781-769-1786
 www.suburban-hvac.com

BILL TO: #9329

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Invoice

Number	Date
S54770	06/12/12

SERVICE PERFORMED AT:

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Site # : 9329-001

Return this portion with payment Amount Paid: _____

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
06/11/12	64124			10		

DESCRIPTION

Responded to a call of a leak in the server room. Found the remote pump was not working due to the sensor located inside the indoor unit was damaged. Jumped out the pump to test and found it ran ok. Advised customer of problem and recommended installing a new standard condensate pump below the indoor unit and changing the vinyl tube to 3/8" to ease part availability. Set up temporary drain for overnight operation. Returned the following day and installed a new condensate pump in the computer room. Ran new 3/8" tubing all the way to basement where the unit drains. Cycled unit and tested operation. The unit is operating properly att this time.

1 TUBING		78.48	78.48
1 CONDENSATE PUMP 65GPH/115V		108.00	108.00
1 MISC ELECT. MATERIALS #2		8.95	8.95
25 TYE-WRAP (7.5)		.50	12.50
06/11/12	1 MECH R/T	3.00 HRS @ 125.00	375.00
06/11/12	1 MECH O/T	.25 HRS @ 170.00	42.50
06/11/12	1 MECH T/T	.25 HRS @ 125.00	31.25
06/12/12	2 MECHS R/T	9.25 HRS @ 125.00	1156.25
06/12/12	2 MECHS T/T	1.00 HRS @ 125.00	125.00

Continued on page 2



916 Pleasant Street #5
 Norwood, MA 02062
 Tel: 781-769-6694
 Fax: 781-769-1786
 www.suburban-hvac.com

BILL TO: #9329

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Invoice

Number	Date
S54770	06/12/12

SERVICE PERFORMED AT:

BOXBORO POLICE DEPT.
 SGT. RYDER
 520 MASS AVE
 BOXBORO MA 01719

Site #: 9329-001

Return this portion with payment

Amount Paid: _____

Work Order Date	Call Slip Number	P.O. Number	Salesman	Terms	Contract #	Batch #
06/11/12	64124			10		

DESCRIPTION

Continued from page 1

MATERIAL 207.93

LABOR 1730.00

RECEIVED- .00

TOTAL \$ 1,937.93

7 dim



Reserve Fund Transfer Request

Date: June 26, 2012

It is requested by the undersigned that the sum of \$ 4,000.00 transferred from the Reserve Fund to:

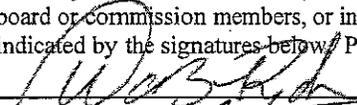
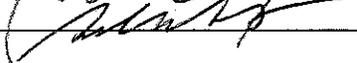
UMAS Acct. # 01-221-5200-5119 - Dispatch Salaries

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

The balance in the line item as of 06/21/12 (Date) is \$ 9,478.00. An amount of \$226,948.00 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

A payroll error in 2007 did not advance Dispatcher Michelle (Turner) Poirier a step as per contract. The owed balance of \$7,341.94 is over the remaining FY12 budget by approximately \$4,000. (See attached)

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

	(Signature)	Chief of Police	(Title)
	(Signature)	Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/11 To 06/30/12

AccountNumber	AccountName	Original Budget	Budget Adjustments	Current Budget	Payments This Period	Payments To Date	Receipts This Period	Receipts To Date	Payments to Date-Net	Ending Balance	Percent Expended
001-221-5100-5114	Dispatch Salary - Full-Time	163,675.00	0.00	163,675.00	156,455.18	156,455.18	0.00	0.00	156,455.18	7,219.82	95.59%
001-221-5100-5119	Dispatch Salary - Part Time	16,528.00	0.00	16,528.00	10,390.32	10,390.32	0.00	0.00	10,390.32	6,137.68	62.86%
001-221-5100-5130	Dispatch Salary - Full Time Overtime	35,876.00	0.00	35,876.00	44,139.02	44,139.02	0.00	0.00	44,139.02	-8,263.02	123.03%
001-221-5100-5197	Dispatch Salary - In Service Training	10,899.00	0.00	10,899.00	5,197.08	5,197.08	0.00	0.00	5,197.08	5,701.92	47.68%
001-221-5200-5210	Dispatch - Electric	0.00	0.00	0.00	173.59	173.59	0.00	0.00	173.59	-173.59	N/A
001-221-5200-5319	Dispatch Byrne Service Teletype IMC	15,500.00	0.00	15,500.00	13,611.67	13,611.67	0.00	0.00	13,611.67	1,888.33	87.82%
001-221-5200-5341	Dispatch Telephone	3,312.00	0.00	3,312.00	2,861.91	2,861.91	0.00	0.00	2,861.91	450.09	86.41%
001-221-5400-5423	Dispatch Office Supplies and Equipment	2,000.00	0.00	2,000.00	2,757.79	2,757.79	0.00	0.00	2,757.79	-757.79	137.89%
001-221-5400-5580	Dispatch Uniforms	1,400.00	0.00	1,400.00	1,158.86	1,158.86	0.00	0.00	1,158.86	241.14	82.78%
001-221-5700-5716	Dispatch Training	1,000.00	0.00	1,000.00	693.45	693.45	0.00	0.00	693.45	306.55	69.35%
001-221-5700-5865	Dispatch - Software Upgrade	4,500.00	0.00	4,500.00	4,493.93	4,493.93	0.00	0.00	4,493.93	6.07	99.87%
001-221-5800-5850	Dispatch Equipment - Repair and Maint.	6,575.00	0.00	6,575.00	8,069.27	8,069.27	0.00	0.00	8,069.27	-1,494.27	122.73%
Sum	Dispatch	261,265.00	0.00	261,265.00	250,002.07	250,002.07	0.00	0.00	250,002.07	11,262.93	95.69%



Town of Boxborough Police Department



Warren B. Ryder
Chief of Police

To: Margaret Dennehy, Town Treasurer
From: Chief Warren B. Ryder
Cc: Chief Randolph T. White
RE: Dispatcher Michelle (Turner) Poirier
Date: May 2, 2012

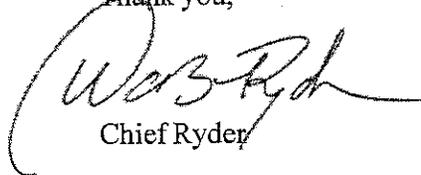
Dear Margaret,

It has come to my attention that in 2007, there was an error in Dispatcher Michelle (Turner) Poirier pay step increase.

- Date of hire (full time): 12/21/2006
- Hired rate of pay: \$15.42, step "A"
- In July of 2007 she was not advanced to step "B" as per contract

Attached you will find our findings from the internal audit of the payroll from those years. Could you please check your records against our data? Please let us know if you need any backup information.

Thank you,



Chief Ryder

7e

Selina S. Shaw

From: Les Fox [lesfox@comcast.net]
Sent: Wednesday, June 27, 2012 10:12 PM
To: 'Selina Shaw'
Cc: 'Al Murphy'; 'Elizabeth Hughes'
Subject: RE: Withdrawing from participating Stow Road Concept Development Committee

Selina,

I mentioned tonight that we needed to update the SRCDC membership list to reflect that Bob Zurek had resigned. Elizabeth said she was not aware of that. I then realized that we may not have let the other members know, and more importantly, the BOS has not accepted his resignation formally. Please put "acceptance with regrets" on the agenda for July 2.

Les

-----Original Message-----

From: Al Murphy [mailto:almur10@verizon.net]
Sent: Monday, April 23, 2012 1:42 PM
To: 'Bob Zurek'
Cc: 'Les Fox'; 'Les Fox'
Subject: RE: Withdrawing from participating Stow Road Concept Development Committee

Dear Bob,

I am sorry to hear that you are withdrawing, and I am sorry for my belated response to you.

In any case, thank you for your interest. If in the future you would like an update on where things stand, please feel free to e-mail me. I will certainly try to respond to you in a more timely manner.

Al

-----Original Message-----

From: Bob Zurek [mailto:bobzurek@gmail.com]
Sent: Wednesday, April 04, 2012 9:18 AM
To: almur10
Cc: Elizabeth Markiewicz
Subject: Withdrawing from participating Stow Road Concept Development Committee

Hi Al,

I am withdrawing my participation on the Stow Road Concept Development Committee. It looks like you have very good participation at this point and I appreciate the consideration in the past. Good luck to you and the team and thanks for your leadership on this important town effort.

