



BOARD OF SELECTMEN
Meeting Agenda
June 20, 2016
Boxborough Town Hall
Grange Meeting Room

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

2. EXECUTIVE SESSION

Move to adjourn to executive session to consider the purchase or value of real estate and to adjourn immediately thereafter

**ROLL CALL
VOTE:**

N.B. The Chair shall state that an open meeting may have a detrimental effect on the negotiating position of the Board.

Re-convene in Grange Meeting Room, 7:00 PM

3. ANNOUNCEMENTS

4. APPOINTMENTS

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

- a) Various board members to be considered for (re) appointment for terms effective **July 1, 2016 through June 30, 2019, unless otherwise noted** (starting at ≈ 7:10 PM)

Nancy Evans, Acton-Boxborough Cultural Council

VOTE:

Owen Neville, Agricultural Commission

VOTE:

Hilary Greven, Community Preservation Committee (RecComm designee)

VOTE:

Hoff Stuart, Conservation Commission

VOTE:

Barbara Birt, Council on Aging (in abstentia, unable to attend)

VOTE:

Barbara Wheeler, Council on Aging (in abstentia, unable to attend)

VOTE:

Kevin Mahoney, Design Review Board (HistComm designee)

VOTE:

Hongbing Tang, Design Review Board (Planning Board designee)

VOTE:

Margaret Webber, Energy Committee (in abstentia, unable to attend)

VOTE:

Trena Minudri, Historical Commission (TBD)

VOTE:

Tom Gorman, Zoning Board of Appeals

VOTE:

Stefano Caprara, Zoning Board of Appeals, alternate member (one year term through 6/30/17)

VOTE:

Christian Habersaat, Zoning Board of Appeals, alternate member (one year term through 6/30/17)

VOTE:

Kevin Lehner, Recreation Commission

VOTE:

Bruce Hager, Steele Farm Advisory Committee

VOTE:

Selina Shaw, Montachusett Regional Transit Authority (MART) Advisory Board (one year term through 6/30/17)

VOTE:

Donald Morse, Cemetery Commission

VOTE:

- b) Donald Morse, Veterans' Services Officer, to discuss war memorials, 7:30 PM

- c) Town Planner, Adam Duchesneau and Planning Board members, to discuss Boxborough 2030 implementation plan, 7:45 PM
- d) Citizens concerns

5. MINUTES

- a) Regular session, May 23, 2016 **ACCEPT & POF**
- b) Executive session, May 23, 2016 **ACCEPT & POF**
- c) Executive session, June 6, 2016 **ACCEPT & POF**

6. SELECTMEN REPORTS

7. OLD BUSINESS

- a) Reserve Fund and Interdepartmental Transfer Requests
 - i. Collector Salary to Police Other Expenses
Move to approve the transfer of \$5,000 from the Collector’s Salary (001-146-5112-0000) to Police Expenses – Other (001-210-5599-0000) **VOTE:**
 - ii. Fire Salary - Per Diem Firefighter to Dispatch Salary – Part-time
Move to approve the transfer of \$7,500 from Fire Salary - Per Diem Firefighter (001-220-5116-0000) to Dispatch Salary – Part-time (001-215-5116-0000) **VOTE:**
 - iii. Snow and Ice Overtime to Snow and Ice Street Maintenance Supply
Move to approve the transfer of \$5,000 from Snow and Ice Overtime (001-423-5134-0000) to Snow and Ice Maintenance Supply (001-423-5531-0000) **VOTE:**
 - iv. Snow and Ice Street Maintenance Supply
Move to approve the transfer of \$3,245 from the Reserve Fund to Snow and Ice Street Maintenance Supply (001-423-5531-0000) **VOTE:**
- b) Intermunicipal Agreements
 - i. Littleton Community Television (LCTV) Services
Move that the Board of Selectmen vote, pursuant to MGL C.40,§4A, to authorize execution of an intermunicipal agreement with the Town of Littleton for the provision of Littleton Community Television (LCTV) services for a term commencing July 1, 2016 and running through June 30, 2017 at a cost of \$57,700, with supplemental services at \$85 per hour **VOTE:**
 - ii. Animal Control Officer Services
Move that the Board of Selectmen vote, pursuant to MGL C.40,§4A, to authorize execution of intermunicipal agreements with the towns of Littleton and Stow for the provision by Boxborough of animal control officer services for Littleton and Stow each at a base cost of \$24,492 for terms commencing July 1, 2016 and running through June 30, 2017 **VOTE:**
- c) Establishment of new committees, discussion
 - i. Municipal Building Committee
 - ii. Economic Development Committee
 - iii. Town Meeting Study Committee

8. NEW BUSINESS

- a) Employee Appointments (see attached list)
Move to appoint... for a term commencing July 1, 2016 and ending on... **VOTE:**
- b) Delegate authority to appoint election wardens to Town Clerk
Move to delegate to the Town Clerk the authority to appoint election wardens as needed **VOTE:**

9. CORRESPONDENCE

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

10. PRESS TIME

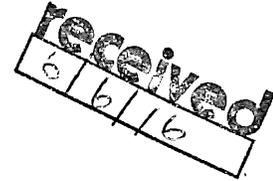
11. CONCERNS OF THE BOARD

12. ADJOURN

Upcoming Board of Selectmen Meetings

7/11; 8/8; 8/29; 9/19; 10/3; 10/17; 10/31; 11/14; 11/28; 12/5; 12/19; 1/9/17

4a



MEMO

TO: Mayor-Fitchburg, Leominster and Gardner
Chairman, Boards of Selectmen, Montachusett Region

FROM: Mohammed H. Khan, Administrator

DATE: June 3, 2016

RE: Appointment to the MART Advisory Board 2016-2017

According to the State laws and the Montachusett Regional Transit Authority's bylaws, voting members of the MART Advisory Board shall be composed of the Chief Elected Official of each of the member communities of MART, or a representative of the Chief Elected Official who has been appointed as a designee. Enclosed is a copy of Article II of the bylaws which was written in accordance with Chapter 161B of the MA General Laws for your information.

Please fill out the attached form to nominate your representative. The representative's term will run for one year from July 1, 2016 to June 30, 2017. If you do not return the form your current representative will remain on the board.

Also please have the nominated representative read and sign the Open Meeting Law and Massachusetts Conflict of Interest Law (enclosed). In addition, every two years nominated representatives must complete an online Ethics Training located at <http://www.muniprogram.eth.state.ma.us/>. After completing the training, members should print out the certificate, keep a copy, and return one to MART. You may also save the certification of completion electronically and email to MART. You may have already completed the online training through your municipality within the last two years, we request that you forward a copy to MART.

Thank you for your attention in this matter.

Enclosure

ARTICLE II. ADVISORY BOARD

Section 1. Membership. Voting members of the MART Advisory Board shall be composed of the chief elected official of each of the member municipalities of MART, or a representative of the chief elected official who has been appointed as a designee on an annual basis. The designee may also be assigned on temporary basis as determined by the municipality. Within two weeks of qualification for office, all members must complete a Certificate of Receipt of Open Meeting Law Materials provided by MART stating that they understand the Open Meeting Law and consequences for violating it. The certification will be retained at MART office.

Section 2. Vote. Each member city or town shall have one vote on the Advisory Board plus additional votes and fractions thereof determined by multiplying one and one half times the total number of members in the Authority by a fraction of which the numerator shall be the total amount of all assessments made by the state treasurer to such member under this chapter and the denominator shall be the total amount of all such assessments made by the state treasurer to such members, in accordance with Chapter 161B of Mass. General Laws. This establishes a majority weighted vote per municipality.

The total vote of each member shall each year be determined by the Authority thirty days after the state treasurer has sent assessments to the members of the Authority. The determination of votes shall be based upon the most recent annual assessment. In the event a member municipality does not have an assessment, that municipality will have one vote.

Section 3. Ex-Officio Members. The Authority shall have the power by majority weighted vote to elect ex-officio members without the right to vote. As per Section 5 of Chapter 161B, a disabled non-voting member shall be appointed by the Mayors or Board of Selectmen from a MART member municipality. The term shall be for one-year on a rotating basis of municipalities listed on MART's letterhead.

Section 4. Powers, Duties and Responsibilities. The Advisory Board shall have further powers, duties and responsibilities necessary to effectuate the goals and purposes of the Authority and which are not inconsistent with Chapter 161B of the Mass. General Laws. These may include, but are not limited to, the following:

- A. From time to time to make and change orders and resolutions, not inconsistent with law or these bylaws, for the proper operation of the affairs of the Advisory Board.
- B. To create standings or special committees and delegate such power, duty and responsibility thereto as is deemed necessary and proper for the performance of functions and obligations.
- C. To approve, or to subject to such itemized reductions as deemed appropriate, an annual budget for the ensuing fiscal year, where such a budget is to provide a reasonable estimate of the net cost of service for the Authority for the period under consideration, as determined by the Act.
- D. To approve any substantial change in mass transportation service in the region constituting the Authority, where notice for change shall have been issued to the Advisory Board at least 30 days prior to date of such change, and affected municipalities approval is given through the Advisory Board's deliberation.
- E. To approve change in fares for mass transportation service in the region constituting the Authority.
- F. To approve awards of any concessions in or lease of property for the term of more than one year and which may be related to mass transportation in the region constituting the Authority.

- G. To receive notice of sale of real estate, where such notice shall be given to the Advisory Board at least thirty days prior to the date of such sale.
- H. To review and adopt, or amend and adopt, a report of the operations of the Authority on or before October first of each year for the preceding fiscal year period.
- I. To approve any construction, extension, modification or improvement of mass transportation facilities and equipment that is to be provided by the Authority in the area constituting the Authority, unless otherwise specified and authorized by legislation.

Section 5. Administrator. The affairs of the Authority shall be managed by an Administrator who shall be the chief executive officer of the Authority. The Administrator shall be appointed by and serve at the pleasure of the Advisory Board and shall receive such annual salary as shall be determined by the Advisory Board.



Last substantive discussion
regarding war memorial(s)

BOARD OF SELECTMEN
Meeting Minutes/NOTES
January 5, 2015

PRESENT: VINce AMOROSO, Chair; BOB STEMPLE, Clerk [*Not present until after Firefighter CBU discussion*];
 IES FOX; Jim Gorman and Susan Bak

ALSO PRESENT: SELINA SHAW, TOWN ADMINISTRATOR

CHAIR AMOROSO RE-CONVENED THE MEETING AT 7:37 P.M. IN THE GRANGE MEETING ROOM OF TOWN HALL

7. OLD BUSINESS

b) War Memorial

Jim opened discussion.

We have a WWI memorial that is respectful and well done, but we have a WWII memorial that is inadequate. This proposal developed from discussions with Veterans Agent, Donnie Morse.

Would like to use WWI memorial as the model going forward.

Next issue we have other conflicts that residents have expressed interest in recognizing other military conflicts.

There are 4/5/6 memorial structures that could address most of these conflicts.

Previously proposed placing this up in the Town common at the top of hill road.

Made some inquiries it not an easy task.

There is some work that needs to be done.

Conflicts after the 20th century are better documented.

Other issues is form of memorials and where to place them.

Inquiries for something similar to the WWI memorial - \$4,000-\$5,000 for each unit.

3-5 additional memorials

Everyone is here tonight to find out where it should be.

In February proposed Town Common – in need of improving this Town owned space.

Come to conclusion – since there is concern about this location – do incrementally. Construct a WWII memorial for \$4,500 and place it outside of Town Hall until a permanent location can be determined.

Frank Powers – initial reaction on Feb. proposal – monument is too big for this town. Not appropriate for town this size.

Location is poor, junction of two very busy roads and there is no parking and it is very close to the abutting homes. More appropriate is Town Hall or Flerra Field at driveway entrance to the right.

Jeanne – Flerra more appropriate. Size & scope is also an issue. Thanks to Jim for bringing this up. We do need something for those that sacrificed. Jim's objection is that Flerra doesn't have a historical connection. Lived in town whole life – doesn't know how trees got there. Area is overgrown and should be cleaned up but not for this purpose. Would like Jim to work with BHC on this.

Frank Coolidge – agreement with Frank Powers – live by Common – like tree would hate to have them cut down.

Becky Neville – Cemetery Commission discussed in spring about placing at entrance to South Cemetery and walked it. Might want to scale this back. Solemn location.

VA – he 1st mentioned Flerra in the spring – just thought Library could be considered.

Anne Beklean – should be on the Memorial Day route

Rosemary Sedgewick – agree with what is being said – despite work that has gone into this. Just because we have one Big boulder doesn't mean we have more of these boulders – consider another design and size. What about other conflicts and other service members that died outside of a identified conflict. Consider less expensive alternatives.

Jim – SouthEast Asia would consider Middle East.

Barbara Tornstrom – biggest objection is lack of parking – when we have town events at the Commons parking is difficult.
We do not need a boulder other memorials look different.

Also where is money coming from.

Jim – money would come from Town Meeting Article.

VA – could also use CPA funds.

Suggest that Cemetery Comm. And Historical Comm. Create a working group to put together.

Alexis Presti-Simpson – ABCC former active service and reservist – slightly different perspective – what is purpose – why we would have this memorial. We need to recognize the sacrifice of these servicemembers that defended this country. Really proud that the town is coming together on this. Size location – Boxborough was part of Revelation.

VA – one of the unique thing we do here is Fifer's Day when we recognize the Town's contribution to the Revelation. Needs to be easily accessible to our residents.

Simon – echo comment that we should take another look at proposal, not ignore honoring these servicemembers, but there our others that risk their lives in service to others – police, fire, doctors without borders, etc...veteran himself. Smaller scale and include other contribution.

Owen – PCCC needs to be a large discussion that should include PCCC and the public – not done on cheap needs to be done properly.

As member of AgCom – Flerra was suppose to portionally Ag use.

VA – why doesn't Cemetery Comm. , BHC and PCCC come up with members for a taskforce to investigate – scale, scope and location.

Les – see & raise – suggest something similar to Master Plan Kick off – charrette. Put some money into this. Hire a professional to lead discussion.

TA – could start with Mass. Dept. of Veteran Services.

