



BOARD OF SELECTMEN
Meeting Minutes
November 5, 2012

Approved: November 19, 2012

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

ABSENT: Robert Stemple

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

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

Chair Fox called the meeting to order at 7:30 P.M. in the Meeting Room of the Sargent Memorial Library.

ANNOUNCEMENTS

The announcements were not read.

The Board took agenda items #4a-b, out of order.

MINUTES

- Member Powers moved to accept the minutes for the Regular Sessions of October 15, 2012 and October 22, 2012, as revised. Seconded by Member Suleiman. **Approved 4-0.**

APPOINTMENTS

- As he has for previous, severe, weather events, Fire Chief, Randolph White, was present to provide a de-briefing on Hurricane Sandy. We have experienced four (4) severe weather events in the past year. On Friday morning, October 26th, the stakeholders, Police Dept.; Fire Dept.; DPW; CoA; TA Shaw; the Selectmen; BERC; and LELWD come together to prepare. There was also a meeting Monday morning, October 29th, with the utilities companies. As with the previous events, MEMA and FEMA again provided assistance. MEMA and National Weather Service conducted conference calls twice a day prior to and during the storm. LELWD did a good job keeping us updated. Hager well was topped off and extra staffing was put in place for the necessary departments. Periodic updates were provided to residents via posting on the Town and Fire Department websites; and on the Beacon's website. Information was also communicated through Nixle, CodeRED, RU OK and reverse 911. Residents seemed have been able to be kept well informed using these systems. Emergency shelter protocols were established. Town Hall, Blanchard School and the Library were closed in anticipation of the storm. Power was out for most of the Town Monday afternoon but most homes were restored by that evening. There were two road closures due to downed trees and/or lines – Old Harvard Road and Depot Road. There were 2-3 calls inquiring about emergency shelters but power was restored before they needed to relocate. Several issues/concerns came to light during the storm. Once again there were problems with the Fire Station's generator but they were able to "piggyback" on the Police generator. There are sections of the Fire Station that are not wired for generator power. Though it is in process, there are still no generators for the Hager Well site or the School. DPW had to use a portable generator to run the fuel pump. The Town's internet service went down when Town Hall lost power. We are now in the process of switching these services down to the Police Station to avoid this in the future. Radios were inoperable because the cell tower sites where the broadcast units are located lost power and these sites do not have emergency generators. The Dispatch center experienced a power surge and many of their systems, including phones, went out and could not be restored during the storm. The enhanced 911 system automatically rolled all 911 calls over to our mutual aid community, Harvard. To further complicate matters, the State's 911 "trunk" line was down for several hours. Fortunately, emergency personnel were able to communicate using an older radio system. There is still a concern about being able to maintain emergency services during prolonged outages. To address many of these issues/concerns the Town will need to work on improvements to our essential core infrastructure. Chief White and Chief Ryder will be working with their liaisons on this. Chief White related input he had received from the LELWD General Manager. There was discussion about whether local gas stations are equipped with generators to run their fuel pumps during an outage.

The Board took agenda item #6a, out of order.

OLD BUSINESS

- The Selectmen opened discussion on the proposed articles and to close the warrant for the January 7, 2013, Special Town Meeting. Conservation Comm. Chair, Dennis Reip & member, Norm Hanover were present to discuss Article #6 – Release of Existing Easement. The intent of this article is to “swap” an access easement in the Barteau Lane area. This article is necessary because the original easement was approved by Town Meeting. Reip outlined the need for this article and provided background, referencing the proposed Agreement of Easements and maps and diagrams provided. Chair Fox moved to support Article # 6 – Release of Existing Easement and to draft a favorable recommendation for this article. Seconded by Member Suleiman. **Approved 4-0.** The Selectmen reviewed the rest of the warrant. The Moderator has provided his input. There was discussion as to the funding breakout being presented in the three Collective Bargaining Agreement articles (#1, 2 & 3). There was discussion about the Chiefs providing input on the information being provided in the articles. The Chiefs have been strongly advised that they are responsible for making these numbers work. It was suggested that the stakeholders should come to together, in order to discuss and eliminate potential issues prior to Town Meeting. The visuals should be as clear and as simple as possible. There was discussion on the FY 13 budget data. There was discussion about the Building Inspector position Funding article (#4) and the previous efforts to fill this position. It was noted that, again, there has to be a thorough discussion among the stakeholders prior to Town Meeting to identify potential concerns. TA Shaw intends to create a forward-looking funding model on this. As to the remaining articles: the Selectmen had already gone over # 5- Tax Collection Article at their last meeting; Article #6 – Easement “swap” was just reviewed and with Article #7 – Road Acceptance there is nothing unusual. This is just standard procedure.

The drafting of recommendations was assigned:

- Articles #1, 2 & 3 (CBAs) – Powers & Fox
- Article # 4 (BICAO) – Suleiman & Powers
- Article #5 (Tax Collector) - Suleiman
- Article # 6 (Trail Easement) – Amoroso
- Article #7 (Pine Pasture Run) – Pro forma

Member Powers moved to close the warrant for the Special Town Meeting to be held on January 7, 2013. Seconded by Member Amoroso. **Approved 4-0.**

SELECTMEN REPORTS

- Member Amoroso reported that the Regionalization Study Committee is in “outreach mode,” getting the word out about the regionalization proposal and seeking further input.
- In related matters, Chair Fox reported he has asked TA Shaw to form a team to work on determining the possible concerns, and the legal description & language regarding conveying the Blanchard School facility to the newly formed regional school district if it is approved. He further noted that there will probably also need to be a discussion on the School’s water system as it is supplied from the Town’s Hager well site.
- Member Powers reported that he and Chair Fox had met with both Chief Ryder and Chief White to discuss the communication issues that arose during Hurricane Sandy.
- Member Suleiman reported that the Energy Comm. continues its effort to gain benefits similar to those offered by Green Communities. He is working to keep communications positive and open with LELWD. It was suggested that a lobby effort, at the state level, discussing how to allow communities like Boxborough to participate in Green Communities could be a positive step.
- Chair Fox reported that at a recent MAGIC meeting he learned that Bedford and Arlington are discussing a joint hiring of an Energy Manager to administer Green Communities related items in their communities.

