



**Boxborough Leadership Forum
31st March 2015, 7:00 PM
Sargent Memorial Library**

Agenda

1. Call to Order (Board of Selectmen Chair, Vince Amoroso)
2. Review and acceptance of minutes of January 28, 2015 meeting
3. Review and acceptance of minutes of February 24, 2015 meeting
4. FY 16 state aid
5. Town Meeting and Annual Municipal Election
 - FY 16 budget
 - Warrant articles and proposed funding
 - Consent agenda
 - Moderator policies – Town Meeting Guide, Flyers and sale policy, presentation guidelines
 - Consent agenda – number of voters required for holding an article
 - Municipal Election – poll hours
6. AB Regional School Committee updates
7. Minuteman School Committee updates
8. Finance Committee updates, including FY 16 Capital Plan update
9. Library updates
10. Board of Selectmen updates
11. Other business
12. Next meeting date –April 29
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.



Approved:

Town of Boxborough

Boxborough Leadership Forum

Minutes

January 28, 2015

Attendees:

Board of Selectmen: Vince Amoroso, Chair; Susan Bak, Bob Stemple

Finance Committee: Dilap Subramanyam, Chair; John Rosamond, Neil Hessler

School Committee: Brigid Bieber, Vice Chair; Mary Brolin, Katie Neville, Maria Neyland

Minuteman Tech Representative: Cheryl Mahoney

Sargent Memorial Library Board of Trustees: Mary Brolin, Chair

Town Moderator: John Fallon

Other Attendees: Glenn Brand, ABRSD Superintendent; 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 Brigid Bieber called the meeting to order at 7:00 pm in the Public Meeting Room of the Sargent Memorial Library.

Review and Acceptance of Minutes of December 10, 2014

The minutes from December 10, 2014 were not available, they will be voted on during the next meeting.

Discussion of FY 16 Budget Draft #2 and Schedule

The group reviewed draft #2 of the FY 16 budget. Culture and Recreation increased due to a requested increase in Library hours. The Debt Service increased, we are going to bond next week. The Health Services position in the budget this year was a warrant article last year. Draft #2 is showing a 3% increase. Revenues are expected to increase. Draft #2 does not have a cost of living increase for union personnel. The group noted that Boxborough School Committee returned about \$190K at the end of fiscal year 14. We could consider using some free cash toward the assessment if desired.

Update on Minuteman

Vince Amoroso gave an update on the revised regional agreement for Minute Man. Vince recommended that Boxborough not approve the revised agreement and that we seek to withdraw from the region.

Cheryl Mahoney gave an update on the open house, two magazine articles that were published on Minuteman Tech, and a Girls in Stem program that will take place at Minuteman Tech during February vacation and will be led by High School young women certified in mentoring and enrolled in STEM majors at Minuteman. Also, on February 2, 2015, the Building Committee will present on four building scenarios at the Board of Selectman meeting.

School Committee Update – 2016 Budget

Brigid offered that the School Committee would be happy to come to a Board of Selectman and/or Finance Committee meeting to present on the budget for the Acton Boxborough Regional School District. The ABRSC will hold budget Saturday this Saturday (1/31/15) starting at 8:30 am at RJ Grey, all are welcome.

Brigid also noted that the School Committee will lobby against the 9c cuts.

Board of Selectmen Update

There were no emergencies during the latest storm. It worked better to pre-treat the roads and work with a plowing plan.

On 2/19/2015 Bill Caulder will speak at a BOS meeting about the proposed 244-unit Chapter 40B housing development on Jefferson at Beaver Brook.

The BOS would like public input on the use of the Grange room and stage as they look to renovate the space.

The DPW Director is working on a paving plan for the town.

Finance Committee Update

The Finance Committee will be meeting soon with the Fire, Police and DPW and expect to have a draft capital plan soon.

Library Update

The exhibit in the room is from students in a digital photography class at the high school. The next exhibit will be ABRSD art classes K-12.

The Friends of the Library have made a contribution for new museum passes and the Sargent Memorial Library Foundation has funded Zinio to provide free on-line access to selected magazines.

