



**BOARD OF SELECTMEN**  
**Meeting Agenda**  
**April 27, 2015**  
**Boxborough Town Hall**  
**Grange Meeting Room**

**1. CALL TO ORDER (TOWN ADMINISTRATOR'S OFFICE), 6:00 PM**

**2. EXECUTIVE SESSION**

*Move to convene in executive session in the Town Administrator's office to discuss strategy with respect to collective bargaining (all CBU's) and to reconvene in open session at 7:30 PM in the Grange meeting room to continue the regular business on the agenda*

**ROLL CALL  
VOTE:**

**N.B. Chair shall state: "To conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board."**

***RE-CONVENE IN GRANGE MEETING ROOM, 7:30 PM***

**3. ANNOUNCEMENTS**

**4. APPOINTMENTS**

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

- a) Recognition of Eagle Scout recipients: Justin L. Klatt, Scott V. Konkle, Carl August Lang, III, Bradford V. Nixon and Allen Proulx, 7:35 PM
- b) HKT Architects Inc. and members of the Space Needs Advisory Group, to present Public Safety Space Needs Assessment, 7:45 PM
- c) Adam Duchesneau, Town Planner, regarding Open Space and Recreation Plan, 9:00 PM or later  
*Move to approve the Town of Boxborough Open Space and Recreation Plan 2015-2022, draft 4/9/15, and to authorize BoS Chair Vincent Amoroso to sign the letter of submission on behalf of the Board of Selectmen*  
**[NB: This will be taken up later in the evening after Planning Board has adjourned]**
- d) Citizens concerns

**VOTE:**

**5. MINUTES**

- a) Regular session, March 23, 2015
- b) Executive session, April 13, 2015

**ACCEPT & POF  
ACCEPT & POF**

**6. SELECTMEN REPORTS**

**7. OLD BUSINESS**

- a) Special/Annual Town Meeting
  - i. Review guest editorial
  - ii. Review motions

**8. NEW BUSINESS**

- a) Performance Appraisals – Tom Garmon, DPW Director; Randolph White, Fire Chief; Warren Ryder, Police Chief; Selina Shaw, Town Administrator  
**[NB: Please take out of order after item 4b]**

- b) Police Lieutenant job description

*Further to the recommendation of the Personnel Board, move to approve the job description for the proposed position of Police Lieutenant*

**VOTE:**

- c) Reserve Fund Transfer Requests -

- i. Historical Commission Building/Grounds Maintenance

*Move to forward to the Finance Committee for approval the request to transfer \$842.00 from the Reserve Fund to account #001-691-5241-0000 (Hist Comm Bldg/Grounds Maintenance) to replace ballasts and lighting fixtures at the town’s historical museum*

**VOTE:**

- ii. Employee Benefits – Health Insurance

*Move to forward to the Finance Committee for approval the request to transfer \$33,000 from the Reserve Fund to account #001-915-5170-HLTH (Employee Benefits – Health Insurance) to cover employees for whom health insurance benefits had not been budgeted, also to cover increase in premiums effective June 2015*

**VOTE:**

- d) Intermunicipal Agreement between the Towns of Boxborough and Littleton for the provision of Littleton Community Television (LCTV) services

*Move that the Board of Selectmen vote, pursuant to MGL C.40, §4A, to authorize execution of an intermunicipal agreement with the Town of Littleton for the provision of Littleton Community Television (LCTV) services at a cost of \$4,600 per month, with an initial term commencing May 1, 2015 and running through June 30, 2016*

**VOTE:**

**9. CORRESPONDENCE**

**ACCEPT & POF**

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

**10. PRESS TIME**

**11. CONCERNS OF THE BOARD**

**12. ADJOURN**

**Board of Selectmen  
April 27, 2015  
Commendations to Eagle Scout Recipients**

**Justin L. Klatt**

Project Description: Justin lead a project for the Boxborough Department of Public Works that involved clearing and marking close to 400 storm drain openings to prevent dumping into the storm drains.

**Scott V. Konkle**

Project Description: In July 2014, Scott completed his Eagle Scout project of restoring the historical town plow and surrounding landscape at the entrance of the Boxborough Department of Public Works.

**Carl August Lang, III**

Project Description: A 56' boardwalk constructed on the path of the Beaver Brook Valley Preserve that was given to the Boxborough Conservation Trust as a gift in 2006.

**Bradford V. Nixon**

Project Description: Brad oversaw the interior painting of the church school hallway at the Church of The Good Shepherd, Acton, MA. The project involved removing items from the walls, plastering holes and scraping/sanding as necessary, priming and painting the walls.

**Allen Proulx**

Project Description: Allen's Eagle Scout Project involved building a 14 foot bridge over a stream on conservation land adjacent to Flerra field.





4c  
**BOXBOROUGH BOARD OF SELECTMEN**  
29 Middle Road, Boxborough, Massachusetts 01719  
Phone: (978) 264-1712 · Fax: (978) 264-3127  
www.boxborough-ma.gov

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Vincent M. Amoroso, Chair    Robert T. Stemple, Clerk    Susan M. Bak    Leslie R. Fox    James J. Gorman

**DRAFT LETTER**

April 27, 2015

Ms. Melissa Cryan  
Executive Office of Energy and Environmental Affairs  
Division of Conservation Services  
100 Cambridge Street, 9<sup>th</sup> Floor  
Boston, MA 02114

RE: Draft 2015-2022 Open Space and Recreation Plan for the Town of Boxborough

Dear Ms. Cryan:

I am pleased to inform you that the Boxborough Board of Selectmen has reviewed and approved the attached Open Space and Recreation Plan for the Town of Boxborough. We believe this Plan will effectively guide the community when making future policy and funding decisions related to recreation projects and open space acquisitions.

Please feel free to contact Town Planner Adam Duchesneau, AICP (978-264-1723 or [ADuchesneau@Boxborough-MA.gov](mailto:ADuchesneau@Boxborough-MA.gov)) at your convenience to discuss the draft Plan further.

Respectfully,

Vincent M. Amoroso, Chair  
Board of Selectmen  
Town of Boxborough



DRAFT 4/9/15

TOWN OF BOXBOROUGH  
OPEN SPACE AND RECREATION PLAN  
2015 - 2022





## ACKNOWLEDGEMENTS

This plan was prepared for the Town of Boxborough by the Metropolitan Area Planning Council (MAPC). It was funded by the Town of Boxborough.

### **Town of Boxborough**

Town Administrator	Selina Shaw
Town Planner	Elizabeth Hughes/Adam Duchesneau, AICP <sup>1</sup>
Chair, Board of Selectmen	Vince Amoroso
Chair, Conservation Commission	Dennis Reip
Chair, Recreation Commission	Kevin Lehner
Chair, Planning Board	James Faulkner/Owen Neville <sup>2</sup>
Chair, Agricultural Commission	John Neyland

### **Metropolitan Area Planning Council Officers**

President:	Lynn Duncan
Vice President:	Keith Bergman
Secretary:	Shirronda Almeida
Treasurer:	Taber Keally

### **Metropolitan Area Planning Council Staff**

Executive Director:	Marc D. Draisen
Project Manager:	Joan Blaustein

April, 2015

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<sup>1</sup> Elizabeth Hughes left the Town of Boxborough in May, 2014 and was succeeded by Adam Duchesneau.

<sup>2</sup> James Faulkner left the Town of Boxborough in September, 2014 and Owen Neville was elected the new Chair.

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## SECTION I – PLAN SUMMARY

### STATEMENT OF PURPOSE

The purpose of the 2015-2022 Open Space and Recreation Plan is to provide the Town of Boxborough with a blueprint for ensuring that current and future residents of the town have ample opportunities for recreation and access to open space. Open space is important for protecting water, soil, and air quality. Residents also value the rural qualities of the town and seek to preserve its history, scenic landscapes and wildlife habitats. This plan also intends to retain the character of Boxborough by establishing a diverse system of interconnected open space areas and to provide quality recreation programs for all residents to enjoy.

### OPEN SPACE AND RECREATION GOALS AND OBJECTIVES

The Town of Boxborough has developed eight goals on which the Open Space and Recreation Plan is based.

1. To protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.
2. To protect the town's heritage and character through the preservation of scenic areas, roadways, and landscape features both natural and historical.
3. To enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.
4. To inform the public and Town boards and committees about environmental and conservation issues including the impacts of human activity and the financial benefits of protecting natural resources.
5. To preserve farmland and areas with soils favorable for agriculture and to encourage agricultural land uses.
6. To encourage citizen participation in open space and recreation planning.
7. To coordinate open space planning efforts with neighboring communities to create a regional open space and trail network.
8. To pursue regional approaches, where possible, to achieving the goals of this Open Space and Recreation Plan.

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DATA

## SECTION II – INTRODUCTION

### A. STATEMENT OF PURPOSE

The Open Space and Recreation Plan is a comprehensive planning document that assesses the adequacy of existing open lands and recreation facilities, determines where and what types of land and facilities are needed, and establishes an action plan for land acquisition, land management, and recreation programming to guide Town agencies for the next seven years.

The purpose of the 2015-2022 Open Space and Recreation Plan is to provide the Town of Boxborough with a blueprint for ensuring that current and future residents of the town have ample opportunities for recreation and access to open space. Open space is important for protecting water, soil, and air quality. Residents also value the rural qualities of the town and seek to preserve its history, scenic landscapes and wildlife habitats. This plan also intends to retain the character of Boxborough by establishing a diverse system of interconnected open space areas and to provide quality recreation programs for all residents to enjoy.

### B. ENVIRONMENTAL JUSTICE AND EQUITY

Since 2002, the Executive Office of Energy and Environmental Affairs (EOEEA) has been implementing an Environmental Justice Policy to help ensure that all Massachusetts residents experience equal protection and meaningful involvement with respect to the development, implementation, and enforcement of environmental laws, regulations, and policies, and the equitable distribution of environmental benefits. This policy was instituted recognizing that communities across the Commonwealth, particularly those densely populated urban neighborhoods in and around the state's older industrial areas, are facing many environmental challenges associated with Massachusetts' industrial legacy. Residents in these predominantly low-income and minority communities – nearly 29% of the state population – lack open space and recreational resources and often live side-by-side numerous existing large and small sources of pollution and old abandoned, contaminated sites, which can pose risks to public health and the environment.

Critical to advancing Environmental Justice (EJ) in the Commonwealth is the equitable distribution of environmental assets such as parks, open space, and recreation. Toward this end, and where applicable, municipalities shall identify and prioritize open space sites in their Open Space and Recreation Plans that are socially, recreationally, and ecologically important to EJ populations within the community. Although there are no identified environmental justice populations in Boxborough, the plan addresses these concerns as per the state's guidelines.

### C. PLANNING PROCESS AND PUBLIC PARTICIPATION

The Metropolitan Area Planning Council (MAPC) prepared this plan under the direction of the Boxborough Conservation Commission and the Town Planner. The project was funded by the Town of Boxborough Conservation Trust Fund. MAPC held a series of meetings with various Town departments, conducted two public meetings, and administered an on-line survey. All meetings are listed in Table 1 below.

<b>Table 1 Meetings</b>	
<b>Person/Organization</b>	<b>Date</b>
Conservation Commission	July 17, 2013
Conservation Commission	October 23, 2013
Conservation Commission, Planning Board, and Agricultural Commission	May 7, 2014
Conservation Commission	August 20, 2014
Conservation Commission	September 3, 2014
Agricultural Commission	September 9, 2014
Conservation Commission	September 17, 2014
Planning Board	September 22, 2014
Board of Health	September 24, 2014
Agricultural Commission	October 14, 2014
Conservation Commission	October 15, 2014
Board of Health	October 15, 2014
Agricultural Commission	November 18, 2014
Board of Health	December 3, 2014

#### **Enhanced Outreach and Public Participation**

The state considers a community to be an environmental justice community if it meets one or more of the following criteria: 25% of the households earn 65% or less of the statewide household median income; 25% or more of the residents are minority; 25% or more of the residents are foreign-born; or 25% or more of the residents are lacking English language proficiency. This is based on the 2010 Census block data. Boxborough does not meet any of these criteria and therefore, there was no outreach targeted to any particular populations.

## SECTION III – COMMUNITY SETTING

### A. REGIONAL CONTEXT

#### 1. Overview of Regional Context

Boxborough is located in Middlesex County, approximately 25 miles northwest of Boston. The town contains 10.4 square miles and is abutted by Littleton to the north, Acton to the east, Stow to the south, and Harvard to the West. Interstate 495 runs through the western section of town and Route 2 crosses the northeast corner of town. Route 111 bisects the town, connecting Boxborough to Harvard to the west and Acton to the east. Boxborough is within commuting distance of Boston, Lowell, Lawrence, Leominster, Fitchburg, Worcester, Framingham, and Nashua. Because of its proximity to population and employment centers, its rural atmosphere, and the reputation of its schools, Boxborough continues to be an attractive place to live and to conduct business.

Boxborough is categorized by MAPC as a Country Suburb. These communities have very low housing density, with no significant mixed-use town center and no compact neighborhoods. They have large amounts of vacant developable land, and new growth largely takes the form of conventional low-density subdivisions developed on vacant land, or auto-oriented office and industrial parks. They are generally growing rapidly in percentage terms.

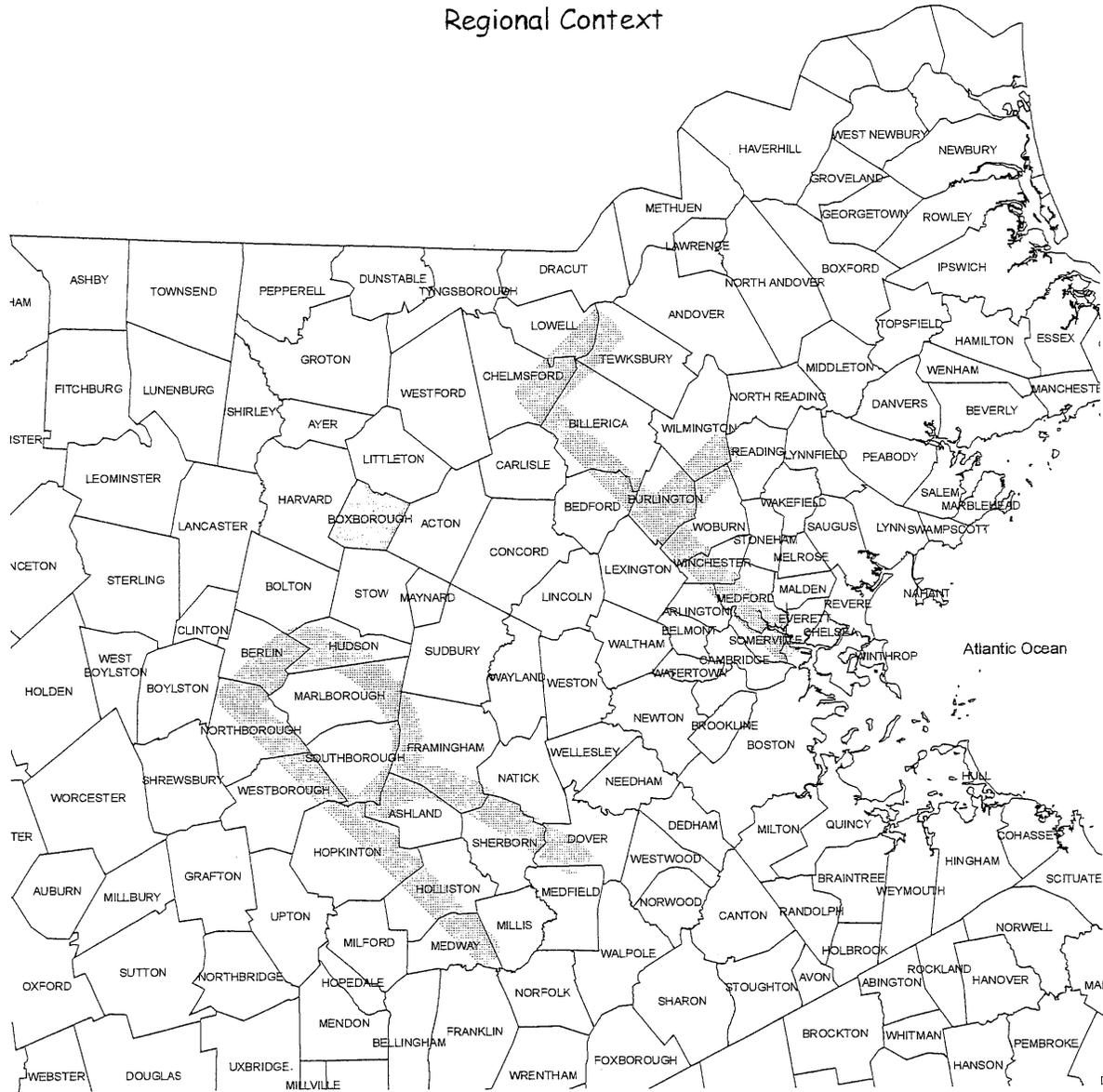
#### 2. Regional Planning Context

**MAPC** – Boxborough is one of 101 municipalities that are served by MAPC. Created by an act of the Legislature in 1963, MAPC serves as a forum for state and local officials to address issues of regional importance. Council membership consists of community representatives, gubernatorial appointees, and city and state agencies that collaborate in the development of comprehensive plans and recommendations in areas of population and employment, transportation, economic development, regional growth, and the environment. The Council's professional planners, GIS specialists, demographers, and others also provide technical assistance to its member communities.

**The Minuteman Advisory Group on Interlocal Coordination (MAGIC)** – Boxborough is a member of MAGIC, one of eight subregions within the Metropolitan Area Planning Council. MAGIC is a group of thirteen communities (Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury) that meet regularly to discuss issues of common interest. MAGIC is an excellent forum for discussing regional open space issues and opportunities.

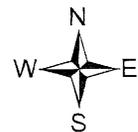
**MetroFuture** – *MetroFuture* is the official regional plan for Greater Boston, adopted consistent with the requirements of Massachusetts General Law. The plan includes goals and objectives as well as thirteen detailed implementation strategies for accomplishing these goals. The plan's relevant goals include the protection of 139,000 acres of developable land identified as a high priority by the State Land

# Map 1 Regional Context



The Town of Boxborough is located approximately 25 miles northwest of Boston.

December 2014  
 Data Sources:  
 Boxborough Planning Department  
 MassGIS



Conservation Plan. The plan also envisions at least 1,800 acres of new urban parks and community gardens. The implementation strategies can be viewed by visiting the web site at <http://www.metrofuture.org>.

### **3. Regional Open Space Resources**

There are a number of significant regional open space resources in and around Boxborough. One of Acton's public drinking water wells is located near the Boxborough town line and the Town of Littleton has a public drinking water supply located near Boxborough's northern boundary. Both Acton and Littleton have portions of the Zone IIs of their public wells that extend into Boxborough. All Boxborough brooks drain via intermediaries into the Merrimack River; therefore Boxborough's watershed address is the Merrimack River Basin. Boxborough is also within the Assabet River Watershed and the Stoney Brook Watershed.

The Flagg Hill conservation land preserves 286 acres of land in Boxborough and Stow. The Conservation Commissions of Boxborough and Stow jointly maintain the Flagg Hill Conservation Area. The Flagg Hill land has a network of trails connecting Stow and Boxborough. The Sudbury Valley Trustees have prepared a Flagg Hill information pamphlet describing the land and its unique features.

There are several other opportunities for creating inter-town trails and contiguous open space. There are two parcels of conservation land in Acton on the Boxborough town line. One parcel has been connected to the Guggins Brook wetland parcel as it was acquired through a tax title taking of the land. There is also the possibility of linking conservation land along Fort Pond Brook. The Delaney Project, located in Harvard and Stow, abuts Boxborough along its southern boundary. Access to the Delaney project from Boxborough could be provided. The Town of Harvard has conservation land along the western boundary of Boxborough and there is potential of linking this conservation land with the proposed open space in the Cisco development expansion project located in Beaver Brook Valley. The Division of Fisheries and Wildlife has acquired a parcel of land that straddles the Boxborough and Littleton town line.

### **4. Regional Planning and Open Space Initiatives**

**Boxborough Reconnaissance Report: Freedom's Way Landscape Inventory** – This study was completed in June 2006 and was prepared for the Massachusetts Department of Conservation and Recreation in cooperation with the Freedom's Way Heritage Association as part of the Heritage Landscape Inventory program. For more information on this program please visit the web site at <http://www.mass.gov/dcr/stewardship/histland/Inventoryprog.htm>. The Boxborough report can be found at <http://www.mass.gov/dcr/stewardship/histland/reconReports/boxborough.pdf>.

**495 MetroWest Development Compact Plan** – The 495/MetroWest Development Compact was a regional-level planning process that: 1) established community-based priorities and strategies along the I-495 corridor; 2) integrated those priorities into regional and state development and preservation strategies; and 3) provided a direction for public investments. The planning process began with individual communities, including Boxborough, identifying areas where the town wanted to grow (locally identified priority development areas) and areas that the town wanted to preserve (locally identified priority preservation areas). These were then reviewed against

regional and state-wide criteria to identify areas that were deemed to be of significance at the regional and state-wide level.

Boxborough identified ten priority development areas, four priority preservation areas, and one combined area. These are discussed later in the plan. After the regional screening, one of the preservation areas remained while the other three were determined to be primarily of local importance.

## B. HISTORY OF THE COMMUNITY

Boxborough was incorporated in 1783. The town was formed by taking portions from Harvard, Littleton, and Stow, when residents living on the outskirts of these communities wanted a more convenient place of worship.

The historic center of Boxborough was located at the top of Hill Road at its intersection with Middle Road and it was here that the first meeting house was erected. In 1835, a new Town Hall was constructed near the southern end of the common on Hill Road. This Town Hall was sold at an auction and later torn down. Early reports suggest that a number of small home businesses were operating in the historic center. Existing reminders of the former town center are the old North Cemetery, a small common area, and several historic houses. In 1901, the town center shifted from the intersection of Hill and Middle Roads when a new Town Hall building was constructed at its current site on Middle Road, across from the UCC Church.

## C. POPULATION CHARACTERISTICS

### Past and Present Population

**Total Population** – According to the 2010 Census, the population of Boxborough is 4,996. This represents an increase from the 2000 population of 4,868 or a modest increase from 2000 of 2.6%. The 2012 Town Census shows an increase of 172 people from the 2010 Census.

Year	Population
1990	3,343
2000	4,868
2010	4,996
2012	5,172

*Source: U.S. Census Bureau, Town Census (2012)*

**Age Distribution** – The median age in 2010 was 43.3. 28.4 percent of the population was under 18 years and 8.3 percent was 65 years and older.

<b>Age Group</b>	<b>2000 Number</b>	<b>2000 Percentage</b>	<b>2010 Number</b>	<b>2010 Percentage</b>
Under 5 years	358	7.35	208	4.16
5 to 9 years	470	9.65	312	6.24
10 to 14 years	464	9.53	446	8.93
15 to 19 years	257	5.28	453	9.07
20 to 24 years	184	3.78	212	4.24
25-34 years	528	10.85	379	7.59
35-44 years	1,144	23.50	638	12.77
45-54 years	858	17.63	1,206	24.14
55-59 years	233	4.79	430	8.61
60-64 years	142	2.92	291	5.82
65-74 years	148	3.04	255	5.10
75-84 years	66	1.36	124	2.48
85 years and over	16	0.33	42	0.84
<b>Totals</b>	<b>4,868</b>	<b>100.00%</b>	<b>4,996</b>	<b>100.00%</b>
<b>Source: U.S. Census</b>				

**Household Composition** – There were 1,984 households in Boxborough in 2010 and the average household size was 2.5 people. Families made up 64.7 percent of the households. Of these, 86.5 percent were married couple families. Nonfamily households accounted for 35 percent of all households.

<b>Household Type</b>	<b>Number</b>
<b>Total households</b>	1,984
<b>Family households (families)</b>	1,285
With own children under 18 years	728
Married-couple family	1,112
With own children under 18 years	599
Male householder, no wife present, family	46
With own children under 18 years	32
Female householder, no husband present, family	127
With own children under 18 years	97

(Continued on Next Page)

<b>Table 4</b>	
<b>Household Characteristics 2010</b>	
<b>Household Type</b>	<b>Number</b>
<b>Non-family households</b>	699
Householder living alone	628
65 years and over	159
Households with one or more people under 18 years	740
Households with one or more people 65 years and over	336
Average household size	2.5
Average family size	3.25

*Source: U.S. Census*

**Income** – According to the 2010 Census, the median household income was \$103,918 and the median family income was \$134,583. The per capita income was \$51,159. The Census also found that 3.7% of families had incomes below the poverty level.

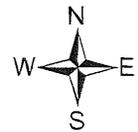
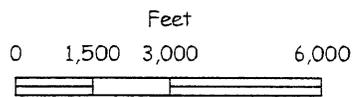
**Environmental Justice Criteria** – The state considers a community to be an environmental justice community if it meets one or more of the following criteria: 25% of the households earn 65% or less of the statewide household median income; 25% or more of the residents are minority; 25% or more of the residents are foreign-born; or 25% or more of the residents are lacking English language proficiency. Boxborough does not meet any of these criteria, but this does not mean that there is no diversity in Boxborough's population. Tables 5 and 6 display some information related to diversity in Boxborough which show there is a significant Asian population in town. Map #2: Environmental Justice Populations documents that Boxborough does not include any environmental justice populations.

# Map 2 Environmental Justice Populations



There are no Environmental Justice Populations  
in the Town of Boxborough.

December 2014  
Data Sources:  
Boxborough Planning Department  
MassGIS



<b>Table 5 Racial Composition of the 2010 Population</b>		
<b>Race</b>	<b>Number</b>	<b>Percent</b>
Total Population	4,996	100.0
One Race	4,896	98.0
White	4,023	80.5
Black or African American	24	0.5
American Indian and Alaska Native	2	0.0
Asian	814	16.3
Asian Indian	283	5.7
Chinese	391	7.8
Filipino	9	0.2
Japanese	15	0.3
Korean	41	0.8
Vietnamese	11	0.2
Other Asian	64	1.3
Native Hawaiian and Other Pacific Islander	1	0.0
Some Other Race	32	0.6
Two or More Races	100	2.0
<b>Source: U.S. Census</b>		

<b>Table 6 Language Spoken At Home</b>		
<b>Language</b>	<b>Number</b>	<b>Percent</b>
<b>Population 5 years and older</b>	<b>4,787</b>	<b>4.78</b>
English only	3,854	80.5
Language other than English	933	19.5
Speak English less than "very well"	204	4.3
Spanish	97	2.0
Speak English less than "very well"	12	0.3
Other Indo-European languages	415	8.7
Speak English less than "very well"	65	1.4
Asian and Pacific Islander languages	421	8.8
Speak English less than "very well"	127	2.7
Other languages	0	0.0
Speak English less than "very well"	0	0.0
<b>Source: US Census</b>		

**Population Density** – There is only one census tract in Boxborough. With an area of 10.4 square miles and a population of 4,996, the overall density is 480 persons per square mile.

Community	Square Miles	2010 Population	Population Per Square Mile
Acton	20.3	21,924	1,080
Boxborough	10.4	4,996	480
Harvard	27.0	6,520	241
Littleton	17.5	8,924	510
Stow	18.1	6,590	364

**Source: MAPC Data Center**

**Projected Population**

In May 2008, MAPC released *MetroFuture: Making a Greater Boston Region*, a new plan for growth and development in Metro Boston from now to 2030. In order to support the MetroFuture planning process, MAPC prepared two sets of population and employment projections: a “current trends” projection and a “MetroFuture” projection.

The current trends or baseline projection estimates the number of people and jobs likely to exist in each community if current patterns of growth and development continued to 2030. The MetroFuture projection estimates the number of people and jobs for each community if the recommendations contained in the MetroFuture plan are followed. Under MetroFuture, more growth is directed to areas that are already developed, such as town centers and urban areas. Table 8 shows the population projections for Boxborough under both the current trends and the MetroFuture scenario. Boxborough is projected to grow under both scenarios. Under current trends growth from 2010-2030 would be 605 people and under the MetroFuture scenario, growth would be 768 people.

2010 Current Trends	2010 MetroFuture	2020 Current Trends	2020 MetroFuture	2030 Current Trends	2030 MetroFuture	2035 MetroFuture Update
5,279	5,151	5,612	5,435	5,884	5,919	5,919

**Source: MAPC Data Center**

Another important consideration is the growth or decline in certain age groups. Table 9 shows population projections by age groups for the period 2010-2030. It also shows the percentage increase or decrease in these same age groups for 2010-2020, the time period most congruent with the time frame of this plan. The projections show a slightly aging population with the greatest percentage increases in the 50 plus year old groups and slight decreases in the 5-9 and 15-24 year old age groups.

## Recreational Needs by Age Group

Under the age of five, most recreation is done with parental supervision. This recreation tends to be close to home due to the difficulties of traveling with children. This age group also needs structured preschool programs that focus on teaching basic skills. For older children, adults seek places to take their children for walks. Adults with older children also seek out programs for their children that provide family recreational opportunities.

Adolescents are a difficult age group to serve because they do not like to participate in traditional programs that are structured or involve adult supervision. They prefer programs where they are more actively involved in determining the activities. Programs that work well for adolescents include rock climbing, adventure programs, skateboarding, hiking, band concerts, cook outs, dances, and sports.

The needs of elderly residents are divided between the younger, more active senior citizens and the frail elderly. The frail elderly generally require therapeutic recreational services. More active seniors tend to enjoy walking, golf, tennis, and swimming.

The needs of residents with disabilities also vary. Some residents with disabilities can participate in regular recreational programs without any modifications while others may need some assistance. Depending on the degree of disability, there may also be a need for specific programs geared for that population. Physical barriers are a key factor and will need to be evaluated through the American Disabilities Act Section 504 process and eliminated in a systematic fashion. Programmatic changes may also be necessary, including training staff on how to work with disabled residents.

<b>Age Range</b>	<b>2010</b>	<b>2020</b>	<b>2030</b>	<b>% Change 2010-2020</b>
00-04	380	405	451	7%
05-09	355	353	392	-1%
10-14	409	434	458	6%
15-19	325	314	305	-3%
20-24	212	204	188	-4%
25-29	282	316	290	12%
30-34	350	410	427	17%
35-39	448	437	525	-2%
40-44	445	379	432	-15%
45-49	516	445	424	-14%
50-54	571	590	524	3%
55-59	350	435	395	24%
60-64	258	347	365	34%

(Continued on Next Page)

<b>Age Range</b>	<b>2010</b>	<b>2020</b>	<b>2030</b>	<b>% Change 2010-2020</b>
65-69	122	180	218	48%
70-74	60	111	168	85%
75-79	32	44	75	38%
80-85	23	22	36	-4%
85+	12	11	11	-8%

*Source: MAPC Data Center. Note: These projections reflect the Metro Future scenario.*

**Economic Data** – The following information is from the U.S. Census Bureau American Community Survey for 2007-2011.

<b>Industry</b>	<b>Estimated Employment</b>	<b>% Employed</b>
Civilian employed population, 16 years and over	2,640	
Agriculture, forestry, fishing, hunting, mining	11	0.4
Construction	80	3.0
Manufacturing	463	17.5
Wholesale trade	82	3.1
Retail trade	183	6.9
Transportation, warehousing and utilities	37	1.4
Information	76	2.9
Finance, real estate, insurance	145	5.5
Professional, scientific, management, administrative	652	24.7
Educational services, health care and social assistance	704	26.7
Arts, entertainment, recreation, accommodation, food service	119	4.5
Other services except public administration	41	1.6
Public administration	47	1.8

*Source: U.S. Census Bureau, American Community Survey 2007-2011*

Major employers are listed in Table 12.

<b>Table 11</b>			
<b>2012 Average Employment and Wages by Industry</b>			
<b>Industry</b>	<b># of Establishments</b>	<b>Average Monthly Employment</b>	<b>Average Weekly Wage</b>
<b>Total, All Industries</b>	188	4,160	\$2,606
Construction	18	209	\$2,182
Manufacturing	5	453	\$1,210
Wholesale Trade	12	81	\$2,311
Retail Trade	11	49	\$1,059
Finance and Insurance	5	21	\$746
Professional and Technical	56	2,459	\$3,503
Administrative and Waste Services	15	99	\$963
Educational Services	5	121	\$811
Health Care and Social Assistance	11	106	\$482
Arts, Entertainment, and Recreation	7	64	\$356
Accommodation and Food Services	9	148	\$527
Other Services, Except Public Administration	17	55	\$1,466

**Source: MA Executive Office of Labor and Workforce Development**

<b>Table 12</b>	
<b>Major Employers in Boxborough</b>	
<b>Name</b>	<b>Employees</b>
Cisco	1,300
Advanced Micro Devices	413
Setra Systems	250
SynQor	243
Town of Boxborough	101
Acton-Boxborough Regional School System	99
Holiday Inn	106
Intertek Testing Service	100
Interactive Data Corporation	76

**Source: Town of Boxborough Planning Department**

## Housing Characteristics

The Census Bureau estimates that in 2007-2011 there were 2,041 housing units in Boxborough. Of the 2,041 units, 1,984 were occupied and 57 were vacant. Of the occupied housing units, 78.2% were owner-occupied and 21.8% were renter-occupied.

<b>Units in Structure</b>	<b>Number</b>	<b>Percent</b>
Total Housing Units	2,041	100.0
1 unit detached	1,195	58.5
1 unit attached	123	6.0
2 units	44	2.2
3 or 4 units	67	3.3
5 to 9 units	79	3.9
10 to 19 units	356	17.4
20 or more units	177	8.7
Mobile home	0	0.0
Boat, RV, van, etc.	0	0.0
<b>Source: U.S. Census</b>		

	<b>Number</b>	<b>Percentage</b>
Occupied housing units	1,984	100.0
Owner-occupied	1,552	78.2
Renter-occupied	432	21.8
<b>Source: US Census Bureau, American Community Survey</b>		

<b>Year Built</b>	<b>Number</b>	<b>Percent</b>
<b>Total Housing Units</b>	2,041	100.0
Built 2005 or later	24	1.2
Built 2000 to 2004	118	5.8
Built 1990 to 1999	531	26.0
Built 1980 to 1989	215	10.5
Built 1970 to 1979	694	34.0
Built 1960 to 1969	253	12.4
Built 1950 to 1959	40	2.0
Built 1940 to 1949	38	1.9
Built 1939 or earlier	128	6.3
<b>Source: US Census Bureau</b>		

## D. GROWTH AND DEVELOPMENT PATTERNS

### Patterns and Trends

Growth and development in Boxborough is scattered throughout the town with mostly low-density, single-family home development on large lots rather than denser subdivisions, however, there are a few areas of concentrated development. Most of the commercial development can be found adjacent to Interstate 495. MAPC classifies Boxborough as a country suburb. Country suburbs are characterized as having very low density, lots of room to grow, and a distinctly country character. These communities are low density with no significant town center and no compact neighborhoods. There is a significant amount of vacant developable land in town and new growth is generally in conventional, low-density subdivisions on vacant land. The population in these towns is generally rapidly growing. The town's long-term development is largely a function of the economy, the zoning bylaw, and the amount of remaining buildable land. The Town recently had MAPC prepare a buildout analysis which is discussed in greater detail on page 25.

### Infrastructure

Transportation – Boxborough's roads are classified as arterials, collectors, and local access roads. The primary arterials are Interstate 495, Route 2, and Route 111. Liberty Square Road, Hill Road, Old Harvard Road, Burroughs Road, Flagg Hill Road, Summer Road, Pine Hill Road, Middle Road, Picnic Street, Davidson Road, Sargent Road, and Littlefield Road are considered collector roads. The remaining roads are local access roads.

In November of 2001, three sets of traffic lights were installed in Boxborough, the first for the town. The signals are located at the Interstate 495 Northbound and Southbound ramps; and at the Codman Hill/Swanson Road intersection. The signals were installed during the development of the Beaver Brook campus of Cisco Systems Inc. to mitigate traffic impacts associated with the approved 900,000 square foot campus off Swanson Road. In December 2001, Cisco received approval for a 500,000 square foot expansion at the Swanson Road site. Additional improvements along Route 111, including a second turning lane for the I-495 Northbound ramp is proposed for the expansion. The widening of Route 111 in the vicinity of the Jefferson at Beaver Brook residential development along Route 111 is also proposed as mitigation for the project.

The Fitchburg Line of the MBTA Commuter Rail runs through Boxborough, but does not stop in town. The closest Commuter Rail stations are on Foster Street in Littleton and Central Street in south Acton. A new station has been constructed at the Littleton location, double tracks are being installed between Littleton and Acton, and construction of new facilities at the Acton location is currently underway. As a result, Littleton is now the terminus for trains not traveling through to Fitchburg. This is expected to affect local and regional transportation patterns and possibly development patterns.

Minuteman Airport in Stow and Boxborough is a privately owned airport with facilities to land twin engine planes. The owner of the airport has completed a Master Plan to enable him to apply for federal funds for airport expansion. The owner has completed some runway and safety improvements. The airfield owns land in Boxborough located in the Heath Hen Meadows subdivision in the clear zone. The clear zone is a trapezoidal area of land recommended by the Federal Aviation Administration (FAA) to be free of all obstructions. A local family is farming some of this land and a seasonal farm stand is also located on the property.

The area towns are served by different Regional Transportation Authorities. Under Executive Order 418 the Town did a conceptual plan for bicycles and pedestrians along the Route 111 corridor and completed the Route 111 Economic Development Trail Master Plan. There is limited public transportation in the form of a shuttle service available to seniors (60 and older) and the disabled.

Water Supply – There is no municipal water supply in Boxborough except for a small system serving Town buildings. There are 24 privately owned public water supply systems serving housing developments and businesses. The Littleton Water Department provides water to Central Street and to the condominiums on Leonard Road. For fire protection, the town relies on 27 cisterns and 18 fire ponds located throughout Boxborough as part of a comprehensive town-wide fire protection system. Fire ponds ranging from 60,000 to two million gallons are located along Massachusetts Avenue, Pine Hill Road, Stow Road, Burroughs Road, and Old Harvard Road. Fire ponds are proposed in the Gutierrez Boxborough Executive Office Park and the Cisco Site 2. An additional fire pond should be developed to the north of Route 111 in a central location. Unfortunately, fire protection provisions have been hampered by the Department of Environmental Protection's concerns about altering wetlands to create ponds.

All other properties rely on private wells for potable water. The Town has a Water Resources Committee (WRC) which studied ways to protect existing and future potential water supplies, but the Committee is no longer active. The WRC is a cooperative effort between the Board of Health, the Board of Selectmen, the Finance Committee, and the Conservation Commission. The long-term goal of the WRC is to identify and protect sites that might contribute to a future municipal water supply system. The WRC has conducted several studies concerning development of a municipal water supply, but it was determined that such a system is currently not feasible. This Open Space and Recreation Plan includes provisions for protecting undeveloped sites identified with the potential to contribute to a municipal water supply.

Sewer – There is no municipal sewerage in Boxborough. This lack of infrastructure makes it challenging for 40B developments, higher density housing, or any commercial development. There are several privately owned and operated wastewater facilities throughout town that serve large commercial sites such as Cisco, the Holiday Inn, and 80/90 Central Street as well as larger condominium developments such as Harvard Ridge, Codman Hill, and Brook Village. These facilities are permitted by the Massachusetts Department of Environmental Protection (MADEP). In addition, there are smaller (lower flows) privately owned and operated facilities such as those serving Applewood Condominiums, and several commercial properties that are permitted by the Board of Health.

Solid Waste – There is no municipal residential trash pick-up in Boxborough. Residents may dispose of solid waste at the Town's transfer and recycling station on Codman Hill Road which is run by the Department of Public Works or through commercial contract services. This facility is for residential waste only, not commercial waste.

## **Regulatory Overview**

Zoning Bylaw – The Town of Boxborough is divided into seven underlying zoning districts with four overlay districts. The underlying zoning districts are shown on Map 3. Generally speaking, the Town has a minimum residential lot size of 60,000 square feet for conventional Approval Not

Required (ANR) lots and requires 150 feet of frontage to meet the standards of the Subdivision Control Law. Of the minimum required 60,000 square feet, 20,000 square feet of the lot area must be contiguous upland. These zoning constraints begin to limit the areas for potential new development. Additionally, the Town's Zoning Bylaw includes a provision requiring that newly created lots contain a quadrangle which includes 70% of the lot area required for the zoning district. All principal buildings, accessory buildings, structures, wells, and on-site sewage disposal systems are to be located within the quadrangle, with the exception of signs, driveways, utility service connections, drainage, fences, and light standards. This bylaw was adopted to limit the creation of oddly shaped lots, but also to limit the level of development.