He also reported that the Stow Road Concept Development Committee has adopted the remote participation option. A working group has, also, been formed to begin to outline what kind of development that could be considered.

- All of the Selectmen noted that they had attended the Selectmen’s goal workshop on Saturday.

NEW BUSINESS

- Member Fox opened discussion on the filing of disclosures of appearance of conflict of interest pursuant to c. 268A §23(b)(3) by the Boxborough members of the ABCC. He outlined the process and the reasons for these filings. Member Powers moved to accept and place on file the disclosures of conflict of interest filed pursuant to c. 268A §23(b)(3) by Acton-Boxborough

Cultural Council members Pascale Belin-White, Todd Davis, Nancy Kumaraswami & Marion Powers. Seconded by Member Suleiman. **Approved 4-0.**

- The Selectmen reviewed their proposed Meeting Schedule (January – May 2013). Member Powers moved to approve the proposed meeting schedule for the Board of Selectmen for the period January 7 – May 22, 2013, as presented. Seconded by Member Suleiman. **Approved 4-0.**

CORRESPONDENCE

- There was discussion on a letter from a resident who had an issue with the Tax Collector's \$1.00 duplicate bill fee, which is charged when the remittance slip does not accompany a payment. There is no notice on the tax bill that this fee may be charged.

ADJOURN

- At 9:24 PM, Member Powers moved to adjourn. Seconded by Member Suleiman. **Approved 4-0.**

SELECTMEN'S ANNOUNCEMENTS

NOVEMBER 5, 2012

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

- The Board of Selectmen will be holding public hearings, in the Grange Meeting Room on November 19, 2012:
 - At 7:40 PM to consider the proposed laying out and acceptance of Pine Pasture Run; and
 - At 7:50 PM to consider the adoption of a Residential Factor to determine the percentages of the tax burden borne by each class of real and personal property for FY2013.

- **Save the Date.....**

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

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

- The Friends of the Council on Aging will present “**Planning for Medicare—Countdown to 65**” on Thursday November 15th starting at 7:00 PM at the Sargent Memorial Library, 427 Massachusetts Avenue. Healthcare coverage is a critical concern for everyone but especially those approaching Medicare eligibility. This program is for those who wish to understand their options outside of employer sponsored health care whether they are planning to retire or are continuing to work. Heather Hurd, of Blue Cross and Blue Shield, will explain the basic Medicare programs, outline various options and answer questions. All seniors are welcome, no reservations are required and admission is free.

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

The Holiday Season quickly approaching.....

- The Annual **Holiday Tree Lighting** will take place at 4:30 PM on Saturday, December 1st at the Old Town Center, located at the intersection of Hill and Middle Road with parking available at the Boxborough Museum, just down the hill. Please come and join in the celebration. This year there is a slight change – when it comes to baked goods donations. You are invited to bring your goodies to the tree lighting to share with others.
- The **Well-Being Committee** is conducting an on-line survey of Boxborough residents regarding their family's health and well-being. The input received will be used to help develop programs to address wellness issues. Go to the Link on the Town's website under "NEWS" to provide your opinion with this on-line survey.
- The Towns of Acton and Boxborough are considering expanding the **Regional School District** to include grades Pre-K through 12. Residents are invited to provide their input to the Regionalization Study Committee. An informational flyer was included in your recent real estate tax bills with the Committee's internet contact information.
- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. You learn more by going to the Link on the Town's website under "NEWS" for background on the project and to provide your opinion by completing a brief on-line "Suggestion Box" survey.

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

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

- The Board of Selectmen continues to look for volunteers willing to serve on the various Town boards and committees, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (2), ConsComm (1), Design Review Board (1 at-large member), Energy Committee (1), Personnel Board (1), Recreation Commission (4) and the Steele Farm Advisory Committee. Also, the Town Moderator is seeking 3 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- For more information on the **Boxborough Museum** or to arrange for a small group private tour of the Museum or Historic Town Center please call John Fallon at 978-264-0069.
- Information on the **Regionalization Study Committee** can be found on the web at: www.ab.mec.edu or email your comments to: rsd_study_comm@mail.ab.mec.edu.



