



**Boxborough Leadership Forum
27th April 2016, 7:00 PM
Sargent Memorial Library**

Agenda

1. Call to Order (ABRSD Vice Chair, Mary Brolin)
2. Review and acceptance of minutes of March 2, 2016 meeting
3. Pre-Town Meeting Review – John Fallon
4. FY 17 state aid update
5. AB Regional School Committee updates
6. Minuteman School Committee updates
7. Finance Committee updates, including FY 17 Capital Plan update
8. Library updates
9. Board of Selectmen updates
11. Other business
12. Set next meeting date
13. Adjourn

Boxborough Leadership Forum is comprised of members of the Board of Selectmen, Finance Committee, Library Board of Trustees and School Committee – a quorum of these respective boards may be present for this meeting.



**Boxborough Leadership Forum
March 2, 2016
Sargent Memorial Library
Public Meeting Room**

Attendees:

Board of Selectmen: Vince Amoroso, Chair; Les Fox, Bob Stemple

Finance Committee: Dilip Subramanyam, Chair; John Rosamond

School Committee: Mary Brolin, Vice Chair, Brigid Bieber

Sargent Memorial Library Board of Trustees: Jennifer Campbell

Other Attendees: Maureen Strapko, Library Director; Selina Shaw, Town Administrator; Jennifer Barrett, Town Accountant

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

Call to Order

School Committee Vice Chair Mary Brolin called the meeting to order at 7:00 pm in the Public Meeting room at the Sargent Memorial Library.

Review and Acceptance of Minutes from November 3, 2015 Meeting

Brigid Bieber moved, John Rosamond seconded and it was unanimously approved to accept the minutes from November 3, 2015.

Review of Policies for Annual Town Meeting

There were no recommended changes or concerns with the policies for Annual Town Meeting (ATM). Selina stressed that presentations for ATM are due by May 2nd at the latest.

FY 17 Budget and Warrant Articles

The handouts for the budget and warrant articles are an intermediate step between Rev 3 and Rev 4.

The group reviewed the proposed warrant articles.

The group reviewed the Financial Model. The model plans for reduced estimated local receipts due to renovations at the Holiday Inn, which will likely decrease expected occupancy for some portion of the year. The budget increase is estimated at 3.13%. State aid and local revenue are expected to be down 10.8%. With these figures we would need an 8.5% increase in the tax rate. The group discussed ways to decrease the tax rate.

The Finance Committee has approved the entire budget, but a few items will be re-voted.

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AB Regional School Committee updates

The Boxborough Finance Committee unanimously approved the Acton Boxborough Regional School District's FY 2017 budget.

The School Committee members updated the group on the District's capital planning process and noted that extensive materials available on the District's web site.

Minuteman School Committee updates

All 16 towns approved the amendments. The Minuteman School Committee sent it to DESE for their approval. The remaining towns need to approve the debt. They will continue to move forward to vote the debt in two weeks to allow for MSBA funding. Amendments should be effective upon DESE approval, withdrawal will take place after the 2016-2017 school year.

Finance Committee updates, including FY 17 Capital Plan update

The Finance Committee approved the budget; they are now starting to work on warrant articles.

Library updates

The Library extended its hours mid-Oct even with the holidays in January and February, the library has seen an 8% increase in circulation and a slightly higher increase in visits.

A representative of the Energy Committee met with Maureen, they will be doing an energy audit next Thursday. Maureen met with a representative of LED energy to discuss options for changing to LED lighting. One option is to retro fit fixtures with LED, another is to go use LED bulbs.

The library is looking at a server for the library that would tie into the Town server, but not this year.

The library received the generous donation from Whitcomb House.

The Library Trustees and discussing the use of space and whether fees should be charged and specifications for use, which is guided by our policies.

Board of Selectmen Updates

The new lift will be installed starting tomorrow (3/3/16).

No additional comments beyond those already discussed.

Other Business

None.

Next Meeting Date

Wednesday, April 27 at 7 pm in the Public Meeting room at the Sargent Memorial Library.

Adjourn

The meeting was adjourned at 9:17 pm.



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
MAY 9, 2016**

SPECIAL MOTIONS

VINCE AMOROSO, CHAIR, BOARD OF SELECTMEN

➤ **Motion re: dates**

I move that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 10th; Thursday, May 12th; Wednesday, May 18th and Thursday, May 19th.

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

➤ **Motion re: calling 2/3 vote**

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

➤ **Motion re: reconsideration**

I move that once final action has been taken on an Article, and the next order of business has been taken up, or the session of Town Meeting has been adjourned, the Article may not again be considered at that Town Meeting unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

➤ **Motion re: Article 36**

I move that Article 36, *Public Safety Building – Additional Site & Building Data*, be taken out of order and be considered as the first order of business at the adjourned session of the annual town meeting on Tuesday, May 10.



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
MAY 9, 2016**

1. **CHOOSE TOWN OFFICERS**
2. **RECEIVE REPORTS – VINCE AMOROSO, BOS CHAIR**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS – VINCE AMOROSO, BOS CHAIR**
4. **AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE - REBECCA NEVILLE, PERSONNEL BOARD**
5. **TOWN OPERATING BUDGET – DILIP SUBRAMANYAM, FINCOM CHAIR**

COMMUNITY PRESERVATION FUND

6. **CPC REPORT AND ESTABLISH FY 17 RESERVES – OWEN NEVILLE, CPC CHAIR**
7. **OPEN SPACE (INCLUDING RECREATION) – MITZI WEIL, CPC**
 - A. **Site Plan for Basketball and Tennis Courts at Liberty Fields**
 - B. **T.J. O’Grady Skate Park Expansion**
8. **COMMUNITY HOUSING – RON VOGEL, CPC**
 - A. **Regional Housing Monitoring Services (Year 3 – calendar year 2016)**
 - B. **Regional Housing Monitoring Services (Year 4 – calendar year 2017)**
 - C. **Boxborough Rental Voucher Program**
9. **HISTORIC RESOURCES – ALAN ROHWER, CPC**
 - A. **Conservation of Historic Town Records**
 - B. **Rehabilitation of Grange Meeting Room**
 - C. **Rehabilitation of Historic Town Hall Exterior Steps**

