



BOARD OF SELECTMEN
Meeting Agenda
March 24, 2014
Continuing March 25, 2014, 7:30, if necessary
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Citizens concerns

4. MINUTES

- a) Regular session, March 10, 2014
b) Executive session, March 17, 2014

ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Special/Annual Town Meeting
i. Regional Animal Control Services (Selectman Les Fox to lead discussion)
ii. Vote on Personnel Plan – Classification and Compensation Schedule
iii. Vote on Community Preservation Act (including surcharge and exemptions)
iv. Review and vote all articles
v. Review proposed funding of articles (members of FinCom may be present)

b) FY 2015 budget
i. Review of all budgets

VOTE:
VOTE:
VOTE:
VOTE:
VOTE:

VOTE:

7. NEW BUSINESS

8. CORRESPONDENCE

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

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE

- a) To consider the purchase or value of real estate (593 and 530 Mass Ave.)

b) Strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director)

- c) Strategy with respect to collective bargaining (all CBA's)

Move to adjourn to executive session to consider the purchase of real estate; conduct a strategy session in preparation for negotiations with non-union personnel (Fire Chief and DPW Director); to discuss strategy with respect to collective bargaining and to adjourn immediately thereafter **ROLL CALL VOTE:**

[with respect to items a & c, the Chair shall note that an open meeting would have a detrimental effect on the negotiating and bargaining position of the BoS]

12. ADJOURN

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**BOARD OF SELECTMEN
Meeting Minutes
March 10, 2014**

Approved: _____

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; and Jim Gorman, Member

ABSENT: Les Fox and Raid Suleiman

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

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

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

ANNOUNCEMENTS

- Chair Amoroso read the prepared announcements and further announced that two Selectman positions will be on the ballot in May and encouraged residents to consider serving.

APPOINTMENTS

- Police Chief Warren Ryder was present to introduce Robert J. Bielecki as a candidate for appointment as Police Officer. Chief Ryder explained his efforts to fill this vacancy and Bielecki's qualifications. Bielecki spoke to his background and experience. Further to the recommendation of Police Chief Ryder, Member Stemple moved to appoint Robert J. Bielecki as Police Patrol Officer for a probationary term commencing March 11, 2014 and ending on March 10, 2015. Seconded by Member Gorman. **Approved 3-0.**
- There were no concerns when Chair Amoroso opened the floor for Citizens' concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Executive sessions of February 10, 2014, Contract Negotiating Team (Police Chief) of February 20, 2014; and February 24, 2014; Contract Negotiating Team (Fire Chief) of February 24, 2014; and Contract Negotiating Team (Police Chief) of March 6, 2014, as written. Seconded by Member Stemple. **Approved 3-0.**

SELECTMEN REPORTS

- Member Gorman reported that the Well Being Comm. continues its efforts to put together an article to fund a reduced hours Social Service Coordinator position. The WBC has determined that there is a need for this type of support in Town and is looking to what is being provided in neighboring communities. The WBC will be presenting this proposal at the next Selectmen's meeting.
- Member Stemple reported that he and Member Fox have met with DPW Director Garmon regarding his contract.
- Chair Amoroso reported that he and Member Fox continue to meet with Police Chief Ryder on his contract.
- He also reported that Member Fox had attended a meeting of municipal officials at Minuteman High School on Friday. The meeting materials are being distributed.
- Chair Amoroso reported that he and Member Fox have met with the owner of a property on the south side of Route 111 about the Town possibly acquiring the property. He will brief the Selectmen during tonight's Executive Session.

OLD BUSINESS

- Member Gorman opened discussion on War memorials. Historical Commission Chair Alan Rohwer and others were present for this discussion. Member Gorman spoke to the memorandum he had provided regarding the placement and creation of a town war memorial site. He has been discussing this with Veterans Agent, Donnie Morse, for several months. He is also aware that others have been working on the creation of a memorial for the Town's Civil War fatality. He envisions that this site would recognize those who served during the French-Indian War through to today. He described the current condition of the memorials (WW I & WWII) out in front of Town Hall. The design of the World War I memorial – bronze plaque on a large boulder is a fitting model for other memorials. Donnie Morse has identified several boulders that would be suitable. He spoke about the various town owned properties which he had considered for this memorial. He has determined that the best location would be at the Town Common located at the intersection of Hill and Middle Road. This site has historic gravitas. These memorials would be placed in a circle and referred to his diagram. DPW could handle most of the necessary work, including the clearing of trees/brush and site preparation. He clarified that the Christmas Tree would be untouched as the memorial would be to the rear of the tree. The only significant expense would be for the creation of the memorial plaques. There is one other aspect to this - the identification and verification of those who served in prior to 1900. He would like the Historical Commission to spearhead this effort. Donnie Morse has a list that he uses for our Memorial Day observances. The Selectmen provided their input. Could several of these military conflicts be combined onto a single memorial stone? Would the Town be able to expand in the future? If the Town Common becomes the final site, it was suggested that parking be added to the lot so people can safely access the site. There was a discussion on options for the plaques such as – a single, solid casting versus mounting/affixing individual name plates. Member Gorman noted that this was a preliminary proposal and all options can be considered. BHC Chair Rohwer noted that the Town Common site would be a respectful place for this. Also the North Cemetery just across the street and is already a stop on the Memorial Day parade route. He did ask for some direction as to the research that Member Gorman has proposed. Rohwer also confirmed that the BHC is going forward with its plans to place a memorial sign for John Fletcher at the intersection of Flagg Hill & Summer Road in recognition of the 150th anniversary of the Civil War. Member Gorman closed discussion by noting the next step will be for him to meet with the Historical Commission and structure a plan.
- Chair Amoroso opened discussion on Special/Annual Town Meeting, specifically discussing the addition of an article to withdraw from Minuteman Regional School District. He reviewed the Selectmen's discussions with Minuteman's Asst. Supt. of Finance Kevin Mahoney that took place on February 24th and presented his analysis of the impact to Boxborough if the Minuteman District Agreement is revised. This analysis indicates that under a revised agreement Boxborough would have the largest increase, proportionally, than any other town. He discussed the inequity of the DESE determined out-of-district tuitions and Minuteman's practice of accepting out-of-district students. The revised agreement is not in Boxborough's best interest. He is proposing that an article to withdraw from the Minuteman District, pursuant to the terms of the existing agreement be added to the warrant. He discussed the current withdrawal process & the proposed revised process and DESE control over this process, adding this article will provide voters the opportunity to voice their concerns. Member Stemple moved to re-open the Annual Town Meeting warrant to include an article to request that the Minuteman Regional School Committee draws up an amendment to the Agreement setting forth the terms by which Boxborough may withdraw from the District. Seconded by Member Gorman. **Approved 3-0.**
- The Selectmen determined that they would discuss the FY 2015 budget at their next meeting.
- There was a review of the Town Meeting timeline. It was noted that the Personnel Board will be in on March 17th for the public hearing on the proposed Personnel Plan Classification & Compensation schedules.