BOARD OF SELECTMEN
Meeting Agenda
November 5, 2012
Sargent Memorial Library Meeting Room
427 Massachusetts Avenue

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Fire Chief Randolph White, de-briefing on Hurricane Sandy, 7:30 PM
- b) Citizens' concerns

4. MINUTES

- a) Regular session, October 15, 2012
- b) Regular session, October 22, 2012

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Special Town Meeting, January 7, 2013 – discussion regarding proposed articles & close warrant

VOTE:

7. NEW BUSINESS

- a) Acton-Boxborough Cultural Council members Pascale Belin-White, Todd Davis, Nancy Kumaraswami & Marion Powers – disclosure of appearance of conflict of interest pursuant to c. 268A §23(b)(3)

ACCEPT & POF

- b) Proposed BoS Meeting Schedule (January – May 2013)

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

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BOARD OF SELECTMEN
Meeting Minutes
October 15, 2012

Approved: _____

PRESENT: Les Fox, Chair; Frank Powers, Clerk; Raid Suleiman, Member; Vincent Amoroso, Member; and Robert Stemple, Member - *arrived late at ~ 8:25PM*

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 7:34 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

- Chair Fox read the announcements, further noting that - recorded A-B Regional School Committee meetings are now being broadcast on Boxborough's Government Channel; and that the preliminary information on potential warrant articles for the January 7th Special Town Meeting is due into TA Shaw by October 18th. He also announced the passing of former Selectman, Richard "Dickie" Golden and information on the memorial gathering on October 26, 2012. Member Suleiman introduced two Boxborough residents, Seniors at A-B High School, who are attending tonight's meeting as part of their political studies curriculum.

APPOINTMENTS

- Citizens' concerns – Rita Grossman asked about the proposed renovations to the Grange Meeting Room. TA Shaw provided update explaining some of the components involved in these renovations and the sequence in which some items would need to be addressed.

MINUTES

- Member Powers moved to accept the minutes for the Regular Session of August 27, 2012, the Special session - joint meeting of BoS and BSC, September 20, 2012, & the Regular Session of September 24, 2012, as revised, and Executive Session of September 10, 2012, & Executive Session - Contract Negotiating Team, Police of September 12, 2012, as written. Seconded by Chair Fox. **Approved 4-0.**
- The Selectmen passed over approval of the Executive session of September 24, 2012.

It was moved and seconded to take Agenda Item 6b, out of order.

OLD BUSINESS

- Discussion was re-opened on the proposed Steele Farm preservation restriction. BHC Chair, Alan Rohwer; SFAC member, Bruce Hager and BCT President, Rita Grossman were present for this discussion. There was a review of the concerns previously raised and how they were now addressed in latest revision. Those present agreed with the current language; and that no further changes were required. Those items revised/updated: the number of parking spaces [Section B 16] is now defined and illustrated in Exhibit E; the TOR has agreed to that 75% of future fair market would be the identified damages due at extinguishment [Section D 1]; It was clarified that # 3 and # 5 under this same section concerning "Taking" must remain as the terms therein are distinct to each of the identified entities - Boxborough and an outside entity "authorized under law." It was determined that this "final draft" working copy, will be submitted to the state and signed once the state approves the final language. There was discussion regarding the timeframe for this process. Chair Fox moved to accept changes in "final draft" dated 10/15/12 and to forward it along with the supporting documentation and a cover letter to appropriate state agencies for review. Seconded by Member Powers. **Approved 4-0.**

SELECTMEN REPORTS

- Member Amoroso reported on the Regionalization Study Committee. They seem to have reached a consensus on the three outstanding issues and will be offering the following recommendations:
 - ◊ Boxborough's 5% discount for capital funding – the resolution was that this proviso would remain unchanged for those capital expenses concerning Grades 7-12; but the discount would not be applied to items concerning Grades K-6.
 - ◊ The sharing of the resulting cost savings, if the regionalization goes through – the resolution was that for the initial five years of this new district the distribution of these savings would be that Boxborough gets 35% and Acton 65%.
 - ◊ As to the potential make up of the board – the recommendation of the RSC is that the Board would consist of 3 Boxborough members and 5 Acton members with Acton votes being weighted.

Now that a consensus has been reached on these items the RSC will be forwarding its recommendation/report to the A/B Regional School Committee seeking input; then to the respective Boards of Selectmen and FinComs. The intention is then to seek input from the respective sundry town boards. Once this input has been reviewed a draft of a regionalization agreement can be prepared. The RSC intends to have draft agreement ready to present to the Towns next spring. Amoroso further noted that the Boxborough School Committee member, Mary Brolin and FinCom member, Jim Ham, are also working on the possible alternatives management plans to present along with the RSC findings at a Special Town Meeting. There was discussion on "working dates" for convening special town meetings in Boxborough and Acton. The Selectmen determined that April 29, 2013 would be the optimal date for this Special Town Meeting and that Tuesday, April 30th will be held as a possible carryover date if needed. There was also discussion on the effect of the latest state aid projections on Boxborough, Acton and the Region; along with the way that the state's calculates these numbers. There is an effort being made to get the state to re-visit this calculation, as the projected amount would seem to be a disincentive to regionalizing.

- Member Suleiman reported that the Energy Committee discussed the Town's possible adoption of a "Stretch Code." It was determined that this would be a long term project so they will not be undertaking this at present. They also discussed the adoption of energy use reduction goals for the Town. EnCom is looking to review the DPW's usage data for the new recycling compactor. Discussion continues on seeking eligibility for Green Communities programs. EnCom is reaching out to the few communities that are serviced by municipal power companies but have been allowed to participate.

He also reported that the Personnel Board continues to examine changing to a performance/merit based compensation system. They have voted to recommend changing the Tax Collector position from elected to appointed. They also considered a similar change to the Town Clerk's position; however they determined that they would only be acting on the Tax Collector position at this time. They intend to have an article seeking this change to the Tax Collector position on the Special Town Meeting warrant.

- Chair Fox reported on the VoIP project. He, Matt Frost, TA Shaw & Jay Bhatia have had several meetings with the proposed vendor(s) to review specifications, public safety communications needs and user cost projections. They will be coming back to the Town with a "Statement of Numbers". The Town is looking at a two month timeframe, once terms are finalized.