FINANCIAL CONSENT AGENDA

10. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND** - SUSAN BAK, BOS**
11. **FRAUD RISK ASSESSMENT** - SUSAN BAK, BOS**
12. **SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD** – VINCE AMOROSO, BOS CHAIR**
13. **COST OF BORROWING AND FIRST YEAR’S INTEREST** - SUSAN BAK, BOS**
14. **REPLACEMENT OF 3 TOWN HALL HVAC UNITS** - SUSAN BAK, BOS**
15. **REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM ROOF** - JIM GORMAN, BOS**
16. **UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY** - JENNIFER CAMPBELL, LIBRARY BOARD OF TRUSTEES CHAIR**

17. CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT (DEHUMIDIFIER AND STORAGE SHELVING UNITS)** - JIM GORMAN, BOS
18. CLOSE COMPLETED ARTICLES** - BOB STEMPLE, BOS
19. DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS** - BOB STEMPLE, BOS
20. ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND AND TRANSFER EXISTING MONIES** - LES FOX, BOS
21. CABLE INFRASTRUCTURE** - LES FOX, BOS
22. ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES - HILL ROAD** - JIM GORMAN, BOS
23. CONSERVATION TRUST FUND - DENNIS REIP, CONSCOMM CHAIR

CAPITAL EQUIPMENT AND INFRASTRUCTURE

24. INFORMATION TECHNOLOGY HARDWARE UPGRADES - LES FOX, BOS
25. TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE - SUSAN BAK, BOS
26. ACCESS CONTROL SYSTEM - TOWN HALL, POLICE AND FIRE - LES FOX, BOS
27. POLICE DEPARTMENT - BUILDING REPAIRS AND MAINTENANCE - LES FOX, BOS
 - A. Exterior Doors
 - B. Detention Cell
 - C. Evidence Room
 - D. Clapboards and Trim Replacement
 - E. Exterior Lighting
 - F. Walkways
28. POLICE DEPARTMENT - EQUIPMENT - LES FOX, BOS
 - A. Tasers
 - B. Ruggedized Tablet
 - C. Security Cameras & Video Server
 - D. Defibrillators (Replace 4)
 - E. Firearms
 - F. AFIS Fingerprinting
 - G. Office Furniture
29. FIRE DEPARTMENT - REPLACE UTILITY TRUCK - JIM GORMAN, BOS
30. ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK - LES FOX, BOS
31. DPW - ROAD PAVING - JAMES GORMAN, BOS
32. DPW - REPLACE FRONT END (BUCKET) LOADER - JIM GORMAN, BOS
33. DPW - REPLACE PICKUP TRUCK - JIM GORMAN, BOS
34. DPW - VHF RADIOS AND RELATED EQUIPMENT - JIM GORMAN, BOS
35. HAGER WELL - SYSTEM UPDATES - JIM GORMAN, BOS

STUDIES AND INITIATIVES

36. PUBLIC SAFETY BUILDING - ADDITIONAL SITE & BUILDING DATA - JIM GORMAN, BOS

ZONING BYLAW AMENDMENTS

- 37. ZONING BYLAW AMENDMENT – AMEND ZONING MAP – NANCY FILLMORE, PLANNING BOARD
- 38. ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD - EDUARDO PONTORIERO, PLANNING BOARD
- 39. ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS – JOHN MARKIEWICZ, PLANNING BOARD
- 40. ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY– JOHN MARKIEWICZ, PLANNING BOARD
- 41. ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE – HONGBING TANG, PLANNING BOARD
- 42. ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS – NANCY FILLMORE, PLANNING BOARD
- 43. ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP – OWEN NEVILLE, PLANNING BOARD CHAIR

GENERAL BYLAW AMENDMENTS AND NEW GENERAL BYLAWS

- 44. GENERAL BYLAW AMENDMENT – STONE WALLS – OWEN NEVILLE, PLANNING BOARD CHAIR
- 45. GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING – VINCE AMOROSO, BOS CHAIR
- 46. GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE – VINCE AMOROSO, BOS CHAIR
- 47. GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR – VINCE AMOROSO, BOS CHAIR

SENSE OF THE MEETING

- 48. A SENSE OF THE MEETING MOTION TO CREATE A GREENER BOXBOROUGH – FRANCIE NOLDE, ENERGY COMMITTEE CHAIR

NON-MONETARY CONSENT AGENDA

- 49. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM** - JIM GORMAN, BOS
- 50. DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION** – OWEN NEVILLE, PLANNING BOARD CHAIR
- 51. ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS** – VINCE AMOROSO, BOS CHAIR

LEGEND

** CONSENT AGENDA

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

(Majority vote required)

I move to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2015 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

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

(Majority vote required)

I move to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2016 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$46,822.58/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

ARTICLE 4 AMEND FY 2017 PERSONNEL PLAN & CLASSIFICATION AND COMPENSATION SCHEDULE – REBECCA NEVILLE, PERSONNEL BOARD

(Majority vote required)

I move to amend the Personnel Administration Plan Classification and Compensation Schedule by:

deleting the positions of Tax Collector (grade 14) and Town Treasurer (grade 15) and replacing with the combined position of Town Treasurer/Collector (grade 15),

upgrading the position of Youth Services Librarian from grade 12 to grade 13, and

providing for a wage adjustment of 1.5% over FY 16 for the majority of positions with the following exceptions:

retain the hourly rate of \$10/hour for the positions of CIT, Intern (Town Hall), and Junior Library Page on January 1, 2017, increase the hourly rate for Library Page, Counselor and Election Workers to \$11.00 per hour to reflect the state minimum wage in effect on that date.

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

(Majority vote required)

I move that the Town appropriate the sum of

Nineteen Million Six Hundred Forty Thousand Seven Hundred Sixty-One Dollars (\$19,640,761)

for the operations and expenses of the Town during the fiscal year beginning July 1, 2016, the purposes for which funding are set forth in the Department Account Numbers 100 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the 2016 Annual Town Meeting warrant, under the heading FY17 Submitted Budget,

and to meet this appropriation that an amount of Three Hundred Fifty Thousand Dollars (\$350,000) be transferred from Free Cash

and that the balance be raised by taxation.

