



BOARD OF SELECTMEN
Meeting Agenda
March 7, 2016
Boxborough Community Center
30 Middle Road

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. PUBLIC HEARING, 7:15 PM

- a) Proposed amendments to the Personnel Plan, Classification and Compensation Schedule (jointly with the Personnel Board)
- b) Proposed amendments to the Stone Walls Bylaw (Town Planner, Adam Duchesneau, will be present)
- c) Proposed amendments to the Annual Town Meeting Bylaw

4. APPOINTMENTS

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

- a) Jennifer Benson, State Representative, 37th Middlesex District and James Eldridge, State Senator, Middlesex & Worcester District, 7:30 PM
- b) Tom Garmon, DPW Director, 8:15 PM
 - i. Transfer Station sticker fees and Bulk Permit fees
 - ii. Paving of Boxborough roads – update
- c) Citizens concerns

5. MINUTES

- a) Regular session, February 10, 2016
- b) Regular session, February 24, 2016

ACCEPT & POF

ACCEPT & POF

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Prevention of Harassment and Discrimination Policy
Further to the recommendation of the Personnel Board, move to approve the updated "Prevention of Harassment and Discrimination Policy" as further revised by the Personnel Board on February 23, 2016

VOTE:

- b) Disband Vocational Education Advisory Committee (VEAC)
Move to disband the Vocational Education Advisory Committee and to extend the Board's appreciation to VEAC for their tireless efforts in preparing their report to the Town on vocational education options

VOTE:

- c) Annual Town Meeting (and Special within the Annual)
 - i. Review warrant articles
 - ii. Re-open warrant to add proposed articles for: Minuteman Debt Authorization, Library A/V Upgrade, Soil Testing for 405 Middle Rd. (elimated article to transfer property from BoS to Housing Board), Public Safety Architecture/Site Plans, Reconsideration of Vote Bylaw, Vote Counts by Moderator Bylaw, and Sense of Meeting Motion submitted by the Energy Committee to promote reduced consumption

Move to re-open the Annual Town Meeting warrant to include additional articles: Minuteman Debt Authorization, Library A/V Upgrade, Soil Testing for 405 Middle Rd., Public Safety Architecture/Site Plans, Reconsideration of Vote Bylaw, Vote Counts by Moderator Bylaw, and Sense of Meeting Motion submitted by the Energy Committee to promote reduced consumption, as well as to eliminate article transferring the care, custody and control of 405 Middle Road from the Board of Selectmen to the Housing Board

VOTE:

- d) FY 17 Budget
 - Discussion and start voting departmental budgets
 - Move to approve...*

VOTE:

8. NEW BUSINESS

- a) Accept gift from United Church of Christ, Congregational (UCC) of Boxborough
 - Move to accept with utmost appreciation the generous gift in the amount of \$911 from the UCC, Congregational of Boxborough for the purpose of providing assistance to those in need, as determined by Community Services Coordinator, Lauren Abraham*

VOTE:

- b) Accept grant from the Commonwealth of Massachusetts for the “NIJ Postconviction Testing of DNA Evidence to Exonerate the Innocent Program”
 - Move to accept a grant in the amount of \$3,497 for the Boxborough Police Department’s participation in the evidence inventory project funded under the “NIJ Postconviction Testing of DNA Evidence to Exonerate the Innocent Program”*

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

Personnel Plan, including Classification and Compensation Schedule
Stone Walls Bylaw
Annual Town Meeting Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING
PROPOSED REVISIONS TO GENERAL BYLAWS**

The Board of Selectmen and Personnel Board will jointly hold a public hearing on Monday, March 7, 2016 at 7:15 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed revisions to the Personnel Plan, including the Classification and Compensation Schedule. The Board of Selectmen will continue the public hearing to consider proposed amendments to the Stone Walls Bylaw and possibly, to the Annual Town Meeting Bylaw. The proposed amendments will be available for review on the Town's website at [www. boxborough-ma.gov](http://www.boxborough-ma.gov) and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

**REVISIONS
LEGAL NOTICE
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All are welcome to attend.

Per Order
Board of Selectmen

AD#13395126
Acton Beacon 2/25/16

PLEASE NOTE:

BECAUSE WE ARE STILL AWAITING INSTALLATION OF THE NEW TOWN HALL LIFT, THE PUBLIC HEARING WILL BE HELD IN THE BOXBOROUGH COMMUNITY CENTER, 30 MIDDLE ROAD, AND NOT IN THE GRANGE MEETING ROOM OF TOWN HALL AS PREVIOUSLY POSTED.

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	72,875.83	74,697.73	76,565.17	78,479.30	80,441.28	82,452.32	84,513.62	86,626.46	88,792.13
15	Inspector of Buildings	66,254.72	67,911.09	69,608.87	71,349.09	73,132.82	74,961.14	76,835.17	78,756.05	80,724.95
	Information Systems Coordinator									
	Town Accountant									
	Town Assessor									
	Town Planner									
Town Treasurer/Collector										
14	Tax Collector (Elected)	56,932.55	58,355.86	59,814.76	61,310.13	62,842.88	64,413.95	66,024.30	67,674.91	69,366.78
	Town Clerk (Elected)									
13	Council on Aging Coordinator	26.23	26.88	27.56	28.24	28.95	29.67	30.42	31.18	31.96
	(DPW) Foreman									
	Youth Services Librarian									
12	Conservation Agent	23.00	23.57	24.16	24.77	25.39	26.02	26.67	27.34	28.02
	Youth Services Librarian									
11	Department Assistant	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.69	20.18	20.69	21.21	21.74	22.28	22.84	23.41	23.99
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.28	21.82
8	Van Dispatcher	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82

35

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly		Eff. 1/1/17**
CIT	10.00	
Intern (Town Hall)	10.00	
Junior Library Page	10.00	
Library Page	10.25	11.00
Counselor	10.50	11.00
Election Workers	10.64	11.00
Asst. Animal Control Officer - Dogs & Cats	11.09	4 hr min call
Laborer - Cemetery	11.43	
Clerk of Elections	12.30	
Media Production Technician	12.88	
Seasonal Conservation Officer	13.00	
Lead Counselor	13.21	
Van Driver	14.18	
Seasonal Maintenance Worker	14.47	
Lock Up Attendant	15.60	
Part Time Dispatcher	17.59	
Fire Department Chaplain	17.90	
Firefighter/EMT	17.90	
Special Police Officer	17.90	
Substitute Librarian	17.90	
Gym Director	19.34	
Winter Recreation Director	19.34	
Fire Lieutenant	19.69	
Summer Recreation Director	19.82	
Animal Ctl Officer	20.34	
Fire Captain	20.34	
Veterans Services Officer	20.34	
Snow Plow Operator	22.83	
Deputy Fire Chief	23.00	
Cemetery Superintendent	23.00	
Asst. Building Inspector	27.25	
Call Building Inspector	31.73	
Call Fire Chief	44.19	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	\$50,000 cap/yr	
Plumbing & Gas Inspector	\$15,000 cap/yr	
Fee max is 1% of FY 16 levy (or \$166,562)		

**Minimum wage increase

STONE WALLS BYLAW

Section 1: AUTHORITY

This Bylaw is adopted pursuant to the Town's Home Rule authority under Section 8 of Article 89 of the Amendments to the Massachusetts Constitution and the Town's general powers under G.L. c. 40, §21(1).

Section 2: PURPOSE

The purpose of this 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. Additionally, this Bylaw is intended to set forth the process for obtaining Planning Board (the Board) approval for such activities.

Section 3: DEFINITIONS

The following terms contained in this Bylaw shall mean and be construed as follows:

3.1 Town Way

Shall mean the entire right-of-way of any way in the Town of Boxborough which has been either laid out and accepted as a public way by statutory process, or has been used by the general public and maintained by the Town as a public way, but shall not include State highways. When the boundary of the Town Way is uncertain, so that a dispute arises as to whether or not certain stone walls or portions thereof are within or on the boundary of the way, the stone walls shall be presumed to be within or on the boundary of the way unless the contrary is shown by survey.

3.2 Stone Wall

Shall mean a man-made continuous grouping of stones forming a straight or curved line.

3.3 Removal, Tearing Down, or Destruction of Stone Walls

Shall mean any act to remove stones; to move stones except for the purposes of repair or maintenance; to cover over stones with non-stone materials or paint; to bury stones; or any other act by which a stone wall or portion thereof is removed, broken down, relocated, or obscured with other materials.

3.4 Preservation

Shall mean the act or process of applying measures necessary to sustain the historic form, integrity and material of an existing stone wall.

3.5 Construction

Shall mean the act or process of creating, by means of new construction, a stone wall.

Section 4: APPLICABILITY

Preservation of existing stone walls shall be exempt from review and approval by the Board.

Prior written approval of the Board in accordance with the provisions of this Bylaw shall be required for:

- 4.1. The removal, tearing down, or destruction of stone walls or portions thereof within or on the boundary of any Town Way.

4.2 The construction of a new stone wall within or on the boundary of any Town Way.

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in applicable stone walls as defined above, are permitted with a written statement from the Applicant indicating they will return the wall to its original state, written approval from the Town Planner, and the posting of a \$500.00 bond with the Department of Public Works.

Section 5: PROCEDURES

5.1 Application

Any person, organization, municipal agency, utility or other entity intending to undertake any of the activities described in Section 4 of this Bylaw shall, prior to proceeding with such activity, file a written application for approval with the Board, providing details about the proposed activity and its location.

5.2 Public Meeting and Notice

Upon receiving an application under this Bylaw, the Board shall promptly schedule a public meeting with a notice of the meeting sent to abutters within 300 feet and posted in the Town Hall at least fourteen days prior to the meeting. The meeting notice shall specify the time, date, place and purpose of the meeting, and shall include a brief description of the action proposed and its location. Copies of the meeting notice shall also be sent to the Board of Selectmen, the Public Works Director/Tree Warden, and the Building Inspector.

Conformance with the requirements of this Bylaw will not relieve the Applicant from the necessity of complying with all other applicable Town and State laws including, but not limited to, the Boxborough Driveway Approach Bylaw, the Public Shade Tree law, G.L. c. 87, §1, et seq. and the Scenic Roads law, G.L. c. 40, §15C; provided, however, that the Board may consolidate its meeting under this Bylaw with any hearing required under the Scenic Roads law.

Section 6: COMPENSATORY ACTIONS

Since the purpose of this Bylaw is to protect the scenic quality and character of the Town Ways, the Board may require, as conditions of approval, measures to avoid or reduce visual impacts resulting from alteration of existing stone walls. Such measures may include, but are not limited to, requirements for the redesign or relocation of a proposed driveway entrance, the relocation or reconstruction of portions of stone walls which are proposed to be removed or torn down, or the repair or restoration of portions of stone walls which, although not proposed under the application to be removed or torn down, have fallen into disrepair or have been previously torn down, removed or destroyed.

Section 7: ENFORCEMENT

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

Adopted by Annual Town Meeting:

May 11, 2010

3c

ANNUAL TOWN MEETING

The Annual Town Meeting for the election of town officers shall take place on the third ~~Monday~~ Tuesday in May of each year and that the Annual Meeting for the transaction of other business shall take place on the second Monday in May of each year.

Adopted: February 4, 1957

No evidence of going to Attorney General.

Amended: November 21, 1966

Approved by the Attorney General: May 21, 1968.

Amended: March 5, 1974

Approved by the Attorney General: April 9, 1974.

Transfer Station Revenue Analysis

	FY14 Sticker cost \$150 & \$50 for 2nd sticker	FY15 Sticker cost \$150 & \$0 for 2nd sticker	FY16 YTD Sticker cost \$150 & \$0 for 2nd sticker	3/4/2016	Estimated FY17
Revenues					
Stickers	116,182.50 744 Paid 218 Seniors	111,382.50 726 Paid 245 Seniors	103,650.00	332 Online - Total 691 359 Walk/Mail 257 Seniors	
Bulk	5,525.00 218 Paid 254 Seniors (\$5,940 waived)	4,390.00 155 Paid 73 Seniors (\$2555 waived)	3,320.00	104 Paid - Year To Date - 50 Seniors (\$1180 waived)	
Total Revenues	121,707.50	115,772.50	106,970.00		
Expenses					
Salary					Budget
Bo: 52 weeks @ 2 days/wk	19,626.88	20,017.92	20,317.44		20,616.96
Larry: 52 weeks @ 2 days/wk	17,521.92	18,445.44	19,185.92		19,959.68
6 wks @ 2 days/wk Vac. @ OT Avg	3,251.52	3,356.16	3,516.48		3,487.68
6 days Sick @ OT Avg	1,625.76	1,678.08	1,758.24		1,743.84
Subtotal	42,026.08	43,497.60	44,778.08		45,808.16
Other					
			6 mo actual total	est 12 mo total	
Electric	1,147.00	1,642.08	704.78	1,409.56	1,650.00
Grounds	1,627.00	3,956.91	721.96	3,443.92	4,500.00
Bulk Recy	2,603.00	2,269.71	90.00	2,180.00	2,200.00
Trucking	43,397.00	47,272.15	23,623.20	47,246.40	53,000.00
Tipping	67,467.00	67,236.88	25,226.81	60,672.00	72,000.00
Subtotal	116,241.00	122,377.73	114,951.88		133,350.00
Total Expenses	158,267.08	165,875.33	159,729.96		179,158.16
Net Loss	(36,559.58)	(50,102.83)	(52,759.96)		
Lost Revenue Senior Bulk Vouchers	(5,940.00)	(2,555.00)	(1,180.00)		
Lost Revenue Senior TS Stickers	(32,700.00)	(36,750.00)	(38,550.00)		
Total Estimated Net Loss	(75,199.58)	(89,407.83)	(92,489.96)		

In order to come close to Net Zero Budget for FY17, we have several choices:

1) Increase sticker cost to \$250 assuming sales of 700 stickers	=250*700	175,000.00	(1,158.16)
2) Increase sticker cost to \$200 and re-impose 2nd Sticker Cost at \$50	=200*700+50*200	150,000.00	(26,158.16)
3) Keep sticker cost at \$150, re-impose 2nd Sticker and impose Sr cost to \$50	=150*700+50*200+50*250	127,500.00	(48,658.16)
4) Add to tax bill (no cost for stickers), which would increase the average tax bill by \$50 (or 0.10 on the tax rate) for ALL properties			0
5) Change nothing and absorb an estimated loss of \$79,000			(79,158.16)

Estimated Loss
(assume \$3K bulk)

5a



**BOARD OF SELECTMEN
Meeting Minutes
February 10, 2016**

Approved: _____

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

ABSENT: Les Fox

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant
Chair Amoroso called the meeting to order at 7:00 P.M. in the Sargent Memorial Library Meeting Room.