Member Stemple joined the Board at ~ 8:25 PM

- Member Powers reported on CoA activities. There will be a reception for the annual senior art show at the Library on November 15th. The Community Center lease payments will be a line item in the CoA's FY 14 budget. There has been discussion about our relationship with Minuteman Senior Services; the services this agency provides and their annual "assessment" to the Town. It has been determined that this is not an assessment; but is in fact, a donation. He further noted that Minuteman has advised that they are doubling our "assessment" for FY 14. TA Shaw expanded on this noting that Minuteman actually submitted a statement in FY 13 for this doubled amount but she, advised them this was not the amount budgeted for FY 13 and that Boxborough could only pay the amount that had been funded. Discussion continues on this and the CoA Coordinator is conducting research and reaching out to other member communities regarding Minuteman. The Town's relationships with other service agencies were also discussed.
- Member Stemple reported that he had participated in discussions with FinCom to address the concerns raised about the budget submission management processes for the FY 14 budget season. He will expand on this during discussion of this item later in the meeting.

He also reported on the recent Boxborough School Committee meeting. Creating presentations for alternatives to the considered regionalization of schools [K-6] were among the items discussed. Member Amoroso also attended this meeting.

OLD BUSINESS (Continued)

- Member Powers summarized recent efforts to recruit a permanent Building Inspector/Code Administration Officer. The resulting pool of candidates were not favorable to our needs. The Search Committee is recommending that there be further discussion on this and possible adjustments to this recruitment process. He further noted that in the meantime, the appointment of the Interim Building Inspector needs to be extended. Mr. Renzoni has agreed to extend his appointment until December 31st. Further to the recommendation of the Town Administrator, Member Powers moved to re-appoint Ray Renzoni as the Interim Building Inspector/Code Administration Officer for a term effective immediately until December 31, 2012, or until a successor is appointed, whichever is sooner. Seconded by Member Suleiman. **Approved 5-0.**
- Member Stemple opened discussion on the FY 14 budget process and timeline. There were issues/concerns that were raised during the FY 13 budget change management process. As a result he, TA Shaw and members of FinCom recently met to discuss these issues/concerns which resulted in several changes that should address resolve these issues. There will now be chronological tracking of all changes to a budget. Justification and back up information will need to be provided for any change. Email communications on updates to a budget will be communicated in tandem. The current practices that shall remain are that changes will be submitted no later than Thursday so that the Town Accountant can incorporate them in, for issuance of the latest revision on Friday. It was re-affirmed that the Town Accountant will be transmitting just one revision per week (Fridays). It was noted that these revisions will be dated. It will still be the liaison's responsibility to facilitate communication on budget matters between their board and their liaised department/boards.
- There was a review of proposed timeline; budget past practices and recommendations for FY 14. It was determined that the "BOGEY" (working percentage) for non-union employees in schedule B for FY 14 would be an increase of 2%. It was noted that Personnel Board has not made their recommendation yet. The revised timeline was reviewed. Some items/dates needed to be shifted due to the Special Town Meeting being held in January. Final warrant is set for April 1st and final budgets are due in February.
- The Board reviewed timeline for Special Town Meeting to be held on January 7, 2013, and there was discussion as to the three collective bargain agreement funding articles and other potential articles.

NEW BUSINESS

- Member Stemple moved to notify and warn the inhabitants of the town of Boxborough who are qualified to vote in the State Election to vote at Ward 0/precinct 1, Boxborough Town Hall, 29 Middle Road, Boxborough, MA on Tuesday, the sixth day of November 6, 2012 from 7:00 AM to 8:00 PM to cast their votes in the State Election for the candidates for the following offices and questions:

OFFICES

Electors Of President And Vice President - For This Commonwealth
Senator In Congress - For This Commonwealth
Representative In Congress - Third District
Councillor - Third District
Senator In General Court - Middlesex & Worcester District
Representative In General Court - 37th Middlesex District
Clerk Of Courts - Middlesex County
Register Of Deeds - Middlesex Southern District
Sheriff (Middlesex County Only) - Middlesex County

QUESTIONS

#1: LAW PROPOSED BY INITIATIVE PETITION

This proposed law would prohibit any motor vehicle manufacturer, starting with model year 2015, from selling or leasing, either directly or through a dealer, a new motor vehicle without allowing the owner to have access to the same diagnostic and repair information made available to the manufacturer's dealers and in-state authorized repair facilities.

2: LAW PROPOSED BY INITIATIVE PETITION

This proposed law would allow a physician licensed in Massachusetts to prescribe medication, at a terminally ill patient's request, to end that patient's life... Certain qualifications must be met...

#3: LAW PROPOSED BY INITIATIVE PETITION

This proposed law would eliminate state criminal and civil penalties for the medical use of marijuana by qualifying patients.

#4: THIS QUESTION IS NOT BINDING

Shall the state senator from this district be instructed to vote in favor of a resolution calling upon Congress to propose an amendment to the U.S. constitution affirming that (1) corporations are not entitled to the constitutional rights of human beings, and (2) both Congress and the states may place limits on political contributions and political spending?