ABCC, BHC, Cemetery Comm and PCCC

_ Moved ACTION:

Seconded by ____ . Approved __

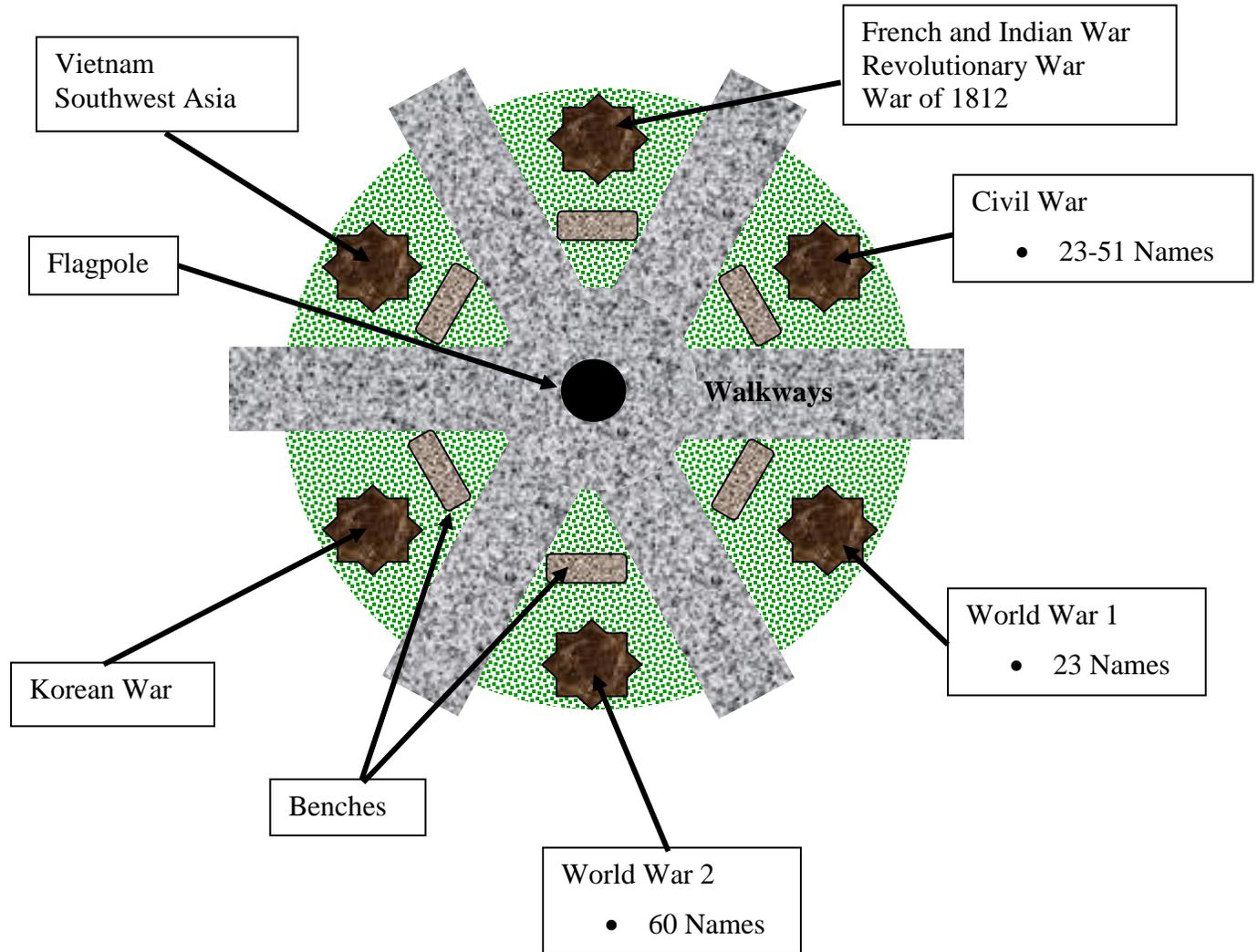
Preliminary Proposal
War Memorial for Town of Boxborough
At the Town Common

24 February 2014

J. Gorman



The basic idea is to place a circle of individual war memorials, similar in basic form to the existing WW1 memorial and in fact moving the current WW1 memorial to its indicated spot, around a flagpole at the Town Common. The several existing large pines would be removed and an area of pavers/gravel would be laid out approximately as shown, with six memorials and granite benches.



Basic Assumptions:

- We wish to memorialize all of Boxborough’s War veterans in approximately equal measure, leading to a number of groupings between 4 and 8, depending upon how one wishes to organize the individual conflicts
- The existing WW1 memorial is a fitting model for the other required memorials
 - This boulder is ~ 5’ x 5’ x 4’, setting a rough size standard
- The sixfold memorial and symmetry arrangement shown, allows a very roughly similar proportion for the individual monuments. The WW2 monument will have the most names, but can be provided with plaques on 2 or 3 faces to keep the size of the stone comparable to the WW1 monument, or the stone can have a more elongated aspect ratio.

Location Considerations:

There are only a few places in Town with sufficient size and location appeal to be suitable for the War Memorial, but space and historical association considerations seem to favor the Town Common. With individual monuments being in the range of 5 ft. footprint diameter, it is hard to see the footprint of the entire war Memorial would be less than about 30ft. in diameter or breadth, and the proposed 60 ft. rough diameter seems to be more pleasing from a spacing viewpoint, with the idea of benches between or facing the individual monuments. We could make the whole arrangement significantly smaller by making a large subdivided wall with individual plaques for the different conflicts, but that would mean leaving out the WW1 memorial or perhaps expropriating its plaque for some larger monument. In any event, some alternative locations might be:

- **North Cemetery** – not enough space for even a consolidated memorial
- **Town Hall** – not enough space
- **South Cemetery** – possibly sufficient space for a smaller consolidated memorial, but if we decide to go with individual monuments, they would be scattered in and among a few niches, without an organizing principle or sense of totality.
- **Flerra Field** – plenty of space and a nice associate with Fifer’s Day, but lacks the historical association.
- **Liberty Field** – plenty of space, but no historical association.

Cost Elements:

- Tree removal and site preparation can be done by DPW in the course of normal activities.
- Individual monument boulders can be found in Town. Donny Morse already has identified the Civil War stone and I have identified several in my travels about Town so that I do not think we lack for native boulders of suitable size.
- Some significant research is required to identify satisfactory lists of names for all of the individual monuments. The list for the Civil War monument can plausibly be numbered at between 23 names and 51 names, with a less likely potential of 84 names, for reasons that can be discussed.
- The bronze plaques would need to be designed for the agreed-upon lists of names and allocated to the identified boulders. There are relatively attractive means of leaving space for future additions that should be considered for the more recent conflicts.
- The several bronze plaques with agreed-upon namelists and inscriptions would be cast at a suitable foundry and finished in whatever manner might be desired.
- The candidate boulders would be incised for their respective plaques and the plaques installed with bolts, grout or any other suitable means.
- The plaqued boulders would be arranged in the desired layout and the area finished off with suitable landscaping.
- Assuming that a flagpole is desired, such would be purchased and installed along with benches and such other accoutrements as may be desired (e.g. regimental medallions, flowerbeds or other niceties).

Path Forward:

- Review and editing of basic plan by interested parties
- Assign responsibility for key planning and execution elements
- Come to agreement on path and milestones
- Estimate cost of purchased items
 - Plaques
 - Stonework
 - Flagpole
 - Landscaping materials
- Begin sitework at any time DPW has slack
- Request appropriation at May 2015 ATM, or sooner if STM opportunity arises.

BOXBOROUGH 2030

A RURAL, ENGAGED COMMUNITY FOR ALL

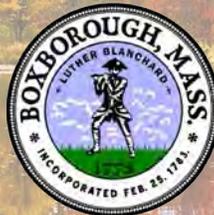
www.boxborough-ma.gov/boxborough2030

Recommendations & Implementation Plan

Adopted January 2016

A Master Plan for the Town of Boxborough, Massachusetts

Prepared by the Metropolitan Area Planning Council



Boxborough2030 Recommendations

from Vision to Action

This Implementation Plan includes a series of recommendations that will help achieve *The Boxborough Vision*.

Boxborough2030 is the master plan for the Town of Boxborough developed in 2014-2015. The plan was developed by the Metropolitan Area Planning Council (MAPC) with direction from the Boxborough Town Planner and Master Plan Update Committee. Boxborough2030 serves as the Town's decision-making guide to realize its vision as a rural, engaged, community for all. The full plan is available online at <http://www.boxborough-ma.gov/boxborough2030>.

This document includes the plan's recommendations, informed by extensive research and public input on the town's geographic characteristics, population, community assets, services and facilities, land use, housing and neighborhoods, economic development, transportation, energy consumption, and environmental conditions. In some cases, these recommendations include activities the Town is already conducting and should continue doing; in other cases the recommendations identify new activities which should be undertaken.

Vision: The vision is a statement of what the community wants Boxborough to be as it approaches 2030.

This vision guides Boxborough2030 and the Aspirations, Goals, Strategies, and Actions in this plan are intended as pathways toward achieving this vision for Boxborough's future.

Aspirations: What do we value? These are the community values and ambitions elicited by the vision, broken down into categories that each evoke a distinct theme. The plan recommendations are organized by Aspiration.

The community's wishes for Boxborough's future emerged as seven Aspirations for Boxborough2030. The intent for organizing the plan by these Aspirations rather than by plan topics is that in order to achieve *The Boxborough Vision*, cross-cutting approaches that address multiple topics are necessary.

Goals: What do we want to achieve?

At the Goal level, the Implementation Plan moves from the community's wishes toward the specifics of how to realize these wishes by 2030.

Strategies: How do we get there?

Strategies break down the Goals into tasks that would help to accomplish each Goal.

Actions: What specific steps do we need to take?

Actions are suggested specific activities assigned to one or more Town Board, Committee, or Department. In addition to assigning lead responsibility, these Actions list other Town Boards, Committees, and Departments that the lead parties should coordinate with, as well as a recommended timeframe and potential resources, which include funding sources, technical assistance providers, and entities that may be of assistance in accomplishing the Action. It is recognized that these Actions may change over time.

Abbreviations Used in this Document

Town Boards, Committees, & Departments

AgCom	Agricultural Commission
BD	Building Department
BoH	Board of Health
BoS	Board of Selectmen
Clerk	Town Clerk
CoA	Council on Aging
ConsCom	Conservation Commission
CSC	Community Services Coordinator
DPW	Department of Public Works
DRB	Design Review Board
EC	Energy Committee
EDC	Economic Development Committee
FC	Finance Committee
HB	Housing Board
HC	Historical Commission
LBT	Library Board of Trustees
LS	Land Stewards
MPUC	Master Plan Update Committee
PB	Planning Board
PCCC	Public Celebrations & Ceremonies Committee
PFD	Police & Fire Departments
RC	Recreation Commission
SC	School Committee
SFAC	Steele Farm Advisory Committee
SML	Sargent Memorial Library Staff
Staff	Town of Boxborough Staff
TA	Town Administrator
TP	Town Planner
WBC	Well-Being Committee
WRC	Water Resources Committee

Timeframe Symbols

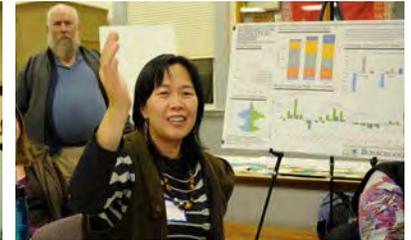
Critical action	
	Short term: 1-3 years/by 2018
	Short-medium term: 1-7 years
	Medium term: 4-7 years/by 2022
	Medium-long term: 4-10+ years
	Long term: 8-10+ years/2023 or later
	Ongoing

Other entities

495/MW	495/MetroWest Partnership
ABRSD	Acton-Boxborough Regional School District
ABWG	Anti-Bias Working Group
ADA	Americans with Disabilities Act
BCT	Boxborough Conservation Trust
BDMC	Boxborough District Minutemen Company
BHS	Boxborough Historical Society
Consultants	Third-Party Consultants
CPA	Community Preservation Act Funds
CrossTown	CrossTown Connect
CWC	Commonwealth Workforce Coalition
EOHED	Massachusetts Executive Office of Housing and Economic Development
LELD	Littleton Electric Light Department
LFG	Land for Good
MAFB	Massachusetts Farm Bureau
MAGIC	Minuteman Advisory Group on Interlocal Coordination (a 13-town subregional council of MAPC)
MAPC	Metropolitan Area Planning Council
MassAudubon	Massachusetts Audubon Society
MassDev	MassDevelopment
MassDOT	Massachusetts Department of Transportation
MassWorks	EOHED MassWorks Infrastructure Program
MDI	EOHED Massachusetts Downtown Initiative
MHC	Massachusetts Historical Commission
MPO	Boston Region Metropolitan Planning Organization
MWCC	MetroWest Chamber of Commerce
NESFP	New Entry Sustainable Farming Project
NG	National Grid
NVN	Nashoba Valley Neighbors
PTF	Blanchard Parents, Teachers, and Friends
RHC	Regional Housing Consultant
Rotary	Rotary Club of Acton-Boxborough
Towns	Neighboring Towns: Harvard, Littleton, Acton, and Stow
TPL	Trust for Public Land
TTOR	The Trustees of Reservations
USDA	United States Department of Agriculture and Rural Development, Rural Community Development Initiative
Volunteers	Volunteers

These recommendations were developed with substantial community input.

On November 19, 2014, community members came together to share their ideas for Boxborough's future at the *Public Visioning and Kickoff Forum* for Boxborough2030. From the input at this meeting, the Boxborough2030 Master Plan Update Committee developed **The Boxborough Vision**, which was approved by the Planning Board and endorsed by the Board of Selectmen on December 15, 2014.



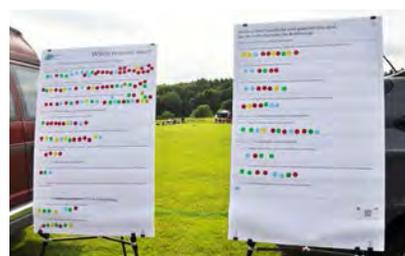
Boxborough's Vision: A Rural, Engaged Community For All

Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations.

MAPC worked with the Master Plan Update Committee (MPUC) to refine and categorize what we learned at the visioning forum as well as from two community surveys and several interviews with local businesses. Seven distinct themes emerged from this analysis, which became the **Community Aspirations** for 2030. Additionally, MAPC drafted Goals and Strategies for public input.

On June 20, 2015, Boxborough2030 was featured at Fifer's Day, where draft plan recommendations were shared with fair participants for feedback on priorities and to obtain ideas for Actions to help achieve the community's Aspirations.

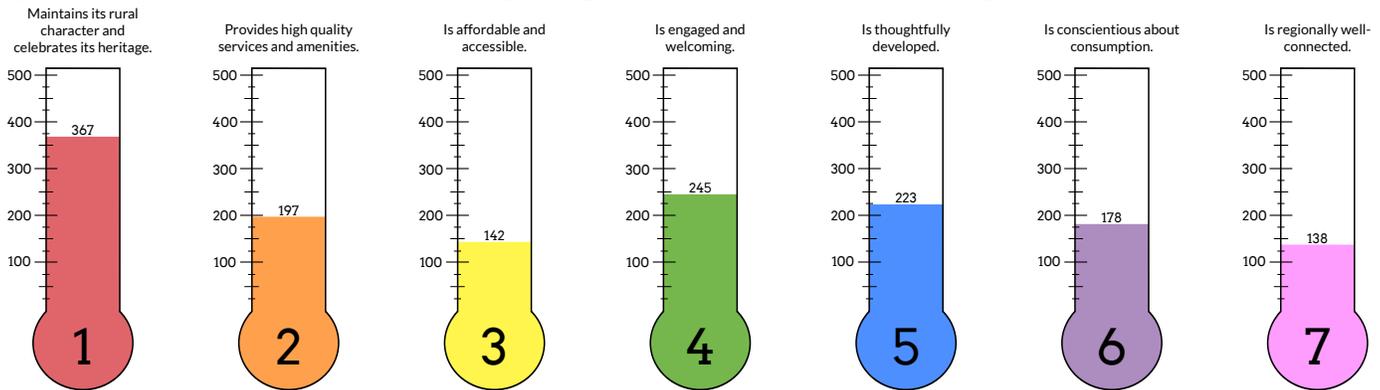
The Aspirations and Goals included in this **Implementation Plan** are arranged in order of the priorities identified by Fifer's Day participants.



Boxborough2030 is not intended to sit on a shelf.



Community Aspirations: Boxborough is...



At Fifer's Day in June 2015, Boxborough community members ranked these seven Aspirations by allocating ten poker chips each among seven labeled baskets. Over 150 fairgoers participated in this activity, and the thermometers below indicate the final results. This Implementation Plan is organized in order of this ranking.