Thank you,
Bob Zurek
78 Morse Lane
Boxborough, MA



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THE COMMONWEALTH OF MASSACHUSETTS

MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY
400 WORCESTER RD., FRAMINGHAM, MA 01702-5399 508-820-2000 FAX 508-820-1404

DEPARTMENT OF CONSERVATION & RECREATION
251 CAUSEWAY STREET, SUITE 600-700, BOSTON, MA 02114-2104 617-626-1250 FAX 617-626-1449

dcr
Massachusetts



Kurt N. Schwartz
DIRECTOR

Deval L. Patrick
GOVERNOR

Edward M Lambert, Jr.
COMMISSIONER

April 13, 2012

Town of Boxborough
Raid Suleiman, Chair, Board of Selectmen
29 Middle Road
Boxborough, MA 01719

received
6/18/2012

Re: Hazard Mitigation Grant Program (HMGP)
Grant Number HMGP 1959-11 Emergency Generators

Dear Mr. Suleiman:

The Federal Emergency Management Agency (FEMA) has approved HMGP funding for the Town of Boxborough **Emergency Generators** project.

The Town of Boxborough has received a FEMA award of \$177,117.00 and will be reimbursed up to 75% of approved, allowable, and eligible costs, up to the award, as stipulated by the grant agreement and OMB Circular A-87. This is a reimbursable grant program and expenses have to be incurred and paid prior to being reimbursed. Please note that any project revisions, changes or deviations from the FEMA-approved grant application must be approved in writing by both MEMA and FEMA in order to be eligible for grant reimbursement.

In order to execute this agreement, the following tasks relative to the attached grant agreement must be completed; much of the information required can be retrieved from your grant application and/or any supplemental information you have previously submitted. All of the forms associated with this contract are available electronically. Please contact Sherry Leung at 508-820-1436 or e-mail shirletta.leung@state.ma.us.

- 1) **Standard Contract Form:** The CEO must complete, sign and HAND date the form as the Contractor.
- 2) **Attachment A: (Scope of Work):** Approved Scope of Work is included in contract package.
- 3) **Attachment B: (Budget Information):** The budget provided is based on the approved budget that is in your application. Please provide a state fiscal year (July 1 thru June30) budget for the life of the grant for the federal funds only. The CEO will sign the budget form.
- 4) **Attachment B-II: (Work Schedule):** Please complete work schedule to coincide/fall within the contract start and end dates. (At least 30 months)
- 5) **Attachment C: (Additional Terms and Conditions):** These are conditions set forth by MEMA. These conditions/requirements must be satisfied to be eligible for funding.

- 6) **Attachment D: (Designation of Program Manager Form):** The CEO must appoint a local Project Manager for this Agreement. Once this appointment is made, please complete and sign the provided form.
- 7) **Contractor Authorized Signatory Listing:** The CEO must sign and execute the CASL according to instructions provided.
- 8) **Attachment G-III (Certification of Compliance with OMB Circular A-133):** The CEO must complete and sign as described in Attachment C (Additional Terms & Conditions).
- 9) **FEMA Assurances and Certifications:** The Assurances and Certifications shall be reviewed and the Summary Sheet signed by the CEO.
- 10) **Attachment H:** Environmental Review conditions may have been established by FEMA for this project. These conditions/requirements must be satisfied to be eligible for funding.
- 11) **Sample Attachment F (Request for Funds)** is included for your reference and will need to be completed and accompany future requests for reimbursement. Funds can be requested at any point in the work schedule. Once you are ready to request funds, please contact MEMA and we will assist you with this process.
- 12) **Sample Attachment G-IV (Quarterly Performance Report)** is included for your reference and must be provided on a quarterly basis. Notification will be sent via e-mail when report is due.

Please return this fully executed contract package to:

**Massachusetts Emergency Management Agency
Shirletta Leung, Lead Hazard Mitigation Contract Specialist
400 Worcester Road
Framingham, MA 01702**

Once the CEO has signed all required forms, MEMA will approve the contract and return an executed copy to you. Please carefully review all provisions of the attached grant agreement prior to execution.

Please do not hesitate to contact Sherry Leung at (508) 820-1436 with any questions or concerns regarding the HMGP grant agreement and associated paperwork.

Sincerely,



Scott MacLeod
Hazard Mitigation Grant Coordinator

Enclosures

Cc: File

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MASSACHUSETTS QUITCLAIM DEED

D. Bruce Wheeler, Trustee of The Fair Oaks Park Realty Trust, under Declaration of Trust dated December 22, 2003, recorded with the Middlesex South District Registry of Deeds in Book 41667, Page 501, of 148 Park Street, North Reading, Middlesex County, Massachusetts, 01864,

In consideration of less than One Hundred (\$100.00) Dollars,

grants to THE TOWN OF BOXBOROUGH, by and through its Board of Selectman, a municipal corporation, having a usual place of business at 29 Middle Road, Boxborough, Massachusetts 01719

WITH QUITCLAIM COVENANTS:

The fee in that certain roadway known as Hughes Lane in Boxborough, Middlesex County, Massachusetts, the description, bounds and location of which are shown on a plan entitled, "Fair Oaks Park Definitive Subdivision of Land in Boxborough, Massachusetts" Prepared for: Landwest Development, LLC, dated September, 2002, revised March 2003, May 28, 2003 and July 29, 2003, by Acton Survey & Engineering, Inc., which plan is recorded with the Middlesex South District Registry of Deeds as Plan No. 218 of 2004 ("Subdivision Plan"), to which plan reference may be had for a more particular description of said Hughes Lane. Said Hughes Lane is more particularly described on the Exhibit A attached hereto and incorporated herein by reference.

Hughes Lane is conveyed together with certain easements as follows:

1. The perpetual right and construction easement over, under and upon that certain strip of land forty (40') feet wide situated adjacent to and parallel with Hughes Lane, on the above referenced plan, for the purpose of accommodating completion and maintenance of the subdivision roadway and drainage system, including but not limited to, drainage structures and facilities, lot grading, easement monumenting, and loaming and seeding. Without limiting the generality hereof, said easement includes the right to perform grading, and to deposit fill and other material necessary for the construction, drainage, support, and maintenance of said Hughes Lane and includes the right to enter upon said areas with materials, vehicles and equipment in order to effectuate this easement.
2. The perpetual right and easement over, under and upon that portion of land being shown as "50' Wide Drainage and Sidewalk Easement" over a portion of Lot BZ on the above referenced plan, for the purpose of installing, constructing, and maintaining drainage facilities of all types and kinds and for the purpose of the construction, reconstruction and maintenance of sidewalks. Without limiting the provisions hereof, said grant of easement includes the right to enter onto said Lot BZ, with any and all material and equipment necessary to effectuate this easement, the right to install, construct and maintain any and all drainage facilities, and the right to pass and repass over the sidewalks once constructed, within the easement area that may be necessary to effectuate the easement. If the Grantee exercises any rights under this reservation, then, the Grantee shall reasonably restore the disturbed premises to the approximate condition then in existence prior to the exercise of any rights herein. Said Easement Area is more particularly described as Easement A on Exhibit B attached hereto.

3. The perpetual right and construction easement over, under and upon that certain strip of land situated adjacent to and parallel with the northeasterly boundary of Lot 8 with Lot BZ and being shown as "Drainage and Public Access Easement", on the above referenced plan, for the purpose of installing, constructing and maintaining drainage facilities of all types and kinds, together with the right to enter onto the easement area by foot or with vehicles and machinery, for the purpose of access and maintaining the drainage facilities and detention basin situated within the "Drainage and Public Access Easement" area on said Lot BZ, and for the purpose of access, by foot only, to Parcel C as shown on the Plan. Said Easement Area is more particularly described as Easement B on Exhibit B attached hereto.

4. The perpetual right and construction easement over, under and upon that certain strip of land situated adjacent to and parallel with the northeasterly boundary of Lot 8 with Lot BZ and being shown as "Drainage and Public Access Easement", on the above referenced plan, for the purpose of installing, constructing and maintaining drainage facilities of all types and kinds, together with the right to enter onto the easement area by foot or with vehicles and machinery, for the purpose of access and maintaining the drainage facilities and detention basin situated within the "Drainage and Public Access Easement" area on said Lot 8, and for the purpose of access, by foot only, to Parcel C as shown on the Plan. Said Easement Area is more particularly described as Easement C on Exhibit B attached hereto.

5. The perpetual right and construction easement over, under and upon that certain strip of land on Lot 5A being shown as "Drainage and Public Access Easement", on a plan entitled, "Plan of Land, Hughes Lane, Boxborough, Massachusetts" Prepared for: Landwest Development, LLC, 148 Park Street, No. Reading, MA 01864, dated February 1, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 401 of 2005, for the purpose of installing, constructing and maintaining drainage facilities of all types and kinds, together with the right to enter onto the easement area by foot or with vehicles and machinery, for the purpose of access and maintaining the drainage facilities and detention basin situated within the "Drainage and Public Access Easement" area on said Lot 5A, and for the purpose of access, by foot only, to Parcel C as shown on the Plan. Said Easement Area is more particularly described as Easement D on Exhibit B attached hereto.