**ARTICLE 6 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH
FY 17 RESERVES - OWEN NEVILLE, COMMUNITY PRESERVATION
COMMITTEE CHAIR**

(Majority vote required)

I move to hear and act on the report of the Community Preservation Committee on the FY 2017 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2017 estimated annual revenues the sum of Eight Thousand Dollars (\$8,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2017; and further, to reserve for appropriation from said estimated annual revenue:

Twenty-Three Thousand Dollars (\$23,000) for open space, including land for recreational use,
Twenty-Three Thousand Dollars (\$23,000) for historic resources,
Twenty-Three Thousand Dollars (\$23,000) for community housing purposes, and
One Hundred Fifteen Thousand (\$115,000) for a FY 2017 Budgeted Reserve;

and further, to transfer from the Community Preservation Fund Balance the sum of Seven Hundred Dollars (\$700) to the Open Space Reserve, and the sum of Seven Hundred Dollars (\$700) to the Community Housing Reserve to meet the 10% set asides for 2016 as required by Massachusetts General Law Chapter 44B,

all as recommended by the Community Preservation Committee.

**ARTICLE 7 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING
RECREATION) – MITZI WEIL, COMMUNITY PRESERVATION COMMITTEE**

(Majority vote required)

I move to appropriate from the Community Preservation Fund Open Space Reserve the sum of Forty-Five Thousand Five Hundred Dollars (\$45,500) for Community Preservation purposes, projects or acquisitions as follows:

- | | | |
|-----------|-----------------|--|
| 7A | \$5,500 | for the preparation of a Site Plan for Basketball and Tennis Courts at Liberty Fields, and |
| 7B | \$40,000 | to be transferred to xxx, subject to a grant agreement, for the T.J. O'Grady Skate Park Expansion, |

all as recommended by the Community Preservation Committee.

ARTICLE 8 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING – RON VOGEL, COMMUNITY PRESERVATION COMMITTEE

(Majority vote required)

I move to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Seven Hundred Forty-Five Dollars (\$37,745) for Community Preservation purposes, projects or acquisitions as follows:

- 8A \$5,465** to be transferred to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 3 (Calendar Year 2016) Services,
- 8B \$6,000** to be transferred to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 4 (Calendar Year 2017) Services, and
- 8C \$26,280** for the establishment and implementation of the Boxborough Rental Voucher Program (BRVP),

all as recommended by the Community Preservation Committee.

ARTICLE 9 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – ALAN ROHWER, COMMUNITY PRESERVATION COMMITTEE

(Majority vote required)

I move to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Fifty-Nine Thousand Dollars (\$59,000) and the sum of Ninety-Three Thousand Seven Hundred and Seventy-Five Dollars (\$93,775) from the Community Preservation Fund Balance for Community Preservation purposes, projects or acquisitions as follows:

- 9A \$11,000** for the Conservation of Historic Town Records,
- 9B \$106,775** for the Rehabilitation of Grange Meeting Room, and
- 9C \$35,000** for the Rehabilitation of Historic Town Hall exterior steps,

all as recommended by the Community Preservation Committee.

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

[THIS ASSUMES THAT NONE ARE HELD]

I move to approve the fiscal consent agenda, articles 10 through 22, as printed in the 2016 Annual Town Meeting warrant under articles 10 through 22 inclusive, to be appropriated as printed in the “May 2016 Motions” handout.

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

(Two-thirds vote required)

I move to transfer from the stabilization fund the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500) for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees

ARTICLE 11 FRAUD RISK ASSESSMENT - *SUSAN BAK, BOARD OF SELECTMEN***

(Majority vote required)

I move to transfer from free cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of hiring a consultant to perform a risk assessment to identify, analyze, and manage the risk of asset misappropriation.

ARTICLE 12 SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD - *VINCE AMOROSO, BOARD OF SELECTMEN CHAIR***

(Majority vote required)

I move to transfer from free cash the sum of Three Thousand Dollars (\$3,000) for the purpose of hiring a consultant to perform soil and percolation testing at 405 Middle Road.

ARTICLE 13 COST OF BORROWING AND FIRST YEAR’S INTEREST - *SUSAN BAK, BOARD OF SELECTMEN***

(Majority vote required)

I move to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of paying the first year’s interest and the cost of issuance for borrowing authorized by vote of Town Meeting in 2015 as well as for borrowing authorized at Town Meeting in 2016.

ARTICLE 14 REPLACEMENT OF 3 TOWN HALL HVAC UNITS - *SUSAN BAK, BOARD OF SELECTMEN***

(Two-thirds vote required)

I move that the sum of Twenty Thousand Dollars (\$20,000) be and hereby is appropriated for the purpose of paying costs of replacing one furnace and two air conditioning systems in the Town Hall, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 15 REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM ROOF - *JIM GORMAN, BOARD OF SELECTMEN***

(Two-thirds vote required)

I move that the sum of Ten Thousand Dollars (\$10,000), be and hereby is appropriated for the purpose of paying costs of repairing the Town Hall chimney and the Boxborough Museum roof, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 16 UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY - *JENNIFER CAMPBELL, LIBRARY BOARD OF TRUSTEES CHAIR***

(Two-thirds vote required)

I move that the sum of Ten Thousand Five Hundred Dollars (\$10,500), be and hereby is appropriated for the purpose of paying costs of upgrading the existing library meeting room A/V system, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 17 CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT
(DEHUMIDIFIER AND STORAGE SHELVING UNITS)** - JIM GORMAN,
BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of Five Thousand One Hundred Dollars (\$5,100) including all costs incidental and relating thereto, for the purpose of acquiring a commercial dehumidifier and storage shelving for the Boxborough Museum.

ARTICLE 18 CLOSE COMPLETED ARTICLES- BOB STEMPLE, BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-Eight Thousand Two Hundred Fifteen Dollars and Forty-One Cents (\$28,215.41) as voted by past Town Meetings, and indicated in the table printed in the Annual Town Meeting warrant under Article 18 and further, to transfer from free cash the sum of One Hundred Fifty-Seven Dollars (\$157) to pay off short term borrowing notes issued under the authorization granted under Article 9 of the May 2013 Annual Town Meeting (Town Hall Windows).

**ARTICLE 19 DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND
INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS**
- BOB STEMPLE, BOARD OF SELECTMEN**

(Majority vote required)

I move to reauthorize departmental revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, as printed in the Annual Town Meeting warrant under Article 19 and further, to increase the cap on the Electrical Inspection Revolving Fund from \$50,000 to \$150,000, increase the cap on the Plumbing and Gas Inspection Revolving Fund from \$15,000 to \$100,000 and change the spending authority for the Plumbing & Gas Inspection Revolving Fund from the Building Inspector to the Town Administrator.