NEW BUSINESS

- The Board passed over discussion of the Regional Animal Control Services.
- The Board took up approval of a Grant of Easement from Cynthia Wells, personal representative of the Estate of Leslie E. Gundersen to the Town of Boxborough, acting by and through its Conservation Commission. The easement is described as being: located at 430 Depot Road, Boxborough, Massachusetts, depicted as "10' Wide Access Easement" on the plan entitled: "Plan of Easement in Boxborough, Mass. Owned by Norman A. Gundersen," dated: March, 2012, and prepared by David E. Ross Associates, Inc., attached hereto as Exhibit A, and in those lands of Grantor depicted as Lot 6 on Land Court Plan 42703C]. Member Stemple moved to approve the grant of easement referenced above and accepted by vote of the Conservation Commission on March 5, 2014 and to authorize the Board of Selectmen Chair to execute on behalf of the Board. Seconded by Member Gorman. **Approved 3-0.**
- Member Stemple moved to accept with regrets and place on file the resignation of Sheila Bauer from the Public Celebrations and Ceremonies Committee effective immediately. Seconded by Member Gorman. **Approved 3-0.**

- Member Gorman moved to accept with regrets and place on file the resignation of Jeffrey Handler from the Boxborough Housing Board effective immediately. Seconded by Member Stemple. **Approved 3-0.**
- The Board took up the Boxborough Conservation Trust (BCTrust)'s request for a permit to serve wine and beer at the BCTrust Annual Meeting. Member Gorman moved to authorize the Boxborough Conservation Trust (BCTrust) to serve wine at its 2014 annual Meeting being held at the Sargent Memorial Library on April 6, 2014, subject to the conditions specified on the application and subject to approval by the Library Board of Trustees and further, to waive the fee. Seconded by Member Stemple. **Approved 3-0.**
- The Board took up the Boxborough District Minutemen Company's request for field use, common victualler and wine & beer permits for this year's Fifer's Day celebration. Chair Amoroso moved to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 21, 2014 (rain date June 22, 2014), at Flerra Field; further to waive the fees associated with these licenses and for the athletic field permit. Seconded by Member Stemple. **Approved 3-0.**
- The Selectmen took up the Massachusetts Alcoholic Beverages Control Commission annual request to provide an estimate of temporary population. Chair Amoroso moved to authorize the execution of a letter to the Alcoholic Beverages Control Commission stating that acting under authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2014; the population will remain at approximately 5,000. Seconded by Member Gorman. **Approved 3-0.**

CORRESPONDENCE

There was no discussion regarding communication materials.

APPOINTMENTS (Continued)

- Jeffrey Landgren, president of MassCOPS Local 200, was present to execute a successor agreement. Chair Amoroso moved to ratify the terms of the successor agreement between the town, acting by and through its Board of Selectmen and the Massachusetts Coalition of Police, MCOP Local 200 for the term July 1, 2012 – June 30, 2015, subject to funding by town meeting, and further to execute the letter of understanding related to the successor agreement, dated March 10, 2014. Seconded by Member Stemple. **Approved 3-0.** The Selectmen and MassCOPS Local 200 President Landgren executed the agreement.

EXECUTIVE SESSION

- At 8:50 PM, *Chair Amoroso stated that* that with respect to items 1 & 3 an open meeting would have a detrimental effect on the Selectmen's negotiating and bargaining position. Chair Amoroso moved to adjourn to executive session to consider the purchase of real estate (593 and 530 Mass Ave.); conduct a strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director); to discuss strategy with respect to collective bargaining and to adjourn immediately thereafter. He further noted Seconded by Member Stemple. **Approved 3-0 by a roll call vote: Gorman, aye; Stemple, aye; and Amoroso, aye.**



**TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 12, 2014
LIST OF ARTICLES**

SPECIAL TOWN MEETING

1. LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER
2. FUND FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE
3. TRANSFER FROM INSURANCE PROCEEDS
4. FUND PROPOSED FY 2014 PERSONNEL CLASSIFICATION PLAN

ANNUAL TOWN MEETING

1. CHOOSE TOWN OFFICERS
2. RECEIVE REPORTS
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
4. PERSONNEL ADMINISTRATION PLAN CHANGES
5. TOWN OPERATING BUDGET
6. AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
7. WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
8. ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7
9. BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE
10. DISPOSITION OF 72 STOW ROAD PROPERTY
11. TRANSFER TO STABILIZATION FUND**
12. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
13. GASB 45 ACTUARIAL CONSULTANT**
14. CONSERVATION TRUST FUND**
15. TRANSFER OF BLANCHARD MEMORIAL SCHOOL SPECIAL REVENUE ACCOUNTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**
16. RESCIND UNUSED BORROWING AUTHORITY**
17. DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**
18. CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE
 - A. Town Hall Attic Insulation

- B. Town Hall Carpet Replacement
 - C. Town Hall Grange Meeting Room Improvements
 - D. Town-wide Computer Replacement & Software Upgrade
 - E. Library – HVAC Control System Upgrade
 - F. Historical Museum – Chimney Repair
 - G. Steele Farm – Repairs to Barn
19. **STUDIES AND INITIATIVES**
- A. Town Clerk - Record Books Conservation
 - B. Planning Board – Update Master Plan
 - C. Public Safety – Space Needs Analysis
 - D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields
 - E. Steele Farm Management Plan
20. **CAPITAL IMPROVEMENT – ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM**
21. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS - FIRE DEPARTMENT**
22. **PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE**
23. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK**
24. **CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK**
25. **ACQUISITION OF PROPERTY – 530 MASSACHUSETTS AVENUE**
26. **ACQUISITION OF PROPERTY – 593 MASSACHUSETTS AVENUE**
27. **PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR**
28. **EXPANDED VETERANS SERVICES**
29. **ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900**
30. **ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/COMMON DRIVEWAYS**
31. **ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT**
32. **SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER##**
33. **SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE.##**
34. **ACCEPTANCE OF EASEMENT FOR POTABLE WATER AND WASTEWATER INFRASTRUCTURE**
35. **ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS**
36. **ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT****
37. **PERSONAL REAL ESTATE EXEMPTIONS****
38. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****

LEGEND

- ## SUBMITTED BY PETITION**
- ** CONSENT AGENDA**



BOXBOROUGH SPECIAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2014 at 7:00 p.m. to act on Articles 1 through **4** of this Special Town Meeting Warrant.