The MPUC met five more times following Fifer's Day to refine plan recommendations and to identify the Top Priorities for Boxborough2030. Boxborough2030 includes the website <http://www.boxborough-ma.gov/boxborough2030> and two documents available in print or for download, a magazine-style summary of the plan and this document, the *Recommendations & Implementation Plan*. This fifteen-year vision and master plan for Boxborough was approved by the Town's Board of Selectmen and Planning Board at a joint public meeting on January 25, 2016.

Implementation Process: One of the biggest concerns the Master Plan Update Committee (MPUC) had regarding the update of the Town's Master Plan was how it would be implemented. After substantial discussion and debate, the MPUC settled on a collaborative, joint, public review process for the Action items within the plan. The implementation process for Boxborough2030 will involve joint meetings hosted by the Boxborough Board of Selectmen and Planning Board, with public invited, along with representatives of Town boards and commissions. These meetings, or review sessions so to speak, would cover a number of the Strategies and Actions items within Boxborough2030 with discussions regarding progress, updates, and brainstorming on how to overcome obstacles for each initiative. Similar items and those topics which pertain to the same board or committee would be discussed at these meetings, but not all subject matters within Boxborough2030 will be covered at each meeting. Topics to be reviewed would be announced in advance. The respective Town board or committee who is responsible for taking the lead role on particular Action items which will be covered at these meetings is expected to send a representative to discuss their relevant items with the Board of Selectmen and Planning Board. It is intended that discussing the Strategies and Action items at a public meeting with both the Board of Selectmen and Planning Board will help communicate the plan to town residents and motivate all Town boards and committees to be conscientious in pursuing their respective actions and initiatives to implement the Goals of Boxborough2030. It is anticipated that these joint review meetings would occur at least twice a year, but perhaps even more frequently should the need arise for particular initiatives.

Web Content and Implementation Tracking: Content on most pages of the Boxborough2030 website are expected to stay the same during the plan, representing data, analysis, conclusions, and recommendations from the vantage point of 2015, when the bulk of the plan was developed. The website includes an Implementation section, which will summarize progress on the plan throughout its fifteen years. Tracking implementation in this publicly accessible way will help the whole community follow the plan's progress.

Top Priorities

These six priorities were chosen by the Master Plan Update Committee as those of highest importance for implementation. The recommendations on the following pages will help to advance these critical priorities for Boxborough.

Encourage **economic development** which will improve the **quality of life** for residents, such as supporting development of a **village-like area** with restaurants, pubs, shops, fitness and health services, and other amenities. Economic development should not be pursued simply to increase the commercial tax base.

Increase **transportation infrastructure** and **mobility**, including providing designated bicycle and pedestrian travel lanes on selected Town roads.

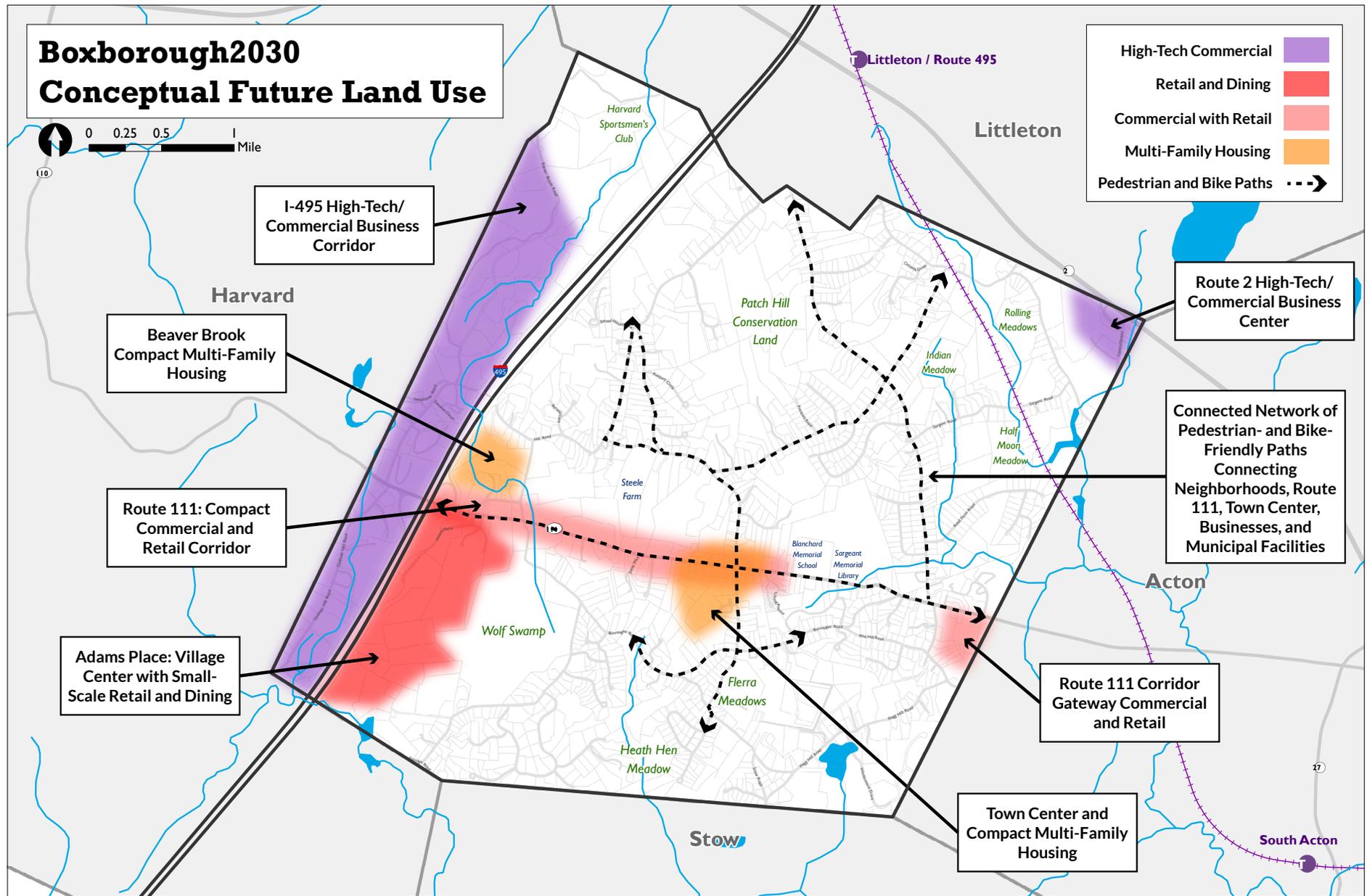
Plan for long-term **water resource management** and protection.

Establish strategies for **energy conservation, carbon footprint reduction,** and **climate change resiliency.**

Address community needs pertaining to **social services, modestly priced housing, recreational facilities,** and **open space** for all ages.

Explore improving **municipal facilities.**

The map below visually represents the plan's goals with respect to land use development areas and improved transportation connections.





Aspiration 1. Maintains its rural character and celebrates its heritage: Boxborough cherishes its rural heritage. Preservation of the ecological, agricultural, historic, and scenic resources that contribute to the community’s rural character is of critical importance to the community. New development and redevelopment of existing structures will be physically designed to blend with the town’s rural landscape.

Goal 1.1. Protect the town’s heritage and character through the preservation of both natural and historical scenic areas, roadways, and landscape features.

Strategy 1.1.1. Protect the town’s most important landscape features.

Action 1.1.1.1. Review and prioritize recommendations of *Boxborough Reconnaissance Report: Freedom’s Way Landscape Inventory* and implement as appropriate.

Lead responsibility: HC

Coordinate with: ConsCom, AgCom

Timeframe:

Resources: CPA, BCT

Action 1.1.1.2. Continue to review recommendations of the Massachusetts Audubon Society report *Land Management Plans for Grasslands and Meadows on Town-Owned Land in Boxborough, Massachusetts*. Implement recommendations as appropriate.

Lead responsibility: ConsCom

Coordinate with: AgCom

Timeframe:

Resources: CPA, BCT

Action 1.1.1.3. Provide input to the ongoing evolution of the *Steele Farm Management Plan*.

Lead responsibility: SFAC

Coordinate with: HC, ConsCom, AgCom

Timeframe:

Resources: CPA, TTOR, BHS

Action 1.1.1.4. Conduct a survey and inventory of historic resources.

Lead responsibility: HC

Coordinate with: AgCom

Timeframe:

Resources: MHC, CPA, Staff, consultants

Action 1.1.1.5. Consider additional protections for local historic resources in consultation with the Massachusetts Historical Commission.

Lead responsibility: HC

Coordinate with: AgCom

Timeframe:

Resources: MHC, CPA, Staff

Strategy 1.1.2. Preserve and reinforce the Town Center District as Boxborough’s center for governance, municipal services, and town-wide events.

Action 1.1.2.1. Review existing Town Center zoning and design guidelines, making necessary amendments to preserve character and encourage appropriately scaled and designed developments.

Lead responsibility: PB

Coordinate with: DRB

Timeframe:

Resources: Staff, Consultants

Action 1.1.2.2. Create signage (e.g., “Welcome to Boxborough”) in Town Center District to enhance town image and visibility as well as to improve ease of navigation.

Lead responsibility: HC

Coordinate with: DRB, DPW

Timeframe:

Resources: CPA, MDI

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Strategy 1.1.3. Promote the town’s natural, recreational, and historical assets.

Action 1.1.3.1. Develop a heritage/ scenic guide to generate awareness and promote community assets, events, programs, and resources to local residents and regional visitors.

Lead responsibility: RC

Coordinate with: HC

Timeframe:

Resources: BCT, BDMC, CPA

Action 1.1.3.2. Explore opportunities to hold seasonal walking tours for local trails and historical points of interest.

Lead responsibility: LS

Coordinate with: RC, WBC, SFAC, HC

Timeframe:

Resources: Volunteers

Action 1.1.3.3. Update the *Town of Boxborough Open Space and Recreation Plan* before expiration of the 2015-2022 plan.

Lead responsibility: TP

Coordinate with: ConsCom, RC, AgCom

Timeframe:

Resources: Staff, Consultants

Strategy 1.1.4. Proactively plan for water resource management and protection.

Action 1.1.4.1. Reinstate Water Resources Committee.

Lead responsibility: BoS, BoH

Timeframe:

Resources: Staff

Action 1.1.4.2. Plan for long-term water supply and wastewater management to support private and municipal goals.

Lead responsibility: WRC

Coordinate with: BoH, BoS, EDC, PB, EC

Timeframe:

Resources: Staff, Consultants, Towns

Action 1.1.4.3. Review Watershed and Aquifer Protection zoning to protect Zone IIs and existing and potential well sites in Boxborough and neighboring towns.

Lead responsibility: WRC, BoH, PB

Timeframe:

Resources: Staff, consultants, Towns

Goal 1.2. New development and redevelopment will be physically designed to blend into the town’s rural landscape.

Strategy 1.2.1. Strengthen the design review process for any development without hindering economic development.

Action 1.2.1.1. Review existing design guidelines for Town Center District and update guidelines to include considerations for larger scale developments in other commercial areas.

Lead responsibility: DRB

Coordinate with: PB, TP

Timeframe:

Resources: Staff, Consultants

Action 1.2.1.2. Adopt and incorporate updated building design guidelines into the review process to ensure future developments are physically consistent with town character.

Lead responsibility: DRB

Coordinate with: PB, TP

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Goal 1.3. Protect and/or acquire additional lands for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.

Strategy 1.3.1. Proactively review and amend the list of existing and desired parcels of land for acquisition and preservation.

Action 1.3.1.1. Continue to review and prioritize acquisition of lands that protect multiple resources and assets.

Lead responsibility: PB

Coordinate with: FC, ConsCom, AgCom, BoH, WRC

Timeframe: 

Resources: Staff, CPA

Action 1.3.1.2. Periodically review land classified under MGL Chapters 61, 61A, and 61B and be prepared to make appropriate recommendations, including exercising Town’s right of first refusal.

Lead responsibility: PB

Coordinate with: FC, ConsCom, AgCom, BoH, WRC

Timeframe: 

Resources: Staff, CPA

Action 1.3.1.3. When acquisition may not be feasible, work with private landowners, investors, and conservation groups to place appropriate conservation easements or agricultural restrictions on their land to ensure it remains undeveloped in perpetuity.

Lead responsibility: ConsCom, AgCom

Coordinate with: PB

Timeframe: 

Resources: Staff, TPL, CPA, BCT

Action 1.3.1.5. Include a line item in the Town Meeting Warrant each year for the Town’s Conservation Trust Fund, to provide funding for land acquisition.

Lead responsibility: ConsCom

Coordinate with: AgCom, FC, BoS

Timeframe: 

Resources: Staff, CPA, BCT

Action 1.3.1.6. Consider long-term bonds using Community Preservation Funds for land acquisition.

Lead responsibility: FC

Coordinate with: BoS

Timeframe: 

Resources: Staff, CPA

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing



Aspiration 2. Is engaged and welcoming: Boxborough residents have many options for becoming more involved in the community and have a great deal of pride in their community. An even larger share and more diverse mix of residents will regularly participate in municipal policymaking, attend local events, and frequent local destinations.

Goal 2.1. Support diversity by valuing, respecting, appreciating, and welcoming individuals – those who reside, visit, work, or pass through Boxborough – of all ages, genders, socioeconomic levels, cultural heritages, racial/ethnic backgrounds, sexual orientations, gender identities, religions, and ability levels.

Strategy 2.1.1. Offer diversity and anti-bias training to the community.

Action 2.1.1.1. Continue and expand anti-bias and diversity training for all Boxborough employees.

Lead responsibility: BoS

Coordinate with: CSC, WBC

Timeframe:

Resources: ABWG

Action 2.1.1.2. Offer free diversity and anti-bias workshops for the community.

Lead responsibility: CSC

Coordinate with: WBC

Timeframe:

Resources: ABWG

Strategy 2.1.2. Explore the needs of the Boxborough community as they relate to diversity.

Action 2.1.2.1. Apply for a Community Health Needs Assessment grant and work to implement recommendations as they relate to diversity.

Lead responsibility: CSC

Coordinate with: WBC, TA

Timeframe:

Resources: ABWG

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action



Short term: 1-3 years/by 2018



Short-medium term: 1-7 years



Medium term: 4-7 years/by 2022



Medium-long term: 4-10+ years



Long term: 8-10+ years/2023 or later



Ongoing

Goal 2.2. Increase resident participation in town-wide events, programs, and government.

Strategy 2.2.1. Work with community organizations and networks to encourage public participation in town events and utilization of community assets.

Action 2.2.1.1. Continue leveraging private resources by collaborating with local businesses, nonprofit organizations, and community networks in promoting town-wide festivals such as Fifer’s Day, WinterFest, and the Harvest Fair, as well as community service activities such as the Adopt-a-Highway program.

Lead responsibility: PCCC

Coordinate with: RC, WBC, AgCom, CoA

Timeframe:

Resources: BDMC, PTF, MWCC, Rotary

Action 2.2.1.2. Encourage one or more local organizations to sponsor and hold welcoming events for newcomers.

Lead responsibility: PCCC

Coordinate with: WBC, BoS

Timeframe:

Resources: BDMC, PTF, MWCC, Rotary, NVN

Action 2.2.1.3. Continue using local venues such as the Sargent Memorial Library and annual events such as Fifer’s Day, WinterFest, and the Harvest Fair as opportunities to convey a welcoming atmosphere in town and an “open door policy” with municipal officials.

Lead responsibility: LBT, PCCC

Coordinate with: WBC, BoS

Timeframe:

Resources: BDMC, PTF, SML, Staff

Action 2.2.1.4. Explore establishment of (a) new community garden(s).