**ARTICLE 20 ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND
AND TRANSFER EXISTING MONIES** - LES FOX, BOARD OF SELECTMEN**

(Majority vote required)

I move to accept MGL Ch 44 § 53F¾ which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for FY 2017, which begins on July 1, 2016; further, to transfer the balances in the existing cable special revenue accounts as of June 30, 2016 to the PEG Access and Cable Related Fund.

ARTICLE 21 CABLE INFRASTRUCTURE – LES FOX, BOARD OF SELECTMEN**
(Majority vote required)

I move to appropriate the sum of One Hundred Seventeen Thousand Five Hundred Dollars (\$117,500) said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 17 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage.

ARTICLE 22 ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD - JIM GORMAN, BOARD OF SELECTMEN**

(Two-thirds vote required)

I move to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, and upon such terms and for such consideration as the Selectmen deem appropriate, such permanent and temporary interests in those lands located at 187, 214 and 222 Hill Road in the locations approximately depicted on the plan entitled: "Draft Layout Plan, Location: Hill Road," dated March 3, 2016, prepared by Places Associates, Inc., a copy of which has been placed on file with the Town Clerk, for roadway and roadway construction purposes, which purposes shall include, without limitation, the construction of guardrails and walls, sloping, and drainage improvements serving Hill Road, a public way in the Town, and further to transfer from free cash the sum of Five Thousand Dollars (\$5,000) for the purpose of such acquisition and construction and all costs related thereto, and to enter into all agreements and take all other actions necessary or appropriate to carry out such acquisition and construction.

END OF FISCAL CONSENT AGENDA

**ARTICLE 23 CONSERVATION TRUST FUND – DENNIS REIP, CONSERVATION
 COMMISSION CHAIR**

(Majority vote required)

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

**ARTICLE 24 INFORMATION TECHNOLOGY HARDWARE UPGRADES – LES FOX,
 BOARD OF SELECTMEN**

(Majority vote required)

I move to transfer from free cash the sum of Sixty-Seven Thousand Dollars (\$67,000) to provide for replacement of: uninterruptible power supplies (UPS's), switches, one police department server, one desktop computer, one laptop computer, three printers and a portion of the aging town hall cable.

**ARTICLE 25 TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE - SUSAN
 BAK, BOARD OF SELECTMEN**

I move to pass over Article 25, Town Hall Front (Middle Road) Walkway & Signage).

Alternate motion

(Two-thirds vote required)

I move that the sum of Thirty-Six Thousand Dollars (\$36,000), be and hereby is appropriated for the purpose of paying costs of replacing the front (Middle Road) walkway at the base of the Town Hall steps, as well as landscaping and signage, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 26 ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE – LES FOX,
BOARD OF SELECTMEN**

(Two-thirds vote required))

I move that the sum of Forty-Five Thousand Dollars (\$45,000), be and hereby is appropriated for the purpose of paying costs of providing for an IP enabled secure card access control system for the Town Hall, and the Police and Fire stations, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 27 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE – LES
FOX, BOARD OF SELECTMEN**

(Two-thirds vote required)

I move that the sum of Eighty-Two Thousand Dollars (\$82,000), be and hereby is appropriated for the purpose of paying costs to provide for building repairs and maintenance at the Police station as printed in the Annual Town Meeting warrant under Article 27, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 28 POLICE DEPARTMENT – EQUIPMENT – LES FOX, BOARD OF SELECTMEN

(Two-thirds vote required)

I move to transfer from free cash the sum of Thirty Thousand Six Hundred Dollars (\$30,600), and that the sum of Sixty-Eight Thousand Five Hundred Dollars (\$68,500), be and hereby is appropriated for the purpose of paying costs to provide for equipment for the Police Department as printed in the Annual Town Meeting warrant under Article 28, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Or if there are two separate motions (if you think it is unlikely to get 2/3 vote on complete article):

Motion 1

(Majority vote required):

I move to transfer from free cash the sum of Thirty Thousand Six Hundred Dollars (\$30,600) for the purpose of providing for the following equipment for the Police Department, which is further described in the Annual Town Meeting warrant under Article 28:

Tasers	\$7,300
Ruggedized tablet	\$5,500
Defibrillators (4)	\$12,000
Firearms	\$4,800
Office Furniture	\$1,000

Motion 2

(Two-thirds vote required):

I move that the sum of Sixty-Eight Thousand Five Hundred Dollars (\$68,500), be and hereby is appropriated for the purpose of paying costs to provide for a security camera and video server and AFIS Fingerprinting equipment for the Police Department as further described in the Annual Town Meeting warrant under Article 28, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 29 FIRE DEPARTMENT – REPLACE UTILITY TRUCK - *JIM GORMAN, BOARD OF SELECTMEN*

(Two-thirds vote required)

I move that the sum of Forty-Five Thousand Five Hundred Dollars (\$45,500), be and hereby is appropriated for the purpose of paying costs to provide for replacing the Fire Department's current utility vehicle with a ¾ ton pickup truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 30 ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK – *LES FOX, BOARD OF SELECTMEN*

(Two-thirds vote required)

I move that the sum of Forty Thousand Dollars (\$40,000), be and hereby is appropriated for the purpose of paying costs to provide for the acquisition and equipping of a pickup truck to be used for the provision of animal control services in the town of Boxborough and in the towns of Littleton and Stow as provided for in the respective Inter-Municipal Agreements between the town of Boxborough and the towns of Littleton and Stow, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 31 DPW – ROAD PAVING - *JIM GORMAN, BOARD OF SELECTMEN*

(Two-thirds vote required)

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

ARTICLE 32 DPW – REPLACE FRONT END (BUCKET) LOADER - JIM GORMAN, BOARD OF SELECTMEN

(Two-thirds vote required)

I move to

transfer the unexpended bond proceeds in the amount One Thousand Six Hundred Eighty Dollars and eleven cents (\$1,680.11) from Article 13 of the May 2008 Annual Town Meeting (*Capital Equipment Acquisition – Fire and Public Works Departments*),

transfer the unexpended bond proceeds in the amount of One Thousand Five Hundred Thirty-Seven Dollars (\$1,537) from Article 9 of the May 2013 Annual Town Meeting (*Capital Improvements – Town Hall Replacement Windows (Original Section)*),

transfer from free cash the sum of Seven Hundred Eighty-Two Dollars and eighty-nine cents (\$782.89),

and that the sum of One Hundred Ninety-Six Thousand Dollars (\$196,000), be and hereby is appropriated for the purpose of replacing the DPW's vintage 1978 front end (bucket) loader with a new one, including the payment of all other costs incidental and related thereto, and

that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of One Hundred Ninety-Six Thousand Dollars (\$196,000), under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 33 DPW - REPLACE PICKUP TRUCK - JIM GORMAN, BOARD OF SELECTMEN