ARTICLE 1 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2014, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eleven Thousand Four Hundred Dollars (\$11,400), more or less, for the purpose of funding the first year of the renewed lease for the period July 1, 2014 through June 30, 2017; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

**ARTICLE 2 FUND FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENT -
MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of **TBD Dollars (\$TBD)**, more ore less, to fund the first two years of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2012 to June 30, 2015); or to take any other action relative thereto.

Summary

This article is for funding of the first two years of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2012 – June 30, 2015. Funding for year three is included in the FY 2015 budget request under Article 5.

The Board of Selectmen...

The Finance Committee...

ARTICLE 3 TRANSFER FROM INSURANCE PROCEEDS

(Majority vote required)

To see if the town will vote to transfer the sum of Fifteen Thousand One Hundred Sixty-Four Dollars (\$15,164) from the Insurance Proceeds Account to the Reserve Fund, or take any other action relative thereto.

Summary

According to Massachusetts General Law, reimbursements received from insurance carriers in excess of \$20,000 require appropriation. In 2013 and 2014, the town received insurance proceeds in the amounts of \$26,526.34 and \$28,900 respectively to reimburse for the loss of two vehicles. Replacement vehicles were purchased; however, in each instance, since only \$20,000 could be expended from the insurance proceeds account, reserve fund transfers were required to enable the purchase of the replacement vehicles. This article requests the transfer of \$15,164 to reimburse the reserve fund for the transfers out of the fund.

The Board of Selectmen...

The Finance Committee...

ARTICLE 4 FUND PROPOSED FY 2014 PERSONNEL CLASSIFICATION PLAN
(Majority vote required)

You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2014.

Vincent M. Amoroso, Chairman
Board of Selectmen

Robert T. Stemple, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Raid M. Suleiman
Board of Selectmen



BOXBOROUGH ANNUAL TOWN MEETING

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2014 at 7:00 p.m. to act on Articles 2 through 38 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 19th day of May, 2014 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agendas. The Fiscal Consent (#11 through #17, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The Non-monetary Consent (#36 through 38 inclusive) will be taken up at the end of Town Meeting.** All of the articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 10 AND 35 RESPECTIVELY.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-264-1712 or send an e-mail to selina.shaw@town.boxborough.ma.us before Town Meeting.

At the call of each of the Consent Agendas, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under many of the articles printed in this warrant.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

Two Board of Selectmen members, each for a three-year term

One Board of Health member for a three-year term

One Board of Health member to complete a **one**-year unexpired term

Two Library Trustees, each for a three-year term

Two Planning Board members, each for a three-year term

One A-B Regional School Committee member for a three-year term, effective May 19, 2014

One A-B Regional School Committee member for a three-year term, effective July 1, 2014

As well as other Town Officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2013 Annual Town Report; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2014 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	/year
Town Clerk	/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend the Personnel Plan, by striking out the present Schedule A - Classification of Positions and Schedule B - Compensation of Positions and inserting in place thereof a new Classification and Compensation Schedule, hereinafter set forth, to become effective July 1, 2014, or take any other action relative thereto.

Summary

This article establishes the compensation ranges for all employees of the Town, except for those covered by collective bargaining agreement, personal contract or elected. The rates shown for these latter categories have been included for informational purposes only.

The Personnel Board recommends unanimously (5-0).

The Board of Selectmen...

The Board of Selectmen and Personnel Board held a public hearing on March 17.

The Finance Committee...

INSERT NEW SCHEDULE

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2014; or take any other action relative thereto.

The Finance Committee...

Please see the *Report of the Finance Committee* in the back of the warrant for more detail.

The Board of Selectmen may move to amend the following departmental budgets on Town Meeting floor:

Department #

Department Title

INSERT BUDGET

**ARTICLE 6 AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE
MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

(Majority vote required)

To see if the Town will vote, consistent with Section VII of the existing “Agreement with Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated “Regional Agreement” bearing the date of March 11, 2014 to the Board of Selectmen of each member town; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 7 WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

To see if the Town will vote, consistent with Section IX of the existing “Agreement with Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to request that the Regional School Committee draw up an amendment to said Agreement setting forth the terms by which the Town may withdraw from the District; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 8 ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7

(Majority vote required)

To see if the Town will vote to accept Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the preservation or rehabilitation of historic resources including historic buildings, artifacts and documents; the creation and support of community housing; the acquisition of open space such as land for the protection public drinking water supplies, wetlands, farm land, forests, marshes, scenic areas, wildlife preserves and other conservation areas, and the creation or rehabilitation of outdoor recreational facilities including parks, playgrounds and athletic fields; to approve a property tax surcharge in the amount of one and one-half percent (1.5%) of the taxes assessed annually on real property which shall be dedicated to the fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2014; and to exempt from the surcharge the following: property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town, as defined in Section 2 of Chapter 44B of the General Laws; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 9 BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE

(Majority Vote Required)

To see if the Town will vote to accept the Bylaw as worded below to establish The Community Preservation Committee, or take any other action relative thereto.

CHAPTER 1: ESTABLISHMENT

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

CHAPTER 2: DUTIES

- 2.1 The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation pursuant to M.G.L. Chapter 44B. The Committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission and the Boxborough Housing Board. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper, or equivalent publication, of general circulation in the Town.
[include consideration of town's Capital Plan]

- 2.2 The community preservation committee shall make recommendations to the legislative body for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.
- 2.3 The community preservation committee may include in its recommendation to the legislative body a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.
- 2.4 In every fiscal year, the Community Preservation Committee must recommend either that the Town Meeting spend or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for (a) open space (not including land for recreational use), (b) historic resources, and, (c) community housing.