6. The perpetual right and construction easement over, under and upon that certain strip of land on Lot 5A being shown as "Access Easement", on a plan entitled "Easement Plan, Lots 5A & 6A, Hughes Lane, Boxborough, Massachusetts, Prepared for: Landwest Development, LLC, 148 Park Street., No. Reading, MA 01864, Scale: 1 inch = 60 feet, Date: July 7, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 1057 of 2005, the above referenced plan, for the purpose of installing, constructing and maintaining drainage facilities of all types and kinds, together with the right to enter onto the easement area by foot or with vehicles and machinery, for the purpose of access and maintaining the drainage facilities and detention basin situated within the "Access Easement" area on said Lot 5A, and for the purpose of access, by foot only, to Parcel C as shown on the Plan. Said Easement Area is more particularly described as Easement E on Exhibit B attached hereto.

7. The perpetual right and easement over, under and upon that portion of land being shown as "50' Wide Drainage and Sidewalk Easement" over a portion of Lot 1 on the above first referenced plan, for the purpose of installing, constructing, and maintaining drainage facilities of all types and kinds and for the purpose of the construction, reconstruction and maintenance of sidewalks. Without limiting the provisions hereof, said grant of easement includes the right to enter onto said Lot 1, with any and all material and equipment necessary to effectuate this easement, the right to install, construct and maintain any and all drainage facilities, and the right to pass and repass over the sidewalks once constructed, within the easement area that may be necessary to effectuate the easement. If the Grantee exercises any rights under this reservation, then, the Grantee shall reasonably restore the disturbed premises to the approximate condition then in existence prior to the exercise of any rights herein. Said Easement Area is more particularly described as Easement F on Exhibit B attached hereto.

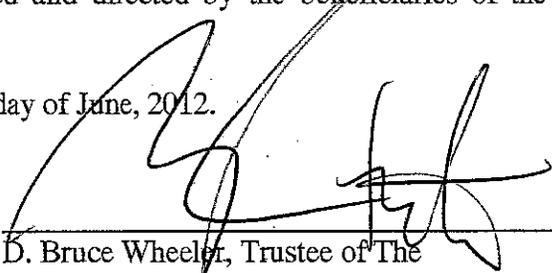
All installation, maintenance, use, repair, replacement and removal hereby authorized shall be done in such a manner as not to interfere unreasonably with the surface or aerial uses of said Easement Area. Whenever any surface is disturbed by authority of this instrument, it shall be restored with reasonable promptness to substantially its condition prior to such disturbance.

Meaning and intending to convey that certain parcel of land known as Hughes Lane, and being further described in an Order of Street Layout filed with the Town Clerk's office as required by M.G.L. c. 82, s. 23, on May 1, 2012. Included in this conveyance are all trees, roadway improvements and all structures located thereon, but not including wires, cables, poles, towers, pipes, conduits and other appurtenances for the conveyance of gas, electricity, cable television or telephone communication located in or upon Hughes Lane or the easements herein described.

Being a portion of the premises conveyed to Grantor by deed recorded with said Deeds in Book 41667, Page 508.

The undersigned Trustee hereby certifies that the Trust remains in full force and effect, has not been amended except as of record with the Middlesex South District Registry of Deeds and that the Trustee has been unanimously authorized and directed by the beneficiaries of the Trust to deliver the within deed.

Witness my hand and seal this 26 day of June, 2012.



D. Bruce Wheeler, Trustee of The
Fair Oaks Park Realty Trust

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

June 26, 2012

Then personally appeared before me, the undersigned notary public, D. Bruce Wheeler, proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily as Trustee of The Fair Oaks Park Realty Trust as aforesaid, for its stated purpose

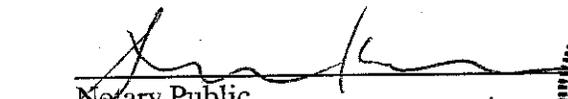

Notary Public
My Commission Expires: 7/30/15



Exhibit A
LEGAL DESCRIPTON
HUGHES LANE
BOXBOROUGH, MASSACHUSETTS

A certain road located in Middlesex County, Massachusetts in the Town of Boxborough which has been laid out for acceptance as a public way. This roadway was originally shown on a plan entitled, "Fair Oaks Park, Definitive Subdivision of Land in Boxborough, Massachusetts", Prepared for: Landwest Development, LLC, Date: September, 2002, Revised March, 2003, May 28, 2003 and July 29, 2003, recorded on March 8, 2004 as Plan No. 218 of 2004, Middlesex South District Registry of Deed.

Beginning on the westerly sideline of Hughes Lane at the intersection of Massachusetts Avenue at a concrete bound with a drill hole being located S 76° 15' 01" E 21.27' from a Massachusetts highway bound.

Thence along the southerly sideline of Massachusetts Avenue S 76° 15' 01" E 90.00' to an iron pin set in concrete being the point of beginning

Thence on a curve to the left with a radius of 20' a distance of 31.42' to a concrete bound with a drill hole.

Thence S 13° 44' 59" W 217.48' to a concrete bound with a drill hole.

Thence on a curve to the right with a radius of 1,525.00' a distance of 220.18' to a concrete bound with a drill hole.

Thence S 22° 01' 19" W 532.64' to a concrete bound with a drill hole.

Thence on a curve to the right with a radius of 69.00' a distance of 324.38' to a concrete bound with a drill hole.

Thence on a curve to the left with a radius of 20.00' a distance of 31.19' to a concrete bound with a drill hole.

Thence N 22° 01' 19" E 443.65' to a concrete bound with a drill hole.

Thence on a curve to the left with a radius of 1,475.00' a distance of 212.96' to a concrete bound with a drill hole.

Thence N 13° 44' 59" E 217.48' to a concrete bound with a drill hole.

Thence on a curve to the left with a radius of 20.00' a distance of 31.42' to a concrete bound with a drill hole on the sideline of Massachusetts Avenue being the point of beginning.

Containing 62,121 SF and is 50' wide as laid out by said plan.

Exhibit B

**EASEMENT DESCRIPTIONS
HUGHES LANE
BOXBOROUGH, MASSACHUSETTS**

Easement A (Lot BZ)

Drainage and sidewalk easement

Drainage and sidewalk easement on Lot BZ located in Fair Oaks Park on the easterly sideline of Hughes Lane as shown on Plan Number 218 of 2004 recorded in the Middlesex Registry of Deeds Southern District.

Beginning on the southerly sideline of Hughes lane at the intersection of Massachusetts Avenue at a concrete bound with a drill hole.

Thence along the southerly sideline of Massachusetts Avenue S $76^{\circ} 15' 01''$ E 335.08' to a corner.
Thence continuing along Massachusetts Avenue S $66^{\circ} 15' 26''$ E 172.72' to a corner of Parcel C.

Thence along Parcel C S $23^{\circ} 44' 34''$ W 50.00' to a corner.

Thence N $66^{\circ} 15' 26''$ W 168.35' to a corner.

Thence N $76^{\circ} 15' 01''$ W 350.71' to the sideline of Hughes Lane.

Thence along Hughes lane N $13^{\circ} 44' 59''$ E 30.00' to a concrete bound with a drill hole.

Thence on a curve to the right with a radius of 20.00' a distance of 31.42' to a concrete bound with a drill hole being the point of beginning.

Containing 26,086 SF+/-

Easement B (Lot BZ)

Drainage and public access easement

Drainage and public access easement on Lot BZ located in Fair Oaks Park on the easterly sideline of Hughes Lane as shown on Plan Number 218 of 2004 recorded in the Middlesex Registry of Deeds Southern District.

Beginning at the lot line between Lot BZ and Lot 8 on the easterly sideline of Hughes Lane.

Thence along the lot line between lot BZ and Lot 8 S $76^{\circ} 15' 01''$ E 333.51' to a corner.

Thence N $70^{\circ} 57' 35''$ W 330.49' to the sideline of Hughes Lane.

Thence by the sideline of Hughes lane S $22^{\circ} 01' 19''$ W 30.80' to the point of beginning.

Containing 5,083 SF+/-

Easement C (Lot 8)

Drainage and public access easement

Drainage and public access easement on Lot 8 located in Fair Oaks Park on the easterly sideline of Hughes Lane as shown on Plan Number 218 of 2004 recorded in the Middlesex Registry of Deeds Southern District.

Beginning at the lot line between Lot BZ and Lot 8 on the easterly sideline of Hughes Lane.

Thence along the lot line between lot BZ and Lot 8 S $76^{\circ} 15' 01''$ E 333.51' to a corner.

Thence along Lot BZ N $66^{\circ} 15' 26''$ E 128.99 to a corner at Parcel C.

Thence along Parcel C S $29^{\circ} 32' 06''$ W 180.52' to the corner of Lot 7.

Thence along Lot 7 N $71^{\circ} 12' 52''$ W 141.68' to a corner.

Thence N $19^{\circ} 02' 25''$ E 147.72' to a corner.

Thence N $70^{\circ} 57' 35''$ W 286.64' to the sideline of Hughes Lane.

Thence along Hughes Lanes N $22^{\circ} 01' 19''$ E 10.62' to the point of beginning.