For the HVAC system, we are working on allowing the vendor remote access.

We have been experiencing hardware problems with the interior doors similar to that experienced previously with the exterior doors.

Proposed Schedule for Future BLF Meetings

We scheduled the following meetings for 7 pm at the Sargent Memorial Library:

- February 24, 2015
- March 24, 2015
- April 29, 2015

Adjournment

Mary Brolin moved to adjourn, Maria Neyland seconded the motion. At 8:50 pm it was unanimously approved to adjourn the meeting.

Submitted by:

Mary F. Brolin
Acton-Boxborough Regional School Committee
Sargent Memorial Library Trustee



Approved: _____

**Town of Boxborough
Boxborough Leadership Forum
Minutes
February 24, 2015**

Attendees:

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

Finance Committee: Dilip Subramanyam, Chair; John Rosamond

School Committee: Brigid Bieber, Vice Chair; Maria Neyland, Kathleen Neville, Mary Brolin (also Library Board of Trustees Chair)

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

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

Call to Order

Selectman Vince Amoroso called the meeting to order in the Sargent Memorial Library Meeting Room at 7:00PM.

Minutes

Dilip moved to accept and place on file the minutes of the December 10, 2014 BLF meeting. Seconded by Selectman Stemple.

FY 16 budget and warrant articles

Included in the packet was a list of proposed warrant articles, *FY 16 Articles List_022015*. BoS Chair Vince Amoroso reported that the Community Preservation has had only a couple of meetings, the first of which focused primarily on the role and responsibilities of the CPC. The CPC has stated that they do not believe that they have sufficient time to vet proposals. Chair Amoroso indicated that in all likelihood, there will be a special town meeting in the fall to consider a back up plan for Minuteman, and CPC recommendations could be considered then. For the time being, all articles with CPA potential have been pulled.

Town Accountant, Jennifer Barrett, updated the group on budget items, noting:

- Middlesex Retirement Board is still working on actuarials and will possibly tweak the assessment
- Health insurance rates were set in rev 3 of the budget. These reflect a 9% increase in Tufts and Harvard Pilgrim and a 2% increase in Fallon
- Debt service – increase due to new bond issuance, which included previous short-term borrowing as well as borrowing authorized last year (parking lot paving, air paks, public safety communications system, brush truck and multi-body dump truck)

Chair Amoroso noted that paving article would allow voters to decide on level of service they are prepared to fund. He also indicated that the BoS is expecting to see a more aggressive paving schedule from the DPW Director this spring. Selectmen have not yet voted on staffing articles, which will be taken up at a future BoS

meeting. The Board is considering exploring a study to look at potential regionalization of police and/or fire services.

School Committee updates

Brigid Bieber, ABRSC Vice Chair, reported on the recent budget update provided at the Selectmen's meeting on February 23. Also attending the BoS meeting were Superintendent Glenn Brand and Finance Director Clare Jeannotte. Ms. Bieber had hoped that FinCom would be able to attend the meeting to see the presentation and participate in the budget discussion. Ms. Bieber reported that ABRSC had voted a revised budget of \$11,120,240 (down from \$11,262,407 in rev 2 of town budget).

Brief discussion regarding an apparent increase of families receiving financial services. Ms. Bieber noted that the increase is due in part to the automated reporting; previously, the stats relied on families completing the information.

Brief discussion on Choice students.

Discussion regarding the budget process itself with the newly expanded region. SC members Bieber and Brolin indicated that it's not much different, still pushing and pulling... larger budget... the dynamics are a bit different, but the environment is good... Boxborough has more persuasive power with the change in voting structure with the amended agreement.

As reported at an earlier BLF meeting, there are more Acton children attending Blanchard, than Boxborough children attending Acton elementary schools.

Finance Committee updates

Chair Subramanyam indicated that good progress is being made on the budget and a joint meeting with the BoS has been scheduled for March 3.

Library updates

Maureen Strapko, Library Director, reported that: 1) an outside contractor had spent the day removing snow from the library roof, 2) the Library Trustees were seeking an increase in the budget to fund extended library hours on Monday and Wednesday evenings (from 6 – 8 PM), and 3) the Friends of the Whitcomb House were donating \$70,000 to the library to be used primarily for seniors.