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. There was no video recording of this meeting.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- Town Planner, Adam Duchesneau was present to discuss potential transfer of property located at 405 Middle Road to the Housing Board (BHB), as well as soil testing at the property. BHB Chair Al Murphy was also present. The Town took possession of this property in the 1990s. There is little known about the parcel and there is no record of the soil being tested. Before the Town can determine what is to be done with the property testing must be done. Specifically, we need to determine if it can sustain a well and viable septic system. This testing must be conducted by a professional and the cost is estimated between \$3,000-\$5,000. We can save some money by having DPW do some of the clearing for this testing. The Housing Board would like to see an altruistic use of this asset, and is proposing that the lot be made available to build a single family affordable housing home through organizations like Habitats for Humanity. There are currently no other properties owned by the Town that could be used for this purpose. It is possible that the Town could re-coup these costs when the property is conveyed. There was discussion about whether this would be the best use and why the Town may want to maximize its return by selling the parcel. This testing would need to be done regardless of how the Town wishes to proceed. Further to the request of the Town Planner (on behalf of the Housing Board), Member Gorman moved to authorize an expenditure, not to exceed \$3,000 of town funds for soil testing on property located at 405 Middle Road. Seconded by Member Stemple. **Approved 4-0.** It was further explained that this soil testing is an anticipated expense and the Selectmen would need to approve a Reserve Fund Transfer (RFT) to cover these costs. Member Gorman moved to forward to Finance Committee a RFT to fund soil testing on property located at 405 Middle Road. Seconded by Member Bak. **Approved 4-0.** There was also discussion about placing an article on the Annual Town Meeting warrant to transfer the property to the Housing Board; however after discussion it was determined that this would be just a placeholder in the draft warrant until a market evaluation could be completed. Chair Amoroso moved to put a placeholder on the 2016 Annual Town Meeting Warrant for this purpose. Seconded by Member Gorman. **Approved 4-0.**
- Steele Farm Advisory Committee (SFAC) Chair Ed Whitcomb and member Bruce Hager were present to present Jim Moss as a candidate for appointment to the SFAC. Whitcomb spoke to Moss' recent volunteer efforts on behalf of Steele Farm and his qualifications. Further to the recommendation of the SFAC, Member Stemple moved to appoint Jim Moss to complete the unexpired term of David Birt on the Steele Farm Advisory Committee for a term commencing immediately and ending on June 30, 2017. Seconded by Member Bak. **Approved 4-0.**
- Public Celebrations and Ceremonies Committee (PCCC) Chair Trena Minudri was present to present Nicole Sheehan as a candidate for appointment to the PCCC. Minudri noted Sheehan's attendance at various PCCC activities over the years and Sheehan experience with the Boxborough Family Network. Further to the recommendation of the PCCC, Member Gorman moved to appoint Nicole Sheehan to complete the unexpired term of Carla Bacharach on the Public Celebrations and Ceremonies Committee for a term commencing immediately and ending on June 30, 2018. Seconded by Member Stemple. **Approved 4-0.**

- DPW Director Tom Garmon was present to discuss the proposed FY 17 DPW budgets, transfer station and bulk permit fees for the upcoming year. He opened by noting that some of their vehicles are getting older and need more maintenance; conversely the newer vehicles have computerized components that cannot be repaired at the DPW facility and must be sent out. Both lead to the proposed number in the vehicle maintenance line. Electricity is significantly higher because, prior to the recent generator installation, the DPW service had not been metered. He has reduced his "other services" number. Uniforms and other staffing related expenses are up due to the addition of a FTE. Previously he simply calculated 75 hours per FTE for the DPW's overtime budget. In FY 17 he is using prior year actuals – taking an average per individual/annum, he also factored in the new FTE, which results in an increase to the overtime budget. Further background was that he has two man/two day coverage for the Transfer Station and DPW is being asked to do more and more; and some activities fall outside of the regular work day. As a result this overtime amount is necessary. The bottom line is that the Public Works budget is up 3.3%. The only significant changes to the Snow & Ice budget were that there are no plans to acquire a plow in FY 17 and plow drivers will now be provided food during snow events. There is a notable increase to the Street lights budget. While the Town eliminated a street light at the Museum, LELD increased their street light charges this year; in some cases doubling the charge. There was a side discussion about lower energy options and the possible siting of a solar farm in Town. Discussion opened on the Hager Well budget. This facility services the Library, Police, Fire and the Blanchard School. Data indicates that the Blanchard School usage is roughly 85% of the total usage. Pursuant to our IMA with the AB District they are responsible for some of these costs, however, to date, the Town has not received reimbursement. There are also maintenance/repair charges that the Town paid but that had occurred at the School. The Town Accountant is working on this. Also, there is a placeholder article for necessary maintenance and upgrades to the Hager Well and the related service infrastructures that need to be undertaken in FY 17. He further noted that the Library's water usage increases in the summer due to lawn watering. He advised that the Fuel budget is now based on actual usage versus the unit cost; noting that the Police SUVs use more fuel than standard cruisers and various departments have added vehicles this year. His per gallon cost estimate is based on a two year average. Prices are currently down but he would like to have this cushion just in case there are increases. Any year-end surplus would be returned to the general fund. There was discussion on the Hazardous Waste budget, a biannual event. The Transfer Station budget is up due to the trucking/tipping fees under the new contract. The compactors have allowed them to reduce bulk recycling costs, as we pay by haul not tonnage. Equipment maintenance is level funded. The Cemetery budget is no longer under DPW however Dir. Garmon advised that the No. Cemetery crypt repairs ran approximately \$11,000. The contractor has advised that there are other sections that should be addressed before similar damage occurs. The Cemetery Commission would like to be more proactive with maintenance going forward.

The Board deferred discussion on the Transfer Station bulk fees until data can be compiled as to usage and revenues.

- Town Administrator, Selina Shaw presented the proposed FY17 Town Government budgets. Town Govt. will actually realize a decrease of 3.19% - \$39,000. Combining the Treasurer/Collector position has resulted in a \$73,000 savings. She noted that the Town Administrator salary line has been level funded as her contract is due to be re-negotiated so this number may change and her mileage line has been reduced due to the IRS decreasing the mileage allowance. The Community Center rental and Moderator budgets were level funded. There is an increase in the Selectmen's Budget, as the result of 495/MetroWest Partnership now charging dues; some expenses may be incurred as two seats are up for election in FY 2017 and Appreciation Event costs are up. FinCom's budget is level funded. FinCom has decided to level fund the Reserve Fund budget. The increase in the Town Accountant's budget is due to her salary increase and a slight increase in Auditing costs. There is some offset with reductions in software user fees (eliminating one user) and office supplies. TA Shaw advised that the complete software integration for the financial departments that was launched on July 1st is working well. The Assessor's overall budget is down. She is eligible for a salary increase however this is off-set by a significant reduction in consulting fees and legal notices. Also GIS Map software has been re-assigned to the Technology budget for FY 17. As TA Shaw noted earlier, the Treasurer and Tax Collector positions are now consolidated so McIntyre has been compensated for assuming the Collector's responsibilities and he is eligible for an increase in salary. Further as a result of this consolidation all of the expenses related to the two departments are now combined into one. The Collector's page is only being included in the budget report for historical purposes. Based on our actuals TA Shaw slightly reduced the Legal budget. The IT budget increased significantly for FY 17. This budget will now be funded 100% by the Town (Cable revenues will no longer be used to supplement technology expenses). Also Firewall maintenance was underfunded in FY 16. Miscellaneous software expenses previously paid for by respective depts. will now be going through this budget and some software (i.e. Adobe) is workstation specific and some employees need additional software. Further there is an increase to Internet access. The Hardware line is being used only to cover recurring server warranty expenses. As a result of all of these factors the overall Technology budget increased by over 29%. Regardless FY 16 actuals are on track. Other hardware needs such as new computers and printer will be addressed with a warrant article. Though outside of her purview, TA Shaw advised that the Town Clerk is eligible for a salary increase. Also there are three elections scheduled to occur in FY 17 and changes to voting regulations will now require additional staffing so the Election/Registrar budget reflects these factors. The Conservation Comm. budget is level funded. The Planning Board salaries are level funded however the Town Planner will receive a salary increase. Also the consulting line had to be increased due to the recent developments coming on line. The Zoning Board is level funded. The Agricultural Comm. would like to begin to participate in conferences so this is now

in their budget. TA Shaw reviewed the Town Hall budget. She summarized where the respective clerical support staff is on the Compensation Schedule which will result in an increase of just over 1% for this budget line. The past few years we have been drawing down on an excess in our postage reserve. We are down to a reasonable level and we will need to replenish these funds for FY 17. There was discussion on the impact to the building's energy consumption due to the recent necessary upgrades to the HVAC and the actuals for these repairs. There will be an article to complete the remaining needed upgrades and air circulation issues. The Energy Comm. has expended their own funds for office supplies for their various campaigns and are now looking for these expenses to be taken care of within their budget.

- There were no Citizens concerns.

MINUTES

- The Selectmen passed over review of the regular session minutes of January 25, 2016.
- Member Gorman moved to accept the minutes for the Joint session with Finance Committee of January 21, 2016, as revised. Seconded by Member Stemple. **Approved 4-0.**

SELECTMEN REPORTS

- Member Gorman reported that he recently participated in the selection process to fill a Police Officer Patrol position. The process developed was very well thought-out and thorough vetting & interview process. Three finalists were selected, with one female and two male candidates. A final decision should be made at the next Selection Committee meeting.

He reported that the Space Needs Group has selected a single project scheme. The architect can now begin to develop cost estimates. There may be something to present at Town Meeting. At this point the Selectmen may want to consider converting this group to an actual building committee.

Member Gorman reported that Hager Well evaluation site visit was delayed due to the snow.

- Chair Amoroso reported that approximately 35 residents attended last night's Town Meeting Information meeting.

He also reported that he has had communications from some of the Selectmen from other Minuteman District towns. Seven Towns have approved the amended agreement and the five February 8th Special Town Meetings had to be re-scheduled due to the snow. Two of the seven towns that are considering leaving have voted to withdraw. Boxborough and Weston (re-scheduled) will be the last towns to hold their Special Town Meetings.

- Member Stemple reported that he will be attending an ABRSD meeting this week.

OLD BUSINESS

- The Board re-opened discussion on the February 24th Special Town Meeting. There was discussion regarding the voting process for "standing" vote or paper ballot. The Moderator has advised that this would be decided on Town Meeting floor. However, the Selectmen could always suggest using a paper ballot prior to Town Meeting. The Clerk is always prepared at town meeting for a possible ballot vote. The consensus was that voting by paper ballot would take out the emotional factor and the Board could see no harm in a paper ballot.

It was noted that Member Stemple had not been present when the Selectmen had voted their STM article recommendations. He advised that he would like his recommendation on the three articles on record. Member Stemple voiced his support of Article #1 – Transfer of \$50,000 from Free Cash into the Reserve Fund; his support of Article #2 – Withdrawal from the Minuteman School District and his support of Article # 3 – Amendments to the Minuteman Agreement both in the event that Boxborough withdraws and if we remain in the Minuteman Regional School District. There was also a review of a Special Town Meeting article drafted by Moderator Fallon. As he was present the Beacon's Editor, Bill Fonda was asked for his input. The Selectmen voiced their support of Moderator Fallon's submission.

NEW BUSINESS

- Zoning Board of Appeals member Kristin Hilberg has identified very indirect, tenuous and/or possible financial connection to a project that may come before the Appeals Board so she has filed a Disclosure of Appearance of Conflict of Interest. Member Gorman moved to accept and place on file the Disclosure of Appearance of Conflict of Interest filed by ZBA member, Kristin Hilberg. Seconded by Member Stemple. **Approved 4-0.**

- Chair Amoroso moved to notify and warn the inhabitants of Boxborough who are qualified to vote in Primaries to vote at the Meeting Room of the Sargent Memorial Library located at 427 Massachusetts Avenue, Boxborough, MA on Tuesday, the first day of March, 2016 from 7 AM to 8 PM to cast their votes in the Presidential Primary for the candidates of political parties for the following offices:
 - Presidential Preference for this Commonwealth
 - State Committee Man, Middlesex & Worcester District
 - State Committee Woman, Middlesex & Worcester District
 - Ward or Town Committee, Town of Boxborough

Seconded by Member Bak. **Approved 4-0.**

- The Board took up the Reserve Fund Transfer Request for Assessor GIS Map Update expenses that was discussed earlier in TA Shaw's budget review. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$2,000 from the Reserve Fund to account #001-141-5399-0000, Assessor GIS Map Updates. Seconded by Member Gorman. **Approved 4-0.**

- Member Bak opened discussion on the updates to the Town's Prevention of Harassment and Discrimination Policy. It was moved by Member Bak and Seconded by Member Stemple to approve these updates however during ensuing discussions it was determined that TA Shaw will review this further with Town Counsel and bring it back for approval at a later date.

CONCERNS OF THE BOARD

- There was discussion on the status of an updated road paving schedule/plan.

EXECUTIVE SESSION

- At 8:53 PM Chair Amoroso moved to adjourn to executive session to discuss strategy with respect to collective bargaining (MassCOP Local 200 –Boxborough Police Officers) and to adjourn immediately upon completion; further noting that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. Seconded by Member Stemple. **Approved 4-0 by Roll Call Vote: Gorman "aye"; Bak "aye"; Stemple "aye"; and Amoroso "aye."**



**BOARD OF SELECTMEN
Meeting Minutes
February 24, 2016**

Approved: _____

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

ABSENT: Susan Bak, Clerk

ALSO PRESENT: Selina Shaw, Town Administrator

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.

CALL TO ORDER

Chair Amoroso convened the meeting at 6:30 P.M. in the Administrative Conference Room at the Blanchard Memorial School.

DISCUSS WARRANT ARTICLES FOR PRESENTATION TO STM

- The Board discussed the Minuteman (MM) technical program at R.J. Grey and how it was funded. There was general agreement among those present that it would be more appropriate for MM to bill AB for the cost of the program, which would then be passed to Boxborough as part of AB's assessment to the Town. As currently reflected in Minuteman's budget, per student costs appear to be inflated.
- The selectmen present agreed that being a member of the MM District did not provide a significant voice on the School Committee.

ADJOURN

The meeting was adjourned at 6:50 PM to attend the Special Town Meeting

**TOWN OF BOXBOROUGH
Discrimination and Harassment Prevention Policy**

Section 1. Intent

It is the goal of the Town of Boxborough to promote a professional work environment which is free of all forms of abuse or harassment and in which all of its employees are treated with respect and dignity.

Harassment is a form of behavior, prohibited by state and federal law, which adversely affects the employment relationship. Harassment of individuals, based on gender, sexual orientation, gender identity, race, color, religion, national origin, age, disability, military status, genetics, criminal record (inquiries only) or any other category protected under federal, state or local law, which occurs in the workplace or in other settings in which individuals of the town may find themselves in connection to their employment, is unlawful and shall not be tolerated by the town. The town also condemns and prohibits any form of harassment by any applicant, client, vendor or visitor. Further, any retaliation against an individual who has complained about harassment, or retaliation against individuals for cooperating with an investigation of a harassment complaint, is similarly unlawful and shall also not be tolerated. Any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including discharge.

Because the Town takes all allegations of discrimination and harassment seriously, the Town will respond promptly to complaints of discrimination or harassment. If it is determined that inappropriate conduct has occurred, the Town will act without delay to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate, up to and including discharge.

It is important to note that while this policy sets forth the Town's goals of promoting a workplace that is free of discrimination and harassment, the policy is not designed or intended to limit the Town's authority to discipline or take remedial action for workplace conduct which the Town deems unacceptable, regardless of whether that conduct satisfies the definition of discrimination or harassment. It should be noted as well that elected and appointed officials are expected to refrain from all forms of discrimination, abuse and harassment and, as appropriate, the standards of conduct and disciplinary provisions of this policy shall also apply to elected and appointed officials.