Lead responsibility: AgCom

Coordinate with: BoS, ConsCom

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action



Short term: 1-3 years/by 2018



Short-medium term: 1-7 years



Medium term: 4-7 years/by 2022



Medium-long term: 4-10+ years



Long term: 8-10+ years/2023 or later



Ongoing

Goal 2.3. Increase resident participation in Town government.

Strategy 2.3.1. Communicate activities and policies widely, with the intention of reaching all households.

Action 2.3.1.1. Develop a town-wide communication and outreach plan.

Lead responsibility: BoS

Coordinate with: TA

Timeframe:

Resources: Staff

Action 2.3.1.2. Provide a periodical e-newsletter on Town government activities, issues, and decisions; encourage residents to sign up on the Town’s website.

Lead responsibility: BoS

Coordinate with: TA

Timeframe:

Resources: Staff, Volunteers

Action 2.3.1.3. Explore options for Internet-based resident engagement platforms.

Lead responsibility: BoS

Coordinate with: TA

Timeframe:

Resources: Staff

Action 2.3.1.4. Consider having a language translation and interpretation firm on retainer for important Town publications and events.

Lead responsibility: BoS

Coordinate with: TA, WBC

Timeframe:

Resources: Staff, Volunteers, Consultants

Action 2.3.1.5. Expand networks and cultivate new relationships with cultural and faith-based organizations to encourage participation in Town governance that reflects the town’s growing diversity.

Lead responsibility: BoS

Coordinate with: WBC

Timeframe:

Resources: PTF

Strategy 2.3.2. Cultivate new members for Town boards and committees.

Action 2.3.2.1. Periodically hold informal meetings between Town board/ committee members and residents to exchange ideas and information.

Lead responsibility: BoS

Coordinate with: TA, WBC

Timeframe:

Resources: Staff

Action 2.3.2.2. Reach out to new Boxborough residents with students enrolled in the Acton-Boxborough School District to welcome them to town and provide information.

Lead responsibility: BoS

Coordinate with: SC, TA

Timeframe:

Resources: PTF, Staff

Action 2.3.2.3. Establish and maintain a citizen skills bank or volunteer database as a resource to Town boards and committees.

Lead responsibility: TA, BoS

Coordinate with: Clerk

Timeframe:

Resources: Staff

Action 2.3.2.4. Include information on Town boards and committee openings, roles and responsibilities, and opportunities to get involved at Town events and prominently on the Town’s website.

Lead responsibility: BoS

Coordinate with: TA

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing



Aspiration 3. Is thoughtfully developed: The community will build on and maintain its existing assets. Economic development will be focused in existing commercial areas supported by responsible use and management of water resources with provisions for adequate wastewater treatment facilities. The community’s agricultural assets will be leveraged for economic development and to enhance quality of life. Transportation options will continue to improve in order to ensure a pleasant and safe travel experience for various modes of transportation, including walking and bicycling.

Goal 3.1. Guide and concentrate commercial growth in Business, Office Park, and Town Center districts.

Strategy 3.1.1. Create a long-term vision for the town’s commercial areas, prioritizing enhanced quality of life over expanding the commercial tax base.

Action 3.1.1.1. Create and designate an Economic Development Committee (EDC) or similar committee.

Lead responsibility: BoS

Timeframe:

Resources: Staff

Action 3.1.1.2. Develop a 10-15 year Economic Development Plan under the guidance of the EDC.

Lead responsibility: EDC

Timeframe:

Resources: Staff, Consultants

Action 3.1.1.3. Index commercial development opportunity sites for potential private acquisition, assembly, or development.

Lead responsibility: EDC

Coordinate with: PB, FC

Timeframe:

Resources: Staff

Action 3.1.1.4. Conduct a thorough market analysis to identify local and regional retail market opportunities.

Lead responsibility: EDC

Timeframe:

Resources: Staff, Consultants, 495/MW, MAPC

Strategy 3.1.2. Continue to assess the need for and feasibility of implementing public water supply in key areas.

Action 3.1.2.1. Identify priority areas for receiving a public water supply based on need and feasibility.

Lead responsibility: WRC

Coordinate with: EDC, BoH

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Strategy 3.1.3. Establish a village business district as Boxborough’s commercial center.

Action 3.1.3.1. Explore development of an area for a village business district and obtain property owner buy-in, if necessary.

Lead responsibility: EDC

Coordinate with: PB

Timeframe:

Resources: Staff

Action 3.1.3.2. Investigate potential zoning amendments to encourage and support appropriate development and utility support in a village business setting.

Lead responsibility: EDC

Coordinate with: PB

Timeframe:

Resources: Staff, Consultants

Action 3.1.3.3. Recruit appropriate businesses to the village business district through marketing efforts or financial incentives such as relocation tax credits.

Lead responsibility: EDC

Coordinate with: FC

Timeframe:

Resources: Staff, MWCC, Rotary

Strategy 3.1.4. Implement land use policies that support and encourage appropriately scaled and mixed-use developments in key areas of town.

Action 3.1.4.1. Conduct a thorough review of the Town’s land use controls, including dimensional requirements and conservation bylaws on commercially zoned land, to identify barriers to growth for appropriately scaled development.

Lead responsibility: PB

Coordinate with: EDC, ConsCom, AgCom, BoH

Timeframe:

Resources: Staff, Consultants

Action 3.1.4.2. Consider regulatory tools that can guide and encourage growth in appropriate areas, such as incentive zoning overlays or floor area ratio (FAR) density bonuses for developments that incorporate affordable housing, or agricultural or open space management.

Lead responsibility: EDC

Coordinate with: PB, ConsCom, HB, AgCom, BoH

Timeframe:

Resources: Staff, Consultants

Strategy 3.1.5. Catalyze private investment in key commercial districts.

Action 3.1.5.1. Invest in public infrastructure in commercial areas to attract private development.

Lead responsibility: EDC

Coordinate with: PB, BoS, BoH, WRC

Timeframe:

Resources: Staff, MassWorks, MassDev

Action 3.1.5.2. Engage in public-private partnerships to stimulate appropriate forms of development and redevelopment on key opportunity sites.

Lead responsibility: EDC

Coordinate with: PB, BoS

Timeframe:

Resources: Staff

Action 3.1.5.3. Consider financial incentives to encourage property improvements, local hiring, or capital improvements through reduced tax rates, abatements, or small grants.

Lead responsibility: EDC

Coordinate with: FC, BoS

Timeframe:

Resources: Staff, USDA

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Goal 3.2. Attract and retain businesses in key existing and emerging industries.

Strategy 3.2.1. Promote Boxborough as a great place to do business for existing and prospective businesses.

<p>Action 3.2.1.1. Develop and implement a marketing strategy plan to attract appropriate types of development or businesses to the town's commercial districts.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: BoH</p> <p>Timeframe: </p> <p>Resources: Staff, MWCC, Rotary, 495/MW, Consultants</p>	<p>Action 3.2.1.2. Engage in partnerships with area chambers of commerce or merchants associations.</p> <p>Lead responsibility: EDC</p> <p>Timeframe: </p> <p>Resources: Staff, MWCC, Rotary</p>	<p>Action 3.2.1.3. Identify target industries to market development incentives and land use policies to attract and retain businesses in those industries.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: PB, WRC</p> <p>Timeframe: </p>
<p>Action 3.2.1.4. Consider financial incentives to attract small businesses, such as establishing revolving loan funds or implementing relocation tax credits.</p> <p>Lead responsibility: EDC</p> <p>Coordinate with: FC, BoS</p> <p>Timeframe: </p> <p>Resources: Staff, MWCC, USDA</p>		

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action	 Short term: 1-3 years/by 2018	 Short-medium term: 1-7 years	 Medium term: 4-7 years/by 2022	 Medium-long term: 4-10+ years	 Long term: 8-10+ years/2023 or later	 Ongoing
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Strategy 3.2.2. Foster Boxborough’s participation in a sustainable regional agricultural economy.

<p>Action 3.2.2.1. Develop a community food plan to create a vision, identify issues, barriers, challenges, and opportunities in the agricultural economy.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: EDC</p> <p>Timeframe: </p> <p>Resources: Staff, MAPC, Consultants</p>	<p>Action 3.2.2.2. Ensure that Town policies and regulations are supportive of agriculture.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: PB</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.2.2.3. Recruit existing local farmers and work with non-profit organizations to cultivate workforce development, training, and educational programs.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: EDC</p> <p>Timeframe: </p> <p>Resources: CWC, NESFP, MAFB</p>
<p>Action 3.2.2.4. Expand land lease programs for local farms and farmers using town-owned lands to increase agricultural viability.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: SFAC, BoS, ConsCom</p> <p>Timeframe: </p> <p>Resources: LFG, MAFB</p>	<p>Action 3.2.2.5. Periodically review the Boxborough Right to Farm Bylaw and make amendments as necessary.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: PB</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.2.2.6. Review Town policies and regulations and amend as necessary to ensure clarity and consistency of agricultural use definitions.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: PB</p> <p>Timeframe: </p> <p>Resources: Staff, MAFB</p>

Action 3.2.2.7. Consider adding “Agricultural Business” in the Zoning Bylaw’s Use Regulations as a permitted use in residential and business districts to allow farm stands and similar agricultural business operations at existing and future farms.

Lead responsibility: AgCom

Coordinate with: PB, TP

Timeframe:

Resources: Staff, MAFB

Strategy 3.2.3. Preserve farmland and areas with soils favorable for agriculture.

<p>Action 3.2.3.1. Identify and index opportunity sites for farmland preservation in accordance with the 2015-2022 <i>Open Space and Recreation Plan</i>.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: FC</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.2.3.2. Identify federal and state incentives or supplemental revenue streams to support viability for working farms.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: FC, BoS</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.2.3.3. Consider using CPA funds to acquire and preserve farmlands, giving priority to properties under Chapter 61A and 61B.</p> <p>Lead responsibility: AgCom</p> <p>Coordinate with: FC, BoS</p> <p>Timeframe: </p> <p>Resources: Staff, BCT, CPA</p>
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Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing
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Goal 3.3. Create a positive business environment and seek to attract businesses that would enhance the quality of life for Boxborough residents.

Strategy 3.3.1. Build municipal capacity to improve local business environment.

Action 3.3.1.1. Review current permitting regulations and make necessary amendments to improve consistency in fees and enforcement.

Lead responsibility: BD

Coordinate with: EDC

Timeframe:

Resources: Staff

Action 3.3.1.2. Develop a guide for permitting or doing business in Boxborough to streamline business regulatory processes and promote transparency.

Lead responsibility: EDC

Coordinate with: BD, TP

Timeframe:

Resources: Staff, Consultants

Action 3.3.1.3. Proactively meet with local businesses to understand needs for space and employee amenities.

Lead responsibility: EDC

Timeframe:

Resources: Staff

Goal 3.4. Local regulations will reflect community aspirations and yield desired results.

Strategy 3.4.1. Minimize development impact by protecting town's limited water supply and managing stormwater runoff.

Action 3.4.1.1. Review areas where stormwater runoff issues exist due to concentration of impervious surface.

Lead responsibility: ConsCom

Coordinate with: PB, DPW, BoH, WRC

Timeframe:

Resources: Staff

Action 3.4.1.2. Incorporate low-impact design guidelines into the development review process.

Lead responsibility: PB

Timeframe:

Resources: Staff, MAPC, Consultants

Action 3.4.1.3. Revisit subdivision regulations regarding roadway widths and amend as appropriate.

Lead responsibility: PB

Coordinate with: DPW, PFD

Timeframe:

Resources: Staff

Strategy 3.4.2. The development review process will look to limit traffic and air quality impacts of new development.

Action 3.4.2.1. Consider hiring a consultant with air quality impacts/public health experts to determine appropriate expectations for new development.

Lead responsibility: TP

Coordinate with: BoH, EDC

Timeframe:

Resources: Staff, Consultants

Action 3.4.2.2. Determine the scale of development that would require additional traffic impact analysis and incorporate guidelines into the development review process.

Lead responsibility: TP

Coordinate with: DPW, BoH, EDC

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Strategy 3.4.3. New housing and commercial development will prioritize design quality, energy efficiency, and preservation of open space.

<p>Action 3.4.3.1. Explore the potential use of regulatory tools such as transfer of development rights (TDR), natural resource protection zoning, or payment-in-lieu-of-taxes (PILOT) programs to support open space preservation and affordable housing development in the Town’s Agricultural-Residential Zoning District.</p> <p>Lead responsibility: PB</p> <p>Coordinate with: FC, ConsCom, HB, AgCom</p> <p>Timeframe: </p> <p>Resources: Staff, Consultants</p>	<p>Action 3.4.3.2. Provide floor area ratio (FAR) density bonuses for commercial and housing development that incorporate active agricultural management or open space preservation in their overall development design.</p> <p>Lead responsibility: PB</p> <p>Coordinate with: FC, AgCom, HB</p> <p>Timeframe: </p> <p>Resources: Staff</p>	<p>Action 3.4.3.3. Modify the Building Code as necessary to require excellence in energy efficiency for commercial and residential development, considering incorporation of the Massachusetts Stretch Energy Code and Leadership in Energy and Environmental Design (LEED) green building standards into the code.</p> <p>Lead responsibility: EC</p> <p>Coordinate with: BD</p> <p>Timeframe: </p> <p>Resources: Staff</p>
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Action 3.4.3.4. Consider proposing requirements for larger developments to include at least one passive building (with net-zero energy consumption) in new construction, retrofit, or redevelopment plans.

Lead responsibility: EC

Coordinate with: BD

Timeframe: 

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action	 <p>Short term: 1-3 years/by 2018</p>	 <p>Short-medium term: 1-7 years</p>	 <p>Medium term: 4-7 years/by 2022</p>	 <p>Medium-long term: 4-10+ years</p>	 <p>Long term: 8-10+ years/2023 or later</p>	 <p>Ongoing</p>
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Aspiration 4. Provides high quality services and amenities:

Boxborough is known for offering a high quality of life for its residents. The community endeavors to provide a balanced mix of housing, businesses, and services to enhance this high quality of life. Boxborough residents prize the community’s regional school system and excellent municipal services.

Goal 4.1. Ensure conservation and recreation attractions are well maintained, safe, and easy to access.

Strategy 4.1.1. Maintain and enhance trail networks.

Action 4.1.1.1. Maintain trail markers, kiosks, and boardwalks.

Lead responsibility: LS

Coordinate with: ConsCom, DPW

Timeframe:

Resources: Staff, Volunteers

Strategy 4.1.2. Ensure ease of access to conservation properties.

Action 4.1.2.1. Assess the need for additional off-street parking at conservation properties.

Lead responsibility: ConsCom

Coordinate with: RC, DPW, TP

Timeframe:

Resources: Staff

Action 4.1.2.2. Assess the need for bicycle parking at trailheads and other conservation properties.

Lead responsibility: ConsCom

Coordinate with: RC, LS, DPW, TP

Timeframe:

Resources: Staff, MAPC

Goal 4.2. Maintain excellent municipal facilities and services.

Strategy 4.2.1. Regularly review Town’s capital improvements needs and continue to plan for maintenance, in concert with the Town’s annual capital plan and Town Meeting.

Action 4.2.1.1. Continue to explore the creation of or finding locations for new Police and Fire Department facilities and Department of Public Works facilities.

Lead responsibility: BoS

Coordinate with: FC, PB, PFD, DPW, TP, CoA, ConsCom

Timeframe:

Resources: Staff

Action 4.2.1.2. Explore regionalization or sharing of key pieces of equipment which the Town needs on a part-time basis.

Lead responsibility: BoS

Coordinate with: FC, PFD, DPW

Timeframe:

Resources: Staff, MAPC

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Goal 4.3. Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.