The Town's overlay zoning districts were adopted to help protect the community's natural resources and to minimize impacts on the community. In 1974, Town Meeting adopted the Wetlands and Watershed Protection District (W-District) which prohibits development in wetlands and severely restricts land alterations within the wetlands or within 100 feet of the wetlands. Any land disturbance within these areas requires a Special Permit. The Aquifer Protection District limits the types of uses allowed where underground aquifer recharge areas are located. The Flood Plain District includes all special flood hazard areas within the town designated as Zone A and AE on the Middlesex County Flood Insurance Rate Map (FIRM) issue by the Federal Emergency Management Agency (FEMA). The Flood Plain District is designed to help ensure public safety through reducing threats to life and personal injury as well as to reduce costs associated with the response and cleanup of flooding conditions. The Wireless Communication Facilities Overlay restricts where communication facilities can be located within the town. This district helps to minimize the adverse impacts of these facilities on residential neighborhoods, encourages the shared use of existing facilities, and limits the overall number and height of facilities.

Wetland Bylaw – The purpose of this bylaw is to preserve and protect the wetlands in town by regulating and controlling activities deemed to have a significant effect upon the functions and characteristics of such wetlands, including but not limited to a public or private water supply, the ground water supply, flood control, erosion control, protection of land containing wildlife, and other items. Engaging in any activity deemed to have a significant effect upon the functions and characteristics of any wetland, or area within 100 feet of any wetland, requires approval from the Town's Conservation Commission.

Demolition Delay Bylaw – The Town's Demolition Delay Bylaw acts to preserve and protect significant buildings within the town which constitute or reflect distinctive features of the architectural, cultural, economic, political, or social history of the town. No building, or any portion thereof, deemed historically significant by the Historical Commission may be permitted to be demolished except in conformance with the provisions of this bylaw. Any significant building which the Commission determines is in the public interest to be preserved rather than demolished is subject to a 12-month demolition delay period. During this time the Applicant and the Historical Commission must attempt to work out a solution that is amenable to both parties that could lead to the preservation of some or all of the historically significant building.

Scenic Road Bylaw and Stone Walls Bylaw – Together, the Town's Scenic Road Bylaw and Stone Walls Bylaw restrict the cutting and removal of trees and the alteration of stone walls along public ways. According to the Town's Scenic Road Bylaw, 12 roads have been designated as Scenic Roads, and any trees or stone walls located along a Scenic Road cannot be removed until a hearing is held and specific permission is granted by the Planning Board. The intent of the Stone Walls Bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and

character of public ways in the Town by regulating the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways. Any proposed alteration to a stone wall that is within or on the boundary of the public right of way requires approval from the Planning Board.

Right to Farm Bylaw – Farming is allowed in every zoning district at any scale and by a vote of Town Meeting in 2008, the Town created the Agricultural Commission whose mission is to represent, enhance, and sustain agriculture, farming, and related activities within the town. As part of this mission the Agricultural Commission helped to establish a Right to Farm Bylaw which encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies.

Earth Removal Bylaw – Adopted in 1952, the Town's Earth Removal Bylaw regulates the removal of sand, gravel, loam, or other earth products from any parcel of land. Any person wishing to obtain a permit or to renew a permit to remove earth material from a property in the Town, or to use any public way within the Town for transporting such material from one part of a property to another part, must receive a Special Permit from the Planning Board.

DRAFT

# Map 3 Boxborough Zoning Map



### Zoning Districts

- |                          |             |                       |
|--------------------------|-------------|-----------------------|
| Agricultural/Residential | Town Center | Residential 1         |
| Business                 | Office Park | Industrial/Commercial |
| Business 1               |             |                       |

December 2014  
 Data Sources:  
 Boxborough Planning Department  
 MassGIS

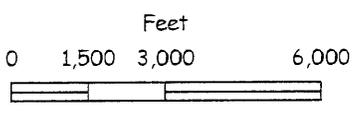


Table 16 Zoning Districts		
Abbreviation	District Name/Description	Minimum Lot Size
AR	Agricultural-Residential	60,000 sf
R1	Residential 1	80,000 sf
B	Business	40,000 sf
B1	Business-1	40,000 sf
OP	Office Park	160,000 sf
TC	Town Center	40,000 sf
IC	Industrial-Commercial	80,000 sf
	Aquifer Protection Overlay	
W-District	Wetlands and Watershed Protection Overlay	
	Flood Plain Overlay	
	Wireless Communication Facilities Overlay	
<i>Source: Town of Boxborough Zoning Bylaw</i>		

**Subdivisions and Development Activity** – Recent residential subdivisions have been small-scale with none being more than 12 lots. In addition, there have been 18 ANR subdivisions resulting in 87 lots. Building alterations and additions have been common over the last several years. Other potential developments include a large 40B residential development which is now beginning to move forward with a groundbreaking anticipated in 2015. Full buildout of the Cisco property is also on hold because of the economy.

Table 17 Recent Subdivisions	
Subdivision Name	# of Lots
School House Lane	12
Hughes Lane	10
Windemere Drive	12
Sara's Way	8
Saddler Farm Lane	5
Priest Lane	10
(Continued on Next Page)	

<b>Subdivision Name</b>	<b># of Lots</b>
Houghton Lane	12
Daniels Way	2
Colonial Ridge Road	10
Butler Way	2
Barteau Lane	10
Avebury Circle	12
18 ANR Subdivisions (approval not required)	87
<i>Source: Town of Boxborough</i>	

<b>Permit Type</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>	<b>2008</b>	<b>2007</b>
New residential/single family	2	4	6	5	2
New commercial	0	0	5	2	1
Residential additions/alterations	102	69	26	75	77
Repairs	30	0	42	0	0
Business additions/alterations	17	6	13	11	12
<i>Source: Town of Boxborough Annual Reports</i>					

**The MAPC Development Database** – In order to better track the region's growth and forecast its future, MAPC Data Services has initiated a Development Database for the 101 cities and towns of Metro Boston. As of March, 2011, this database includes information on nearly 1,700 development projects recently completed, in construction, or planned. Much of the data comes from municipal planning staff, augmented by MAPC research.

This database provides a unique insight into development patterns in the region over the past ten years, and can also be used to support population and employment projections for the region. The database was a key input into the MetroFuture 2035 Projections Update prepared by MAPC to support the Regional Transportation Plan currently under development by the Boston MPO. MAPC will also be using the development database to create growth projections for the I-495 Development Compact project and other local and regional planning efforts.

There are six projects listed in the MAPC Development Database:

- **The Residences at Beaver Brook** – This is a 40B project that would have two single-family homes and 244 rental units on approximately 70 acres. Progress on the project has slowed due to economic market conditions and the fact that the project has been unable to secure state permits for on-site sewer and water, but recently there have been signs that the development will be moving forward.
- **Cisco Campus** – Cisco was permitted to construct over 900,000 square feet of office space in 10 buildings. Only 3 of the 10 buildings have been constructed to date. At this point the build out of this site is on hold due to economic conditions.
- **70-72 Stow Road** – The Town will be issuing a Request for Proposals in 2015 to select a developer to construct approximately 25 new affordable, owner-occupied, homeownership dwelling units on this 14.85 acre site. The Town is hoping create a variety of affordable housing options on this site and not just units that meet State affordability standards, but also units that are affordable to those meeting 80-100% and 100-120% of the Area Median Income. Housing options for the very low income, seniors, and starter homes for new families will also hopefully be included in this development.
- **Veterinary Dental Services, LLC** – A veterinary dental office space building with approximately 5,000 square feet with associated parking, sewage disposal, drainage, and grading has received all of its zoning approvals as of December 2014. The developer is aiming for a fall of 2015 opening date.
- **Boxborough Innovation Center** – A proposed 4-unit, 5,760 square foot commercial building is in the preliminary planning stages for a 6 acre site on Massachusetts Avenue.
- **Town Center Senior Housing Development** – A proposed 158 unit over 55 housing development consisting of two-family dwellings densely clustered in one area of a 58 acre parcel at the intersection of Massachusetts Avenue (Route 111) and Stow Road. The Applicant is hoping to obtain Site Plan Approval in 2015.

**Buildout** – In 2000, MAPC, under contract to the Executive Office of Environmental Affairs (EOEA), prepared a buildout analysis for every community in the Boston region. A buildout analysis is a tool to help communities understand the potential impacts of future growth that might occur given the amount of developable land remaining and how that land is zoned. The Town of Boxborough contracted with MAPC to prepare a new buildout analysis in 2014 which is nearly complete. This updated buildout analysis indicates a potential for an additional 111 housing units as well as approximately 2.3 million square feet of nonresidential development.

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REF

## SECTION IV – ENVIRONMENTAL INVENTORY AND ANALYSIS

### A. GEOLOGY, SOILS, AND TOPOGRAPHY

**Topography and Geology** – The topography of Boxborough is varied. The most prominent topographic feature is the ridge of land that runs in a northeasterly direction roughly from Middle Road, paralleling Route 495 into Littleton. Hill Road is the ridge line of this feature from which slopes generally fall off to either side. The ridge divides approximately at Picnic Street and some of the most dramatic topography is created in the three-fingered elongated hills; one is skirted by Picnic Street and climbed by Old Orchard Lane, a second is overridden along its crest by Hill Road, and a third swings westward, more or less parallel to I-495. The elevations of the three hills east to west are 468, 459, and 455 feet above mean sea level. These are the three highest points in the town with the exception of Flagg Hill, the second highest point in Boxborough.

The middle ridge is the historic center of town. The first meeting house and the first Town Hall, which was later destroyed by fire, were located here. The Boxborough Museum and the old Town Common now occupy this site. The western ridge slopes downward toward Beaver Valley and Beaver Brook. I-495 runs along the shoulder of this ridge.

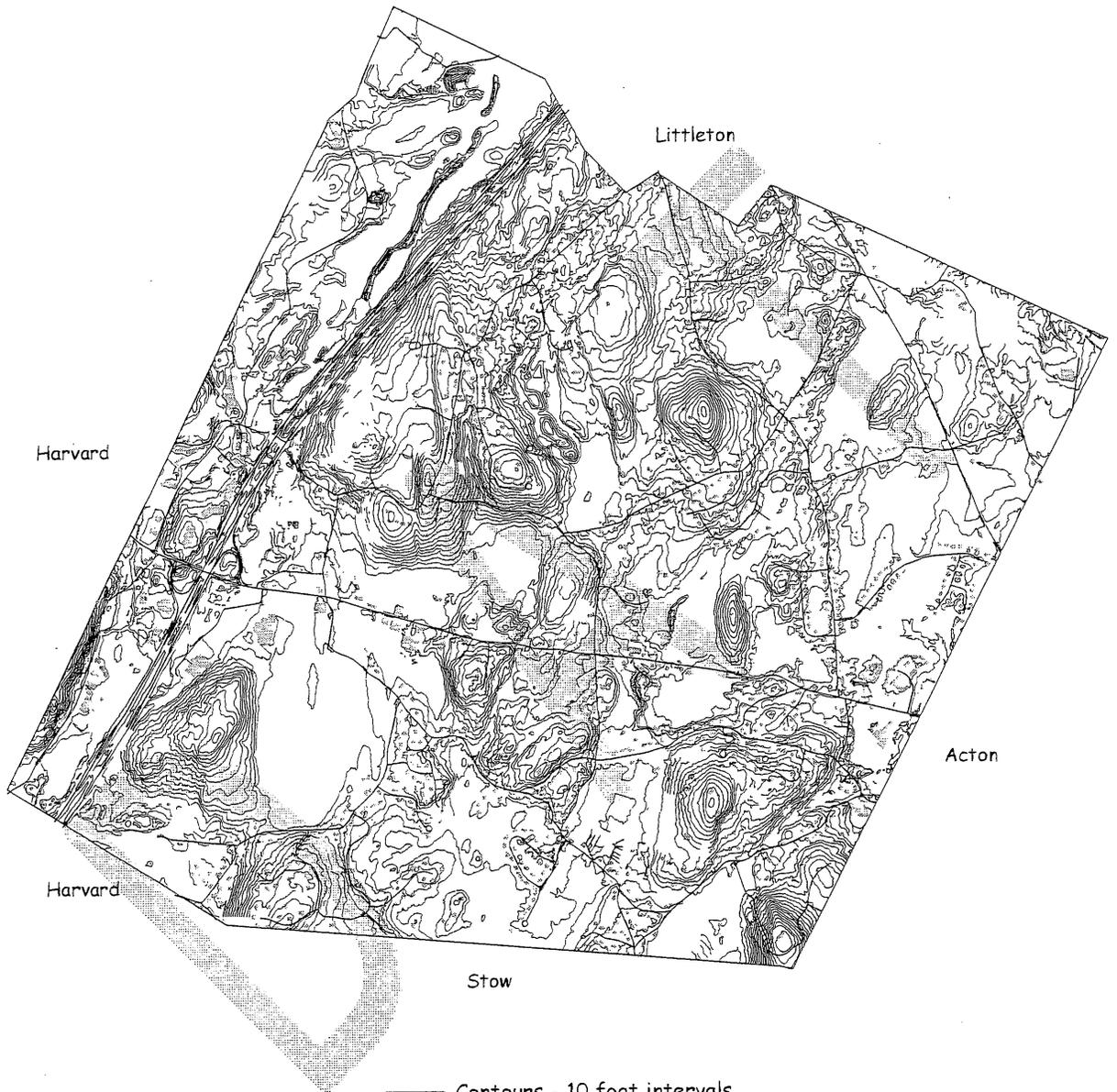
To the east and then curving gradually to the south, the land slopes more moderately from the ridge. Several hills that rise over 400 feet are scattered throughout the southern section of the town. Flagg Hill, the second highest point in Boxborough rising 465.4 feet above sea level, is located in the southeast corner of Boxborough. Topography is depicted on Map 4.

Between Beaver Valley and I-495 is the Boxborough Esker or Ridge Hill. The esker is a ridge formed by gravel deposited by a melt-water stream running through a crevasse in the glacier which covered this area over 15,000 years ago. Ridge Hill is one of the best examples of a preserved esker in New England. The esker is 2½ miles long and at its crest, rises 45 feet above the valley floor.

**Soils** – In general, Boxborough's soils are only capable of supporting low intensity development because of septic and building constraints. About 85 percent of the town is categorized as having severe constraints for septic system disposal. Severe constraints are considered to be one or more of the following: a) shallow depth to bedrock, less than 5.5 feet; b) wetness; c) severe slopes, greater than 15 percent; and d) hardpan. Soils are depicted on Map 5.

Prime farmland soils are federally designated by the Natural Resource Conservation Service (formerly the Soil Conservation Service). These soils have the best combination of physical and chemical characteristics for agricultural crop production and are generally available for that purpose if they have not been developed. State important farmland soils do not meet federal requirements but are nonetheless significant for agricultural production. Locally important farmland consists of soils that are significant based on local knowledge of agricultural use, past or present. For instance, much of Boxborough's land used historically for orchards and pasture is not designated prime or state important farmland because it is too steep, too rocky, or both. Agricultural use of these areas should be encouraged, e.g. farming on town-owned land. Development involving construction of buildings and pavement, soil removal, or significant soil alteration should be discouraged in these areas. Prime agricultural soils are depicted on Map 5.

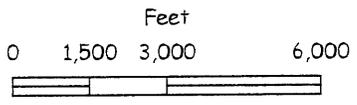
# Map 4 Topography Map



Stow

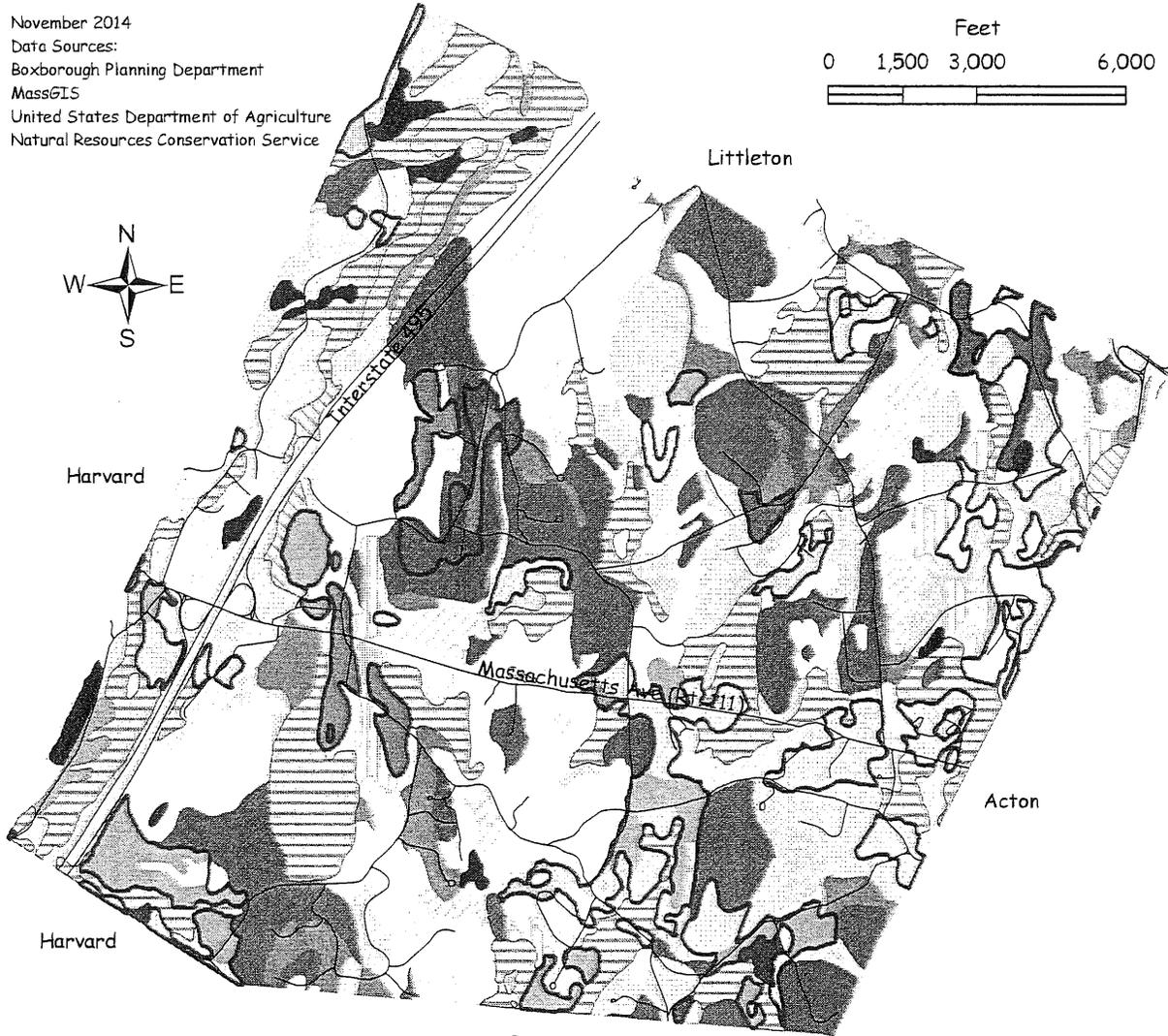
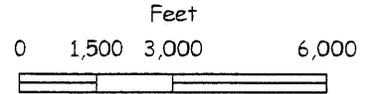
— Contours - 10 foot intervals

December 2014  
Data Sources:  
Boxborough Planning Department  
MassGIS



# Map 5 Soils Map

November 2014  
 Data Sources:  
 Boxborough Planning Department  
 MassGIS  
 United States Department of Agriculture  
 Natural Resources Conservation Service



Stow					
	Prime/State Important Agricultural Soils		Ho - Hollis rock outcrop		Si - Scio very fine sandy loam
	Bi - Birdsall mucky silt loam		Me - Merrimac fine sandy loam		Sr - Scarboro mucky fine sandy loam
	Ca - Carver loamy coarse sand		Mo - Montauk fine sandy loam		Su - Sudbury fine sandy loam
	Ch - Charlton fine sandy loam		Na - Narragansett silt loam		Sw - Swansea muck
	Cn - Canton fine sandy loam		Pa - Paxton fine sandy loam		U - Udorthents, Urban land & pits
	Co - Charlton Hollis rock outcrop		Qs - Quonset sandy loam steep		Wa - Wareham loamy fine sand
	De - Deerfield loamy sand		Qu - Quonset sandy loam		Wh - Whitman fine sandy loam
	Fr - Freetown muck		Ri - Ridgebury fine sandy loam		Wi - Windsor loamy sand
	Ha - Haven silt loam		Sa - Saco mucky silt loam		Wo - Woodbridge fine sandy loam
	Hi - Hinckley loamy sand		Sc - Scituate fine sandy loam		Water

## B. LANDSCAPE CHARACTER

The Boxborough Reconnaissance Report describes Boxborough as being located within the central highlands at the headwaters of the Merrimack River and Concord River. Boxborough has no rivers or major ponds. It is a very rural and agricultural community which had very little in the way of industry. Agricultural activities included orchards, poultry farming, and some dairying, but agriculture declined after World War II.

Residents of Boxborough feel that the rural character of the town is an important asset and that is linked to the farms that can still be seen along the many scenic roads. The hilly topography of the town provides many scenic vistas. The stone walls that exist within the town are evidence of historically cleared land and are an important part of the landscape.

Table 19 describes land use in Boxborough according to data provided by MA GIS. The predominant land use in Boxborough is forest which amounts to 53.47% of the town's area. Wetlands amount to 17.14% of the town's area and residential development accounts for 14.95%. Other commercial and public developed uses account for 6.29%.

<b>Land Use</b>	<b>Acres</b>	<b>% of Area</b>
Brushland/Successional	22.01	0.33
Cropland	141.77	2.13
Forest	3,561.28	53.47
Forested Wetland	876.91	13.17
Non-Forested Wetland	264.37	3.97
Open Land	49.10	0.74
Pasture	235.09	3.53
High Density Residential	9.37	0.14
Low Density Residential	751.81	11.29
Medium Density Residential	7.09	0.11
Multi-Family Residential	81.82	1.23
Very Low Density Residential	145.55	2.19
Commercial	89.72	1.35
Industrial	156.35	2.35
Junkyard	0.87	0.01
Transportation	169.59	2.55
Participation Recreation	42.62	0.64
Transitional	13.25	0.20
Urban Public/Institutional	16.63	0.25
Cemetery	1.77	0.03
Waste Disposal	7.90	0.12
Water	14.74	0.22
Water-Based Recreation	0.26	0.00
<b>Total Area</b>	<b>6,659.88</b>	<b>100.00</b>
<i>Source: Office of Geographic Information (MassGIS)</i>		

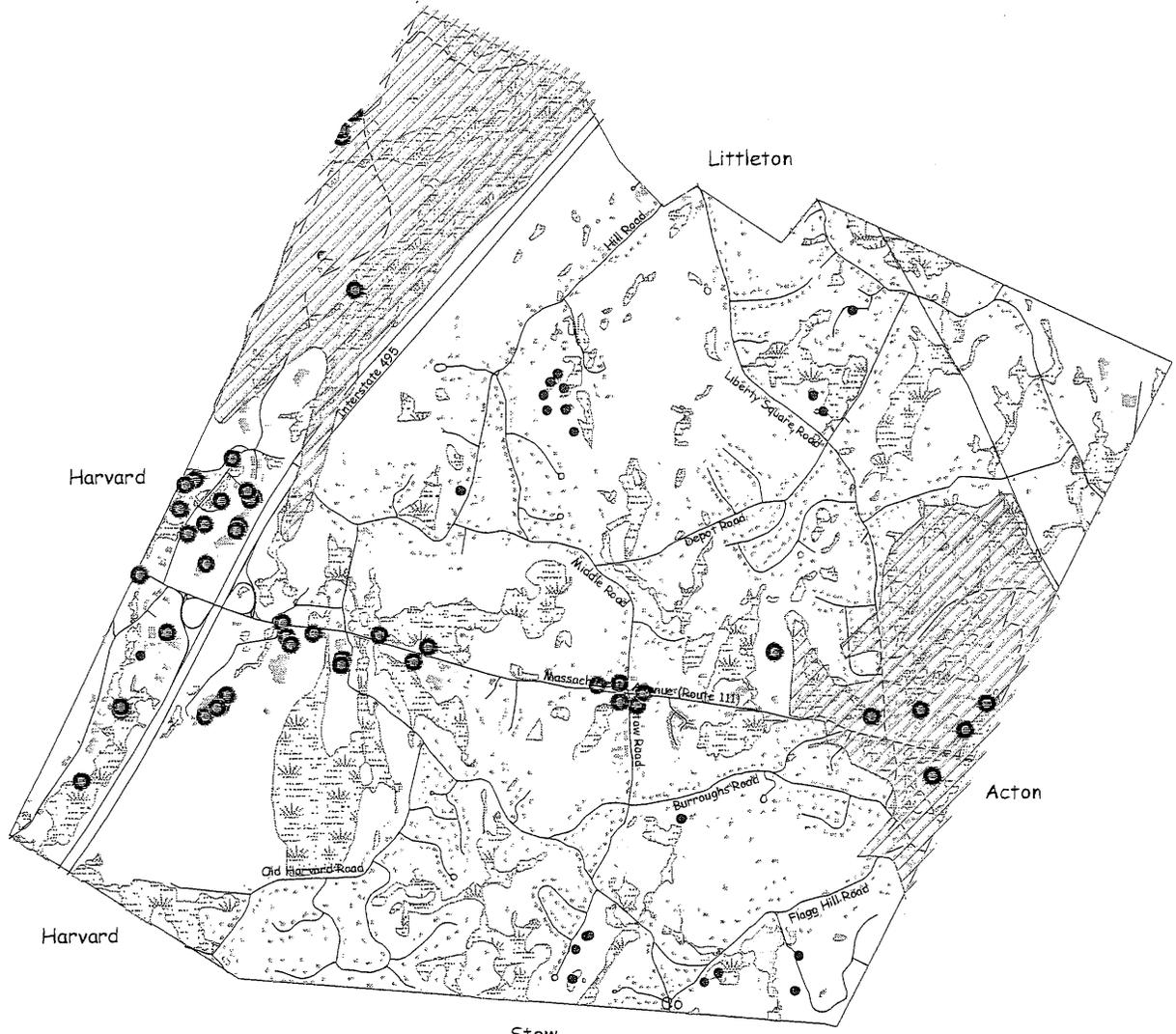
### C. WATER RESOURCES

Boxborough is primarily within the Sudbury, Assabet, and Concord Rivers (SuAsCo) Watershed and partially within the Merrimack Watershed. Drainage flows out of Boxborough in all directions; therefore, land use decisions in Boxborough affect water quality in Acton, Littleton, Stow, and Harvard. Both Littleton and Acton have municipal drinking water wells located nearby. The Zone II areas of the wells extend into Boxborough and must be protected. Surface water flows into Boxborough from two places: 1) land in Beaver Brook Valley receives run-off from a hill in Harvard and 2) land in Boxborough near the Littleton town line receives surface water from the Heronry in Littleton.

Water resources are depicted on Map 6. Sixteen percent of the total land area in Boxborough consists of wetlands: 1,100 wetland acres of a total 6,656 acres. Wetlands are distributed rather evenly throughout the town. Larger wetlands include Wolf Swamp, Heath Hen Meadows, Beaver Brook wetlands, and Guggins Brook wetlands. Wetlands play an important role in the ecology of Boxborough; they filter out sediment, nutrients, and other pollutants from rainwater and road run-off. During periods of flooding and rapid rainfall, wetlands are able to store water thereby reducing flooding, but in drier weather, wetlands help regulate stream flow.

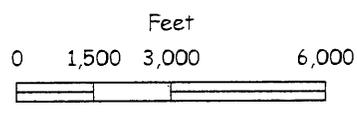
As is discussed above, the Town has a Wetlands and Watershed Protection Overlay Zoning District which is administered by the Board of Appeals. Any land disturbance within this district or within 100 feet of the district requires a Special Permit. The Conservation Commission is also responsible for protecting wetlands. The Town has adopted a local Wetlands Bylaw that establishes a set of criteria for working within the wetlands and the 100-foot buffer of the wetlands. Any activity which creates a land disturbance within the wetlands or within 100 feet of the wetlands requires an Applicant to receive an Order of Conditions from the Conservation Commission. The Conservation Commission also administers the State Wetlands Regulations promulgated under the Wetlands Protection Act, as well as the Town's local Wetlands Bylaw.

# Map 6 Water Resources



- Public Water Supply Wells
- ▨ DEP Zone IIs
- Certified Vernal Pool
- ⊞ Ponds
- ⊞ Wetlands Delineated by West Environmental, Inc.

December 2014  
 Data Sources:  
 Boxborough Planning Department  
 MassGIS



All of Boxborough's brooks drain via intermediaries into the Merrimack River. Boxborough's brooks include Elizabeth Brook, Beaver Brook, Fort Pond Brook, Guggins Brook, Heath Hen Meadow Brook, and Inches Brook. Table 20 below gives the approximate area of the basins.

<b>Basin</b>	<b>Acres</b>	<b>Percent of Total</b>
Guggins Brook	2,050	30.8
Fort Pond Brook	650	9.8
Inches Brook	140	2.1
Heath Hen Meadow Brook	930	14.0
Beaver Brook	2,340	35.1
Elizabeth Brook	550	8.2
<b>Total</b>	<b>6,660</b>	<b>100.0</b>

*Source: Melia, Policies for Future Land Use Development*

Boxborough has no lakes or ponds of significant size. However, there are several ponds that provide for recreational opportunities and wildlife habitat. The ponds are as follows:

- Flerra Pond, a ¾ acre pond located at Flerra Meadows.
- Flagg Hill Pond, a 12 acre pond (a majority of this pond is now owned by the Town).
- Eldridge Pond, a two acre pond located where Elizabeth Brook widens into a pond.
- Muddy Pond, a one acre pond located between the esker and I-495.
- Fort Pond Brook Pond, a two acre pond located within Fort Pond Brook, on the Acton-Boxborough town line.

In addition, there are fire ponds and cisterns located throughout Boxborough, as discussed above on Page 19.

Boxborough has no municipal water or sewerage systems. All developments are serviced by private wells and septic systems. Almost the entire town depends on bedrock wells for their water supply, the remaining residents draw their water from one of the Town's sand and gravel aquifers. Major sand and gravel aquifers and their recharge areas were delineated by IEP in 1984. The aquifers and their recharge areas are shown below in Table 21. Aquifers that meet the following criteria could be used as a public water supply: a) surficial geologic deposits of proper size and sorting to produce high rates of water movement; b) sufficient saturated thickness of surficial deposits; c) sufficient area recharge; and d) acceptable water quality. Protection of aquifer areas is especially important as it is more economical to preserve water quality than it is to clean a contaminated water source.

<b>Aquifer Name</b>	<b>Area (Sq. Miles)</b>	<b>Recharge (Million GPD)</b>
Elizabeth Brook	2.25	0.79
Beaver Brook	3.4	1.41
Heath Hen Meadow Brook	1.50	.49
Guggins Brook	4.29	1.32

**Source: Geoscience (IEP)**

The physical constraints of the town's varied topography and fractured bedrock would make the construction of a town-wide water system prohibitively expensive. Instead, local systems serving a region, or joining with an existing supplier, are more likely to be feasible for a regional water supply.

An Aquifer Protection Overlay Zoning District Bylaw was implemented in 1984. The bylaw prohibits certain uses in the aquifer zone, limits the rate of septic discharge, and sets forth a maximum lot coverage standard.

The Town has established a ground water monitoring program via a cooperative venture with the Littleton Water Department to assess the environmental effects of commercial septic effluent on regional ground water quality. Developments submitted for Site Plan Approval are required to install ground water monitoring wells. Testing is performed twice a year. Currently, there are 29 monitoring wells being tested in Boxborough. There are three wells at 80/90 Central Street; four wells at 60 Codman Hill Road; two wells at the Boxborough Office Park on Massachusetts Avenue; five wells at 1414 Massachusetts Avenue; four wells at the Cisco Site 2 on Adam's Place; four wells at the Boxborough Technology Park on Swanson Road; three wells at Boxborough Commons on Massachusetts Avenue; and four wells at the Boxborough Business Center on Codman Hill Road. The water quality tests measure levels of the following: Alkalinity; Conductivity; Positive Ions: Magnesium, Calcium Iron, Manganese, Sodium, Potassium; Negative Ions: Alkalinity, Chloride, Sulfate; Heavy Metals: Arsenic, Cadmium, Chromium, Copper, Lead, Mercury, Selenium, Silver, Barium; total Nitrate and Nitrite Nitrogen; Ammonia Nitrogen; and Halogenated and aromatic hydrocarbon pollutants as specified by EPA Method 624 (38 Chemicals).

In several instances ground water testing has detected elevated levels of sodium and nitrates, two indicators of ground water pollution. Although the concentrations did not exceed safe drinking water quality standards, the Littleton Water Department is monitoring these situations closely. In addition to a regular testing program, an Applicant developing land in Boxborough is required to file a hazardous materials plan with the Fire Department. The plan includes a list of all hazardous materials used on the site, the quantities, and where the substances are stored. Also included are procedures to follow in the event of a spill. The hazardous materials plans are used to assist the Fire Department. In the event of a fire, the Department knows whether flammable materials are in the building, and if so, where the chemicals are located. In addition, the hazardous materials plans are compared with water quality reports to determine if chemicals used in or on the premises are being discharged into the groundwater.

Flood Hazard Areas – Flood hazard areas are described in detail on Page 42. While inappropriate for most development, construction of recreation facilities in flood hazard areas may be feasible and suitable.

Wetlands – Seventeen percent of the total land area in Boxborough consists of wetlands (1,100 acres). Wetlands are distributed rather evenly throughout the town with the larger wetland areas being Wolf Swamp, Heath Hen Meadows, Beaver Brook wetlands, and Guggins Brook wetlands. Wetlands play an important role in the ecology of Boxborough by filtering out sediments, nutrients, and other pollutants from rainwater and road run-off. During periods of flooding and rapid rainfall, wetlands are able to store water, thereby reducing flooding, but in drier weather, wetlands help regulate stream flow.

Vernal Pools – Vernal pools are small, shallow ponds that do not support fish and that have annual or semi-annual periods of dryness. Vernal pools are very important to a variety of wildlife species. Some amphibians breed exclusively in vernal pools while others spend their entire life cycles in such pools. The Massachusetts Natural Heritage and Endangered Species Program has a program by which vernal pools can be certified. Certified vernal pools are protected if they fall under the jurisdiction of the Massachusetts Wetlands Protection Act regulations. They are also protected under other state programs. There are currently 24 certified vernal pools in Boxborough.

#### **D. VEGETATION**

Boxborough contains forests, meadows, pastures, and wetlands vegetation. The majority of the forested areas in Boxborough contain mixed hardwood and softwood forests, with tree heights ranging from 20 feet to 70 feet. Non-forested areas have been cleared for mining, farming, or land development. There is a Beech-Hemlock Grove located on the hill above Depot Road and Liberty Square Road and a mature stand of birch trees in the parcel of land donated to the Town by Anne Steele (The Birchwoods). There is also an impressive American Chestnut tree within the right-of-way of Depot Road near Davidson Road.

The Department of Public Works is responsible for undertaking tree work. Due to the number of storms which cause extensive tree damage, the DPW maintains a record of ailing trees and schedules work to ensure that critical tree maintenance work is done to reduce the likelihood of roadway hazards.

In 2005 the Mass Audubon Society Ecological Extension Service, prepared a report titled “Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, Massachusetts”. The report included a vegetative survey at eight Town-owned properties. Commonly found vegetation includes the following species. The species in *italics* are considered invasive species.

**Table 22**  
**Commonly Found Vegetation**

Alder	Hazelnut	Selfheal
Apple Species	High-Bush Blueberry	Sensitive Fern
Aster Species	Hog Peanut	Silky Dogwood
<i>Autumn Olive</i>	<i>Honeysuckle Species</i>	Skunk Cabbage
Bayberry	Iris	Smartweed
Bedstraw	Jerusalem Artichoke	Smooth Alder
Bindweed	Joe Pye Weed	Smooth Sumac
Black-Eyed Susan	Juniper	Spotted Touch Me Not
Buttercup	Late Goldenrod	Spruce
Buttonbush	Marsh Fern	St. Johnswort
Canada Goldenrod	Meadowsweet	Swamp Dewberry
Canada Lily	Moth Mullein	Sweet Cicely
<i>Canada Thistle</i>	<i>Multiflora Rose</i>	Sweet Vernalgrass
Cat-Tail	Old-Field Cinquefoil	Tall Meadow Rue
Choke Cherry	Orchard Grass	Thistles
Chokeberry	<i>Oriental Bittersweet</i>	Timothy
<i>Common Buckthorn</i>	Oxeye Daisy	Toad Flax
Common Cinquefoil	Pig Weed	Trembling Aspen
Common Juniper	Pinks	Vetch
Common Milkweed	Poison Ivy	White Birch
Common Plantain	Pokeweed	White Champion
Cow Vetch	<i>Purple Loosetrife</i>	Wild Asparagus
Daisy Fleabane	Queen Anne's Lace	Wild Geranium
Deadly Nightshade	Ragweed	Wild Grape
<i>European Barberry</i>	Red Clover	Wild Madder
<i>Glossy Buckthorn</i>	Red Maple	Willow
Goatsbeard	<i>Reed Canary Grass</i>	<i>Winged Euonymus</i>
Gray Birch	Rough Stemmed Goldenrod	Wood Sorrel
Gray Birch	Rushes	Wool-Grass
Gray Dogwood	Sedges	Yarrow
Hawkweed	White Pine	

**Source: Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, MA, Mass Audubon, September 2005**

## E. FISHERIES AND WILDLIFE

There are several areas in Boxborough where the Massachusetts Division of Fisheries and Wildlife Department, Natural Heritage and Endangered Species program has identified rare and endangered species. The Bittern Amphipod, the Spotted Turtle, the Blandings Turtle, the Blue-spotted Salamander, and the Great Blue Heron are several rare species found in Boxborough. Although the Town of Boxborough has not completed a town-wide inventory of wildlife, information submitted in environmental impact reports have identified the following mammals: shrew, gray fox, mouse, eastern cottontail, eastern chipmunk, red and gray squirrel, red fox, raccoon, woodchuck, fisher, mink, long-tail weasel, beaver, white tail deer, ground hog, red squirrel, opossum, skunk, coyote, and moose. In addition, many bird species have been identified in Boxborough. The following species were found during Mass Audubon's breeding bird survey of eight conservation parcels.

American Crow	House Finch
American Goldfinch	House Sparrow
American Redstart	House Wren
American Robin	Indigo Bunting
Baltimore Oriole	Killdeer
Barn Swallow	Monk Parakeet
Black-Capped Chickadee	Mourning Dove
Blue-Winged Warbler	Northern Flicker
Bobolink	Northern Cardinal
Brown-Headed Cowbird	Northern Mockingbird
Cedar Waxwing	Red-tailed Hawk
Chimney Swift	Red-winged Blackbird
Chipping Sparrow	Rock Pigeon
Common Grackle	Ruby-Throated Hummingbird
Common Yellowthroat	Song Sparrow
Downy Woodpecker	Tree Swallow
Eastern Bluebird	Tufted Titmouse
Eastern Kingbird	Turkey Vulture
Eastern Phoebe	Veery
European Starling	Warbling Vireo
Gray Catbird	Willow Flycatcher
Great Blue Heron	Wood Duck
Great Crested Flycatcher	Yellow Warbler

**Source: Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, MA, Mass Audubon, September 2005**

Associated with the many wetlands in Boxborough are several areas of Estimated Habitats of Rare Wildlife, which are regulated under the Massachusetts Wetlands Protection Act (310 CMR 10.00). These areas have been identified by the Massachusetts Division of Fisheries and Wildlife Natural Heritage and Endangered Species Program as containing one or more species officially listed as endangered, threatened or of special concern in Massachusetts.

Rare and Endangered Species – The following table lists all of the rare, threatened and endangered species that appear in the Natural Heritage Programs’ database for Boxborough.

<b>Table 24 Rare and Endangered Species</b>		
<b>Common Name</b>	<b>State Rank</b>	<b>Most Recent Observation</b>
Blue Spotted Salamander	SC	2009
Blanding’s Turtle	T	2010
Wood Turtle	SC	2002
Eastern Box Turtle	SC	2010

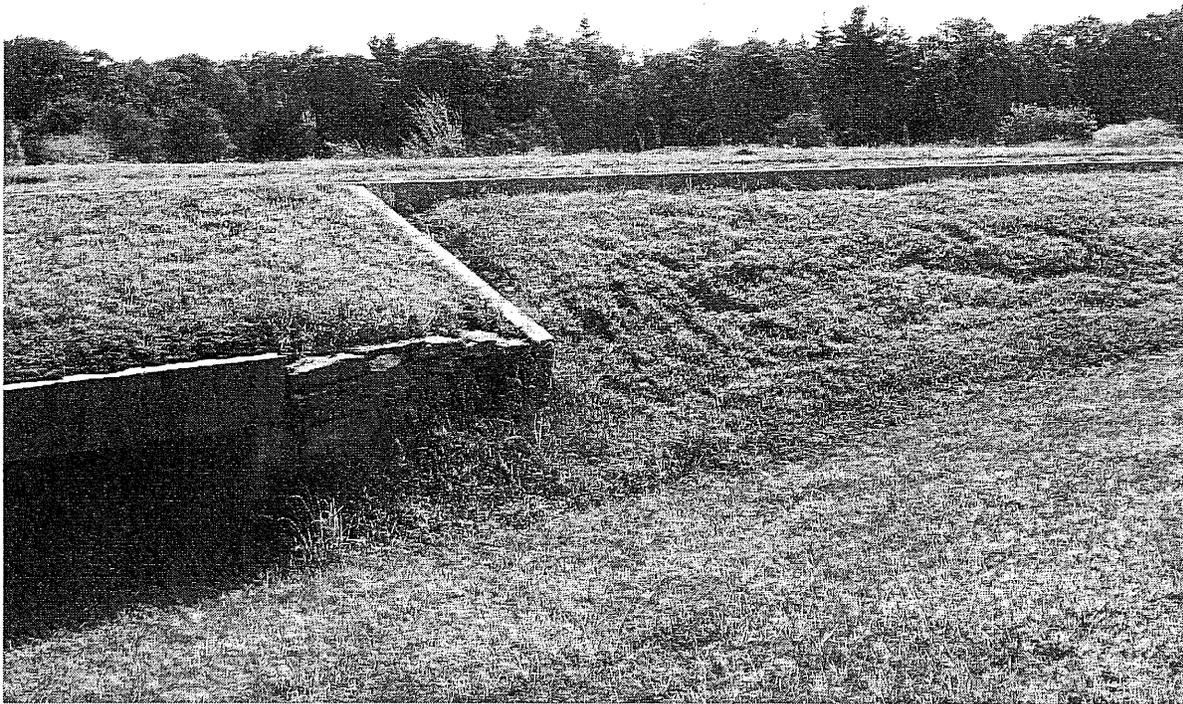
*Source: MA Natural Heritage Program Website*

“Endangered” (E) species are native species which are in danger of extinction throughout all or part of their range, or which are in danger of extirpation from Massachusetts, as documented by biological research and inventory.