Board of Selectmen updates

Chair Vince Amoroso provided the update, starting with a report on MM Regional School. Superintendent Ed Bouquillon and Asst. Superintendent of Finance, Kevin Mahoney, had attended the BoS meeting on February 11 and provided an update on the budget, the proposed amended regional agreement as well as the proposed options for the building project. Options discussed included repairs and a new school. At an estimated cost of \$71.7 million, the building could be repaired to be brought up to code. There would be no MSBA reimbursement for this alternative. For an estimated cost of \$132.6 million, a new facility to accommodate 628 students could be constructed. At a 40% reimbursement rate, the cost to the District would be \$79.6 million. The deadline has been pushed out to June 30, 2016 to allow the District more time to seek unanimous approval on the regional agreement. On the topic of the agreement, the Superintendent agreed that it was highly unlikely that there would be unanimous support, as required, for the amended agreement in its current form. The Chair reported that he had spoken with representatives from a number of towns. Several towns with low enrollment are considering withdrawing from the district. Moreover, Arlington and other towns with large enrollment have made it clear that they will not approve the new capital project without adoption of the proposed new amendments, and without knowing how many towns will choose to withdraw and what effect that will have on total enrollment. Chair Amoroso suggested a procedure, to be incorporated into a tweaked amended agreement which he has vetted with Town Counsel, that would allow those towns that wish to withdraw to do so at the same time as they vote to approve the proposed new amendments.

Selectman Stemple reported that the Fire Chief had recently deemed the house at Steele Farm to be a structurally unsafe structure that should not be entered into in the event of a fire. This may fuel further input from those residents who want to tear down the structure, while others wish to preserve it.

Next meeting dates

Confirmed 7 PM on March 31 and April 29, to be held at the Sargent Memorial Library.

Adjourn

At 8:40 PM, it was moved, seconded and approved to adjourn.

**FY2016 Financial Model
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16
<u>Summary of Expenditures</u>				
Town Government	\$ 992,413	\$ 867,020	\$ 113,993	13%
Protection	\$ 2,372,284	\$ 2,387,284	\$ (15,000)	-1%
Public Works	\$ 1,020,044	\$ 1,037,784	\$ (17,740)	-2%
Health Services	\$ 123,247	\$ 90,111	\$ 33,136	37%
Culture & Recreation	\$ 394,264	\$ 375,831	\$ 18,433	5%
Subtotal - Town Government	\$ 4,902,252	\$ 4,758,030	\$ 132,822	3%
A/B Regional School	\$ 11,120,240	\$ 10,594,577	\$ 525,663	5%
Minuteman Technical	\$ 165,340	\$ 147,254	\$ 18,086	12%
Subtotal - Education	\$ 11,285,580	\$ 10,741,831	\$ 543,749	5%
Debt Service	\$ 1,173,438	\$ 902,897	\$ 270,541	30%
Employee Benefits	\$ 1,391,074	\$ 1,335,044	\$ 56,030	4%
Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0%
Subtotal - Other	\$ 2,749,512	\$ 2,422,941	\$ 326,571	13%
Total Budget	\$ 18,937,344	\$ 17,922,802	\$ 1,003,142	6%
ATM 2015 Warrant Articles Within 2 1/2	\$ 1,605,622	\$ -	\$ 1,605,622	-8%
ATM 2014 Warrant Articles Within 2 1/2	\$ -	\$ 1,693,694	\$ (1,693,694)	
STM 2015 Warrant Articles Within 2 1/2	\$ 75,000	\$ -	\$ 75,000	
STM 2014 Warrant Articles Within 2 1/2	\$ -	\$ 50,300	\$ (50,300)	
ATM 2015 Warrant Articles CPC	\$ 112,000	\$ -		
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	
Snow and Ice Deficit	\$ -	\$ -	\$ -	0%
Overlay Reserve (known after tax rate setting)	\$ 175,000	\$ 171,546	\$ 3,454	2%
Total Budget, Articles, Overlay	\$ 20,904,966	\$ 19,838,342	\$ 943,224	5%