Strategy 4.3.1. Address known recreational needs by upgrading or developing new facilities when feasible.

Action 4.3.1.1. Investigate options for the creation of a public swimming facility.

Lead responsibility: RC

Coordinate with: FC

Timeframe:

Resources: CPA

Action 4.3.1.2. Investigate the feasibility of developing tennis and basketball courts at Liberty Fields and Fifer’s Field.

Lead responsibility: RC

Coordinate with: FC

Timeframe:

Resources: CPA

Action 4.3.1.3. Develop a consensus regarding the creation of bike and horse trails and create a plan for making these improvements where they are deemed appropriate.

Lead responsibility: RC

Coordinate with: ConsCom, LS

Timeframe:

Resources: Staff, Consultants

Action 4.3.1.4. Consider demand for, find appropriate locations for, and develop additional playing fields.

Lead responsibility: RC

Coordinate with: FC, TP

Timeframe:

Resources: CPA

Action 4.3.1.5. Improve and update the playground at Flerra Field.

Lead responsibility: RC

Coordinate with: DPW

Timeframe:

Resources: Staff, CPA

Strategy 4.3.2. Identify recreational needs, particularly for teens and seniors.

Action 4.3.2.1. Survey teens and seniors to determine specific needs.

Lead responsibility: RC

Coordinate with: CoA, SC, CSC

Timeframe:

Action 4.3.2.2. Coordinate with schools and Council on Aging to establish new recreational programs for teens and seniors.

Lead responsibility: RC

Coordinate with: CoA, SC, CSC

Timeframe:

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	



Aspiration 5. Is conscientious about consumption: The community is conscientious about energy consumption and climate change resiliency. It seeks to reduce its carbon footprint through improvements in energy efficiency, high standards for building practices, reductions in its communitywide energy usage, and reduced reliance on fossil fuels.

Goal 5.1. Reduce the town’s overall carbon footprint.

Strategy 5.1.1. Actively explore options to adopt renewable energy generation sources for the town’s electricity needs.

Action 5.1.1.1. Collaborate with the Littleton Electric Light Department to expand its net metering program in order to allow continuation of solar installations, started by LittleBoxSolar, in the residential sector, and to create incentives for local businesses to install solar.

Lead responsibility: EC

Coordinate with: BD

Timeframe:

Resources: Staff, MAPC, LELED

Action 5.1.1.2. Seek guidance from MAPC on *Greening Boxborough*, the town’s long-range sustainability plan. One area for follow up is to assess the feasibility of solar photovoltaic (PV) panels on municipal roofs.

Lead responsibility: EC

Coordinate with: FC, BD

Timeframe:

Resources: Staff, MAPC, LELED

Action 5.1.1.3. Negotiate with Littleton Electric Light Department to have them change their policy on net metering to allow more than bi-directional net metering. This would allow the town to develop a community-shared system for solar for use by residents and businesses in town.

Lead responsibility: EC

Coordinate with: FC, BD

Timeframe:

Resources: Staff, MAPC, LELED

Strategy 5.1.2. Promote energy efficiency and conservation measures for all buildings in the municipal, residential, and commercial sectors.

Action 5.1.2.1. Collaborate with the Littleton Electric Light Department to create a communication strategy for available and expanded energy reduction incentive programs.

Lead responsibility: EC

Timeframe:

Resources: LELED

Action 5.1.2.2. Conduct outreach, awareness, and education programs for Boxborough’s residents and businesses regarding energy reduction strategies, and make this information available in an online resource library.

Lead responsibility: EC

Coordinate with: BD

Timeframe:

Resources: Staff, LELED, NG

Action 5.1.2.3. Encourage residents and businesses to reduce their energy consumption by 20%. Research and adopt means to measure reduction.

Lead responsibility: EC

Timeframe:

Resources: Staff, LELED, NG

Action 5.1.2.4. Reduce municipal building energy consumption by 20%. Use existing database established by Energy Committee to measure reductions.

Lead responsibility: EC

Coordinate with: BD

Timeframe:

Resources: Staff, LELED

Key: Critical Action



Short term



Short-medium term



Medium term



Medium-long term



Long term



Ongoing

Strategy 5.1.3. Develop mechanisms to support use of alternative fuel vehicles.

Action 5.1.3.1. Explore a plan for conversion of Town fleet to electric or hybrid vehicles.

Lead responsibility: EC

Coordinate with: FC, DPW, PFD

Timeframe:

Resources: Staff

Action 5.1.3.2. Explore a plan for using alternative fuel vehicles for municipal vehicles.

Lead responsibility: EC

Coordinate with: FC, SC

Timeframe:

Resources: Staff, ABRSD

Action 5.1.3.3. Explore a plan for incentives to encourage new residential developments to install electric vehicle (EV) charging stations.

Lead responsibility: EC

Coordinate with: PB

Timeframe:

Resources: Staff, LELED

Action 5.1.3.4. Explore a plan for incentives to encourage new and existing office developments to install electric vehicle charging stations.

Lead responsibility: EC

Coordinate with: PB

Timeframe:

Resources: Staff, LELED

Strategy 5.1.4. Implement strategies for climate change resiliency and adaptation.

Action 5.1.4.1. Complete a climate change resiliency action plan.

Lead responsibility: TP

Coordinate with: EC, AgCom, BoS, BoH, WRC

Timeframe:

Resources: Staff, MAPC, MAGIC, MassAudubon

Action 5.1.4.2. Implement climate change resiliency recommendations, including updating the Town’s Hazard Mitigation Plan.

Lead responsibility: TP

Coordinate with: BoH, AgCom, BoS, EC, DPW, WRC

Timeframe:

Resources: Staff, Consultants

Strategy 5.1.5. Pursue a Massachusetts Green Communities designation.

Action 5.1.5.1. Continue to pursue designation of Boxborough as a Green Community.

Lead responsibility: EC

Timeframe:

Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	



Aspiration 6. Is affordable and accessible: The community will work to ensure that local policies, housing supply, and housing prices support the ideal of a more inclusive, welcoming Boxborough so that current and prospective residents at all income levels, abilities, and in all stages of life can live here.

Goal 6.1. Increase the availability of housing in Boxborough, including subsidized, market rate, rental, and for sale homes.

Strategy 6.1.1. Continue current efforts to maintain and improve upon the availability of affordable homes.

Action 6.1.1.1. Monitor units on the Town’s Subsidized Housing Inventory to ensure compliance with affordability restrictions.

Lead responsibility: HB

Timeframe:

Resources: RHC

Action 6.1.1.2. Update the *Boxborough Housing Production Plan* as necessary.

Lead responsibility: HB

Coordinate with: TP

Timeframe:

Resources: Staff, RHC, Consultants

Action 6.1.1.3. Support the development of rental housing through the Comprehensive Permit process.

Lead responsibility: HB

Timeframe:

Resources: Staff

Action 6.1.1.4. Identify strategies that would allow extremely-low income and very-low income households to access rental housing through tenant-based rental assistance programs.

Lead responsibility: HB

Timeframe:

Resources: Staff

Strategy 6.1.2. Support the development of a diverse mix of housing that meets the needs of Boxborough residents across all income and age groups.

Action 6.1.2.1. Identify ways to develop housing in Boxborough that is affordable to households with moderate incomes.

Lead responsibility: HB

Timeframe:

Resources: Staff

Action 6.1.2.2. Develop a down-payment assistance program that could be used in conjunction with LIP/Chapter 40B homeownership projects.

Lead responsibility: HB

Coordinate with: FC

Timeframe:

Resources: Staff, CPA, RHC

Action 6.1.2.3. Prioritize seniors’ housing needs, such as accessibility features, in the permitting and development of all multi-family development projects.

Lead responsibility: PB

Coordinate with: CoA, HB

Timeframe:

Resources: Staff

Action 6.1.2.4. Analyze the prevalence of “tear-downs” in Boxborough to determine if the demolition of existing single-family homes is contributing to the limited supply of homeownership opportunities for moderate-income households.

Lead responsibility: PB

Timeframe:

Resources: Staff

Strategy 6.1.3. Proactively plan for Boxborough’s housing needs to improve the quality, design, and variety of available housing.

Action 6.1.3.1. Identify existing municipally owned parcels of land that are suitable sites for Local Initiative Program (LIP) affordable housing projects.

Lead responsibility: HB
 Coordinate with: TP
 Timeframe: 
 Resources: Staff

Action 6.1.3.2. Identify privately owned parcels of land that could be acquired by the Town for affordable housing development.

Lead responsibility: HB
 Coordinate with: TP
 Timeframe: 
 Resources: Staff, CPA

Strategy 6.1.4. Amend local policies and monitor regulatory compliance to reduce regulatory barriers and proactively plan for Boxborough’s housing needs.

Action 6.1.4.1. Review the Town’s Zoning Bylaw land use controls, including quadrangle requirements, to better understand how this requirement affects the development potential of oddly shaped, but otherwise suitable land parcels.

Lead responsibility: PB
 Coordinate with: TP
 Timeframe: 
 Resources: Staff

Action 6.1.4.2. Identify barriers to multi-family development, including use and intensity restrictions, in the Town’s Zoning Bylaw as a means to support more housing options in Boxborough.

Lead responsibility: PB
 Coordinate with: TP
 Timeframe: 
 Resources: Staff

Action 6.1.4.3. Analyze the efficacy of accessory dwelling units, both attached and detached, as a means to meet affordable housing needs in Boxborough. Review the bylaw language, as well as units that have been constructed since the bylaw was enacted, to determine if amendments are necessary to expand its use.

Lead responsibility: PB
 Coordinate with: TP
 Timeframe: 
 Resources: Staff

Strategy 6.1.5. Promote universal/ inclusive design for new construction and renovations to increase accessibility for all, including people with disabilities.

Action 6.1.5.1. Identify barriers to universal/ inclusive design in existing zoning bylaws and amend as necessary.

Lead responsibility: PB
 Coordinate with: CoA, DRB, CSC, BD
 Timeframe: 
 Resources: Staff, Consultants

Action 6.1.5.2. Improve recreational facilities beyond MassDOT and ADA guidelines, such as adding handicap accessible portable toilets at the Town’s recreational fields.

Lead responsibility: RC
 Coordinate with: FC, CoA, LS, ConsCom
 Timeframe: 
 Resources: Staff

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	Ongoing



Aspiration 7. Is regionally well-connected: Boxborough sees itself as part of a regional economy with goods, services, employment, and gathering places nearby – sometimes in town, and sometimes in neighboring towns. Convenient access to regional transportation systems, including transit options, will help ensure efficient commuting options for Boxborough residents. Boxborough’s municipal government, including Town boards and committees, will collaborate with surrounding communities and regional entities.

Goal 7.1. Increase the quality, safety, accessibility, and reliability of transportation options for all income and age groups.

Strategy 7.1.1. Encourage active modes of transportation, such as walking and biking.

Action 7.1.1.1. Consider adoption of “Complete Streets” policy that would improve safe road access for all users, including bicyclists and pedestrians.

Lead responsibility: PB

Coordinate with: BoS, DPW, TP

Timeframe:

Resources: Staff, MAPC, Consultants

Action 7.1.1.2. Develop a prioritized plan for new sidewalks and bicycle infrastructure to connect to 1) schools, 2) recreational resources, 3) shopping/ dining, 4) Commuter Rail, and 5) residential areas. Include input from residents, businesses, and regional organizations in the plan.

Lead responsibility: PB

Coordinate with: RC, EDC, CoA, TP, DPW

Timeframe:

Resources: Staff, MAPC, Consultants

Action 7.1.1.3. Implement the 2003 *Economic Development Trail Master Plan* along Route 111/ Massachusetts Avenue.

Lead responsibility: PB

Coordinate with: DPW, ConsCom

Timeframe:

Resources: Staff, MassWorks, CPA

Action 7.1.1.4. Provide bicycle parking at destinations throughout town including but not limited to Town Hall, Fifer’s Field, Hayward Farm/ Oscar’s Burritos, Nashoba Valley Olympia, and additional capacity at Liberty Fields.

Lead responsibility: RC

Coordinate with: EDC, DPW, PB, TP

Timeframe:

Resources: Staff, MAPC

Strategy 7.1.2. Identify and promote solutions to improve local transportation options.

Action 7.1.2.1. Coordinate local transportation options to provide an on-demand shuttle that can serve commuters, reverse commuters, and local daytime trips.

Lead responsibility: BoS

Coordinate with: TA, CoA

Timeframe:

Resources: Staff, CrossTown, 495/ MW

Action 7.1.2.2. Explore new and innovative options to serve residents’ commuting needs, such as ride- or car-sharing services.

Lead responsibility: BoS

Coordinate with: TA, CoA

Timeframe:

Resources: Staff, CrossTown, 495/ MW

Key: Critical Action

Short term	Short-medium term	Medium term	Medium-long term	Long term	Ongoing	

Goal 7.2. Continue to engage in partnerships with surrounding towns and the region.

Strategy 7.2.1. Continue participation in regional planning conversations and decision-making.

Action 7.2.1.1. Continue participation in MAPC (Metropolitan Area Planning Council) and MAGIC (Minuteman Advisory Group on Interlocal Coordination) subregional council meetings and initiatives.

Lead responsibility: BoS

Coordinate with: PB, TP, TA

Timeframe:

Resources: Staff, MAPC

Action 7.2.1.2. Continue to advocate for regional transportation solutions with Regional Transportation Authorities (RTAs) and as a member of the Boston Region Metropolitan Planning Organization, CrossTown Connect Transportation Management Association, and 495/MetroWest Partnership, and with other regional entities and neighboring towns.

Lead responsibility: BoS

Coordinate with: PB, TP, TA, CoA

Timeframe:

Resources: Staff, MAPC, MPO, CrossTown, 495/MW, Towns

Goal 7.3. Pursue regional approaches for open space and recreation.

Strategy 7.3.1. Explore opportunities to improve open space and recreation opportunities across municipal borders with neighboring communities.

Action 7.3.1.1. Identify recreational services and facilities in Boxborough and neighboring towns and plan for sharing of these facilities where feasible and desirable.

Lead responsibility: RC

Coordinate with: DPW

Timeframe:

Resources: Staff, MAPC, Towns

Action 7.3.1.2. Coordinate with neighboring communities to develop a regional open space and trail network.

Lead responsibility: TP

Coordinate with: ConsCom, RC, BoS

Timeframe:

Resources: Staff, MAPC, Towns

Key to Timeframe Symbols used in this document. See page 3 for a glossary of abbreviations.

Critical Action						
	Short term: 1-3 years/by 2018	Short-medium term: 1-7 years	Medium term: 4-7 years/by 2022	Medium-long term: 4-10+ years	Long term: 8-10+ years/2023 or later	

Boxborough2030



A Rural, Engaged Community for All

www.boxborough-ma.gov/boxborough2030

For more information, please contact:

Metropolitan Area Planning Council
60 Temple Place, 6th Floor
Boston, MA 02111
(617) 933-0700
www.mapc.org

Adam Duchesneau, AICP, Town Planner
Boxborough Town Hall, 29 Middle Road
Boxborough, MA 01719
(978) 264-1723
aduchesneau@boxborough-ma.gov

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**BOARD OF SELECTMEN
Meeting Minutes
May 23, 2016**

APPROVED: _____

PRESENT: Vincent Amoroso, Chair; Susan Bak, Clerk; Rick Barrett, Member; Les Fox, Member; and Robert Stemple, Member

ALSO PRESENT: Selina Shaw, Town Administrator, Gerry Noel, BICAO, Adam Duchesneau, Town Planner and Jonathan Eichman, Town Counsel.