“Threatened” (T) species are native species which are likely to become endangered in the foreseeable future, or which are declining or rare as determined by biological research and inventory.

“Special Concern” (SC) species are native species which have been documented by biological research or inventory to have suffered a decline that could threaten the species if allowed to continue unchecked, or which occur in such small numbers or with such restricted distribution or specialized habitat requirements that they could easily become threatened within Massachusetts.

Wildlife Corridors – Wildlife corridors are important because wildlife need to have access to sufficiently large areas of uninterrupted open space in which to feed and to breed. Corridors are also important because road crossings pose a threat to wildlife survival. River and stream valleys often serve as wildlife corridors as do power line right-of-ways. In Boxborough, particular attention has been paid to the needs of the Blandings Turtles which have been found on the Cisco land. There is a turtle fence along the interior roads to ensure that the turtles do not cross the road until they come to the turtle tunnels. There are three such tunnels which have been installed so that the turtles can safely get to the other side of the road.



**Turtle Tunnel**

## **F. SCENIC RESOURCES, UNIQUE ENVIRONMENTS, AND HISTORICAL AREAS**

Boxborough has many cultural, historic, and scenic resources. The rural, winding, stone wall lined roads; the historic houses; the farmlands, open fields and meadows are some of the Town's assets. Particularly scenic viewpoints are the "Cathedral of Trees" along Route 111 creating an archway identified as the hallway of Boxborough, the 25 mile view from the Boxborough Museum, the view of the open field from Whitcomb Road and Hill Road, and the view of Steele Farm and beyond from the intersection of Middle Road and Picnic Street. With the decline of agriculture, however, many scenic vistas are now obscured by trees or may become so.

Twelve Town roads have been designated as Scenic Roads (also shown on Map 7):

1. Burroughs Road
2. Hill Road
3. Old Harvard Road
4. Davidson Road
5. Depot Road
6. Sargent Road
7. Liberty Square Road between Depot and Sargent Road
8. Littlefield Road between Sargent and Depot Road
9. Middle Road between Hill Road and Depot Road
10. Picnic Street
11. Pine Hill Road
12. Stow Road

According to the Town's Scenic Road Bylaw, trees or stone walls located along a Scenic Road cannot be removed until a hearing is held and specific permission is granted. Additionally, the Town also has a Stone Walls Bylaw which regulates the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways.

There is a total of 699.89 acres enrolled in Massachusetts General Laws (MGL) Chapters 61, 61A, and 61B. These are lands that are taxed under the Massachusetts Current Use Tax Programs – Chapters 61, 61A, and 61B. These MGL Chapters restrict the use of land in exchange for reduced tax assessments. These are not permanent restrictions and must be applied for each year. The property owner incurs a penalty for most changes in use. For most sales, the Town holds a right of first refusal. Chapter 61 refers to managed forest land, Chapter 61A refers to agricultural land, and Chapter 61B refers to private recreation land. The chapter lands are included in Table 27 and displayed in Map 10. These lands offer scenic pastoral views of agricultural and productive wood lands. Some of the examples of the farms under this program are the Ridge Hill Farm owned by Ruth and Donald Morse on Hill Road, the Richardson Farm owned by Virginia and Clyde Richardson on Middle Road, and George Krusen's Farm on Littlefield Road. These farms are indicators of Boxborough's agricultural viability, as well as its potential for growth.

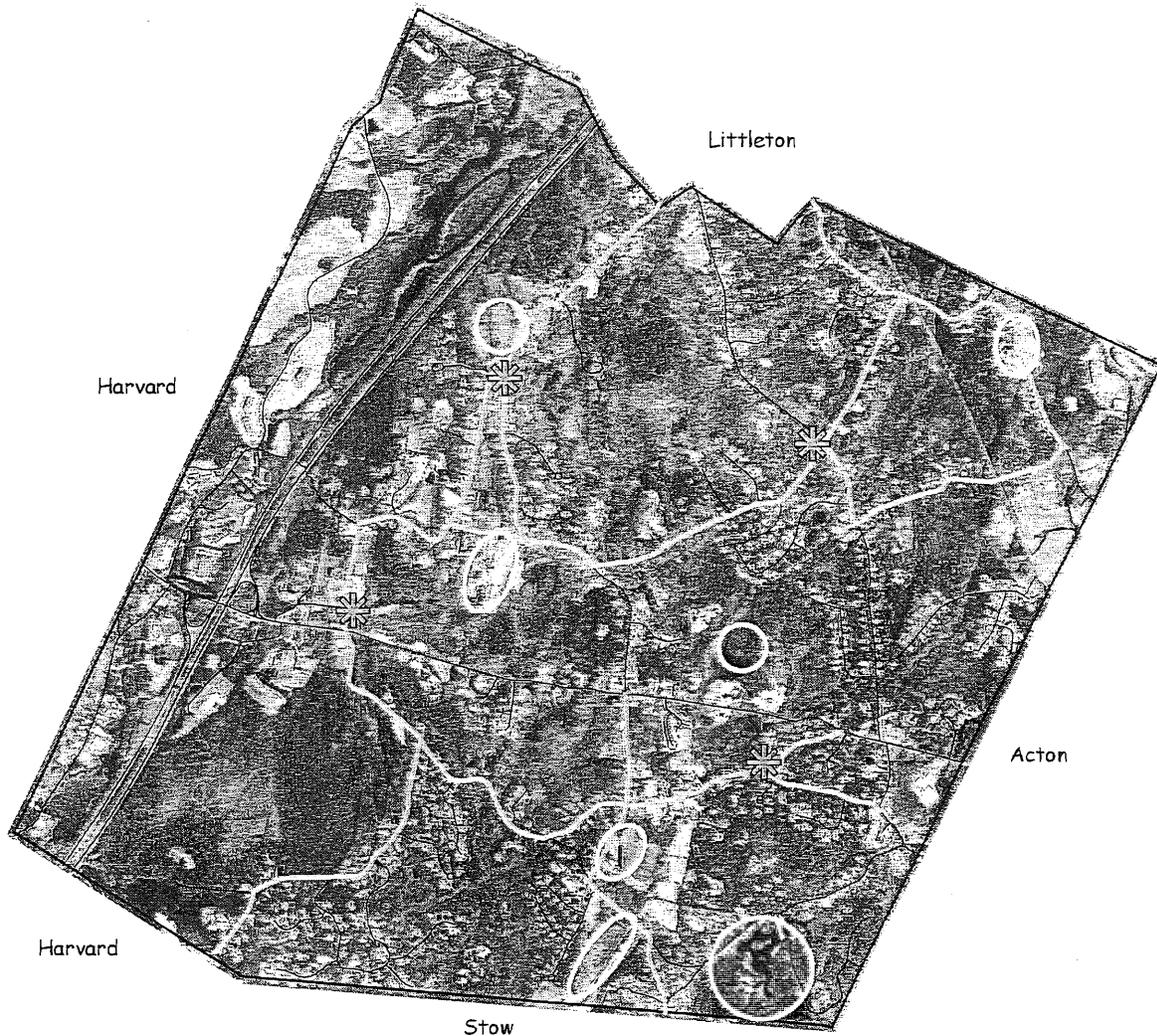
Other unique resources include the four original one room school houses. Three of the schools have been converted to residences. One of the school houses, School #2, owned by George Robinson, has been restored. Once a year school children are invited to the school house to experience what it is like to attend one of Boxborough's first schools.

The old carriage roads, the old town center, the old mill sites, and the small pox grave are other examples of historic resources. One old carriage road is used informally as a hiking and bridle trail. The road descends from Hill Road down the southeast slope of the ridge to Depot Road. This road was constructed to connect Littleton with Stow, before Boxborough was incorporated. Littleton completed the section they were responsible for but Stow never constructed their half. The road was officially abandoned in 1789, six years after the Town of Boxborough was established. The carriage road trail passes near the Boxborough Historical Society's archaeological dig that is at the site of a house occupied in the third quarter of the eighteenth century.

The Boxborough Esker is a unique natural resource. The Boxborough Conservation Trust (BCT), a private non-profit organization whose purpose is to preserve and protect land resources, owns the esker. Members of the BCT conduct guided walks of the esker. There are also walking trails within the BCT's land. The esker is located within the Beaver Brook Valley that has been identified as one of the town's special landscapes. The valley contains Beaver Brook and its associated wetlands, areas of mature tree stands, and diverse wildlife habitat. Beaver Brook has been nominated as a scenic river under Massachusetts's Scenic River Program.

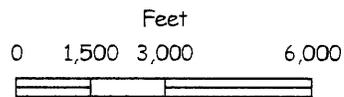
There are two entries for Boxborough in the State Register of Historic Places. One is the Boxborough Old Town Center which comprises 72 properties on Hill Road, Middle Road, and Picnic Street. This area is classified as a National Register District, and it was established in December 2006. Also listed is the Levi Wetherbee Farm at 484 Middle Road. This site consists of 12 properties which are classified as National Register Individual Properties. It features colonial and federal architecture.

# Map 7 Unique Features Map



- Unique Geologic Feature
- Significant Viewshed Area
- Scenic Road
- ✱ Original One Room School House

December 2014  
 Data Sources:  
 Boxborough Planning Department  
 MassGIS

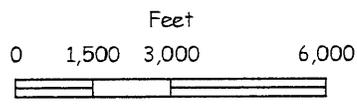


# Map 8 Historic Sites Map



Historically Significant Properties

December 2014  
Data Sources:  
Boxborough Planning Department  
MassGIS



## G. AGRICULTURAL RESOURCES

The town's active farms, expansive woodlands, and rural character are a direct reflection of its early settlement patterns. At its inception, Boxborough was a farming community. Boxborough farmers began transporting their crops in the 1800s to early 1900s to markets in Boston and Worcester. Apple growing and cattle grazing were prevalent in Boxborough during the early half of the twentieth century. Gristmills, oil mills, and cider mills were located in town as a result of flax, wheat, and apple farming. Cooper shops and sawmills were also established to build barrels for crops grown and produced in Boxborough.

A few decades ago, Boxborough was frequently described as a rural community. However, there was a dramatic decrease in agriculture in the mid-twentieth century, and large areas of agricultural land were developed. Today, as in much of Massachusetts, there is a resurgence of agriculture, as indicated by the following:

- MetroFuture, the Regional Master Plan prepared by MAPC, includes strategies for promoting agriculture planning within the region.
- Boxborough was one of eight communities that participated in the Comprehensive Agricultural Planning Program prepared by the MAGIC subregion of MAPC.
- Boxborough established an Agricultural Commission in 2008 and passed a Right to Farm Bylaw in 2012.
- The Town established a second community garden in 2010.
- The Boxborough Community Grange #131 is active, one of 54 in Massachusetts.
- Boxborough holds an annual Harvest Fair.
- Two Boxborough landowners have placed Agricultural Preservation Restrictions (APRs) on their property to protect them permanently for agriculture.
- There are approximately 570 acres enrolled in Chapters 61 (forestry) and 61A (agriculture).
- The Town has worked with the New Entry Sustainable Farming Project to match landowners with farmers seeking land.
- The agricultural community has worked with the Conservation Commission to use goats to help control invasive plant species on Town-owned land.
- The Town helped to found the Acton-Boxborough Farmers Market in 2008.

The approximately 570 acres enrolled in Chapters 61 and 61A include the Ridge Hill Farm on Hill Road, the Richardson Farm on Middle Road, and George Krusen's farm on Littlefield Road. Other notable farms in town are Burroughs Farm on Burroughs Road, Bob Stanley's farm on Stow Road, the Wetherbee Farm on Hill Road, Idylwilde Farm on Sargent Road, the former Pete's Farm on Massachusetts Avenue, and the Delano farm. These farms are indicators of Boxborough's

agricultural viability, as well as its potential for future growth. Furthermore, the town's crown jewel, Steele Farm, is a prevalent reminder of the community's strong agricultural roots and its existing farming community.

Home and community gardening is thriving and becoming more prevalent, helping to maintain traditional rural values through local food production and connection to the land. A number of people in town have farms stands and there seems to be an increasing amount of small scale farming operations as well. The town continues to nurture its agrarian traditions in a modern high-tech world and it is believed this contributes positively to community values and the quality of life in Boxborough. It is envisioned that the Town will continue to promote and foster these traditional values through appropriate protection of land and practices for local food production.

Open expanses of non-farm land contribute to the town's rural feeling. Although commercial farming declined for some time, Boxborough over the years has wisely taken steps to protect large parcels of land through acquisitions for conservation, recreation, and municipal uses. These open parcels of land comprise uplands, forests and meadows, wetlands, and water bodies. Boxborough is fortunate to have the Boxborough Conservation Trust (BCT), a private organization that actively supports land conservation and preservation. It is envisioned that, within the limits of affordability and the protection of land for conservation and recreation, agriculture will continue in the community.

## **H. ENVIRONMENTAL CHALLENGES**

Hazardous Waste Sites – As with most communities, Boxborough has a number of hazardous waste sites. Most of these sites are considered non-priority by DEP and are being cleaned up by the private sector under Chapter 21E of the Massachusetts General Laws. There are currently 36 sites listed in the states' database that are in Boxborough. Approximately one-third of these are oil spills associated with gas stations, apartment buildings, and other commercial properties. These sites are listed in Appendix C.

Development Impact – Past, present, and future development all have an impact on the environment of Boxborough. Past developments may have been developed according to older zoning and environmental regulations which were less stringent than today's development standards. The present levels of impervious development contribute to stormwater runoff issues which affect the town's water bodies. Future development is most likely to be according to higher regulatory standards but can also be in locations that are less desirable for development since easily developed properties tend to be developed first. Development impacts include erosion and sedimentation, stormwater runoff, loss of wildlife habitat and changes in the landscape character of the town.

Forestry Issues – According to Table 19, Boxborough has 3,561 acres of forested land. The majority of the forested areas in Boxborough contain mixed hardwood and softwood forests, with tree heights ranging from 20 feet to 70 feet. Non-forested areas have been cleared for mining, farming, or land development, however, much of the land used historically for farming is now forested or developed. There is a Beech-Hemlock Grove located on the hill above Depot Road and Liberty Square Road and a mature stand of birch trees in the parcel of land donated to the Town by Anne Steele (The Birchwoods). There is also an impressive American Chestnut tree within the right-of-way of Depot Road near Davidson Road. The Department of Public Works is responsible for undertaking tree work on Town land and ways. Due to the number of storms that

cause extensive tree damage, the DPW maintains a record of ailing trees and schedules work to ensure that critical tree maintenance work is done to reduce the likelihood of roadway hazards. Along Town roads, the Boxborough DPW coordinates tree maintenance with the Littleton Electric Light Department which maintains the tree canopy around their power lines.

Invasive Species – In 2005 the Mass Audubon Society Ecological Extension Service, prepared a report titled “Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, Massachusetts”. The report included a vegetative survey at eight Town-owned properties. The following invasive species were found in varying degrees:

- Reed-canary grass
- Purple Loosestrife
- Common buckthorn
- Oriental Bittersweet
- Multiflora rose

The Conservation Commission web page has information about the most common invasive species including information about how to manage these species.

Environmental Equity – Environmental equity refers to examining the distribution of open space in the community and seeing if there is a lack of resources in any particular area of the town. The majority of protected open space in Boxborough is conservation land with trails. These areas are well distributed throughout the town. There are only three key properties that are developed as parks with recreational facilities which are Flerra Meadows, Liberty Fields, and Fifer’s Field. Flerra Meadows is located south of Route 111 on Stow Road, Liberty Fields is north of Route 111 on Liberty Square Road, and Fifer’s Field is northwestern Boxborough on Beaver Brook Road. If additional recreational facilities are developed in the future, consideration should be given to where current and future population is anticipated.

Landfills – There are currently no landfills in the Town of Boxborough. The Town’s former landfill on Codman Hill Road has since been capped and is now the site of the Town’s transfer station where solid waste is collected and disposed of out of town.

Erosion – Erosion in Boxborough is primarily due to construction activity.

Chronic Flooding<sup>3</sup> – There are 100 year floodplains found throughout Boxborough along the town’s water ways and extensive wetland areas. Flooding in Boxborough is occasional, usually within or near floodplain areas, mostly due to low-lying elevations. Damage may consist of flooding of basements or street flooding. In some areas of town, flooding occurs due to beaver activity or improperly functioning drainage infrastructure. Catch basins and detention basins that need to be cleaned out, on both public and private property, have also caused localized flooding. The flooding incidents generally do not cause any significant problem as much of the flooding is “nuisance” flooding, causing inconvenience but not significant damage. However, in some areas, contamination of wells can occur if septic systems are flooded out and not functioning properly.

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<sup>3</sup> Town of Boxborough Hazard Mitigation Plan, November 2010, prepared by MAPC.

Further development in town can bring new impervious areas and more engineered drainage systems, which can result in the possibility of future flooding problems. Therefore, protection of open space and strong development controls will be necessary to mitigate against future flooding.

The following sites were identified by Town Staff as areas that have experienced flooding in the past.

*Old Harvard Road* – This site at the end of Old Harvard Road near Eldridge Pond has experienced basement flooding and minor roadway flooding. A culvert was replaced in the area several years ago.

*Barteau Lane/Hill Road* – This site near Beaver Brook has experienced flooding due to beaver activity and as a result has been subject to septic and well contamination.

*Davidson Road* – Davidson Road near Herons Pond has experienced flooding due to beaver activity. A culvert has been replaced at this location and the Town continues to monitor the area.

*Hérons Pond* – Beavers at Herons Pond have caused flooded areas.

*Littlefield Road* – Flooding has occurred at Littlefield Road where it crosses Fort Pond Brook, causing the brook to overtop the road. This area is located within a floodplain.

*Massachusetts Avenue* – This area near Guggins Brook behind the Blanchard School has flooded as a result of beaver activity and has caused potential for contamination at nearby wells.

*Applewood Village* – The Applewood condominium complex located along the eastern border of town has experienced flooding and septic failure due to beaver activity in Acton conservation land. The Town of Acton has drained the pond with some success.

*Codman Hill Road* – This site near 60 Codman Hill has experienced flooding in the past due to beaver activity along Elizabeth Brook, but the beaver has since been trapped.

Sedimentation – Sedimentation is primarily caused by road runoff and construction related earth disturbances. These can be minimized by adherence to environmental regulations.

Development Impacts – Development impacts the natural environment in two key ways. New development can create erosion and sedimentation unless it is carefully regulated by the Town's Planning Department and Conservation Commission. It can also result in the destruction of wildlife habitat and the interruption of wildlife corridors.

Ground and Surface Water Pollution (point and non-point) – In the 2012 Town Report, the Board of Health noted several water quality concerns. The Board of Health and the Department of Environmental Protection are continuing to monitor ground water contamination that was caused by a variety of chemicals including MTBE and perchlorate. In addition, there are very high concentrations of sodium in the western portion of the town. There are also issues related to alkalinity, hardness, and sodium in many other areas of town.

Other Environmental Issues – A number of other environmental issues surfaced during meetings related to this plan. These issues are generally outside the scope of a traditional open space and recreation plans but are valid concerns that deserve to be acknowledged. One of these issues was the rate of recycling in the town and whether the plan should set a goal for recycling. Another was climate change and the sequestration of carbon. A third issue was the need to support pollinators such as bees in light of their importance to the overall ecological health of the town.

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## SECTION V – OPEN SPACE, CONSERVATION, AND RECREATION LANDS

The first step in being able to make decisions about future needs for open space and recreation is to have an accurate accounting of existing lands. Table 25 is an inventory of all conservation, open space, and recreation lands, both publicly and privately owned. Information on ownership, management responsibility, level of protection, and a brief description of the property are part of this inventory. The areas shown in Table 25 are depicted on Map 9.

### **What is Open Space?**

Open space has many different definitions and can mean different things to different people. What is considered open space in a suburban or rural community can be very different from what is considered open space in an urban community. The Open Space and Recreation Planner's Workbook defines open space as "conservation land, forested land, recreation land, agricultural land, corridor parks and amenities such as small parks, green buffers along roadways or any open area that is owned by an agency or organization dedicated to conservation". A broader definition of open space can and should include undeveloped land with conservation or recreation potential. Another very important way of looking at and defining open space relates to its status as protected or unprotected. The definition of open space used in this plan is the broader definition.

Open space and parks are critical to the quality of life in a community and provide a wide range of benefits. Access to parks can contribute to public health, enhanced property values, and improved environmental quality including air quality, water quality, and the mitigation of urban heat island effects. Public health benefits include reducing the incidence of childhood obesity by providing safe places for kids to be active. They can also serve as important meeting places for neighbors to get to know one another.

**How the Inventory and Map was Developed** – The inventory of protected open space and the map was developed by the Town of Boxborough using tax assessment parcel data.

### **Levels of Protection**

For planning purposes, it is important to be aware of the degree of protection for each parcel. Knowing the level of protection (or lack thereof) will point out how easily some properties we assume to be open space can be developed. This knowledge will help in identifying those open space and recreation areas that need additional effort for their preservation and protection.

In order for the inventory to be included as an update to the Mass GIS database, the following designations regarding level of protection will be used.

**Protected in Perpetuity** – Mass GIS considers a parcel to be protected "In Perpetuity" if it is recorded in a deed or other official document. Land is considered protected in perpetuity if it is owned by the Conservation Commission, if it is subject to a conservation restriction in perpetuity; if it is owned by one of the state's conservation agencies (thereby covered by Article 97); if it is owned by a non-profit land trust; or if the municipality received federal or state assistance for the purchase or improvement of the property. Private land is considered protected if it has a deed restriction in perpetuity or a conservation restriction has been placed on it. The Division of

Conservation Services "Open Space and Recreation Planner's Workbook" also includes in this category land that is owned by the Parks and Recreation Department.

**Temporary Protection** – The Mass GIS definition is land that is legally protected for less than perpetuity (i.e. short term conservation restriction) or temporarily protected through an existing functional use. These lands could be developed for other uses when their temporary protection expires or when their functional use is no longer necessary. In general, this includes all land owned by other municipal departments or commissions including school properties and lands managed by the Town for non-recreational purposes.

**Limited** – The Mass GIS definition of limited protection includes land that is protected by legal mechanisms other than those listed above or protected through functional or traditional uses. These lands might be protected by a requirement of a majority municipal vote for any change in status. This designation also includes lands that are likely to remain open space for other reasons (e.g. cemeteries and municipal golf courses).

**None** – This category includes land that is totally unprotected by any legal or functional means. This land is usually privately owned and could be sold without restriction at any time for another use.

### Overview of Open Space

**The Conservation Commission** – The Conservation Commission manages approximately 934 acres of land. Many of these parcels have trails on them and the Boxborough Land Stewardship Committee (a subcommittee of the Boxborough Conservation Commission) publishes a trail guide with trail maps and information about each parcel.

**Recreation Parcels** – There are three key properties that are developed as parks with recreational facilities which are Flerra Meadows, Liberty Fields, and Fifer's Field. Flerra Meadows is located south of Route 111 on Stow Road, Liberty Fields is north of Route 111 on Liberty Square Road, and Fifer's Field is in northwestern Boxborough on land donated by the Cisco Company.

**Boxborough Conservation Trust (BCT)** – BCT is an all-volunteer non-profit trust dedicated to preserving undeveloped land in Boxborough. The Trust was created in 1997 and works with local land owners to explore opportunities for land conservation and sponsors educational programs for town residents on the resources and benefits of land protection. The BCT owns and manages several parcels of land in town (135 acres) including the Grady Property off of Sargent Road (20 acres) and the Beaver Brook Valley Preserve west of Interstate 495 (73 acres).

**Chapters 61, 61A, and 61B** – There is a total of 678.64 acres enrolled in Chapters 61, 61A, and 61B, representing approximately 10% of the town's land area. These properties are listed in Table 27 and displayed in Map 10. These MGL Chapters restrict the use of land in exchange for reduced tax assessments. These are not permanent restrictions and must be applied for each year. The property owner incurs a penalty for most changes in use. For most sales, the Town holds a right of first refusal. Chapter 61 refers to managed forest land, Chapter 61A refers to agricultural land, and Chapter 61B refers to private recreation land.

***Agricultural Preservation Restrictions (APRs)*** – This is a State program which is intended to offer a non-development alternative to farmers and other owners of prime and state important agricultural land. The program offers to pay farmland owners the difference between the fair market value and the agricultural value of their farmland in exchange for a permanent deed restriction which precludes any use of the property that will have a negative impact on its agricultural viability. There are two properties with one or more APRs in Boxborough. These are the Delano property on Whitcomb Road and Burroughs Farm on Burroughs Road, both of which are shown in Table 26. An APR is generally considered a specialized type of conservation restriction.

***Conservation Restrictions*** – There are 326 acres of land with conservation restrictions. These properties are shown in Table 26.

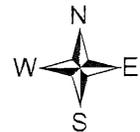
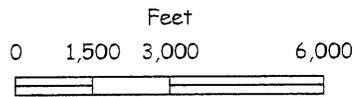
***Lands of Open Space, Conservation, and Recreation Interest*** – The Town has identified 26 sites that it has deemed to have open space, conservation, and recreation potential. These properties are listed in Table 28 and shown on Map 9 as priority parcels. Each of these properties has been reviewed by the Planning Board, the Conservation Commission, and the Agricultural Commission. The Board of Health has provided input as well regarding water resources. The boards and committees met separately at their respective regularly scheduled public meetings to begin selecting parcels based on their focused criteria and interest. The selected parcels from each group were compiled into a single list at which time each board and committee ranked the parcels high, medium, and low. Everyone once again came together at a public meeting to discuss the rankings and try to come to a consensus on a single priority ranking. After some discussion, it was determined that the rankings by each board and committee would be retained instead of trying to develop a single priority ranking.

# Map 9 Lands of Open Space, Conservation, and Recreation Interest



- |                                                                                                                   |                                                                     |                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li> Municipal Land</li> <li> Federal, State, &amp; Non-Profit Land</li> </ul> | <ul style="list-style-type: none"> <li> Priority Parcels</li> </ul> | <ul style="list-style-type: none"> <li> Conservation Restriction Land</li> <li> Town Conservation Land</li> </ul> |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|

April 2015  
 Data Sources:  
 Boxborough Planning Department  
 MassGIS



**Table 25**  
**Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
<b>Conservation Land</b>											
Beaver Brook Meadows	61 Rear Meetinghouse Lane (08-042-000)	Town	Con. Comm.	3.99	Gift of land	Agricultural-Residential	Article 97	Yes	Wooded	Passive only	Land is in a natural state
Beaver Brook Meadows (Livermore Land)	125 Hill Road (08-024-000)	Town	Con. Comm.	31.52	Town and State	Agricultural-Residential	Article 97	Yes	The hay fields are being mowed to prevent reversion to forest	Used for passive recreation; one walking trail	Land is in a natural state
Beaver Brook Meadows (Whitcomb Land)	397 Hill Road (08-034-000)	Town	Con. Comm.	0.41	Gift of land	Agricultural-Residential	Article 97	Connects to Livermore Road	Land with trail	Passive only	Land is in a natural state
Biotti Land	88 Joseph Road (10-086-000)	Town	Con. Comm.	7.01	Gift of land	Agricultural-Residential	Article 97	Yes	Mostly wet	No	Land is in a natural state
Biotti Land	230 Joseph Road (10-074-000)	Town	Con. Comm.	0.36	Gift of land	Agricultural-Residential	Article 97	Unknown	Trail	Passive Only	Land is in a natural state
Colonial Ridge	15, 41, and 52 Colonial Ridge Drive and 99 Rear Liberty Square Road (05-096-000, 05-094-000, 05-098-000, and 05-116-000)	Town	Con. Comm.	12.81	Gift of land	Agricultural-Residential	Article 97	Yes	Wooded	Passive only	Land is in a natural state
Deck House Lot	98 Stonehedge Place (20-057-000)	Town	Con. Comm.	0.97	Gift of land	Agricultural-Residential	Article 97	Yes	Lot donated to Town by Deck House	Passive only	Land is in a natural state

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
DiBiase Land	100 Liberty Square Road (15-007-000)	Town	Con. Comm.	6.11	Gift of land	Agricultural-Residential	Article 97	Yes	Adjacent to Hager land. Guggins Brook runs through parcel. Old mill site and hemlock grove	Passive only	Land is in a natural state
Flagg Hill	45 and 60 Windemere Drive (20-019-000 and 20-013-000)	Town	Con. Comm.	67.21	Town	Agricultural-Residential	Article 97	Pond areas purchased as conservation land	Good views, pond, vernal pools, variety of habitat	Passive only	Land is in a natural state
Flag Hill (Morey)	140, 180, and 232 Windemere Drive (20-014-000, 20-017-000, and 20-018-000)	Town	Con. Comm.	4.79	Gift of land	Agricultural-Residential	Article 97	Yes	Wooded	Passively only	Land is in a natural state
Flerra Meadows	338 Stow Road (19-133-000)	Town	Con. Comm.	35.43	Town and State	Agricultural-Residential	Article 97	Yes	Meadow (wildlife habitat), 5 acres active recreation, one soccer field, one baseball field, ½ mile jogging trail, playground, dirt road, and parking	Used for active recreation	Excellent
Hager Meadow (Elizabeth White Land)	45 and 45 Rear School House Lane (04-023-000 and 04-027-000)	Town	Con. Comm.	28.52	Gift of land	Agricultural-Residential	Article 97	Yes	Fields and woodland, hiking trail	Passive only	Land is in a natural state with walking trails
Half Moon Meadow	180, 180 Rear, and 270 Sargent Road and 318 Rear Reed Farm Road (11-023-000, 11-027-000, 11-028-000, and 11-029-000)	Town	Con. Comm.	.38.09	Town, State, and donations	Agricultural-Residential	Article 97	Entrances on Sargent Road and Reed Farm Road	Meadow with walking trail. The trail crosses a stream on an old stone bridge	Used for passive recreation; trails	Land is in a natural state with walking trails

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
Half Moon Meadow (Jenks and Perkins)	234 Reed Farm Road (11-031-000)	Town	Con. Comm.	4.91	Gift of land	Agricultural-Residential	Article 97	Yes	Wooded	Passive only	Land is in a natural state
Half Moon Meadow (Sudbury Valley)	Sargent Road (11-6-348-0.0, 11-6-349-0.0)	Town	Con. Comm.	1.84	Gift of land	Agricultural-Residential	Article 97	Yes	Mostly wet, may provide future linkage	Passive only	Land is in a natural state
Hartwell Land	665 Liberty Square (10-008-000)	Town	Con. Comm.	10.34	Gift of land	Agricultural-Residential	Article 97	Yes	Wildlife sanctuary. Cut A Cord program held here	Passive only	Land is in a natural state
Have Not Pond (Brooks Land)	115 Side School House Lane (03-017-000)	Town	Con. Comm.	0.53	Gift of land	Agricultural-Residential	Article 97	Yes	Wooded	Passive only	Land in in a natural state
Have Not Pond (Delano)	670 Hill Road (03-018-000)	Town	Con. Comm.	21.97	Gift from John P. Delano Estate	Agricultural-Residential	Article 97	Yes	Land abuts Fisk land and Betty White land	Passive only	Land is in a natural state
Have Not Pond (Delano)	Off Hill Road (3-3-163-1.D)	Town	Con. Comm.	6.32 (5.74 + .34+.14)	Gift of land	Agricultural-Residential	Article 97	Connects to Hager land	Contains trail	Passive only	Land is in a natural state
Have Not Pond (Fisk Land)	Off Barteau Lane (3-3-222-2.0)	Town	Con. Comm.	16.19	Gift of land	Agricultural-Residential	Article 97	Yes	Trails for hiking and cross country skiing, abuts High Pasture open space	Passive only	Land is in a natural state with trails
Have Not Pond (High Pastures Land)	Barteau Lane (3-3-213-0.A, 3-3-213-0.B, and 3-3-210-0.0)	Town	Con. Comm.	24.14	Gift of land	Agricultural-Residential	Article 97	Yes	Land abuts Fisk land, Delano land, and Hager land. Contains ponds and fields	Passive only	Land is in a natural state

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
Heath Hen Meadow	Stow Road (5-2-169-49.4)	Town	Con. Comm.	7.14	Gift of land	Agricultural-Residential	Article 97	Connects to Flannery land		Passive only	Land is in a natural state
Heath Hen Meadow (Flannery)	Stow Road (6-2-175-6.C)	Town	Con. Comm.	20.49	Gift of land	Agricultural-Residential	Article 97	Yes	Land gift from Northwest Structures	Passive only	Land is in a natural state
Heath Hen Meadow (Flannery Land)	Stow Road (5-2-189-0.B)	Town	Con. Comm.	20.30	Gift of land	Agricultural-Residential	Article 97	Yes	Mostly wet	No	Land is in a natural state
Heath Hen Meadow (Sylvan Springs)	44 Rear Robinson Road (18-110-000)	Town	Con. Comm.	5.03	Gift of land	Agricultural-Residential	Article 97	Access through a pedestrian easement off of Mayfair Drive	Mostly wet	Passive only	Land is in a natural state
Hilberg Land	1164 Rear Hill Road (02-011-000)	Town	Con. Comm.	10.59	Gift of land	Industrial-Commercial and Agricultural-Residential	Article 97	No	Upland, land locked parcel	Passive only	Land is in a natural state
Indian Meadow (Barker Place)	Liberty Square Road (12-6-182-0.0)	Town	Con. Comm.	2.53	Gift of land	Agricultural-Residential	Article 97	Yes	Passive recreation, mostly wetlands, connects to other conservation land	Used for passive recreation	Land is in a natural state
Indian Meadow (Dawson Land)	Liberty Square Road (12-6-210-6.0)	Town	Con. Comm.	23.04	Gift of land	Agricultural-Residential	Article 97	Yes	Wildlife habitat	Passive only	Land is in a natural state
Indian Meadow (Rubin Land)	Liberty Square Road (11-6-218-1.0)	Town	Con. Comm.	10.82	Gift of land	Agricultural-Residential	Article 97	Yes	Passive recreation. One rudimentary trail	Used for passive recreation	Land is in a natural state

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
Indian Meadow (Potts Land)	Liberty Square Road (12-6-172-2.0)	Town	Con. Comm.	11.97	Gift of land	Agricultural-Residential	Article 97	Yes	Some upland area. Linkage between other conservation parcels	Passive only	Land is in a natural state
Jenks	Reed Farm Road (11-6-261 and 11-6-262)	Town	Con. Comm.	1.23	Gift of land	Industrial-Commercial	Article 97	Through Reeds Farm Subdivision	Strip of land between Acton and Boxborough; connects to Reed Farm II subdivision	Passive only	Land is in a natural state
Patch Hill	Depot Road (7-5-201-2.0 and 7-5-201-0.A)	Town	Con. Comm.	2.41	Town, State, donations, Boxborough Conservation Trust	Agricultural-Residential	Article 97	Yes	Land abuts the Patch Hill conservation parcel	Passive only	Land is in a natural state
Patch Hill (Atwood)	Liberty Square Road (7-5-193-0.0)	Town	Con. Comm.	16.70	Gift of land	Agricultural-Residential	Article 97	Yes	Trails; third highest point in Boxborough	Passive only	Land is in a natural state
Patch Hill (Atwood and Birchwoods)	Tokatawan (7-5-158-2.0)	Town	Con. Comm.	5.17	Gift of land	Agricultural-Residential	Article 97	Yes	Contains birch stand. Connects to Robinson land	Passive only	Land is in a natural state
Patch Hill (Panek, Richards, and Howe)	Liberty Square Road (7-5-185-0.0, 8-5-184-0.0, 8-5-186-5, 7-5-132-0.0, and 7-5-158-0.X)	Town	Con. Comm.	101.44 (11.4+ 39.59 +17+3 3.36+ 10.96)	Town, State, and Boxborough Conservation Trust	Agricultural-Residential	Article 97	Yes	Largest piece of contiguous upland open space	Passive Only	Land is in a natural state with walking trails

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
Patch Hill (Robinson Land)	Hill Road 8-5-161-0.0	Town	Con. Comm.	64.58	Town and State	Agricultural-Residential	Article 97	Yes	Mostly woodland with small field. Contains part of the old carriage road	Used for hiking and cross-country skiing	Land is in a natural state
Patch Hill (Silbury Hills)	Off of Avebury Circle (07-5-130-0.A)	Town	Con. Comm.	4.63	Gift of land	Agricultural-Residential	Article 97	Yes	Wildlife habitat	Passive only	Land is in a natural state
Pettingel Park	600 Rear Beaver Brook Road (03-007-000)	Town	Con. Comm.	11.05	Gift of land	Office Park	Article 97	This land is currently accessible by foot with difficulty through the Nature Conservancy's land. Cisco land has easement for trail access	Wildlife habitat	None; land is very wet	Land is in a natural state and very wet
Rolling Meadows	Littlefield Road (12-6-194-1.0, 12-6-194-3.0, and 12-6-194-2.0)	Town	Con. Comm.	35.32	Town	Agricultural-Residential	Article 97	Yes	Open field, stream for fishing	Passive only	Land is in a natural state
Rolling Meadows (B&M Railroad)	95 Rear Sargent Road (11-004-000)	Town	Con. Comm.	6.68	Gift of land	Agricultural-Residential	Article 97	Yes	Connects to Rolling Meadows Land	Passive only	Land is in a natural state
Wolf Swamp (Hines)	Off Massachusetts Avenue (01-2-133-2.0)	Town	Con. Comm.	4.80	Gift of land	Office Park and Agricultural-Residential	Article 97	Yes	Runs along west side of Wolf Swamp	Passive only	Land is in a natural state

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
Wolf Swamp	1150 Burroughs Road and 1414 Rear Massachusetts Avenue (13-024-000 and 13-023-000)	Town	Con. Comm.	207.08	State and Town	Office Park and Agricultural-Residential	Article 97	Trail with access off Old Harvard Road	Wet and wild swamp, good blueberries	Passive only	Land is in a natural state
Wolf Swamp (Kaufmann)	341 Hazard Lane (17-021-000)	Town	Con. Comm.	8.80	Gift of land	Office Park	Article 97	Yes	Mostly wet, little upland	Passive only	Land is in a natural state
Wolf Swamp (Sudbury Valley Trustees)	Old Harvard Road (1-12-118-4.0)	Town	Con. Comm.	22.07	Gift of land	Office Park	Article 97	Yes	Land abuts the Wolf Swamp Conservation Land	Passive only	Land is in a natural state
<b>Total Conservation Land</b>				<b>933.76</b>							
<b>Open Space Land</b>											
Community Gardens	296 Middle Road (09-045-000)	Town	Steele Farm Adv. Comm. & Con. Comm.	41.96	Town	Agricultural-Residential and Business	None	Yes	Contains Middle Road Community Garden, trails, parking, and trail head	Passive only	Primarily undeveloped
Hager Land	427 Massachusetts Avenue and 120 Rear Cobleigh Road (15-001-000 and 10-063-000)	Town	Town	99.71	Town	Agricultural-Residential and Business	None	Yes	Trails, parking, and wireless tower	Passive only	Primarily undeveloped
Liberty Square Road and Reed Farm Road	117 Liberty Square Road, 40, 51, 67, & 241 Reed Farm Road (15-060-000, 15-041-000, 15-056-000, 15-055-000, and 15-054-000)	Town	Town	50.53	Tax Title	Agricultural-Residential and Business	None	No	Wooded with wetlands	Passive only	Land is in a natural state
None	244C Adams Place (12-029-000)	Town	Town	6.0	Town	Office Park	None	No	Wooded	Passive only	Land is in a natural state