Containing 36,029 SF+/-

Easement D (Lot 5A)

Drainage and public access easement

Drainage and public access easement on Lot 5A located in Fair Oaks Park on the southerly sideline of Hughes Lane as shown on Plan Number 218 of 2004 recorded in the Middlesex Registry of Deeds Southern District.

Beginning at the lot line between Lot 5A and Lot 4 on the southerly end of Hughes Lane.

Thence S 32° 18' 57" E 104.72 to a stone wall at lane now or formerly Zartarian.

Thence along the stonewall and land of Zartarian S 63° 34' 46" E 6.78' to a corner.

Thence along the stonewall and land of Zartarian S 53° 21' 07" E 23.65' to a corner.

Thence along the stonewall and land of Zartarian S 45° 53' 02" E 49.83' to a corner at land nor or formerly Childs.

Thence along Childs land S 44° 34' 14" E 298.46' to Parcel C.

Thence along Parcel C N 29° 32' 06" E 232.59' to the corner of Lot 6.

Thence along Lot 6 N 57° 33' 26" W 228.77' to a corner.

Thence S 32° 26' 34" W 155.18' to a corner.

Thence N 45° 53' 02" E 145.82' to a corner.

Thence N 32° 18' 57" W 55.10' to the sideline of Hughes Lane.

Thence on a curve to the right with a radius of 69.00' a distance of 32.60' to the point of beginning.

Containing 52,307 SF+/-

Easement E (Lot 5A)

Access easement

Access easement on Lot 5A located in Fair Oaks Park on the easterly sideline of Hughes Lane as shown on Plan Number 1057 of 2005 recorded in the Middlesex Registry of Deeds Southern District.

Beginning at the lot line between Lot 5A and Lot 6A on the easterly side of Hughes Lane.

Thence along Lot 6A S 12° 17' 19" E 13.34' to a concrete bound with a drill hole.

Thence along Lot 6A S 76° 03' 01" E 51.12' to a concrete bound with a drill hole.

Thence along Lot 6A S 46° 00' 19" E 33.64' to a concrete bound with a drill hole.

Thence along Lot 6A S 57° 33' 26" E 69.95' to a corner.

Thence S 32° 26' 34" W 20.00' to a corner.

Thence N 57° 33' 26" W 71.96' to a corner.

Thence N 46° 00' 19" W 33.30' to a corner.

Thence N 76° 03' 01" W 56.29' easterly sideline of Hughes Lane.

Thence on a curve to the left with a radius of 69.00' a distance of 3.85' to a concrete bound with a drill hole.

Thence along the easterly sideline of Hughes Lane N 22° 01' 19" E 28.45' to the point of beginning.

Containing 3,253 SF+/-

Easement F (Lot 1)

Sidewalk and Drainage easement.

Sidewalk and Drainage easement on Lot 1 in Fair Oaks Park located at the intersection of Hughes Lane with Massachusetts Avenue as shown on Plan Number 218 of 2004 recorded in the Middlesex Registry of Deeds Southern District.

Beginning at the intersection of Lot 1 and land now or formally woods with the southerly sideline of Massachusetts Avenue at the centerline back of a Massachusetts highway bound.

Thence by Massachusetts Avenue S $76^{\circ} 15' 01''$ E 21.27' to a concrete bound with a drill hole at the intersection of Hughes Lane.

Thence along Hughes Lanes on a curve to the right with a radius of 20.00' a distance of 31.42' to a concrete bound with a drill hole.

Thence along Hughes Lane S $13^{\circ} 44' 59''$ W 30.00' to a corner.

Thence N $76^{\circ} 15' 01''$ W 45.89' to land now or formally Woods.

Thence along land of Woods N $19^{\circ} 01' 37''$ E 50.21' to the centerline back of a Massachusetts highway bound being the point of beginning.

Containing 2,093 SF+/-

ACCEPTANCE OF DEED

The foregoing deed to Hughes Lane is hereby accepted by the Town of Boxborough, acting by and through its Board of Selectmen, pursuant to the authority granted by the vote under Article 40 of the May 14, 2012 Town Meeting, a certified copy of which is attached hereto, General Laws Chapter 82, Section 21, and any other authority in any way appertaining, this ____ day of _____, 2012.

TOWN OF BOXBOROUGH
BOARD OF SELECTMEN

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____, 2012

Then personally appeared before me, the undersigned notary public, _____ proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily for its stated purpose, as member of the Board of Selectmen and acknowledged the foregoing to be the free act and deed of the Board on behalf of the Town of Boxborough

Notary Public
My Commission Expires:



Boxborough Town Clerk

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 263-1116 • Fax: (978) 264-3127

elizabeth.markiewicz@town.boxborough.ma.us

I, Elizabeth Markiewicz, Clerk of the Town of Boxborough, hereby do certify that the following is a true copy of the action taken on Article 40 at the Annual Town Meeting, held on May 14, 2012, with adjourned sessions on May 15, 2012, and May 17, 2012, at the Blanchard Memorial School in Boxborough, Massachusetts.

ARTICLE 40 ROAD ACCEPTANCE – HUGHES LANE (Majority vote required)

To see if the Town will accept as a public way Hughes Lane as it has been laid out by the Board of Selectmen as shown on the plan entitled: “Plan of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: January 4, 2007, Revised January 16, 2012 and prepared by Rose Land Survey, which plan has been filed with the Town Clerk, 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 Hughes Lane for all purposes for which public ways are used in the Town of Boxborough, as well as the following interests in land:

- a) perpetual easements in those areas shown on the plan entitled “Fair Oaks Park, Definitive Subdivision of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: September, 2002, Revised March, 2003, May 28, 2003 and July 29, 2003, recorded on March 8, 2004 as Plan No. 218 of 2004, as drainage, utility, sidewalk, slope, access, or construction easements, for roadway, sidewalk, drainage, utility and access purposes;
- b) a perpetual easement in that certain strip of land on Lot 5A being shown as “Drainage and Public Access Easement” on a plan entitled: “Plan of Land, Hughes Lane, Boxborough, Massachusetts” Prepared for: Landwest Development, LLC, 148 Park Street, No. Reading, MA 01864, dated February 1, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 401 of 2005, for drainage and access purposes; and
- c) a perpetual easement in that certain strip of land on Lot 5A being shown as “Access Easement” on a plan entitled: “Easement Plan, Lots 5A & 6A, Hughes Lane, Boxborough, Massachusetts, Prepared for: Landwest Development, LLC, 148 Park Street., No. Reading, MA 01864, Scale: 1 inch = 60 feet, Date: July 7, 2005, and recorded with the Middlesex South District

Registry of Deeds as Plan No. 1057 of 2005, for drainage and access purposes,

or take any other action relative thereto.

ACTION ON ARTICLE 40, May 17, 2012. On Ms. Robinson's motion, the Town did vote by a majority to accept as a public way Hughes Lane as it has been laid out by the Board of Selectmen as shown on the plan entitled: "Plan of Land in Boxborough, Massachusetts", Prepared for: Landwest Development, LLC, Date: January 4, 2007, Revised January 16, 2012 and prepared by Rose Land Survey, which plan has been filed with the Town Clerk, 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 Hughes Lane for all purposes for which public ways are used in the Town of Boxborough, as well as interests in land as printed in the warrant.

A true copy, attest:



Elizabeth A. Markiewicz
Town Clerk of Boxborough

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MASSACHUSETTS QUITCLAIM DEED

D. Bruce Wheeler, Trustee of The Fair Oaks Park Realty Trust, under Declaration of Trust dated December 22, 2003, recorded with the Middlesex South District Registry of Deeds in Book 41667, Page 501, of 148 Park Street, North Reading, Middlesex County, Massachusetts, 01864, for consideration paid and in full consideration of Less than One Hundred and 00/100 (\$100.00) Dollars, grants to **The Town of Boxborough, a Municipal Corporation in Middlesex County, acting by and through its Conservation Commission**, having a usual place of business at 29 Middle Road, Boxborough, Middlesex County, Massachusetts

WITH QUITCLAIM COVENANTS,

A certain parcel of land situated on Hughes Lane in Boxborough, Middlesex County, Massachusetts, being shown as Parcel C on a plan entitled, "Fair Oaks Park Definitive Subdivision of Land in Boxborough, Massachusetts" Prepared for: Landwest Development, LLC, dated September, 2002, revised March 2003, May 28, 2003 and July 29, 2003, by Acton Survey & Engineering, Inc., which plan is recorded with the Middlesex South District Registry of Deeds as Plan No. 218 of 2004 ("Plan"), and being further bounded and described as follows:

Beginning at the intersection of Parcel C and Lot BZ with the southerly sideline of Massachusetts Avenue.

Thence along the sideline of Massachusetts Avenue S 66° 15' 26"E 108.67' to the corner of land now or formally Basett Realty Trust.

Thence along land of Basett Realty Trust S 21° 07' 15" W 1411.61' to land now or formally Hill, LLC.

Thence along land of Hill and land of Childs N 44° 34' 14" W 242.72' to the corner of Lot 5A as shown on Plan Number 401 of 2005.