CHAPTER 3: REQUIREMENT FOR A QUORUM

- 3.1 The Community Preservation Committee shall comply with the provisions of the Open Meeting Law, M.G.L. c.39 §23B. The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the community preservation committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote.
- 3.2 After receiving such recommendations from the Community Preservation Committee, the legislative body shall then take such action and approve such appropriations from the Community Preservation Fund as set forth in section 8 of Chapter 44 B of the General Laws, and such additional appropriations as it deems appropriate to carry out the recommendations of the Community Preservation Committee.

CHAPTER 4: COST ESTIMATES

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

CHAPTER 5: AMENDMENTS

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

CHAPTER 6: SEVERABILITY

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

CHAPTER 7: EFFECTIVE DATE

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

The Board of Selectmen...

The Finance Committee...

ARTICLE 10 DISPOSITION OF 72 STOW ROAD PROPERTY

(Majority vote required)

Counsel to draft

The Board of Selectmen...

The Finance Committee...

ARTICLE 11 TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars (\$100,000), more or less, for the Stabilization Fund; or take any other action relative thereto.

The Finance Committee...

The Board of Selectmen...

**ARTICLE 12 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST
FUND****

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars (\$100,000), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; or take any other action relative thereto.

Summary

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand was initially authorized by Town Meeting in 2012 to begin funding that liability. Last year, we continued that funding by transferring One Hundred Thousand Dollars to the OPEB Trust Fund. This transfer would enable the town to continue to fund the liability.

The Board of Selectmen...

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small contribution to fund our liabilities for retirees' healthcare benefits. The town's FY 2015 unfunded liability, as reported in the June 30, 2011 actuarial study, amounts to \$11,618,986 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our Standard and Poor's AAA credit rating.

The Finance Committee...

ARTICLE 13 GASB 45 ACTUARIAL CONSULTANT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Nine Thousand Five Hundred Dollars (\$9,500), more or less, for the purpose of hiring a consultant to provide an actuarial study for continued compliance with GASB 45; or take any other action relative thereto.

The Board of Selectmen...

The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. Under the GASB 45 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the “pay-as-you-go” method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost. The town is required to update the study every three years. An actuarial study was last completed in 2012.

The Finance Committee...

The Governmental Accounting Standards Board (GASB) established a standard, known as GASB 45, which requires that government entities: 1) disclose the potential cost of post-retirement health care and life insurance benefits as a liability on their financial statements and 2) update the amount of the liability every three years. Our last actuarial study was completed in fiscal 2012 which provided the town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees and totaled \$xxx. If approved, this article will be paid out of free cash.

ARTICLE 14 CONSERVATION TRUST FUND**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Five Thousand (\$5,000), more or less, said sum to be transferred to the Town's Conservation Trust Fund; or take any other action relative thereto.

Summary

The appropriation is intended to fund anticipated capital needs related to conservation of land in Boxborough.

Justification and Need

1. *The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:*
 - *Purchase of Land*
 - *Capital Improvement of Land*
 - *Expenses related to land purchase such as appraisals, title searches etc.*
 - *Improvement of conservation land.*
 - *Monitoring of Conservation restrictions.*
 - *Cost of preparing open space plans and maps.*
2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$19,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.*
3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2014:*
 - *\$13,000 for Preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.*
4. *The Conservation Trust Fund has the following upcoming anticipated expenses:*
 - *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.*
 - *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*
 - *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

Background Information

1. *From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.*
2. *There was one appropriation of \$15,000 to “replenish” the fund in 2000.*
3. *The last 3 year’s (2011, 2012 and 2013) ATM approved an appropriation of \$5000 each year.*
4. *Routine operations and maintenance are funded separately at approximately \$1000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:

1. *Providing this appropriation to the Conservation Trust Fund is consistent with the Town’s current Capital Planning efforts and objectives.*
2. *The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town’s annual operating budget.*

Arguments Against a \$5,000 appropriation to the Conservation Trust Fund:

1. *The anticipated expenses are uncertain, and should be considered and paid as the needs arise.*

The Conservation Commission recommends (6 – 0).

The Board of Selectmen...

The Finance Committee...

**ARTICLE 15 TRANSFER OF BLANCHARD MEMORIAL SCHOOL SPECIAL REVENUE
ACCOUNTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT****

(Majority vote required)

WILL USE LANGUAGE SIMILAR TO ACTON WARRANT...

The Board of Selectmen...

The Finance Committee...

ARTICLE 16 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

To see if the Town will vote to rescind the unused borrowing authority in the amount of One Hundred Seventy-Nine Dollars and Eighty-Nine cents (\$179.89) granted under Article 17 of the May 2013 Annual Town Meeting (Replacement of Two HVAC Systems – Police Station), or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 17 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens’ plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 15 Spending Limit	Disposition for FY 15 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2016 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2016 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2016 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2016 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2016 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2016 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities	\$20,000	Carryover to FY 2016 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 15 Spending Limit	Disposition for FY 15 Fund Balance
	Board of Selectmen, and by majority vote of the Commission		(excluding legal expenses)		
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2016 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2016 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2016 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2016 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$20,000	Carryover to FY 2016 to pay for expenses not yet completed

The Board of Selectmen...

The Finance Committee...

ARTICLE 18 CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE

(Two-thirds vote required if transferred from Stabilization Fund)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Two Hundred Fourteen Thousand Five Hundred Dollars (\$214,500), more or less, for the purchase, replacement or improvement of facilities, vehicles and equipment as listed below, or take any other action relative thereto.

A.	Town Hall Attic Insulation	\$12,500
B.	Town Hall Carpet Replacement	20,000
C.	Town Hall Grange Meeting Room Improvements	60,000
D.	Town-wide Computer Replacement & SW Upgrade	30,000
E.	Library – HVAC Control System Upgrade	20,000
F.	Historical Museum – Chimney Repair	6,000
G.	Steele Farm – Repairs to Barn	70,000
	Total	\$214,500

SUMMARIES

A. Town Hall Attic Insulation

There is very little insulation in the attic and what there is has settled or fallen from its intended location. There is significant heat loss through the attic, so this project is intended to eliminate that. It is anticipated that there will be a financial incentive to be received from the gas utility for our investment in this energy conservation project.