**FY2016 Financial Model
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16
Sources of Funds				
Estimated State Aid	\$ 260,266	\$ 237,938	\$ 22,328	9%
State Aid (Cherry Sheet Assessments)	\$ (66,372)	\$ (67,287)	\$ 915	-1%
State Aid (Construction Reimbursement -school)	\$ 284,091	\$ 284,092	\$ (1)	0%
Total Estimated State Aid	\$ 477,985	\$ 454,743	\$ 23,242	5%
Estimated Local Receipts	\$ 1,437,000	\$ 1,380,000	\$ 57,000	4%
Total State Aid and Local Revenue	\$ 1,914,985	\$ 1,834,743	\$ 80,242	4%
Prior Year Levy Limit	\$ 17,823,559	\$ 17,199,968	\$ 623,592	4%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 445,589	\$ 429,999	\$ 15,590	4%
Tax Rate	16.65		17.69	
New Growth (estimate determined by Town Policy Makers)	3,000,000		10,943,603	
Current Year Levy Limit	\$ 18,319,098	\$ 17,823,559	\$ 495,539	3%
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0%
Exempt Debt Service (Net of State Reimbursement)	\$ 610,824	\$ 652,335	\$ (41,511)	-6%
Maximum Allowable Levy	\$ 18,929,922	\$ 18,475,894	\$ 454,028	2%
Exclude Allowable 2 1/2 Growth	\$ (445,589)	\$ (429,999)		
Adjusted Maximum Allowable Levy	\$ 18,484,333	\$ 18,045,895		
Total Available Funds (Excluding Allowable 2 1/2 Growth)	\$ 20,399,318	\$ 19,880,638	\$ 518,680	3%
Total Funds Required to meet Total Expenses (w Adjusted Tax Levy)	\$ 505,648	\$ (42,296)	\$ 547,944	-1295%

**FY2016 Financial Model
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16
For Tax Rate Calculation				
Operating Budget	\$ 18,937,344	\$ 17,922,802	\$ 1,014,542	6%
ATM 2015 Warrant Articles Within 2 1/2	\$ 1,605,622	\$ -	\$ 1,605,622	-4%
ATM 2014 Warrant Articles Within 2 1/2	\$ -	\$ 1,693,694	\$ (1,693,694)	
STM 2015 Warrant Articles Within 2 1/2	\$ 75,000	\$ -	\$ 75,000	
STM 2014 Warrant Articles Within 2 1/2	\$ -	\$ 50,300	\$ (50,300)	
ATM 2015 Warrant Articles CPC	\$ 112,000			
Overlay Reserve - raised on tax recap	\$ 175,000	\$ 171,546	\$ 3,454	2%
Snow and Ice Deficit - raised on tax recap	\$ -	\$ -		
Other Deficit Funds - raised on tax recap	\$ -	\$ 7,445		
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)	\$ (474,000)	\$ -	\$ (474,000)	
Available Funds - Free Cash (Warrant Articles)	\$ (424,935)	\$ (401,551)	\$ (23,384)	
Available Funds - Stabilization (Warrant Articles)	\$ -	\$ -	\$ -	
Available Funds - Overlay Surplus	\$ -	\$ (45,000)	\$ 45,000	
Available Funds - CPA Funds	\$ (112,000)	\$ -	\$ (112,000)	
Available Funds - Transfer Unexpended Prior Year Articles	\$ (24,007)	\$ (75,249)	\$ 51,242	
Available Funds - Unexpended Bond Proceeds	\$ (1,680)	\$ -	\$ (1,680)	
To be Borrowed	\$ (1,255,000)	\$ (1,222,194)	\$ (32,806)	
State Aid (Cherry Sheets - Assessments)	\$ (193,894)	\$ (170,651)	\$ (23,243)	14%
State Aid (Construction Reimbursement - School)	\$ (284,091)	\$ (284,092)	\$ 1	0%
Local Receipts	\$ (1,437,000)	\$ (1,380,000)	\$ (57,000)	4%
(Estimated) Amount to be Raised by Tax Levy	\$ 16,698,359	\$ 16,267,050	\$ 326,754	2%
Total Valuation (Assessor sets tax rate)	\$ 979,999,303	\$ 976,999,303	\$ 3,000,000	0%
Estimated tax rate	\$ 17.04	\$ 16.65	\$ 0.39	2%
Average Single Family Assessment FY15 Valuation	\$ 531,400	\$ 531,400		
Average Single Family Tax Bill at Proposed Rate	\$ 9,055	\$ 8,848		