Section 2. Discrimination

Anti-discrimination laws prohibit any form of unlawful discrimination, including harassment, based upon membership in a protected class. Protected categories include, race, national origin, age, color, religion, disability, criminal records (inquiries only), military status, genetics, gender, sexual orientation, gender identity and any other category protected by state or federal law. The anti-discrimination laws also prohibit retaliation against an individual who complains of discrimination. Anti-discrimination laws are applicable to all employment activities including:

- Hiring (posting, applications, interviews, examinations and selection)
- Compensation and benefits
- Promotions
- Transfers
- Discipline and layoffs

Forms of discrimination can include, disparate treatment, harassment (sexual and non-sexual harassment), and failure to provide a reasonable accommodation based on disability or religion. In short, the anti-discrimination laws require that the employer conduct all aspects of the employer-employee relationship free from the unlawful discrimination.

Discrimination based on a protected class is prohibited by law. Many of the principles that apply to sexual harassment set forth in section 3 below apply equally to other types of discrimination and harassment. The discrimination must be related to membership in a protected class. While it is not possible to list all of the circumstances that may constitute discrimination based on membership in a protected class, depending upon the totality of the facts, including the severity of the conduct and its pervasiveness, the following is a list of situations that could constitute discriminatory harassment:

- Verbal abuse based on membership in a protected class
- Use of degrading words based on membership in a protected class
- Jokes or language based on membership in a protected class.

Employees are protected from all forms of discrimination by anyone who enters the workplace. Customers and clients are also protected. Workplace is broadly defined and can include after hours parties sponsored by the employer, offsite meetings of the employer and other activities outside of work, including off duty activities, if those activities may impact the workplace.

Section 3. Definition of Harassment

Harassment includes communicating, sharing or displaying written or visual material or making verbal comments that are demeaning or derogatory to a person because of his or her gender, sexual orientation, gender identity, , race, color, religion, national origin, age, disability, military status, genetics, criminal records (inquiries only) or other category protected under federal, state or local law. It includes materials or comments intended as humor. Harassment does not refer to purely voluntary social activities. It refers to behavior that is not welcomed by the employee, that is personally offensive to him or her, and that undermines morale and / or interferes with the ability of the employee to work effectively. The use of town facilities to disseminate, duplicate or display such materials is prohibited.

In Massachusetts, the legal definition for sexual harassment is: “sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- Submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- Such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.”

These definitions are broad and include any sexually oriented conduct, whether it is intended or not, by supervisors, employees and, in some instances, third parties, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating, or humiliating to male or female workers. Prohibited conduct also extends to any function or activity that is officially sponsored by the town. While it is not possible to list all of the circumstances that may constitute sexual harassment, depending upon the totality of the facts, including the severity of the conduct and its pervasiveness, following is a list of situations that could constitute sexual harassment:

- Verbal abuse of sexual nature
- Use of sexually degrading words
- Jokes or language of sexual nature
- Conversation or gossip with sexual overtones
- Obscene or suggestive gestures or sounds
- Sexually-oriented teasing
- Verbal comments of a sexual nature about an individual’s appearance or sexual terms used to describe an individual

- Inquiries into one's sexual experience
- Discussion of one's sexual activities
- Comments, jokes or threats directed at a person because of his/her sexual preference
- Unwelcome and repeated invitation (e.g., for lunch, dinner, drinks, dates, sexual relations)
- Demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or promises of preferential treatment
- Physical contact such as touching, hugging, kissing, stroking, fondling, patting, pinching or repeated brushing up against one's body
- Deliberate bumping, cornering, mauling, grabbing
- Assaults, molestations or coerced sexual acts
- Posting or distributing sexually suggestive objects, pictures, cartoons or other materials
- Sexually-oriented letters or notes
- Sending offensive or discriminatory messages or materials through the use of electronic communications (e.g. electronic mail, including the Internet, voice mail and facsimile) which contain overt sexual language, sexual implications or innuendo, or comments that offensively address someone's sexual orientation
- Staring at parts of a person's body
- Sexually suggestive gestures, leering
- Condoning sexual harassment

Sexual harassment is not limited to prohibited behavior by a male employee toward a female employee and can occur in a variety of circumstances:

- A man as well as a woman may be the victim of sexual harassment, and a woman as well as a man may be the harasser
- The harasser does not have to be the victim's supervisor
- The victim does not have to be of the opposite sex from the harasser
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may be someone who is affected by the harassing conduct, even when it is directed toward another person, if the conduct creates an intimidating, hostile, or offensive working environment for the co-worker or interferes with the co-worker's work performance.

Section 4. Procedure

An employee who believes that he or she may have been the subject of, or who is aware of possible instances of discrimination or harassment prohibited by this policy, is urged to utilize this procedure as soon as possible after a perceived act of discrimination or harassment occurs, because prompt reporting allows the Town to investigate while the facts are still fresh and to take prompt corrective action, when appropriate.

The Town will handle the matter with as much confidentiality as possible under the circumstances and with due regard to the rights and wishes of all parties, recognizing that there are many circumstances where complete confidentiality is not possible. Upon receipt of a complaint, the Town will promptly undertake an investigation and, when appropriate, corrective action.

a) Private Counseling Option

In addition to the right to file a complaint, the employee may also seek advice from the Town Administrator. He/she is available to discuss any concerns the employee may have and to provide information about the Town's policy on preventing discrimination and harassment and the complaint process. If the employee desires, the Town Administrator will work with the employee to find a way of resolving concerns in an informal manner acceptable to the employee and in a manner which would offer as much privacy and confidentiality as is possible. If this option does not resolve the complaint, the employee may proceed through the complaint procedure set forth in b) below.

b) **Filing a Complaint**

If any Town employee believes that he or she has been subjected to discrimination or harassment, it is the Town's policy to provide the employee with the right to file a complaint with the Town. This may be done in writing or orally to the Affirmative Action Officer (AAO). The Town Administrator serves as the Affirmative Action Officer. If the Affirmative Action Officer is the offending party, then complaints may be made to the Chairman of the Board of Selectmen.

When a complaint is received, the AAO will then investigate the allegation in a fair and expeditious manner. The AAO's investigation may include a private interview with the person filing the complaint and with witnesses. The AAO will also interview the person alleged to have committed the harassment. The AAO may, if necessary, request written statements in addition to the private interviews. If the AAO is unable to resolve the complaint, the AAO will report the investigation findings to the Board of Selectmen.

If the investigation reveals that discrimination or harassment did occur, the Town will act promptly to eliminate the offending conduct, and where it is appropriate, will also impose disciplinary action which could include termination from employment. In addition, when the investigation is completed, through formal or informal procedures and to the extent appropriate, the Town will inform the person filing the complaint and the alleged harasser of the results of that investigation, including allegations that have not been sustained.

Section 5. Disciplinary Action

If it has been determined that discrimination or harassment has been committed by an employee, the Town will take such action as is appropriate under the circumstances. Such actions may include: counseling, informal or formal reprimands, written or verbal warnings, suspension, reduction in pay, reduction in duties, transfers, and other formal sanctions including termination from employment. All disciplinary action shall be conducted pursuant to the provisions of a collective bargaining agreement for union personnel and the Personnel Administration Plan of the Town of Boxborough for non-union personnel.

Section 6. State and Federal Remedies

In addition to the above, if an employee believes that he or she has been subjected to harassment, he or she may file a formal complaint with either or both of the government agencies listed below. In order to protect the charging party's rights, the employee must file a charge with the Massachusetts Commission against Discrimination (MCAD) within 300 days from the date of the alleged violation. A complaint under federal law should be filed with the United States Equal Employment Opportunity Commission (EEOC) within 180 days (300 days for sexual harassment) from the date of the alleged violation. If the charge is also covered by the Massachusetts Commission against Discrimination (MCAD), the filing deadline may be extended to 300 days.

The Massachusetts Commission Against Discrimination (MCAD)

Boston Office: The John McCormack Building, One Ashburton Place, Room 601, Boston, MA 02108; (617) 994-6000

Worcester Office: Worcester City Hall, 455 Main Street, Room 100, Worcester, MA 01608; (508) 799-8010

Springfield Office: 436 Dwight Street, Second Floor, Room 220, Springfield, MA 01103; (413) 739-2145

New Bedford Office: 800 Purchase Street, Room 501, New Bedford, MA 02740; (508) 990-2390

The United States Equal Employment Opportunity Commission (EEOC)

John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; (800) 669-4000

**CERTIFICATION OF RECEIPT
TOWN OF BOXBOROUGH
DISCRIMINATION AND HARASSMENT PREVENTION POLICY**

I certify that I have been given a copy of the Town of Boxborough's Discrimination and Harassment Prevention Policy and provided the opportunity to ask questions about its content. In addition, I certify that I have fully read the policy and agree to abide by its provisions.

Employee Name

Employee Signature/Date

Copy of this page to Personnel file on _____
Date

**FY2016 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
<u>Special Town Meeting</u>				
1	177	Housing Bd: Reg Housing Svc	5,465	CPA (Hsg Reserve)
	Total		<u>5,465</u>	
<u>Annual Town Meeting</u>				
1		Choose Town Officers		
2		Receive Reports		
3		Set Salaries and Compensation of Elected Officers		
4		Amend FY17 Personnel Plan Classification and Compensation Schedule		
5		Town Operating Budget	19,650,382	
Authorization				
6	310	Minuteman Debt Authorization		
CPA				
7		Administrative and operating expenses 5%	8,000	CPA (FY17)
		Open Space Reserve 10% (increases balance to 56K)	20,000	CPA (FY17)
		Housing Reserve 10% (increases balance to 56K)	20,000	CPA (FY17)
		Historic Reserve 10% (increases balance to 56K)	20,000	CPA (FY17)
				CPA (FY17) Remaining
		FY17 Budget Reserve	112,000	Balance from 180K est
8A	630	Rec Comm: Liberty Fields Site Plan	5,500	CPA (Open Space Resrv)
B	630	Rec Comm: Skate Park	40,000	CPA (Open Space Resrv)
9A	177	Housing Bd: Reg Housing Svc	6,000	CPA (Hsg Reserve)
B	177	Housing Bd: Rental Voucher Program	26,280	CPA (Hsg Reserve)
				CPA (Available Fund)
10A	161	Town Clerk: Conservation of Historical Records	11,000	Balance)
				CPA (Hist Rsrv:21,000/
B	192	Town Hall: Renovation of Foyer into Grange Hall	106,775	Avail Fund Bal:85,775)
C	192	Town Hall: Front Steps - Higher Bids	35,000	CPA (Hist Reserve)
	Total		<u>238,555</u>	

7c

**FY2016 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
Financial Consent Agenda				
11	100	Transfer to Stabilization Fund	100,000	Free Cash
12	950	Transfer to OPEB Trust Fund	62,500	Free Cash
13	171	Transfer to Conservation Trust for Future Purchase	5,000	Free Cash
14	122	Fraud Risk Assessment	10,000	Free Cash
15	122	Soil Testing 405 Middle Rd	3,000	Free Cash
16	145	Borrowing Funds - Short Term & Long Term Interest/Closing Costs	50,000	Avail Funds 1680.11 /Free Cash/Borrow
17	192	Town Hall: HVAC (remaining units)	20,000	Free Cash
18	192/691	Town Hall: Repoint/Repair Chimney & Museum: Repair Roof	10,000	Free Cash
19	491	Cemetery: Boundary Wall South Cemetery	15,000	Free Cash
20	610	Library: A/V System Upgrade	9,995	Free Cash
21	691	Museum Basement: Dehumidification & Shelving for Storage	12,000	Free Cash
22	Multi	Close Completed Articles to Free Cash		
23	Multi	Departmental Revolving Funds Re-authorization		26,471.30
24	245	Electrical Inspections Revolving Cap Increase (from \$50,000) -One/Two year Only	\$150,000	Cap
24	243	Gas/Plumbing Inspections Revolving Cap Increase (from \$15,000) -One/Two year Only	\$100,000	Cap
25	122	Accept MGL Ch44, Sec 53F3/4 - Cable RRA Account; Transfer Funds		Cable Fund
25	122	Cable Infrastructure Appropriation		Cable Fund
Personnel				
26	220	Fire: Promote 1 LT to Cpt	-	Zero Impact

**FY2016 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
Capital Equipment & Infrastructure				
27	156	Technology: Hardware/Software upgrades	72,500	Free Cash
28	192	Town Hall: Front Walkway	35,745	Free Cash
29	192/210	Town Facilities: Access Control System	45,000	Free Cash
Avail Funds 1537/				
30	210	Police: Building/Grounds Maint	170,500	Borrowing/Free Cash
31	210	Police: Equipment	101,300	Free Cash
32	210	Police: Tasers	7,000	Free Cash
33	220	Fire: Pickup Truck	50,000	Borrowing
34	292	Animal Control: Pickup Truck	40,000	Borrowing
35	422	DPW: Loader	200,000	Borrowing
36	422	DPW: Road Paving	400,000	Borrowing
37	422	DPW: Pickup Truck	40,000	Borrowing
38	422	DPW: Radios	95,000	Borrowing
39	425	Hager Well: System Updates	50,000	Free Cash
Studies & Initiatives				
40	210	Public Safety Architecture/Site Plans	80,000	Free Cash/Borrowing
Total			1,684,540	
ByLaw Amendments/Updates				
41	176	Zoning Bylaw Amendments - Zoning District Boundaries		
42	176	Zoning Bylaw Amendments - Design Review Board Membership		
43	176	Zoning Bylaw Amendments - Maximum Building Height		
44	176	Zoning Bylaw Amendments - Section 9004 Penalty		
45	176	Zoning Bylaw Amendments - Maximum Fence Height		
46	176	Zoning Bylaw Amendments - Accessory Structures		
47	176	Zoning Bylaw Amendments - W-District removed from Zoning Bylaw		
48	176	General Bylaw Amendment - Stone Walls		
49	122	General Bylaw Addition - Reconsideration of Vote		
50	122	General Bylaw Addition - Vote Counts by Moderator		

**FY2016 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
51	199	Energy Committee: Reduced Energy Consumption		
(Other) Consent Agenda				
52	122	Acquisition of Easements - Hill Rd for Roadway Purposes		
53	122	Accept MGL Ch41, Sec110A - Town Hall Closure on Saturdays		
54	122	Authorization BoS to negotiate Lease of Land with Personal Wireless Provider (Hager Land)		
55	162	TM Bylaw Amendment - Local Election moved to 3rd Tuesday in May		
56	176	Discontinuance of Cunningham Rd		
57	422	Chapter 90 Highway Reimbursement Program		

**FY2016 Proposed Articles
Town of Boxborough**

Article Count	Dept Available Funds	Description	Current Balance	Amount		Funding Source New Balance
				Used (Potentially)		
	Free Cash		1,537,280.57	689,040.00		848,240.57
	Stabilization		1,342,226.70	-		1,342,226.70
	Borrowing			995,500.00		
	Overlay Surplus		-	-		-
	Warrant Article Surplus		25,686.68	-		25,686.68
	Rescind Warrant Articles		-	-		-
	CPA - Estimated FY17		180,254.08	37,500.00		142,754.08
	Reserve Open/Rec		36,000.00	36,000.00		
	Reserve Housing		36,000.00	32,280.00		
	Reserve Historical		36,000.00	36,000.00		
	Prior Year Reserve/Certified		106,530.00	96,775.00		
				<u>1,684,540.00</u>	FC, Stab, Borrow	
				-	Other Sources	
				<u>238,555.00</u>	CPA	
				1,923,095.00		

CPC Articles

Special Town Meeting, May 2016

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Five Thousand Four Hundred Sixty-five Dollars (\$5,465), more or less, from the for the purpose of transferring said sum to the Affordable Housing Trust for Regional Housing Monitoring Services as recommended by the Community Preservation Committee;

or take any other action relative thereto.