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
None	Burroughs Road and Cedarwood Road	Town	Town	1.47	Town	Agricultural-Residential	None	No	Wooded with a retention basin	Passive only	Primarily undeveloped
None	381 Codman Hill Road (12-020-000)	Town	Town	3.34	Tax Title	Industrial-Commercial	None	No	Wooded	Passive only	Primarily undeveloped
None	190 Davidson Road (05-024-000)	Town	Town	3.35	Town	Agricultural-Residential	None	No	Wooded with wetlands	Passive only	Land is in a natural state
None	1035 Depot Road (09-110-000)	Town	Town	1.15	Town	Agricultural-Residential	None	No	Wooded with wetlands	Passive only	Land is in a natural state
None	572 Depot Road (10-179-000)	Town	Town	0.92	Town	Agricultural-Residential	None	No	Wooded with waterways	Passive only	Land is in a natural state
None	95 Rear Hager Lane (19-008-000)	Town	Town	5.23	Town	Agricultural-Residential	None	No	Wooded with wetlands	Passive only	Land is in a natural state
None	49 Massachusetts Avenue (15-069-000)	Town	Town	4.09	Tax Title	Agricultural-Residential	None	No	Wooded with wetlands	Passive only	Land is in a natural state
None	84 Massachusetts Avenue (15-080-000)	Town	Town	1.0	Tax Title	Business	None	No	Wooded with wetlands	Passive only	Land is in a natural state
None	405 Middle Road (09-084-000)	Town	Town	0.92	Tax Title	Agricultural-Residential	None	No	Wooded	Passive only	Land is in a natural state
None	498 and 500 Robinson Road (18-045-000 and 18-056-000)	Town	Town	1.13	Donation	Agricultural-Residential	None	No	Wooded	Passive only	Land is in a natural state
None	354 Rear Sargent Road (10-135-000)	Town	Town	2.42	Town	Agricultural-Residential	None	Yes	Meadow with walking trail	Used for passive recreation; trails	Land is in a natural state
Old Town Center	608 Middle Road (08-037-000)	Town	Town	0.59	Town	Agricultural-Residential	None	No	Grassland with large trees	Passive only	Former town center
Picnic Street Trust	420 Middle Road (09-038-000)	Town	Steele Farm Adv. Comm. & Con. Comm.	16.7	Tax Title	Agricultural-Residential and Business	None	Yes	Contains trails that connect Steele Farm and Community Gardens	Passive only	Primarily undeveloped
Picnic Street Trust	414 Middle Road (09-039-000)	Town	Steele Farm Adv. Comm. & Con.	7.95	Tax Title	Agricultural-Residential and Business	None	Yes	Wooded with wetlands	Passive only	Primarily undeveloped

**Table 25  
Inventory of Open Space, Conservation, and Recreation Facilities**

Name of Property	Location (Parcel ID)	Owner	Mgt.	Acres	Funds Used	Zoning	Degree of Protection	Public Access	Current Use/Description	Rec. Potential	Condition
			Comm.								
Steele Farm	484 Middle Road (09-036-000)	Town	Steele Farm Adv. Comm.	36.19	Town	Agricultural-Residential and Business	Article 97	Yes	Meadow with walking trails, trail head, and parking	Passive only	Primarily undeveloped
Land Adjacent to Transfer Station	438, 550A, 550B, 550C, and 580 Codman Hill Road (12-014-000, 17-003-000, 12-016-000, 12-015-000, and 17-001-000)	Town	Town	24.0	Town	Industrial-Commercial	None	No	Mostly wetlands	Passive only	Land is in a natural state
<b>Total Open Space Land</b>				<b>307.23</b>							
<b>Recreation Land</b>											
Fifer's Field	900 Beaver Brook Road (01-012-000)	Town	Town	9.97	Donation	Office Park	Perpetuity	Yes	Soccer field	Active recreation	Excellent
Liberty Fields	1066R, 1082, 1096, 1110, 1124, and 1140 Liberty Square Road (04-070-000, 04-082-000, 04-081-000, 04-080-000, 04-079-000, and 04-078-000)	Town	Rec. Comm.	26.73 (8.5 active)	Town	Agricultural-Residential	Perpetuity	Yes	Ball fields, picnic tables, bocce	Active recreation	Active and passive recreation. Excellent condition
<b>Total Recreation Land</b>				<b>36.7</b>							

**Table 26  
Conservation, Agricultural, and Historical Restrictions**

Site Name	Fee Owner(s)	Owner Type	Public Access	Conservation Restriction Holder(s)	Acreage	Date Book/Page
Wolf Swamp Conservation Area	Paul D'Orazio Laurie Love	Private	No	Town of Boxborough Conservation Commission	3.0	08/13/99 30543/139
Patch Hill Conservation Area	Boxborough Conservation Commission	Municipal	Yes	Boxborough Conservation Trust / Harvard Conservation Trust	11.49	06/07/02 35636/333
Patch Hill Conservation Area	Boxborough Conservation Commission	Municipal	Yes	Boxborough Conservation Trust / Harvard Conservation Trust	39.59	06/07/02 35636/333
Walnut Farm / Have-Not- Pond Conservation Area	Margaret L. Delano	Private	No	Farm Bureau Agricultural Preservation Corporation	3.68	12/29/09 54071/406 02009/910 (Plan)
Walnut Farm / Have-Not- Pond Conservation Area	Margaret L. Delano	Private	No	Farm Bureau Agricultural Preservation Corporation	19.76	12/29/09 54071/406 02009/910 (Plan)
Colonial Ridge	Peter Faubert David Castro Sanjay Mistry Russell Holden	Private	Limited (Trail Easement)	Town of Boxborough Conservation Commission	5.49	01/09/01 32221/369
Towermarc Business Park	Cisco Systems, Inc.	Private	No	Town of Boxborough Conservation Commission	54.96	09/06/00 31793/464 2000/989(Plan)
Towermarc Business Park	Cisco Systems, Inc.	Private	No	Town of Boxborough Conservation Commission	5.11	09/06/00 31793/464 2000/989(Plan)
Towermarc Business Park	Cisco Systems, Inc.	Private	Yes	Town of Boxborough Conservation Commission	39.0	09/06/00 31793/448 02000/989(Plan)

**Table 26  
Conservation, Agricultural, and Historical Restrictions**

Site Name	Fee Owner(s)	Owner Type	Public Access	Conservation Restriction Holder(s)	Acreage	Date Book/Page
Steele Farm	Town of Boxborough	Municipal	Yes	Boxborough Historical Society / The Trustees of Reservations	36.19	07/18/13 62267/1
Fort Pond Brook	Piedmont Oper. Partnership TR Boxborough Corp.	Private	Yes	Town of Boxborough Conservation Commission	55.4	02/17/99 Land Court 1148/174 L.C. Doc.# 1097183 1999/151 (Plan)
Fort Pond Brook	Piedmont Oper. Partnership TR Boxborough Corp.	Private	Yes	Town of Boxborough Conservation Commission	5.09	12/20/01 34372/523
Burroughs Farm	Bryon Clemence Paul Clemence David Gorzocoski	Private	No	Commonwealth of Massachusetts	37.39	5/4/01 32808/69
Burroughs Farm	Bryon Clemence Paul Clemence David Gorzocoski	Private	No	Equity Trust, Inc.	9.53	6/29/01 33171/157 Amended on 9/9/04 43686/368
				<b>Total Acreage with Restrictions</b>	<b>325.68</b>	

**Table 27**  
**Lands Enrolled in Chapter 61, 61A, and 61B**

PARCEL ID	OWNER	AREA IN ACRES	CHAPTER STATUS	LOCATION
01-002-000	HARVARD SPORTSMENS CLUB, INC	49.54	61	260 REAR LITTLETON COUNTY RD
01-005-000	HARVARD SPORTSMENS CLUB, INC	4.30	61	995 REAR BEAVER BROOK RD
02-001-000	HARVARD SPORTSMENS CLUB, INC	3.33	61	300 REAR LITTLETON COUNTY RD
02-002-000	HARVARD SPORTSMENS CLUB, INC	11.91	61	5 REAR MONARCH DR
02-004-000	HARVARD SPORTSMENS CLUB, INC	13.96	61	1 REAR MONARCH DR
04-001-000	D & R MORSE LAND TRUST LLC, TR / MORSE RIDGE HILL REALTY TRUST	27.02	61A	900B REAR BEAVER BROOK RD
04-002-000	HARVARD SPORTSMENS CLUB, INC	6.90	61	1098 REAR HILL RD
04-007-000	HUGEL MARGUERITE	12.52	61B	1178 HILL RD
04-009-000	LEONARD MICHAEL D. / LEONARD DENISE A.	11.71	61	1164 HILL RD
04-022-000	MORRISON BRIAN A. / MORRISON ANASTASIA C.	6.89	61A	828 HILL RD
04-046-000	D & R MORSE LAND TRUST LLC, TR / MORSE RIDGE HILL REALTY TRUST	5.71	61A	947HILL RD
04-059-000	SINGER ISADORE M. / SINGER ROSEMARIE K.	24.35	61B	989 HILL RD
04-071-000	MADGE LESLIE SLEEPER, TRUSTEE / C/O LORNA RUSH	10.89	61A	1146 LIBERTY SQ RD
05-008-000	PARSONS WAYNE R. / PARSONS ELIZABETH A. KENNEDY	11.39	61	1033 LIBERTY SQ RD
05-054-000	KRUSEN GEORGE C. II / KRUSEN BETSEY M.	15.03	61A	69 DEPOT RD
05-055-000	KRUSEN GEORGE C II / KRUSEN BETSEY M.	30.00	61A	88 DEPOT RD
05-059-000	KRUSEN GEORGE II	7.75	61A	234 REAR DEPOT RD
05-060-000	KRUSEN GEORGE C. II / KRUSEN BETSEY M.	0.50	61A	234 B REAR DEPOT RD
06-007-000	KRUSEN GEORGE C. II / KRUSEN BETSEY M.	19.25	61A	355 LITTLEFIELD RD
08-025-000	FOX LESLIE/GLADYS, TRUSTEES / WETHERBEE FARMS REALTY CO	15.87	61A	187 HILL RD
08-088-000	DELANO MARGARET L.	26.67	61A	604 HILL RD
09-046-000	RICHARDSON VIRGINIA B.	18.57	61A	276 MIDDLE RD
09-089-000	VELEY HUGH ARDEN, TR / VELEY NINA G., TR	8.27	61B	1055 DEPOT RD

**Table 27  
Lands Enrolled in Chapter 61, 61A, and 61B**

<b>PARCEL ID</b>	<b>OWNER</b>	<b>AREA IN ACRES</b>	<b>CHAPTER STATUS</b>	<b>LOCATION</b>
09-109-000	VELEY ARDEN / VELEY NINA G.	16.01	61	1043 DEPOT RD
09-116-000	RICHARDS MATTHEW / RICHARDS SOLANGE M.	16.09	61A	961 DEPOT RD
09-118-000	WILBERT MATTHEW M. / WILBERT DEBORAH J.	25.79	61	875 DEPOT RD
09-133-000	VELEY ARDEN / VELEY NINA G.	3.00	61	1043 REAR DEPOT RD
10-119-000	KULARSKI CHRISTOPHER J. / KULARSKI ANNA M.	30.09	61B	297 LIBERTY SQ RD
10-187-000	VORCE KATHLEEN A.	5.42	61A	555 LIBERTY SQ RD
10-196-000	KRUSEN GEORGE C. II / KRUSEN BETSEY M.	14.50	61A	88 REAR DEPOT RD
11-003-000	CAMPBELL PHYLLIS E.	0.83	61	105 SARGENT RD
11-005-000	CAMPBELL PHYLLIS E.	20.52	61	95 SARGENT RD
11-020-000	SPRING RIVER FARM LLC	15.40	61A	142 SARGENT RD
11-049-000	NAPOLI THOMAS F S. / NAPOLI KATHARINE L S.	25.38	61A	10 LITTLEFIELD RD
13-010-000	GRAVLIN LINDA J., TRUSTEE / CANN REALTY TRUST	16.30	61A	1197 MASS AVE
14-178-000	FOLLETT DAVID R. / FOLLETT PAMELA L.	12.49	61A	120 COBLEIGH RD
15-083-000	VORCE RAYMOND M., JR. / C/O RAYMOND VORCE III	7.60	61A	126 MASS AVE
17-014-000	HOFFMAN LINDA	2.40	61A	38 REAR ELDRIDGE RD
17-015-000	HOFFMAN LINDA	14.76	61A	38 ELDRIDGE RD
19-010-000	MORAN PATRICK / MORAN HARRIET M.	17.12	61	94 CHESTER RD
19-066-000	MINUTE MAN AIR FIELD, INC	15.24	61B	535 REAR STOW RD
19-068-000	MINUTE MAN AIR FIELD, INC	0.92	61B	192 TAMARACK LN
19-069-000	MINUTE MAN AIR FIELD, INC	0.95	61B	178 TAMARACK LN
19-070-000	MINUTE MAN AIR FIELD, INC	0.95	61B	164 TAMARACK LN
19-071-000	MINUTE MAN AIR FIELD, INC	0.95	61B	150 TAMARACK LN
19-072-000	MINUTE MAN AIR FIELD, INC	0.92	61B	134 TAMARACK LN
19-073-000	MINUTE MAN AIR FIELD, INC	1.84	61B	126 TAMARACK LN
19-074-000	MINUTE MAN AIR FIELD, INC	4.60	61B	120 TAMARACK LN
19-075-000	MINUTE MAN AIR FIELD, INC	5.40	61B	114 TAMARACK LN
19-076-000	MINUTE MAN AIR FIELD, INC	0.92	61B	106 TAMARACK LN
19-077-000	MINUTE MAN AIR FIELD, INC	1.84	61B	92 TAMARACK LN
19-078-000	MINUTE MAN AIR FIELD, INC	0.99	61B	80 TAMARACK LN

**Table 27**  
**Lands Enrolled in Chapter 61, 61A, and 61B**

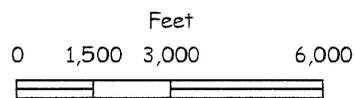
<b>PARCEL ID</b>	<b>OWNER</b>	<b>AREA IN ACRES</b>	<b>CHAPTER STATUS</b>	<b>LOCATION</b>
19-079-000	MINUTE MAN AIR FIELD, INC	0.92	61B	66 TAMARACK LN
19-080-000	MINUTE MAN AIR FIELD, INC	0.93	61B	54 TAMARACK LN
19-081-000	MINUTE MAN AIR FIELD, INC	0.93	61B	38 TAMARACK LN
19-082-000	MINUTE MAN AIR FIELD, INC	0.93	61B	22 TAMARACK LN
19-083-000	MINUTE MAN AIR FIELD, INC	1.14	61B	8 TAMARACK LN
19-084-000	MINUTE MAN AIR FIELD, INC	7.80	61B	505 STOW RD
19-128-000	SUTCLIFFE WILLIAM M. / SUTCLIFFE EILEEN C.	7.90	61A	540 STOW RD
19-153-000	CLEMENCE BRYON & PAUL / GORZOCOSKI DAVID	40.51	61A	360 BURROUGHS RD
19-154-000	CLEMENCE BRYON & PAUL / GORZOCOSKI DAVID	9.53	61A	374 BURROUGHS RD
20-046-000	LANDRY RUTH L, TRUSTEE / 213 SUMMER ROAD REALTY TRUST	7.75	61B	144 SUMMER RD
	<b>TOTAL ACREAGE</b>	<b>699.89</b>		

# Map 10 Lands in Chapter 61, 61A, and 61B



 Chapter Land in FY2015

December 2014  
Data Sources:  
Baxborough Planning Department  
MassGIS



**Table 28**  
**Private Lands of Open Space, Conservation, Agriculture, and Recreation Interest**

#	Parcel ID	Acres	Location	Open Space, Conservation, Agriculture, and Recreation Potential
1	04-018-000, 04-012-000, and 04-002-000	47, 6.24, and 6.9	912, 1096 Rear, and 1098 Rear Hill Road	Agricultural, vistas (PB); vista, habitat connectivity (Cons Comm); active agriculture (Ag Comm); water supply (BoH)
2	13-034-000	11.8	3 Old Harvard Road	Agricultural, vistas (PB); meadow, habitat, vista (Cons Comm); active agricultural (Ag Comm)
3	14-020-000 and 14-001-000	6.44 and 6.16	881 and 975 Massachusetts Avenue	Water resources, trail head parking (PB); water resources, habitat, trail connectivity (Cons Comm); water supply (BoH)
4	06-007-000	19.2	355 Littlefield Road	Agricultural, vistas (PB); habitat (Cons Comm); active agriculture (Ag Comm)
5	05-054-000, 05-055-000, 10-196-000, 05-059-000, and 05-060-000	15.03, 7.75, 0.5, 30, and 14.5	69, 88, 88 Rear, 234 Rear, and 234B Depot Road	Habitat corridor, trail connectivity (Cons Comm); active agriculture (Ag Comm)
6	11-005-000 and 11-003-000	20.5 and 0.83	95 and 105 Sargent Road	Tennis and basketball court, habitat corridor (PB); habitat, connectivity (Cons Comm); active forestry (Ag Comm)
7	09-046-000	18.5	276 Middle Road	Water resources, active recreation (PB); water resources, agriculture, woodland (Cons Comm); agricultural opportunity (Ag Comm); water supply (BoH)
8	14-033-000, 14-046-000, and 14-050-000	4.7, 7.0, and 20.3	72 Priest Lane, 700 and 800 Massachusetts Avenue	Some portion of a comprehensive development to contain active recreation facilities (PB); agricultural opportunity (Ag Comm)
9	11-6-336-0.0	30.09	297 Liberty Square Road	Habitat, connectivity (Cons Comm); agricultural opportunity (Ag Comm); water supply (BoH)
10	03-5-146-0.0	19.6	Hill Road	Habitat, connectivity (Cons Comm); active agriculture (Ag Comm)
11	07-5-158-4.0	24.3	989 Hill Road	Habitat, trail connectivity (Cons Com); agricultural

**Table 28**  
**Private Lands of Open Space, Conservation, Agriculture, and Recreation Interest**

#	Parcel ID	Acres	Location	Open Space, Conservation, Agriculture, and Recreation Potential
				opportunity (Ag Comm)
12	02-3-156-0.0	16.3	1197 Massachusetts Avenue	Agriculture, connectivity (Cons Comm); active agriculture (Ag Comm)
13	06-2-180-0.0	17.5	Chester Road	Habitat, connectivity (Cons Comm); active forestry (Ag Comm)
14	11-5-241-37.0, 11-5-241-37.2, 11-5-241-37.3, and 11-5-241-37.C	5.87, 3.03, 3.21, and 5.04	Loreto Drive	Rare species , habitat, vernal pools, potential trail connectivity (Cons Comm)
15	12-6-258-0.0 and 12-6-354-5.0	25.3 and 15.4	Idylwilde Farm, Sargent Road	Active agriculture (Ag Comm)
16	10-4-238-1.0 and 10-4-238-2.0	12.1 and 22.6	205 Flagg Hill Road	Open space, agricultural opportunity (Ag Comm)
17	09-2-189-0.A, 09-2-189-9.0, 09-2-189-10.0, 09-2-196-0.0, and 09-2-206-0.0	7.8, 5.4, 4.6, 9.78, and 15.2	Minuteman Airfield, Stow Road and Tamarack Lane	Active agriculture (Ag Comm); water supply (BoH)
18	04-1-174-0.0, 04-1-175-0.0, 04-1-176-0.0, 04-1-178-0.0, 04-1-179-0.0, 04-1-180-0.0, 04-1-182-0.0, 04-1-184-0.0, 04-1-185-0.0, and 04-1-186-0.0	4.3, 0.77, 49.5, 42, 3.33, 11.9, 13.9, 23.8, 12.0, and 6.0	Harvard Sportsman Club, Littleton County Road	Open space and agricultural opportunity (Ag Comm); water supply (BoH)
19	02-3-102-0.0, 02-3-103-0.0, 02-3-105-1.0, 02-3-105-2.0, 02-3-105-3.0, and 02-3-111-0.0	6.59, 0.8, 24.8, 28.7, 13.8, and 0.92	Cunningham Road, Ward Road, and Hill Road	Open space (Cons Comm); Active agriculture, agricultural opportunity, agricultural vistas (Ag Comm); water supply (BoH)

**Table 28  
Private Lands of Open Space, Conservation, Agriculture, and Recreation Interest**

#	Parcel ID	Acres	Location	Open Space, Conservation, Agriculture, and Recreation Potential
20	03-1-200-7.2, 03-1-200-8.2, and 03-1-190-0.0	8.3, 33.8, and 7.96	700 and 800 Beaver Brook Road and Harvard Sportsmen Club Parcel	Habitat, trail head (Cons Comm); active agriculture, agricultural vistas (Ag Comm); water supply (BoH)
21	08-5-167-0.0	10.8	1190 Liberty Square Road	Agricultural opportunity (Ag Comm)
22	02-3-116-0.0	15.8	187 Hill Road	Active agriculture, agricultural vistas (Ag Comm)
23	08-5-165-0.A and 08-5-165-5.0	3.57 and 4.16	Hill Road	Habitat (Cons Comm); Agricultural opportunity (forestry) (Ag Comm)
24	04-1-187-0.0	27	Hill Road (west of I-495)	Agricultural opportunity (forestry) (Ag Comm); water supply (BoH)
25	01-2-126-0.0	32.5	Adams Place	Agricultural opportunity (Ag Comm); water supply (BoH)
26	10-4-267-1.0 and 11-4-285-0.0	4.08 and 7.6	Summer Road and Massachusetts Avenue	Agricultural opportunity (Ag Comm)

**Boxborough Recreation Commission** – The seven-member Recreation Commission is responsible for the following:

- Development and implementation of recreational programs for the youth and other citizens of Boxborough.
- Management of the recreational activities at the Flerra Meadows, Liberty Fields, and Fifer's Field.
- Sponsorship of programs during the winter, spring, and summer months for the youth of Boxborough. Winter programs include: floor hockey, soccer, and gymnastics. Summer playground is available for town elementary age children. These programs emphasize the basic fundamentals and fun associated with participation in youth sports.

### **Environmental Justice and the Distribution of Parks and Open Spaces**

There are no identified environmental justice populations in Boxborough. The majority of open land is conservation land with trails and these areas are distributed throughout the town. The only recreational facilities that are not school-based are Flerra Meadow, Fifer's Field and Liberty Fields. Flerra Meadows is in the southern part of the town and Liberty Fields is in the northern part of town and therefore, distribution of recreational facilities is adequate to serve all town residents. Fifer's Field is on the west side of Interstate 495.

**Accessibility Requirements** – The Open Space and Recreation Planner's Workbook states that all municipal property and programs must be accessible to people with disabilities. Furthermore, all municipal park and conservation areas and programs must be evaluated as part of the process of preparing an open space and recreation plan. This section gives an overview of accessibility issues in Boxborough. The complete facilities inventory and transition plan is contained in Table 31/Appendix B.

The majority of public open space in Boxborough is conservation land with trails. These properties are generally in a natural state with walking trails that traverse a wide variety of terrain and include obstacles such as tree roots, rocks, and steep hills. As such, these trails cannot practically be improved to meet ADA standards. The three non-school-based recreational properties (Liberty Fields, Fifer's Field, and Flerra Meadows) have been evaluated for accessibility in the Facility Inventory / Transition Plan in Appendix B. Two of the facilities, Flerra Meadows and Fifer's Field (which has a ramp leading up to the field and is currently handicap accessible), would benefit from accessibility improvements.

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## SECTION VI – COMMUNITY VISION

### A. DESCRIPTION OF PROCESS

The goals from the 2002 Open Space and Recreation Plan were reviewed at a public forum with the Conservation Commission on October 23, 2013. The goals were re-affirmed as still being valid with a few minor wording changes.

### B. OPEN SPACE AND RECREATION GOALS AND OBJECTIVES

- 1) To protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.
- 2) To protect the town's heritage and character through the preservation of scenic areas, roadways, and landscape features both natural and historical.
- 3) To enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.
- 4) To inform the public and Town boards and committees about environmental and conservation issues including the impacts of human activity and the financial benefits of protecting natural resources.
- 5) To preserve farmland and areas with soils favorable for agriculture and to encourage agricultural land uses.
- 6) To encourage citizen participation in open space and recreation planning.
- 7) To coordinate open space planning efforts with neighboring communities to create a regional open space and trail network.
- 8) To pursue regional approaches, where possible, to achieving the goals of this Open Space and Recreation Plan.

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DATA

## SECTION VII – ANALYSIS OF NEEDS

### A. OVERVIEW OF NEEDS ANALYSIS

The identification of community needs and subsequently, potential action items for the Seven-Year Action Plan, was accomplished in several ways:

- Review of planning studies.
- Meetings with Town Staff, boards, and commissions.
- Public meetings.
- The Open Space and Recreation Plan survey.

### B. REVIEW OF PLANNING STUDIES

**Review of Planning Studies:** There are several planning studies and reports that have been done recently that were reviewed to help identify community needs and to develop the Seven-Year Action Plan. These include the following:

- 495 MetroWest Development Compact Plan
- Hazard Mitigation Plan
- Boxborough Reconnaissance Report: Freedom's Way Landscape Inventory
- Land Management Plans for Grasslands and meadows on Town-Owned land in Boxborough
- Town of Boxborough Open Space and Recreation Plan from May 2002.

**C. MEETINGS WITH TOWN STAFF, BOARDS, AND COMMISSIONS:** MAPC met with the Town Planner, Conservation Commission, Recreation Commission, Agricultural Commission, and Planning Board.

**D. PUBLIC MEETINGS** – The public meetings that were held were attended primarily by Town Staff and commissions. The survey can be used to help assess open space and recreation needs in lieu of comments by the public at the meetings.

### E. THE OPEN SPACE AND RECREATION PLAN SURVEY

The survey was developed by the Boxborough Conservation Commission and was put online by MAPC. A copy of the survey was mailed with the Town Meeting Warrant the week of April 22. The survey was kept active until June 1 and received 160 responses. There were a large number of responses from people under 20 due to the fact that every sixth grader at the Blanchard School participated in the survey. A full report on the survey can be found in Appendix A. Some highlights from the survey are included below:

- 31% of respondents use Town open space weekly.
- 85% believe that existing open space lands are adequate for their needs.
- The most desired new facilities were a Town pool, tennis courts and basketball courts.
- Walking, running, and dog walking were the most common uses of trails and open spaces.

- Flerra Meadows and Steele Farm were the most frequently used facilities.
- 83% of respondents felt Town recreation programs and facilities were adequate.
- The greatest need for additional recreation programs is for teens and seniors.

## **F. SUMMARY OF RESOURCE PROTECTION NEEDS**

Many residents who answered the survey provided ideas about resource protection needs. Residents felt that preservation of the forests and water resources such as ponds and aquifers was very important. The preservation of agricultural land was also seen as central to maintaining Boxborough's character.

## **G. SUMMARY OF COMMUNITY'S NEEDS**

The two public meetings that were held were attended primarily by Town Staff and commissions. The survey can be used to help assess open space and recreation needs in lieu of comments by the public at the meetings. Through the survey, it appears that most respondents are satisfied with recreational programs and facilities. However, respondents felt that there is a need for additional recreational programs for teens and seniors. The most desired new facilities identified in the survey were a Town pool, tennis courts, and basketball courts.

## **H. MANAGEMENT NEEDS**

Many residents who answered the survey provided ideas about management needs. Trail clearing to manage the tick population was mentioned because of the popularity of hiking. The issue of invasive species removal was also raised. Some residents felt that there was a need to manage the deer population on conservation land perhaps with selective hunting.

## **I. NATIONAL PARKS AND RECREATION STANDARDS**

The National Recreation and Parks Association (NRPA) has developed the most widely used standards for park and recreation land. The often cited standard was that a local park system should, at a minimum, be composed of a "core" system of parklands with a total of 6.25 to 10.5 acres of developed, "close-to-home" open space per 1,000 people. The local park system should include mini-parks, neighborhood parks, and larger community parks. Based on this standard, Boxborough should have between 32-54 acres of developed open space for parks and recreation areas. Boxborough's total dedicated acreage for public active and passive recreation consists of:

Flerra Meadows	5.0 acres
Liberty Fields	8.5 acres
Fifer's Field	10.0 acres

This amounts to 23.50 acres devoted to active recreation which does not meet the national standards. However, these standards are frequently updated as approaches to park planning change. The NRPA is in the process of converting to an online database that will provide guidance on the issue of standards but this database is not yet available. Regardless of the standards, land acquisition and park development is hindered by budgetary constraints. In addition, the Town shares recreational facilities with the Town of Acton which lessens the need for additional facilities provided by Boxborough.

## J. SCORP RELATIONSHIP

The Statewide Comprehensive Outdoor Recreation Plan (SCORP) is the state's equivalent of a municipal open space plan. SCORPs are developed by individual states to be eligible for federal Land and Water Conservation Fund (LWCF) grants. The current plan was prepared in 2012 by the Executive Office of Energy and Environmental Affairs. During the planning process, the state conducted public meetings as well as an internet survey and phone survey. There was a special effort made to survey youth as well as adults. The plan has four major goals:

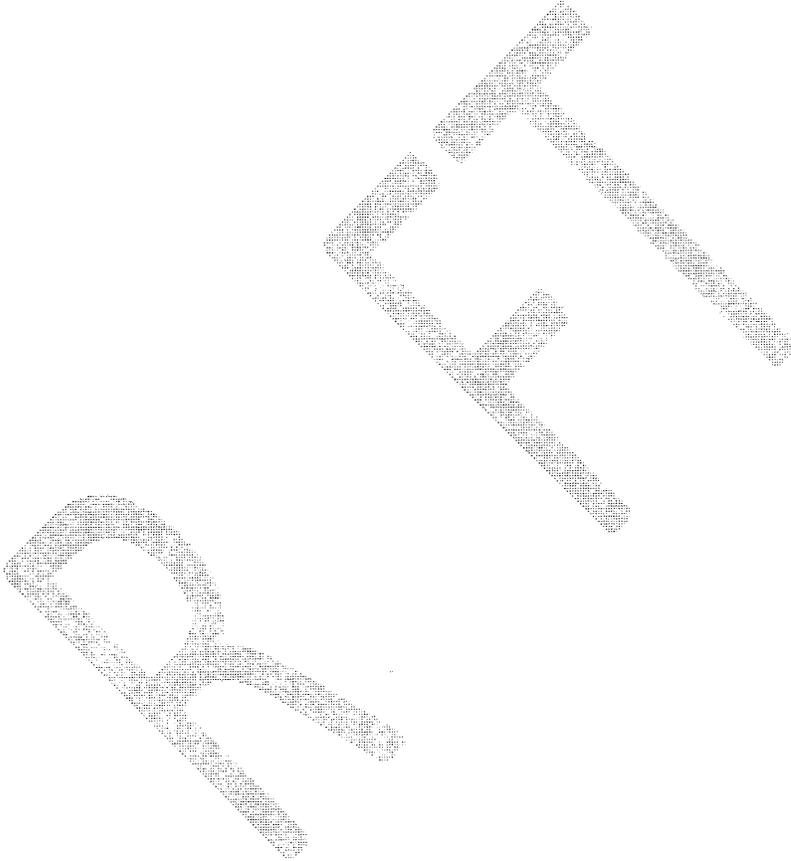
1. Increase the availability of all types of trails for recreation.
2. Increase the availability of water-based recreation.
3. Invest in recreation and conservation areas that are close to home for short visits.
4. Invest in racially, economically, and age diverse neighborhoods given their projected increase in participation in outdoor recreation.

The research done for the plan found that the major obstacle residents face in their participation in outdoor recreation was lack of time and other commitments. This is an important finding that points to the need to have close-to-home facilities. Other key findings include:

- Running, walking, and jogging are the top activities reported by adults and youth.
- Gardening, road biking, and hiking were mentioned by more than 20% of all respondents to the survey.
- Swimming, canoeing, kayaking, and several winter sports are ranked higher in the youth survey than in the adult survey, whereas gardening, golf, and bird and wildlife watching are ranked higher in the adult survey.
- 38% of survey respondents reported that they expected an increase in outdoor recreation activity in the next five years.

According to the survey, the most desired new facilities in Boxborough were a Town pool, tennis courts, and basketball courts. The desire for a swimming pool fits with the SCORP finding that youth identified swimming as a key activity. The survey also showed that walking, running, and dog walking were the most common uses of trails and open spaces, which is consistent with the top activities identified in the SCORP survey.

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## SECTION VIII – GOALS AND OBJECTIVES

These open space and recreation goals and objectives were developed after reviewing previous plans and studies, meetings with Town Staff and boards, and through comments received at the public meetings.

- 1) To protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.
  - To protect lands which meet several of the above criteria.
  - To utilize the most appropriate and cost-effective method for protection.
  - To review the list of parcels of conservation and recreation interest yearly.
- 2) To protect the town's heritage and character through the preservation of scenic areas, roadways, and landscape features both natural and historical.
  - To identify and protect the most important landscape features as outlined in the Boxborough Reconnaissance Report.
  - To ensure that zoning and subdivision codes foster the protection of landscape features.
- 3) To enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and residents with disabilities.
  - To increase recreational programs for teens and seniors.
  - To explore the feasibility of additional recreational facilities.
  - To implement the tasks outlined in the Section 504 transition plan.
- 4) To inform the public and Town boards and committees about environmental and conservation issues including the impacts of human activity and the financial benefits of protecting natural resources.
  - To conduct an educational campaign to inform residents about the benefits of passing the Community Preservation Act.
  - To use the Town's website to provide educational materials to town residents.
  - To encourage more resident participation on Town boards and commissions.
- 5) To preserve farmland and areas with soils favorable for agriculture and to encourage agricultural land uses.
  - To ensure that Town regulations support the agricultural industry.
  - To preserve agricultural land as an economic asset as well as a critical component to the town's character.

- 6) To encourage citizen participation in open space and recreation planning.
- To provide on-going opportunities for citizens to participate in the planning process.
  - To continue to survey residents periodically to assess needs and desires.
- 7) To coordinate open space planning efforts with neighboring communities to create a regional open space and trail network.
- To participate in the MAGIC subregion to ensure a subregional approach to open space planning and protection.
  - To seek out opportunities to collaborate with neighboring communities on land protection and trail networks.
- 8) To pursue regional approaches, where possible, to achieving the goals of this open space and recreation plan.
- To continue to pursue a regional approach to providing recreational opportunities.

## SECTION IX – SEVEN YEAR ACTION PLAN

The Seven Year Action Plan is the most important section in any open space and recreation plan. The following recommendations are meant to bridge the gap between the existing open space and recreation resources identified in Section 5, the goals and objectives (Section 8), and the needs and desires of the residents of Boxborough (Section 7). The designation of a target year is meant as a guide only. It is more important to be flexible and take advantage of opportunities as they arise. Many items will need to occur over several years. In each case, a primary responsible party or parties is identified. Map 10 is a map illustrating the action plan recommendations.

The Seven-Year Action Plan was developed by first reviewing the action plan from the 2002 Open Space and Recreation Plan. All completed actions were removed from the list unless they are on-going. The remaining action items were reviewed by various Town Departments to determine if they were still desirable and new ones were added. Additional action items were added based on citizen input through the survey.

### A. ACCOMPLISHMENTS SINCE 2002 OPEN SPACE AND RECREATION PLAN

The high priority actions in the 2002 plan included planning for a future swimming and skating ponds, expanding and linking of the Town trail system, planning for a comprehensive town-wide bike path and trail system and acquiring additional conservation land. Table 29 shows the action items from the 2002 plan and their status.

<b>Action Item</b>	<b>Status</b>
To create acquisition and/or land management strategies for parcels identified as open space priorities.	On-going. Supported Community Preservation Act effort.
To identify a large, unfragmented upland area which has a number of natural communities with a variety of plant and animal species both common and rare and present such land acquisitions at the May Annual Town Meeting.	On-going. Land Rating Worksheet has been created. Most recently the Patch Hill land was acquired creating the largest parcel upland and converted the other half of Flag Hill from municipal to conservation land.
Update buffer zone regulations to the Wetland Bylaw.	Completed.
Update the Conservation Land and Trail Guide on the GIS system.	Completed.
Support the Water Resources Committee in follow up water supply studies and land preservation.	Completed. Water Resources Committee is no longer active and its responsibilities are handled by the Board of Health. No such studies are currently planned.

**Table 29  
Accomplishments from the 2002 Open Space and Recreation Plan**

<b>Action Item</b>	<b>Status</b>
Create a Chapter 61, 61A, and 61B database.	Completed.
Create a database and map of failed septic systems and locations on the GIS system.	
Prepare a Town recreation program brochure.	None is forthcoming.
Complete a Town-owned land data based on the GIS system.	Completed.
Secure a permanent equipment storage facility within the designated recreation area of Flerra Meadows.	Flerra Meadows is a combination of active recreation space and conservation land. All 5 acres of recreation space is being utilized and no permanent building can be constructed. Space at the Boxborough Museum is currently being used for storage.
Assess existing undeveloped or underdeveloped properties for their recreational and open space value, using the conservation land rating worksheet.	On-going (At Recreation Commission meeting on September 10, 2013, the Commission met with Town Planner Elizabeth Hughes to identify parcels for recreational use. It was determined that expanding facilities at Liberty Fields was most advantageous. There is a flat parcel off Interstate 495 near the Holiday Inn which is attractive, but the Commission determined it would probably be a better option for the Town to sell for development and reap the tax benefits for the community. The Campbell property off Sargent Road was deemed undesirable as it is in a neighborhood with narrow winding roads and limited parking).
Update wetland maps on the GIS system.	Completed.
Identify potential sites for a swimming and skating area.	No functional swimming space has been identified. Skating space is limited to a few ponds in town that would need clean up before moving forward.
Oversee the consultant's report on the town's historic resources.	Completed.

**Table 29  
Accomplishments from the 2002 Open Space and Recreation Plan**

Action Item	Status
Schedule meetings with the Conservation Commissions of abutting towns to determine where existing conservation land is located and where linkages can be provided.	Incomplete. The Boxborough Conservation Trust has been working with the Littleton and Acton Conservation Trusts.
Prepare management plans for 6 additional conservation lands.	Completed for parcels with meadows per the 2005 MassAudubon Report: Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, MA.
Create a plan for a Massachusetts Avenue (Route 111) multi-purpose trail system.	On-going.
Locate potential sites for tennis and basketball courts.	Funds were requested at Town Meeting in May 2014 to perform a study at Liberty Fields. The article was pulled when CPA passed as the effort would be covered with CPA funds should CPA receive final approval in November 2014.
Propose a Flexible Development or Open Space Residential Bylaw.	On-going.
Establish a policy on leasing conservation land for agricultural purposes.	Will consider for future acquisitions.
Acquire a minimum of ten (10) acres of grassland upland adjacent to an existing conservation area.	Incomplete.
Create (1) one mile of interpretive trails describing unique landscape features.	Considered and dropped.
Set aside grassland portion of Steele Farm for conservation purposes.	Completed.
Preserve at least a portion of the upland area adjacent to Wolf Swamp and the Delaney project.	Completed. Acquired parcel off of Hazard Lane.
Inventory wildlife habitats or rare and endangered species and develop a plan to protect them.	Contracted for Rolling Meadows Invasive Study "NEWFS Botanical Survey of Rolling Meadows" in 2012. Vernal pool certification is on-going.

**Table 29  
Accomplishments from the 2002 Open Space and Recreation Plan**

<b>Action Item</b>	<b>Status</b>
Establish five (5) more miles of bike trails.	Concurrent with general trail improvements.
Create a minimum of one (1) mile of hiking trails.	Completed. Now have 25 miles of trails that are mapped and marked.
Schedule annual hazardous waste days.	Department of Public Works conducts this on a yearly basis.
Lobby for adequate budgets for enforcement of regulations.	Not needed.
Use the non-criminal dispositions bylaw to issue fines to zoning violators.	No action.
Develop a stewardship program for Town municipal open space and conservation land.	Land Stewardship Committee established and on-going.
Review all requests for taking land out of Chapter 61, 61A, and 61B and make recommendations.	On-going.
Set aside land in subdivisions and site plans for open space.	On-going.
Encourage the use of the Open Space Commercial Development Bylaw to preserve open space in commercial developments.	Has been implemented in most applicable areas including the Cisco Campus and at 80 & 90 Central Street.
Explore all available funding sources for acquisition of open space.	On-going.
Include line item in annual budget for conservation land maintenance.	Completed and on-going.
Coordinate reviews of projects having wetland impacts.	On-going.
Continue the water quality monitoring program.	Water Resources Committee is inactive.
Identify and eliminate sources of pollution.	On-going.
Assess existing zoning and land use controls to ensure natural resource protection, aquifer protection and open space preservation.	On-going.

**Table 29**  
**Accomplishments from the 2002 Open Space and Recreation Plan**

Action Item	Status
Prepare a brochure on proper care and maintenance of septic systems and distribute to residents.	Completed. A "Caring for Your Septic System" brochure is now located on the Town website.
Enforce permit conditions.	On-going.

**B. THE 2015-2022 SEVEN YEAR ACTION PLAN**

**Organization of the Action Plan** – Table 30 is a complete listing of all the action plan items in the format required by the Division of Conservation Services. The action items are grouped under the goal to which they most directly contribute. In many cases, an action item will contribute to more than one goal but will be listed only once.