EXECUTIVE SESSION

At 6:00 PM Chair Amoroso moved to adjourn to executive session to:

- a) Discuss strategy with respect to litigation
- b) Consider the purchase or value of real estate

and to reconvene in open session at 7:30 PM in the Grange Meeting Room to consider the regular business on the agenda. Chair Amoroso further stated that an open meeting may have a detrimental effect on the litigating and negotiating position of the Board. Seconded by Selectman Fox. **Approved 5-0 by Roll Call Vote: Fox "aye," Amoroso "aye," Stemple "aye," Bak "aye," and Barrett "aye."**

Chair Amoroso reconvened the meeting at 7:42P.M. in the Grange Meeting Room of Boxborough Town Hall.

ALSO PRESENT: Cheryl Mahoney, Department Assistant

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

ANNOUNCEMENTS

Chair Amoroso read the announcements and welcomed new Selectman, Rick Barrett.

REORGANIZATION OF THE BOARD

- Chair Amoroso opened discussion as to the Reorganization of the Board going forward, noting that the Board does this every year after the annual town election. Chair Amoroso called for nominations.
 - Chair Amoroso nominated Selectman Les Fox as Chair of the Board of Selectmen. Seconded by Selectman Stemple. Hearing no further nominations, Chair Amoroso closed nominations. **The Board approved Selectman Fox's nomination 5-0.** Amoroso was asked to chair this meeting and Fox would assume the Chairmanship starting May 24, 2016.
 - Chair Pro Tem Amoroso called for nominations for Clerk of the Board of Selectmen. Chair Pro Tem Amoroso nominated Susan Bak as Clerk. Seconded by Selectman Stemple. Hearing no further nominations, Chair Pro Tem Amoroso closed nominations. **The Board approved Selectman Bak's nomination 5-0.**

APPOINTMENTS

- There were no Citizens concerns.

MINUTES

- Selectman Fox moved to accept the minutes for the Regular session of April 4, 2016, as revised. Seconded by Selectman Bak. **Approved 5-0.**
- Selectman Fox moved to accept the minutes for the Regular sessions of May 9, 2016, and May 10, 2016, as written. Seconded by Selectman Bak. **Approved 5-0.**

SELECTMEN REPORTS

- Selectmen Fox reported on the Hager Well infrastructure work. This article was approved at Town Meeting. Selectmen Gorman had been dealing with the project and Fox is now following up on this. DPW has advised him, that the DEP has just issued a notice concerning "breakthrough" water quality issues that need to be addressed. Fox read the proposed letter on this, which he

would like to circulate to Town and AB School District stakeholders requesting input. Chair Pro Tem Amoroso moved to approve the letter, as written. Seconded by Selectman Bak. **Approved 5-0.** There was also discussion on a query raised at Town Meeting about the AB School District's responsibilities as to the maintenance of this water system. There has been a subsequent review of the Town's Intermunicipal Agreement with the AB District. The responsibilities of the parties and the AB District's proportional costs were summarized. ABRSC Member, Maria Neyland was present and provided her input.

- Chair Pro Tem Amoroso reported that at a recent meeting the Minuteman School Committee reviewed Town Meeting results and measures that may be taken going forward. Fifteen (15) member communities formally approved or approved by non-action the bonding article. Belmont rejected this article. As a result the District has to report these results, the failed vote, to MSBA. They will also be asking for a 180-day extension. He provided an overview of the concerns raised during Belmont's Town Meeting discussions. The District is working to address some of these concerns and is reviewing their options, including asking that District communities hold a Town Meeting for another Funding Article and calling for a Districtwide ballot election. He reviewed the potential outcomes of these actions. He also reviewed the status of the School District's accreditation.

OLD BUSINESS

- The Board reviewed this year's Annual Town Meeting. Though there were improvements and the BXB Production staff worked diligently to address lighting and screen image issues, the consensus was that there are still significant concerns. Possible options were discussed. BXB Production Supervisor, Kirby Dolak and Maria Neyland provided their input. TA Shaw advised that they will be meeting with school officials this week to discuss this and to see a demonstration of a screen projector that the Town is considering. Another concern is low attendance. There are several significant capital projects coming forward and it is a concern that just a few could be making major decisions for the entire town. It was suggested that if residents are satisfied as to how things are being managed and there no real contentious issues on a warrant they might not feel their input (attendance) is necessary. Possible options to increase attendance were discussed. Town Meeting is a unique form of democracy. It was suggested that residents may need to be educated as to how this process works. There was also discussion as to holding town meetings on Saturdays and holding Annual Town Meeting earlier in the year. There was also discussion on the reconsideration action; that the reconsideration bylaw article was not supported at Town Meeting and what, if any, action is necessary on this.

NEW BUSINESS

- The Board opened initial discussion on establishing some committees in FY 17 – Economic Development Committee, Public Safety Building Committee, and Town Meeting Study Committee. Police Chief Warren Ryder and Maria Neyland were present for this discussion.
 - Public Safety Building Committee – the proposed project and envisioned facility would have a significant impact on the Town. Chief Ryder strongly urged the Selectmen to establish a Public Safety Building Committee. There was discussion as to the mission of a building committee and it's possible make up. The Town needs to draw in voters into this discussion so this can move forward. There was discussion about possibly holding a special town meeting in the coming months on this, giving the Town time to address the issues that have been raised. There was discussion as to some of these issues/concerns raised during the Town Meeting; efforts to communicate the necessary information and engage voters. It was also suggested that informational sessions be conducted and stakeholder be engaged, specifically the Selectmen and FinCom, making them part of the decision making process. This will only work if we work on this together. Even when the Selectmen and FinCom do not come to a consensus on an issue there is little controversy when they can, at least agree on the issues, and that is exactly what happened at Town Meeting. Also we gave voters only the option of voting on the total amount presented in this article.
 - Town Meeting Study Committee – this was proposed at Town Meeting. To an earlier point this could be an opportunity to educate the public and generate an interest. There have been similar efforts in the past.
 - Economic Development Committee – establishing this committee was generated out of the Boxborough 2030 Plan action items. There have been similar efforts in the past. This group would be a long range effort; requiring a lot of work and commitment, however the effort would be worth it.

It was noted that this is just the initial discussions on the formation of these groups and there will be further discussions moving forward.

- There was a preliminary review of the proposed FY 2017 Liaison List as the matters that would be assigned (i.e. new and expiring); those previously assigned to Selectman Gorman; the Board's past practices in assigning responsibilities and how the Board would like to manage going forward. The Board will finalize the list at their next meeting.
- The Board discussed the establishment of "team" to negotiate memorandum of agreement with Boxborough Professional Firefighters, Local 4601 for the purposes of adding Permanent Captain to the collective bargaining unit (CBU) and to establish the wage for the position. It was noted that the position should be identified as "Fulltime" Captain not "Permanent" Captain. The board deferred further discussion on this until liaisons are assigned.

- The Board took up the resignation of Mitzi Garcia-Weil from the Recreation Commission, and recognized her service on various boards over the years. Chair Pro Tem Amoroso moved to accept with regrets the resignation of Mitzi Garcia-Weil from the Recreation Commission effective June 30, 2016. Seconded by Selectman Bak. **Approved 5-0.**
- The Board opened discussion on the execution of the grant agreement with the Boxborough Affordable Housing Trust. This is part of a process that was set in motion when the related CPA funding was approved at Town Meeting. Memorializing this agreement is a strongly recommended “best practice.” There was discussion as to the Town relationship with the regional housing collaborative and the Boxborough Affordable Housing Trust’s role in this. It was noted this is a timely concern as the collaborative’s fiscal year does not coincide with the Town’s. Chair Pro Tem Amoroso moved to execute the Community Preservation Act Grant Agreement between the Town and the Boxborough Affordable Housing Trust. Seconded by Selectmen Fox. **Approved 4-0-1 (Fox abstained).**

CORRESPONDENCE

- It was noted that the Minuteman District’s MSBA letter that was referenced to earlier by Chair Pro Tem Amoroso is provided.
- The Conservation Commission’s communication regarding the Wolf Swamp usage request was reviewed, it was noted that this is the ConsCom’s purview; no further comments were made.

EXECUTIVE SESSION

- There was no need for an Executive Session.

ADJOURN

The meeting was adjourned at 9:20 PM

Tai



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 5,000.00 be transferred from:

UMAS Acct. # 001-146-5112-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Collector Salary

To:

UMAS Acct. # 001-210-5599-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Police Expenses - Other

The balance in the Collector Salary line item as of 6/9/16 (Date) is \$ 66,676.
An amount of \$ 66,676 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 5000.

The balance in the Police Expenses - Other line item as of 6/7/16 (Date) is \$(1,987.71).
An amount of \$ 3,431 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Unexpected expenses with building maintenance, police travel and vehicle repairs make it necessary to transfer these funds.

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

[Signature] (Signature) CHIEF OF POLICE (Title)
[Signature] (Signature) Collector / Treasurer (Title)
[Signature] 6/9/16 Town Administrator

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

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

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

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget		Transfer:	Journal Entry:		Receipt:	Payment:	Ending	% Var.
	Encumbered	To Date	This Period To Date						
001-146-5112-0000	66,676.00	0.00		0.00	0.00	0.00	0.00		
Collector Salary	0.00	0.00	66,676.00	0.00	0.00	0.00	0.00	66,676.00	0.00
	66,676.00	0.00		0.00	0.00	0.00	0.00		
1 Account(s) totaling:	0.00	0.00	66,676.00	0.00	0.00	0.00	0.00	66,676.00	0.00

Ledger History - Variance - Expenditure Ledger

Account Number	Budget Encumbered	Transfer: This Period To Date	Allocated	Journal Entry: This Period To Date	Receipt: This Period To Date	Payment: This Period To Date	Ending	% Var.
001-210-5599-0000	3,431.00	0.00		0.00	0.00	-5,294.50		
Police Other Expense	0.00	0.00	3,431.00	0.00	0.00	-5,294.50	-1,863.50	154.31
	3,431.00	0.00		0.00	0.00	-5,294.50		
1 Account(s) totaling:	0.00	0.00	3,431.00	0.00	0.00	-5,294.50	-1,863.50	154.31

+ -129.21 pending

 -1987.71

7 a ii



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 7,500.00 be transferred from:

UMAS Acct. #001-220-5116-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Fire Salary Per Diem FF

To:

UMAS Acct. #001-215-5116-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Dispatch Part Time Salary

The balance in the Fire Salary Per Diem FF line item as of 6/9/16 (Date) is \$ 102787.05.
An amount of \$ 259,046 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 7771.38.

The balance in the Dispatch Part Time Salary line item as of 6/9/16 (Date) is \$ 1165.20.
An amount of \$ 9,376.00 was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

We are currently training two new Part Time Dispatchers and the transfer will fund an increase in training hours for a quicker training period.

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

[Signature] (Signature) FIRE CHIEF (Title)
[Signature] (Signature) CHIEF OF POLICE (Title)
[Signature] 6/9/16 Town Administrator

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

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

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

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Allocated	Journal Entry:	Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period		This Period	This Period	This Period		
		To Date		To Date	To Date	To Date		
001-220-5116-0000	259,046.00	0.00		0.00	0.00	-156,258.95		
Fire Salary -PD FF	0.00	0.00	259,046.00	0.00	0.00	-156,258.95	102,787.05	60.32
	259,046.00	0.00		0.00	0.00	-156,258.95		
1 Account(s) totaling:	0.00	0.00	259,046.00	0.00	0.00	-156,258.95	102,787.05	60.32

Ledger History - Variance - Expenditure Ledger

Account Number	Transfer:		Journal Entry:		Receipt:		Payment:		Ending	% Var.
	Budget Encumbered	This Period To Date	This Period To Date	Allocated	This Period To Date	This Period To Date	This Period To Date			
001-215-5116-0000	9,376.00	0.00			0.00	0.00	-8,210.80			
Dispatch Salary -PT	0.00	0.00	9,376.00		0.00	0.00	-8,210.80	1,165.20	87.57	
	9,376.00	0.00			0.00	0.00	-8,210.80			
1 Account(s) totaling:	0.00	0.00	9,376.00		0.00	0.00	-8,210.80	1,165.20	87.57	

7 a iii

Finance Committee



Interdepartmental Transfer Request

Pursuant to MGL ch 44 § 33B

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 5,000.00 be transferred from:

UMAS Acct. # 001-423-5134-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Snow & Ice Overtime

To:

UMAS Acct. # 001-423-5531-0000
(Fund # - Dept. # - Object - Detail)
Description (e.g. Selectmen's expenses) Snow & Ice Street Maint Supply

The balance in the 001-423-5134-0000 line item as of 6/9/16 (Date) is \$ 19,993.28. An amount of \$ 55,116.00 was originally budgeted/appropriated. Interdepartmental transfer of funds may not exceed 3% of the amount budgeted, or \$ 5,000.

The balance in the 001-423-5531-0000 line item as of 6/9/16 (Date) is \$ (6,038.84). An amount of \$ 85,636.00 ^{total other expenses} was originally budgeted/appropriated. The transfer of funds is requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item. <8244.24>

Though a mild winter for plowing, the amount of materials needed to keep the streets clear was necessary to maintain. Equipment costs were also increased to maintain the condition and life, so there is not enough flux to cover the increased costs. This also accompanies a Reserve Fund Transfer and will lessen the impact on the Reserve Fund.

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

(Signature) _____ (Title)
[Signature] 6/9/16 (Signature) Town Administrator (Title)

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

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

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

7 a i v

Finance Committee



Reserve Fund Transfer Request

Date: 6/9/16

It is requested by the undersigned that the sum of \$ 3,245 be transferred from the Reserve Fund to:

UMAS Acct. # 001-423-5531-0000

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

Description (e.g. Selectmen's expenses) Snow & Ice Street Maintenance Supply

The balance in ~~the line item~~ ^{Total Other Expense} as of 6/9/16 (Date) is \$ ~~(6,038.84)~~ (8244.24). An amount of \$ ~~85,636~~ 106,610 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

Though a mild winter for plowing, the amount of materials needed to keep the streets clear was necessary to maintain. Equipment costs were also increased to maintain the condition and life, so there is not enough flux to cover the increased costs. This also accompanies an Internal Transfer from Salaries, to lessen the impact on the Reserve Fund.