B. Town Hall Carpet Replacement

The carpeting in Town Hall was installed in 1990 when the rear addition was built and the other office space reconfigured. Twenty-four years worth of wear and tear have resulted in soiled and tattered carpets, seams that have opened up, and areas of rippled carpet that pose serious tripping hazards. The carpets have reached the point where they no longer can be cleaned and even seem to be contributing to respiratory irritation for some staff. According to DOR, the useful life of carpeting is seven (7) years.

This article proposes to replace all the carpeting in Town Hall. Specifically, all the offices and corridors on the lower level, the Morse-Hillberg room, and the hallways on the second floor from the Morse-Hillberg room over to the Grange meeting room.

C. Town Hall Grange Meeting Room Improvements

The original Town Hall was constructed in 1901. Since that time, wear and tear has taken a toll on the appearance of the hall. A suspended ceiling with inefficient fluorescent lighting has replaced the original plastered ceiling. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The stage, with its columns standing proud, was once a venue for local performances, and perhaps political orations, has for many years been used for municipal storage space.

In addition to looking at better space utilization, it is abundantly clear that we must catch up on maintenance in the Grange hall. This would also be an excellent opportunity to restore the hall to its early twentieth century appearance.

The floor, ceiling, and walls are in need of attention. Town meeting has already appropriated monies for the replacement of the hardwood floor. This article would provide funding for a new, plastered

ceiling with energy efficient period lighting, and fresh paint on the walls. The construction of a new room behind the drapes on the stage is also recommended. The façade, including the front of the stage, the columns, and the curtains would be preserved. A large video screen would be mounted to the new wall (behind the curtain) to facilitate multimedia presentations by various boards or committees.

D. Town-wide Computer Replacement

The majority of computers across the town's operations are still running Windows XP, which will no longer be supported by Microsoft as of April 2014. There will be no further security updates or technical support for the Windows XP operating system. The town needs to remain compliant with state and federal security updates. Additionally, computers would be more vulnerable to be exploited by malware and susceptible to malicious attack.

This article would fund the acquisition and installation of eleven desktops, four laptops, monitors and peripheral equipment as well as fifteen upgraded Microsoft Word Suite licenses.

E. Library – HVAC Control System Upgrade

The HVAC Control system at the library is at the manufacturer's end-of-life. Funding for this article would enable the necessary upgrade to the control system. Without this upgrade, replacement parts and support will no longer be available for the current system. The upgrade should also improve energy efficiency.

F. Historical Museum – Chimney Repair

The general condition of the chimney is poor, allowing water to infiltrate the structure and make its way into the building. Water is thought to be leaking in due to missing mortar and around the flashing at the roofline.

This article would provide funding for the necessary work, which would include cutting out and repointing the mortar from the roof up; cutting out and replacing all the lead flashing; replacing the chimney cap and applying commercial grade sealer.

G. Steele Farm – Repairs to Barn

The Steele Farm Advisory Committee has developed a plan to renovate the barn. The primary focus of this project is to repair rotted structure, de-lead the exterior of the building, reestablish a weather tight building envelope, and paint the building. The basic structure of the building is sound, but peeling paint and rotted wood is allowing water to infiltrate the building causing significant damage. It would be advisable to proceed with this project as soon as feasible to lessen the damage.

This article would provide funding to replace the siding, windows, and doors of the Steele Farm barn with products of similar materials and appearance; repair rotted structural members and trim and prime and paint the entire exterior of building.

The Board of Selectmen...

The Library Board of Trustees unanimously recommends the HVAC Control System Upgrade for the Library.

The Library Trustees unanimously recommend this necessary expenditure. The existing Honeywell network manager is not upgradeable and the manufacturer has announced End-of-Life milestones and a migration from the **R2** platform which was introduced in 1999 to the latest platform known as **AX**. The

AX platform offers the next generation of cyber security and enhanced experience across devices such as smart phones, tablets and browsers. With this upgrade of the Library HVAC system we will maintain our investment in this important resource in our community.

The Historical Commission...

The Steele Farm Advisory Committee unanimously recommends the repairs to the Steele Farm barn.

In addition to badly needing repainting, the exterior of the Steele Farm barn displays much wood rot in the siding, windows and doors. The proposed renovations will leave the structure's exterior in condition to require only routine maintenance for some years to come. Replacement of all siding, rather than just rotted elements, will significantly reduce the cost of lead paint removal. Deferring this work will only increase the future cost.

The Finance Committee...

ARTICLE 19 STUDIES AND INITIATIVES

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Forty Thousand Eight Hundred and Forty-Seven Dollars (\$140,847), more or less, for the purpose of implementing the programs listed below; or take any other action relative thereto.

A.	Town Clerk - Record Books Conservation	\$29,347
B.	Planning Board – Update Master Plan	75,000
C.	Public Safety - Space Needs Analysis	25,000
D.	Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields	5,000
E.	Steele Farm Management Plan	6,500
	Total	\$140,847

SUMMARIES

A. Town Clerk - Record Books Conservation

It is the obligation of cities and towns in the commonwealth to preserve their public records. Pursuant to Chapter 66 § 9 of the General Laws, “every person having custody of any public records books of the commonwealth... shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible and cause them to be repaired, rebound or renovated.”

We have 21+ volumes of records dating from 1830 forward that are in need of conserving. The funding requested under this article would provide for the deacidification, mending and reinforcement of paper as necessary, resewing, rebinding and processing into a CD for web access.

B. Planning Board – Update Master Plan

Planning Board to provide text

C. Public Safety – Space Needs Analysis

The funding requested under this article would provide for professional consultant services to prepare a space needs assessment of Boxborough’s Public Safety Departments (Dispatch, Police and Fire). This space needs assessment is an early, essential part of a comprehensive planning approach to achieving adequate needs for public safety facilities. Funding for this project will provide a preliminary detailed analysis defining the functional needs and scope of facilities, which will serve as a planning tool for the future.