**Note on Funding Sources:** The entries in the column "funding sources" are intended to give the reader some ideas on possible funding sources. Each grant program has its own eligibility requirements and it is generally difficult to determine if an action is fundable until the project is more clearly defined. The table also cannot take into account new grant programs or funding sources that might become available over the seven years of the plan.

- PARC stands for the Massachusetts Parkland Acquisitions and Renovations for Communities Program formerly known as the Urban Self-Help Program.
- LWCF stands for Land and Water Conservation Fund.
- GC stands for the Gateway Cities Initiative.
- CDBG stands for Community Development Block Grants.
- LAND stands for Local Acquisitions for Natural Diversity, (formerly known as the Self-Help Program).
- TE stands for the Transportation Enhancements Program.
- RTGP stands for the Recreational Trails Grant Program.



**Table 30**  
**Seven-Year Action Plan**  
**Open Space and Recreation Goals and Objectives**

Action	Responsibility	Funding	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>Goal #1: To protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.</b>									
Conduct an educational campaign to inform residents about the benefits of passing the Community Preservation Act.	Conservation Commission, Historic Commission, Housing Board	Town funds							
Include a line item in the Town's capital improvement plan for the Conservation Trust Fund for land acquisition.	Town Administrator, Conservation Commission	Town Meeting							
Check in periodically with property owners whose properties have been identified as having open space, conservation, or recreation potential regarding any changes in their status.	Conservation Commission, Agricultural Commission, Recreation Commission, Board of Health	Town funds and grants							
<b>Goal #2: To protect the town's heritage and character through the preservation of scenic areas, roadways, and landscape features both natural and historical.</b>									
Conduct an educational campaign to inform residents about the benefits of passing the Community Preservation Act.	Conservation Commission, Historic Commission, Housing Board	Town funds							

**Table 30  
Seven-Year Action Plan  
Open Space and Recreation Goals and Objectives**

Action	Responsibility	Funding	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>Goal #3: To enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.</b>									
Investigate options for the creation of a Town pool.	Recreation Commission	Town funds							
Investigate the feasibility of developing tennis and basketball courts at Liberty Fields and Fifer's Field.	Recreation Commission	Town funds							
Develop additional playing fields.	Recreation Commission	Town funds							
Develop a plan for the creation of additional bike trails.	DPW, Recreation Commission, Planning Board	Town funds							
Maintain trails with mowing and cutting to reduce the risk of contact with ticks.	DPW, Conservation Commission	Town funds							
Maintain trail markers, kiosks, and boardwalks.	Conservation Commission	Town funds							
Continue to <sup>review &amp;</sup> implement the recommendations of the Mass Audubon Society report titled "Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, Massachusetts".	Conservation Commission, Agricultural Commission	Town funds							
Assess the need for additional off-street parking areas at conservation properties.	Conservation Commission	Town funds							

**Table 30  
Seven-Year Action Plan  
Open Space and Recreation Goals and Objectives**

Action	Responsibility	Funding	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
Survey teens and seniors to determine specific recreational needs and desires.	Recreation Commission	Staff and volun. time only							
Implement new recreational programs for teens and seniors.	Recreation Commission, Council on Aging	Town funds							
<b>Goal #4: To inform the public and Town boards and committees about environmental and conservation issues including the impacts of human activity and the financial benefits of protecting natural resources.</b>									
Sponsor educational programs about environmental and conservation issues in conjunction with area non-profits.	Conservation Commission, Energy Committee, Sudbury Valley Trustees	Staff and volun. time only							
Include information and links to reports about land conservation on the Town's website.	Conservation Commission, Board of Health	Staff and volun. time only							
Implement a vernal pool education and certification program.	Conservation Commission and Public Schools	Town funds							
Implement an invasive exotic management and education program.	Conservation Commission and Public Schools	Town funds							
Implement a bird watching and identification program.	Conservation Commission and Public Schools	Town funds							
Review the conditions under which land was acquired for consistency with the original use intent.	Agricultural Commission	Volun. time only							

**Table 30  
Seven-Year Action Plan  
Open Space and Recreation Goals and Objectives**

Action	Responsibility	Funding	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>Goal #5: To preserve farmland areas with soils favorable for agriculture and to encourage agricultural land uses.</b>									
Review all requests for taking land out of Chapter 61, 61A, and 61B and make recommendations.	Conservation Commission, Agricultural Commission, Recreation Commission	Staff and volun. time only							
Ensure that Town policies and regulations are supportive of agriculture.	Agricultural Commission	Staff and volun. time only							
Review the need to amend the Boxborough Right to Farm Bylaw.	Agricultural Commission	Staff and volun. time only							
Review definitions in the Town's Zoning Bylaw that relate to agriculture to ensure clarity.	Planning Board, Agricultural Commission	Staff and volun. time only							
Evaluate need and feasibility for additional community gardens.	Agricultural Commission	Volun. time only							
Provide input to the Steele Farm Management Plan.	Agricultural Commission	Volun. time only							
<b>Goal #6: To encourage citizen participation in open space and recreation planning.</b>									
Establish an Open Space and Recreation Plan Committee to oversee implementation of the Plan.	Land Stewardship Committee, Conservation Commission, Recreation Commission	Staff and volun. time only							

**Table 30  
Seven-Year Action Plan  
Open Space and Recreation Goals and Objectives**

Action	Responsibility	Funding	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7
<b>Goal #7: To coordinate open space planning efforts with neighboring communities to create a regional open space and trail network.</b>									
Facilitate a yearly meeting with the communities that comprise the MAGIC subregion of MAPC to discuss open space issues.	Board of Selectmen, Conservation Commission, Planning Board	Staff time							
Facilitate semi-annual meetings with adjacent communities to discuss possible trail connections.	Conservation Commission	Volun. time only							
Provide each surrounding community with a copy of the Boxborough Open Space and Recreation Plan.	Planning Board	Staff time only							
Review amending Watershed Protection and Aquifer Protection zoning to protect Zone IIs in Acton and Littleton.	Board of Health, Planning Board	Staff time							
<b>Goal #8: To pursue regional approaches, where possible, to achieving the goals of this Open Space and Recreation Plan.</b>									
Continue to work with neighboring communities to share facilities for recreation.	Recreation Commission	Volun. time only							

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DATA

## SECTION X – IMPLEMENTATION

The purpose of this section is to make decision-makers and town residents aware of the many different ways to preserve and/or acquire open space and recreation land. Some of the methods and programs have already been utilized by the Town. Other methods have not been employed but could be in the future.

### A. STATE AND FEDERAL FUNDING PROGRAMS

Local Acquisitions for Natural Diversity – The LAND Program (formerly the Self-Help Program) was established in 1961 to assist municipal conservation commissions with acquiring land for natural resource and passive outdoor recreation purposes. Lands acquired may include wildlife, habitat, trails, unique natural, historic or cultural resources, water resources, forest, and farm land. Compatible passive outdoor recreational uses such as hiking, fishing, hunting, cross-country skiing, bird observation, and the like are encouraged. Access by the general public is required. This state program pays for the acquisition of land, or a partial interest (such as a conservation restriction), and associated acquisition costs such as appraisal reports and closing costs.

Massachusetts Parkland Acquisitions and Renovations for Communities (PARC) Program  
The PARC Program (formerly the Urban Self-Help Program) was established in 1977 to assist cities and towns in acquiring and developing land for park and outdoor recreation purposes. Any town with a population of 35,000 or more year-round residents, or any city regardless of size, that has an authorized park/recreation commission is eligible to participate in the program. Communities that do not meet the population criteria listed above may still qualify under the "small town," "regional," or "statewide" project provisions of the program.

Only projects that are to be developed for suitable outdoor recreation purposes, whether active or passive in nature, shall be considered for funding. Grants are available for the acquisition of land and the construction, or renovation, of park and outdoor recreation facilities, such as swimming pools, zoos, athletic play fields, playgrounds, and game courts. Access by the general public is required.

Federal Land and Water Conservation Fund – This is a federal program administered by the State Division of Conservation Services for the acquisition and development or renovation of park, recreation, and conservation land. The Federal Land & Water Conservation Fund (P.L. 88-578) provides up to 50% of the total project cost for the acquisition, development and renovation of park, recreation, or conservation areas. Municipalities, special districts, and state agencies are eligible to apply. Nearly 4,000 acres have been acquired and hundreds of parks renovated using the \$95.6 million that Massachusetts has received from the state side portion of the federal program since 1965. DCS administers the state side Land & Water Conservation Fund program in Massachusetts. Access by the general public is required.

Recreational Trails Grant Program – The Recreational Trails Program provides grants ranging from \$2,000 to \$50,000 on a reimbursement basis for a variety of trail protection, construction, and stewardship projects throughout Massachusetts. It is part of the national Recreational Trails Program, which is funded through the Federal Highway Administration (FHWA). Funds are disbursed to each state to develop and maintain recreational trails and trail-related facilities for both non-motorized and motorized recreational trail uses. In Massachusetts, funds are

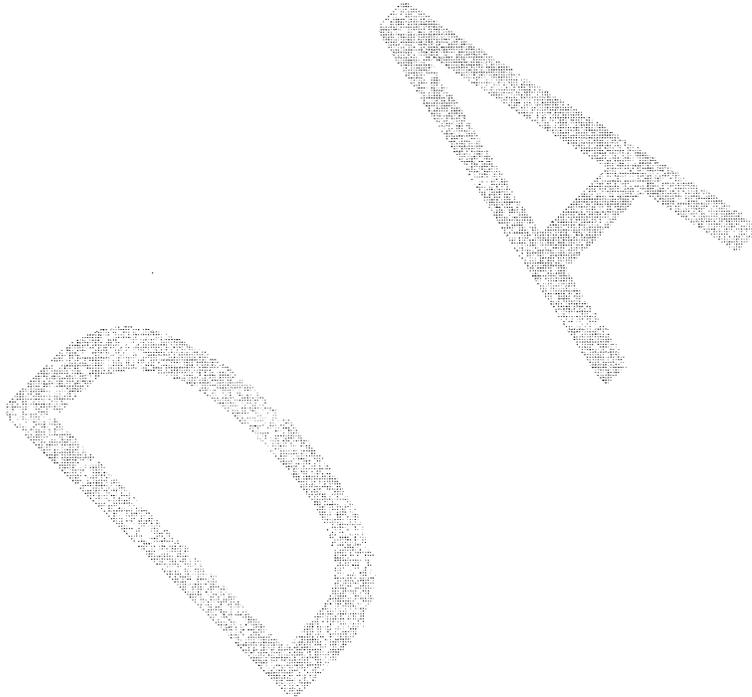
administered by the Department of Conservation and Recreation (DCR), in partnership with the Massachusetts Recreational Trails Advisory Board.

Community Preservation Act – The idea of a real estate transfer tax was signed into law on September 14, 2000 as the Community Preservation Act (CPA). The CPA is a tool for communities to preserve open space, historic sites, and affordable housing. The Community Preservation Act is statewide enabling legislation that allows cities and towns to exercise control over local planning decisions by providing a new funding source which can be used to address three core community concerns:

- Acquisition and preservation of open space
- Creation and support of affordable housing
- Acquisition and preservation of historic buildings and landscapes

A minimum of 10% of the annual revenues of the fund must be used for each three core community concerns. The remaining 70% can be allocated for any combination of the allowed uses. This gives each community the opportunity to determine its priorities, plan for its future, and have the funds to make those plans happen.

The Town of Boxborough has not adopted the Community Preservation Act at this time.



## SECTION XI – PUBLIC COMMENTS

### Letters of Review

Board of Selectmen

Planning Board

Conservation Commission

Agricultural Commission

Board of Health

Recreation Commission

Regional Planning Agency

DRAFT

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## SECTION XII – REFERENCES

495 MetroWest Development Compact Plan, March 2012. Prepared for the Executive Office of Housing and Economic Development by the Metropolitan Area Planning Council, Central Massachusetts Regional Planning Commission, MetroWest Regional Collaborative, 495 MetroWest Partnership and Mass Audubon ([www.mass.gov/hed/economic/eohed/pro/planning/metrowest/495metrowestdevelopmentcompactplan.pdf](http://www.mass.gov/hed/economic/eohed/pro/planning/metrowest/495metrowestdevelopmentcompactplan.pdf)).

Boxborough Reconnaissance Report: Freedom's Way Landscape Inventory; Massachusetts Heritage Landscape Inventory Program. June 2006 ([www.mass.gov/eea/docs/dcr/stewardship/histland/recon-reports/boxborough-with-map.pdf](http://www.mass.gov/eea/docs/dcr/stewardship/histland/recon-reports/boxborough-with-map.pdf)).

Land Management Plans for Grasslands and Meadows on Town-Owned land in Boxborough, Massachusetts, September 21, 2005 by the Mass Audubon Ecological Extension Service ([www.boxborough-ma.gov/sites/boxboroughma/files/file/file/audubongrasslandsreport.pdf](http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/audubongrasslandsreport.pdf)).

Minuteman Area Comprehensive Agricultural Planning Program, January 18, 2014. Prepared for the Minuteman Advisory Group for Interlocal Coordination by the Metropolitan Area Planning Council ([www.mapc.org/sites/default/files/MAGIC\\_ag\\_report\\_1-21-14.pdf](http://www.mapc.org/sites/default/files/MAGIC_ag_report_1-21-14.pdf)).

Town of Boxborough General Bylaws amended through Town Meeting, May 2014 ([www.boxborough-ma.gov/sites/boxboroughma/files/file/file/generalbylaws2014.pdf](http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/generalbylaws2014.pdf)).

Town of Boxborough Hazard Mitigation Plan prepared by the Metropolitan Area Planning Council and adopted November 8, 2010.

Town of Boxborough Open Space and Recreation Plan, May 10, 2002 ([www.boxborough-ma.gov/sites/boxboroughma/files/file/file/openspaceandrecplan2002finaldraft.pdf](http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/openspaceandrecplan2002finaldraft.pdf)).

Town of Boxborough Zoning Bylaw amended through Town Meeting, May 2014 ([www.boxborough-ma.gov/sites/boxboroughma/files/file/file/zbl\\_2014\\_1.pdf](http://www.boxborough-ma.gov/sites/boxboroughma/files/file/file/zbl_2014_1.pdf)).

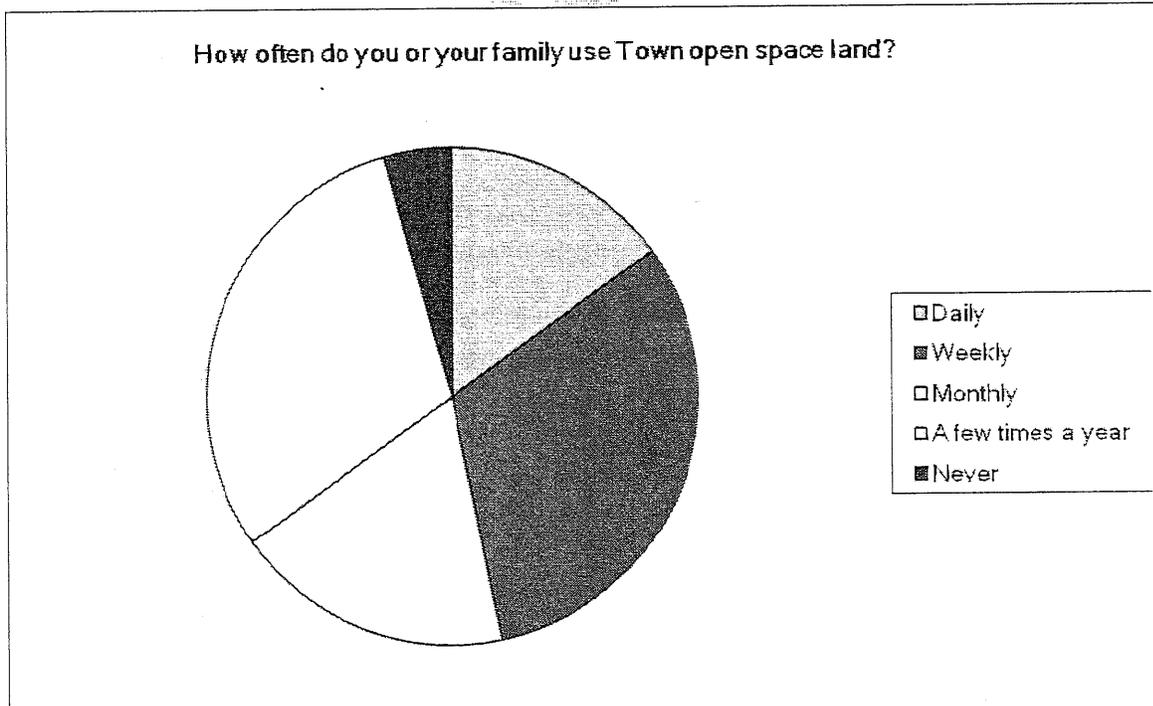
Appendix A

Boxborough Open Space and Recreation Plan Survey

Question 1: How often do you or your family use Town open space land?

How often do you or your family use Town open space land?

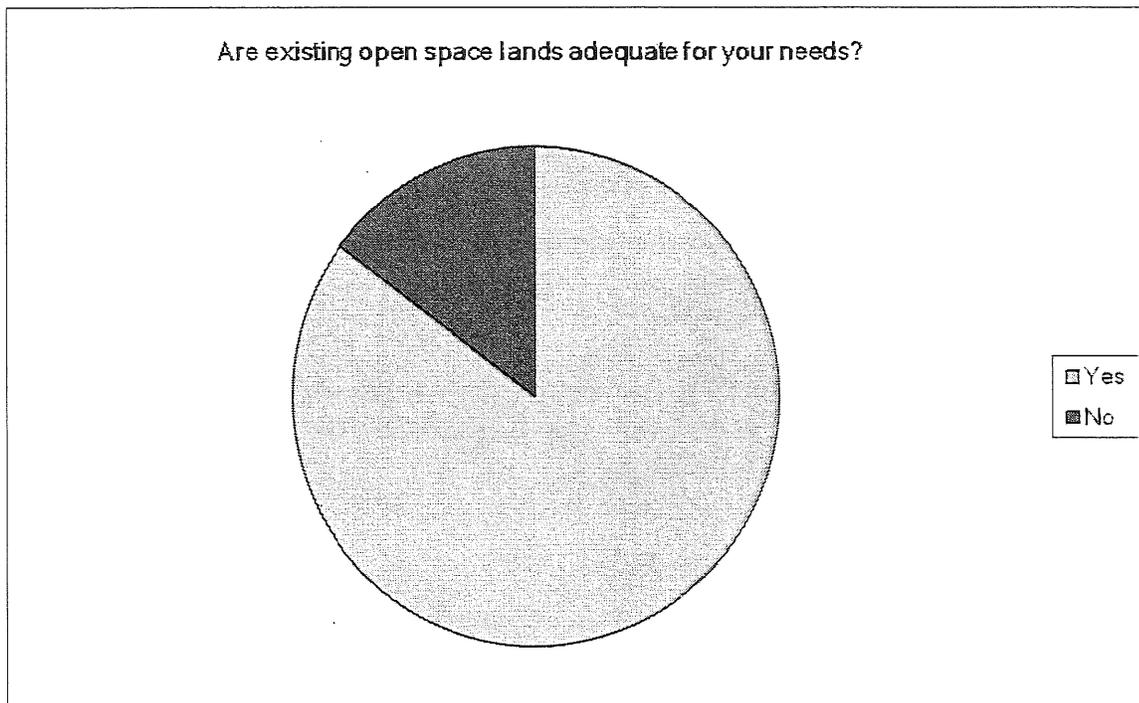
Answer Options	Response Percent	Response Count
Daily	15.2%	24
Weekly	31.6%	50
Monthly	18.4%	29
A few times a year	30.4%	48
Never	4.4%	7
<b>Answered Question</b>		<b>158</b>
<b>Skipped Question</b>		<b>4</b>



**Question 2: Are existing open space lands adequate for your needs?**

Are existing open space lands adequate for your needs?

Answer Options	Response Percent	Response Count
Yes	85.3%	133
No	14.7%	23
<b>Answered Question</b>		<b>156</b>
<b>Skipped Question</b>		<b>6</b>



**Question 3: If no, what types of open space land would you like the Town to acquire?**

- I would like to see a dirt path put around the edge of the "Flerra Field" area. I am guessing it could be about a 1/4 mile loop and could be used by walkers, joggers, bikers, stroller-pushers, snow-shoers, cross country skiers, sled-pullers, etc.
- Important wildlife habitat and active farmland.
- Playground and orchards.
- We need more biking trails and a Town pool.
- I guess more path biking things.
- Marsh, pond.
- Marshlands/Pond.
- Tennis courts.

- Tennis courts and basketball.
- Swimming pool.
- I guess there is enough land, but I think there should be another field.
- Maybe add good basketball hoops at court to Flerra Field.
- 11 vs. 11 soccer fields, tennis courts.
- Open space is / remains a major consideration in remaining a Boxborough resident.
- Large parcels, including lower "s" - Stow Road left side.
- It would be great to have a Town swimming area.
- More playing fields (soccer, lacrosse, football...)
- We go to Harvard for sledding, Devens (Mirror Lake) for swimming, parking lots for biking.
- Mountain Bike Trails.
- More connectivity between parcels.
- Recreation - outdoor basketball and tennis courts. Could maybe fit at Liberty Fields or other existing space.
- Swimming – beach.
- A place similar to Nara.
- Would like to see farm lands & view sheds protected. Town wouldn't have to own outright, but could contribute to preservation.
- Fields for skiing and bird watching.
- A park.
- I often enjoy playing sports Flerra. I would like to see areas like this developed more before purchasing new land. I would love to see a basketball court.
- Recreation space for basketball and tennis.
- Fields and meadows
- None.
- Fields.
- Town recreation center with indoor athletic/pool facilities. Low/No pay for taxpayers, fee for outside memberships and guests.
- Larger parcels for farming.
- Something flat that we could build tennis courts and basketball courts on.
- Agricultural.
- Grasslands, land connecting to other open space.
- Swimming pool/pond.

**Overview of Question 3:**

- Wildlife Habitat 1
- Farmland 4
- Playgrounds 1
- Orchards 1
- Bike Trails 3
- Town Pool 5
- Marsh 2
- Ponds 2

- Tennis 6
- Basketball 6
- Playing Fields 2
- Soccer 1
- Connectivity 2
- Viewsheds 1
- Skiing 1
- A Park 1
- Fields/Meadows 3

**Question 4: What specific parcel(s) would you like to see the Town acquire?**

***Specific Parcel Recommendations:***

- Basketball court Loring Avenue, McLeod Lane.
- Land on Hill Road currently used by Gladys Fox horse grazing.
- Deleo Land/Betty White land
- Some portion of Morse land.
- Krusen.
- Behind gas station -- old Genrad property, also corridor between Wolf Swamp & Steele Farm area.
- Krusen land.
- Pacy land by Depot Road & railroad -- let forest take over for carbon dioxide depletion & noise barrier.
- Bjorklund Land Flagg Hill Road.
- Reading from the "Boxborough Master Plan" Chapter VI Natural and Cultural Resources... "The final proposed historical area is Inches Woods, the site of an expansive forest that Henry David Thoreau described as "the most remarkable and memorable thing in Boxborough"... I would like to see this parcel as stated in the Master plan be acquired.
- That Campbell land on Depot Road.
- 205 Flagg Hill Road.
- Hill road parcels, Littlefield Road & parcels abutting conserved lands.
- Stow Road.
- The Morse property on hill road that farms Angus.

***Other Comments***

- Nearly all 10 acres or more in size
- Playground
- Sports fields
- Basketball courts
- A basketball court at Flerra
- I don't want people to cut down trees. I just want to keep the nature we have
- Land with wood
- Boxborough Town pool

- Boxborough woodlands
- Wilderness
- Park, garden, trail
- None
- Biking hills
- Ponds, lakes, forest
- More ponds/lakes/rivers/forests/swamps
- Don't know
- Parks
- Parks
- Forests
- A football field near Flerra
- None
- Nothing
- Football field near Flerra Field
- Woods and open grasslands
- Open grasslands near roads
- I don't have enough information
- None!
- Don't know
- Connecting properties
- I believe every acre of undeveloped land should be kept and preserved by the Town so that others can enjoy the land as much as I do
- No more
- Not sure what's available but anything that comes up
- None
- Unknown

**Question 5: Are you satisfied with the condition and accessibility of Town open space and trails?**

**Are you satisfied with the condition and accessibility of Town open space and trails?**

**Answer Options**

Yes  
No

Response Percent	Response Count
87.3%	137
12.7%	20

<b>Answered Question</b>	<b>157</b>
<b>Skipped Question</b>	<b>5</b>

**Question 6: If no, why?**

- See suggestion item #3.

- There's not enough places to play other than Flerra.
- We usually need to go to Acton for ???
- More bike trails / Town pool.
- We need more bike trails because I don't like having to go to Acton.
- Not enough biking trails.
- Could be cared for better.
- Could be cleaner.
- Could be cared for better.
- Needs more work.
- Hard to keep lanscan active Time restraints Trails can get blocked.
- Hayfields should be cut on an agricultural schedule.
- Trails need more clearing due to ticks.
- colored identifiers need to be updated - some are too faded and/or missing (Patch Hill and Hager Trail specifically).
- Need more biking and runnable trails, eg. without rocks and roots.
- Need sidewalks and bike paths to get to open space.
- Overall, yes, but, need more stewardship to control invasive species.
- Some need parking lots so you don't have to park on the street.
- Traditionally agricultural lands are non or underutilized.
- Most of the conservation land is overgrown and impossible to fully enjoy.
- Too many invasive plants.

**Question 7: What trails or open space areas do you use most and for what activities?**

**What trails or open space areas do you use most and for what activities (check all that apply)?**

<b>Answer Options</b>	<b>Response Percent</b>	<b>Response Count</b>
Walking/running	87.5%	133
Dog walking	40.1%	61
Trail biking	30.3%	46
Birding	13.2%	20
Community Gardens	7.9%	12
Crosscountry skiing/snow shoeing	22.4%	34
Horseback Riding	3.3%	5
Other (please specify)		25
<b>Answered Question</b>		<b>152</b>
<b>Skipped Question</b>		<b>10</b>

- Hiking
- Hiking
- Skateboard Park
- Flerra Field
- Cisco

- Skiing (plain) – downhill
- Tennis
- Baseball
- Park basketball
- Picnic
- Sports
- Swimming pool
- Picnics
- Fishing, Baseball
- Walking Town Road, Picnic, Middle Road, Steele Farm trail.
- Sledding
- Playground
- None
- Soccer fields
- Soccer
- Soccer
- Soccer
- Soccer
- Photography
- Photography

**Question 8: What specific locations do you use for these activities?**

Flerra	46
Patch Hill	22
Half Moon Meadow	9
Hager	12
Steele Farm	39

**Question 9: What Town actions do you favor to preserve open space?**

Answer Options	Response Percent	Response Count
Town purchase of land	66.9%	83
Zoning for open space conservation	50.8%	63
Mandatory dedication of open space by developers	44.4%	55
Receipt of conservation and/or agricultural preservation restrictions	41.9%	52
Other (please specify)		7

**Question 10: Are you in favor of encouraging agricultural use and farming on suitable Town land?**

**Are you in favor of encouraging agricultural use and farming on suitable Town land?**

Answer Options	Response Percent	Response Count
Yes	58.4%	94
No	6.2%	10
Not sure	35.4%	57
<b>Answered Question</b>		<b>161</b>
<b>Skipped Question</b>		<b>1</b>

**Question 11: Which of the following resources do you think should be preserved by the Town?**

Answer Options	High Priority	Medium Priority	Low Priority
Ground water/aquifers	117	38	1
Ponds and wetlands	87	54	13
Agricultural lands	66	76	13
Scenic areas and view points	76	56	23
Historic features	73	61	18
Wildlife habitat	118	31	7

**Question 12: Are Town recreation programs and facilities adequate for your needs?**

Yes	83.6%
No	16.4%

**Question 13: If you answered no, please explain why.**

- Yes but see item #3.
- Not really any recreations.
- Town pool.
- Swimming pool.
- There should be a public pool.
- Most have bees.
- Basketball courts
- Does not apply.
- The hours (i.e. length of day for camp too short).
- Unaware of Town programs?

- We end up going to Acton for playgrounds, tennis courts, etc.
- No swimming.
- It would be nice to have a "Picnic Shelter/s" at Flerra Field. Bike paths.
- Could use outdoor basketball and tennis courts.
- Need more teen & adult organized recreational programs.
- This Town doesn't offer much for teens and older.
- There should be more to do for all ages and interests, and more organization.
- Flerra summer camp Could be available in 1 week sessions.
- The town would benefit by having a local recreation area/swimming area for kids and teenagers. Would also like to see bike paths/roadway markings to allow for safer bicycling around town.
- Need a healthy town connected place to meet that is unrelated to politics or religion.
- It would be nice to have tennis courts, basketball court and possibly a swimming area.
- No safe place to bike.
- need more programs for teens and young adults.
- Walking group for older adults.
- We need a swimming pond.

**Question 14: What additional recreation facilities or recreational programs does the Town need?**

Outdoor swimming pool/pond	67.9%
Tennis courts	42.9%
Neighborhood playgrounds	26.4%
Skating pond	35.7%
Neighborhood community gardens	22.1%
Small fishing/boating area	33.6%
Basketball courts	40.0%
Biking paths	57.1%
New expanded community center	20.0%
Cross-country skiing	22.1%
Other (please specify)	

**Other:**

- See item #3
- Cleared trails for walking, that could also be used as biking paths.
- Skate park.
- Archery range.
- More sidewalks in Boxborough.
- Baseball fields.
- Track field.
- Town pool, tennis court, biking paths.
- Water park.
- Bike paths could double for x-country skiing & snowshoeing when there's snow.

- Soccer artificial turf field with snack shack.
- Nothing!
- We must initiate some plan for deer hunting on conservation land; close on a rotating basis, parcels so hunting deer is allowed, keep in touch with Town of Weston, a pioneer in this effort.
- Sidewalks.
- Indoor sports/social facility.
- Bicycle lane markings in the roadways.
- None. We can use Acton's facilities.
- Don't "need" these, but would be nice...
- How about lower taxes?

**Question 15: Would you like to see Flerra Summer Camp extended to a full day?**

Yes	25.3%
No	15.6%
No Opinion	59.1%

**Question 16: There are a number of programs for children and preteens. Would you like to see more programs for teens, adults and seniors?**

Teens	75.6%
Adults	36.1%
Seniors	44.5%

**Question 17: The Community Preservation Act (CPA) is a state law that allows cities and towns to impose a real estate tax surcharge of between 1% and 3% (the first \$100,000 of assessed valuation is exempt), the proceeds of which are used for purposes of open space protection (including active recreation), affordable housing, and historical preservation. Would you be in favor of Boxborough adopting the CPA?**

Yes	28.6%
No	27.1%
Don't Know	44.3%

**Question 18: Are you in favor of allowing single family cluster development where current density is maintained (1 unit per 60,000 Square feet) but the lots are smaller and clustered together in order to permanently preserve open space?**

Yes	35.2%
No	29.7%
Don't Know	35.2%

**Question 19: What age group are you in?**

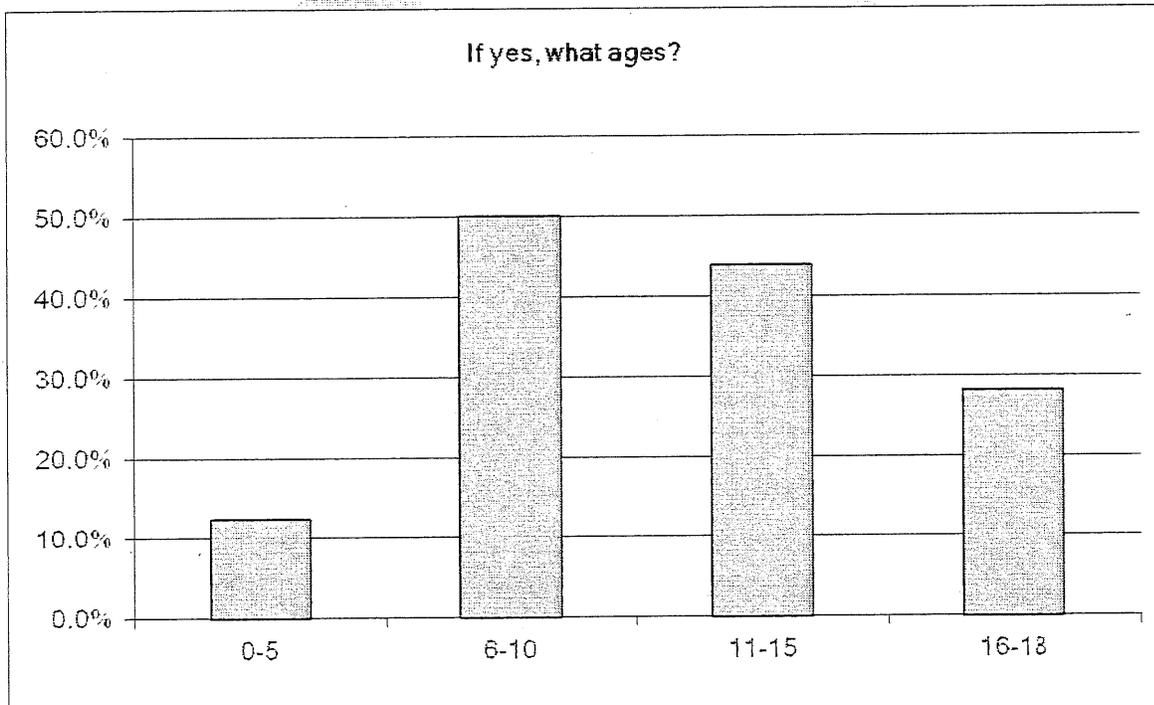
Under 20	45.3%
20-29	0.0%
30-39	4.4%
40-54	18.2%
55 or Older	32.1%

**Question 20: Do you have school age children?**

Yes	22.7%
No	77.3%

**Question 21: If yes, what ages?**

0-5	12.5%
6-10	50.0%
11-15	43.8%
16-18	28.1%



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DATA

**Appendix B**

**Table 31  
Section 504 Facility Inventory/Transition Plan**

<b>Table 31 Section 504 Facility Inventory/Transition Plan</b>						
<b>Facility Inventory</b>				<b>Transition Plan</b>		
<b>Name of Park</b>	<b>Facilities</b>	<b>Playing Surface</b>	<b>Physical Obstacles</b>	<b>Recommended Improvements</b>	<b>Year</b>	<b>Responsible Party</b>
Fifer's Field	Gravel parking lot, Porta Potty, soccer field.	Grass	There are steps that lead up to the soccer field from the parking lot.	Create a ramped, accessible path of travel from the parking lot to the soccer field. Add one handicapped accessible Porta Potty.	2017	Recreation Commission
Liberty Fields	Porta Potty, baseball field, gravel parking with three HP spots, picnic tables, bocce courts.	Grass	None.	None are necessary.	NA	NA
Flerra Meadows	Soccer fields, baseball diamond. Playground.	Wood Chips	No accessible path of travel from parking lot to the playground.	Create an accessible path of travel to the ramp of the playground.	2019	Recreation Commission

Appendix C

Table 32: Hazardous Materials Releases

Release Address	Site Name/ Location Aid	Notification Date	Compliance Status	RAO Class	Chemical Type
1425 MASSACHUSETTS AVE	FMR EXXON STATION 3-5805	1/15/1987	REMOPS		Oil and Hazardous Material
SUMMER RD	JOYCE INDUSTRIAL PARK	7/15/1988	RAO	C1	Oil and Hazardous Material
WHITCOMB AVE	CHU ASSOCIATES INC	7/14/1992	WCSPRM		
SWANSON RD	MHD FACILITY 30	12/28/1993	RAO	A1	Oil
STOW RD	NE OF MINUTE AIR FLD	2/28/1994	RAO	A1	Oil
1425 MASSACHUSETTS AVE	EXXON STATION	6/22/1994	RTN CLOSED		Hazardous Material
62 MASSACHUSETTS AVE	NASHOBA VLY OLYMPIA SKATING RINK	8/2/1994	RAO	A1	Hazardous Material
34 MASSACHUSETTS AVE	NASHOBA VLY OLYMPIA	9/22/1995	RAO	A2	Oil
SWANSON RD	MHD FACILITY 30	11/3/1995	RAO	B1	Hazardous Material
871 MA AVE	871 MA AVE	1/24/1997	RAO	A2	Oil and Hazardous Material

Table 32: Hazardous Materials Releases

Release Address	Site Name/ Location Aid	Notification Date	Compliance Status	RAO Class	Chemical Type
1425 MASSACHUSETTS AVE	EXXON STA	5/27/1997	RTN CLOSED		Oil
RTE 495	OFF RAMP EXIT 28	7/9/1998	RAO	A2	Oil
SWANSON RD	MHD FACILITY 30	9/30/1998	RAO	A1	Oil
RTE 495	RTE 495 S AT EXIT 28	3/7/2000	RAO	A1	Oil
LITTLETON COUNTY RD	MAP 4 LOT 173.17A	5/22/2000	RAO	B1	Hazardous Material
MASSACHUSETTS AVE	ROADWAY RELEASE	6/16/2000	RAO	A2	Oil
81 CUNNINGHAM RD	NEW BLUE HILLS SAUGUS REALTY TRUST	6/30/2000	DPS		Hazardous Material
60 CODMAN HILL RD	ENNOVATE INC	8/14/2000	RAO	A1	
RTE 495	RTE 495 S	9/26/2000	RAO	A2	Oil
1425 MASSACHUSETTS AVE	EXXON STA	3/9/2001	RAO	A1	Oil
1146 MASSACHUSETTS AVE	JF LOMMA TRUCKING INC	3/22/2001	RAO	A2	Oil
1425 MASSACHUSETTS AVE	FORMER EXXON MOBIL STATION	6/19/2002	RTN CLOSED		Hazardous Material

Table 32: Hazardous Materials Releases

Release Address	Site Name/ Location Aid	Notification Date	Compliance Status	RAO Class	Chemical Type
1425 MASSACHUSETTS AVE	FORMER EXXON STATION	6/27/2003	RTN CLOSED		Hazardous Material
RTE 495 N	UPS ROADWAY RELEASE	12/12/2003	RAO	A1	
WHITCOMB RD	IMPACTED RESIDENCES	4/1/2004	RAO	A2	Hazardous Material
462 HILL RD	FRANCIS & EMILIE COOLIDGE	12/9/2004	TIER1D		Hazardous Material
RTE 495 NORTHBOUND	SCOTT W. GRAZIANO TRUCKING CORP	1/6/2005	RAO	A2	Oil
SWANSON RD	HARVARD RIDGE CONDOMINIUMS	3/26/2007	RAO	B1	Hazardous Material
233 SUMMER RD BLDG 3B	ROBINSON MARINE INC	12/4/2006	RAO	A2	
RTE 495 N	CON WAY FREIGHT INC	3/2/2007	RAO	A2	Oil
RTE 495 N	FEDEX GROUND ROADWAY REL	9/5/2007	RAO	A1	Oil
1425 MASSACHUSETTS AVE	VERC BOXBOROUGH EXXON	2/3/2009	RAO	A2	Oil
60 CODMAN HILL ROAD	INDUSTRIAL PARK	2/23/2009	RAO	A1	
60 CODMAN HILL ROAD	INDUSTRIAL PARK	3/18/2009	RAO	A1	Oil

**Table 32: Hazardous Materials Releases**

<b>Release Address</b>	<b>Site Name/ Location Aid</b>	<b>Notification Date</b>	<b>Compliance Status</b>	<b>RAO Class</b>	<b>Chemical Type</b>
RTE 495 SOUTH	MILK TANKER ACCIDENT	3/11/2012	RAO	A2	Oil
245 MASS AVE	GULF GAS STATION	4/7/2012	RAO	A1	Oil

*Source: MA Department of Environmental Protection*



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**March 23, 2015**

Approved: \_\_\_\_\_

**PRESENT:** Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member; Jim Gorman, Member and Susan Bak, Member

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

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

Chair Amoroso called the meeting to order at 7:00 P.M. in the Grange Meeting Room of Town Hall

**ANNOUNCEMENTS**

Chair Amoroso read the announcements. The Selectmen recognized Boy Scout Alec Coverdale who was attending the meeting as a Merit Badge requirement.

**APPOINTMENTS**

- No one asked to speak under the Citizens concerns.

**MINUTES**

The Selectmen passed over approval of the minutes for the Joint workshop meeting (BoS and FinCom) of March 3, 2015; Regular session of March 9, 2015; and the Executive sessions of February 23, 2015 and March 16, 2015.