Seconded by Member Suleiman. **Approved 5-0.**

- Chair Fox opened the discussion on the adoption of MART's Drug and Alcohol Program Policy for Council on Aging van operators, by providing a summary of materials provided in agenda packet. The past practice has been to simply passively affirm that we agree with their policy, we must now formally adopt and formally agree to abide by their policy. Member Powers moved to adopt MART's Drug and Alcohol Program Policy for CoA van operators and to submit adoption in writing to MART, confirming that the Town:
 - 1) will abide by the regulations stated in 49 CFR Part 40, as amended and 49 CFR Part 655, as amended;
 - 2) is a willing member of the Consortium and will follow the directive of the Drug and Alcohol Program Manager; and
 - 3) shall designate the Council on Aging Coordinator to be the Designated Employee Representative (DER)Seconded by Member Amoroso. **Approved 5-0.** It was noted that there seems to have been a disconnect as to whom should have been receiving these communications. TA Shaw advised that this has been resolved and, in the future, MART will distribute similar communications to all of those parties that need to be notified. There was further discussion as to van service operational plans & procedures if enforcement is necessary. TA Shaw will advise MART at tonight's vote.
- The family of former Selectman Richard Golden intends to hold a remembrance at the Library, subject to the Library Trustees approval, on Friday, October 26th. The family is also seeking permission to serve complementary beer and wine at this event. Chair Fox moved to authorize the family of Richard Golden to serve beer and wine at a memorial service for Richard Golden, being held from 4 – 6 PM at the Sargent Memorial Library on October 26, 2012, subject to the conditions specified on the application, and further, to waive the fee. This authorization shall be subject to the approval of the Boxborough Board of Library Trustees. Seconded by Member Powers. **Approved 5-0.**

CORRESPONDENCE

- There was discussion on the public records request received from the Minuteman Village developer; the status of the Town's response and the production of the applicable documents.

CONCERNS OF THE BOARD

- Scheduling issues have arisen with the October 27th date for the Goals Workshop. It was determined that it would be re-scheduled to November 3rd.

EXECUTIVE SESSION

- At 9:27 PM, Chair Fox stated that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board, then Member Powers moved to adjourn to executive session to consider the purchase, exchange, lease or value of real estate and to adjourn immediately thereafter. Seconded by Member Suleiman. **Approved 5-0 by Roll Call Vote: Fox "aye," Stemple "aye," Suleiman "aye," Amoroso "aye," and Powers "aye."**

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BOARD OF SELECTMEN
Meeting Minutes
October 22, 2012

Approved: _____

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

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

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

Chair Fox called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

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

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

NEW BUSINESS

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

MINUTES

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

SELECTMEN REPORTS

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

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

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

OLD BUSINESS

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

NEW BUSINESS (Continued)

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

ADJOURN

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

DR A F T

This will be
discussed under
6a, along with
article to abandon
existing trail easement.

To: Ken and Sandra Fabian
From: Boxborough Conservation Commission
Date: Oct. 31, 2012
Subject: Agreement on Easements

The ConsCom has recently had several discussions with you relative to modifying the easements that the Town owns on your land on Barteau Lane. This letter is intended as a **"Memo of Understanding"** so that both you, the ConsCom, the Board of Selectmen and Town Planner are in agreement on the path forward.

At the ConsCom meeting on Oct. 22 the ConsCom and Ken agreed to the following items.

1. Prior to the Special Town Meeting on January 7 of 2013, Ken and Sandra Fabian will convey to the Conservation Commission an easement that contains the existing marked trails in the northern part of your property. This easement is shown on a plan prepared by Places Site consultants, Inc. entitled "Easement Plan, 90 Barteau Lane, Boxborough, MA; prepared for: The Town of Boxborough and Ken C. and Sandra G. Fabian; scale: 1"=40'; dated: September 2, 2012". The easement will be 8 feet wide and include the trails that go from the former Hamilton property (*now Town property*) to the former Fiske property (*now Town property*) and to the former Delano property (*now Town property*). (See note 1 below for assessor parcel numbers.) as shown on the trail maps for Have Not Pond. The ConsCom will accept this easement at a regular business meeting in either November or December of 2012. The ConsCom has the authority to accept easements.

2. The ConsCom will vote to accept the new easement on your property on the condition that the Town votes to approve to abandon the prior easement given by the Fiske family to the Town at Town Meeting on January 7, 2013.

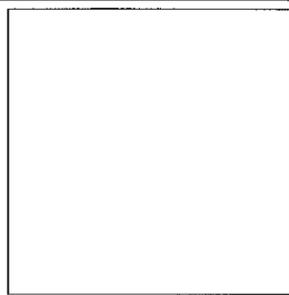
3. At the Special Town Meeting on January 7, 2012 the ConsCom will sponsor and support a warrant article to abandon the existing easement on your property that runs from the common drive shared by 60, 90 and 110 Barteau Lane along the old cart path to the northerly end of your property. **Only Town Meeting is authorized to abandon an easement that a previous Town Meeting has accepted.** The existing easement is also shown on plan prepared by Places Site consultants, Inc. entitled "Easement Plan, 90 Barteau Lane, Boxborough, MA; prepared for: The Town of Boxborough and Ken C. and Sandra G. Fabian; scale: 1"=40'; dated: September 2, 2012".

4. Prior to the ConsCom acceptance of the new easement and the January Town Meeting, the ConsCom will review with Town Counsel, Town Planner and the Selectmen the proposed new easement and the process for its acceptance.

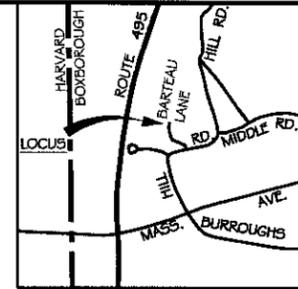
5. The ConsCom will also review with Town Counsel, Town Planner and the Selectmen the proposed wording of the Special Town Meeting warrant article to abandon the old easement and the process for going forward.