The consultant’s evaluation will include the square footage requirements for personnel, vehicles, apparatus, evidence, equipment and records storage, personnel parking, visitor parking and other associated requirements for the daily operations of each department. Also, the project will provide suggestions for improvements to existing facilities including the required site area of a parcel for potential new facilities, with the estimated cost of each, etc. Site selection is not a part of the scope of this project.

D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields

In 2013, the Recreation Commission, the Conservation Commission and the Planning Board started work on developing an Open Space and Recreation Plan in accordance with [insert MGL ref]. An Open Use Space Survey was distributed to the residents of Boxborough. The top two recreational facilities which survey respondents felt were lacking in the Town and should be addressed, were tennis courts and

basketball courts. Currently our residents must travel to surrounding towns to use outdoor basketball and tennis courts as none exist in Boxborough.

Based on land use maps, the Recreation Commission believes there is sufficient room at Liberty Fields to accommodate one basketball court and one tennis court.

The \$5,000 requested will provide for the surveying of the land, designing an initial layout and developing a construction document and cost estimate to enable the Recreation Commission to come back to Town Meeting in 2015 for funding to construct the courts.

INSERT JPEG

E. Steele Farm Management Plan

The funding requested under this article would provide for the development of a management plan for the 36-acre Steele farm conservation land, which will explore potential agricultural uses; explore stewardship strategies; assess wildlife management needs to the extent possible using existing data and limited field research; assess the existing trail systems and make recommendations for improvements if necessary; explore connections to adjacent open space; evaluate the ecosystem services provided by Steele Farm and the larger open space and provide recommendations for improvement if necessary; identify ways to protect and improve water quality; identify methods to enhance habitat and species diversity while maintaining appropriate recreational opportunities; determine appropriate recreational uses; investigate methods to manage illegal uses; evaluate access and circulation patterns including signs and parking needs; assess the potential for providing accessible destinations; explore how the land and buildings can serve as a classroom for educational and interpretive programs; identify existing and potential conflicts between human recreation and natural processes; improve wayfinding; research user demographics to the extent possible; provide mapping of invasive species and management recommendations using existing data and limited field research; and recommend scheduling of general maintenance.

The Board of Selectmen...

The Steele Farm Advisory Committee Unanimously Recommends the development of the Steele Farm Management Plan

The Steele Farm Municipal Property has been permanently protected by the recently implemented Conservation and Historic Preservation restrictions. A professionally-prepared management plan is necessary to ensure that the day-to-day operation of the property will balance recreational access, protection of resources, both natural and historical, agricultural activities, and maintenance operations. Additionally the plan should provide a vision for the future of Steele Farm. The Conway School has prepared numerous plans for various municipalities and non-profits in Massachusetts, and does so at a reasonable cost.

The Finance Committee...

ARTICLE 20 CAPITAL IMPROVEMENT - ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Two Hundred Seventy-Five Thousand (\$275,000), more or less, for the purpose of replacement of asphalt paving at the Town Hall, DPW and Historical Museum, including associated regrading and drainage work.

Summary

The paving at these three facilities is in very poor condition, rendering travel and maintenance difficult. More importantly, the buckling of the Town Hall parking lot causes a safety risk to those walking from their vehicles to the building.

At each location, significant drainage improvements should be made to redirect sheet flow away from the buildings. This project would enable us to regrade these driveways and parking lots to better manage storm water, to keep it away from the buildings, while also providing a smooth and sound driveway/parking area.

Breakdown of cost by location is as follows:

<i>Town Hall</i>	<i>\$115,000</i>
<i>DPW Yard</i>	<i>110,000</i>
<i>Historical Museum</i>	<i>50,000</i>

The Board of Selectmen...

The Finance Committee...

ARTICLE 21 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Two Hundred Thirty-Two Thousand Dollars (\$232,000) for the purpose of acquiring self-contained breathing apparatus (air-paks) for the Fire Department; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 22 PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of **Six** Hundred Thousand Dollars (\$**6**00,000), more or less, for the purpose of acquiring an integrated communications network for the Police, Fire and Public Works Departments; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

**ARTICLE 23 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE
DEPARTMENT BRUSH TRUCK**

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Fifty Thousand Dollars (\$150,000), more or less, for the purpose of acquiring a brush truck for the Fire Department to replace the 1999 brush truck; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 24 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Fifty Thousand Dollars (\$150,000), more or less, for the purpose of acquiring a dump truck for the DPW to replace the 2001 truck, or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 25 ACQUISITION OF 530 MASSACHUSETTS AVENUE
(Two-thirds vote required)

ARTICLE 26 ACQUISITION OF 593 MASSACHUSETTS AVENUE
(Two-thirds vote required)

ARTICLE 27 PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty-Five Thousand Dollars (\$25,000), more or less, for the purpose of implementing a pilot program for community services coordination and outreach by hiring a part-time Community Services Coordinator or contracting said services; or take any other action relative thereto.

Summary

The Board of Selectmen...

The Finance Committee...

ARTICLE 29 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding a definition of “Registered Marijuana Dispensary” and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, to amend Section 4003(4) Table of Uses Business/Industrial Uses to add Registered Marijuana Dispensary as a special permit use in the IC District, and to delete Section 7900 in its entirety, as follows:

Section 2100 Definition

Registered Marijuana Dispensary: also known as a Medical Marijuana Treatment Center, means a not-for-profit entity registered under 105 CMR 725.100, to be known as a registered marijuana dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

4003(4) BUSINESS/INDUSTRIAL USES (Continued)

	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

~~Section 7900 Temporary Moratorium On Medical Marijuana Treatment Centers~~

~~*Section 7901—Purpose*~~

~~By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law’s effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.~~

~~*Section 7902—Definition*~~

~~“Medical Marijuana Treatment Center” shall mean a “not for profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells,~~

~~distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers.”~~

~~*Section 7903 – Temporary Moratorium*~~

~~For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.~~

Or take any other action relative thereto.

Explanation

Currently under the Town of Boxborough’s Zoning Bylaw, a registered marijuana dispensary (RMD) is not a permitted use in the Town. The Town cannot ban RMDs entirely because as stated by the Attorney General “Such a complete ban would frustrate the purpose of Chapter 369 of the Acts of 2012, “An Act for the Humanitarian Medical Use of Marijuana” (enacted as Question 3 on the November 2012 state ballot), to allow qualifying patients, who have been diagnosed with a debilitating medical condition, reasonable access to such dispensaries.”