**SELECTMEN REPORTS**

- Member Stemple reported that the Steele Farm Advisory Comm. is preparing for the Conway School's appearance at the April 13<sup>th</sup> Selectmen's meeting.
- Chair Amoroso reported that the Editor of the A-B Beacon communicated concerns regarding the salutation submitted on a letter of support for the Boxborough Solar Initiative. The Selectmen had voted to support this Energy Committee initiative however the newspaper's policy is to only publish letter "signed" by individuals. The outcome was that the individual members of the Energy Comm. were named and salutation identifies him as the signing as Selectmen Chair.
- Member Gorman reported that the Well Being Committee is pleased with the updates being provided by the Community Services Coordinator. The Selectmen discussed whether a presentation would be needed at Town Meeting for this budget item (her hours). It was determined that slides explaining services and supporting this item would be prepared but only used if needed.
- He also reported that the Space Needs Advisory Group has met, however he will report on that meeting during the article discussion.

**NEW BUSINESS**

- Chair Amoroso moved to re-appoint Donald Morse as Veterans Agent for a term commencing April 1, 2015 and ending on March 31, 2016. Seconded by Member Stemple. **Approved 5-0.**
- Chair Amoroso moved to forward to the Finance Committee for approval the request to transfer \$9,100 from the Reserve Fund to account #001-135-5305-0000 (Accountant Software Support) to enable the timely conversion of the Tax Collector data to the integrated VADAR financial software package for the FY 2016 tax cycle. Seconded by Member Stemple. **Approved 5-0.**

**OLD BUSINESS**

The Selectmen opened discussion on the Special/Annual Town Meeting.

	Dep t	Description	Amount	Vote/Recommendation
<b>Special Town Meeting</b>				
1	-	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200, Police	<u>TBD</u>	Pending – no recommendation @ this time.
2	-	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200A, Dispatch	<u>TBD</u>	Pending – no recommendation @ this time.
3	-	Fund Cost Items of First Year of Collective Bargaining Agreement - Boxborough Professional Firefighters, Local 4601	<u>TBD</u>	Pending – no recommendation @ this time.
4		<u>NEW</u> Deficit in Snow & Ice Recovery	<u>TBD</u>	Town Accountant recommends the use of Free cash. Moved to recommend and place on warrant as has been suggested. Amoroso/Stemple <b>Approved 5-0. Renumbered STM Article #1</b>
<b>Annual Town Meeting</b>				
1	-	Choose Town Officers	-	No action needed
2	-	Receive Reports	-	No action needed
3	-	Set Salaries and Compensation of Elected Officers	-	No action needed
4	-	Amend Personnel Plan and Personnel Classification and Compensation Plan	-	Board had approved 3-0 at 4/16/15 public hearing. Member Gorman voiced concerns and advised he would not be recommending. Moved to recommend and place on warrant. Bak/Amoroso. <b>4 Yea</b> (Amoroso, Stemple, Fox, Bak)– <b>1 Nay</b> (Gorman)
5	-	Town Operating Budget	-	Passed over will return to.
6	-	Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District	-	Chair Amoroso spoke to this article, the background and proposed recommendation not to approve. Moved to place on warrant and not to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
7		Withdrawal from Minuteman Regional Vocational School District		Chair Amoroso spoke to this article, the background and proposed recommendation to approve withdrawal. Provided his rationale to support both of these recommendations. Moved to place on warrant and to recommend. Amoroso/Gorman <b>Approved 5-0.</b>
<b>Transfers</b>				
8		Transfer Unexpended Balances in Prior Year Articles		<i>Article was removed/deleted from Warrant.</i>
9	100	Transfer to Stabilization Fund	100,000	Moved to place on warrant; to recommend and use Free Cash. Gorman/Bak <b>Approved 5-0.</b>
10	171	Conservation: Transfer to Conservation Trust for Future Purchase	5,000	Moved to place on warrant; to recommend and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
11	950	Transfer to OPEB Trust Fund	100,000	Moved to place on warrant; to recommend and use Free Cash. Amoroso/Gorman <b>Approved 5-0.</b>
<b>Salary (plus)</b>				
12	141	Assessor: Certification Stipend	1,000	This is a one-time vote; this would become part of Assessor's salary. Moved to place on warrant; to recommend and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
13	210	Police: Promote 1 Sgt to LT	14,460	There was discussion. Member Bak spoke to an analysis she had prepared on this. It was also noted that as a "Strong Chief," Chief Ryder is responsible for managing his department's staffing. Moved to place on warrant; to recommend and use Free Cash. Fox/Stemple <b>Approved 4 Yea</b> (Amoroso, Stemple, Fox, Gorman)– <b>1 Nay</b> (Bak)
14	215	Additional Dispatcher (wages of \$9,034 & health ins @ \$15,570) [NB: less OT and less PT hrs]	24,604	After discussion. Moved not to support article. Bak/Amoroso <b>4 Yea</b> (Amoroso, Stemple, Fox, Bak)– <b>1 Nay</b> (Gorman) <i>Article was removed/deleted from warrant.</i>
15	220	Additional Firefighter/Shift Restructuring (wages of \$25,627 & health ins @ \$15,570)	41,197	This is currently an executive session matter, not for discussion in open session.
16	-	422 Additional DPW Worker (add 1 wages of \$34,049 & health ins @ \$15,570)	49,619	<i>Article was removed/deleted; replaced with subsequent article.</i>

16		422/ 423	Replace 2 PT DPW workers with FT DPW worker (add'l wages of \$16,092 & health ins @ \$15,570)	31,662	There was discussion regarding DPW need for more manpower and the difficulty in recruit part-time workers. One of the two part-time workers has recently resigned so the article was revised. Moved to place on warrant; to recommend and use Free Cash. Gorman/Amoroso <b>Approved 5-0.</b>
17	-	610	Additional Library Hours/PT staffing (extend open hours on M & W from 6 PM to 8 PM)	14,162	This item can be taken up as an amendment under Article # 5-Budget, on Town Meeting floor. <i>Article was removed/deleted from warrant.</i>
			<b>Other Exp</b>		
17		192	Grange Meeting Room Stage/Lobby Project	35,000	The CPC recently declined to act on this project proposal. The merits of funding now or re-introducing proposal to CPC in the future were discussed. The Town Clerk supports this article. Moved to place on warrant; to recommend and use Free Cash. Bak/Stemple <b>Approved 4 Yea (Bak, Stemple, Fox, Gorman)-1 Nay (Amoroso)</b>
18		210	Police: Department Accreditation	14,000	There was discussion on the materials provided regarding this accreditation from Police Chief Assoc. This would be keeping with best practices. Similar to an audit. Moved to place on warrant; to recommend, conditional, that this is a one-time expense and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
19	-	210	Police: Palm Scanner	25,000	After discussion. Moved not to support article. Bak/Amoroso <b>5-0.</b> <i>Article was removed/deleted from warrant.</i>
20		210	Public Safety building programmatic review and schematic design	69,500	Member Gorman spoke to the information provided in the consultant's presentation at a recent Space Needs Advisory Group meeting; possible timeframe and the issues/concerns with this site. Moved to place on warrant; to recommend and use Free Cash. Amoroso/Stemple <b>Approved 5-0.</b>
21		220	Fire: Pumper Truck (to replace #64; 20 yr. old "maintenance hog")	650,000	Member Gorman also spoke to this article. Engine 64 is over 20 years old, past its useful life; maintenance/repair costs were just under \$100,000 this year; there are significant corrosion issues and the 2-man cab set up is no longer compliant. He also detailed the benefits of a new engine. If approved could be delivered by spring 2016. Moved to place on warrant; to recommend and use Borrowing. Gorman /Fox <b>Approved 5-0.</b>
22		220	Fire: Turnout Gear (Personal Protective Equipment)	140,000	The National Fire Assoc. recommends that turnout gear be replaced every 10 years. To participate in Mass. training programs this equipment cannot be over 10 years old. This is a safety issue for fire personnel, similar to Police vests. Draft recommendation was revised. Moved to place on warrant; to recommend and use Borrowing. Gorman /Stemple <b>Approved 5-0.</b>
23		422	DPW: 3/4 Ton Pickup Truck (to replace "Juan's truck")	40,000	To replace a 2005 truck with significant body rot and front-end damage. Moved to place on warrant; to recommend and use Borrowing. Gorman /Fox <b>Approved 5-0.</b>
24		422	DPW: Road Paving	300,000	This would allow DPW to repair/repave more road miles than is currently possible using just Ch. 90 funds; allowing the DPW to "catch-up" on repairs/paving projects. Moved to place on warrant; to recommend and use Borrowing. Gorman /Amoroso <b>Approved 5-0.</b>
25		422	DPW: New vibratory asphalt roller (replacement)	40,000	Philosophical disagreement with FinCom regarding funding source. FinCom believes Ch. 90 funds should be used just for paving, not for the related equipment such as this. Moved to place on warrant; to recommend and use Borrowing. Gorman/Amoroso <b>Approved 5-0.</b>
26		422	DPW: New chipper	60,000	DPW chipper is over 20 years old. The proposed equipment is quicker and can handle larger pieces. Moved to place on warrant; to recommend and use Borrowing. Gorman /Amoroso <b>Approved 5-0.</b>
27		691	Historical Commission: Museum basement painting project	5,000	This is necessary before records can be stored. Also evidence of mold needs to be addressed. Moved to place on warrant; to recommend and use Free Cash. Gorman/Stemple <b>Approved 5-0.</b>
		Total		1,703,088	
			<b>CPA</b>		These will be combined into one article. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
28			FY 15 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes); FY 16 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes) and 5% for administrative and operating expenses; FY 16 projects	TBD	Pursuant to CPA, this is the mandatory set aside.

			Steele Farm barn exterior restoration (\$90,000)		
			Preservation and restoration of Town Hall steps (\$10,000)		
			Conservation of historical records (\$12,000)		
			<b>Non-Appropriation Financial</b>		
29	Mul ti		Departmental Revolving Funds Re-authorization		This is an annual "Housekeeping" item. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
30	141		Assessor: Personal Exemption Percentage		This will only need to be done this year – future will just carry forward. Moved to place on warrant and to recommend. Bak/Stemple <b>Approved 5-0.</b>
31	220		Fire Alarm System maintenance Revolving Cap Increase (from \$4,100)	10,000 Cap	This is an annual vote; however the Fire Dept. would like to increase this cap to cover maintenance costs. Moved to place on warrant and to recommend. Gorman/Stemple <b>Approved 5-0.</b>
32			Chapter 90 Highway Reimbursement Program		"Housekeeping" item. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
33	541		COA: New Revolving Acct for Programs	15,000 Cap	CoA is establishing a revolving fund for their program offerings; and they intend to expand their offerings so they would like to also increase the cap. Moved to place on warrant and to recommend. Fox/Bak <b>Approved 5-0.</b>
34	610		Library: New Revolving Acct for Copy Machine Funds	1,500 Cap	"Housekeeping" item. Moved to place on warrant and to recommend. Amoroso/Stemple <b>Approved 5-0.</b>
35			Rescind Unused Borrowing Authorization	\$50,000	"Housekeeping" item. This is the balance of amounts authorized but not actually borrowed Moved to place on warrant and to recommend. Fox/Amoroso <b>Approved 5-0.</b>
			<b>Zoning Bylaw Amendments</b>		<i>Zoning Bylaw articles not under the Selectmen's purview, no action needed.</i>
36			Change Definition 2101 "Accessory Structure" to "Accessory Building"		
37			Amend Definition 2152 "Mixed-use" to be inclusive of all permitted uses		
38			Amend Section 4000 Use Regulations, 4100 General (Administrative Correction)		
39			Change the word "Churches" to "Places of Worship" in Section 6006 Parking Schedule		
40			Amend Section 4003(1) Residential Uses to allow the Bed and Breakfast use by Special Permit in the Agricultural-Residential and Residential-1 zoning districts		
41			Various amendments to Section 6300 Signs		
42			Add new section regarding Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety		
			<b>Other Planning Board</b>		
43			Accept a sidewalk easement located on the property at 55-61 Codman Hill Road (Craftsman Village)		This will be under Consent Agenda – no recommendation needed.
			<b>Petition Article</b>		
44			Restoring & Maintaining Constitutional Governance Resolution of Boxborough, Massachusetts		There was discussion regarding the submitted language, information that is available regarding this concept and the legality of proposal. Moved not to support article. Amoroso/Bak 5-0. As a Petition Article it remains on the warrant.

The Selectmen clarified that their votes reflected support of the presented recommendations as written, except for Member Gorman's Turn-out gear recommendation, which is supported as revised. TA Shaw will send a follow up email on the

outstanding recommendations.

*The Selectmen took a brief recess; reconvening at 9:20 PM*

- The Selectmen reviewed, discussed and voted the FY 2016 budgets.

<b>Dept.</b>		<b>Votes/Comments</b>	
<b>100s</b>	<b>Town Government</b>		
122	Selectmen		Appreciation Event discussed. Budget will remain same, and will revisit for FY 17.
135/146	Town Acct./Tax Collector		Increase to Accountant software line, offset by moving software out of Tax Collector's budget.
141	Assessor		FY 16 is re-evaluation year so increased to cover consultant costs.
145	Treasurer		Treasurer eligible for stipend in FY 16 and going forward.
151	Legal Services		Level funded.
156	Technology		FY 16 intention is to fund 100% from within budget. This budget was new to FY 15 and is evolving. TA Shaw the intent for utilized this budget going forward; the proposed agreement with the IT consultant; the rationale as to changing the funding source and the balance of in these funds.
162	Elect. & Registrar.		Expenses down slightly one less election
175	Planning Board		Reflects increase as MapGEO was significantly underfunded in FY 15.
	Total Salaries - Town Government	670,057	Moved to approve. Bak/Stemple <b>Approved 5-0</b>
	Total Other - Town Government	322,506	Moved to approve. Bak/Stemple <b>Approved 5-0</b>
<b>200s</b>	<b>Protection</b>		
210	Police Salary		Reflects budget without Lt position and 2 man shift coverage. FinCom wanted discussion on TM floor. Working number, CBU still pending.
210	Total Other		FinCom revised - Removed annual vehicle replacement. 3 new vehicles were acquired last year.
215	Dispatch Salary		Working number, CBU still pending.
220	Fire Salary		Working number CBU still pending.
241	Building Insp. Other		Increased due to consultant fees for new development.
292	ACO Dog & Cat Salary		This is just reflects Boxborough's portion
	Total Salaries - Protection	2,102,596	Moved to approve. Fox/Bak <b>Approved 4 Yea</b> (Bak, Stemple, Fox, Amoroso)–1 Nay (Gorman)
	Total Other - Protection	269,688	Moved to approve. Fox/Bak <b>Approved 5-0.</b>
<b>300s</b>	<b>Education</b>		Increases reflect reductions in state aid.
310	Minuteman		
320	ABRSD		
	Total Education	11,285,654	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>
<b>400s</b>	<b>DPW</b>		
423	Total Snow & Ice		FY 15 30% over budget to date. Will keep level funded
429	Fuel		Down mostly due to reduced fuel prices.
433	Transfer Station		This is placeholder/level funded - awaiting additional hauling quotes to finalize.

	Total Salaries - Public Works	579,859	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>
	Total Other - Public Works	440,185	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>
<b>500s</b>	<b>Health Services</b>		
511	BoH Other		Landfill Monitoring expense is up.
529	Community Services		New budget line - using FY 15 ATM Article to level fund.
541	CoA		Printing costs down
	Total Salaries - Health Services	77,724	Moved to approve. Stemple/Amoroso <b>Approved 5-0</b>
	Total Other - Health Services	46,523	Moved to approve. Stemple/Gorman <b>Approved 5-0</b>
<b>600s</b>	<b>Culture &amp; Recreation</b>		
610	Library		Not under BoS purview.
670	Steele Farm		Increase in electric costs - heaters
691	Total Hist Comm		Increase in electric costs - new HVAC
	Total Salaries - Culture & Rec	249,399	Moved to approve. Stemple/Gorman <b>Approved 5-0</b>
	Total Other - Culture & Rec	144,865	Moved to approve. Stemple/Gorman <b>Approved 5-0</b>
<b>700s</b>	<b>Administration</b>		
	Total Other - Administration	2,576,563	Moved to approve. Amoroso/Gorman <b>Approved 5-0</b>
132	Total Reserve Fund	185,000	Moved to approve. Gorman/Stemple <b>Approved 5-0</b>

The Town Accountant has suggested that the Town draw down \$900,000 from Free Cash, which is currently at \$ 1.9 Million, to off-set the increase to taxes. FinCom's practice is to maintain Free Cash at 5% of proposed budget. Stabilization is still solid at \$1.2 Million. If we draw down as she suggests the anticipated tax increase would be 2.6%. Accountant Barrett will be ask to what would be the maximum that the Town could draw down from Free Cash.

TA Shaw advised that FinCom did not vote to support the full submitted IT budget.

#### ADJOURN

- At 10:35 PM, the agenda was completed and the meeting was adjourned.

7 a i

## 2015 Boxborough Town Meeting Preview Draft 4/20/2015

The 2015 Boxborough Town Meeting will start at **7:00 pm** on Monday, May 11 in the Blanchard School gymnasium and will likely continue on Tuesday, May 12 and Thursday May 14. If all business is not concluded, Town Meeting will likely re-convene on Wednesday, May 20 and Thursday, May 21.

The first order of business will be a short four article Special Town Meeting. The first article relates to funding of the snow removal deficit. The next three articles relate to funding of the first year of the Police, Dispatch, and Fire union collective bargaining agreements.

The 2015 Annual Town Meeting will then begin. There will be brief reports delivered to Town Meeting under Article 2. The Finance Committee will deliver a report under Article 5.

Article 3 will set salaries for elected officials. Article 4 proposes changes to the Personnel Administration Plan. Article 5 sets the Town Operating Budget. There are four known amendments to be proposed to the Budget and no requirement for a proposition 2 ½ override.

The next two articles relate to Minuteman Regional Vocational School District. Article 6 requests approval of a new Regional Agreement and Article 7 asks if the Town will vote to start the process of withdrawing from the District. Subject to the approval of Town Meeting the intent is to discuss these as the first item of business Tuesday night.

The next fourteen articles require appropriations. Article 8 is the first time that a Boxborough Town Meeting will appropriate Community Preservation Act funds. The next nine appear on the Fiscal Consent Agenda. The Selectmen, in consultation with Town Counsel, the Moderator and the Finance Committee, believe they are uncontroversial and can be properly voted without debate. These articles will be voted as a group if no registered voter objects. Warrant articles 18 and 19 request changes to the structure of Town's Police and Public Works Departments. The remaining two "money" articles propose funding various capital acquisitions, improvements, studies and initiatives. None are subject to a Proposition 2 ½ override. In an effort to streamline Town Meeting, these are "compilation" articles with multiple sub-parts. Each subpart can be discussed and may be voted separately. Three of the funding requests are for \$100,000 or more: \$650,000 for a Fire Department pumper truck, \$300,000 for paving and \$140,000 for Fire Department turn-out gear. Many of these items will require a two-thirds vote because they involve borrowing.

These will be followed by seven zoning articles, one article submitted by petition, and finally by three Non-Monetary Consent Agenda articles.

Boxborough's town officials, boards and committees encourage all voters to attend Town Meeting on May 11 and subsequent dates and participate in their town government. We also urge everyone to review the warrant ahead of time and, if they have questions, to call the appropriate elected or appointed town officials. A copy of the warrant is available at [boxborough-ma.gov](http://boxborough-ma.gov) and has been mailed to all households with registered voters.

Ideally, all who attend Town Meeting should leave feeling that they were treated fairly and that they had a chance to have their views addressed. Ultimately, the goal is that voters will feel good about returning for next year's Town Meeting!

Signed

John Fallon Boxborough Town Moderator &  
Vincent Amoroso, Susan Bak, Les Fox, Jim Gorman, Robert Stemple Boxborough Board of Selectmen





**TOWN OF BOXBOROUGH  
SPECIAL/ANNUAL TOWN MEETING  
MAY 11, 2015**

**SPECIAL MOTIONS**

**VINCE AMOROSO, CHAIR, BOARD OF SELECTMEN**

➤ **Motion re: dates**

I move that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 12th; Thursday, May 14th; Wednesday, May 20th and Thursday, May 21st;

and further, that no debate will begin on any new article after 10:30 p.m.

➤ **Motion re: calling 2/3 vote**

I move that on town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

➤ **Motion to postpone consideration**

I move to postpone consideration of articles 6 and 7 until Tuesday, May 12 as the first two items of business, respectively, at the adjourned session of the Annual Town Meeting.

➤ **Motion re: reconsideration**

I move that once final action has been taken on an Article, and the next order of business has been taken up, or the session of Town Meeting has been adjourned, the Article may not again be considered at that Town Meeting unless, in the best judgment of the Moderator, a significant error or omission occurred in the Article's language, or in the process of action on the Article, or a significant change of circumstances has occurred, such that there is a clear likelihood that the outcome could change upon reconsideration or that reconsideration would be in the Town's best interest.

➤ **Motion to adjourn ATM**

I move to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting.

**SPECIAL TOWN MEETING**

- 1. SNOW AND ICE DEFICIT - JIM GORMAN, BOARD OF SELECTMEN**
- 2. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE - LES FOX, BOARD OF SELECTMEN**
- 3. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH - BOB STEMPLE, BOARD OF SELECTMEN**
- 4. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601 – JIM GORMAN, BOARD OF SELECTMEN**

**ARTICLE 1 SNOW AND ICE DEFICIT - JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from Free Cash the sum of **Seventy-Five Thousand Dollars (\$75,000)** to fund the Snow and Ice Deficit for the year ending June 30, 2015.

**ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE - LES FOX, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from Free Cash the sum of **TBD** to fund the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2015 to June 30, 2018).

**ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH - BOB STEMPLE, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from Free Cash the sum of **TBD** to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2015 to June 30, 2018).

**ARTICLE 4 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING  
AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601 -  
JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from Free Cash the sum of **TBD** to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2015 to June 30, 2018).

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**VINCE AMOROSO, CHAIR, BOARD OF SELECTMEN**

➤ **Motion to dissolve STM**

I move to dissolve the Special Town Meeting.

## ANNUAL TOWN MEETING

1. **CHOOSE TOWN OFFICERS – ANNUAL MUNICIPAL ELECTION**
2. **RECEIVE REPORTS – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**
4. **AMEND FY 2016 PERSONNEL PLAN & CLASSIFICATION AND COMPENSATION SCHEDULE – ANNE CANFIELD, PERSONNEL BOARD CHAIR**
5. **TOWN OPERATING BUDGET – DILIP SUBRAMANYAM, FINANCE COMMITTEE CHAIR**
6. **AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT - CHERYL MAHONEY, MRVSD REPRESENTATIVE**
7. **WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT– VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**
8. **COMMUNITY PRESERVATION FUND - SUSAN BAK, BOARD OF SELECTMEN**
9. **TRANSFER TO STABILIZATION FUND\*\* - NEAL HESLER, FINANCE COMMITTEE**
10. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\* - SUSAN BAK, BOARD OF SELECTMEN**
11. **ACCEPTANCE OF MGL CH 59, S 21, “ADDITIONAL COMPENSATION FOR ASSESSORS FOR COURSES OF STUDY” - SUSAN BAK, BOARD OF SELECTMEN**
12. **RESCIND UNUSED BORROWING AUTHORITY\*\* - SUSAN BAK, BOARD OF SELECTMEN**
13. **DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\* – JIM GORMAN, BOARD OF SELECTMEN**
14. **ESTABLISH REVOLVING FUND FOR GENERAL COUNCIL ON AGING PROGRAMS\*\* - FRANK POWERS, COUNCIL ON AGING CHAIR**
15. **ESTABLISH REVOLVING FUND FOR LIBRARY PHOTOCOPYING MACHINE FEES\*\* - LIBRARY BOARD OF TRUSTEES**
16. **TOWN MUSEUM BASEMENT RE-PAINTING\*\* - JIM GORMAN, BOARD OF SELECTMEN**
17. **CONSERVATION TRUST FUND\*\* – CONSERVATION COMMISSION**
18. **POLICE DEPARTMENT - PROMOTION OF SERGEANT TO NEW POSITION OF LIEUTENANT - LES FOX, BOARD OF SELECTMEN**
19. **DPW – REPLACE TWO PART-TIME WORKERS WITH ONE FULL-TIME WORKER - JIM GORMAN, BOARD OF SELECTMEN**
20. **CAPITAL EQUIPMENT AND INFRASTRUCTURE**
  - A. **Town Hall – Renovation of Foyer into Grange Meeting Room - SUSAN BAK, BOARD OF SELECTMEN**
  - B. **Fire Department - Pumper Truck (to Replace Engine #64) - JIM GORMAN, BOARD OF SELECTMEN**
  - C. **Fire Department – Turnout Gear (Personal Protective Equipment) - JIM GORMAN, BOARD OF SELECTMEN**
  - D. **DPW - ¾ Ton Pickup Truck (Replacement) - JIM GORMAN, BOARD OF SELECTMEN**
  - E. **DPW - Road Paving- JIM GORMAN, BOARD OF SELECTMEN**
  - F. **DPW - New Vibratory Asphalt Roller - JIM GORMAN, BOARD OF SELECTMEN**
  - G. **DPW – Chipper - JIM GORMAN, BOARD OF SELECTMEN**

21. **STUDIES AND INITIATIVES**
  - A. **Public Safety Building Programmatic Review and Schematic Design - JIM GORMAN, BOARD OF SELECTMEN**
  - B. **Police Department Accreditation - LES FOX, BOARD OF SELECTMEN**
22. **ZONING BYLAW AMENDMENT – AMEND SECTION 2101 ACCESSORY STRUCTURE – PLANNING BOARD**
23. **ZONING BYLAW AMENDMENT – AMEND SECTION 2152 MIXED-USE – PLANNING BOARD**
24. **ZONING BYLAW AMENDMENT – AMEND SECTION 4001 GENERAL – PLANNING BOARD**
25. **ZONING BYLAW AMENDMENT – AMEND SECTION 6006 PARKING SCHEDULE – PLANNING BOARD**
26. **ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES – PLANNING BOARD**
27. **ZONING BYLAW AMENDMENT – AMEND SECTION 6300 SIGNS - PLANNING BOARD**
28. **ZONING BYLAW AMENDMENT – AMEND SECTION 2190 WIRELESS COMMUNICATION FACILITY AND SECTION 7400 WIRELESS COMMUNICATION FACILITIES - PLANNING BOARD**
29. **SUBMITTED BY PETITION - RESTORING AND MAINTAINING CONSTITUTIONAL GOVERNANCE RESOLUTION OF BOXBOROUGH, MASSACHUSETTS## - LORETTA CROWLEY, PETITIONER**
30. **ACCEPTANCE OF CODMAN HILL ROAD SIDEWALK EASEMENT\*\* – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**
31. **ACCEPTANCE OF MGL CH 59, S 5C ½ - PERSONAL REAL ESTATE EXEMPTIONS\*\* - SUSAN BAK, BOARD OF SELECTMEN**
32. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\* - JIM GORMAN, BOARD OF SELECTMEN**

**LEGEND**

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

**ARTICLE 2 RECEIVE REPORTS - VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2014 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

**ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS - VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2015 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$45,005.48/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

**ARTICLE 4 AMEND FY 2016 PERSONNEL PLAN & CLASSIFICATION AND COMPENSATION SCHEDULE – ANNE CANFIELD, PERSONNEL BOARD CHAIR**

(Majority vote required)

I move to amend the Personnel Administration Plan to reflect administrative changes as summarized in the Annual Town Meeting warrant under Article 4, to become effective July 1, 2015 and for which the complete text of the proposed revisions is on file in the Town Clerk's office and is also available on the Town's website; further, by amending the Classification and Compensation Schedule, formerly known as Schedules A & B, by providing for a wage adjustment of 1.5% over FY 2015, and by adding the position of Police Lieutenant to Grade 15.

**FY 2016  
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES										
GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	71,798.85	73,593.82	75,433.67	77,319.51	79,252.50	81,233.81	83,264.66	85,346.27	87,479.93
15	Inspector of Buildings	65,275.59	66,907.48	68,580.16	70,294.67	72,052.03	73,853.33	75,699.67	77,592.16	79,531.96
	Information Systems Coordinator									
	<i>Police Lieutenant</i>									
	Town Accountant									
	Town Assessor									
	Town Treasurer									
14	Tax Collector	56,091.18	57,493.46	58,930.80	60,404.07	61,914.17	63,462.03	65,048.58	66,674.79	68,341.66
	Town Clerk (Elected)									
13	Council on Aging Coordinator	25.84	26.48	27.14	27.82	28.52	29.23	29.96	30.71	31.48
	(DPW) Foreman									
12	Conservation Agent	22.66	23.23	23.81	24.40	25.01	25.64	26.28	26.94	27.61
	Youth Services Librarian									
11	Department Assistant	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	24.42
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.40	19.89	20.39	20.89	21.42	21.95	22.50	23.06	23.64
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.64	18.08	18.53	18.99	19.47	19.95	20.45	20.96	21.49
8	Van Dispatcher	16.03	16.43	16.84	17.26	17.70	18.14	18.59	19.06	19.53

**PER DIEM AND INTERMITTENT EMPLOYEES**

<b>Hourly</b>		
CIT	9.00	eff 1/1/16, \$10**
Intern (Town Hall)	9.00	eff 1/1/16, \$10**
Junior Library Page	9.00	eff 1/1/16, \$10**
Library Page	9.25	eff 1/1/16, \$10.25**
Counselor	10.00	eff 1/1/16, \$10.50**
Election Workers	10.48	
Asst. Animal Control Officer - Dogs &	10.93	4 hr min call
Laborer - Cemetery	11.26	
Clerk of Elections	12.12	
Media Production Technician	12.69	
Seasonal Conservation Officer	12.81	
Lead Counselor	13.01	
Van Driver	13.97	
Seasonal Maintenance Worker	14.26	
Lock Up Attendant	15.37	
Part Time Dispatcher	17.33	
Fire Department Chaplain	17.63	
Firefighter/EMT	17.64	
Special Police Officer	17.64	
Substitute Librarian	17.64	
Gym Director	19.05	
Winter Recreation Director	19.05	
Fire Lieutenant	19.40	
Summer Recreation Director	19.53	
Animal Ctl Officer	20.04	
Fire Captain	20.04	
Veterans Services Officer	20.04	
Snow Plow Operator	22.49	
Deputy Fire Chief	22.66	
Cemetery Superintendent	22.66	
Asst. Building Inspector	26.85	
Call Building Inspector	31.26	
Call Fire Chief	43.54	
<b>Stipends (Annual)</b>		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
<b>Fees-based</b>		
Wiring Inspector	\$50,000 cap/yr	
Plumbing & Gas Inspector	\$15,000 cap/yr	
Fee max is 1% of FY 15 levy (or \$162670)		
** Massachusetts minimum wage increases on January 1, 2016		

**FOR INFORMATIONAL PURPOSES  
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS**

FY 2016							
Personal Contracts							
Position	Contract Expiry Date			FY 2015	FY 2016		
DPW Director	Contract expires 6/30/17			\$ 82,812.00	\$ 82,812.00		
Fire Chief	Contract expires 8/31/18			\$ 93,378.00	\$ 97,113.00		
Library Director	Contract expires 6/30/16			\$ 76,583.00	\$ 80,000.00		
Police Chief	Contract expires 6/30/17			\$ 115,000.00	\$ 117,750.00		
Town Administrator	Contract expires 9/30/16			\$ 105,000.00	\$ 108,500.00		
Positions Governed by CBA's (still in negotiations at time of going to press)							
Position							
Police Sergeant (Steps 1-3)	TBD	TBD	TBD				
Police Officer (Steps A1/A2-F)	TBD	TBD	TBD	TBD	TBD	TBD	TBD
Fire Lieutenant (Step A)	TBD						
Firefighter/EMT (Steps A-F)	TBD	TBD	TBD	TBD	TBD	TBD	
Dispatch Supervisor (Steps A-F)	TBD	TBD	TBD	TBD	TBD	TBD	
Dispatcher (Steps A-F)	TBD	TBD	TBD	TBD	TBD	TBD	
Elected Officials							
Position	FY 2015			FY2016			
Selectman	\$ 400.00	annually		\$ 400.00	annually		
Board of Health Member	\$ 166.67	annually		\$ 166.67	annually		
Planning Board Member	\$ 109.00	annually		\$ 109.00	annually		
Library Trustee	\$ -	annually		\$ -	annually		
Moderator	\$ -	per meeting		\$ -	annually		
Constable	\$ 3.00	/warrant posted/location		\$ 3.00	/warrant posted/location		
Town Clerk	\$ 43,258.91	(Grade 14-7)		\$ 45,005.48	(Grade 14-8)		

**ARTICLE 5            TOWN OPERATING BUDGET - DILIP SUBRAMANYAM, FINANCE  
COMMITTEE CHAIR**

(Majority vote required)

I move that the Town appropriate the sum of

**\$18,863,824**

for the operations and expenses of the Town during the fiscal year beginning July 1, 2015, the purposes for which funding are set forth in the Department Account Numbers 100 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY16 Budget,

and to meet this appropriation that an amount of \$ 474,000 be transferred from Free Cash

and that the balance be raised by taxation.

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
100	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
100	Total Other	\$ 11,700	\$ -	\$ 11,700	2.6%	\$ 11,340
100	Total General Gov't	\$ 11,700	\$ -	\$ 11,700	2.6%	\$ 11,340
114	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
114	Total Other	\$ 50	\$ 50	\$ -	0.0%	\$ 50
114	Total Moderator	\$ 50	\$ 50	\$ -	0.0%	\$ 50
119	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
119	Total Other	\$ 175	\$ 175	\$ -	0.0%	\$ 175
119	Total Town Constable	\$ 175	\$ 175	\$ -	0.0%	\$ 175
122	Total Salary	\$ 2,000	\$ 2,000	\$ -	0.0%	\$ 2,000
122	Total Other	\$ 2,119	\$ 2,136	\$ (17)	-0.8%	\$ 2,149
122	Total Selectmen	\$ 4,119	\$ 4,136	\$ (17)	-0.4%	\$ 4,149
123	Total Salary	\$ 108,750	\$ 105,000	\$ 3,750	3.6%	\$ 101,500
123	Total Other	\$ 2,875	\$ 2,825	\$ 50	1.8%	\$ 2,825
123	Total Town Administrator	\$ 111,625	\$ 107,825	\$ 3,800	3.5%	\$ 104,325
131	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
131	Total Other	\$ 480	\$ 455	\$ 25	5.5%	\$ 450
131	Total Town Finance Comm	\$ 480	\$ 455	\$ 25	5.5%	\$ 450
135	Total Salary	\$ 66,908	\$ 64,311	\$ 2,597	4.0%	\$ 70,810
135	Total Other	\$ 36,708	\$ 26,968	\$ 9,740	36.1%	\$ 26,666
135	Total Accountant	\$ 103,616	\$ 91,279	\$ 12,337	13.5%	\$ 97,476
141	Total Salary	\$ 66,908	\$ 64,311	\$ 2,597	4.0%	\$ 39,700
141	Total Other	\$ 17,964	\$ 13,113	\$ 4,851	37.0%	\$ 9,023
141	Total Assessor	\$ 84,872	\$ 77,424	\$ 7,448	9.6%	\$ 48,723
145	Total Salary	\$ 67,908	\$ 65,311	\$ 2,597	4.0%	\$ 71,810
145	Total Other	\$ 8,350	\$ 8,350	\$ -	0.0%	\$ 12,495
145	Total Treasurer	\$ 76,258	\$ 73,661	\$ 2,597	3.5%	\$ 84,305
146	Total Salary	\$ 67,676	\$ 65,087	\$ 2,589	4.0%	\$ 62,574
146	Total Other	\$ 11,381	\$ 20,118	\$ (8,737)	-43.4%	\$ 17,076
146	Total Collector	\$ 79,057	\$ 85,205	\$ (6,148)	-7.2%	\$ 79,650
151	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
151	Total Other	\$ 53,500	\$ 53,500	\$ -	0.0%	\$ 64,000
151	Total Legal	\$ 53,500	\$ 53,500	\$ -	0.0%	\$ 64,000
	100 - Total Other - General Government: Increase of 3% over STM14, Article 1 Community Center lease					
	131 - Total Other - Finance Committee: Additional conference attendee					
	135 - Total Other - Accountant: Integrated financial software package including tax collection module					
	141 - Total Other - Assessor: Revaluation year, increased consulting costs					
	146 - Total Other - Collector: Software expense re-allocated to Accountant					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
152	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
152	Total Other	\$ 320	\$ 260	\$ 60	23.1%	\$ 260
152	Total Personnel Board	\$ 320	\$ 260	\$ 60	23.1%	\$ 260
156	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
156	Total Other	\$ 75,319	\$ 27,994	\$ 47,325	169.1%	\$ -
156	Total Technology	\$ 75,319	\$ 27,994	\$ 47,325	169.1%	\$ -
161	Total Salary	\$ 46,006	\$ 44,259	\$ 1,747	3.9%	\$ 42,562
161	Total Other	\$ 2,120	\$ 2,178	\$ (58)	-2.7%	\$ 2,320
161	Total Town Clerk	\$ 48,126	\$ 46,437	\$ 1,689	3.6%	\$ 44,882
162	Total Salary	\$ 4,028	\$ 4,762	\$ (734)	-15.4%	\$ 2,601
162	Total Other	\$ 5,632	\$ 6,070	\$ (438)	-7.2%	\$ 4,355
162	Total Elect. & Registr.	\$ 9,660	\$ 10,832	\$ (1,172)	-10.8%	\$ 6,956
171	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
171	Total Other	\$ 2,150	\$ 2,150	\$ -	0.0%	\$ 2,150
171	Total Conservation Comm	\$ 2,150	\$ 2,150	\$ -	0.0%	\$ 2,150
175	Total Salary	\$ 67,453	\$ 64,856	\$ 2,597	4.0%	\$ 71,355
175	Total Other	\$ 7,330	\$ 5,775	\$ 1,555	26.9%	\$ 8,900
175	Total Planning Board	\$ 74,783	\$ 70,631	\$ 4,152	5.9%	\$ 80,255
176	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
176	Total Other	\$ 210	\$ 335	\$ (125)	-37.3%	\$ 335
176	Total ZBA	\$ 210	\$ 335	\$ (125)	-37.3%	\$ 335
179	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
179	Total Other	\$ 100	\$ 200	\$ (100)	-50.0%	\$ 200
179	Total Ag Comm	\$ 100	\$ 200	\$ (100)	-50.0%	\$ 200
192	Total Salary	\$ 172,420	\$ 168,116	\$ 4,304	2.6%	\$ 176,450
192	Total Other	\$ 43,723	\$ 45,355	\$ (1,632)	-3.6%	\$ 58,582
192	Total Town Hall	\$ 216,143	\$ 213,471	\$ 2,672	1.3%	\$ 235,032
199	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
199	Total Other	\$ 150	\$ 1,000	\$ (850)	-85.0%	\$ 200
199	Total Energy Comm	\$ 150	\$ 1,000	\$ (850)	-85.0%	\$ 200
	<b>Total Salaries - Town Government</b>	\$ 670,057	\$ 648,013	\$ 22,044	3.4%	\$ 641,362
	<b>Total Other - Town Government</b>	\$ 282,356	\$ 219,007	\$ 63,349	28.9%	\$ 223,551
	<b>Total Town Government</b>	\$ 952,413	\$ 867,020	\$ 85,393	9.8%	\$ 864,913
	152 - Total Other - Personnel Board: Additional conference attendee					
	156 - Total Other - Technology: IT consulting services, support and server warranties					
	156 - Total Other - Technology: Previously, a portion of the expenditure was paid "off-budget" through the use of cable funds, which are no longer available to the same extent. BoS will propose to amend this line item.					
	162 - Total Salary - Elections & Registrar: Only 2 elections in FY16					
	162 - Total Other - Elections & Registrar: Only 2 elections in FY16					
	175 - Total Other - Planning Board: MapGeo contract under-budgeted in FY15					
	176 - Total Other - Zoning Board of Appeals: Reduced dues					
	179 - Total Other - Agricultural Commission: Reduced travel & conferences					
	199 - Total Other - Energy Commission: FY15 included recycling bins @ athletic fields					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
210	Total Salary	\$ 987,409	\$ 1,008,200	\$ (20,791)	-2.1%	\$ 952,389
210	Total Other	\$ 100,940	\$ 137,290	\$ (36,350)	-26.5%	\$ 140,799
210	Total Police	\$ 1,088,349	\$ 1,145,490	\$ (57,141)	-5.0%	\$ 1,093,188
215	Total Salary	\$ 256,725	\$ 250,302	\$ 6,423	2.6%	\$ 249,037
215	Total Other	\$ 36,220	\$ 36,020	\$ 200	0.6%	\$ 36,910
215	Total Dispatch	\$ 292,945	\$ 286,322	\$ 6,623	2.3%	\$ 285,947
220	Total Salary	\$ 774,301	\$ 765,214	\$ 9,087	1.2%	\$ 739,496
220	Total Other	\$ 106,880	\$ 103,498	\$ 3,382	3.3%	\$ 105,703
220	Total Fire	\$ 881,181	\$ 868,712	\$ 12,469	1.4%	\$ 845,199
241	Total Salary	\$ 69,863	\$ 68,393	\$ 1,470	2.1%	\$ 65,427
241	Total Other	\$ 9,775	\$ 2,250	\$ 7,525	334.4%	\$ 2,442
241	Total Building Insp	\$ 79,638	\$ 70,643	\$ 8,995	12.7%	\$ 67,869
291	Total Salary	\$ 2,746	\$ 2,705	\$ 41	1.5%	\$ 2,682
291	Total Other	\$ 450	\$ 400	\$ 50	12.5%	\$ 400
291	Total ACO	\$ 3,196	\$ 3,105	\$ 91	2.9%	\$ 3,082
292	Total Salary	\$ 11,507	\$ 11,292	\$ 215	1.9%	\$ 11,007
292	Total Other	\$ 2,850	\$ 1,625	\$ 1,225	75.4%	\$ 1,625
292	Total ACO Dog & Cat	\$ 14,357	\$ 12,917	\$ 1,440	11.1%	\$ 12,632
299	Total Salary	\$ 45	\$ 45	\$ -	0.0%	\$ 45
299	Total Other	\$ 25	\$ 50	\$ (25)	-50.0%	\$ 50
299	Total Field Driver	\$ 70	\$ 95	\$ (25)	-26.3%	\$ 95
	Total Salaries - Protection	\$ 2,102,596	\$ 2,106,151	\$ (3,555)	-0.2%	\$ 2,020,083
	Total Other - Protection	\$ 257,140	\$ 281,133	\$ (23,993)	-8.5%	\$ 287,929
	Total Protection	\$ 2,359,736	\$ 2,387,284	\$ (27,548)	-1.2%	\$ 2,308,012
	210 - Total Salaries - Police: BoS will propose amendment to provide for additional coverage to maintain staffing of two officers per shift (Increase to \$1,011,041)					
	210 - Total Other - Police: Removed new vehicle from budget (one year)					
	241 - Total Other - Building Inspector: Increased consulting costs related to Jefferson @ Beaverbrook					
	291 - Total Other - Animal Control: New wireless phone plan					
	292 - Total Other - Animal Control Dogs & Cats: Increased reporting of mileage					
	299 - Total Other - Field Driver: Reduced mileage					