Annual Town Meeting, May 2016 CPC Articles

7. To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2017 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2017 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2017; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, historic resources and community housing purposes, and for a FY 2017 Budgeted Reserve;

All as recommended by the Community Preservation Committee,
or take any other action relative thereto.

Motion: I move to hear and act on the report of the Community Preservation Committee on the FY 2017 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2017 estimated annual revenue the sum of \$8,000 to meet the administrative expenses of the Community Preservation Committee for FY 2017; and further, to reserve for appropriation from said FY 2017 estimated annual revenue:

\$20,000 for open space, including land for recreational use,
\$20,000 for historic resources and
\$20,000 for community housing purposes, and
\$112,000 for a FY17 Budgeted Reserve.

8. To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Forty-Five Thousand Five Hundred Dollars (\$45,500), more or less, for Community Preservation purposes, projects or acquisitions as follows:

8A	\$5,500	Site Plan for Basketball and Tennis Courts at Liberty Fields	Recreation Commission
8B	\$40,000	T.J. O'Grady Skate Park Expansion	Recreation Commission

All as recommended by the Community Preservation Committee;

or take any other action relative thereto.

9. To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Two Thousand Two Hundred Eighty Dollars (\$32,280), more or less, for Community Preservation purposes, projects or acquisitions as follows:

9A	\$6,000	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services	Boxborough Housing Board
9B	\$26,280	Boxborough Rental Voucher Program	Well-Being Committee and Boxborough Housing Board

All as recommended by the Community Preservation Committee;

or take any other action relative thereto.

10. To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Fifty-Six Thousand Dollars (\$56,000), more or less, and the sum of Ninety-Six Thousand Seven Hundred and Seventy-five Dollars (\$96,775), more or less, from the Community Preservation Fund Balance for Community Preservation purposes, projects or acquisitions as follows:

10A	\$11,000	Conservation of Historic Town Records	Town Clerk
10B	\$106,775	Grange Meeting Room Preservation and Restoration	Inspector of Buildings
10C	\$35,000	Preservation and rehabilitation of the Town Hall front steps	Inspector of Buildings

All as recommended by the Community Preservation Committee;

or take any other action relative thereto.

#20

CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY – UPGRADE AUDIO VISUAL SYSTEM

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Nine Thousand Nine Hundred Ninety Five Dollars (\$9,995), more or less, for the purpose of upgrading the existing library meeting room A/V system, or take any other action relative thereto.

The Library Board of Trustees recommends unanimously.

The Library Trustees unanimously recommend this necessary expenditure. Due to the age of the equipment of the existing A/V system as well as the audio visual standard moving from analog to digital it is our recommendation to upgrade the projector to an HD resolution projector which is standard today. In addition, the standard video output on most laptop computers is HDMI which does not exist on the ceiling mounted projector. Replacement parts and regular service, which insures reliable operation, are no longer available on the current equipment. With this upgrade of the Library Audio Visual system we will maintain our investment in this heavily used and important resource in our community.

26/33

**FY 2017 Boxborough Fire Department
Warrant Articles
12-14-15**

Permanent Captain/EMT

This proposed article is to fund a Captain's position. This proposal would ensure that there is a clear line of responsibility within the department and at incidents, should the Chief be unavailable. To fund this position, I looked at the Call Deputy's earnings from FY-2014 which was \$6,500. I reduced the Call Firefighter Call Back hours from 3,408hrs to 3,143hrs; this represents a reduction of 265 hrs. This would cover the Captain's "total cost" including estimated overtime. This position would have a 0% impact on the 2017 Budget. (265 hrs x \$17.90 = \$4743.50) = **\$0.00**

TA Note: Wage and position need to be negotiated with CBU and incorporated into CBA; job descriptions for this position as well as for Lieutenant need to be prepared and agreed to by the parties.

¾ Ton Pickup Truck (4x4 Utility Truck (Pick-Up) with Lift Gate)

This proposed article would fund a ¾ ton pickup truck, replacing the current utility vehicle. This pickup truck would aid in off road rescues (conservation land/trails) and would be outfitted with a plow, and a hydraulic lift gate. This would facilitate clearing dry-hydrants and plowing the parking lots at Fire and Police. In addition, it would be used for fire prevention activities, transporting equipment, personnel, portable generators, portable pumps, and the department's trailers. (BERC, Light Tower, MDU, Shelter) = **\$42,560 – \$2,460 2015 EMPG Grant = \$40,100**

Reasons for the purchase of department utility truck:

- The primary reason for this acquisition is to facilitate off road rescues. The Town has over 25 miles of trails providing access to several hundred acres of conservation and municipal land.
- Vehicle would be used on inspections and other department business to cut down on apparatus usage and wear and tear.
- Transporting members to and from Mass Fire Academy classes.
- Transportation of members to and from prolonged incidents, as well as needed equipment and other resources during those incidents.
- Transportation of portable pumps to pump out water at residences, and transportation of portable generators. Currently there are no safe means of transporting either pumps, or generators.
- Vehicle would be used to keep the parking lots plowed at the fire and police stations, when DPW is unavailable.
- Presently, the hydrants are plowed when a vehicle becomes available from the DPW. Depending on the storm, this can take several days delaying hydrant clearing.
- The vehicle will be fitted with a hydraulic lift gate. This lift gate will allow us to transport a snow blower around town to assist in clearing hydrants. This will reduce the amount of required shoveling and less stress on the employees.
- This vehicle can be used to transport the trailers we currently own and the light tower to prolonged incidents.
- The vehicle will be used to pick up hose and similar equipment from scenes when they are over.

FY 2017 IT Warrant Article

27

Purpose	Materials	Labor	Total	Notes
Replace 2 UPS's	\$ 1,840	\$ 675	\$ 2,515	1 beyond EOL; 1 FY 18
Replace 4 switches	\$ 14,000	\$ 5,400	\$ 19,400	All beyond EOL; Cisco donations, deemed obsolete
Acquire and deploy 4 blades for core switch	\$ 12,000	\$ 2,100	\$ 14,100	Required for switches above
Replace BPD Server	\$ 7,300	\$ 9,740	\$ 17,040	In svc 12/4/04. Includes project management (@ \$1,100), engineering/deployment (56 hrs @\$135) /contingency(8 hrs@\$135)
Laptop/Desktop replacement				
Ruggedized tablet (BPD)	\$ 4,890	\$ 525	\$ 5,415	In svc 8/5/05
1 Desktop (BPD)	\$ 800	\$ 525	\$ 1,325	In svc 10/1/10
CoA laptop	\$ 1,200	\$ 525	\$ 1,725	In svc 11/1/09
Printers				
Dispatch B & W laser writer	\$ 950	\$ 405	\$ 1,355	
Town Hall color laser writer	\$ 2,700	\$ 405	\$ 3,105	To replace Planner ink jet
Town Hall B & W laser writer	\$ 950	\$ 405	\$ 1,355	To replace a TH printer
Town Hall Cabling		\$ 5,000	\$ 5,000	Phased replacement of LAN cable
		TOTAL	\$ 72,335	

30/31/34

**FY 2017 Boxborough Police Department
Proposed Capital/Special Warrant Articles**

FY17 – POLICE STATION

At the request of the Finance Committee, the Police Chief has categorized capital needs into two priority groups within the categories "Building Repairs and Maintenance" and "Equipment." Expected costs are still preliminary for each of the items listed.

1. (Priority I) Building Repairs and Maintenance (\$68,500):

- a. Carpeting was last replaced in 2008 and on the capital plan for scheduled replacement in FY17. The carpets have been regularly maintained and cleaned; however, intense 24/7 traffic has worn them down past the state of repair (\$8,500)
- b. Exterior doors are original to the building are failing as they are rusting and the hinges, shock absorbers and mechanisms are worn. The frames are out of square and jam when humid (\$20,000)
- c. Detention, Cell walls: The Dept. of Public Health has failed our inspection citing porous walls and rusted fixtures (\$15,000)
- d. Lobby/Evidence to increase lobby area and secure evidence room, also need to replace broken heating unit (\$25,000)

2. (Priority II) Building Repairs and Maintenance (\$102,000):

- a. Building Exterior: Clapboards and trim replacement (rot) and caulking is needed around all exterior gaps to prevent insect infestation (\$12,000)
- b. Interior lighting: Many of lights have failed beyond bulb replacement and several inoperative switches need replacement (\$15,000)
- c. Exterior Lighting: Light poles original to building and rebuilt in 2008, many not working and rotted beyond repair, the far rear of property not covered by illumination (\$15,000)
- d. Parking Lot and Walkways: original to building was passed over in 2012 when other town building done, walkway heaves and has lifted causing trip hazards, and the area around generator needs regrading as snow melt causes a hazard all winter (\$60,000)

TOTAL BUILDING REPAIRS & MAINTENANCE: \$170,500

3. (Priority I) Equipment (\$56,800)

- a. Security Cameras and Video Server over 10 years old and is past end of life (EOL '13), low resolution/poor quality and unable to record, should be tied to access control, additional cameras needed for coverage and plan to include Fire Dept doors and bays (\$40,000)
- b. Defibrillators : 4 units, one is out of service 10 years old, expected life is 5 to 7 years, they are out of warranty and not serviceable, FD/EMS recommends replacement as we are a Heart Safe Community (\$12,000)

c. Firearms: firearms are end of life and worn, convert from .40 Cal to 9MM (\$4,800)

4. (Priority II) Equipment (\$44,500)

a. AFIS Fingerprinting: current method (ink) is antiquated and problematic, provides instant, modern method for criminal identification and forensic analysis, Firearms Licensing, Sex Offender Registrations, Staff Security checks and audits and citizen requests for finger print authentication (\$28,500)

b. Copier: Over DOR useful lifespan and on the capital plan (\$7,000)

c. Office Furniture: replace two aged desks and update report writing area with usable furniture (\$9,000)

TOTAL EQUIPMENT: \$101,300

FY17 Capital/Special Articles – ANIMAL CONTROL OFFICER

Animal Control Equipment

1. Vehicle (\$40,000)

40

Boxborough Public Safety Next Phase Fee Breakdown

		Option G-2
Total Architecture/Engineering Fees - 10% Construction Cost	\$	1,712,893
Architecture/Engineering Fee Breakdown by Phase		
Schematic Design at 15%	\$ 256,934	
Design Development at 20%	\$ 342,579	
Contract Documents at 30%	\$ 513,868	
Bidding and Negotiation at 5%	\$ 85,645	
Construction Administration at 30%	\$ 513,868	
Total A/E Fee	\$ 1,712,893	
Total OPM Fees - Between 3-3.5% Construction Cost (assumed 3% here)	\$	513,868
OPM Fee Breakdown by Phase		
Schematic Design at 15%	\$ 77,080	
Design Development at 20%	\$ 102,774	
Contract Documents at 30%	\$ 154,160	
Bidding and Negotiation at 5%	\$ 25,693	
Construction Administration at 30%	\$ 154,160	
Total OPM Fee	\$ 513,868	
Survey	\$	10,000
Geotechnical	\$	15,000
Haz Mat	\$	8,000
Wetlands Scientist/Flagging	\$	8,000

Possible Bundles to Request at Town Meeting:

Option 1: Proceed with Schematic Design and Cost Estimate		
A/E Schematic Design Fees at 15%	\$ 256,934	
OPM Schematic Design Fees at 15%	\$ 77,080	
Survey	\$ 10,000	
Geotechnical	\$ 15,000	
Haz Mat	\$ 8,000	
Wetlands Scientist/Flagging	\$ 8,000	
Option 1 Total	\$ 375,014	
<i>Recommended Option 1 Town Meeting Request</i>	\$ 400,000	
Option 2: Gather Additional Site/Building Data		
Survey	\$ 10,000	
Haz Mat	\$ 8,000	
Wetlands Scientist/Flagging	\$ 8,000	
Option 2 Total	\$ 26,000	
<i>Recommended Option 2 Town Meeting Request</i>	\$ 30,000	



35 Marlford Street
 Somerville, MA 02143
 P: 617.776.6678
 www.hktarchitects.com

Name	Title	Date

Registrations

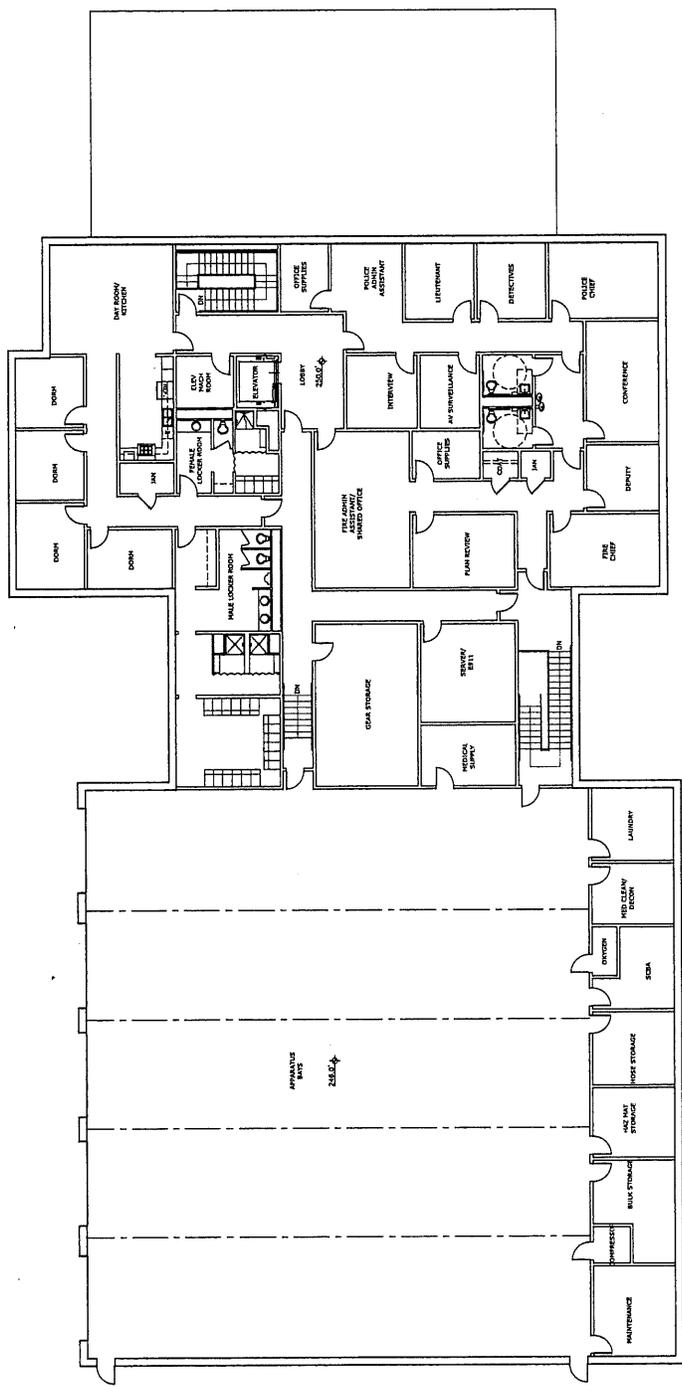
Consultants

Project
 BOXBOROUGH PUBLIC SAFETY FACILITY
 502+520 MASSACHUSETTS AVE
 BOXBOROUGH, MA 01719
 BOXBOROUGH, MA 01719

SECOND FLOOR PLAN - OPTION G2

DATE	BY	DESCRIPTION
02 FEB 2016	JCS	CONCEPT
17 FEB 2016	JCS	CONCEPT
17 FEB 2016	JCS	CONCEPT
17 FEB 2016	JCS	CONCEPT
17 FEB 2016	JCS	CONCEPT

G2-102



1

PLAN SECOND FLOOR PLAN - OPTION G2
 1/8" = 1'-0"

Proposed 2016 Zoning Bylaw Amendments

March 4, 2016

1) Zoning District Boundary Amendments

The proposed zoning district boundary amendments involve the following areas:

Area 1: Moving the Agricultural-Residential zoning district further to the north and west on the north and west sides of 1150 Burroughs Road (Wolf Swamp) as well as the area northwest of Old Harvard Road.