Thence along Lot 5A, Lot 6A, Lot 7 and Lot 8 N 29° 32' 06" E 812.77' to the corner of Lot BZ.

Thence along Lot BZ N 23° 44' 34" E 500.01' to the southerly sideline of Massachusetts Avenue being the point of beginning.

Parcel C contains 227,306 SF (5.22 acres) of land, more or less, according to the Plan.

Said premises are conveyed together with the right to pass and repass over the constructed portions of the streets and ways as shown on the Plan for all purposes for which streets and ways are commonly utilized for in the Town of Boxborough.

This conveyance of Parcel C to the Town of Boxborough is made pursuant to, and in satisfaction of, Condition No. 2.5 of the Special Permit Decision No. 03-02 dated July 14, 2003 issued by the Planning Board of the Town of Boxborough, which permit is recorded with said Deeds in Book 40972, Page 532.

Said premises are also conveyed subject to the restriction that the lot shall not be further subdivided as set forth in the Form F Certificate of Action dated July 14, 2003, recorded with said Deeds in Book 42187, Page 509.

Said premises are also conveyed subject to an Order of Conditions issued under the Massachusetts Wetlands Protection Act and the Town of Boxborough Wetland ByLaw (DEP No. 113-405) on June 4, 2003, recorded with said Deeds in Book 39774, Page 440, as affected by Amended Order of Conditions issued on April 28, 2004, recorded with said Deeds in Book 42918, Page 311, as affected by Extension Permits duly recorded in Book 44898, Page 154 and Book 47313, Page 106 and as affected by Certificate of Compliance recorded in Book 51899, Page 279.

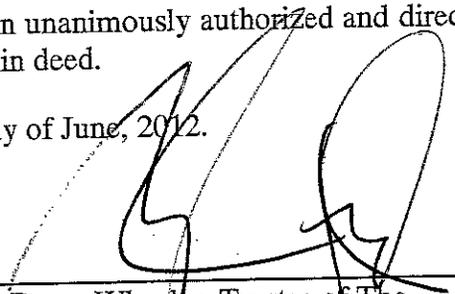
Said premises are also conveyed subject to an easement given to Verizon New England, Inc., dated June 1, 2004, recorded with said Deeds in Book 42974, Page 485.

Said premises are also conveyed subject to and with the benefit of easements, rights, restrictions and agreements of record, if any there be, insofar as the same are now in force and applicable.

Being a portion of the premises conveyed to Grantor by deed recorded with said Deeds in Book 41667, Page 508.

The undersigned Trustee hereby certifies that the Trust remains in full force and effect, has not been amended, except as of record with the Middlesex South District Registry of Deeds, and that the Trustee has been unanimously authorized and directed by the beneficiaries of the Trust to deliver the within deed.

Witness my hand and seal this 26 day of June, 2012.



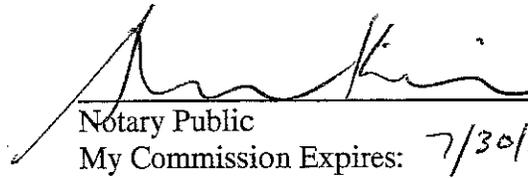
D. Bruce Wheeler, Trustee of The
Fair Oaks Park Realty Trust

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.

June 26, 2012

Then personally appeared before me, the undersigned notary public, D. Bruce Wheeler, proved to me through satisfactory evidence of identification, which was a driver's license, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily as Trustee of The Fair Oaks Park Realty Trust as aforesaid, for its stated purpose


Notary Public
My Commission Expires: 7/30/15



ACCEPTANCE OF DEED

The above deed of Parcel C is accepted this ____ day of _____ 2012.

CONSERVATION COMMISSION OF
TOWN OF BOXBOROUGH

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____, 2012

Then personally appeared before me, the undersigned notary public, _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily as aforesaid, for its stated purpose, as a member of and on behalf of the Conservation Commission of the Town of Boxborough.

Notary Public
My Commission Expires:

ACCEPTANCE OF DEED

The above deed of Parcel C is accepted this ____ day of _____ 2012.

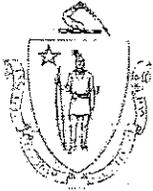
BOARD OF SELECTMEN OF
TOWN OF BOXBOROUGH

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss. _____, 2012

Then personally appeared before me, the undersigned notary public, _____, proved to me through satisfactory evidence of identification, which was _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he signed it voluntarily as aforesaid, for its stated purpose, as a member of and on behalf of the Board of Selectmen of the Town of Boxborough.

Notary Public
My Commission Expires:



71
The Commonwealth of Massachusetts
EXECUTIVE OFFICE OF PUBLIC SAFETY AND SECURITY
STATE 911 DEPARTMENT
1380 Bay Street, Building C ~ Taunton, MA 02780-1088
Tel: 508-828-2911 ~ TTY: 508-828-4572 ~ Fax: 508-828-2585
www.mass.gov/e911



DEVAL L. PATRICK
Governor

MARY ELIZABETH HEFFERNAN
Secretary of Public Safety
and Security

TIMOTHY P. MURRAY
Lieutenant Governor

FRANK POZNIAK
Executive Director

June 28, 2012

Selina S. Shaw, Town Administrator
Boxborough Emergency Communications Center
520 Massachusetts Avenue
Boxborough, Massachusetts 01719

RE: Fiscal Year 2013 State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communications Center Development Grant

Dear Ms. Shaw:

Thank you very much for applying to participate in the Fiscal Year 2013 State 911 Department Regional Public Safety Answering Point and Regional Secondary Public Safety Answering Point and Regional Emergency Communications Center Development Grant ("Development Grant") Program.

The Executive Office of Public Safety and Security and the State 911 Department ("Department") applaud the initiative that Boxborough and Littleton undertaking by conducting a feasibility study for a Regional Emergency Communications Center ("RECC"). This is a very exciting proposal that will positively impact public safety for all communities involved.

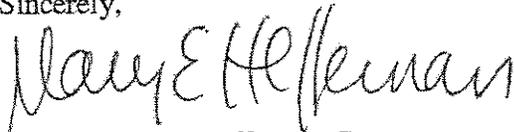
The limited pool of funds being distributed from this Grant program are being awarded competitively based on guidelines contained within the Grant application packets. We are very pleased to inform the Boxborough Emergency Communications Center that it has been awarded a grant of \$28,400 to be used toward conducting the feasibility study for the potential creation of a RECC.

Please note that the use of all grant funding shall be consistent with the Development Grant Guidelines, shall be associated with the provision of enhanced 911 service, and shall be approved by the Department.

A copy of the executed contract is attached for your reference. Please note that the contract start date is July 1, 2012 and will run through June 30, 2013. The request for payment/disbursement forms, along with the required quarterly reporting forms, will be available on our website www.mass.gov/e911. For any questions related to this process, please contact Marilyn Godfrey, Grants Specialist, at (508) 821-7299.

Congratulations on your successful application and thank you very much for your continued efforts in finding creative ways to most effectively improve public safety within the Commonwealth.

Sincerely,



Mary Elizabeth Heffernan, Secretary
Executive Office of Public Safety and Security



Frank Pozniak, Executive Director
State 911 Department

FISCAL YEAR 2013 STATE 911 DEPT. REGIONAL PSAP AND REGIONAL SECONDARY PSAP
AND RECC DEVELOPMENT GRANT**PROJECT NARRATIVE****Potential for Positive Impact on a Multi-Community Public Safety Communications**

- Increased public safety operational, preparedness and response benefits.
- Improvement or enhancement in the array of services provided to dispatch entities and improvement in ability to respond to 91 1 calls.
- Improvement in interoperability of communications systems on local, regional and statewide basis.
- Increased ability to share currently separate services between PSAPs, such as CAD systems, mapping systems, and radio systems.
- Increased capacity for enhanced 91 1 surge capacity.
- Increased capacity for coordination of local and regional police, fire, and EMS resources, including response to routine events and major disasters.
- Demonstration that a satisfactory arrangement can be made regarding PSAP governance, standard operating procedures, accountability, service, standards and control.

As our communities look for ways to increase efficiencies in operations, considering the combination of PSAP centers into one RECC has the potential to reduce total manpower while actually increasing available single-site dispatch positions, standardize equipment, introduce new technologies, and reduce overall costs. Effectiveness will improve as a regional dispatcher will be looking cross-border and will potentially bring resources to bear more quickly thus reducing response times.

The communities of Boxborough and Littleton are familiar with the concept of collaboration of services. Prior to the year 2000 Littleton provided communications for the Boxborough Police. Part of the justification for Boxborough's separation was lack of established governance and administrative control, low customer service for walk-in's and non-emergency calls. There was a lack of investment into technology and interoperability. Both communities are satisfied with their current communications centers and will want to maintain this level service.