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
100 Total Salary	0	0	0	0%	0	0	0
100 Total Other	11,700	0	300	3%	9,500	11,340	11,340
100 Total General Gov't	11,700	0	300	3%	9,500	11,340	11,340
114 Total Salary	0	0	0	0%	0	0	0
114 Total Other	50	50	0	0%	47	50	47
114 Total Moderator	50	50	0	0%	47	50	47
119 Total Salary	0	0	0	0%	0	0	0
119 Total Other	175	175	0	0%	57	175	97
119 Total Town Constable	175	175	0	0%	57	175	97
122 Total Salary	2,000	2,000	0	0%	1,000	2,000	2,000
122 Total Other	2,119	2,136	(17)	-1%	1,828	2,149	24,663
122 Total Selectmen	4,119	4,136	(17)	0%	2,828	4,149	26,663
123 Total Salary	108,750	105,000	3,750	4%	77,230	101,500	101,500
123 Total Other	2,875	2,825	50	2%	2,333	2,825	2,813
123 Total Town Administrator	111,625	107,825	3,800	4%	79,563	104,325	104,313
131 Total Salary	0	0	0	0%	0	0	0
131 Total Other	480	455	25	5%	226	450	336
131 Total Town Finance Comm	480	455	25	5%	226	450	336
135 Total Salary	66,908	64,311	2,597	4%	47,309	70,810	68,136
135 Total Other	36,708	26,968	9,740	36%	18,631	26,666	31,185
135 Total Accountant	103,616	91,279	12,337	14%	65,940	97,476	99,320
141 Total Salary	66,908	64,311	2,597	4%	47,309	39,700	44,084
141 Total Other	17,964	13,113	4,851	37%	7,895	9,023	7,936
141 Total Assessor	84,872	77,424	7,448	10%	55,204	48,723	52,020
145 Total Salary	67,908	65,311	2,597	4%	48,309	71,810	80,217
145 Total Other	8,350	8,350	0	0%	5,233	12,495	17,805
145 Total Treasurer	76,258	73,661	2,597	4%	53,542	84,305	98,022

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
146 Total Salary	67,676	65,087	2,589	4%	48,145	62,574	62,743
146 Total Other	11,381	20,118	(8,737)	-43%	20,460	17,076	16,653
146 Total Collector	79,057	85,205	(6,148)	-7%	68,604	79,650	79,396
151 Total Salary	0	0	0	0%	0	0	0
151 Total Other	53,500	53,500	0	0%	28,099	64,000	61,788
151 Total Legal	53,500	53,500	0	0%	28,099	64,000	61,788
152 Total Salary	0	0	0	0%	0	0	0
152 Total Other	320	260	60	23%	320	260	200
152 Total Personnel Board	320	260	60	23%	320	260	200
156 Total Salary	0	0	0	0%	0	0	0
156 Total Other	115,319	27,994	87,325	312%	21,316	0	0
156 Total Technology	115,319	27,994	87,325	312%	21,316	0	0
161 Total Salary	46,006	44,259	1,747	4%	32,822	42,562	42,676
161 Total Other	2,120	2,178	(58)	-3%	287	2,320	1,970
161 Total Town Clerk	48,126	46,437	1,689	4%	33,110	44,882	44,646
162 Total Salary	4,028	4,762	(734)	-15%	2,844	2,601	2,478
162 Total Other	5,632	6,070	(438)	-7%	3,186	4,355	4,173
162 Total Elect. & Registr.	9,660	10,832	(1,172)	-11%	6,030	6,956	6,650
171 Total Salary	0	0	0	0%	0	0	0
171 Total Other	2,150	2,150	0	0%	754	2,150	1,885
171 Total Conservation Comm	2,150	2,150	0	0%	754	2,150	1,885
175 Total Salary	67,453	64,856	2,597	4%	47,581	71,355	71,245
175 Total Other	7,330	5,775	1,555	27%	6,550	8,900	8,511
175 Total Planning Board	74,783	70,631	4,152	6%	54,132	80,255	79,756
176 Total Salary	0	0	0	0%	0	0	0
176 Total Other	210	335	(125)	-37%	65	335	82
176 Total ZBA	210	335	(125)	-37%	65	335	82