		FY16	FY15		\$ Change	% Change	FY14
	Department Totals	Budget	Budget		FY15 v 16	FY15 v 16	Budget
310	Total Salary	\$ -	\$ -		\$ -	0.0%	\$ -
310	Total Other	\$ 165,340	\$ 147,254		\$ 18,086	12.3%	\$ 177,558
310	Total Minuteman	\$ 165,340	\$ 147,254		\$ 18,086	12.3%	\$ 177,558
320	Total Salary	\$ -	\$ -		\$ -	0.0%	\$ -
320	Total Other	\$ 11,120,240	\$ 10,594,577		\$ 525,663	5.0%	\$ 11,366,956
320	Total ABRSD	\$ 11,120,240	\$ 10,594,577		\$ 525,663	5.0%	\$ 11,366,956
	Total Salaries - Education	\$ -	\$ -		\$ -	0.0%	\$ -
	Total Other - Education	\$ 11,285,580	\$ 10,741,831		\$ 543,749	5.1%	\$ 11,544,514
	Total Education	\$ 11,285,580	\$ 10,741,831		\$ 543,749	5.1%	\$ 11,544,514
	310 - Total Other - Minuteman: Assessment includes Special Education costs per changes in Assessment calculation						

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
422	Total Salary	\$ 511,658	\$ 505,987	\$ 5,671	1.1%	\$ 489,932
422	Total Other	\$ 89,500	\$ 87,590	\$ 1,910	2.2%	\$ 85,040
422	Total DPW	\$ 601,158	\$ 593,577	\$ 7,581	1.3%	\$ 574,972
423	Total Salary	\$ 54,276	\$ 53,121	\$ 1,155	2.2%	\$ 51,336
423	Total Other	\$ 106,610	\$ 107,765	\$ (1,155)	-1.1%	\$ 109,550
423	Total Snow & Ice	\$ 160,886	\$ 160,886	\$ -	0.0%	\$ 160,886
424	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
424	Total Other	\$ 3,000	\$ 3,000	\$ -	0.0%	\$ 3,000
424	Total Street Lighting	\$ 3,000	\$ 3,000	\$ -	0.0%	\$ 3,000
425	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
425	Total Other	\$ 22,400	\$ 22,400	\$ -	0.0%	\$ 27,120
425	Total Hager Well	\$ 22,400	\$ 22,400	\$ -	0.0%	\$ 27,120
429	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
429	Total Other	\$ 72,075	\$ 97,250	\$ (25,175)	-25.9%	\$ 97,250
429	Total Fuel	\$ 72,075	\$ 97,250	\$ (25,175)	-25.9%	\$ 97,250
431	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
431	Total Other	\$ -	\$ 10,000	\$ (10,000)	-100.0%	\$ -
431	Total Hazardous Waste	\$ -	\$ 10,000	\$ (10,000)	-100.0%	\$ -
433	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
433	Total Other	\$ 130,100	\$ 140,850	\$ (10,750)	-7.6%	\$ 142,000
433	Total Transfer Station	\$ 130,100	\$ 140,850	\$ (10,750)	-7.6%	\$ 142,000
491	Total Salary	\$ 8,953	\$ 8,821	\$ 132	1.5%	\$ 8,733
491	Total Other	\$ 1,000	\$ 1,000	\$ -	0.0%	\$ 1,000
491	Total Cemetery	\$ 9,953	\$ 9,821	\$ 132	1.3%	\$ 9,733
	Total Salaries - Public Works	\$ 574,887	\$ 567,929	\$ 6,958	1.2%	\$ 550,001
	Total Other - Public Works	\$ 424,685	\$ 469,855	\$ (45,170)	-9.6%	\$ 464,960
	Total Public Works	\$ 999,572	\$ 1,037,784	\$ (38,212)	-3.7%	\$ 1,014,961
	429 - Total Other - Fuel: Reduced per gallon price estimates					
	431 - Total Other - Hazardous Waste: Held every other year; next collection planned to be held in FY17					
	433 - Total Other - Transfer Station: Reduced trucking and tipping costs to match historical use					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
505	Total Salary	\$ 988	\$ 988	\$ -	0.0%	\$ 988
505	Total Other	\$ 98	\$ 100	\$ (2)	-2.0%	\$ 100
505	Total Animal Inspector	\$ 1,086	\$ 1,088	\$ (2)	-0.2%	\$ 1,088
511	Total Salary	\$ 500	\$ 500	\$ -	0.0%	\$ 501
511	Total Other	\$ 39,290	\$ 36,390	\$ 2,900	8.0%	\$ 37,178
511	Total BoH	\$ 39,790	\$ 36,890	\$ 2,900	7.9%	\$ 37,679
529	Total Salary	\$ 24,320	\$ -	\$ 24,320	New Position	
529	Total Other	\$ 680	\$ -	\$ 680	New Position	
529	Total Community Services	\$ 25,000	\$ -	\$ 25,000	New Position	
541	Total Salary	\$ 47,908	\$ 46,051	\$ 1,857	4.0%	\$ 43,981
541	Total Other	\$ 5,100	\$ 4,700	\$ 400	8.5%	\$ 3,050
541	Total COA	\$ 53,008	\$ 50,751	\$ 2,257	4.4%	\$ 47,031
543	Total Salary	\$ 4,008	\$ 1,027	\$ 2,981	290.3%	\$ 670
543	Total Other	\$ 355	\$ 355	\$ -	0.0%	\$ 355
543	Total Veterans	\$ 4,363	\$ 1,382	\$ 2,981	215.7%	\$ 1,025
	Total Salaries - Health Services	\$ 77,724	\$ 48,566	\$ 29,158	60.0%	\$ 46,140
	Total Other - Health Services	\$ 45,523	\$ 41,545	\$ 3,978	9.6%	\$ 40,683
	Total Health Services	\$ 123,247	\$ 90,111	\$ 33,136	36.8%	\$ 86,823
	511 - Total Other - Board of Health: Landfill Monitoring Testing services increased due to positive testing in FY15					
	529 - Total Salary - Community Services: Successful Pilot program approved ATM14, Article 32; increased hours to 16/week					
	541 - Total Other - Council on Aging: Increase in Newsletter printing costs					
	543 - Total Salary - Veterans: Additional office hours as proposed in ATM14, Article 21					

Department Totals		FY16 Budget	FY15 Budget	\$ Change FY15 v 16	% Change FY15 v 16	FY14 Budget
610	Total Salary	\$ 222,677	\$ 214,309	\$ 8,368	3.9%	\$ 206,521
610	Total Other	\$ 126,555	\$ 119,012	\$ 7,543	6.3%	\$ 116,435
610	Total Library	\$ 349,232	\$ 333,321	\$ 15,911	4.8%	\$ 322,956
630	Total Salary	\$ 26,722	\$ 26,471	\$ 251	0.9%	\$ 25,954
630	Total Other	\$ 9,800	\$ 9,400	\$ 400	4.3%	\$ 9,600
630	Total Rec Comm	\$ 36,522	\$ 35,871	\$ 651	1.8%	\$ 35,554
670	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
670	Total Other	\$ 1,500	\$ 1,000	\$ 500	50.0%	\$ 500
670	Total Steele Farm	\$ 1,500	\$ 1,000	\$ 500	50.0%	\$ 500
691	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
691	Total Other	\$ 4,045	\$ 3,174	\$ 871	27.4%	\$ 3,169
691	Total Hist Comm	\$ 4,045	\$ 3,174	\$ 871	27.4%	\$ 3,169
692	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
692	Total Other	\$ 965	\$ 965	\$ -	0.0%	\$ 965
692	Total Public Celebr	\$ 965	\$ 965	\$ -	0.0%	\$ 965
699	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
699	Total Other	\$ 1,500	\$ 1,500	\$ -	0.0%	\$ 1,500
699	Total AB Cultural Council	\$ 1,500	\$ 1,500	\$ -	0.0%	\$ 1,500
	Total Salaries - Culture & Rec	\$ 249,399	\$ 240,780	\$ 8,619	3.6%	\$ 232,475
	Total Other - Culture & Rec	\$ 144,365	\$ 135,051	\$ 9,314	6.9%	\$ 132,169
	Total Culture & Rec	\$ 393,764	\$ 375,831	\$ 17,933	4.8%	\$ 364,644
	610 - Total Salary - Library: Board of Trustees will propose an amendment to increase salaries related to extending hours of operation by 4 per week (Increase to \$234,065)					
	610 - Total Other - Library: Board of Trustees will propose an amendment to increase materials exp. consistent with mandate that materials cost must be a fixed % (19 - 19.5) of Library's total op budget (Increase to \$129,329)					
	670 - Total Other - Steele Farm: Increased electricity and maintenance costs					
	691 - Total Other - Historical Commission: Increased heating; building usage increased for town record storage and housing of Public Safety communications hardware					

	Department Totals	FY16 Budget	FY15 Budget	\$ Change FY15 v 16	% Change FY15 v 16	FY14 Budget
710	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
710	Total Other	\$ 985,000	\$ 740,000	\$ 245,000	33.1%	\$ 745,000
710	Total Retirement of LT Debt	\$ 985,000	\$ 740,000	\$ 245,000	33.1%	\$ 745,000
751	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
751	Total Other	\$ 188,438	\$ 162,897	\$ 25,541	15.7%	\$ 440,673
751	Total Debt Interest	\$ 188,438	\$ 162,897	\$ 25,541	15.7%	\$ 440,673
830	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
830	Total Other	\$ 629,903	\$ 612,822	\$ 17,081	2.8%	\$ 592,504
830	Total County Retirement Assmt	\$ 629,903	\$ 612,822	\$ 17,081	2.8%	\$ 592,504
912	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
912	Total Other	\$ 62,600	\$ 60,279	\$ 2,321	3.9%	\$ 68,302
912	Total Other Insurance	\$ 62,600	\$ 60,279	\$ 2,321	3.9%	\$ 68,302
915	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
915	Total Other	\$ 617,180	\$ 583,303	\$ 33,877	5.8%	\$ 1,322,710
915	Total Employee Benefits	\$ 617,180	\$ 583,303	\$ 33,877	5.8%	\$ 1,322,710
945	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
945	Total Other	\$ 81,391	\$ 78,640	\$ 2,751	3.5%	\$ 90,000
945	Total Liability Insurance	\$ 81,391	\$ 78,640	\$ 2,751	3.5%	\$ 90,000
	Total Salaries - Administration	\$ -	\$ -	\$ -	0.0%	\$ -
	Total Other - Administration	\$ 2,564,512	\$ 2,237,941	\$ 326,571	14.6%	\$ 3,259,189
	Total Administration	\$ 2,564,512	\$ 2,237,941	\$ 326,571	14.6%	\$ 3,259,189
132	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
132	Total Other	\$ 185,000	\$ 185,000	\$ -	0.0%	\$ 185,000
132	Total Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.0%	\$ 185,000
	710 - Total Other - Long Term Debt: New Borrowing comprised of approved articles from FY2013-2015					
	751 - Total Other - Debt Interest: New Borrowing comprised of approved articles from FY2013-2015					
	915 - Total Other - Employee Benefits: Increase in health insurance premiums					

	FY16	FY15	\$ Change	% Change	FY14
Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
Total Salaries - Town Government	\$ 670,057	\$ 648,013	\$ 22,044	3.4%	\$ 641,362
Total Salaries - Protection	\$ 2,102,596	\$ 2,106,151	\$ (3,555)	-0.2%	\$ 2,020,083
Total Salaries - Public Works	\$ 574,887	\$ 567,929	\$ 6,958	1.2%	\$ 550,001
Total Salaries - Health Services	\$ 77,724	\$ 48,566	\$ 29,158	60.0%	\$ 46,140
Total Salaries - Culture & Rec	\$ 249,399	\$ 240,780	\$ 8,619	3.6%	\$ 232,475
Total Salaries	\$ 3,674,663	\$ 3,611,439	\$ 63,224	1.8%	\$ 3,490,061
Total Other - Town Government	\$ 282,356	\$ 219,007	\$ 63,349	28.9%	\$ 223,551
Total Other - Protection	\$ 257,140	\$ 281,133	\$ (23,993)	-8.5%	\$ 287,929
Total Other - Public Works	\$ 424,685	\$ 469,855	\$ (45,170)	-9.6%	\$ 464,960
Total Other - Health Services	\$ 45,523	\$ 41,545	\$ 3,978	9.6%	\$ 40,683
Total Other - Culture & Rec	\$ 144,365	\$ 135,051	\$ 9,314	6.9%	\$ 132,169
Total Town Other	\$ 1,154,069	\$ 1,146,591	\$ 7,478	0.7%	\$ 1,149,292
Total Town Government	\$ 952,413	\$ 867,020	\$ 85,393	9.8%	\$ 864,913
Total Protection	\$ 2,359,736	\$ 2,387,284	\$ (27,548)	-1.2%	\$ 2,308,012
Total Public Works	\$ 999,572	\$ 1,037,784	\$ (38,212)	-3.7%	\$ 1,014,961
Total Health Services	\$ 123,247	\$ 90,111	\$ 33,136	36.8%	\$ 86,823
Total Culture & Rec	\$ 393,764	\$ 375,831	\$ 17,933	4.8%	\$ 364,644
Total Town Expenses	\$ 4,828,732	\$ 4,758,030	\$ 70,702	1.5%	\$ 4,639,353
Total Other - Education	\$ 11,285,580	\$ 10,741,831	\$ 543,749	5.1%	\$ 11,544,514
Total Other - Administration	\$ 2,564,512	\$ 2,237,941	\$ 326,571	14.6%	\$ 3,259,189
Total Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.0%	\$ 185,000
Total Other Costs	\$ 14,035,092	\$ 13,164,772	\$ 870,320	6.6%	\$ 14,988,703
Total Expenses	\$ 18,863,824	\$ 17,922,802	\$ 941,022	5.3%	\$ 19,628,056

**ARTICLE 6        AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE  
MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT - CHERYL  
MAHONEY, MRVSD REPRESENTATIVE**

(Majority vote required)

I move, 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.

**ARTICLE 7        WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL  
DISTRICT - VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move, 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.

**ARTICLE 8 COMMUNITY PRESERVATION FUND - SUSAN BAK, BOARD OF SELECTMEN**  
(Majority vote required)

I move that the Town vote to reserve 10% of FY2015 Community Preservation Fund estimated annual revenues for each of the three purposes of the Community Preservation Act:

- \$ \_\_\_\_\_ for open space, including land for recreational use,
- \$ \_\_\_\_\_ for historic resources and
- \$ \_\_\_\_\_ for community housing;

to appropriate from the Community Preservation Fund FY2016 estimated annual revenue the sum of \$ \_\_\_\_\_ to meet the administrative expenses of the Community Preservation Committee for FY2016;

to reserve for appropriation from said FY2016 estimated annual revenue:

- \$ \_\_\_\_\_ for open space, including land for recreational use,
- \$ \_\_\_\_\_ for community housing purposes, and
- \$ \_\_\_\_\_ for a FY16 Budgeted Reserve;

and further, to appropriate from FY2016 Community Preservation Fund estimated annual revenue sums of money for preservation and rehabilitation of historic resources as follows:

\$12,000	Conservation of Historic Town records	Town Clerk
\$10,000	Preservation and restoration of historic Town Hall exterior steps	Inspector of Buildings
\$90,000	Restoration of Steele Farm barn exterior	Steele Farm Advisory Committee

**FISCAL CONSENT AGENDA – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**

**[THIS ASSUMES THAT NONE ARE HELD]**

I move to approve the fiscal consent agenda, articles 9 through 17, as printed in the Annual Town Meeting warrant under articles 9 through 17 inclusive, to be appropriated as printed in the “May 2015 Motions” handout.

**IF ANY ARE HELD, THE MOTIONS WOULD BE AS NOTED BELOW:**

**ARTICLE 9           TRANSFER TO STABILIZATION FUND\*\* - NEAL HESLER, FINANCE COMMITTEE**

(Two-thirds vote required)

I move to transfer from free cash the sum of One Hundred Thousand Dollars (\$100,000), said sum to be transferred to the Stabilization Fund.

**ARTICLE 10       TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND\*\* - SUSAN BAK, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of One Hundred Thousand Dollars (\$100,000) said sum to be transferred to 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.

**ARTICLE 11      ACCEPTANCE OF MGL CH 59, S 21, “ADDITIONAL COMPENSATION FOR ASSESSORS FOR COURSES OF STUDY”\*\*\* - SUSAN BAK, BOARD OF SELECTMEN**

(Majority vote required)

I move to accept Chapter 59, Section 21A of the general laws, “Additional Compensation for Assessors for Courses of Study”, and further, to transfer the sum of One Thousand Dollars (\$1,000) from free cash for the purpose of paying the certification stipend to Boxborough's Assessor in FY 2016.

**ARTICLE 12      RESCIND UNUSED BORROWING AUTHORITY\*\* – JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move to rescind the unused borrowing authority in the amount of Fifty Thousand Dollars (\$50,000) granted under Article 32 of the May 2000 Annual Town Meeting (Blanchard Memorial School Potable/Wastewater Improvements).

**ARTICLE 13 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\* – JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move to reauthorize departmental revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, as printed in the Annual Town Meeting warrant under Article 13 and further, to increase the cap on the Fire Alarm System Maintenance Revolving Fund from \$4,100 to \$10,000.

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 16 Spending Limit</b>	<b>Disposition for FY 16 Fund Balance</b>
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2017 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 2017 to pay for inspections for permits not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2017 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 2017 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 2017 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2017 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from	To defray expenses associated with the operations of the	\$32,000	Carryover to FY 2017 to pay for expenses

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 16 Spending Limit</b>	<b>Disposition for FY 16 Fund Balance</b>
		Montachusett Regional Transit Authority (MART)	senior van		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	<del>\$4,100</del> <b>\$10,000</b>	Carryover to FY 2017 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 2017 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 2017 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$10,000	Carryover to FY 2017 to pay for expenses not yet completed
Recreation Program Fees	Town Administrator	Recreation program fees	To pay expenses attributable to general programs sponsored by the Recreation Committee	\$5,000	Carryover to FY 2017 to pay for expenses not yet completed
Animal Control	Police Chief	Animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services	\$60,000	Carryover to FY 2017 to pay for expenses not yet completed

**ARTICLE 14 ESTABLISH REVOLVING FUND FOR GENERAL COUNCIL ON AGING PROGRAMS\*\* - FRANK POWERS, COUNCIL ON AGING CHAIR**

(Majority vote required)

I move to authorize a revolving fund, pursuant to the provisions of MGL c. 44, § 53E1/2, for purposes of receiving fees for general programs sponsored by the Council on Aging and paying expenses directly attributable to those programs up to Fifteen Thousand Dollars (\$15,000), to be under the direction of the CoA Coordinator, in consultation with the Council on Aging, who shall approve all such expenditures; and further to provide that the balance remaining in the fund at the end of fiscal year 2016 be carried over into fiscal year 2017 to pay for expenses not yet completed.

**ARTICLE 15 ESTABLISH REVOLVING FUND FOR LIBRARY PHOTOCOPYING MACHINE FEES\*\* - LIBRARY BOARD OF TRUSTEES**

(Majority vote required)

I move to authorize a revolving fund, pursuant to the provisions of MGL c. 44, § 53E1/2, for purposes of receiving fees for the use of the copier at the Sargent Memorial Library and paying expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance, up to One Thousand Five Hundred Dollars (\$1,500), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2016 be carried over into fiscal year 2017 to pay for expenses not yet completed.

**ARTICLE 16 TOWN MUSEUM BASEMENT RE-PAINTING\*\* - JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of Five Thousand Dollars (\$5,000) for the purpose of preparing and painting the lower level of the museum.

**ARTICLE 17 CONSERVATION TRUST FUND\*\* - CONSERVATION COMMISSION**

(Majority vote required)

I move to transfer from free cash the sum of Five Thousand Dollars (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

**ARTICLE 18 POLICE DEPARTMENT – PROMOTION OF SERGEANT TO NEW POSITION OF LIEUTENANT - LES FOX, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of Fourteen Thousand Four Hundred Sixty Dollars (\$14,460) said sum to be added to the amounts appropriated pursuant to Article 5 of the 2015 Annual Town Meeting for the purpose of promoting a Sergeant into the newly created position of Lieutenant; and further that the following adjustments be made to the FY 2016 budget:

Department 210, Total Salary – Police: Increase by the sum of Fourteen Thousand Four Hundred Sixty Dollars (\$14,460)

**ARTICLE 19 DPW – REPLACE TWO PART-TIME WORKERS WITH ONE FULL-TIME WORKER - JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of Thirty-One Thousand Six Hundred Sixty-two Dollars (\$31,662), said sum to be added to the amounts appropriated pursuant to Article 5 of the 2015 Annual Town Meeting for the purpose of funding the wage differential and benefits associated with replacing two part-time DPW workers with one full-time DPW worker; and further that the following adjustments be made to the FY 2016 budget:

Department 422, Total Salary – DPW: **Increase** by the sum of Nine Thousand Six Hundred and Twenty-nine Dollars (\$9,629),

Department 423, Total Salary – Snow and Ice: **Increase** by the sum of Six Thousand Four Hundred and Sixty-three Dollars (\$6,463)

Department 915, Total Other - Employee Benefits: **Increase** by the sum of Fifteen Thousand Five Hundred and Seventy Dollars (\$15,570).

**ARTICLE 20 CAPITAL EQUIPMENT AND INFRASTRUCTURE**

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

A.	Town Hall - Renovation of Foyer into Grange Meeting Room	\$ 35,000
B.	Fire Department - Pumper Truck (to Replace Engine #64)	650,000
C.	Fire Department - Turnout Gear (Personal Protective Equipment)	140,000
D.	DPW - ¾ Ton Pickup Truck (Replacement)	40,000
E.	DPW - Road Paving	300,000
F.	DPW - New Vibratory Asphalt Roller	40,000
G.	DPW - Chipper	60,000
	<b>Total</b>	<b>\$1,265,000</b>

**MOTION # 1**

(Majority vote required)

**A. Town Hall – Renovation of Foyer into Grange Meeting Room - SUSAN BAK, BOARD OF SELECTMEN**

Majority Vote

I move to appropriate the sum of Thirty-five Thousand Dollars (\$35,000) for the purpose of renovating the foyer into the Grange Meeting Room of Town Hall and to meet this appropriation by transferring the following sums:

One Thousand Six Hundred Eighty Dollars and Eleven Cents (\$1,680.11) from the unexpended bond proceeds approved under Article 13 of the 2008 Annual Town Meeting, Capital Equipment Acquisition – Fire and Public Works Departments;

One Thousand Five Hundred Thirty-seven Dollars (\$1,537) from the unexpended bond proceeds authorized under Article 9 of the 2013 Annual Town Meeting, Capital Improvements – Town Hall Replacement Windows (Original Section);

Three Hundred Thirteen Dollars (\$313) from the unexpended balance of Article 21 of the 2011 Annual Town Meeting, Blanchard Memorial School – Fire Safety Engineering Consultant;

Nine Thousand Two Hundred Thirteen Dollars and Ninety-nine Cents (\$9,213.99) from the unexpended balance of Article 24 of the 2012 Annual Town Meeting, Capital Improvements – Repair and Replace Blanchard Memorial School’s Exterior Mortar and Masonry

Ten Thousand Eight Hundred Sixty-one Dollars (\$10,861) from the unexpended balance of Article 14 of the 2013 Annual Town Meeting, Capital Equipment Acquisition – Replacement of Air-Paks – Fire Department;

Two Thousand Eighty-one Dollars and Eight Cents (\$2,081.08) from the unexpended balance of Article 2 of the 2014 Special Town Meeting (within the Annual), Fund First Two Years of Collective Bargaining Agreement – Massachusetts Coalition of Police, Local 200, Police;

Fifty Cents (\$0.50) from the unexpended balance under Article 22B of the 2014 Annual Town Meeting, Capital Equipment and Infrastructure – Town Hall Carpet Replacement; and

Nine Thousand Three Hundred Thirteen Dollars and Thirty-two cents (\$9,313.32) from Free Cash.

**MOTION # 2**

(Two-thirds vote required)

**If bundled in one motion for all remaining items:**

I move that the sum of One Million Two Hundred Thirty Thousand Dollars (\$1,230,000) be and hereby is appropriated for the purpose of paying costs of:

acquiring a pumper truck to replace Engine #64 and turnout gear for the Fire Department;  
acquiring a replacement ¾ ton pick-up truck, a new vibratory asphalt roller and a chipper for the DPW; and  
paving town roads,

including the payment of all other costs incidental and related thereto,

and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**If four separate motions for pumper truck, turnout gear, DPW equipment and paving town roads, all requiring a two-thirds vote:**

**B. Fire Department - Pumper Truck (to Replace Engine #64) - JIM GORMAN, BOARD OF SELECTMEN**

I move that the sum of Six Hundred Fifty Thousand Dollars (\$650,000) be and hereby is appropriated for the purpose of paying costs of acquiring a pumper truck to replace Engine #64 for the Fire Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**C. Fire Department - Personal Protective Equipment - JIM GORMAN, BOARD OF SELECTMEN**

I move that the sum of One Hundred Forty Thousand Dollars (\$140,000) be and hereby is appropriated for the purpose of paying costs of acquiring turnout gear (personal protective equipment) for the Fire Department, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**D.F.G. DPW - ¾ Ton Pickup Truck (Replacement), New Vibratory Asphalt Roller and Chipper - JIM GORMAN, BOARD OF SELECTMEN**

I move that the sum of One Hundred Forty Thousand Dollars (\$140,000) be and hereby is appropriated for the purpose of paying costs of acquiring a replacement ¾ ton pick-up truck, a new vibratory asphalt roller and a chipper for the DPW, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is

hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**E. DPW - Road Paving - JIM GORMAN, BOARD OF SELECTMEN**

I move that the sum of Three Hundred Thousand Dollars (\$300,000) be and hereby is appropriated for the purpose of paying costs of paving town roads, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 21      STUDIES AND INITIATIVES – LES FOX, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of Eighty-Three Thousand Five Hundred Dollars (\$83,500) for the purpose of implementing the following programs:

A.	Public Safety Building Programmatic Review and Schematic Design	\$69,500
B.	Police Department Accreditation	14,000
	<b>Total</b>	<b>\$83,500</b>

**If broken into separate motions:**

**A.    Public Safety Building Programmatic Review and Schematic Design - JIM GORMAN, BOARD OF SELECTMEN**

I move to transfer from free cash the sum of Sixty-nine Thousand Five Hundred Dollars (\$69,500) for the purpose of providing for a programmatic review and schematic design for a public safety building.

**B.    Police Department Accreditation – LES FOX, BOARD OF SELECTMEN**

I move to transfer from free cash the sum of Fourteen Dollars (\$14,000) for the purpose of providing for the accreditation of the Police Department.

**ARTICLE 22      ZONING BYLAW AMENDMENT – AMEND SECTION 2101 ACCESSORY  
STRUCTURE – PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2101 Accessory Structure, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 22.

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*2101 Accessory ~~Structure~~ **Building*** shall mean a detached building ~~or structure~~, subordinate to the principal building or use and located on the same lot therewith, the use of which is customarily incidental to such principal building or use.

**ARTICLE 23      ZONING BYLAW AMENDMENT – AMEND SECTION 2152 MIXED-USE –  
PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2152 Mixed-use, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 23.

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*2152 Mixed-use* shall mean any combination of two or more *permitted* ~~of the following~~ principal uses: ~~retail, office, dwelling.~~

**ARTICLE 24 ZONING BYLAW AMENDMENT – AMEND SECTION 4001 GENERAL – PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 4001 General under Section 4000 Use Regulations, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 24.

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*4001 General*

No structure shall be erected or used or land used except as set forth in Section 4003, “Use Regulation Schedule”, or in Section 4100, “Accessory Buildings and Uses”, unless exempted by Section 4100, or by statute. Where a use is not specifically mentioned in Section 4003, that use shall be prohibited.

Symbols employed below shall mean the following:

Y - a permitted use.

N - an excluded or prohibited use.

SP - a use authorized under special permit as provided under Section ~~9250~~**9200**.

**ARTICLE 25 ZONING BYLAW AMENDMENT – AMEND SECTION 6006 PARKING SCHEDULE – PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 6006 Parking Schedule, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 25.

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*6006 Parking Schedule*

***OFF-STREET PARKING REQUIREMENTS***

Assembly area with fixed seats including auditoriums, <del>churches</del> <b><i>places of worship</i></b> , and similar uses including funeral parlors	One space per four seats
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**ARTICLE 26 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES – PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 4003(1) Residential Uses, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 26.

*4003(1) RESIDENTIAL USES*

**DISTRICTS**

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Bed and Breakfast	<del>N</del> <b><i>SP<sup>1</sup></i></b>	<del>N</del> <b><i>SP<sup>1</sup></i></b>	N	N	N	SP <sup>1</sup>	N

<sup>1</sup> See Section 5004

*5004 Supplementary Intensity Regulations*

- (1) For bed and breakfast in ***AR, R1, and*** TC district, not to exceed 4 guest rooms per acre, and to be designed as a single-family structure.

**ARTICLE 27      ZONING BYLAW AMENDMENT – AMEND SECTION 6300 SIGNS – PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 6300 Signs, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 27.

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**6300 Signs**

*6301 Purpose*

The purposes of this section of the Zoning Bylaw are to promote the public health, safety, and welfare of users of Boxborough’s streets, roads, and highways; to prevent visual distractions and obstructions from signs which can create traffic hazards; to enhance the visual quality of signage; to provide for adequate identification of the occupants and/or use of the premises; and to limit indiscriminate advertising.

*6302 Administration*

No sign shall be erected, displayed, altered, or enlarged until an application has been filed and a permit for such an action has been issued. All applications for signs shall include a scale drawing specifying dimensions, materials, illumination, letter sizes, colors, support systems and location on land or buildings, with all relevant measurements. Whenever a sign is proposed for a residential subdivision or on a building requiring site plan approval, the sign location, size, and illumination shall be approved by the Planning Board prior to the issuance of a sign permit by the Inspector of Buildings. Unless otherwise specified, sign permits shall be issued by the Inspector of Buildings if it is determined that the sign complies with all applicable sections of this Bylaw and the State Building Code, Article 14.

*6303 General Requirements*

Signs shall be consistent with or complement the building’s construction materials. The use of materials such as wood or stone is encouraged. Sign lettering should complement the style and period of the building and should be compatible with the architectural style of the buildings. Signs should not obscure important architectural features or details such as transoms, windows, sills, moldings, and cornices. Traditional block and curvilinear styles which are easy to read are preferred. Signs on adjacent storefronts shall be coordinated in height, proportion, and design. Colors shall complement the facade color of the building. Generally signs should not contain more than three (3) colors except when an illustration is used. Fluorescent colors are prohibited.

- (1) All signs shall be maintained by the owner in a clean, safe, and sanitary condition. The Inspector of Buildings may order removal of any signs that are not maintained or erected in accordance with the provisions of this section.
- (2) Any sign which shall have been abandoned for a period of sixty (60) days, or which advertises a product or identifies a business or activity which has not been sold or conducted on the premises for sixty (60) days shall be removed within thirty (30) days of notification to take such action from the Inspector of Buildings.
- (3) Sign Illumination. Any illuminated sign shall employ only white light of constant intensity and shall conform with Section 6200 of this Bylaw. ~~No sign shall be illuminated for more than 30 minutes after the closing of any store or business.~~ Internally lit signs are discouraged in Industrial-Commercial, Business and Office Park Districts and are prohibited in the Agricultural-Residential and the Town Center District.

#### 6304 Prohibited Signs

- (1) No sign shall be erected that creates a traffic hazard or obstructs sight lines or distracts from signs regulating traffic.
- (2) No sign shall contain any moving, flashing or animated lights, or visible moving parts excepting portions of signs that may indicate the time of day, or the outdoor temperature for information of the general public.
- (3) Trailer type signs, roof signs, off-premises signs, and billboards are strictly prohibited.
- (4) Any sign not specifically covered in Section 6300.**

#### 6305 Exemptions

The following signs shall not require a sign permit.

- (1) Signs erected or posted and maintained for public safety and welfare or pursuant to any governmental function, law, Bylaw, or other regulation.
- (2) A bulletin board or similar sign not exceeding twenty (20) square feet in display area *per side*, in connection with any ~~church~~ **place of worship**, museum, library, school, or similar public or semi-public structure.
- (3) Signs relating to trespassing and hunting, not exceeding two (2) square feet in area *per side*.
- (4) Temporary non-illuminated political signs.
- (5) Temporary, **non-commercial event** signs in connection with any **event sponsored or hosted by a church place of worship, school, museum, library, charitable organization, the town, or similar public or semi-public institution**, ~~or town event~~ **provided the sign is removed within seven (7) days following the completion of the event.**
- (6) The provisions of this Bylaw shall not apply to any accessory sign lawfully in existence at the time of adoption of this Bylaw (March 20, 1967) or the adoption of any amendments.
- (7) Signs associated with an agricultural use as defined in MGL c.40A, §3, offering for sale produce and other products, provided the following:
  - (a) The sign may indicate only the name of the farm, products for sale and/or the price of said products;
  - (b) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
  - (c) Only two (2) such signs may be located on a property without a sign permit;
  - (d) The sign is located on the same property on which the agricultural use is conducted;
  - (e) The sign is displayed only when the agricultural use is open to the public for purchase of products;
  - (f) The sign is not illuminated or inflatable.
- (8) Off-site and on-site temporary signs associated with a yard sale, garage sale, estate sale, etc. provided they are six (6) square feet or less per side, are posted no more than five (5) days in advance of the event, and shall be removed within twenty four (24) hours following the completion of the event.**
- (9) Off-site temporary signs associated with a real estate open house provided they are six (6) square feet or less per side, are posted no more than five (5) days in advance of the event, and shall be removed within twenty four (24) hours following the completion of the event.**
- (810) Temporary signs associated with tradesmen business, provided the following:**
  - (a) The sign may indicate only the name of the business and contact information such as address, phone, email and/or web address;

- (b) The sign shall be **six (6)** square feet or less *per side*;
- (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
- (d) Only one double-faced sign per tradesmen may be located on a property;
- (e) The sign is located on the same property on which the tradesmen is currently conducting business;
- (f) The property owner shall ensure that the sign is removed within seven (7) days following the completion of the work.

(9II) Temporary signs associated with a retail business, provided the following:

- (a) The sign may indicate only the name of the business, the special event or sale of a product and price;
- (b) The sign shall be **six (6)** square feet or less *per side*;
- (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
- (d) Only one double-faced sign per business may be located on a property, ~~with no more than a total of four signs on any one property;~~
- (e) The sign is located on the same property on which the business is conducted;
- (f) The sign is displayed only when the business is open to the general public;
- (g) The sign is not illuminated or inflatable and does not have any moving parts.
- (h) The sign ~~may be~~ displayed **during the first six (6) months after the new business initially opens, but subsequent to that time** not more than **ten (10)** days a month.

6306 *Signs Permitted in Residential Districts* shall include:

- (1) One sign displaying the street number and/or name of the occupant of the premises and/or pertaining to a permitted home occupation or accessory use, provided that such sign is no greater than one square foot in area *per side*.
- (2) One temporary sign pertaining to the lease or sale of the premises; such sign to be no greater than six (6) square feet in area *per side*, and shall be removed within seven (7) days of the lease or sale thereof.
- (3) One bulletin or announcement board, identification sign, or entrance marker pertaining to a permitted use on the premises other than a dwelling or accessory use thereto or pertaining to a use permitted by the Board of Appeals, provided that such sign shall not exceed ten (10) square feet in area *per side*.
- (4) One non-illuminated subdivision identification sign per street entrance provided that the sign shall not exceed ten (10) square feet in area *per side*.
- (5) Historical markers erected or placed by a bonafide historical association or a governmental agency.

6307 *Signs Permitted in Business Districts, Office Park Districts, and Industrial-Commercial Districts* shall include:

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not

exceed thirty-two (32) square feet in area *per side* and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.

- (4) A temporary freestanding pole or ground sign not exceeding thirty-two (32) square feet *per side* advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (5) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed thirty-two (32) square feet in area *per side* nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.

**(6) *Historical markers erected or placed by a bonafide historical association or a governmental agency.***

*6308 Signs Permitted in the Town Center District*

Any new sign or alterations to existing signs shall require Design Review in accordance with Section 8100. Signs in the Town Center District should be oriented to the pedestrian. Buildings' facades shall not be cluttered with signs and signs shall not overpower the facades to which they are attached.

- (1) One projecting or wall sign per street frontage for each business establishment. The aggregate of all such signs shall not exceed one and a half (1.5) square feet of total sign area per linear foot of storefront or ~~40~~ **ten** percent of the wall area to which they are attached, whichever is less. No wall sign shall extend above or beyond its wall, and projecting signs shall have a minimum clearance of eight (8) feet from the bottom of the sign.
- (2) One sign displaying the street number and/or name of the occupant of the premises provided that such sign is no greater than one (1) square foot in area.
- (3) One directory of establishments occupying a building at each public entrance thereto, not exceeding one (1) square foot per establishment.
- (4) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed twenty (20) square feet in area *per side* and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.
- (5) A temporary freestanding pole or ground sign not exceeding twenty (20) square feet *per side* advertising the sale, lease or rental of the premises; however such sign shall be removed within seven (7) days of the sale, lease or rental thereof.
- (6) One freestanding, ground sign or signs affixed to poles or other ground supports may be permitted on special permit by the Board of Appeals. Such sign shall not be placed so as to obstruct sight lines along the public way, and shall not exceed twenty (20) square feet in area *per side* nor ten (10) feet in height above mean sea level elevation of the undisturbed ground directly beneath it. If necessary, a sign may be placed at the discretion of the Board of Appeals to afford visibility, providing it does not obstruct sight distances, traffic flow or roadway maintenance.

**(7) *Historical markers erected or placed by a bonafide historical association or a governmental agency.***

- (78) Materials such as wood or stone shall be used. Plastic signs and internally lit signs are not appropriate in the Town Center and are expressly prohibited.

**ARTICLE 28 ZONING BYLAW AMENDMENT – AMEND SECTION 2190 WIRELESS COMMUNICATION FACILITY AND SECTION 7400 WIRELESS COMMUNICATION FACILITIES – PLANNING BOARD**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 28.

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2190 Wireless Communication Facility shall mean a facility for the reception and transmission of ~~personal~~ wireless communication signals including towers, antennas, panels, and appurtenant structures designed to facilitate the following types of services; ***including, but not limited to:*** cellular telephone services, personal communication systems, ~~and~~ enhanced specialized mobile radio service, ***and other commercial or governmental systems.***

**7400 Wireless Communication Facilities**

*7401 Purpose*

The purposes of this Bylaw are as follows:

- (1) to minimize adverse impacts of wireless communication facilities on residential neighborhoods and the community;
- (2) to encourage the shared use of facilities to reduce the need for new facilities; and
- (3) to limit the overall number and height of facilities to what is necessary to serve the public.

*7402 Applicability*

This Section shall apply to reception and transmission facilities for ~~the purpose of personal~~ wireless communication ~~services~~ ***systems operated by a public utility, commercial entity, or other public or private entity.*** This Bylaw shall not apply to towers or antennas installed for use by a federally licensed amateur radio operator.