A feasibility study will, among other things, will address non-emergency customer service, and help identify an optimum location for a joint or multi-agency PSAP. Presently Littleton is willing and able to host this center though we expect the study to make the determination of best sitting. Wherever it is located, increased capacity will enhance our combined ability to receive, process, and dispatch 91 1 calls. This increased capacity will greatly improve the region's ability to manage surge capacity during a major storm, MCI or other disaster.

One area of particular study will be interoperability of communications including radios, frequencies, backups, and alternate communication strategies. As we face potential regional disasters (such as the ice

FISCAL YEAR 2013 STATE 911 DEPT. REGIONAL PSAP AND REGIONAL SECONDARY PSAP
AND RECC DEVELOPMENT GRANT

storm of December 2008 and October Snow Storm of 2011) this will provide a coordinated approach among each of the participant towns so that one failure will not cripple the system.

While technology continues to expand in capabilities and features, it also continues to grow in price to remain on the cutting edge. Combined efforts through a regional PSAP will allow us to maintain the latest technology in public safety. This includes CAD, radio technology, auto vehicle location systems, CCTV, and so on. Some regional efforts are underway that demonstrate the value of towns working together to solve a common problem. One such effort is the Nashoba Valley Regional Communications Center on Devens.

Of particular concern is bringing disparate groups under one roof with a variety of policies, procedures, collective bargaining agreements and cultures. This will be of acute concern as we seek a consultant under this grant. We will be looking for best practices elsewhere as well as innovative approaches to solving the challenges facing any regional effort.

Potential for Fiscal/Cost Benefits

- Demonstrate that initial costs are justified based on proposed work and expected benefits, including the potential for ongoing operating or capital cost savings.
- Estimate one-time and recurring costs.
- Demonstrate positive result of review of personnel structures and costs at each agency, including analysis of the core and additional services provided by current personnel and estimated personnel costs for staffing a regional PSAP or RECC along with cost to maintain or increase other public safety services at existing local agencies.
- Analysis of compatibility of CPE, radio, mapping, telephone and related equipment owned by current PSAPs and need for equipment at new regional PSAP or RECC.
- Demonstrate that amount of funding requested for specific items is provided with sufficient detail to show reasonableness and cost effectiveness.
- Identification of financial resources available to provide ongoing support for project so it may be sustainable into future years.
- Demonstration that proposed project is more cost effective than alternatives.

Costs of operating a Regional PSAP will be part of the focus proposed under this Feasibility Study grant request. It is expected that the feasibility study will provide a schedule of costs to create the Regional PSAP as well as determine what efficiencies, challenges, and ongoing costs will be. The study should also identify best equipment practices, and personnel structures, as well as how these costs will be allocated to each town.

FISCAL YEAR 2013 STATE 911 DEPT. REGIONAL PSAP AND REGIONAL SECONDARY PSAP
AND RECC DEVELOPMENT GRANT

Project Management and Measurement

- Identification of significant, appropriate, and quantifiable performance measures, project milestones and delivery of reports.
- Testing plan with identified success factors.
- Identified project management roles.
- Identification of potential risk and mitigation measures.

A feasibility study will identify management needs, roles, and performance measures for a Regional PSAP. Included will be evaluation of risk and potential mitigation measures.



ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator
Re: Adoption of Designer Selection Procedures
Cc: Clare Jeannotte, Blanchard School Business Manager;
Curt Bates, Boxborough School District Superintendent
Date: July 2, 2012

For your consideration on tonight's agenda is adoption of designer selection procedures. Municipalities are required by the general laws of Massachusetts to adopt procedures for selecting designers for building projects. These projects may include construction, reconstruction, alteration, remodeling or other repair project. The procedures must conform to the purposes and intent of the designer selection process laid out in M.G.L. c.7 and are applicable to any building project with an estimated construction cost of more than \$100,000.

The school will soon be engaging in such a project for the repair of their roof; the project, for which town meeting voted to appropriate the sum of \$180,000, will be subject to the designer selection law. The town had previously adopted designer selection procedures several years ago, which were utilized for the Sargent Memorial Library building project; however, we are unable to find them. Town Counsel suggested that the Board of Selectmen re-adopt the procedures, which are based on a model provided by the Inspector General's office, and are included with this memo. These procedures will be utilized in the future for any building projects expected to exceed \$100,000, such as the Housing Board's Stow Road project.

Thank you for your consideration of this matter.

TOWN OF BOXBOROUGH
Designer Selection Procedures
Adopted _____, 2012

1. These procedures govern the selection of an architect or engineer to provide designer services for any Town building project subject to the state designer selection law, G.L. c. 7, §§38A½-O. "Designer services" include the preparation of master plans, feasibility and other studies, surveys, soil tests, cost estimates and programs; preparation of drawings, plans, and specifications, including schematic drawings and preliminary plans and specifications; supervision or administration of a construction contract; and construction management and scheduling. (M.G.L. c. 7, §38A½). Any other local law governing the procurement of services will be inapplicable to these procurements.
2. The Town of Boxborough ("Awarding Authority") has the authority to conduct the designer selection process for the Town, unless another Town officer, Board or Committee is so designated by vote of the Town Meeting. The Awarding Authority may delegate any duties described herein to the extent such delegation is permissible by law.
3. The Awarding Authority shall designate the individual or group of individuals (hereinafter referred to as "the Committee") who will conduct the designer selection process.

No member of the Committee shall participate in the selection of a designer for any project if the member, or any of the member's immediate family:

- a. has a direct or indirect financial interest in the award of the design contract to any applicant;
 - b. is currently employed by, or is a consultant to or under contract to, any applicant;
 - c. is negotiating or has an arrangement concerning future employment or contracting with any applicant; or
 - d. has an ownership interest in, or is an officer or director of, any applicant.
4. A Request for Qualifications (RFQ) for each contract subject to these procedures shall be advertised in a newspaper of general circulation in the Town, in the *Central Register* published by the Secretary of the Commonwealth, and in any other place required by the Awarding Authority, at least two weeks before the deadline for filing applications.
 5. The advertisement shall contain the following information:

- a. a description of the project, including the specific designer services sought, the time period within which the project is to be completed, and, if available, the estimated construction cost;
 - b. if there is a program or prior feasibility study for the building project, a statement of when and where the program or study will be available for inspection by applicants;
 - c. when and where a briefing session (if any) will be held;
 - d. the qualifications required of applicants;
 - e. the categories of designers' consultants, if any, for which applicants must list names of consultants they may use;
 - f. whether the fee has been set or will be negotiated; if the fee has been set, the amount of the fee must be listed in the advertisement;
 - g. when and where the RFQ can be obtained and the applications must be delivered.
6. The RFQ shall include the current Massachusetts Designer Selection Board "Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction." The Application Form may be amended to include additional information on a project-specific basis.
7. The Committee shall evaluate applicants based on the following criteria:
- a. prior similar experience;
 - b. past performance on public and private projects;
 - c. financial stability;
 - d. identity and qualifications of the consultants who will work with the applicants on the project; and
 - e. any other criteria that the Committee considers relevant to the project.
8. The Committee shall select at least three finalists. Finalists may be required to appear for an interview or provide additional information to the Committee, provided that all finalists are afforded an equal opportunity to do so.
9. The Committee shall rank the finalists in order of qualification and transmit the list of ranked finalists to the Awarding Authority. No person or firm, including applicants' listed consultants, debarred pursuant to M.G.L. c. 149, §44C shall be included as a finalist on the list.

The list must be accompanied by a written explanation of the reasons for selection including the recorded vote of the Committee, if any. The written explanation and recorded vote, if any, shall be public records and shall be maintained in the contract file.

10. If the fee was set prior to the selection process, the Awarding Authority shall select a designer from the list of finalists. If the Awarding Authority selects a designer other than the one ranked first by the Committee, the Awarding Authority shall file a written justification for the selection with the Committee and maintain a copy in the contract file.
11. If the fee is to be negotiated, the Awarding Authority shall review the list of finalists and may exclude any designer from the list if a written explanation of the exclusion is filed with the Committee and maintained in the contract file. The Awarding Authority shall request a fee proposal from the first ranked designer remaining on the list and begin contract negotiations. If the Awarding Authority is unable to negotiate a satisfactory fee with the first ranked designer, negotiations shall be terminated and undertaken with the remaining designers, one at a time, in the order in which they were ranked by the Committee until agreement is reached. In no event may a fee be negotiated which is higher than the maximum fee set by the Awarding Authority prior to selection of finalists.
12. If the Awarding Authority is unable to negotiate a satisfactory fee with any of the finalists, the Awarding Authority shall recommend that the Committee select additional finalists.
13. The Awarding Authority may allow a designer who conducted a feasibility study to continue with the design of a project, provided that the Awarding Authority conducts a solicitation that complies with the requirements of the Designer Selection Law and these procedures. The Awarding Authority may commission, at its discretion, an independent review of the feasibility study, by a knowledgeable and competent individual or business doing such work, to ensure its reasonableness and its adequacy before allowing the designer to continue on the project.
14. Every contract for design services shall include the following:
 - a. certification that the designer has not given, offered, or agreed to give any person, corporation, or other entity any gift, contribution, or offer of employment as an inducement for, or in connection with, the award of the contract for design services;
 - b. certification that no consultant to, or subcontractor for, the designer has given, offered, or agreed to give any gift, contribution, or offer of employment to the designer, or to any other person, corporation, or entity as an inducement for, or in connection with, the award to the consultant or subcontractor of a contract by the designer;
 - c. certification that no person, corporation, or other entity, other than a bona fide full-time employee of the designer, has been retained or hired by the designer to

solicit for or in any way assist the designer in obtaining the contract for design services upon an agreement or understanding that such person, corporation, or other entity be paid a fee or other consideration contingent upon the award of the contract to the designer; and

- d. certification that the designer has internal accounting controls as required by M.G.L. c. 30, §39R(c) and that the designer has filed and will continue to file an audited financial statement as required by M.G.L. c. 30, §39R(d).