Area 2: Moving the Industrial-Commercial zoning district along the southern sides of 1223, 1170, and 1146 Massachusetts Avenue further south to their rear property boundaries. Additionally, this change involves moving the Agricultural-Residential zoning district further north to the northern boundary of 1103 Burroughs Road.

Area 3: Moving the Agricultural-Residential zoning district west of Hill Road and north of Cunningham Road, further west to Interstate 495.

Area 4: Changing the Industrial-Commercial zoning district areas at 1165 Rear, 1175, and 1195 Hill Road to Agricultural-Residential.

Please see the attached maps for visual references.

2) Amend the Design Review Board Membership in Section 8102

8102 Design Review Board

The Design Review Board shall be composed of five residents of the town who shall be appointed by the Board of Selectmen for three-year terms as designated by the respective organizations as follows:

- (1) One member of the Planning Board or their designee;
- (2) One member of the Board of Selectmen or their designee;
- (3) One member of the Historical Commission or their designee; and
- ~~(4) One member of the Permanent Building Committee or their designee; and~~
- ~~(5) One~~ Two members representing the community at-large, who shall be elected by the ~~four~~ three designees as listed above and brought forward to the Board of Selectmen for appointment.

Partial terms shall be designated by the respective board/commission, or elected in the case of the at-large member, and duly appointed by the Board of Selectmen.

3) Amend the “Maximum Building Height” Descriptions in Section 5002 Dimensional Schedule and Section 5003(5) Reduced Frontage Lots by Striking “To Top Of Plate”

2113 Building Height shall mean the vertical distance measured from the average finished grade at its point of intersection with the front wall of the building to the point specified below for the particular roof type; provided, however, that no measurement to said point below, taken vertically from any point at finished grade along the foundation wall, shall exceed the building height by greater than ten (10) feet. Building height shall be measured to the:

- (1) Highest point of the roof of a flat roof;
- (2) Point one-half way between the junction of the top of the roof and the extension of the exterior wall, and the top of the ridge line of a gable or hip roof; provided that when the roof slope is greater than a ratio of one (1) foot vertical to one (1) foot horizontal, the measurement shall be taken at a point two-thirds ($\frac{2}{3}$) of the way up;
- (3) Point one-half ($\frac{1}{2}$) way between the intersection of the lower slope with the upper slope and the ridge line or top of a mansard or gambrel roof; or
- (4) Point two-thirds ($\frac{2}{3}$) of the distance up from the sill, plate or exterior wall extended to the top of the roof at that point, and the top of the ridge of a French roof or an A-frame roof.

5002 Dimensional Schedule

Maximum building height (ft. to top of plate)	45	45	45	30	45	45	45
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5003 Reduced Frontage Lots

The Board of Appeals may permit construction on a reduced frontage lot pursuant to a special permit in accordance with Section 9200 of this Bylaw in accord with the intensity regulations and requirements set forth below. It is the intent of this section that the intensity regulations, set forth below, be used only at the discretion of the Board of Appeals in those cases where the use of the intensity regulations of Section 5000 will not serve the best interests of the Town. Such lots shall only be permitted in the Agricultural-Residential District.

- (1) The lot shall have a minimum of 120,000 sq. ft.
- (2) Where the lot has an area of at least 120,000 sq. ft., but not more than 200,000 sq. ft., the frontage requirement shall be 75 feet. Lots greater than 200,000 sq. ft. may have frontage of not less than 50 feet.
- (3) The building line shall be at least 150 ft.
- (4) Setbacks shall be 40 ft. for front yards, 30 ft. for side yards, and 40 ft. for rear yards.
- (5) No building shall exceed 3 stories or 45 ft. in height ~~to the top of the plate~~.

- (6) The minimum lot width from the street frontage to the building line shall at no point be less than the minimum frontage required.

4) Amend Section 9004 Penalty to Include Planning Board Decisions

9004 Penalty

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals and Planning Board of the Town of Boxborough made under the provisions of said Bylaw, shall be punished by a fine of not exceeding one hundred dollars for each offense or for each day of a continued offense, in the absence of an express provision for another penalty.

5) Amend the Maximum Allowable Fence Height Which is Still Considered a Landscape Feature in Section 2181

2181 Structure shall mean anything constructed or erected, the use of which requires fixed location on or under the ground. Structure shall not include landscape features such as fences no greater than sixseven (67) feet in height, stone walls or retaining walls no greater than four (4) feet in height, bird baths, driveways, detached stiles, open terraces, ornamental pools, outdoor fireplaces, planting boxes, shelters for household pets, tool houses having not more than 125 square feet of floor area, sculpture, residential lamp posts, mailboxes, fire suppression equipment and their appurtenances, and dry hydrants.

6) Amend the Wording of “Accessory Structures” to “Accessory Buildings” to Make Consistent with the 2015 Zoning Bylaw Amendments

2130 Farm shall mean agricultural, silvicultural, horticultural, viticultural, or floricultural activity on a parcel of land of less than five (5) acres, including necessary accessory buildings, structures, storage, and equipment, but excluding slaughterhouses, rendering plants, fur farms, or piggeries. Dwellings shall be permitted as accessory structuresbuildings only in the Agricultural/Residential, Residence 1, or Town Center Districts.

4003 Use Regulation Schedule

¹⁵ Dwellings shall be permitted as accessory structuresbuildings only in the Agricultural-Residential, Residential 1, and Town Center Districts.

4107 Accessory Apartment

As provided herein, the Building Inspector may grant a total of 5 permits each calendar year for accessory apartments. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing

housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) *Accessory Apartments Allowed By Building Permit and Certificate of Use and Occupancy*

The Building Inspector may grant a building permit and a Certificate of Use and Occupancy for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory **structurebuilding** in existence on or before March 8, 2007 and

8003 Exemptions

The following shall not require site plan approval:

- (1) In an Industrial-Commercial or Office Park District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of (500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area, including the basement, if applicable.
- (2) In a Business District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of (500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area, including the basement, if applicable.
- (3) In all zones, normal maintenance or repair of any building, **or** accessory **building,** **or** structure.

7) Remove Section 7100 Wetlands and Watershed Protection District (W-District) and Section 7200 Lands Bordering the W-District from the Zoning Bylaw, Remove All Other References to these Sections in the Zoning Bylaw, Remove the Wetland & Watershed Overlay District from the Zoning Map, and Renumber Zoning Bylaw Sections Accordingly

The Planning Board discussed this matter as far back as August 16, 2011 and are supportive of the proposed amendment. The Zoning Board of Appeals discussed this matter their meetings on June 16, 2015, December 1, 2015, and February 2, 2016. At their meeting on February 2nd, the Zoning Board of Appeals unanimously voted to support the removal of the W-District because of the redundancy of the district, and the extensive role and expertise of the Conservation Commission in protecting existing wetland areas. This proposal was also discussed with the Conservation Commission on November 18, 2015 and the Commission has mixed feelings about the proposed amendment. The proposed edits to the Zoning Bylaw would be as follows:

2185 Upland Lot Area shall mean the contiguous area of the lot exclusive of (1) all wetlands as defined by the Wetlands Protection Act (MGL **chChp.** 131, **§** 40) and the Boxborough Wetlands Bylaw; **and** (2) the 100 foot wetlands buffer zone as defined in the Boxborough Wetlands Bylaw; **;** (3) **land in the W-District as defined in this Bylaw;** **and** (4) **land within 100 feet of the W-District boundary.**

3001 Types of Districts

For the purpose of this Bylaw, the Town of Boxborough is hereby divided into the following types of districts:

- (1) Agricultural-Residential (AR)
- (2) Residential-1 (R1)
- (3) Business (B)
- (4) Business-1 (B1)
- (5) Office Park (OP)
- (6) Town Center (TC)
- (7) Industrial-Commercial (IC)
- (8) Aquifer Protection Overlay
- ~~(9) Wetlands and Watershed Protection Overlay~~
- (10) Flood Plain Overlay
- ~~(11) Wireless Communication Facilities Overlay~~

3002 Location of Districts

Said Districts, with the exceptions of the Aquifer Protection, ~~Wetlands and Watershed Protection~~, Flood Plain, and Wireless Communication Facilities Districts, which are individually mapped, are located and bounded as shown on a map entitled "Zoning Map of Boxborough, Massachusetts" dated May 2008 and consisting of 12 sheets with an index sheet.

~~Remove entirely Section 7100 Wetlands and Watershed Protection District (W-District) and Section 7200 Lands Bordering the W-District from the Zoning Bylaw~~

9203 Application

- (7) In the case of a special permit authorizing a use within an aquifer protection district ~~or a wetlands and watershed protection district~~, evidence that all approvals required from local boards or commissions, including, but not limited to, the Board of Health, Planning Board, Conservation Commission and/or Board of Selectmen, have been obtained prior to the issuance, if any, of a special permit.

~~Remove from Zoning Bylaw: Appendix C – Wetland & Watershed Overlay District Map~~

8) Amend the Stone Walls Bylaw to Allow Town Staff Sign-Off for Certain Types of Stone Wall Alterations

Section 4: APPLICABILITY

Preservation of existing stone walls shall be exempt from review and approval by the Board.

Prior written approval of the Board in accordance with the provisions of this Bylaw shall be required for:

- 4.1. The removal, tearing down, or destruction of stone walls or portions thereof within or on the boundary of any Town Way.
- 4.2 The construction of a new stone wall within or on the boundary of any Town Way.

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in applicable stone walls as defined above, are permitted with a written statement from the Applicant indicating they will return the wall to its original state, written approval from the Town Planner, and the posting of a \$500.00 bond with the Department of Public Works.

9) Discontinuance of Cunningham Road

To see if the Town will vote to discontinue Cunningham Road in its entirety from its intersection with Massachusetts Avenue/Route 111 to its intersection with Hill Road.



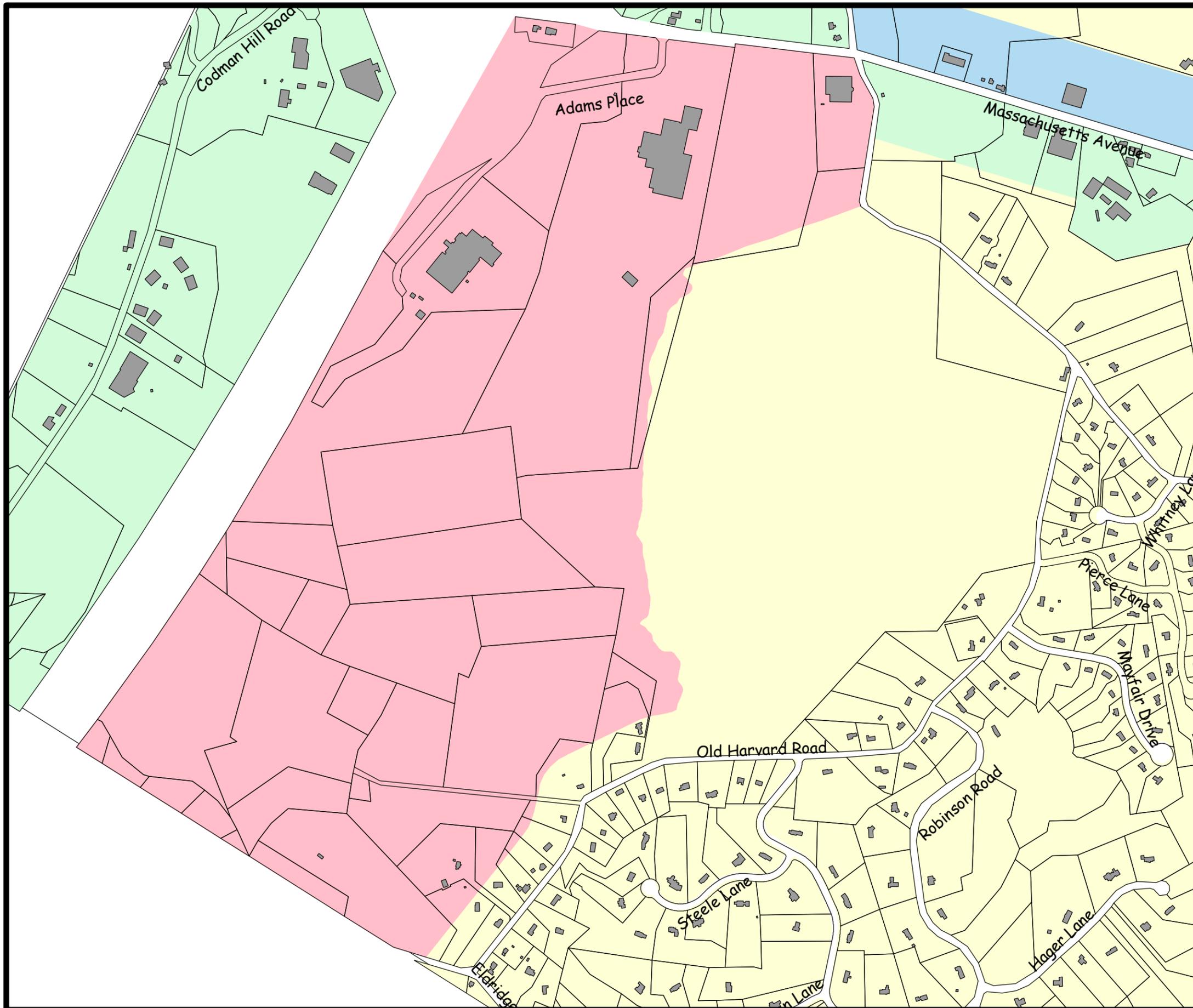
Town of Boxborough
Massachusetts
February 2016

Existing Zoning District Boundaries: Area 1



Zoning Districts

-  AGRICULTURAL-RESIDENTIAL
-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER