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
179 Total Salary	0	0	0	0%	0	0	0
179 Total Other	100	200	(100)	-50%	0	200	0
179 Total Ag Comm	100	200	(100)	-50%	0	200	0
192 Total Salary	172,420	168,116	4,304	3%	109,590	176,450	152,888
192 Total Other	43,723	45,355	(1,632)	-4%	31,431	58,582	75,969
192 Total Town Hall	216,143	213,471	2,672	1%	141,022	235,032	228,858
199 Total Salary	0	0	0	0%	0	0	0
199 Total Other	150	1,000	(850)	-85%	753	200	110
199 Total Energy Comm	150	1,000	(850)	-85%	753	200	110
Total Salaries - Town Government	670,057	648,013	22,044	3%	462,139	641,362	627,966
Total Other - Town Government	322,356	219,007	91,949	42%	158,972	223,551	267,564
Total Town Government	992,413	867,020	113,993	13%	621,111	864,913	895,531
	992,413	867,020	113,993	13%	621,111	864,913	895,531

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
210 Total Salary	987,409	1,008,200	(20,791)	-2%	756,189	952,389	961,884
210 Total Other	105,440	137,290	(31,850)	-23%	124,130	140,799	157,709
210 Total Police	1,092,849	1,145,490	(52,641)	-5%	880,318	1,093,188	1,119,593
215 Total Salary	256,725	250,302	6,423	3%	189,022	249,037	272,443
215 Total Other	41,798	36,020	5,778	16%	32,931	36,910	34,591
215 Total Dispatch	298,523	286,322	12,201	4%	221,953	285,947	307,034
220 Total Salary	774,301	765,214	9,087	1%	519,094	739,496	722,904
220 Total Other	109,350	103,498	5,852	6%	61,158	105,703	91,994
220 Total Fire	883,651	868,712	14,939	2%	580,252	845,199	814,898
241 Total Salary	69,863	68,393	1,470	2%	48,492	65,427	63,846
241 Total Other	9,775	2,250	7,525	334%	2,022	2,442	2,278
241 Total Building Insp	79,638	70,643	8,995	13%	50,513	67,869	66,124
291 Total Salary	2,746	2,705	41	2%	1,352	2,682	2,681
291 Total Other	450	400	50	13%	373	400	393
291 Total ACO	3,196	3,105	91	3%	1,725	3,082	3,074
292 Total Salary	11,507	11,292	215	2%	8,251	11,007	1,006
292 Total Other	2,850	1,625	1,225	75%	1,680	1,625	1,289
292 Total ACO Dog & Cat	14,357	12,917	1,440	11%	9,931	12,632	2,296
299 Total Salary	45	45	0	0%	45	45	45
299 Total Other	25	50	(25)	-50%	0	50	6
299 Total Field Driver	70	95	(25)	-26%	45	95	51
Total Salaries - Protection	2,102,596	2,106,151	(3,555)	0%	1,522,445	2,020,083	2,024,809
Total Other - Protection	269,688	281,133	(11,445)	-4%	222,294	287,929	288,260
Total Protection	2,372,284	2,387,284	(15,000)	-1%	1,744,739	2,308,012	2,313,070
	2,372,284	2,387,284	(15,000)	-1%	1,744,739	2,308,012	2,313,070