(Two-thirds vote required)

I move that the sum of Forty Thousand Dollars (\$40,000), be and hereby is appropriated for the purpose of paying costs to provide for replacing the DPW Director's aging 1-ton pickup truck with a new ¾-ton pick-up truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 34 DPW - VHF RADIOS AND RELATED EQUIPMENT - JIM GORMAN, BOARD OF SELECTMEN

(Two-thirds vote required)

I move that the sum of Ninety-Five Thousand Dollars (\$95,000), be and hereby is appropriated for the purpose of paying costs to provide for the acquisition of eighteen new mobile VHF radios and related equipment for the DPW, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 35 HAGER WELL - SYSTEM UPGRADES - *JIM GORMAN, BOARD OF SELECTMEN*

(Majority vote required)

I move to transfer from free cash the sum of Fifty-Five Thousand Dollars (\$55,000) for the purpose of providing system upgrades to the Hager Well infrastructure.

ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA - *JIM GORMAN, BOARD OF SELECTMEN*

(Two-thirds vote required)

I move to transfer from the stabilization fund the sum of Eighty Thousand Dollars (\$80,000) for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities.

ARTICLE 37 ZONING BYLAW AMENDMENT – AMEND ZONING MAP– *NANCY FILLMORE, PLANNING BOARD*

(Two-thirds vote required)

I move to amend the Zoning Map, as such map is provided for in Section 3002 of the Boxborough Zoning Bylaw, to adjust the boundaries of zoning districts in the manner set forth and displayed in the images of the Zoning Map as printed in the 2016 Annual Town Meeting warrant under Article 37, and further to amend said Section 3002 to add the language in bold italics and to delete the language indicated by strikethrough, as printed in the 2016 Annual Town Meeting warrant under Article 37.

ARTICLE 38 ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD - *EDUARDO PONTORIERO, PLANNING BOARD*

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 8102 Design Review Board, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 38.

ARTICLE 39 ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS – JOHN MARKIEWICZ, PLANNING BOARD

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Sections 5002 Dimensional Schedule and 5003 Reduced Frontage Lots, to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 39.

ARTICLE 40 ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY – JOHN MARKIEWICZ, PLANNING BOARD

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 9004 Penalty, to add the language in bold italics, as printed in the 2016 Annual Town Meeting warrant under Article 40.

ARTICLE 41 ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE – HONGBING TANG, PLANNING BOARD

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2181 Structure, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 41.

ARTICLE 42 ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS – NANCY FILLMORE, PLANNING BOARD

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, and Section 8003 Exemptions, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 42.

ARTICLE 43 ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP – OWEN NEVILLE, PLANNING BOARD CHAIR

(Two-thirds vote required)

I move to amend the Boxborough Zoning Bylaw by deleting in their entirety Section 7100 Wetlands and Watershed Protection District (W-District) and Section 7200 Lands Bordering the W-District from the Zoning Bylaw, deleting all references to Sections 7100 and 7200 the Zoning Bylaw, deleting in its entirety the Wetland & Watershed Overlay District from the Zoning Map, deleting in its entirety Zoning Bylaw Appendix C, amending sections of the Zoning Bylaw to add the language in bold italics and to delete the language indicated by strikethroughs, and renumbering various sections accordingly throughout the Zoning Bylaw, all as printed in the 2016 Annual Town Meeting warrant under Article 43.

ARTICLE 44 GENERAL BYLAW AMENDMENT – STONE WALLS – OWEN NEVILLE, PLANNING BOARD CHAIR

(Majority vote required)

I move to amend the Stone Walls General Bylaw by:

adding the following paragraph at the end of **Section 4: Applicability**:

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in stone walls as defined above, are permitted upon written approval of the Town Planner which may be granted upon provision of a photograph of the portion of stone wall to be impacted, a written statement that the wall will be returned to its original state, and the posting of a \$1,000.00 bond with the Town. The bond so posted will be released upon inspection and approval by the Town Planner that the stone wall has been substantially returned to its initial state.

and by revising Section 7: Enforcement to add the language in bold italics, as printed in the 2016 Annual Town Meeting warrant under Article 44.

ARTICLE 45 GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING - VINCE AMOROSO, BOARD OF SELECTMEN CHAIR

(Majority vote required)

I move to amend the Annual Town Meeting General Bylaw by changing the day of the election of town officers from the third Monday in May to the third Tuesday in May, as printed in the 2016 Annual Town Meeting warrant under Article 45.

**ARTICLE 46 GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE - VINCE
 AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move to adopt a new general bylaw entitled “Reconsideration of Vote”, as printed in the 2016 Annual Town Meeting warrant under Article 46.

**ARTICLE 47 GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR - VINCE
 AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move to adopt a new general bylaw entitled “Vote Counts by Moderator”, as printed in the 2016 Annual Town Meeting warrant under Article 47.

**ARTICLE 48 A SENSE OF THE MEETING MOTION TO CREATE A GREENER
 BOXBOROUGH - FRANCIE NOLDE, ENERGY COMMITTEE CHAIR**

(Majority vote required; non-binding)

I move to adopt a non-binding sense of the meeting resolution to create a greener Boxborough, as submitted by the Energy Committee and as printed in the 2016 Annual Town Meeting warrant under Article 48.

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

[This assumes that none are held]

I move to approve the consent agenda, articles 49 through 51, inclusive, as printed in the 2016 Annual Town Meeting warrant under articles 49 through 51 inclusive.

ARTICLE 49 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM - JIM GORMAN,
BOARD OF SELECTMEN**

(Majority vote required)

I move to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws.

ARTICLE 50 DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION) -
OWEN NEVILLE, PLANNING BOARD CHAIR**

(Two-third vote required)

I move to discontinue as a public way the westerly portion of Cunningham Road from its intersection with Massachusetts Avenue to the near easternmost edge of its intersection with Ward Road, and to transfer the care, custody, management and control of said discontinued portion of Cunningham Road from the Board of Selectmen for public way purposes to the Board of Selectmen for general municipal purposes, including the purpose of conveyance; and further to authorize the Board of Selectmen to convey all or a portion of the Town's right, title and interest in said discontinued portion, if any, on such terms and conditions, and for such consideration, as the Board of Selectmen deems appropriate.