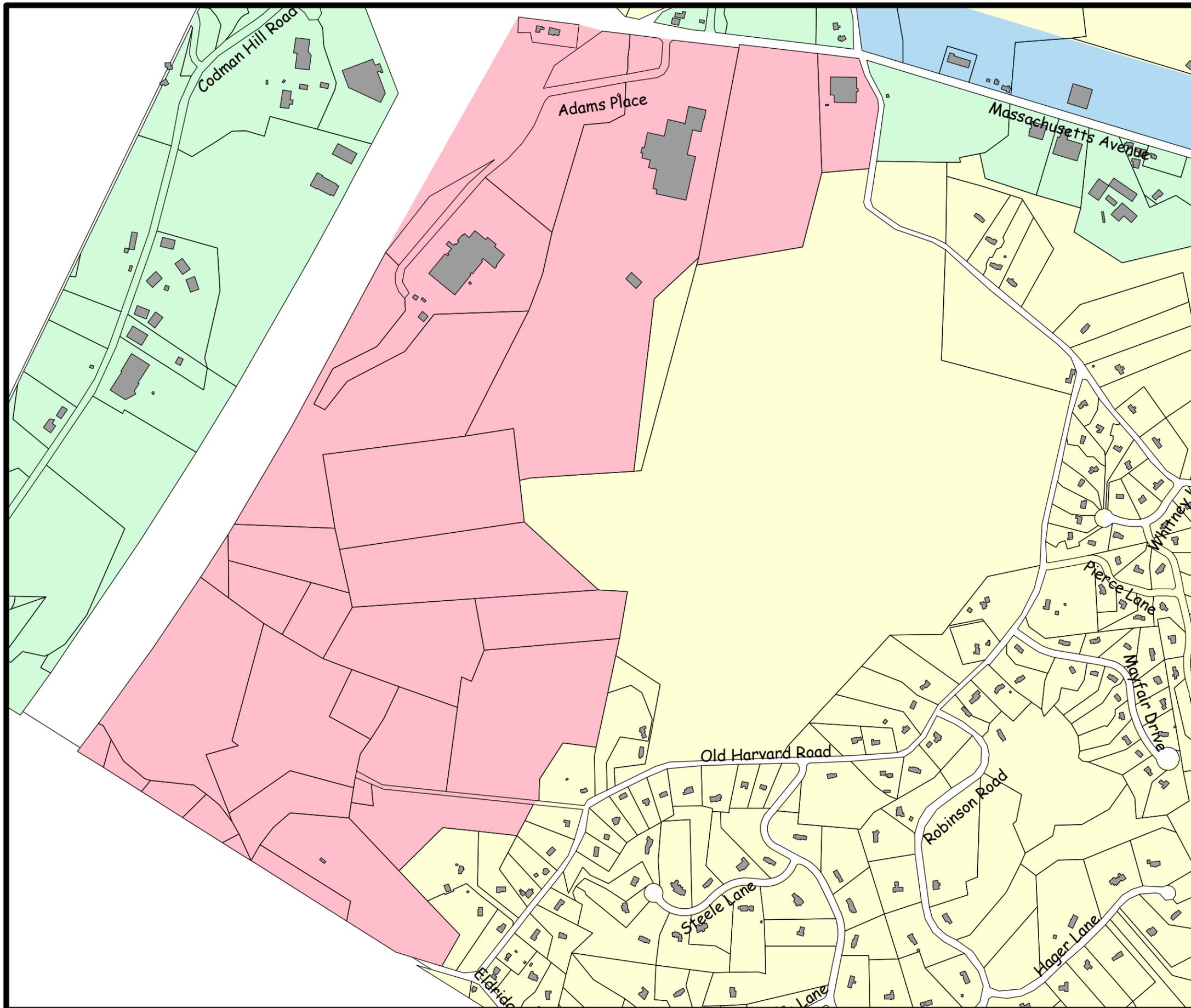
Town of Boxborough
Massachusetts
February 2016

Proposed Zoning District Boundary Changes: Area 1



Zoning Districts

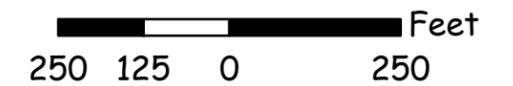
- AGRICULTURAL-RESIDENTIAL
- BUSINESS
- BUSINESS-1
- INDUSTRIAL-COMMERCIAL
- OFFICE PARK
- RESIDENTIAL-1
- TOWN CENTER





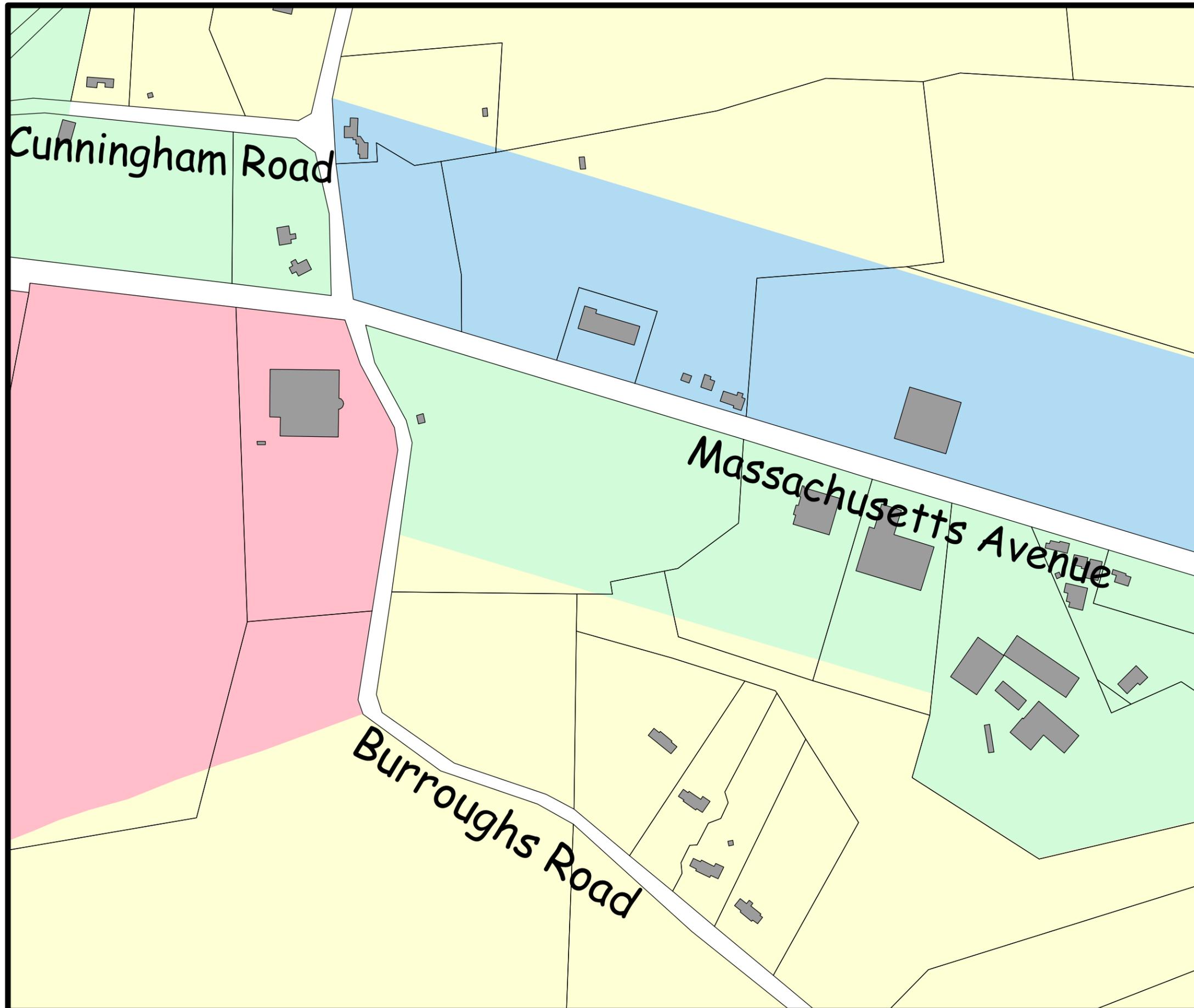
Town of Boxborough
Massachusetts
February 2016

Existing Zoning District Boundaries: Area 2



Zoning Districts

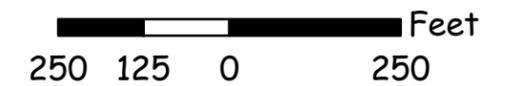
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-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER





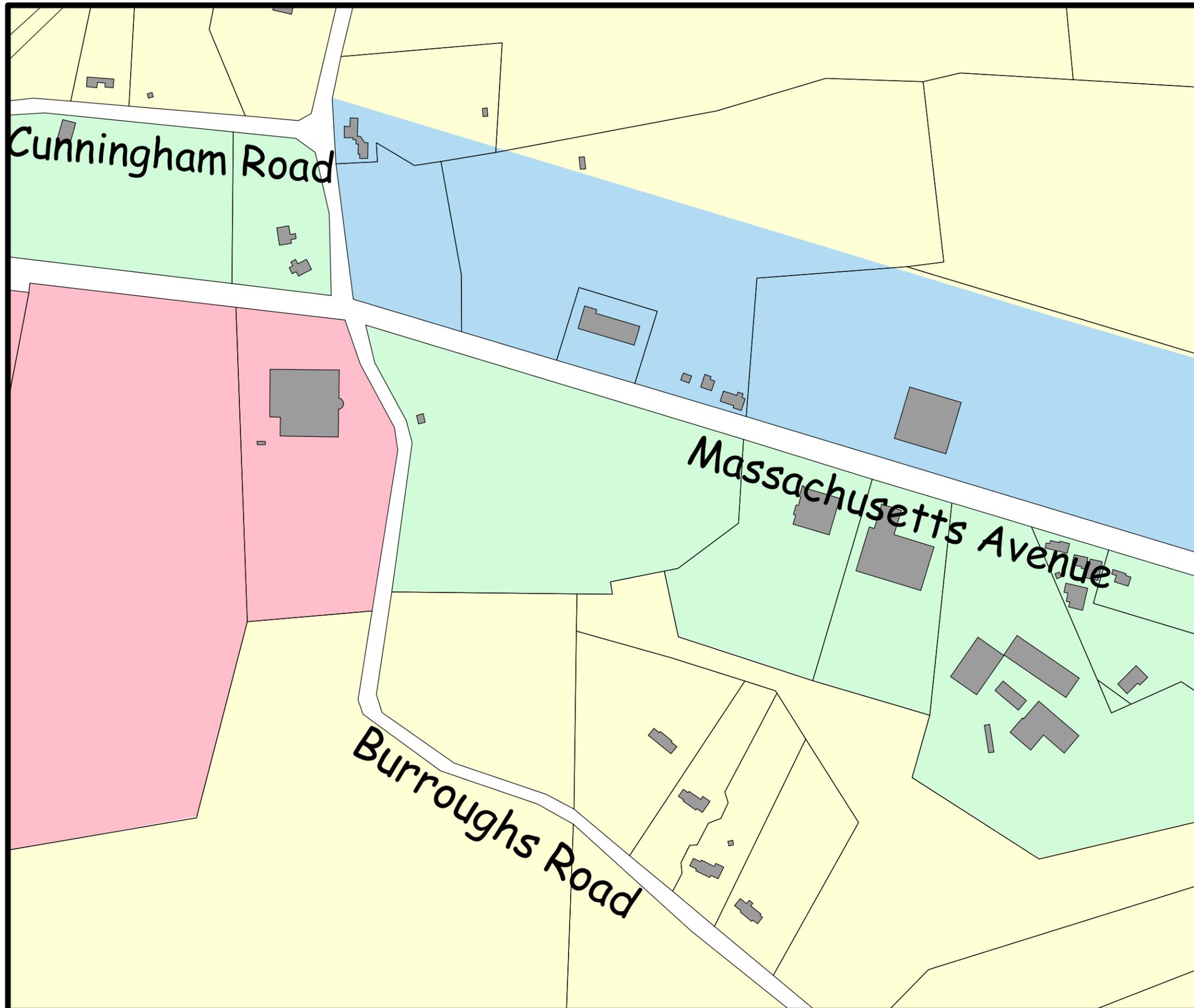
Town of Boxborough
Massachusetts
February 2016

Proposed Zoning District Boundary Changes: Area 2



Zoning Districts

-  AGRICULTURAL-RESIDENTIAL
-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER





Town of Boxborough
Massachusetts
February 2016

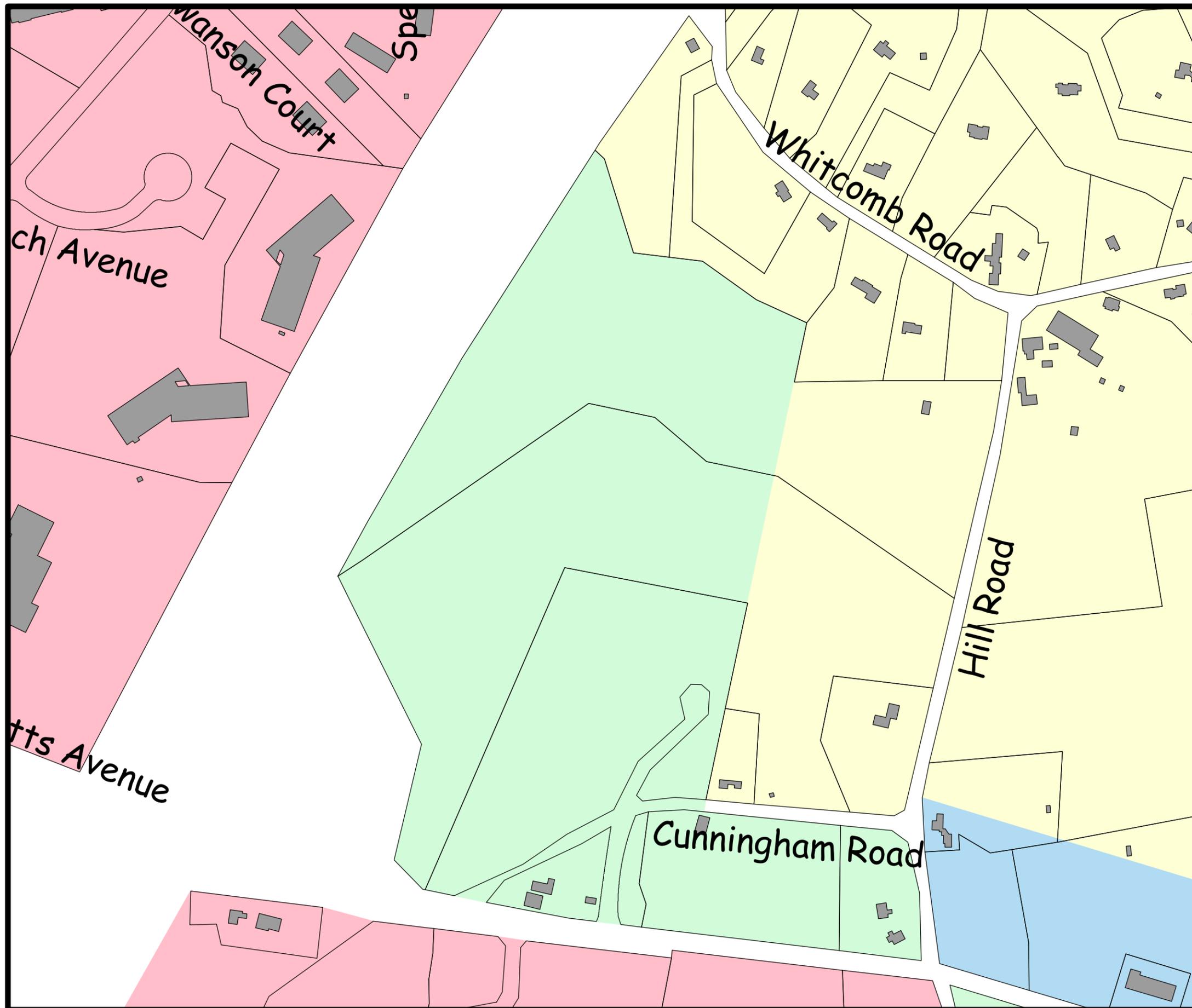
Existing Zoning District Boundaries: Area 3