*7403 General Requirements*

Wireless Communication Facilities shall be allowed only in the Wireless Communication Facilities Overlay District only upon issuance of a special permit in accordance with the provisions of MGL ***Chapter 40A, § 9,*** this Bylaw and any rules and regulations adopted hereunder. ***Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety shall be permitted in any zoning district upon issuance of a special permit.*** The Board of Appeals shall be the Special Permit Granting Authority for Wireless Communication Facilities.

- (1) Wireless Communication Facilities should be concealed within existing structures where possible.
- (2) Lattice style towers and similar facilities requiring more than one leg or guy wires for support are prohibited.
- (3) All structures associated with wireless communication facilities shall be removed within one year of cessation of use.
- (4) The tower height shall not exceed 100 feet measured from the base of the tower to the highest point of the tower including anything on it.

- (5) All towers shall be set back from lot lines a minimum of the height of the tower except where the tower abuts the right of way of Route I-495 and Route 2 where the setbacks shall be the minimum permitted by the Commonwealth of Massachusetts. All towers shall be setback a minimum of 500 feet from any school building.
- (6) No tower shall be located within 1500 feet of another such tower.
- (7) Any utilities servicing a tower shall be located underground.
- (8) Lighting of wireless communication facilities shall be limited to low level security lighting installed at or near ground level, except for lighting required by the Federal Aviation Administration (FAA).
- (9) Fencing shall be provided to control unauthorized access to the tower. All equipment areas shall be landscaped and screened from public view.
- (10) The facility shall contain one sign no greater than one square foot that provides the phone number where the operator in charge can be reached on a 24-hour basis.

#### *7404 Criteria*

A special permit for a wireless communication facility shall not be issued unless the Special Permit Granting Authority finds the following:

- (1) Existing or approved facilities cannot accommodate the applicant's proposal.
- (2) The facility has been designed to accommodate the maximum number of providers but in no case less than three (3).
- (3) The applicant has agreed to allow other service providers to co-locate on the tower, now, or at any\_time in the future.
- (4) The tower has been designed, using the best available technology, to blend into the surrounding environment through the use of color, camouflaging techniques, or other architectural treatments.
- (5) The facility has been designed to minimize adverse visual impacts on the abutters and the community as demonstrated by illustrations and by a balloon test performed in accordance with any requirements adopted by the Board of Appeals.
- (6) The facility is sited in such a manner that it is screened, to the maximum extent possible, from public view.
- (7) A qualified engineer has certified that the facility is designed to meet all health and safety standards of applicable state and federal law.

#### *7405 Conditions*

Before approving any special permit under this Section, the Special Permit Granting Authority may impose conditions, safeguards, and limitations to assure that the proposal is in harmony with the general purpose and intent of this Bylaw.

#### *7406 Bonding*

Prior to the issuance of a building permit the Special Permit Granting Authority may require a performance guarantee to ensure compliance with the plan and conditions set forth in their decision.

**ARTICLE 29      SUBMITTED BY PETITION - RESTORING AND MAINTAINING  
CONSTITUTIONAL GOVERNANCE RESOLUTION OF BOXBOROUGH,  
MASSACHUSETTS – LORETTA CROWLEY, PETITIONER**

I move to...

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WHEREAS, the Town of Boxborough, Massachusetts is not a “battlefield” subject to the “laws of war;” and

WHEREAS, Federal Judge Katherine Forrest has ruled Section 1021(b)(2) of the 2012 NDAA, H.R.1540 unconstitutional; and

WHEREAS, the use of the words "any person" changes the original intent; and

WHEREAS, the term "belligerent act" is a broad and undefinable term; and

WHEREAS, the U.S. Supreme Court has ruled that neither Congress nor the President can Constitutionally authorize the detention and/or disposition of "any person" in the United States, or citizen of the United States “under the law of war” who is not serving “in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger;” and

WHEREAS, for the purposes of this resolution, the terms “arrest,” “capture,” “detention under the law of war,” “disposition under the law of war,” and “law of war” are used in the same sense and shall have the same meaning, as such terms have in the 2012 NDAA, Section 1021(c); and therefore

BE IT RESOLVED, that notwithstanding any treaty, federal, state, or local law or authority, enacted or claimed, including, but not limited to, an authorization for use of military force, national defense authorization act, or any similar law or authority enacted or claimed by Congress or the Office of the President directed at "any person" in the Town of Boxborough, who is not serving “in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger,” it is unconstitutional, and therefore unlawful for any person to:

- a. arrest or capture "any person" in Boxborough, or citizen of Boxborough, within the United States, with the intent of “detention under the law of war;” or
- b. actually subject "any person" in Boxborough, to “disposition under the law of war;” or
- c. subject "any person" to targeted killing in Boxborough, or citizen of Boxborough, within the United States; and be it further

RESOLVED, that the Town of Boxborough requests the Massachusetts State Legislature recognize the duty of the Commonwealth of Massachusetts to interpose itself between unconstitutional usurpations by the federal government or its agents, either foreign and/or domestic, and the inhabitants of this Commonwealth, as well as the duty to defend the unalienable natural rights of the people, all of which is consistent with our oaths to defend the Constitution of the United States and the Constitution of the Commonwealth of Massachusetts against all enemies, foreign and domestic; and be it further

RESOLVED, that the Town of Boxborough, requests our Congressional delegation commence immediately with renewed efforts to repeal the unconstitutional sections of the NDAA, towit, sections 1021(b)(2) and 1021(c)(1) and 1022(a)(3) and 1022(a)(4) , any other section or provision which will have the same, or substantially the same effect, on "any person" in the United States not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger;" and be it finally

RESOLVED, that the Town of Boxborough requests our Congressional delegation to introduce, support, and secure the passage of legislation which clearly states that Congress not only does not authorize, but in fact prohibits the use of military force, military detention, military trial, extraordinary rendition, or any other power of the "law of war" against "any person" in the United States not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger."

Recognizing our duty to defend the Constitutions of the United States and the Commonwealth of Massachusetts, as well as recognizing the duty of the people to protect our unalienable natural rights to "life, liberty, and the pursuit of happiness" as articulated in the Declaration of Independence, we, the Town Council of the Town of Boxborough, Massachusetts, do hereby adopt this Resolution.

**NON-MONETARY CONSENT AGENDA – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**

[This assumes that none are held]

I move to approve the consent agenda, articles 30 through 32, inclusive, as printed in the Annual Town Meeting warrant under articles 30 through 32 inclusive.

**IF ANY ARE HELD, THE MOTIONS WOULD BE AS NOTED BELOW:**

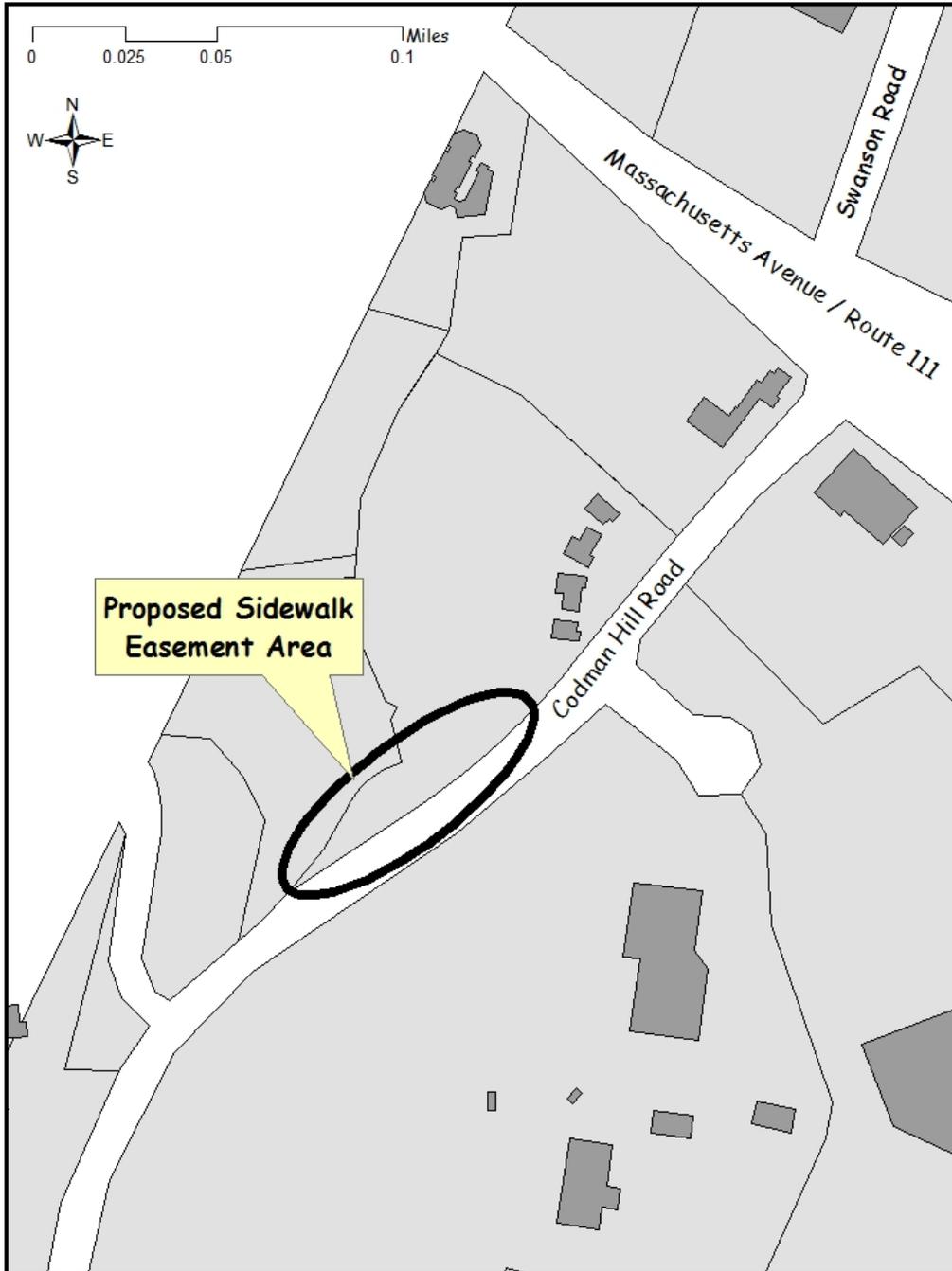
**ARTICLE 30 ACCEPTANCE OF CODMAN HILL ROAD SIDEWALK EASEMENT\*\* – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move to accept the perpetual, non-exclusive right and easement in gross over, under and upon the certain strip of land in Boxborough, Middlesex County, Massachusetts, shown as “Proposed Sidewalk Easement” on a plan entitled “‘CRAFTSMAN VILLAGE AT ELIZABETH BROOK’ SIDEWALK EASEMENT, # 55, # 57, # 59, & # 61 CODMAN HILL ROAD, BOXBOROUGH, MASS. OWNED BY: CRAFTSMAN VILLAGE BOXBOROUGH CONDOMINIUM” dated Mar. 31, 2015, prepared by Lothian Survey, LLC, 239 Stevens Street, Marlborough, MA 01752, which plan is recorded herewith (the “Easement Premises”). The Easement Premises are located on property of Craftsman Village Boxborough, LLC (“Grantor”) off Codman Hill Road, Boxborough, Massachusetts (the “Property”).

Included in this grant is the perpetual, non-exclusive right and easement in gross for the Town of Boxborough, Massachusetts (“Grantee”) to use the Easement Premises in common with Grantor and others from time to time entitled to use same for all purposes for which sidewalks are now or hereafter may be used in the Town of Boxborough, Massachusetts, including without limitation inspecting, installing, constructing, repairing, removing, replacing, clearing, operating, maintaining and using a public sidewalk, together with the perpetual right and easement to enter upon said Easement Premises with any and all material and equipment necessary from time to time for all purposes stated herein and uses incidental thereto. Grantee shall have the right hereunder to permit members of the public to use the Easement Premises.

# CODMAN HILL ROAD SIDEWALK EASEMENT



**ARTICLE 31      ACCEPTANCE OF MGL CH 59, S 5C 1/2 - PERSONAL REAL ESTATE  
EXEMPTIONS\*\* - SUSAN BAK, BOARD OF SELECTMEN**

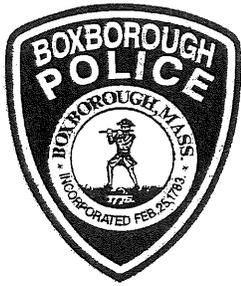
(Majority vote required)

I move to accept the provisions of G.L. c.59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C or 43 of G.L. c. 59, §5.

**ARTICLE 32      CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\* - JIM GORMAN,  
BOARD OF SELECTMEN - JIM GORMAN, BOARD OF SELECTMEN**

(Majority vote required)

I move 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.



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**BOXBOROUGH POLICE DEPARTMENT**  
520 Massachusetts Avenue, Boxborough, Massachusetts 01719

Phone: (978) 264-1750 • Fax: (978) 268-5123

## **POLICE LIEUTENANT – JOB DESCRIPTION**

### **I. CHARACTERISTICS OF THE CLASS**

Under the direction of the Chief of Police, the Lieutenant is responsible for planning, scheduling, and coordinating the activities of the Police Department. The Lieutenant supervises and/or manages subordinate supervisors, officers, and civilians on field and staff operations. Duties may also include an element of personal danger and exposure to adverse weather conditions, while overseeing that departmental rules and regulations are adhered to. The Lieutenant also utilizes a wide scope of independent judgment as authorized by the Chief of Police. Performs other work as requested or assigned.

### **II. EXAMPLES OF ESSENTIAL FUNCTIONS (illustrative only)**

- A. Authorizes overtime, leave, and training requests; prepares work schedules; establishes and evaluates goals and objectives; directs and focuses staffing.
- B. Subject to the direction and control of the Chief of Police, assumes the role as the second officer in charge of the Department. In this capacity, working through the Sergeants/Officers, he/she has direct control over all members and employees.
- C. Possesses full line authority, as well as staff authority, and assumes the powers, duties and responsibilities of the Chief in his/her absence.
- D. Trains and develops subordinates.
- E. Evaluates subordinates and completes performance appraisals; reviews subordinate supervisor appraisals of officers and staff.
- F. Establishes guidelines for the subordinate supervisors on inspection of facilities, equipment and personnel; establishes protocol guidelines; oversees that a proper inventory control in the department is maintained; sets short-term objectives and goals in the division.
- G. Identifies operational and administrative deficiencies and recommends changes; makes recommendation to the Chief of Police concerning a wide range of policy and procedure issues for a more efficient operation.

- H. Responds to citizen's complaints regarding subordinates or complaints of general service on goals/objectives; investigates all complaints against officers and services offered by the department; investigates internal affairs complaints as needed.
- I. Maintains liaison between administration and operations.
- J. In all cases of infractions by members of the department, prepares a written report with full supporting details of incidents with recommendations to the Chief.
- K. Effectively supervises and recommends the hiring, discharge, assignment, evaluation, discipline and adjustment of grievances of subordinate department employees.
- L. Responds to serious or complex incidents; monitors action of the staff; authorizes request for specialized units to be called to a scene; assists in investigations, interviews and interrogations.
- M. Reports immediately to the Chief of Police incidents of serious importance or concern.
- N. Provides for the correct and timely completion of all administrative matters concerning members under command; completes written reports concerning daily activities, staff requests, and various projects.
- O. Ensures that the department properly coordinates its activities with other units and agencies.
- P. Prepares written reports, forms, and other paperwork as required; submits a report of all unusual/serious incidents.
- Q. Assist with preparation of the department budget in both the planning and implementation stages; monitors project implementation for budget control; identifies need for manpower and other resources.
- R. Performs the work of subordinate supervisors and employees if and when required.

*(NOTE: The duties listed above are intended as illustrations of the various types of work performed by persons in positions covered by this classification specification. This list is not all inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the position. This classification specification does not create an employment contract between the Town of Boxborough and the employee and is subject to change by the Chief of Police as the needs of the Town and the department change over time.)*

### **III. REQUIREMENTS**

#### **A. Training and Experience**

1. Seven (7) years experience in law enforcement two (2) years experience as a Sergeant.
2. Associate's Degree in Criminal Justice, Business, or Administration. Bachelor's Degree preferred; seven (7) years of related experience as a police officer with supervisory experience; or any equivalent combination of education and experience.

Special Requirements:

- MA Police Academy Certified
- In-Service Recertification
- CPR Certification
- CORI (Criminal Offender Record Information) Certified
- Licensed to Carry Firearms Permit
- Possession of a motor vehicle operator's license
- First Responder Certification
- AED
- Taser Certification
- Breathalyzer
- Chemical Spray

**B. Knowledge, Abilities, and Skills**

1. Knowledge of the principles, practices, and techniques of modern law enforcement.
2. Knowledge of the methods, practices, and technical equipment used in crime and accident investigation.
3. Knowledge of demographics and geography of the community.
4. Knowledge of modern management procedures and methods.
5. Knowledge of federal, state and local laws and local ordinances.
6. Ability to act effectively in crisis situations.
7. Ability to analyze data and make decisions.
8. Knowledge of principles and practices of training and development.
9. Ability to plan and coordinate police activities in a manner conducive with full performance and high morale.
10. Ability to establish and maintain effective working relationships with other town departments, public agencies, news media, superiors, subordinates, and the general public.
11. Ability to work shift schedules.
12. Ability to learn and adapt to changing technologies and practices.
13. Ability to exercise discretion.
14. Ability to communicate effectively, orally and in writing.
15. Skill in directing and managing complex law enforcement programs.

16. Skill in the use of firearms and other police weapons.

C. Physical Requirements:

1. Perform all the duties of a Police Officer and assigned tasks.
2. Operate Police equipment as efficiently and economically as possible under a variety of conditions and in accordance with law and established procedures. This includes but is not limited to vehicles, weapons, computer and radio equipment, cameras and audio and video recording equipment.

D. Environmental Requirements

1. Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

1. Task requires color perception and discrimination without impairment. Task requires odor perception and discrimination. Task requires depth perception and discrimination. Task requires sound perception and discrimination. Task requires visual perception and discrimination in each eye correctable to 20/20. Task requires oral communications ability.

F. Other Requirements:

1. Must maintain all certifications and training of a Boxborough Police Officer.

FLSA Status: Exempt

Position description received by: \_\_\_\_\_ Date: \_\_\_\_\_



# Reserve Fund Transfer Request

Date: 4/13/15

It is requested by the undersigned that the sum of \$ 842.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-619-5241-0000

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

Description (e.g. Selectmen's expenses) Hist Comm Bldg/Grounds Maint

The balance in the line item as of 4/1/15 (Date) is \$ -180.58. An amount of \$ 500 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Approx. 25% of the electrical fixtures were not in working order both upstairs and downstairs. Replacement ballasts and fixtures were necessary to adequately light both areas.

A previous request for \$4900 to replace the furnace was requested in Dec 2014

A previous request for \$500 to repair the alarm system was requested in April 2015

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

	(Signature)	Alan Rohwer – Hist Comm Chair	(Title)
	(Signature)	Dave Lindberg – Building Inspector	(Title)
	(Signature)	Selina Shaw – Town Administrator	(Title)
_____	(Signature)	_____	(Title)

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

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

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



**John Musto Licensed Electrician**

**Lic # 31801E**

**Invoice**

467 Middle Road  
Boxborough, MA 01719  
Phone: 978-263-7556.

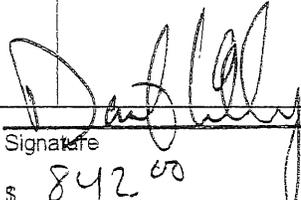
Date: 4/13/15

To: David Lindberg (Town of Boxborough)  
2 Middle Rd  
Boxborough, Ma 01719

DLindberg@boxborough.ma.gov

Description	Price
<b>Museum Lighting</b> Replace (8) defective ballasts and 30 4 ft. lamps on first floor. Replace lamps in basement light fixtures.	
Labor 8 hrs. @ \$70.00	\$560.00
Materials 8 electronic 2 lamp ballasts	\$163.00
Ballast connectors ,wire nuts, hardware	\$20.00
4 ft. lamps (20)	\$54.00
Permit fee	\$45.00
Total	\$842.00

Note: Payment due upon completion.  
Make checks payable to John Musto Electric

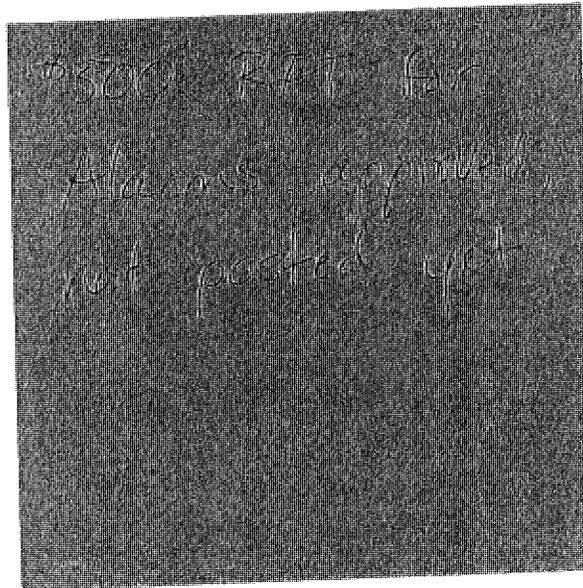
  
Signature  
\$ 842.00  
Amount to Pay Vendor Acct #  
4,1315  
Invoice Date Invoice #  
001-691-5241-0000  
Posting Account

Filter by: Segment 1: 001  
 Segment 2: 691

Parameters: Fiscal Year: 2015 Start Date: 7/1/2014 end: 6/30/2015

### Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
001-691-5210-0000	479.00	0.00		0.00	0.00	-402.16		
Hist Comm Electricity	0.00	0.00	479.00	0.00	0.00	-402.16	76.84	83.96
001-691-5212-0000	1,850.00	0.00		0.00	0.00	-1,633.33		
Hist Comm Heating	0.00	0.00	1,850.00	0.00	0.00	-1,633.33	216.67	88.29
001-691-5241-0000	500.00	4,900.00		0.00	0.00	-6,936.06		
Hist Comm Bldg/Grounds Maint	0.00	4,900.00	5,400.00	0.00	0.00	-6,936.06	-1,536.06	128.45
001-691-5799-0000	345.00	0.00		0.00	0.00	-124.00		
Hist Comm Other Expense	0.00	0.00	345.00	0.00	0.00	-124.00	221.00	35.94
	3,174.00	4,900.00		0.00	0.00	-9,095.55		
4 Account(s) totaling:	0.00	4,900.00	8,074.00	0.00	0.00	-9,095.55	-1,021.55	112.65



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# Reserve Fund Transfer Request

Date: 4/21/15

It is requested by the undersigned that the sum of \$ 33,000 be transferred from the Reserve Fund to:

UMAS Acct. # 001-915-5170-HLTH

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

Description (e.g. Selectmen's expenses) Employee Benefits: Health Insurance

The balance in the line item as of 4/17/15 (Date) is \$ 65,473.50. An amount of \$ 529,000 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30<sup>th</sup>, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Several new enrollments since the beginning of the FY have resulted in higher than expected actual premiums. Additionally, the rates for FY16 increased significantly (2 & 9%) over FY15, with the first period occurring in June, though the impact has been favorably reduced due to changes in enrollee plans. This request is to supplement the available funds to meet the June 2015 payment due June 1.

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

	(Signature)	Patrick McIntyre, Treasurer	(Title)
	(Signature)	Selina Shaw, Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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



# Minuteman Nashoba Health Group Invoice

June 2015

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Carrier	Total	Town	Employee
Harvard Pilgrim	\$ 23,463.00	\$ 16,420.25	\$ 7,042.75
Tufts	\$ 14,658.00	\$ 10,834.25	\$ 3,823.75
Fallon Direct	\$ 2,351.00	\$ 1,637.50	\$ 713.50
Fallon Select	\$ 18,687.00	\$ 13,659.25	\$ 5,027.75
Tufts Medi Pref	\$ 4,978.00	\$ 2,489.00	\$ 2,489.00
Tufts Grp Supp	\$ 5,334.00	\$ 2,667.00	\$ 2,667.00
Fallon Senior	\$ -	\$ -	\$ -
Grand Total	\$ 69,471.00		

001-915-5700-HLTH \$ 47,707.25

913-915-5170-HLTH \$ 21,763.75

May 2015

001-915-5700-HLTH \$ 45,104.50

913-915-5170-HLTH \$ 20,331.50

Filter by: Segment 1: 001  
Segment 2: 915

Parameters: Fiscal Year: 2015 Start Date: 7/1/2014 end: 6/30/2015

### Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
		This Period To Date		This Period To Date	This Period To Date	This Period To Date		
001-915-5170-HLTH	529,000.00	0.00		0.00	0.00	-463,526.50		
Employee Benefits - Health Ins	0.00	0.00	529,000.00	0.00	0.00	-463,526.50	65,473.50	87.62
001-915-5170-LIFE	1,500.00	0.00		0.00	0.00	-1,104.83		
Employee Benefits - Life Ins	0.00	0.00	1,500.00	0.00	0.00	-1,104.83	395.17	73.66
001-915-5170-LTD-	5,170.00	0.00		0.00	0.00	-5,115.52		
Employee Benefits - LTD Ins	0.00	0.00	5,170.00	0.00	0.00	-5,115.52	54.48	98.95
001-915-5171-MEDC	47,633.00	0.00		0.00	0.00	-42,052.21		
Employee Benefits - Medicare	0.00	0.00	47,633.00	0.00	0.00	-42,052.21	5,580.79	88.28
001-915-5700-0000	0.00	0.00		0.00	0.00	0.00		
Benefit Ins Encumbered Funds	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	583,303.00	0.00		0.00	0.00	-511,799.06		
5 Account(s) totaling:	0.00	0.00	583,303.00	0.00	0.00	-511,799.06	71,503.94	87.74

HLTH  
65,473.50  
- 45,104.50 May  
20,369.00  
47,707.25 June  
27,338.25

LIFE  
395.17  
- 297.60 2 months  
97.57

LTD  
54.48  
- 946.24 2 months  
- 891.76

MEDC  
5,580.79  
- 10,449 est. 5 payrolls  
- 4,868.21

33,000 needed

**INTERMUNICIPAL AGREEMENT**  
**LITTLETON COMMUNITY TELEVISION (LCTV) SERVICES**

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Littleton, a municipal corporation with a principal office at Town Hall, 37 Shattuck Street, Littleton, MA 01460 ("Littleton").

Whereas, Boxborough is seeking the services of the Littleton Community Television (LCTV) Department of the Town of Littleton as described herein; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Littleton is willing to provide said services for Boxborough.

NOW THEREFORE the Towns agree as follows:

**Term**

1. The Term of this Agreement shall be from May 1, 2015, through June 30, 2016, subject to appropriation of funding by Boxborough.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

**Littleton's Commitment to Provide LCTV Services to Boxborough**

5. Littleton shall provide LCTV services to Boxborough as defined under Scope of Services below. Services shall include seven hundred sixty (760) hours of staffing for management and oversight of the cable studio in Boxborough, procurement oversight; and broadcast of all regularly scheduled Board of Selectmen meetings, and Annual and Special Town meetings.

**Boxborough's Financial Commitment to Pay Littleton for LCTV Services**

6. In consideration for the services provided under this Agreement, Boxborough shall pay Littleton the sum of Sixty-four Thousand, Four Hundred Dollars (\$64,400) for the period May 1, 2015 through June 30, 2016, to be paid in an initial two-month installment of \$9,200 and thereafter four quarterly installments of Thirteen Thousand, Eight Hundred Dollars (\$13,800).
7. In consideration for any supplemental services provided under this Agreement, Boxborough shall pay Littleton the sum of \$85.00 per hour, for the period May 1, 2015 through June 30, 2016.
8. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Littleton's Treasurer will invoice Boxborough on June 30, September 30, and December 31, 2015, and on March 31 and June 30, 2016, and Boxborough's Treasurer shall

pay each such invoice within thirty (30) days of the invoice date.

9. Boxborough warrants and represents that it has appropriated funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement.
10. For each Extended Term, Boxborough warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement, or (b) notify Littleton in writing at least thirty days prior to the commencement of the Extended Term that Boxborough has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

### **Record Keeping**

11. LCTV shall keep accurate and comprehensive records of services performed under this Agreement.

### **Personnel**

12. During the Term, Littleton shall employ and pay all benefits for the LCTV Executive Director and LCTV Production Supervisor.
13. LCTV personnel while engaged in performing LCTV Services in Boxborough under this Agreement shall be deemed to be engaged in the service and employment of Littleton, notwithstanding such service, activity or undertaking is being performed in or for Boxborough.
14. Boxborough shall, at its sole cost, add the LCTV Executive Director and Production Supervisor performing Services in Boxborough under this Agreement as an additional insured under all of Boxborough's liability insurance policies covering Boxborough's employees including without limitation the automobile and comprehensive general liability insurance policies.

### **Rights and Indemnities**

15. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
16. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree to defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising directly or indirectly from the LCTV services provided under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

### Scope of LCTV Services

17. LCTV services provided under this Agreement shall include the following as set forth in Appendix A, attached hereto and made part hereof:
- Service #1 Administration Fee/Costs
  - Service #2 Management of the Boxborough Station
  - Service #3 Maintain Boxborough Program Schedule
  - Service #4 Maintain Boxborough Broadcast Equipment
  - Service #5 Update/Maintain Community Bulletin Board
  - Service #6 Recruit/Train Contractors
  - Service #7 Work with Town Clerk on Meetings/Schedules
  - Service #8 Schedule Contractors for Meetings
  - Service #9 Video Tape Special/Annual Town Meetings
  - Service #11 On Demand Programming for Government and Locally Produced Programming
  - Service #16 Evaluate/Facilitate New Equipment Acquisition
18. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

### Administration

19. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They shall meet and/or confer periodically with the LCTV Executive Director to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
20. The Littleton Town Administrator supervises the LCTV Executive Director.

### Termination

21. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 18 and 19 above.

### Notices

22. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Littleton Town Administrator, Town Hall, 37 Shattuck Street, Littleton, MA 01460, with a copy to the Boxborough Board of Selectmen at the same address.

### Assignment

23. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

**Entire Agreement**

24. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the \_\_\_\_ day of \_\_\_\_\_, 2015.

\_\_\_\_\_  
Selina S. Shaw, Boxborough Town Administrator

\_\_\_\_\_  
Keith A. Bergman, Littleton Town Administrator

APPROVED BY: Board of Selectmen of  
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of  
Littleton

\_\_\_\_\_  
Vincent M. Amoroso, Chair

\_\_\_\_\_  
Joseph Knox, Chair

\_\_\_\_\_  
Robert T. Stemple, Clerk

\_\_\_\_\_  
James Karr, Vice Chair

\_\_\_\_\_  
Susan M. Bak

\_\_\_\_\_  
Melissa Hebert, Clerk

\_\_\_\_\_  
Leslie R. Fox

\_\_\_\_\_  
Alexander McCurdy

\_\_\_\_\_  
James J. Gorman

\_\_\_\_\_  
Paul J. Avella

LCTV  
Services  
Definitions

April 27

2015

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This document outlines the services provided by the Littleton Community television. These definitions are not a contract of delivery services, merely a description of services

Overview

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## **Service #4 Maintain Boxborough Broadcast Equipment**

Service Description - This includes an inventory of Boxborough Town broadcasting equipment. Determine its operating condition; if applicable determine the software/Firmware levels of equipment and upgrade to manufacturer's recommended current release.

Service Scope – This is not evaluation of new equipment for acquisition to extend services or services delivery, but the day to day maintenance of the equipment

Service delivery – Create inventory of equipment (spreadsheet) with serial numbers and software/firmware revision information.

Service Dependencies/Interdependencies #2

## **Service #5 Update/Maintain Community Bulletin Board**

Service Description – Create and maintain information that is broadcast as the Community Bulletin Board

Service Scope – Receive requests for information dissemination via the Bulletin Board

Service delivery – Receive and or create .jpg files that are imported into the Leightronix for scheduled airing

Service Dependencies/Interdependencies #2, #3, Laptop with DVD reader/burner running Windows 7 Professional; Network Interface to the Leightronix

## **Service #6 Recruit/Train Contractors**

Service Description– Online recruitment of paid contractors, their training in video and audio capture techniques.

Service Scope – Online recruitment via the Community Bulletin Board; Recruitment of Contractors by posting job descriptions in Town Hall and Town Website is the purview of the Town of Boxborough;

Service delivery - Online recruitment via the Community Bulletin Board; Training to occur in Littleton Studios and additional practical training onsite using the existing Boxborough equipment

Service Dependencies/Interdependencies #2

## **Service #7 Work with Town Clerk on Meetings/Schedules**

Service Description – Emails on the agendas of upcoming Selectmen meetings; Emails must be received no later than 48 hrs prior to requested TV coverage to enable contractor scheduling

Service Scope

Service delivery – Email/phone conversations on upcoming meetings

Service Dependencies/Interdependencies.#6

## **Service #8 Schedule Contractors for Meetings**

Service Description – Schedule new and existing contractors for meeting coverage

Service Scope

Service delivery – Create contact list of contractors (email, phone, cell)

Service Dependencies/Interdependencies #6, #7

## **Service #9 Video Tape Special/Annual Town Meetings**

Service Description – Provide delayed broadcast coverage of Special/Annual Town Meetings

Service Scope – Coverage can be provided as long as it is exclusive of Littleton Special/Annual Meeting dates/times

Service delivery – Provide a multi-camera shoot of Boxborough Town meeting using Littleton Community Television (LCTV) mobile cameras, cabling, audio mixer, Sony AnyCast. Created real time program will be imported into the Leightronix for scheduled rebroadcast.

Service Dependencies/Interdependencies #8

### **Service #7 Work with Town Clerk on Meetings/Schedules**

Service Description – Emails on the agendas of upcoming Selectmen meetings; Emails must be received no later than 48 hrs prior to requested TV coverage to enable contractor scheduling

Service Scope

Service delivery – Email/phone conversations on upcoming meetings

Service Dependencies/Interdependencies.#6

### **Service #8 Schedule Contractors for Meetings**

Service Description – Schedule new and existing contractors for meeting coverage

Service Scope

Service delivery – Create contact list of contractors (email, phone, cell)

Service Dependencies/Interdependencies #6, #7

### **Service #9 Video Tape Special/Annual Town Meetings**

Service Description – Provide delayed broadcast coverage of Special/Annual Town Meetings

Service Scope – Coverage can be provided as long as it is exclusive of Littleton Special/Annual Meeting dates/times

Service delivery – Provide a multi-camera shoot of Boxborough Town meeting using Littleton Community Television (LCTV) mobile cameras, cabling, audio mixer, Sony Anycast. Created real time program will be imported into the Leightronix for scheduled rebroadcast.

Service Dependencies/Interdependencies #8

### **Service #10 Extend Government Meeting Coverage**

Service Description – Extend Live coverage of Open public meetings of Boxborough School Committee ?, Planning Board, Boxborough ZBA, or other prioritized Town boards or Committee’s

Service Scope – Live coverage will be predicated on available contractor coverage and Boxborough budget constraints for contractor funding

Service Delivery – Provide for additional contractor coverage/Scheduling

Service Dependencies/Interdependencies #6, #7, #8

### **Service #11 On Demand Programming for Government and Locally produced programming**

Service Description – Using PEG Central and links on the Boxborough Town website, provide web links to live or delayed broadcast created programming

Service Scope – Initial focus is the Government meeting coverage

Service delivery – Main delivery mechanism will be thru a paid service of PEG Central to upload and store web content of Boxborough meetings and local programming

Service Dependencies/Interdependencies #10

### **Service #12 Add Content of Littleton Program Schedule to Boxborough**

Service Description – Add programming content of Littleton Public Access Channels to the Boxborough Public Access Channels (Comcast and Verizon)

Service Scope – This is use of existing Littleton programming content, not the creation of Boxborough specific content

Service delivery – Import Littleton specific content; download PEG Central specific content for Littleton

Service Dependencies/Interdependencies – Funding for PEG Central specific programming, #3

## **Service #13 Launch Boxborough Public/Education/Government Access Channels**

Service Description – Creation and public launch of Public, Education, and Government Access Channels distinct from the previously expanded Government and added combination of Littleton content programming

Service Scope –

Service delivery – There will now be three specific Access Channels, Public, Educational and Government, each with their own scheduling and programming

Service Dependencies/Interdependencies – #2, #3, #5

## **Service #14 Train Boxborough Residents**

Service Description – Train Boxborough residents in Video Production

Service Scope –

Service delivery – Provide LCTV hosted workshops in basic, and advanced video production

Service Dependencies/Interdependencies – #2, #13, #21

## **Service #15 Launch Boxborough specific content of Programming Schedule**

Service Description – Similar to Littleton’s locally produced programming (Littleton Common, Small Town) create Boxborough specific programming.Enable/train Boxborough producers

Service Scope – Local content is somewhat dependent on recruitment of Boxborough volunteers as on-air talent

Service delivery – Programs will be produced in the Littleton Studios

Service Dependencies/Interdependencies – #2, #13, #21Local Producers for Boxborough specific content

## **Service #16 Evaluate/facilitate new equipment acquisition**

Service Description – Based on evaluation of existing equipment, Boxborough policies and current operating practices, determine equipment requirements for broadcasting, production, and post-production

Service Scope –

Service delivery – Create recommendations report on current equipment, its service life, as well as developing a capital equipment plan for future Boxborough video equipment upgrades and technology advances.

Service Dependencies/Interdependencies – #4

## **Service #17 Work with Safety Agencies**

Service Description – Work with Boxborough Safety Agencies to create Internal and Public training and PSA's

Service Scope –

Service delivery – Working with BPD and BFD public liaison officers create monthly standalone programming segments in LCTV studios for rebroadcast in Leightronix

Service Dependencies/Interdependencies – #2, #13, #21

## **Service #18 Create Copies of Local Programs**

Service Description – Create DVD copies of locally created programming

Service Scope –

Service delivery – Upon request, create copies of programming for Boxborough residents (min charge per copy)

Service Dependencies/Interdependencies – #2

### **Service #19 Record School Activities**

Service Description – Provide coverage for School activities (Blanchard School Graduation 8<sup>th</sup>)

Service Scope –

Service delivery – Videotape school related activities for rebroadcast on Educational Channel

Service Dependencies/Interdependencies – #2, #13

### **Service #20 Work with Acton on Sharing Boxborough specific content**

Service Description – Coordinate the sharing of Boxborough produced content on the Acton Public Access Channels

Service Scope –

Service delivery – Liaise, coordinate bicycling of Boxborough programs on Acton channels

Service Dependencies/Interdependencies – #2, #12, #14, #15

### **Service #21 Access to LCTV Production Studios**

Service Description – Boxborough Residents access to the LCTV Studios for production/post-production usage

Service Scope – Scheduling required of LCTV studios to coordinate with existing Littleton usage

Service delivery – Defined service hours

Service Dependencies/Interdependencies – #2, #14, #15

### **Service #22 Access to LCTV Mobile Production Van**

Service Description– Boxborough Residents access to the LCTV Studios for production/post-production usage

Service Scope – Scheduling required of LCTV Production Van to coordinate with existing Littleton usage

Service delivery – Defined service hours

Service Dependencies/Interdependencies – #2, #14, #15





**Internal Communications and Outgoing Communications**  
**April 27, 2015**

1. Letter from MIIA Chairman, Ira Singer; Pres. Geoff Beckwith and Exec.V.P. Stanley Corcoran, dated April 14, 2015, advising members that their Board approved the awarding of \$5 Million in Participation Credits for FY 15. Boxborough has been granted \$ 7,326.00.
2. Letter from BoS Chair Amoroso, dated April 16, 2015, to Phil DeMartino of the Office of the Undersecretary, Dept. of Housing & Community Development (DHCD) accompanying Boxborough's adopted Housing Production Plan.
3. Memorandum from TA Shaw, dated April 22, 2015, to All Depts., Boards, Commissions, etc...[Town-wide/District(s) distribution] of the Board of Selectmen's meeting dates June 1, 2015-January 11, 2016. #



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**Minutes, Notices and Updates**  
**April 27, 2015**

**Minutes**

1. Conservation Commission Minutes for meeting held March 18, 2015.
2. Finance Committee Minutes for meeting held April 9, 2015.

**Notices**

1. Notice of a Boxborough Affordable Housing Trust held April 15, 2015
2. Notice of an A-B Special Education Parent Advisory Council meeting held April 15, 2015
3. Notice of an Acton-Boxborough Cultural Council Subcommittee meeting held April 16, 2015
4. Notice Finance Committee meetings:
  - a. Held April 21, 2015
  - b. To be held May 4, 2015
5. Notice of a Recreation Commission meeting to be held April 28, 2015
6. Notice of a Boxborough Leadership Forum to be held April 29, 2015
7. Notice of an Energy Committee meeting to be held May 6, 2015





**General Correspondence**  
**April 27, 2015**

1. Letter from Coalition for Responsible Retailing, received April 16, 2015, asking that Boxborough partner with them to pass "...common sense regulations to help keep tobacco and nicotine products out the hands of minors..." providing the proposed provisions and templates for these proposed regulations.