All fees shall be stated in design contracts, and in any subsequent amendments thereto, as a total dollar amount. Contracts may provide for equitable adjustments in the event of changes in scope of services.

15. The Awarding Authority shall not enter into a contract for design services unless the Awarding Authority or the designer has obtained professional liability insurance covering negligent errors, omissions, and acts of the designer or of any person or business entity for whose performance the designer is legally liable arising out of the performance of the contract. The total amount of such insurance shall at a minimum equal the lesser of one million dollars or ten percent of the project's estimated cost of construction, or such larger amounts as the Awarding Authority may require, for the applicable period of limitations. A designer required by the Awarding Authority to obtain all or a portion of such insurance coverage at its own expense shall furnish a certificate or certificates of insurance coverage to the Awarding Authority simultaneously with the execution of the contract.
16. Every contract for design services shall include a provision that the designer or its consultants shall not be compensated for any services involved in preparing changes that are required for additional work that should have been anticipated by the designer in the preparation of the bid documents, as reasonably determined by the Awarding Authority individual responsible for administering the design contract.
17. In the event of an emergency that precludes the normal use of these designer selection procedures, the Awarding Authority may elect to authorize expedited procedures to address the emergency. The Awarding Authority shall document in writing the reasons for the emergency declaration, the proposed scope of services, the estimated cost of construction, the established fee for the needed design services, and any other relevant information.

The Awarding Authority may select three finalists from any standing list of designers who have applied for projects of a similar nature, or may otherwise select three designers to be considered as finalists for the project. The Awarding Authority shall rank the finalists in order of qualification and select the designer for the emergency work.

18. The Awarding Authority shall publish the name of any designer awarded a contract in the *Central Register*.

19. The following records shall be kept by the Awarding Authority:
- a. all information supplied by or obtained about each applicant;
 - b. all actions taken relating to the project; and
 - c. any other records related to designer selection.

All records shall be available for inspection by the state Designer Selection Board and other authorized agencies.

20. The Awarding Authority shall evaluate designers' performance on contracts using the Designer Selection Board evaluation form(s) in accordance with M.G.L. c. 7, §38E(g), and file completed evaluations with the Board and any other agency named in M.G.L. c. 7, Section 38E(g).
21. Nothing in these Procedures shall be interpreted to require the establishment of a local designer selection board or waive or reduce the requirements of any other applicable law or regulation.
22. Any design or construction project that is funded, in whole or in part by the Commonwealth (such as reimbursements, grants and the like) shall include an affirmative marketing program consistent with the requirements of the Construction Reform Law, Chapter 193 of the Acts of 2004, and revisions to G.L. c. 23A, §44 and G.L. c. 7, §40N.

Adopted by the Boxborough Board of Selectmen, this _____ day of _____, 2012

Leslie R. Fox, Chair

Robert T. Stemple

Francis J. Powers, Clerk

Raid M. Suleiman

Vincent M. Amoroso

7 k

Selina S. Shaw

From: Chief Warren B. Ryder (BPD) [ryder@boxboroughpolice.com]
Sent: Friday, June 29, 2012 12:15 PM
To: 'Les Fox'
Cc: 'Selina S. Shaw'
Subject: Vacation Hours

Mr. Chairman,

I am writing you to officially request the consideration of the Board of Selectmen to grant permission for me to carry over 74 hours of unused vacation time from FY12 to FY13. I had made several attempts to use up my accumulated vacation time this year but untimely events and meetings kept me from using this earned time.

I appreciate your consideration in regards to this matter.

Thank you,

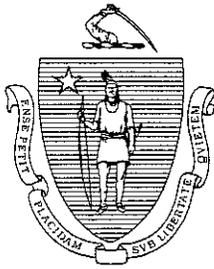
Warren B. Ryder
Chief of Police
Boxborough Police Department
520 Massachusetts Avenue
Boxborough, MA 01719

978-263-2628 Main
978-268-5123 Admin Fax
www.BoxboroughPolice.com



**Internal Communications and Outgoing Communications
July 2, 2012**

1. Letter from State Senator Jamie Eldridge, dated June 20, 2012,, to "Boxborough Local" thanking the Town for its interest in the Middlesex & Worcester Green Advisory Council; providing an update on the Council activities and GAC 6/9/12 Meeting Minutes.*



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The Commonwealth of Massachusetts
MASSACHUSETTS SENATE

SENATOR JAMES B. ELDRIDGE
Middlesex and Worcester District
STATE HOUSE, ROOM 413A
BOSTON, MA 02133-1053
TEL. (617) 722-1120
FAX (617) 722-1089
JAMES.ELDRIDGE@MASENATE.GOV
WWW.MASENATE.GOV

received
6-26-12

Chairman
COMMITTEE ON HOUSING
Vice Chairman
COMMITTEE ON ENVIRONMENT,
NATURAL RESOURCES AND CLIMATE CHANGE
Vice Chairman
SENATE COMMITTEE ON GLOBAL WARMING
AND CLIMATE CHANGE

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June 20, 2012

Boxborough Local
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Boxborough, MA 01749

To Whom It May Concern:

Thank you for your continued interest in the Middlesex & Worcester Green Advisory Council. To those of you who were able to attend our meeting on June 9th, thank you for taking time out of a sunny Saturday morning to join us! Your participation was much appreciated. To those who were unable to make it out, I look forward to hearing your ideas at our next meeting.

At our spring meeting, we were fortunate to be joined by Joel Tickner of the Lowell Center for Sustainable Products and Joe Fiori of Conservation Services Group. Joel spoke about the need for a shift to safer alternatives from toxic chemicals and for legislative leadership in catalyzing this change. With insight into initiatives being pursued in-district, Joe Fiori of Conservation Services Group told us about the Westborough organization's efforts over the past three decades to help Massachusetts homeowners and businesses become more energy efficient.

In addition to my sharing a brief update on key environmental and energy bills before the Legislature, the June 9th meeting was a great opportunity to hear from our members and share ideas about new or ongoing projects, such as Harvard's Community Solar Garden initiative. Worth Robbins of Harvard shared updates about the proposed initiative, which would offer an alternative for homeowners interested in solar but whose roofs are unable to support panels. Harvard's Community Solar Garden proposal offers a window into both the great potential for creative solutions to environmental and energy problems and the obstacles they can still come up against as the state slowly shifts to a focus on green policy solutions.

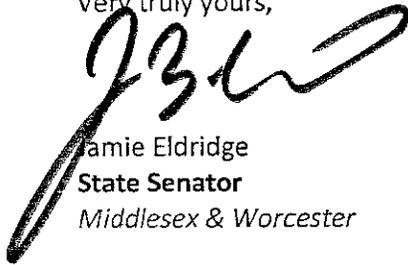
I wanted to also share news of a project that Acton-Boxborough High School graduate Sophie Purdom, AB student Henry Zhou and Concord Academy student Kai Salem of Acton are pursuing this summer. As mentioned at our meeting, Acton-Boxborough High School recently won the National Wildlife

Federation's international Green Flag Award for its ecological commitment. Sophie, Henry and Kai are currently reaching out to schools across the district to talk about Acton-Boxborough's environmental programs- such as its recycling and compost, reusable water bottle and energy efficiency initiatives- and talk to students about how they can start up similar programs at their own schools. It is incredible to see Massachusetts students' enthusiasm and commitment to tackling these often daunting environmental challenges.

Again, thank you all for your interest and advocacy. It is wonderful to see the Green Advisory Council thrive on the good work of its members. Accompanying this letter, for your reference, please find a copy of our meeting minutes. Please contact my aide, Kelsey Smithwood, with any questions, concerns or suggestions you may have. You can contact Kelsey at Kelsey.Smithwood@MASenate.gov, or by phone at 617.722.1120 at our State House office.

I look forward to seeing everyone at our next meeting!