The Department of Public Health Regulations has developed extensive regulations that govern things such as the operations, handling, dispensing, marketing and security requirements for RMDs. The Planning Board is proposing that RMDs be permitted in the Industrial-Commercial Zone District, but only by Special Permit. In conjunction with Department of Public Health Regulations, the Special Permit process would require notification to abutters, a public hearing and the ability to place reasonable conditions on the use, such as hours of operation, requirement that contact information for all management staff and keyholders be provided to the Town in case of problems, and copies of all licensing and reporting documents as may be required as part of the Department of Public Health Regulations.

The Planning Board recommends.

The Finance Committee...

**ARTICLE 30 ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105
PRIVATE/COMMON DRIVEWAYS**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 6104 Private/Common Driveways in the Agricultural-Residential (AR) District and Section 6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial to add the language in bold italics and delete the language as indicated by strikethroughs:

6104 Private/Common Driveways in the Agricultural-Residential (AR) Districts

(5) ***Applications for a Private/Common Driveways special permit in the AR District shall adhere to the extent feasible to those meet the following construction standards set forth in the Planning Board Private Common Driveway Guidelines. Such guidelines are for advisory purposes only and shall not be binding on the applicant or the Planning Board.***

- ~~(a) All topsoil shall be removed from the Private/Common Driveway.~~
- ~~(b) Private/Common Driveways shall be subgraded 15" below finished grade and inspected at this stage by the Superintendent of Streets or his designated agent.~~
- ~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 2 1/2" of hot top extending a minimum distance of 25 feet from the junction with the roadway along the driveway.~~
- ~~(d) Private/Common Driveways shall be constructed to a minimum width of 16 feet.~~
- ~~(e) Private/Common Driveways shall have a minimum of a 3 foot shoulder on each side of the paved surface.~~
- ~~(f) Private/Common Driveways shall meet town roads as shown in the Driveway Approach Bylaw.~~
- ~~(g) Private/Common Driveways shall have drainage structures where needed.~~
- ~~(h) Private/Common Driveways shall not exceed a slope of 8%.~~
- ~~(i) Private/Common Driveways shall provide turning location within 100 feet of each house served to accommodate fire fighting equipment.~~
- ~~(j) Private/Common Driveways shall be no closer than ten (10) feet at any point from abutting lots not served by the Common Driveway.~~

6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial Districts

(7) ***Applications for a Private/Common Driveways special permit in the B, B1, OP, TC, and IC Districts shall adhere to the extent feasible to those meet the following construction standards set forth in the Planning Board Private Common Driveway Guidelines. Such guidelines are for advisory purposes only and shall not be binding on the applicant or the Planning Board.***

- ~~(a) All topsoil shall be removed from the Private/Common Driveway.~~
- ~~(b) Private/Common Driveways shall be subgraded 15" below finished grade and inspected at this stage by the Director of Public Works or his designated agent.~~
- ~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 3 1/2" of hot top (2" binder and 1 1/2" top course).~~
- ~~(d) Private/Common Driveways shall be constructed to a minimum of a 20 foot width.~~
- ~~(e) Private/Common Driveways shall have a minimum of a 3 foot shoulder on each side of the paved surface.~~
- ~~(f) Private/Common Driveways shall have drainage structures where deemed necessary by the Planning Board.~~

~~(g) Private/Common Driveways shall not exceed a slope of 8%.~~

~~(h) Adequate provisions for fire fighting equipment shall be made.~~

Or take any other action relative thereto.

Explanation

The purpose of the Zoning Bylaw is to regulate the use of land, building and structures. To include construction standards for common driveways is not appropriate. Currently, any amendments to the construction standards can only happen as a part of Town Meeting with a two-thirds vote. The Planning Board is proposing to convert such standards to guidelines, thereby allowing the Board the flexibility to adjust the standards based on common engineering practices and input from the Town's consulting engineer and Public Works Director, and to fashion appropriate construction standards as required for each special permit application.

The Planning Board recommends.

The Finance Committee...

ARTICLE 31 ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 7300 Flood Plain District by amending Subsection 7302 Existing Regulations, Subsection 7304 Flood Plain District and Subsection 7305 Regulations to add the language in bold italics and delete the language as indicated by strikethroughs:

7300 FLOOD PLAIN DISTRICT

7302 Existing Regulations

All development in the district including structural and nonstructural activities whether permitted by right or by special permit must be in compliance with the following regulations:

- (1) ~~780 CMR 2401.G (Flood Resistant Construction)~~ the Massachusetts State Building Code (which address flood plain and coastal high hazard areas).
- (3) ~~31002~~ ***31002*** CMR ~~136.00~~, Adopting Inland Wetlands Orders.

7304 Flood Plain District

The Flood Plain District includes all special flood hazard areas within the Town of Boxborough designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town are panel numbers ~~25017C0218E, 25017C0219E, 25017C0238E, 25017C0331E, 25017C0332E, 25017C0333E, 25017C0334E, 25017C0351E and 25017C0353E dated June 4, 2010.~~ ***25017C0218E, 25017C0219E, 25017C0238E, 25017C0331E, 25017C0332E, 25017C0333E, 25017C0334E, 25017C0351E and 25017C0353E dated July 7, 2014.*** The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated ~~June 4, 2010.~~ ***July 7, 2014.*** The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Inspector of Buildings.

7305 Regulations

The following requirements apply in the Flood Plain District:

- ~~(1) Within Zones A and AE where the base flood elevation is not provided, the best available Federal, State, local, or other floodway data shall be used to determine the 100-year flood elevation.~~
- (1) In Zones A and AE no encroachments, including fill, new construction, substantial improvements, or other development shall be made in such floodway unless certifications by a registered professional engineer or architect are provided by the applicant to the Inspector of Buildings proving that the proposed encroachment, construction, improvement or development will not result in any increase in the water surface elevation of the 100-year flood.***
- (2) Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.***
- (3) In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways in accordance with Section 7305(1).***

- (4) All subdivision proposals must be designed to assure that:**
- a) such proposals minimize flood damage;**
 - b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage, and;**
 - c) adequate drainage is provided to reduce exposure to flood hazards.**

Or take any other action relative thereto.