Time is of the essence in advancing this according to the schedule for Town Meeting in January 2013, and we mutually understand that any delay in this process may result in the postponement of action until after the Special Town Meeting in January.

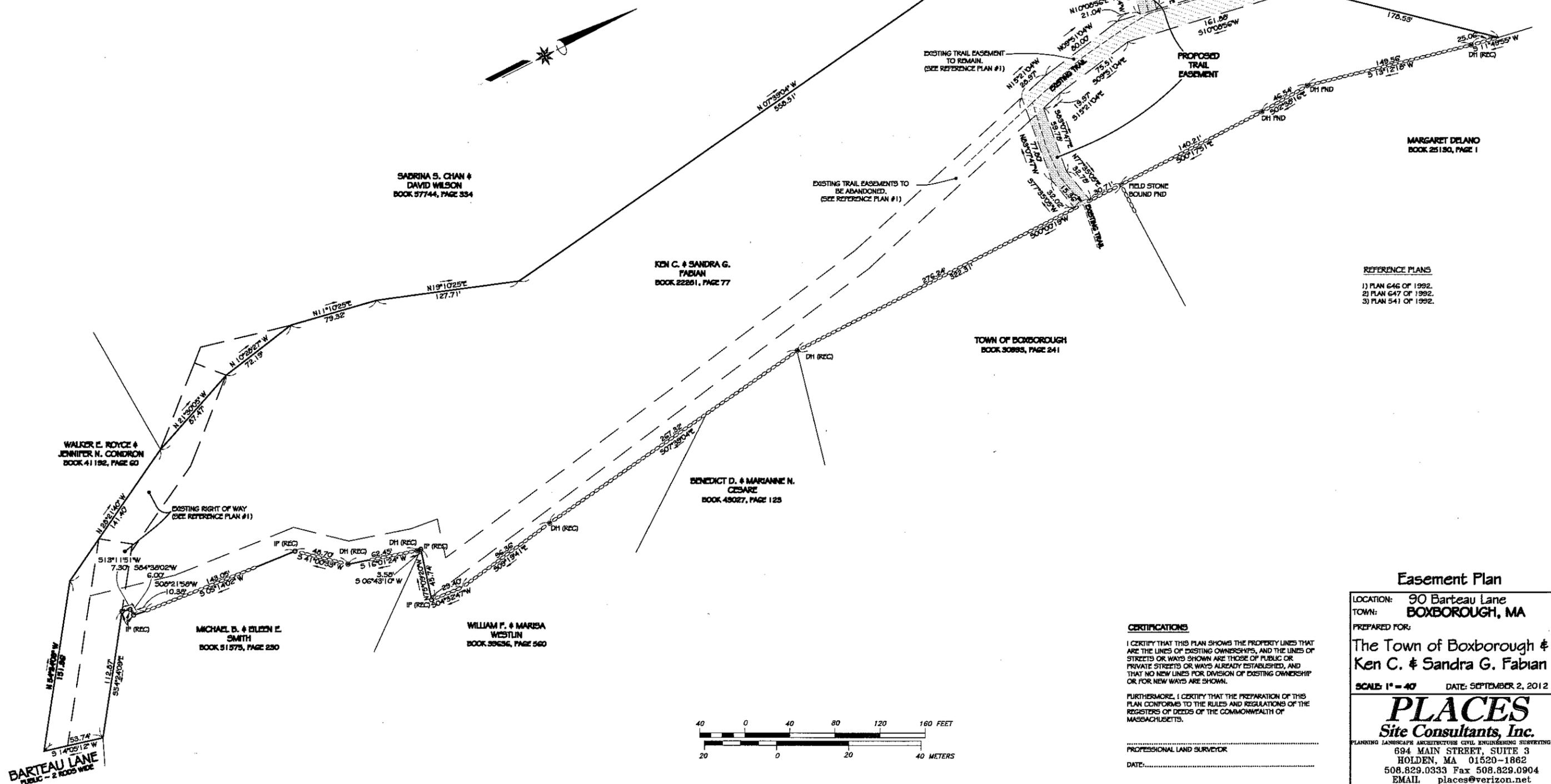
CC: Selectmen
Town Planner
Selina Shaw



FOR REGISTRY USE ONLY



LOCATION MAP



- REFERENCE PLANS
- 1) PLAN 646 OF 1992.
 - 2) PLAN 647 OF 1992.
 - 3) PLAN 541 OF 1992.

Easement Plan

LOCATION: 90 Barteau Lane
TOWN: BOXBOROUGH, MA

PREPARED FOR:
The Town of Boxborough & Ken C. & Sandra G. Fabian

SCALE 1" = 40' DATE: SEPTEMBER 2, 2012

PLACES
Site Consultants, Inc.

PLANNING LANDSCAPE ARCHITECTURE CIVIL ENGINEERING SURVEYING
894 MAIN STREET, SUITE 3
HOLDEN, MA 01520-1862
508.829.0333 Fax 508.829.0904
EMAIL: places@verizon.net

PROJECT No.: 11-704 PLAN No.: 11-704-02

CERTIFICATIONS

I CERTIFY THAT THIS PLAN SHOWS THE PROPERTY LINES THAT ARE THE LINES OF EXISTING OWNERSHIPS, AND THE LINES OF STREETS OR WAYS SHOWN ARE THOSE OF PUBLIC OR PRIVATE STREETS OR WAYS ALREADY ESTABLISHED, AND THAT NO NEW LINES FOR DIVISION OF EXISTING OWNERSHIP OR FOR NEW WAYS ARE SHOWN.