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

_____	(Signature)	_____	(Title)
<u>[Signature]</u>	(Signature)	<u>Town Administrator</u>	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

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

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

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

Filter by: Segment 1: 001
 Segment 2: 423
 Segment 3: 5100, 5108, 5110, 5111, 5112, 5113, 5114, 5115, 5116, 5120, 5124, 5125, 5126, 5134, 5140, 5143, 5144, 5145, 5154, 5160, 5168, 5170, 5171, 5172, 5173, 5174, 5180, 5181

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Transfer:		Allocated	Journal Entry:		Receipt:		Payment:	
	Budget Encumbered	This Period To Date		This Period To Date	This Period To Date	This Period To Date	Ending	% Var.	
001-423-5126-0000	5,623.00	0.00		0.00	0.00	-3,135.64			
S&I Seasonal Wages	0.00	0.00	5,623.00	0.00	0.00	-3,135.64	2,487.36	55.76	
001-423-5134-0000	55,116.00	0.00		0.00	0.00	-35,122.72			
S&I OT	0.00	0.00	55,116.00	0.00	0.00	-35,122.72	19,993.28	63.73	
	60,739.00	0.00		0.00	0.00	-38,258.36			
2 Account(s) totaling:	0.00	0.00	60,739.00	0.00	0.00	-38,258.36	22,480.64	62.99	

Filter by: Segment 1: 001

Segment 2: 423

Segment 3: 5200, 5201, 5202, 5203, 5204, 5205, 5206, 5207, 5208, 5209, 5210, 5211, 5212, 5213, 5216, 5217, 5218, 5219, 5220, 5221, 5222, 5223, 5224, 5225, 5230, 5235, 5240, 5241, 5242, 5243, 5245, 5250, 5270, 5271, 5280, 5290, 5291, 5292, 5300, 5301, 5302, 5305, 5306, 5310, 5311, 5312, 5313, 5316, 5317, 5318, 5320, 5321, 5330, 5331, 5340, 5341, 5342, 5343, 5344, 5345, 5351, 5380, 5399, 5400, 5413, 5420, 5421, 5422, 5440, 5441, 5442, 5443, 5490, 5500, 5510, 5520, 5521, 5531, 5536, 5580, 5582, 5591, 5599, 5600, 5601, 5602, 5620, 5630, 5631, 5639, 5640, 5646, 5651, 5661, 5663, 5668, 5690, 5700, 5710, 5711, 5712, 5730, 5731, 5740, 5741, 5770, 5780, 5793, 5799, 5800, 5801, 5802, 5803, 5804, 5806, 5807, 5808, 5809, 5810, 5811, 5813, 5814, 5815, 5816, 5817, 5818, 5819, 5820, 5821, 5827, 5830, 5831, 5840, 5850, 5870, 5882, 5890, 5899, 5900, 5910, 5915, 5916, 5925, 5940, 5950, 5960, 5961, 5962, 5963, 5966, 5967, 5968, 6001, 6002, 6003, 6004, 6005, 6006, 6007, 6008, 6009, 6100, 6101, 6102, 6103, 6105, 6106, 6107, 6108, 6109, 6110, 6111, 6112, 6113, 6114, 6115, 6116, 6117, 6118, 6119, 6120, 6121, 6122, 6124, 6125, 6126, 6127, 6128, 6129, 6130, 6131, 6132, 6133, 7000, 7203, 7204, 7205, 7206, 7207, 7208, 7209, 7500

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Variance - Expenditure Ledger

Account Number	Budget	Transfer:	Journal Entry:		Receipt:	Payment:	Ending	% Var.
	Encumbered	This Period To Date	Allocated	This Period To Date	This Period To Date	This Period To Date		
001-423-5243-0000	10,774.00	0.00		0.00	0.00	-12,961.61		
S&I Equipment Maint Svc	0.00	0.00	10,774.00	0.00	0.00	-12,961.61	-2,187.61	120.30
001-423-5442-0000	10,200.00	0.00		0.00	0.00	-10,016.89		
S&I Vehicle Maint Supply	0.00	0.00	10,200.00	0.00	0.00	-10,016.89	183.11	98.20
001-423-5490-0000	0.00	0.00		0.00	0.00	-200.90		
S&I Meals/Refreshments	0.00	0.00	0.00	0.00	0.00	-200.90	-200.90	0.00
001-423-5531-0000	85,636.00	0.00		0.00	0.00	-91,674.84		
S&I Street Maint Supply	0.00	0.00	85,636.00	0.00	0.00	-91,674.84	-6,038.84	107.05
	106,610.00	0.00		0.00	0.00	-114,854.24		
4 Account(s) totaling:	0.00	0.00	106,610.00	0.00	0.00	-114,854.24	-8,244.24	107.73

INTERMUNICIPAL AGREEMENT
LITTLETON COMMUNITY TELEVISION (LCTV) SERVICES

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

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

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

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2016, through June 30, 2017, subject to appropriation of funding by Boxborough.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Littleton's Commitment to Provide LCTV Services to Boxborough

5. Littleton shall provide LCTV services to Boxborough as defined under Scope of Services below. Services shall include seven hundred sixty (760) hours of staffing for management and oversight, and broadcast of all regularly scheduled Board of Selectmen (BOS) meetings, and Annual and Special Town meetings (ATM/STM). Coverage of unscheduled meetings that may or may not be held in the defined video locations may incur hourly fees (defined in #9). New/additional board or committee meeting coverage may be added to this agreement by mutually amending the terms and conditions of this agreement.
6. If meeting dates for Boxborough Annual and/or Special Town meetings coincide with Littleton's ATM or STM, LCTV may not be available to provide video coverage. Littleton shall provide Boxborough with at least sixty (60) days' notice if LCTV is unable to provide video coverage and shall provide a credit to Boxborough in an amount to be mutually agreed upon. In such instances LCTV agrees to make a good faith effort to assist Boxborough in identifying suitable video service vendors.
7. It is LCTV's goal to accommodate Boxborough when rescheduling cancelled or adding special non-scheduled meetings. The availability of LCTV resources or contractors may not coincide

with requested dates/times. Providing coverage for rescheduled meetings (particularly in non-standard locations), or adding special non-scheduled meetings, must be discussed with LCTV as soon as Boxborough knows of such change(s) to address scheduling, contractor and equipment availability, and determine site suitability for video productions.

Boxborough's Financial Commitment to Pay Littleton for LCTV Services

8. In consideration for the basic services provided under this Agreement, Boxborough shall pay Littleton the sum of Fifty-seven Thousand Seven Hundred Dollars (\$57,700) for the period July 1, 2016 through June 30, 2017, to be paid in four quarterly installments of Fourteen Thousand Four Hundred and Twenty-Five Dollars (\$14,425).
9. In consideration for the supplemental services provided under this Agreement, Boxborough shall pay Littleton the sum of \$85.00 per hour, per person, two hour minimum, excluding additional/special equipment rental for the period July 1, 2016 through June 30, 2017. The rate shall be reduced accordingly if AB students are utilized to provide the videographic services.
10. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Littleton's Treasurer will invoice Boxborough on September 30, 2016, December 31, 2016, March 31, 2017 and June 30, 2017 and Boxborough's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
11. Boxborough warrants and represents that it has appropriated funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement.
12. For each Extended Term, Boxborough warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement, or (b) notify Littleton in writing at least thirty days prior to the commencement of the Extended Term that Boxborough has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Record Keeping

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

Personnel

14. During the Term, Littleton shall employ and pay all benefits for the LCTV Executive Director and LCTV Production Supervisor.
15. LCTV personnel while engaged in performing LCTV Services in Boxborough under this Agreement shall be deemed to be engaged in the service and employment of Littleton, notwithstanding such service, activity or undertaking is being performed in or for Boxborough.

Defined Video Locations

16. Defined videotape locations for Boxborough BOS meetings are the Grange meeting room or the Morse-Hilberg meeting room. For Special Town Meeting or Annual Town Meetings the defined videotape location is the Blanchard Memorial School gym.
17. LCTV shall not be responsible for the quality of broadcast production if Boxborough is unable to provide adequate illumination. The LCTV Production Supervisor will advise the Town of the necessary illumination requirements.
18. Boxborough shall provide an adequate number of 15 amp AC power outlets in order to power the A/V equipment in defined video locations. Additionally, in order for LCTV to be able to provide live broadcast transmissions, Boxborough shall provide adequate network access via a town network data port (RJ45 at 100MB) connected to the Town Hall Leightonix UltraNexus playback server.

Rights and Indemnities

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

Scope of LCTV Services

21. LCTV Services under this Agreement shall include the following, as more fully described in Appendix A, attached hereto and made part hereof:

- Service #1 Administration Fee/Costs
- Service #2 Management of the Boxborough cable station
- Service #3 Maintain Boxborough cable program schedule
- Service #4 Maintain Boxborough cable broadcast equipment
- Service #5 Update and maintain Boxborough's Community Bulletin Board
- Service #6 Recruit and train contractors
- Service #7 Work with Town Clerk on meetings and schedules
- Service #8 Schedule Contractors for Meetings
- Service #9 Videotape Special/Annual Town Meetings
- Service #11 On-demand programming for Government programming
- Service #16 Evaluate/Facilitate New Equipment Acquisition

22. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

Administration

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

Termination

25. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 22 and 23 above.

Notices

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

Assignment

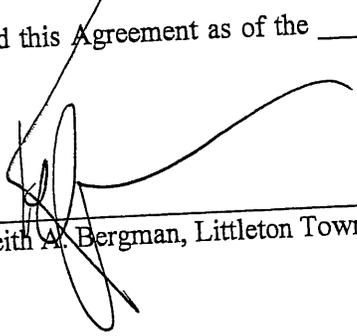
27. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2016.

Selina S. Shaw, Boxborough Town Administrator



Keith A. Bergman, Littleton Town Administrator

APPROVED BY: Board of Selectmen of the Town of Boxborough

Leslie R. Fox, Chair

Susan M. Bak, Clerk

Vincent M. Amoroso

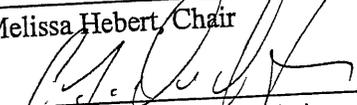
Richard M. Barrett

Robert T. Stemple

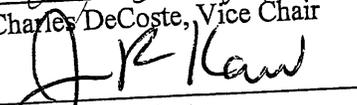
APPROVED BY: Board of Selectmen of the Town of Littleton



Melissa Hebert, Chair



Charles DeCoste, Vice Chair



James Karr, Clerk



Joseph Knox



Paul Glavey

LCTV
Services
Definitions

May 31

2016

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

Overview

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Service #3 Maintain Boxborough Cable Program Schedule	2
Service #4 Maintain Boxborough Cable Broadcast Equipment.....	3
Service #5 Update and Maintain Boxborough's Community Bulletin Board	3
Service #6 Recruit and Train Contractors.....	3
Service #7 Work with Town Clerk on Meetings and Schedules	4
Service #8 Schedule Contractors for Meetings	4
Service #9 Video Tape Special/Annual Town Meetings	4
Service #10 Extend Government Meeting Coverage	4
Service #11 On Demand Programming for Government programming	5
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Service #13 Launch Boxborough Public/Education Access Channels	5
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Littleton Community Television (LCTV) Services Descriptions
As of May 31, 2016

Service #1 Administration Fee/Costs

Service Description– Administration and costs associated with the administration of the Boxborough Community Access Channels and Station

Service Scope – Mutually agreed upon list of services and period of management; Agreement reviewed on an annual basis

Service delivery – Local and remote access to Boxborough station facilities and equipment 7x24x365

Service Dependencies/Interdependencies. Development of Inter-community agreement of Services and Fees/Costs associated with delivery of Services.

Service #2 Management of the Boxborough Cable Station

Service Description – Provide for the day to day management and operation of the Boxborough Station that provides Live coverage of scheduled Open meetings of Selectmen

Service Scope – (Review existing essential functions of previous IT personnel),

Service delivery – Working under the policy direction of the Boxborough Cable Advisory Committee, supervised by the Boxborough Town Administrator, perform professional, administrative, and supervisory work in planning, coordinating and administering the delivery of public access programming for the citizens of Boxborough

Service Dependencies/Interdependencies #1

Service #3 Maintain Boxborough Cable Program Schedule

Service Description – Using existing broadcast equipment create a weekly schedule of existing government access channel programming; With Boxborough IT assistance create basic schedule webpage

Service Scope – Programming coverage is based on current content

Service delivery – On-Air schedule and PSA's; Provide schedule information to Boxborough Town Clerk for website posting

Service Dependencies/Interdependencies #2

Service #4 Maintain Boxborough Cable Broadcast Equipment

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

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

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

Service Dependencies/Interdependencies #2

Service #5 Update and Maintain Boxborough's Community Bulletin Board

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

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

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

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

Service #6 Recruit and Train Contractors

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

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

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

Service Dependencies/Interdependencies #2

Service #7 Work with Town Administrator's Department Assistant on Meetings and Schedules

Service Description – Emails to schedule upcoming Selectmen meetings; Emails must be received no later than one week prior to requested TV coverage to enable contractor scheduling

Service Scope

Service delivery – Email/phone conversations on upcoming meetings

Service Dependencies/Interdependencies.#6

Service #8 Schedule Contractors for Meetings

Service Description – Schedule new and existing contractors for meeting coverage

Service Scope

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

Service Dependencies/Interdependencies #6, #7

Service #9 Video Tape Special/Annual Town Meetings

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

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

Service delivery – Provide a multi-camera shoot of Boxborough Town meeting using Boxborough's Audio and Video Equipment Created real time program will be imported into the Leightronix for scheduled rebroadcast.

Service Dependencies/Interdependencies #8

Service #10 Extend Government Meeting Coverage

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

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

Service Delivery – Provide for additional contractor coverage/Scheduling

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

Service #11 On Demand Programming for Government programming

Service Description – Using Leightronix On-Demand subscription services and links on the Boxborough Town website, provide web links to live or delayed broadcast created programming

Service Scope – Initial focus is the Government meeting coverage

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

Service Dependencies/Interdependencies #1, 2

Service #12 Add Content of Littleton Program Schedule to Boxborough

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

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

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

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

Service #13 Launch Boxborough Public/Education Access Channels

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

Service Scope –

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

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

Service #14 Train Boxborough Residents

Service Description – Train Boxborough residents in Video Production

Service Scope –

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

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

Service #15 Launch Boxborough Specific Content of Programming Schedule

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

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

Service delivery – Programs will be produced in the Littleton Studios

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

Service #16 Evaluate/Facilitate New Equipment Acquisition

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

Service Scope –

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

Service Dependencies/Interdependencies – #4

Service #17 Work with Safety Agencies

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

Service Scope –

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

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

Service #18 Create Copies of Local Programs

Service Description – Create DVD copies of locally created programming

Service Scope –

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

Service Dependencies/Interdependencies – #2

Service #19 Record School Activities

Service Description – Provide coverage for School activities (Blanchard School Graduation 8th)

Service Scope –

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

Service Dependencies/Interdependencies – #2, #13

Service #20 Work with Acton on Sharing Boxborough Specific Content

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

Service Scope –

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

Service Dependencies/Interdependencies – #2, #12, #14, #15

Service #21 Access to LCTV Production Studios

Service Description – Boxborough Residents access to the LCTV Studios for production/post-production usage

Service Scope – Scheduling required of LCTV studios to coordinate with existing Littleton usage

Service delivery – Defined service hours

Service Dependencies/Interdependencies – #2, #14, #15

Service #22 Access to LCTV Mobile Production Van

Service Description– Boxborough Residents access to the LCTV Studios for production/post-production usage

Service Scope – Scheduling required of LCTV Production Van to coordinate with existing Littleton usage

Service delivery – Defined service hours

Service Dependencies/Interdependencies – #2, #14, #15

7611

INTERMUNICIPAL AGREEMENT
ANIMAL CONTROL SERVICES

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

Whereas, Littleton is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Littleton seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Littleton.

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2016, through June 30, 2017, subject to appropriation of funding by Littleton.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Boxborough's Commitment to Provide ACO Services to Littleton

5. **Basic Services:** Boxborough shall provide routine ACO services to Littleton as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. **Emergency Services:** For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Littleton to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

Littleton's Financial Commitment to Pay Boxborough for Animal Control Services

7. In consideration for the basic services provided under this Agreement, Littleton shall pay Boxborough one-third (1/3) of the total cost of the Animal Control Officer, including wages, fringe benefits, expenses and an administration fee which covers county retirement, workers compensation, payroll administration, supplies, veterinary expenses, and kennel lease, the total of which is broken down as follows:

Annual Wages (2088 hours @ \$20.34/hour)	\$42,469.92
Medicare (1.45% x \$42,471.17)	615.81
Estimated Medicare on additional compensation (1.45% x \$4,160)	60.32
Health insurance family plan	16,866.00
Mileage, estimated at 300 miles /week @ \$0.54/mile (2016 IRS rate)	8,456.40
Cell phone (@ \$110/month plus new phone)	760.00
Administration fee (10% x \$42,471.17)	4,247.00
TOTAL COST	\$73,475.45

Littleton's share of the annual expenses for the basic services provided under this Agreement for the period July 1, 2016 through June 30, 2017 shall be Twenty-four Thousand Four Hundred Ninety-one Dollars and Eighty-two Cents (\$24,491.82), to be paid in eleven monthly installments of Two Thousand Forty Dollars and Ninety-eight Cents (\$2,040.98) and one final installment of Two Thousand Forty-one Dollars and Four Cents (\$2,041.04).