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
310 Total Salary	0	0	0	0%	0	0	0
310 Total Other	165,340	147,254	18,086	12%	128,848	177,558	177,558
310 Total Minuteman	165,340	147,254	18,086	12%	128,848	177,558	177,558
320 Total Salary	0	0	0	0%	0	0	0
320 Total Other	11,120,240	10,594,577	525,663	5%	7,945,935	11,366,956	11,104,420
320 Total ABRSD	11,120,240	10,594,577	525,663	5%	7,945,935	11,366,956	11,104,420
Total Salaries - Education	0	0	0	0%	0	0	0
Total Other - Education	11,285,580	10,741,831	543,749	5%	8,074,783	11,544,514	11,281,978
Total Education	11,285,580	10,741,831	543,749	5%	8,074,783	11,544,514	11,281,978

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
422 Total Salary	516,630	505,987	10,643	2%	360,473	489,932	471,526
422 Total Other	89,500	87,590	1,910	2%	70,010	85,040	107,877
422 Total DPW	606,130	593,577	12,553	2%	430,483	574,972	579,403
423 Total Salary	54,276	53,121	1,155	2%	80,821	51,336	57,210
423 Total Other	106,610	107,765	(1,155)	-1%	159,101	109,550	133,371
423 Total Snow & Ice	160,886	160,886	0	0%	239,922	160,886	190,581
424 Total Salary	0	0	0	0%	0	0	0
424 Total Other	3,000	3,000	0	0%	1,806	3,000	2,401
424 Total Street Lighting	3,000	3,000	0	0%	1,806	3,000	2,401
425 Total Salary	0	0	0	0%	0	0	0
425 Total Other	27,400	22,400	5,000	22%	25,402	27,120	18,067
425 Total Hager Well	27,400	22,400	5,000	22%	25,402	27,120	18,067
429 Total Salary	0	0	0	0%	0	0	0
429 Total Other	72,075	97,250	(25,175)	-26%	71,336	97,250	97,046
429 Total Fuel	72,075	97,250	(25,175)	-26%	71,336	97,250	97,046
431 Total Salary	0	0	0	0%	0	0	0
431 Total Other	0	10,000	(10,000)	-100%	9,275	0	0
431 Total Hazardous Waste	0	10,000	(10,000)	-100%	9,275	0	0
433 Total Salary	0	0	0	0%	0	0	0
433 Total Other	140,100	140,850	(750)	-1%	90,322	142,000	116,241
433 Total Transfer Station	140,100	140,850	(750)	-1%	90,322	142,000	116,241
491 Total Salary	8,953	8,821	132	1%	4,410	8,733	8,732
491 Total Other	1,500	1,000	500	50%	202	1,000	861
491 Total Cemetery	10,453	9,821	632	6%	4,612	9,733	9,593
Total Salaries - Public Works	579,859	567,929	11,930	2%	445,704	550,001	537,469
Total Other - Public Works	440,185	469,855	(29,670)	-6%	427,453	464,960	475,864
Total Public Works	1,020,044	1,037,784	(17,740)	-2%	873,157	1,014,961	1,013,332
	1,020,044	1,037,784	(17,740)	-2%	873,157	1,014,961	1,013,332

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
505 Total Salary	988	988	0	0%	494	988	988
505 Total Other	98	100	(2)	-2%	52	100	95
505 Total Animal Inspector	1,086	1,088	(2)	0%	545	1,088	1,082
511 Total Salary	500	500	0	0%	250	501	417
511 Total Other	39,290	36,390	2,900	8%	15,399	37,178	35,936
511 Total BoH	39,790	36,890	2,900	8%	15,649	37,679	36,353
529 Total Salary	24,320	0	24,320	New Position	4,229	0	0
529 Total Other	680	0	680	New Position	2,962	0	0
529 Total Community Services	25,000	0	25,000	New Position	7,192	0	0
541 Total Salary	47,908	46,051	1,857	4%	36,900	43,981	41,374
541 Total Other	5,100	4,700	400	9%	3,891	3,050	3,050
541 Total COA	53,008	50,751	2,257	4%	40,791	47,031	44,424
543 Total Salary	4,008	1,027	2,981	290%	39	670	670
543 Total Other	355	355	0	0%	33	355	1,322
543 Total Veterans	4,363	1,382	2,981	216%	73	1,025	1,992
Total Salaries - Health Services	77,724	48,566	29,158	60%	37,683	46,140	43,448
Total Other - Health Services	45,523	41,545	3,978	10%	19,375	40,683	40,403
Total Health Services	123,247	90,111	33,136	37%	57,058	86,823	83,851
	123,247	90,111	33,136	37%	57,058	86,823	83,851