FURTHERMORE, I CERTIFY THAT THE PREPARATION OF THIS PLAN CONFORMS TO THE RULES AND REGULATIONS OF THE REGISTERS OF DEEDS OF THE COMMONWEALTH OF MASSACHUSETTS.

PROFESSIONAL LAND SURVEYOR

DATE:



7a

Acton-Boxborough Cultural Council

This Council is funded by the



October 29, 2012

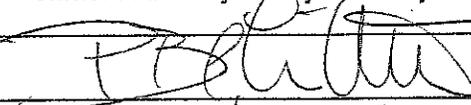
To: Selectmen, Town of Boxborough, MA
From: Barbara Estabrook, ABCC chair
Re: Appearance of conflict of interest disclosures by ABCC members

Barbara Estabrook

Enclosed are disclosure forms completed by ABCC members who are Boxborough residents. Two current members and one former member have applied for funding, and we are required to disclose that we serve or served with them before we deliberate on their applications. These disclosures are to be filed with the appointing authority. Thank you.

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

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Pascale Deux-White
Title or Position:	ABCC - Member -
Agency/Department:	ACTON/DOXBOROUGH CULTURAL COUNCIL
Agency address:	PO Box 2291 ACTON MA 01720-
Office Phone:	
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	I have served on the ABCC board with Simpson, Sorowday & May (former member)
What responsibility do you have for taking action or making a decision?	I have an equal vote with all the board members on this issue grant -
Explain your relationship or affiliation to the person or organization.	Board member or former board member -
How do your official actions or decision matter to the person or organization?	

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	10/23/12

Attach additional pages if necessary.

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

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

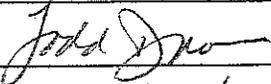
Members of the General Court – file with the House or Senate clerk or the State Ethics Commission.

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

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

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

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Todd Davis
Title or Position:	Member
Agency/Department:	Acton Boxborough Cultural Council
Agency address:	P.O. Box 2291 Acton, MA 01720
Office Phone:	
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	Application of two current council members for funding of projects. Members are Suranda Sahay and Sieman Adisesku.
What responsibility do you have for taking action or making a decision?	Voting on funding for proposed projects
Explain your relationship or affiliation to the person or organization.	co-members of the Acton Boxborough Cultural Council (ABCC)
How do your official actions or decision matter to the person or organization?	Voting will decide whether or not project receives ABCC funding

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	I am a new member of ABCE two years. No previous personal relationship with members/applicants.
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	
Date:	10/22/12

Attach additional pages if necessary.

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

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

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

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

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

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

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	Nancy Kumaraswami
Title or Position:	Member and secretary
Agency/Department:	Acton-Boxborough Cultural Council
Agency address:	PO Box 2291, Acton, MA 01720
Office Phone:	none
Office E-mail:	none
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	Grant applications from current ABCC members Suman Adishesu and Sunanda Sahay, and from former member Mary Spinosa Wilson.
What responsibility do you have for taking action or making a decision?	Voting on whether to fund applications and amounts of funding.
Explain your relationship or affiliation to the person or organization.	Fellow ABCC member
How do your official actions or decision matter to the person or organization?	Voting will affect whether or not the projects are funded and might have an impact on whether the program can be implemented.

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Nancy N. Kumaraswami</i>
Date:	<i>10-30-12</i>

Attach additional pages if necessary.

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

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

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

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

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

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

PUBLIC EMPLOYEE INFORMATION	
Name of public employee:	MARION POWERS
Title or Position:	ABCC MEMBER
Agency/Department:	ACTON-BOXBROUGH CULTURAL COUNCIL
Agency address:	PO BOX 2291 ACTON MA 01720
Office Phone:	-
Office E-mail:	
	<p>In my capacity as a state, county or municipal employee, I am expected to take certain actions in the performance of my official duties. Under the circumstances, a reasonable person could conclude that a person or organization could unduly enjoy my favor or improperly influence me when I perform my official duties, or that I am likely to act or fail to act as a result of kinship, rank, position or undue influence of a party or person.</p> <p>I am filing this disclosure to disclose the facts about this relationship or affiliation and to dispel the appearance of a conflict of interest.</p>
APPEARANCE OF FAVORITISM OR INFLUENCE	
Describe the issue that is coming before you for action or decision.	<ol style="list-style-type: none"> 1. MARY WILSON - FORMER ABCC MEMBER 2. KATHLEEN TAFFEL, CO-WORKER, SARGENT MEM LIBRARY 3. SUMAN ADISESHU - ABCC MEMBER 4. SUNANDA SAHAY - ABCC MEMBER <p>ALL GRANT APPLICANTS FOR FY 13</p>
What responsibility do you have for taking action or making a decision?	VOTE ON GRANT APPLICATIONS FOR FY 13.
Explain your relationship or affiliation to the person or organization.	<ol style="list-style-type: none"> 1. MARY SPINOSA-WILSON - FORMER BOARD MEMBER 2. KATHLEEN TAFFEL - LIBRARIAN - CO-WORKER 3. SUMAN ADISESHU - ABCC MEMBER 4. SUNANDA SAHAY - ABCC MEMBER
How do your official actions or decision matter to the person or organization?	POTENTIAL CONFLICT OF INTEREST WITH CO-ABCC MEMBERS - SUMAN & SUNANDA AND A CO-WORKER @ SARGENT MEM. LIBRARY

Optional: Additional facts – e.g., why there is a low risk of undue favoritism or improper influence.	
If you cannot confirm this statement, you should recuse yourself.	WRITE AN X TO CONFIRM THE STATEMENT BELOW. <input checked="" type="checkbox"/> Taking into account the facts that I have disclosed above, I feel that I can perform my official duties objectively and fairly.
Employee signature:	<i>Marian Powers</i>
Date:	<i>Oct 22, 2012</i>

Attach additional pages if necessary.