ARTICLE 51 ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS – VINCE
AMOROSO, BOARD OF SELECTMEN CHAIR**

(Majority vote required)

I move to accept the provisions of MGL Ch 41 § 110A, which allows any public office to remain closed on any or all Saturdays to the same extent as if such Saturday were a legal holiday for the purposes of calculating the time frame for filing matters in that office.

**GUIDELINES AND HELPFUL TIPS FOR REPORTS, PRESENTATIONS,
RECOMMENDATIONS AND COMMENTS
MAY 2016 TOWN MEETING**

GUIDELINES

General Reports (Article 2; Finance Committee Introduction to the Budget Article)

- With the exception of the Finance Committee, and possibly the Board of Selectmen and School Committee, general reports to the Town Meeting should be limited to topics that are out of the ordinary, not already covered in the Warrant or Annual Town Report, and not capable of being covered by a handout.
- Reports should be limited in time as follows:
 - Finance Committee - **no longer than 15 minutes**
 - Board of Selectmen and School Committee - **no longer than 10 minutes**
 - All other reports - **no longer than 5 minutes**
- There will be no question and answer period after general reports; Q & A should be directed to the individual presenter “off-line” from the town meeting. The focus of Town Meeting is on the articles printed in the Warrant and questions/debate related to them.

Presentations under Warrant Articles

- Except in very complex situations, presentations relating to warrant articles should be done by one person and limited in total to **no longer than 10 minutes but preferably less**. As much information as possible should have been included in the warrant as a summary after the article. If additional material is needed, handouts can be placed on tables at the rear of the hall. Presentations at town meeting should summarize the main points of the warrant article and/or recommendation and should not be a verbatim reading of material in the warrant, an extensive narrative, or extensive video or slide show. The presenter of each motion should be available in the front of the hall for clarifications and/or answers to questions from the floor.
- **A copy of all reports and presentations, along with the name of the individual presenting, should be submitted, in an electronic format, to the Town Administrator no later than Monday morning preceding the start of the town meeting (May 2, 2016).** To allow for the smooth running of all presentations and reports, they will all be loaded onto the Town Hall laptop and be run by the Town Administrator’s Department Assistant.

Comments, Questions, and Recommendations under Warrant Articles

- Comments and questions from the floor on warrant articles, including recommendations by Town Boards, should be limited to **no more than 3 minutes per speaker**. Speakers can comment more than once.

HELPFUL TIPS

Preparation

- Talk with your committee and identify the key points you want to make in your presentation. You are there to answer these basic questions:
 1. What is the need/problem?
 2. What is the proposed solution?
 3. How much will it cost and how will it be funded (if applicable)?
- Assume that the Town's residents have read the material you put in the warrant.
- Try to keep your presentation short, but interesting. Town Meeting attendees may have been listening to presentations for several hours by the time you get up to speak. Humor helps! While the length of your presentation will depend on the complexity of the issue, most issues are capable of being presented in less than ten minutes.
- If you are aware of opposition to your article, consider whether you want to address those concerns in your presentation, or whether you want to wait for a question from the floor. Generally speaking, with a complex issue, trying to anticipate all criticisms makes the presentation too long and unfocused. Consider the following: Will incorporating the criticism take you off message? Will you be raising an issue that might not otherwise surface? Will you gain an advantage by raising the concern and framing it in a light most favorable to your point of view?
- If there are details that enhance your position, but are not critically important, consider providing this information only in response to a question or in a handout. If you are trying to decide whether to incorporate something into your presentation, or wait until someone brings it up, ask yourself if the presentation will suffer without the information. Balance the benefit of more information against the limited attention span of the meeting and the guideline of 10 minutes

PowerPoint Presentations

- PowerPoint slides are most effective if they are uncluttered. A good rule of thumb is not to exceed seven lines of text per slide.
- Do not use small figures or text or pale colors that cannot be read by the audience.
- **MAKE SURE TO USE CONTRASTING COLORS; FOR EXAMPLE DARK ON LIGHT OR LIGHT ON DARK. IN A LARGE ROOM CONTRAST IS ESSENTIAL TO MAKE SURE THE SLIDES SUPPORT YOUR ARGUMENT.**
- If you need to review detailed numbers, use a handout (or the warrant).
- Do not put up a lot of words and then read them back to the audience; use the bullets on the slide as a spring board into your presentation.
- Plan on one minute to effectively use one PowerPoint slide. You can gauge the length of your presentation accordingly. This effectively means that most presentations will be 10-12 slides or less.
- Don't feel compelled to use a PowerPoint presentation. Not every presentation lends itself to PowerPoint.

Delivery

- Familiarize yourself with the podium and the microphones before the meeting starts. Hold the mike very close to your mouth, so that people will not have to strain to hear you.
- If you are using PowerPoint, the Town Administrator's Department Assistant will run your presentation.
- It is good to practice your presentation in advance, out loud.
- When the floor is open for discussion, be receptive to the questions. Body language and tone of voice convey a lot. The question may be repetitive, off point, unintelligible, uninformed, and occasionally all of the above. However, you will be the one who makes a lasting bad impression if you treat the question or the questioner without respect or patience.
- You can speed up the debate and convey your understanding of the issue by preparing answers in advance to questions you think are likely to be asked. Consider allowing other committee members to answer questions if they have a fuller grasp of the topic.
- Once the floor is open for discussion don't ask for time to rebut each comment from the floor. Unless you think that Town Meeting is going off on a tangent because of inaccurate information, let it go. You can ask to make a clarifying statement if you think it is necessary to set the record straight.