8. In consideration for the emergency services provided under this Agreement, Littleton shall pay Boxborough the sum of \$30.51 per hour, with a four hour minimum per call, for the period July 1, 2016 through June 30, 2017.
9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Boxborough's Treasurer will invoice Littleton on a monthly basis, and Littleton's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Littleton warrants and represents that it has appropriated funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Littleton warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Littleton has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Fees, Licensing and Fines

12. Dog owner shall be responsible for paying the following fees directly to Boxborough:
 - a) \$10 Dog Pick-up fee
 - b) \$50 Dog picked up not displaying a valid license
 - c) \$40 Dog kenneling per day
13. Dog owner shall be responsible for paying licensing and fines directly to Littleton.
14. In the event of non-payment, abandoned animal or unknown animal, Littleton will be responsible for unpaid fees, which will be added to the monthly invoice.

Record Keeping

15. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

Personnel

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.
17. The ACO while engaged in performing ACO Services in Littleton under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Littleton.

Rights and Indemnities

18. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

Procedure to Request Services

20. If available, Littleton Police shall provide initial response to all animal complaints in Littleton and determine if ACO services are required.
21. If Littleton Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Littleton Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Littleton Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

Scope of ACO Services

23. ACO Services under this Agreement shall include the following:
 - a) Catching stray and/or injured dogs.
 - b) Seeking treatment for ill/injured impounded dogs as necessary.
 - c) Responding to complaints regarding stray or injured animals.

- d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
 - e) Working with the Littleton Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
 - f) Verifying rabies and licensing status of impounded dogs.
 - g) Prosecuting violators of Littleton's animal control bylaws.
 - h) Checking dead animals for microchip. Littleton shall be responsible for final disposition.
 - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Littleton shall be responsible for cost.
 - j) Providing advice and information to residents regarding pest control options.
 - k) ACO shall pick up destroyed animals and arrange with Littleton's Animal Inspector for testing if necessary. Littleton shall be responsible for paying the testing fees and for final disposition of destroyed animals.
24. The ACO shall have enforcement jurisdiction in Littleton under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.
25. ACO shall attend dog hearings as requested.
26. Littleton Police should destroy severely injured dogs if possible and safe to do so.
27. Littleton Police should destroy rabid animals if possible and safe to do so.
28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

Administration

29. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Littleton shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

Termination

32. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments

owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 19 and 20 above.

Notices

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

Assignment

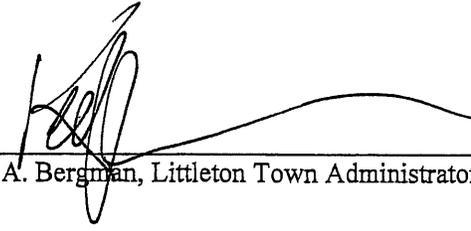
34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2016.

Selina S. Shaw, Boxborough Town Administrator



Keith A. Bergman, Littleton Town Administrator

APPROVED BY: Board of Selectmen of the Town of Boxborough

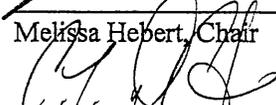
APPROVED BY: Board of Selectmen of the Town of Littleton

Leslie R. Fox, Chair



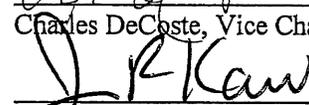
Melissa Hebert, Chair

Susan M. Bak, Clerk



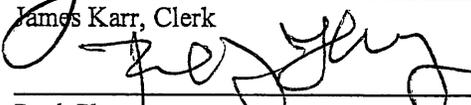
Charles DeCoste, Vice Chair

Vincent M. Amoroso



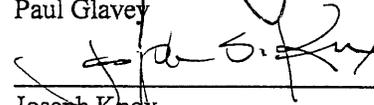
James Karr, Clerk

Richard M. Barrett



Paul Glavey

Robert T. Stemple



Joseph Knox

INTERMUNICIPAL AGREEMENT
ANIMAL CONTROL SERVICES

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Stow, a municipal corporation with a principal office at Town Hall, 380 Great Road, Stow, MA 01775-2127 ("Stow").

Whereas, Stow is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Stow seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Stow.

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2016, through June 30, 2017, subject to appropriation of funding by Stow.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Stow Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Boxborough's Commitment to Provide ACO Services to Stow

5. Basic Services: Boxborough shall provide routine ACO services to Stow as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. Emergency Services: For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Stow to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

Stow's Financial Commitment to Pay Boxborough for Animal Control Services

7. In consideration for the basic services provided under this Agreement, Stow shall pay Boxborough one third (1/3) of the total cost of the Animal Control Officer, including wages, fringe benefits, expenses and an administration fee which covers county retirement, workers compensation, payroll administration, supplies, veterinary expenses, and kennel lease, the total of which is broken down as follows:

Annual Wages (2088 hours @ \$20.34/hour)	\$42,469.92
Medicare (1.45% x \$42,469.92)	615.81
Estimated Medicare on additional compensation (1.45% x \$4,160)	60.32
Health insurance family plan	16,866.00
Mileage, estimated at 300 miles /week @ \$0.54/mile (2016 IRS rate)	8,456.40
Cell phone (@ \$55/month plus new phone)	760.00
Administration fee (10% x \$42,469.92)	4,247.00
	\$73,475.45

Stow's share of the annual expenses for the basic services provided under this Agreement for the period July 1, 2016 through June 30, 2017 shall be Twenty-four Thousand Four Hundred Ninety-one Dollars and Eighty-two Cents (\$24,491.82), to be paid in eleven monthly installments of Two Thousand Forty Dollars and Ninety-eight Cents (\$2,040.98) and one final installment of Two Thousand Forty-one Dollars and Four Cents (\$2,041.04).

8. In consideration for the emergency services provided under this Agreement, Stow shall pay Boxborough the sum of \$30.51 per hour, with a four hour minimum per call, for the period July 1, 2016 through June 30, 2017.
9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Stow Town Administrator, Boxborough's Treasurer will invoice Stow on a monthly basis, and Stow's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Stow warrants and represents that it has appropriated funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Stow warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Stow has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Fees, Licensing and Fines

12. Dog owner shall be responsible for paying the following fees directly to Boxborough:
 - a) \$10 Dog Pick-up fee
 - b) \$50 Dog picked up not displaying a valid license
 - c) \$40 Dog kenneling per day
13. Dog owner shall be responsible for paying licensing and fines directly to Stow.
14. In the event of non-payment, abandoned animal or unknown animal, Stow will be responsible for unpaid fees, which will be added to the monthly invoice.

Record Keeping

15. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

Personnel

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.
17. The ACO while engaged in performing ACO Services in Stow under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Stow.

Rights and Indemnities

18. By entering into this Agreement, Boxborough and Stow have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Stow are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Stow agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

Procedure to Request Services

20. If available, Stow Police shall provide initial response to all animal complaints in Stow and determine if ACO services are required.
21. If Stow Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Stow Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Stow Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

Scope of ACO Services

23. ACO Services under this Agreement shall include the following:
 - a) Catching stray and/or injured dogs.
 - b) Seeking treatment for ill/injured impounded dogs as necessary.
 - c) Responding to complaints regarding stray or injured animals.

- d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
 - e) Working with the Stow Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
 - f) Verifying rabies and licensing status of impounded dogs.
 - g) Prosecuting violators of Stow's animal control bylaws.
 - h) Checking dead animals for microchip. Stow shall be responsible for final disposition.
 - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Stow shall be responsible for cost.
 - j) Providing advice and information to residents regarding pest control options.
 - k) ACO shall pick up destroyed animals and arrange with Stow's Animal Inspector for testing if necessary. Stow shall be responsible for paying the testing fees and for final disposition of destroyed animals.
24. The ACO shall have enforcement jurisdiction in Stow under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.
25. ACO shall attend dog hearings as requested.
26. Stow Police should destroy severely injured dogs if possible and safe to do so.
27. Stow Police should destroy rabid animals if possible and safe to do so.
28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

Administration

29. The Boxborough Town Administrator and the Stow Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Stow shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

Termination

32. Either Boxborough or Stow, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments

owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 19 and 20 above.

Notices

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Stow Town Administrator, Town Hall, 380 Great Road, Stow, MA 01775-2127, with a copy to the Boxborough Board of Selectmen at the same address.

Assignment

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

Entire Agreement

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

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2016.

Selina S. Shaw, Boxborough Town Administrator

William J. Wrigley, Stow Town Administrator

APPROVED BY: Board of Selectmen of
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of
Stow

Leslie R. Fox, Chair

James H. Salvie, Chair

Susan M. Bak, Clerk

Ingeborg Hegemann, Clerk

Vincent M. Amoroso

Brian P. Burke

Richard M. Bennett

Donald P. Hawkes

Robert T. Stemple

Thomas E. Ryan III

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 FY 2017
 APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Donald	Morse	Animal Control Officer - Other	June 30, 2017
Donald	Morse	Cemetery Superintendent	June 30, 2017
Donald	Morse	Veterans' Agent	March 31, 2017
	Vacant	Assistant Veterans' Agent	
Phyllis	Tower	Animal Control Officer - Dogs & Cats	June 30, 2017
Phyllis	Tower	Field Driver	June 30, 2017
Selina S.	Shaw	Town Administrator, Chief Procurement Officer and ADAAA Compliance Officer	Dec. 31, 2018
Patrick	McIntyre	Treasurer/Collector	June 30, 2017
Jennifer B.	Barrett	Town Accountant	June 30, 2017
Ruth T.	Anderson	Town Assessor	June 30, 2017
Adam	Duchesneau	Town Planner	June 30, 2017
Gerard	Noel	Inspector of Buildings/Code Administration Officer	June 30, 2017
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2017
Charles	Weeks	Inspector of Wires	June 30, 2017
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2017
Robert	Norton	Assistant Inspector of Wires - alternate	June 30, 2017
Gary	Corey	Inspector of Gas & Plumbing	June 30, 2017
Norman	Card, Jr.	Assistant Inspector of Gas & Plumbing	June 30, 2017
Randolph T.	White	Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director and Roy Custance Scholarship Administrator	June 30, 2018
Thomas	Garmon	Director of Public Works , Tree Warden and Moth Superintendent	June 30, 2017
Kopelman & Paige, PC		Town Counsel	June 30, 2017
Warren B.	Ryder	Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director and Deputy Emergency Management Director	June 30, 2017
Warren J.	O'Brien	Lieutenant	June 30, 2017
Nathan W.	Bowolick	Sergeant	June 30, 2017
Brett A.	Pelley	Sergeant	June 30, 2017
Robert A.	Arakelian	Probationary Full-time Patrol Officer commencing February 25, 2016	Feb. 24, 2017
Robert	Bielecki	Patrol Officer	June 30, 2017
Patrick S.	Colburn	Patrol Officer	June 30, 2017
Philip M.	Gath	Patrol Officer	June 30, 2017
Kevin	Gordon	Probationary Full-time Patrol Officer commencing January 1, 2016	Dec. 31, 2016
Jeffrey C.	Landgren	Patrol Officer	June 30, 2017
Robert	Fagundes	Patrol Officer	June 30, 2017
Gordon N.	Clark	Special Police Officer	June 30, 2017
Robert	DaCosta	Special Police Officer	June 30, 2017
Steven P.	Duffy	Special Police Officer	June 30, 2017
Frank	Gordon	Special Police Officer	June 30, 2017
Patrick E.	Mortimer	Special Police Officer	June 30, 2017
Katelyn	Pfeifer	Special Police Officer	June 30, 2017
Amy	Waxman	Lock-up Attendant	June 30, 2017

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

Selina Shaw

From: Elizabeth Markiewicz <emarkiewicz@boxborough-ma.gov>
Sent: Friday, May 20, 2016 10:03 AM
To: 'Selina S. Shaw'
Subject: Election Warden

Cheryl just spoke with me about Election Warden. Election Warden is not the same as Constable. They are two different roles. There is no need to appoint Owen or Kevin as election wardens because they will be serving at the polls as constables. If the BOS would like to delegate to me the power to appoint my own warden that would make it simpler (they would delegate to me simply by not appointing). In many elections I serve as warden and clerk.

Liz

Elizabeth A. Markiewicz
Town Clerk
29 Middle Road
Boxborough, MA 01719
978-264-1727
Hours:
Mon-Thurs: 9am-2pm
Monday evenings: 6pm-8pm



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Internal Communications and Outgoing Communications
June 20, 2016

1. Letter from Selectmen Chair Les Fox, dated June 10, 2016, to Paula Caron, DEP and copied to others listed, regarding Boxborough Municipal System 2037010 – treatment system plans referenced in her communication of May 18, 2016. #
2. Letter from Attorney Louis Levine, dated June 9, 2016, to the Board of Selectmen submitting a Public Requests pursuant to MGL c. 66 § 10 regarding matters related to 1034 Massachusetts Ave.



Minutes, Notices and Updates
June 20, 2016

Minutes

1. Zoning Board of Appeals minutes for the meeting held May 3, 2016

Notices

1. Notice of ABR School District related meetings:
 - a. Special Education Parent Advisory Council (AB SpEd PAC) held June 8, 2016
 - b. Regular School Committee meeting held June 9, 2016
 - c. Policy Subcommittee meetings:
 - i. Held June 15, 2016
 - ii. To be held June 20, 2016
 - d. Negotiations Subcommittee meetings:
 - i. Executive Session to be held June 20, 2016 @ 3:00 pm
 - ii. Executive Session to be held June 20, 2016 @ 4:00 pm
 - e. Acton Health Insurance Trust meeting to be held June 23, 2016
2. Notice of a Personnel Board meeting held June 16, 2016
3. Notice of a Steele Farm Advisory Committee meeting to be held June 21, 2016
4. Legal Notice from the Conservation Commission for a Public Hearing held June 15, 2016 to consider a Notice of Intent filed by Oxbow Associates, Inc. on behalf of National Technical Systems [NTS] for the proposed raze and rebuild of an industrial building on an existing building for the property owned by 1120 Mass. Ave. Realty located at 1120 Massachusetts Ave.
5. Determination of Applicability issued by the Conservation Commission on June 9, 2016, regarding the application filed by Bob Stanley of Stanley Farm sublease of Cloudland Farm concerning the property owned by Don McPherson, Minute Man Air Field located at Stow Rd & Tamarack Ln (Assessor's Map 19, Parcels 080, 081, 082, 083, 085 & 086).
6. Board of Appeals Decision # 2016-03, dated June 7, 2016 on the Special Permit Application for the alternation of a nonconforming structure owned by Robson Olivera of BHR Development LLC for the property located at 171 Depot Road.

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**General Correspondence
June 20, 2016**

1. Comcast's Q1 2016 Mass. Ed. Newsletter *Comcast Connections*.
2. Letter from Paul Craney, Exec. Dir. of Mass. Fiscal Alliance, dated June 8, 2016, to Selectmen Stemple, advising various issues concerning the Mass. Legislature's FY 17 budget debates. #