250 125 0 250 Feet

Zoning Districts

-  AGRICULTURAL-RESIDENTIAL
-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER





Town of Boxborough
Massachusetts
February 2016

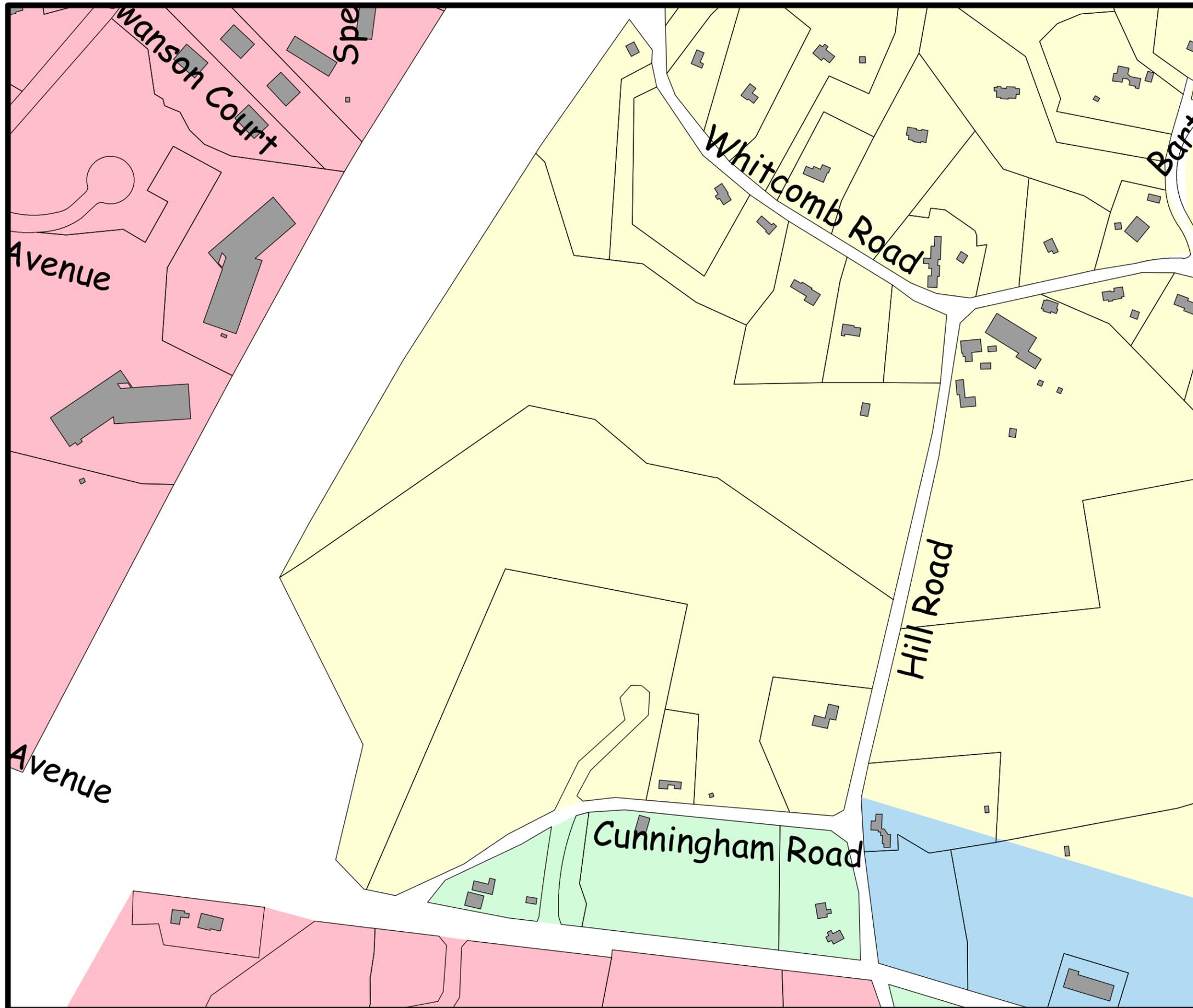
Proposed Zoning District Boundary Changes: Area 3



250 125 0 250 Feet

Zoning Districts

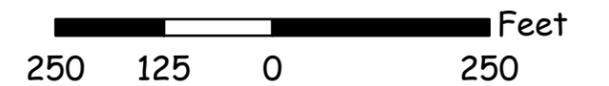
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-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER





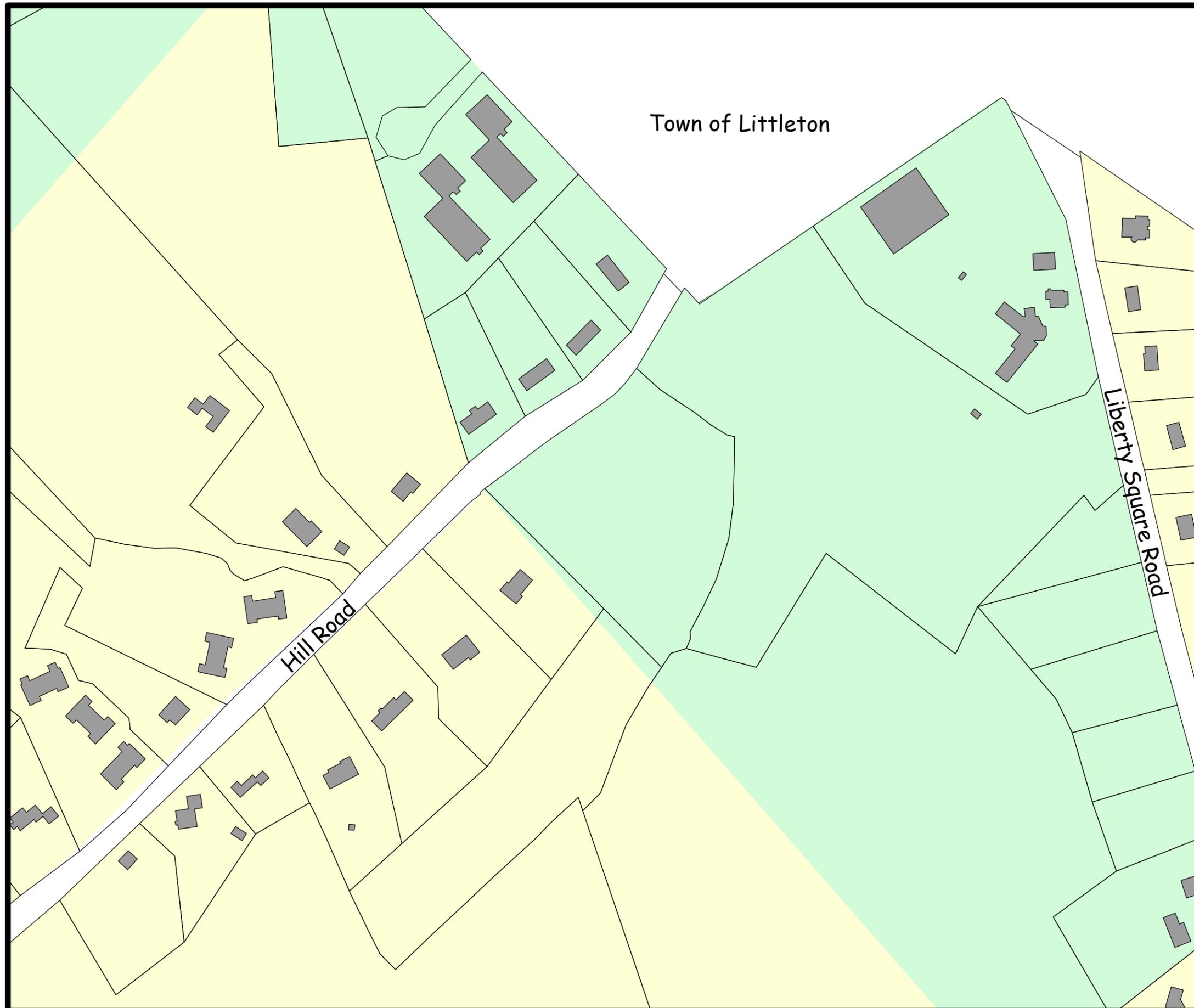
Town of Boxborough
Massachusetts
February 2016

Existing Zoning District Boundaries: Area 4



Zoning Districts

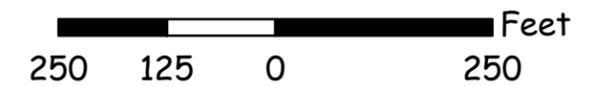
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-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER





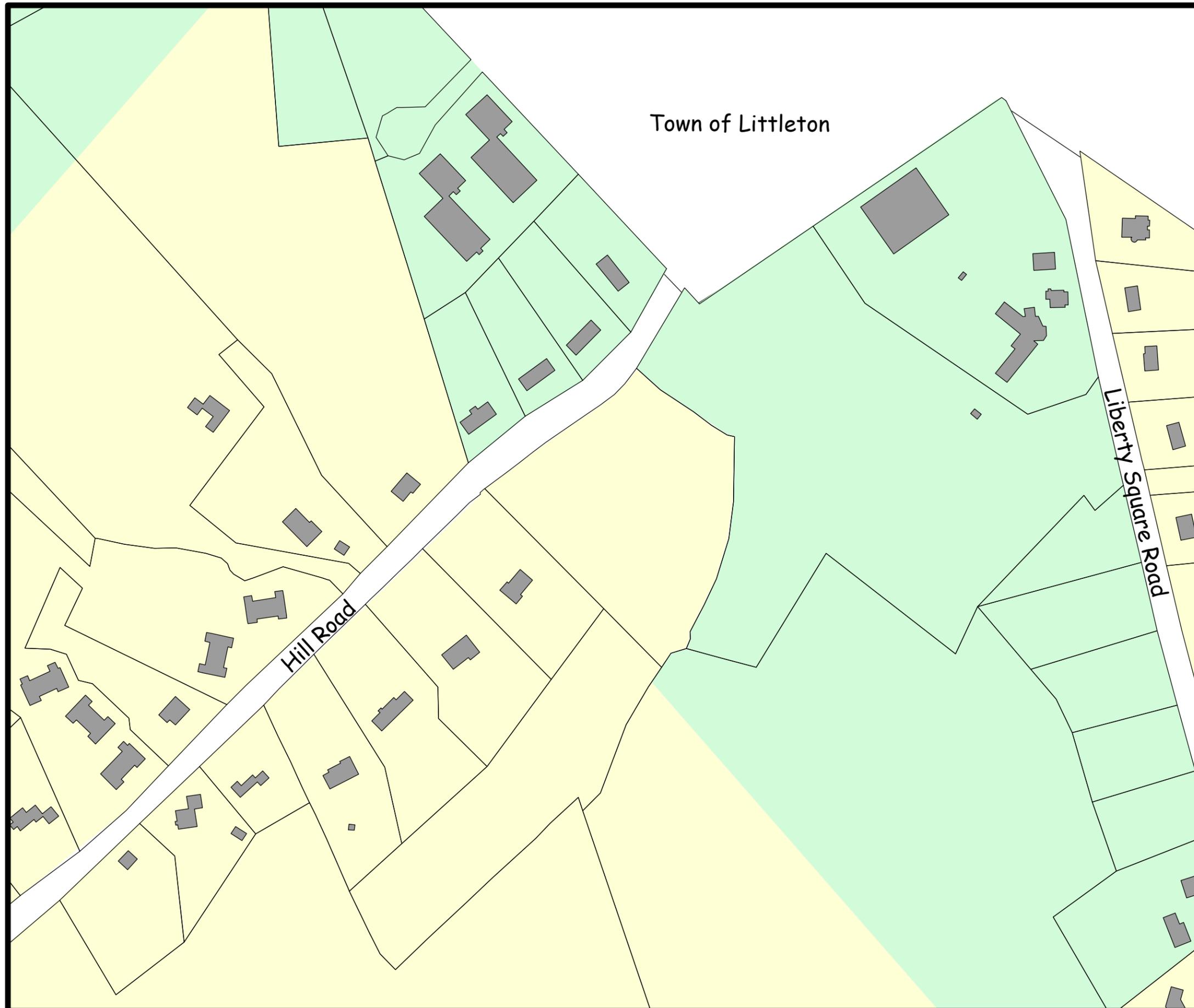
Town of Boxborough
Massachusetts
February 2016

Proposed Zoning District Boundary Changes: Area 4



Zoning Districts

-  AGRICULTURAL-RESIDENTIAL
-  BUSINESS
-  BUSINESS-1
-  INDUSTRIAL-COMMERCIAL
-  OFFICE PARK
-  RESIDENTIAL-1
-  TOWN CENTER



49-50

Proposed Bylaws – Annual Town Meeting 2016

Reconsideration of Vote

Any voter shall be permitted to move reconsideration of a vote taken at town meeting, subject to the limitation or exceptions set forth in succeeding subsections of this bylaw.

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 be considered at that Town Meeting, unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

Vote Counts by Moderator

On Town Meeting matters requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15 (or as otherwise provided in these bylaws).

"A sense of the meeting" for Annual Town Meeting 2016

Boxborough cannot become a designated "Green Community" because a municipal light plant supplies the town with electricity. However, as a town and as residents there are many things we can do to reduce our energy consumption and lower our environmental impact.

Climate change, created mostly by burning fossil fuels, is causing increased drought, floods, and extreme weather, rising sea levels, melting of glacial and arctic ice, and acidification of the oceans. We must take steps to reduce our fossil fuel consumption.

We ask the sense of the meeting to agree to the following:

Have the town:

1. Use the established energy-use baseline for municipal buildings to develop a plan to reduce energy by twenty percent (20%) within five years.
2. Purchase fuel-efficient vehicles where possible.
3. Adopt requirements for the most energy-efficient building code to minimize life-cycle energy costs for new construction.

Encourage residents to:

1. Adopt a five-year plan to reduce their personal energy consumption by twenty percent (20%).
2. Take steps for "Green Living" which means buying green or recycled materials, conserving water and energy, driving and commuting green, and adopting green building designs.
3. Recycle and compost as a way to lower greenhouse emissions by not adhering to conventional waste disposal methods.

#53

Submitted by Town Clerk

Accept MGL Chapter 41, Section 110A—Office Hours on Saturdays

To see if the Town will vote to accept the provisions of General Laws, Chapter 41, Section 110A, which allows any public office to remain closed on any or all Saturdays to the same extent as if such Saturday were a legal holiday for the purposes of calculating the time frame for filing matters in that office; or what it will do in relation thereto.