**FY2017 Financial Model
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16
Summary of Expenditures				
Town Government	\$ 947,699	\$ 973,413	\$ (25,714)	-2.64%
Protection	\$ 2,564,974	\$ 2,483,808	\$ 81,166	3.27%
Public Works	\$ 1,061,949	\$ 1,015,664	\$ 46,285	4.56%
Health Services	\$ 128,171	\$ 123,247	\$ 4,924	4.00%
Culture & Recreation	\$ 422,222	\$ 407,926	\$ 14,296	3.50%
Subtotal - Town Government	\$ 5,125,015	\$ 5,004,058	\$ 120,957	2.42%
A/B Regional School	\$ 11,503,148	\$ 11,120,240	\$ 382,908	3.44%
Minuteman Technical	\$ 197,492	\$ 165,340	\$ 32,152	19.45%
Subtotal - Education	\$ 11,700,640	\$ 11,285,580	\$ 415,060	3.68%
Debt Service	\$ 1,122,858	\$ 1,173,438	\$ (50,580)	-4.31%
Employee Benefits	\$ 1,507,248	\$ 1,406,644	\$ 100,604	7.15%
Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.00%
Subtotal - Other	\$ 2,815,106	\$ 2,765,082	\$ 50,024	1.81%
Total Budget	\$ 19,640,761	\$ 19,054,720	\$ 586,041	3.08%
ATM 2017 Warrant Articles Within 2 1/2	\$ 1,477,357	\$ 1,494,500	\$ 1,477,357	
ATM 2016 Warrant Articles Within 2 1/2	\$ -	\$ -	\$ (1,494,500)	-5.87%
STM 2017 Warrant Articles Within 2 1/2	\$ -	\$ 75,000	\$ (75,000)	
STM 2016 Warrant Articles Within 2 1/2	\$ 244,020	\$ 112,000	\$ 244,020	
ATM 2017 Warrant Articles CPC	\$ -	\$ -	\$ (112,000)	117.88%
ATM 2016 Warrant Articles CPC	\$ -	\$ -	\$ -	
STM 2017 Warrant Articles CPC	\$ -	\$ -	\$ -	
STM 2016 Warrant Articles CPC	\$ -	\$ -	\$ -	
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Snow and Ice Deficit	\$ -	\$ -	\$ -	0.00%
Overlay Reserve (known after tax rate setting)	\$ 175,000	\$ 172,728	\$ 2,272	1.32%
Total Budget, Articles, Overlay	\$ 21,537,138	\$ 20,908,949	\$ 628,189	3.00%

**FY2017 Financial Model
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16
Sources of Funds				
Estimated State Aid	\$ 261,910	\$ 251,678	\$ 10,232	4.07%
State Aid (Cherry Sheet Assessments)	\$ (71,027)	\$ (66,372)	\$ (4,655)	7.01%
State Aid (Construction Reimbursement - school)	\$ 284,091	\$ 284,091	\$ -	0.00%
Total Estimated State Aid	\$ 474,974	\$ 469,397	\$ 5,577	1.19%
Estimated Local Receipts	\$ 1,325,000	\$ 1,437,000	\$ (112,000)	-7.79%
Total State Aid and Local Revenue	\$ 1,799,974	\$ 1,906,397	\$ (106,423)	-5.58%
Prior Year Levy Limit	\$ 18,468,545	\$ 17,823,559	\$ 644,986	3.62%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 461,714	\$ 445,589	\$ 16,125	3.62%
Tax Rate	16.36			
New Growth (estimate determined by Town Policy Makers)	28,000,000			
Current Year Levy Limit	16.65			
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 582,075	\$ 610,825	\$ (28,750)	-4.71%
Maximum Allowable Levy	19,970,413	19,079,370	\$ 891,044	4.67%
Exclude Allowable 2 1/2 Growth	\$ (461,714)	\$ (445,589)	\$ 16,125	3.62%
Adjusted Maximum Allowable Levy	19,508,700	18,633,781	\$ 874,919	4.69%
Total Available Funds (Excluding Allowable 2 1/2 Growth)	\$ 21,308,674	\$ 20,540,178	\$ 768,496	3.74%
Total Funds Required to meet Total Expenses (w Adjusted Tax Levy)	\$ 228,464	\$ 368,771	\$ (140,307)	-38.05%

**FY2017 Financial Model
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16
For Tax Rate Calculation				
Operating Budget	\$ 19,640,761	\$ 19,054,720	\$ 586,041	3.08%
ATM 2017 Warrant Articles Within 2 1/2	\$ 1,477,357	\$ 1,494,500	\$ (17,143)	-1.15%
ATM 2016 Warrant Articles Within 2 1/2	\$ -	\$ 75,000	\$ (75,000)	-100.00%
STM 2017 Warrant Articles Within 2 1/2	\$ 244,020	\$ 112,000	\$ 132,020	117.88%
STM 2016 Warrant Articles Within 2 1/2	\$ -	\$ -	\$ -	
ATM 2017 Warrant Articles CPC	\$ 175,000	\$ 172,728	\$ 2,272	1.32%
ATM 2016 Warrant Articles CPC	\$ -	\$ -	\$ -	
STM 2017 Warrant Articles CPC	\$ -	\$ -	\$ -	
STM 2016 Warrant Articles CPC	\$ -	\$ -	\$ -	
Overlay Reserve - raised on tax recap				
Snow and Ice Deficit - raised on tax recap				
Other Deficit Funds - raised on tax recap				
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)	\$ (350,000)	\$ (532,577)	\$ 182,577	-34.28%
Available Funds - Free Cash (Warrant Articles)	\$ (226,640)	\$ (500,819)	\$ 274,179	-54.75%
Available Funds - Cable Funds (RRA)	\$ (117,500)	\$ -	\$ (117,500)	100.00%
Available Funds - Stabilization	\$ (142,500)	\$ -	\$ (142,500)	
Available Funds - Overlay Surplus	\$ -	\$ -	\$ -	
Available Funds - CPA Funds	\$ (244,020)	\$ (112,000)	\$ (132,020)	117.88%
Available Funds - Transfer Unexpended Prior Year Articles	\$ -	\$ -	\$ -	
Available Funds - Unexpended Bond Proceeds	\$ (3,217)	\$ -	\$ (3,217)	
To be Borrowed	\$ (987,500)	\$ (1,201,000)	\$ 213,500	-17.78%
State Aid (Cherry Sheets - Assessments)	\$ (190,883)	\$ (185,306)	\$ (5,577)	3.01%
State Aid (Construction Reimbursement - School)	\$ (284,091)	\$ (284,091)	\$ -	0.00%
Local Receipts	\$ (1,325,000)	\$ (1,437,000)	\$ 112,000	-7.79%
(Estimated) Amount to be Raised by Tax Levy	\$ 17,665,787	\$ 16,656,156	\$ 1,009,631	6.06%
Total Valuation (Assessor sets tax rate)	\$ 1,046,102,106	\$ 1,018,102,106	\$ 28,000,000	2.75%
Estimated tax rate	\$ 16.89	\$ 16.36	\$ 0.53	3.22%
Average Single Family Assessment FY16 Valuation	\$ 548,990	\$ 548,990	\$ -	
Average Single Family Tax Bill at Proposed Rate	\$ 9,271	\$ 8,981	\$ -	

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet Budgets

1. Where present, uncheck NULL boxes and enter values (no commas) to set min and max data ranges.
2. Report will always include all data, but will display only communities within set ranges.
3. Click "View Report" and scroll down to check report status.
4. To view or sort data, export to Excel.