Very truly yours,



Jamie Eldridge
State Senator
Middlesex & Worcester

June 9th, 2012 Green Advisory Council Meeting Minutes

Senator Eldridge welcomed the group:

- increased energy efficiency companies
- high school groups (reducing CO2 footprint)
- Siemens challenge (3rd place)- Akash Purohit

Akash Purohit, member of the Black Gold Miners:

- Black Gold Miners was formed to encourage composting
- described the savings associated with composting, and that Acton has to transfer trash to Ohio at a cost of a whopping \$75 per ton
- 27% of household waste is compostable

-Introductions-

Presentation by Joel Tickner, UMass Lowell Professor, Lowell Center for Sustainable Products:

- Senator Eldridge mentioned that Joel helped him craft the Office of Clean Technology bill
- Joe spoke about the use of toxic substances in products
- on basis of uncertain knowledge, difficult to regulate- industry incentive to "manufacture uncertainty"
 - example of flame retardant industry and use of flame retardants in couches- industry claims that kids burn in fires, justifying need flame retardants in couches, when in reality kids don't die from fire, but from the smoke
- must take long-term impact of chemicals into consideration
- similarly, cosmetics industry poorly regulated by the FDA
- products on market before Toxic Substances Control Act (1976) aren't tested, but simply grandfathered in (i.e. asbestos)
- shared story about scientists crossing a river- deemed safe, but didn't consider the nearby bridge- moral: just because we think that it won't kill us doesn't mean we shouldn't look for smarter alternatives!
- Toxic Use Reduction Institute:
 - toxic chemicals are expensive, therefore would be a financially wise move for the industry to shift to use of safer alternatives when possible
 - Trichloroethylene (commonly used as industrial solvent) found to be a carcinogen after EPA assessment
 - focus is on small emissions from everyday products
- Mercury Products Law- Mercury is one chemical that is well-regulated
- Safer Alternatives bill in the works for a decade
 - unfortunately, spurious arguments preventing scientifically proven facts from being seriously considered (takes a lot of effort on the part of scientists to undo one false claim)
 - Joe mentioned need for leadership on the part of the Legislature
 - Washington state and California are examples of states increasing toxic chemical regulations
 - federal regulations similarly need updating- many products that can cause cancer and reproductive problems are still on the market
 - marketplace already moving in safer alternatives direction

- Staples is one company working on action plan for shift to safer alternatives
- expensive to manufacture in Massachusetts, but no lack of intellectual capital
- Senator Eldridge pursuing Office of Clean Technology bill to solidify work already being done in Massachusetts

Debra Simes: How do we move these initiatives forward

Senator Eldridge responded: Have friends and family reach out to legislators across the state

Bruce Leicher: Collaboration.

Lee Kettleson: Join Alliance for a Healthy Tomorrow to help support such bills as Safer Alternatives and Office of Clean Technology!

Tom Michelman: mentioned NPR story this week on chemicals in couches

Dennis Loria: How do I choose my products/ encourage safer products?

Joel Tickner: consumer pressure, such as that which stopped the use of BPA in bottles recently. Also referred to Wegmans customer concerned about tape used in cash registers who complained and ultimately the store switched to a different, less toxic tape

Joel Tickner: mentioned Electronic Waste bill (e-waste)

Joe Fiori, Conservation Services Group (CSG) Presentation:

- CSG, founded in 1984, designs and implements energy efficiency programs
 - serves over 2 million homes and facilities
 - companies that CSG works with often have a sustainability plan in place
 - CSG carbon neutral since 2006
 - 12,000 calls for audits last November alone
 - RCS (Residential Conservation Services)
- policy breakthroughs 2000-2010, such as Green Communities Act (2008)- "all cost effective" energy efficiency and first fuel.
- RGGI (Regional Greenhouse Gas Initiative): 9 states participate (New England states, New York, New Jersey, Delaware)- proceeds reinvested back into local economy- most revenue comes from investments in green technology!
- House Bill 3869 (Representative Smizik's oil heat bill)
 - based on successful pilot program in 2010
 - bill would create \$20 million fund directed towards oil heat users
 - customers on average save 210 gallons annually, totally about \$700-800 in savings
 - every dollar invested pays a customer back up to \$6.50 for heating oil in direct energy savings
 - currently in House Ways & Means

Updates and Announcements:

Tom Michelman:

-received funding for the next section of the Bruce Freeman Rail Trail (Westford, Acton, Concord, Sudbury)

--would like to hold forum in mid-August- contact Tom if interested!

-**Senator Eldridge:** mentioned that working with Tom and others in asking the Governor for the next transportation bond to include money for construction costs

Debra Simes: Come to farmers market in West Acton (June 17th to October 21st!)

Arny Epstein: Mentioned that served by Hudson Light & Power- they don't support net-metering for the towns they cover. Asked what towns with municipal light and power can do to become Green Communities when the municipal plants don't support joining.

-**Senator Eldridge:** responded that filed legislation to make it easier for towns with municipal light and power plants to become Green Communities.

Dennis Loria: issue presents "opportunity and a challenge." Over 50% of homes in Massachusetts heated by oil. Offered self as resource- invites questions and comments.

Mike Gowing: pushing for more efficient public transportation system to get cars off the road and reduce carbon dioxide emissions. Eventually, would like to have a single-point dispatch. Used example of Council on Aging vans.

Tina Woolston: said to get in touch with her if members are interested in being connected to organizers!

Worth Robbins, Community Solar Gardens Presentation:

- Harvard became a Green Community in November 2010
- about 5% of households in Harvard use solar through Solarize Mass initiative
- Worth was original Solarize coordinator, now focuses solely on Community Solar Gardens
- 50% of sites in Harvard unsuitable for roof panels
- local zoning can be a barrier, but 40A law reads that solar cannot be restricted or unreasonably regulated. Building permit was denied- final Zoning Board of Appeals hearing Tuesday, 6/12.
- Worth has other projects ready as potential alternatives (i.e. PV overlay district and commercial)
- What might help: Massachusetts 40A expansion legislation is similar to Colorado legislation. Perhaps a property tax exemption could be applied.

Tom Michelman: asked why Worth didn't try to change the bylaws.

Worth: replied that town decided not to go through bylaws because not enough review and conversation to go through process.

Debra Sims: asked why they didn't take the collaborative route.

Worth: replied that needed to be for-profit to be eligible for tax credit.

Worth: responded to question raised about whether he was worried about those who could install solar panels buying into Community Solar Gardens. Worth said that this is a non-issue because economically makes more sense for homeowners to have their own panels.

-Senator Eldridge spoke about current environmental initiatives:

- Bottle Bill: pushback from companies, but bottle bill amendment could have been included in FY 2013 budget if there was a stronger push by organizations and other supporters.
- Noted that Jen Boudrie and Kate Crosby very active on Senate Bill 1663, *An Act Creating a Grant Program for Municipal Energy Efficiency Officers*.
- mentioned that legislation to raise cap on net metering expected to pass House in next week or two, and very likely to pass into law, despite back and forth between MMA, town and city councilors.

-Senate Bill 353, *An Act Relative to Plastic Bag Reduction*, facing some pushback from Massachusetts Grocers Association, but working on an agreement with them to get it out of committee this session.

-Massachusetts Association of Conservation Commissions strongly supports bill updating the ability of conservation commissions to prevent violations

-Senate Bill 2079, *An Act for a Competitive Economy through Safer Alternatives to Toxic Chemicals*, currently in Senate Ways and Means. This bill is a challenge to pass because manufacturers are worried about the potential increased cost to manufacture. The argument that this bill would be a barrier to or prohibit job creation is one that has been well received at the State House.

-**Tina Woolston and Kate Crosby:** concerned that compostable plastic bags won't biodegrade in a landfill.

-**Tom Michelman:** suggested a plastic bag tax

-**Tina:** suggested that we make it illegal to give away plastic bags, so have to charge something

-**Nancy Bryant:** asked Senator Eldridge what his ultimate goal is with the introduction of the single-payer health care bill.

-Senator Eldridge: replied that not a single, specific model, but based on an understanding that health care is a right. Noted that 15 Senators voted in favor of the single-payer amendment that he proposed for the Health Care Cost Control bill that passed through the Senate earlier this spring.

-**Debra Simes:** announced the Greater Boston Move to Amend effort to get a Citizens United question on the ballot, and asked that members sign the petition.

END.



**Minutes, Notices and Updates
July 2, 2012**

Minutes

- 1. Finance Committee Minutes of meeting held June 11, 2012

Notices

- 1. Notice of a Boxborough School Committee meeting held June 26, 2012
- 2. Notice of an Energy Committee to be held July 3, 2012
- 3. Notices of Board of Selectmen meetings:
 - a. Regular meeting held July 2, 2012
 - b. Contract Negotiating Team [Executive Session]
 - i. Held July 2, 2012 (AM) [Police]
 - ii. To be held July 18, 2012 [Fire]
 - iii. To be held July 25, 2012 [Fire]
- 4. Notices of Finance Committee meetings:
 - a. To be held July 9, 2012
 - b. To be held July 16, 2012
- 5. Save the Date informational flyer – Boxborough Harvest Fair, September 8th *.(provided in recent real estate tax bills.)#*

Indicates that the item had been previously distributed.