Discussion:

This provision of Mass General Laws, which requires local acceptance, will change any voter registration deadline that falls on a Saturday to the preceding Friday. Under Mass General Laws, the Town Clerk's office must be open from 9:00am to 8:00pm for all voter registration deadlines, or make other arrangements. Acceptance of this Section will allow the voter registration deadline to fall on the preceding Friday, when there is staffing.

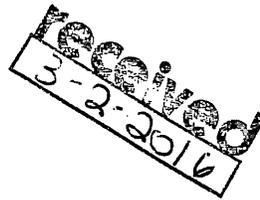
Chapter 41, Section 110A: *Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.*



8a

United Church of Christ, Congregational, of Boxborough
Rev. Cindy Worthington-Berry

February 29, 2016



Town of Boxborough
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Greetings friends,

The 2015 Merrie Christmas Fair at UCC Boxborough was full of the holiday spirit. All year long church members plan, knit, carve wood, clean out their attics, and test recipes to get ready for a joyful community event. Proceeds from the Fair help benefit the ministries of UCC Boxborough. But it is just as important for us to offer the community a day of celebration, connection and bargains.

Every year we set aside a portion of the proceeds of the Fair to benefit other organizations whose work we value highly. This year we selected three, including the Boxborough Community Services Coordinator. Lauren Abraham, in this role, has had a direct and significant impact on our community. She is a resource for people in need, and a great collaborator with others in town.

It is our hope that this small donation can help Ms. Abraham in her work. These funds can be shared with those in need, in whatever way Ms. Abraham believes would be most appropriate.

Please don't hesitate to contact us with any questions.

Many thanks.

Peace,

Rev. Cindy Worthington-Berry

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A TWO-TONED COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

**UNITED CHURCH OF CHRIST
CONGREGATIONAL OF BOXBOROUGH**
723 MASSACHUSETTS AVENUE
BOXBOROUGH, MA 01719-1413
978-263-7387

MIDDLESEX SAVINGS BANK
BOXBOROUGH, MA 01719

5349

3/1/2016

PAY TO THE
ORDER OF

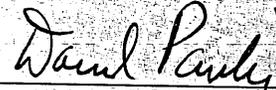
Town of Boxborough

\$ **911.00

Nine Hundred Eleven and 00/100*****

DOLLARS

Town of Boxborough
520 Massachusetts Ave.
Boxboro, MA 01719



AUTHORIZED SIGNATURE

MEMO

SECURITY FEATURES INCLUDED. DETAILS ON BACK

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UNITED CHURCH OF CHRIST / CONGREGATIONAL OF BOXBOROUGH
Town of Boxborough

5349

Date	Type	Reference	Original Amt.	Balance Due	3/1/2016 Discount	Payment
3/1/2016	Bill		911.00	911.00		911.00
					Check Amount	911.00

MSB-Checking

911.00



BOXBOROUGH COMMUNITY SERVICES COORDINATOR
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1730 · Email: LAbraham@boxborough-ma.gov
www.boxborough-ma.gov

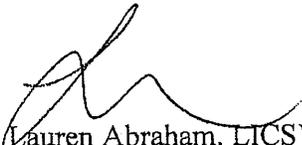
March 3, 2016

Dear Reverend Cindy Worthington and UCC Boxborough Community,

We write this letter to offer our deepest thanks for your wonderful donation to the Community Services Office. The funds you have so generously provided will help many of our community members in need of support. Your gift will be used to provide much needed basic food, fuel, and safety to people trying to re-enter the workforce, maintain stable housing, cope with serious illness, and much more. This is a gift of more than money; by providing this immediate assistance you are protecting the dignity, emotional health, and physical well-being of each individual and family who encounters the Community Services Office in a time of crisis.

On behalf of each person we are honored to serve, THANK YOU!

With gratitude,


Lauren Abraham, LICSW
Community Services Coordinator


Selina Shaw
Town Administrator

86



The Commonwealth of Massachusetts
MIDDLESEX DISTRICT ATTORNEY
15 COMMONWEALTH AVENUE WOBURN, MA 01801
WWW.MIDDLESEXDA.COM



MARIAN T. RYAN
DISTRICT ATTORNEY

TEL: 781-897-8300
FAX: 781-897-8301

EXECUTIVE

- ADMINISTRATION
- COMMUNICATIONS
- INTERVENTION & PREVENTION PROGRAMS
- PUBLIC POLICY
- LEGISLATION
- VICTIM WITNESS BUREAU

TRIAL TEAMS

- CAMBRIDGE REGION SUPERIOR COURT
- MALDEN REGION SUPERIOR COURT
- WOBURN DISTRICT COURT

SPECIALTY UNITS

- APPEALS & TRAINING BUREAU
- CYBER PROTECTION PROGRAM
- FAMILY PROTECTION BUREAU
- CHILD PROTECTION UNIT
- DOMESTIC VIOLENCE UNIT
- ELDER/DISABLED UNIT
- SPECIAL INVESTIGATIONS UNIT (SIU)

STATE POLICE DETECTIVES

- COMPUTER FORENSICS
- HOMICIDE
- SIU

REGIONAL OFFICES

- CAMBRIDGE
- FRAMINGHAM
- LOWELL

DISTRICT COURT OFFICES

- AYER
- CAMBRIDGE
- CONCORD
- FRAMINGHAM
- LOWELL
- MALDEN
- MARLBOROUGH
- NEWTON
- SOMERVILLE
- WALTHAM
- WOBURN

February 23, 2016

Chief Warren Ryder
520 Mass Ave
Boxborough, MA 01719

Dear Chief Ryder:

Thank you for committing to participate in the evidence inventory project funded under the NIJ Postconviction Testing of DNA Evidence to Exonerate the Innocent Program. Your department has been allocated **\$3,497.00** to help defray the cost of overtime in conducting an inventory of evidence. It is anticipated that the money will cover approximately forty hours of work spent conducting inventory; however, this may vary from department to department.

The inventory checklist and the amended overtime form, both attached, are to be used to document hours worked and tasks accomplished. Information from the inventory checklist (e.g. number of cases reviewed, number of cases with biological evidence, etc.) will be collected by the MDAO and compiled for grant reporting purposes. The overtime forms will also be collected by Camille Rivero, paralegal at the MDAO, and monies will be dispersed to police departments as overtime hours are completed and forms are submitted. The New England Innocence Project, a grant partner in the Working Group, will reimburse the department for the overtime hours once all supporting documentation is received.

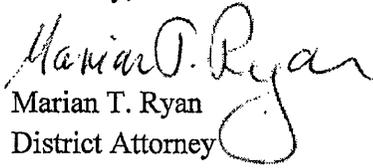
In alignment with the purposes of the grant funding and the goals of the Working Group, the focus of evidence inventories should be on identifying and properly preserving, tracking and storing evidence with biological material from serious violent felonies. In order to maximize the potential of locating and inventorying evidence that may be the subject of DNA testing in connection with any post-conviction motions, the first priorities of the inventory should be cases predating 2000 (with further prioritization of cases predating 1990 if possible) and evidence that is not currently catalogued in an electronic evidence tracking system. To support police departments in their efforts to inventory evidence, personnel from the



Massachusetts State Police Crime Lab are available to assist with the process or for consultation or to answer any questions. If your department is interested in assistance of any type from Crime Lab personnel in conjunction with your evidence inventory, please contact Lynn Schneeweis, Deputy Director-Forensic Biology, at (978) 451-3417 or Sidney Collins, DNA Supervisor/CODIS Administrator at (978) 451-3419.

Expenditure of funds allocated and submission of the required documentation for reimbursement should be completed by May 31, 2016. Should you have any questions, please contact Camille Rivero at (781) 897-8331 or camille.rivero@state.ma.us.

Sincerely,


Marian T. Ryan
District Attorney
Middlesex County

Enclosures

Inventory Checklist
278A Working Group

Inventory by: _____
 Date: _____
 Case #: _____
 Type of Crime: _____

Are items from this case in current computer tracking system? YES NO

Were you able to physically locate all items in storage? YES NO
 # of items missing: _____ # of items located: _____ # of items repackaged: _____

Was biological evidence destroyed? YES # of items: _____ NO

QUESTION	Y	N	N/A	COMMENTS
1. Is the following information in the tracking system for each item? IF NOT ADD IT AND INDICATE HOW MANY ITEMS WERE FIXED IN COMMENTS				# fixed:
• Defendant(s) and Victim(s) Name (including aliases)				
• Type of Crime				
• Docket # (trial court, appeals court)				
• Agency case # (police, lab, etc.)				
• Property #/Item #				
• Packaging description (e.g. manila envelope, cardboard box)/short Item description				
• Current Location (including location within specific agency)				
2. Does the label/packaging contain the following information? IF NOT ADD IT AND INDICATE HOW MANY ITEMS WERE FIXED IN COMMENTS				# fixed:
• Case Identifying Information (Case #, Item #, Defendant(s) and Victim(s) name, etc.)				
• Date and Location of Collection				
• Name/initials of Collector				
• Item description (short)				
• Type of Crime				
• Whether item contains biological material				
• Docket # (trial court, appeals court)				
3. Are the items packaged appropriately? IF NO, PACKAGE APPROPRIATELY.				
4. Do the items contain biological evidence?				
• Were items sent to the lab?				
• Is there a sexual assault kit?				
• Are there hair samples?				
• Are there blood samples?				

8a



**Internal Communications and Outgoing Communications
March 7, 2016**

1. Letter from TA Shaw, dated February 25, 2016, to Minuteman High School Supt.-Dir. Edward Bouquillon, notifying him of the February 24, 2016, Special Town Meeting votes on Articles 2 and 3, respectively and to provide the Town Clerk's certifications of vote regarding the same.



Minutes, Notices and Updates
March 7, 2016

Minutes

1. Finance Committee minutes for the meetings of February 1, 2016; February 22, 2016 and February 24, 2016
2. Draft Boxborough Leadership Forum minutes for the meeting of November 3, 2015

Notices

1. Notice of a Cemetery Commission meeting held March 2, 2016
2. Notice of a Boxborough Leadership Forum held March 2, 2016
3. Notice of ABR School Committee meetings:
 - a. Regional Financial Oversight Subcommittee meeting held March 3, 2016
 - b. Regular School Committee meeting held March 3, 2016
 - c. Negotiations Subcommittee [Executive Session] to be held March 8, 2016
4. Notice of a Finance Committee to be held March 7, 2016
5. Notice of a Library Trustees meeting to be held March 8, 2016
6. Notice of a Acton Boxborough Cultural Council meeting to be held March 8, 2016
7. Notice of a Recreation Commission meeting to be held March 8, 2016
8. Notice of an Agricultural Commission meeting to be held March 8, 2016
9. Notice of an Energy Committee meeting March 9, 2016
10. Notice of a Public Celebrations and Ceremonies Committee meeting to be held March 15, 2016
11. Notice of a Steele Farm Advisory Committee meeting to be held March 22, 2016
12. Selectmen's Notice of a public hearing to be held March 7, 2016 concerning proposed amendments to the Personnel Plan; Stone Walls Bylaw and the Annual Town Meeting Bylaw.
13. Planning Dept.'s Review Request Notification regarding a Special Permit application for a proposed project on the lots at 205 and 223 Flagg Hill Road (proposed new roadway name of Silas Taylor Farme Road). #
14. A-B Regional School District Notice of Master Plan – Buildings & Infrastructure Development, including a request for participation by several residents and the schedule for three workshops regarding this.



General Correspondence
March 7, 2016

1. Sudbury Valley Trustees (SVT) March to July 2016 Program/Event Calendar.
2. American Antiquarian Society's Spring 2016 Workshop Schedule.
3. Save the Date notification a Mass for Public Safety Personnel & Families to be celebrated on Sunday, October 9, 2016. #
4. Comcast's Q4 2015 Mass. Ed. Newsletter *Comcast Connections*.
5. Notice for Freedom's Way 2016 Hidden Treasures program (May 14-22), along a copy of Boxborough's submission "*Discover Boxborough's Esker at the Beaver Brook Valley Preserve.*" *

Indicates that the item has been previously distributed.

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

freedom's way
**Hidden
Treasures
2016**



MAY 14 — MAY 22

HIDDEN TREASURES 2016:
Discover the treasures hiding in plain sight!
MAY 14 through MAY 22, 2016

Experience Freedom's Way's natural, cultural and historical treasures within our 45 communities during nine days of 100 free programs offered by 70 organizations! During this region-wide celebration enjoy historical tours, guided walks, and special collections that connect you to the heritage, history and landscapes that make up the Freedom's Way National Heritage Area.

To plan your adventure, visit
www.discoverhiddentreasures.org



Hidden Treasures is Freedom's Way's annual partnership event celebrating the natural, cultural and historical resources of the Freedom's Way National Heritage Area. Learn more at www.freedomsway.org

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Ste 105
Romulus, MI 48174

MS. SELINA SHAW
BOXBOROUGH TOWN HALL
OR CURRENT RESIDENT
29 MIDDLE RD
BOXBOROUGH, MA 01719-1430





**Freedom's Way Heritage Association
Hidden Treasures 2016
Saturday, May 14 through Sunday, May 22, 2016**

PRELIMINARY PROGRAM PROPOSAL- DUE FRIDAY JANUARY 15, 2016
E-Mail Form Back to: Donna at dwysokenski.freedomsway@gmail.com

Program Title: Discover Boxborough's Esker at the Beaver Brook Valley Preserve

Organizers/Contributors: The Boxborough Conservation Trust

Contact Person/E-mail/Phone: Rita Gibes Grossman

Date(s): Saturday, May 14th (rain date: Sunday May 15th)

Time(s): 10:00 AM

Brief Event Description (less than 30 words. This will be used on promotional materials that will advertise the entire 2016 program):

Dr. Ann Gardulski will lead a walk at the Beaver Brook Valley Preserve explaining the geologic history and features of one of the state's longest eskers.

Address of Event: End of Swanson Road (known as West Whitcomb Road at the end) located just west of Route 495 in Boxborough

Driving Directions: From the intersection of Routes 111 and Route 495 in Boxborough, head west on Route 111 going 2/10ths of a mile past Route 495. Turn right on Swanson Road (2nd light) and go 6/10ths of a mile at which point the road will curve to the right. Go past the CISCO entrance (which will be on your left), go over the bridge and park in the cul de sac. Walk will begin here.

Please check ALL that apply to your project/venue:

- | | | |
|---|---|---|
| <input checked="" type="checkbox"/> Family Friendly | <input checked="" type="checkbox"/> Parking | <input checked="" type="checkbox"/> Walking/Hiking/Biking |
| <input type="checkbox"/> Pet Friendly | <input type="checkbox"/> Restrooms | <input checked="" type="checkbox"/> Reservations required |
| <input type="checkbox"/> Wheelchair Accessible | <input type="checkbox"/> Self-Guided | |

Special Instructions: Must be able to do the hilly terrain with 3 relatively steep but short uphill climbs on trail. Wear hiking boots, long pants, hat, bug spray, age 11+ or children capable of doing the hike, and, listening to the presentation material along the way

Questions? Call Donna at 978-772-3654 x 303

Also:

5/15/16 2-4 pm - Boxborough Museum will be showcasing its exhibit on the Boxborough Esker