[Close](#)

Municipality (type municipality name):	<input type="text" value="Boxborough"/>	Fiscal Year (must be greater than 2010)	<input type="text" value="2017"/>	<input type="button" value="Close"/>	
<p>1 of 2 ? Find Next</p>					
FY2017 Local Aid Estimates					
Boxborough					
	FY2016 Cherry Sheet Estimate	FY2017 Governor's Budget Proposal	FY2017 HWM Budget Proposal	FY2017 Senate Budget Proposal	FY2017 Conference Committee
Education:					
Chapter 70	0	0	0		
School Transportation	0	0	0		
Charter Tuition Reimbursement	0	0	0		
Smart Growth School Reimbursement	0	0	0		
Offset Receipts:					
School Choice Receiving Tuition	0	0	0		
Sub-total, All Education Items:	0	0	0		
General Government:					
Unrestricted Gen Gov't Aid	232,537	242,536	242,536		
Local Sh of Racing Taxes	0	0	0		
Regional Public Libraries	0	0	0		
Urban Revitalization	0	0	0		
Veterans Benefits	0	0	402		
State Owned Land	2,847	2,823	2,823		
Exemp: VBS and Elderly	16,294	16,551	16,551		
Offset Receipts:					
Public Libraries	8,696	8,379	8,379		
Sub-Total, All General Government	260,374	270,289	270,691		
Total Estimated Receipts	260,374	270,289	270,691		

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet Budgets

1. Where present, uncheck NULL boxes and enter values (no commas) to set min and max data ranges.
2. Report will always include all data, but will display only communities within set ranges.
3. Click "View Report" and scroll down to check report status.
4. To view or sort data, export to Excel.

Close

Municipality (type municipality name): Fiscal Year (must be greater than 2010)

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FY2017 Local Aid Assessments
Boxborough

	FY2016 Cherry Sheet Estimate	FY2017 Governor's Budget Proposal	FY2017 HWM Budget Proposal	FY2017 Senate Budget Proposal	FY2017 Conference Committee
County Assessments:					
County Tax	0	0	0		
Suffolk County Retirement	0	0	0		
Essex County Reg Comm Center	0	0	0		
Sub-Total, County Assessments:	0	0	0		
State Assessments and Charges:					
Retired Employees Health Insurance	0	0	0		
Retired Teachers Health Insurance	0	0	0		
Mosquito Control Projects	25,565	29,902	29,902		
Air Pollution Districts	1,909	1,956	1,956		
Metropolitan Area Planning Council	2,542	2,605	2,605		
Old Colony Planning Council	0	0	0		
RMV Non-Renewal Surcharge	2,680	2,680	2,680		
Sub-Total, State Assessments:	32,696	37,143	37,143		
Transportation Authorities:					
MBTA	25,406	24,974	24,974		
Boston Metro. Transit District	0	0	0		
Regional Transit	8,270	8,910	8,910		
Sub-Total, Transp Authorities:	33,676	33,884	33,884		
Annual Charges Against Receipts:					
Multi-Year Repayment Program	0	0	0		
Special Education	0	0	0		
STRAP Repayments	0	0	0		
Sub-Total, Annual Charges:	0	0	0		
Tuition Assessments:					
School Choice Sending Tuition	0	0	0		
Charter School Sending Tuition	0	0	0		
Sub-Total, Tuition Assessments:	0	0	0		
Total Estimated Charges:	66,372	71,027	71,027		

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet Estimates: Regional Schools

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Regional School (type regional school): <input type="text" value="Acton-Boxborough"/>	Fiscal Year (must be greater than 2010): <input type="text" value="2017"/>
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FY2017 Local Aid Estimates
Acton Boxborough

	FY2016 Cherry Sheet Estimate	FY2017 Governor's Budget Proposal	FY2017 HWM Budget Proposal	FY2017 Senate Budget Proposal	FY2017 Conference Committee
Education:					
Chapter 70	14,393,076	14,503,256	14,696,071		
Regional School Transportation	1,354,273	1,312,256	1,458,844		
Charter Tuition Reimbursement	60,513	25,066	26,091		
Offset Receipts:					
School Choice Receiving Tuition	261,263	241,662	241,662		
Total Estimated Receipts:	16,069,125	16,082,240	16,422,668		
Estimated Charges:					
Special Education	12,894	12,894	12,894		
School Choice Sending Tuition	103,482	110,698	110,698		
Charter School Sending Tuition	414,938	365,958	382,504		
Total Estimated Charges:	531,314	489,550	506,096		
Receipts Net of Charges:	15,537,811	15,592,690	15,916,572		

Massachusetts Department of Revenue
 Division of Local Services
 Municipal Databank/Local Aid Section
 Cherry Sheet Estimates: Regional Schools

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Regional School (type regional school):	<input type="text" value="minuteman"/>	Fiscal Year (must be greater than 2010):	<input type="text" value="2017"/>	<input type="button" value="Close"/>	
<div style="border: 1px solid black; padding: 2px;"> Find Next </div>					
FY2017 Local Aid Estimates					
Minuteman					
	FY2016 Cherry Sheet Estimate	FY2017 Governor's Budget Proposal	FY2017 HWM Budget Proposal	FY2017 Senate Budget Proposal	FY2017 Conference Committee
Education:					
Chapter 70	2,177,027	2,184,747	2,198,257		
Regional School Transportation	926,951	908,878	1,010,406		
Charter Tuition Reimbursement	0	0	0		
Offset Receipts:					
School Choice Receiving Tuition	0	0	0		
Total Estimated Receipts:	3,103,978	3,093,625	3,208,663		
Estimated Charges:					
Special Education	0	0	0		
School Choice Sending Tuition	9,150	5,000	5,000		
Charter School Sending Tuition	0	0	0		
Total Estimated Charges:	9,150	5,000	5,000		
Receipts Net of Charges:	3,094,828	3,088,625	3,203,663		