Explanation

Participation in the National Flood Insurance Program (NFIP) is based on an agreement between local communities and the Federal Government that states if a community will adopt and enforce a floodplain management ordinance to reduce flood risks to new construction (or substantial improvements) in Special Flood Hazard Areas (SFHAs), the Federal Government will make flood insurance available within the community as financial protection against flood losses.

The Federal Emergency Management Agency (FEMA) has recently completed a Flood Insurance Study for the Concord River Watershed in Middlesex County. Prior to July 7, 2014, Boxborough is required to adopt the new FIRM Maps and revised NFIP regulations for compliance.

If the Town does not adopt the effective maps and comply with these regulations, it will be suspended from the NFIP. If the Town is suspended, no federally backed flood insurance is available to residents or business owners. If required by lenders, insurance would have to be purchased on the private market where it will be 3-4 times higher. A community would no longer be eligible for financial assistance for the permanent repair or reconstruction of insurable buildings in the SFHA from the Federal Government if a Presidentially Declared disaster occurs as a result of flooding.

The Planning Board recommends.

The Finance Committee...

**ARTICLE 32 SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65
AND OLDER**

(Majority vote required)

This Article is to grant a 10% Reduction in Real Estate TAXES for SENIORS Age 65 yrs. AND OLDER with a minimum of 5 yrs. or more of TOWN Residency. AND 15% reduction for SENIORS WHO ARE PERMANTLY DISABLED.

Board of Selectmen Explanation

Town Counsel has advised that this petitioned article is not in proper legal form. The General Laws only permit real estate tax exemptions under limited circumstances as provided for in General Laws Chapter 59, section 5. Limited exemptions from property taxes for seniors and disabled persons are available upon adoption by Town Meeting of specific provisions of the statute and are subject to the limitations, including income, set forth therein.

ARTICLE 33 submitted by petition - town residents voting for tax collector vs selectmen appointing someone of their choice.

(Majority vote required)

THIS ARTICLE TO BE PLACED ON ANNUAL TOWN WARRENT is TO RETURN TO VOTE TO TOWN RESIDENTS OPPORTUNITY TO VOTE FOR TAX COLLECTORS POSITION. SINCE THE INCEPTION OF TOWN OF BOXBORO, MA. in 1783 OVER 230 YRS. AGO THIS POSITION HAS Always BEEN BY TOWN VOTERS AND NOT BY APPOINTMENT. TOWN WILL ALWAYS BENEFIT MORE BY TOWN VOTE vs BY APPOINTMENT.

Board of Selectmen Explanation

Town Counsel has advised that this petitioned article is not in proper legal form. Although G.L. c. 41, s. 1B enabled the Town to change the office of Tax Collector from elected to appointed, there is no corresponding process in the General Laws to change the position back to elected. Accordingly, a special act of the Legislature would be required.

**ARTICLE 34 ACCEPTANCE OF EASEMENT FOR POTABLE WATER AND WASTEWATER
INFRASTRUCTURE**

(Majority vote required)

To see if the Town will vote to accept the perpetual right and easements over, under and upon a certain portion of the land of the Grantor located at ... and being shown as “...” on a plan entitled “...” dated ... prepared for ...

Summary

The Board of Selectmen...

The Finance Committee...

ARTICLE 35 ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for the purpose of receiving fees for services performed by the Animal Control Officer – Dogs and Cats pursuant to an Intermunicipal Agreement between and among the towns of Boxborough, ... and for paying a portion of the salary, benefits and expenses directly attributable to those services up to TBD Dollars (\$TBD), to be under the direction of the ... who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2015 be carried over into fiscal year 2016 to pay for expenses not yet completed; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

ARTICLE 36 ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**

(Majority vote required)

To see if the Town will vote to accept the perpetual right and easements over, under and upon a certain portion of the land of the Grantor situated in the westerly side of Liberty Square Road in said Boxborough and being shown as “Future Installation of Fire Cistern & Appurtenances” (“Easement Area”) on a plan entitled “Easement Plan, 211 Massachusetts Avenue” dated August 7, 2013 prepared for John Anderson by Acton Survey & Engineering, Inc. and recorded with the Middlesex South District Registry of Deeds as Plan No. 614 of 2013 (“Easement Plan”), to which plan reference may be had for a more particular description of said Easement Area, for the purpose of accessing, placing, installing, constructing, and maintaining a fire protection cistern; and as described in the Grant of Easement as conveyed by JA Boxboro Realty, LLC; and further to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise for the intended purpose the easement; or take any action relative thereto.

The Board of Selectmen...

The Finance Committee...

ADD MAP

ARTICLE 37 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to continue to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

Summary

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

“Other individuals” includes surviving spouse, surviving spouse minor children, blind persons, service persons injured in combat, police & firefighter killed in line of duty.

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Ruth Anderson, at 978-264-1720 or by e-mail to: ruth.anderson@town.boxborough.ma.us.

The Board of Selectmen...

The Finance Committee...

ARTICLE 38 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws; or take any other action relative thereto.

The Board of Selectmen...

The Finance Committee...

You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2014.

Vincent M. Amoroso, Chairman
Board of Selectmen

Robert T. Stemple, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Raid M. Suleiman
Board of Selectmen

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Internal Communications and Outgoing Communications
March 24, 2014

1. Letter from Dartmouth Mass. Select Board, dated February 26, 2014, to the "Chief Municipal Official" urging support of small businesses specifically in regards to proposed modifications to the State's Commercial & Industrial business tax classification.

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Minutes, Notices and Updates
March 24, 2014

Minutes

1. Minutes of the Finance Committee meetings held March 10, 2014.

Notices

1. Notice of a Personnel Board meeting to be held March 24, 2014.
2. Notice of a Finance Committee meeting to be held March 24, 2014.
3. Notice of Acton-Boxborough Transitional School Committee – Possible Quorum Notice at an Acton Selectmen's meeting to be held March 24, 2014.
4. Notice of a Public Ceremonies & Celebrations Committee meeting to be held March 26, 2014.

8c



General Correspondence
March 24, 2014

NONE