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

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

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

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

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

7b
BoS Proposed Meeting Schedule January - May 2013
for discussion purposes

Date	Business
January 7th, 6:30 PM 14th, 7 PM 21st 28th, 7 PM	BoS meets at Blanchard Special Town Meeting begins at 7 PM BoS meets [votes to call ATM & reviews budgets with (2) primary dept heads] No meeting - Martin Luther King's birthday BoS meets [reviews budgets with (2) primary dept heads]
February 4th 11th 18th 25th	BoS meets [reviews budgets with boards & committees as necessary] BoS meets [reviews budgets with add'l boards & committees as necessary] No meeting - Presidents' Day BoS meets [votes to close warrant for ATM]
March 4th 11th 18th 25th	No meeting BoS meets [public hearing on any gen'l bylaw changes] BoS meets [finalizes language for warrant articles] BoS meets [final deadline for written recommendations... Along with FinCom, determines funding sources for articles]
April 1st 8th 15th 22nd 29th	BoS meets [final votes (BoS/FinCom) on warrant articles and budgets; BoS signs warrant] No meeting No meeting - Patriots' Day BoS meets No meeting
May 6th 13th 20th 22nd (Wednesday) 27th	BoS meets [reviews motions] Annual Town Meeting starts (continuing, possibly on Tuesday and Thursday, 5/14 & 5/16. BoS meetings will be posted for the duration of ATM No meeting Town Election (ATM continuing this week if necessary, possibly on Wednesday and Thursday, 5/22 & 5/23) BoS meets [reorganization] No meeting - Memorial Day



Internal Communications and Outgoing Communications
November 5, 2012

1. Letters from TA Shaw, dated October 23, 2012, written on behalf of the Selectmen in support of the form of preservation restriction for Steele Farm approved by the Board of Selectmen on October 15th Submitted to:
 - a. Irene del Bono, Conservation Restriction Reviewer, Division of Conservation Services of the Executive Office of Environmental Affairs and;
 - b. Michael Steinitz, Deputy State Historic Preservation Officer, Director, Preservation Planning Division, of the Massachusetts Historical Commission.
2. Letter from MassDOT, Acting General Manager and Rail & Transit Administrator, Jonathan Davis, dated, October 19, 2012, to Chair, Leslie Fox, regarding the [road] salting at Commuter Rail "Highway/Railway" Crossings.
3. Copy of correspondence from Lynn Stahlberg, dated October 23, 2012, to Tax Collector, Maripatt Shemowat, regarding the \$1.00 tax bill copy fee being charged to Stahlberg's real estate tax account.*
4. Communications from [Comcast] xfinity's Senior Manager of Government & Community Relations, Timothy Kelly to the Board of Selectmen:
 - a. Letter dated October 24, 2012, providing information on addition of channels.
 - b. Letter dated October 25, 2012, providing information on Municipal Emergency Reporting Procedures.
5. Memorandum and accompanying materials from TA Shaw, dated November 2, 2012, to All town employees regarding "Exception to Weapons Possession (Policy on Prevention of Violence in the Workplace)" [Hunting weapons].

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

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**Minutes, Notices and Updates
November 5, 2012**

Minutes

1. Personnel Board minutes of the meeting held October 3, 2012.
2. Conservation Commission minutes of the meeting held October 2, 2012.

Notices

1. Notice of a Stow Road Concept Development Committee meeting held October 24, 2012.
2. Notices of Finance Committee meetings:
 - a. Held October 25, 2012.
 - b. To have been held October 29, 2012 [*cancelled*]
 - c. To be held November 5, 2012.
3. Notices of Personnel Board meetings:
 - a. To have been held October 30, 2012 [*cancelled*]
 - b. To be held November 14, 2012.
4. Notices of Board of Selectmen meetings:
 - a. Held November 3, 2012 [Sat. Workshop]
 - b. To be held November 5, 2012.
5. Notice of a Boxborough Leadership Forum to be held November 27, 2012 [TBD]
6. Notice of an Acton-Boxborough Cultural Council meeting to be held November 5, 2012. [Acton]
7. Legal notice of a Public Hearing to be held by the Board of Selectmen on November 19, 2012, on the adoption of a Residential Factor, thereby determining the percentages of the tax burden borne by each class of real and personal property for FY 2103.
8. Legal notice of a Public Hearing to be held by the Board of Selectmen on November 19, 2012, to consider the proposed laying out and acceptance of Pine Pasture Run.
9. Legal notice of a Conservation Commission Public Hearing held on October 31, 2012, to consider a Notice of Intent filed by Brian Griffin for the property owned by Viktoria Prokopovich, located at 156 Burroughs Road. [The regarding of the back yard.]
10. Notice of a League of Women Voters Forum held October 30, 2012 at Acton Town Hall, to review the preliminary recommendations for the Regionalization Agreement. #
11. Posting regarding the need for volunteers to serve on the Recreation Commission and Finance Committee.

8c



General Correspondence
November 5, 2012

1. October/November 2012 Newsletter, *TransReport*, from the Boston Region Metropolitan Planning Organization.