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
610 Total Salary	222,677	214,309	8,368	4%	155,118	206,521	203,824
610 Total Other	126,555	119,012	7,543	6%	74,758	116,435	123,484
610 Total Library	349,232	333,321	15,911	5%	229,876	322,956	327,308
630 Total Salary	26,722	26,471	251	1%	19,690	25,954	22,912
630 Total Other	9,800	9,400	400	4%	6,594	9,600	8,828
630 Total Rec Comm	36,522	35,871	651	2%	26,284	35,554	31,740
670 Total Salary	0	0	0	0%	0	0	0
670 Total Other	1,500	1,000	500	50%	2,488	500	500
670 Total Steele Farm	1,500	1,000	500	50%	2,488	500	500
691 Total Salary	0	0	0	0%	0	0	0
691 Total Other	4,545	3,174	1,371	43%	7,944	3,169	3,193
691 Total Hist Comm	4,545	3,174	1,371	43%	7,944	3,169	3,193
692 Total Salary	0	0	0	0%	0	0	0
692 Total Other	965	965	0	0%	17	965	671
692 Total Public Celebr	965	965	0	0%	17	965	671
699 Total Salary	0	0	0	0%	0	0	0
699 Total Other	1,500	1,500	0	0%	77	1,500	386
699 Total AB Cultural Council	1,500	1,500	0	0%	77	1,500	386
Total Salaries - Culture & Rec	249,399	240,780	8,619	4%	174,808	232,475	226,736
Total Other - Culture & Rec	144,865	135,051	9,814	7%	91,878	132,169	137,061
Total Culture & Rec	394,264	375,831	18,433	5%	266,685	364,644	363,797
	394,264	375,831	18,433	5%	266,685	364,644	363,797

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
710 Total Salary	0	0	0	0%	0	0	0
710 Total Other	985,000	740,000	245,000	33%	610,000	745,000	745,000
710 Total Retirement of LT Debt	985,000	740,000	245,000	33%	610,000	745,000	745,000
751 Total Salary	0	0	0	0%	0	0	0
751 Total Other	188,438	162,897	25,541	16%	153,295	440,673	440,668
751 Total Debt Interest	188,438	162,897	25,541	16%	153,295	440,673	440,668
830 Total Salary	0	0	0	0%	0	0	0
830 Total Other	629,903	612,822	17,081	3%	612,822	592,504	592,504
830 Total County Retirement Assmt	629,903	612,822	17,081	3%	612,822	592,504	592,504
912 Total Salary	0	0	0	0%	0	0	0
912 Total Other	62,600	60,279	2,321	4%	55,240	68,302	52,075
912 Total Other Insurance	62,600	60,279	2,321	4%	55,240	68,302	52,075
915 Total Salary	0	0	0	0%	0	0	0
915 Total Other	617,180	583,303	33,877	6%	462,637	1,322,710	1,160,019
915 Total Employee Benefits	617,180	583,303	33,877	6%	462,637	1,322,710	1,160,019
945 Total Salary	0	0	0	0%	0	0	0
945 Total Other	81,391	78,640	2,751	3%	63,948	90,000	82,687
945 Total Liability Insurance	81,391	78,640	2,751	3%	63,948	90,000	82,687
Total Salaries - Administration	0	0	0	0%	0	0	0
Total Other - Administration	2,564,512	2,237,941	326,571	15%	1,957,943	3,259,189	3,072,953
Total Administration	2,564,512	2,237,941	326,571	15%	1,957,943	3,259,189	3,072,953
132 Total Salary	0	0	0	0%	0	0	0
132 Total Other	185,000	185,000	0	0%	30,224	185,000	185,532
132 Total Reserve Fund	185,000	185,000	0	0%	30,224	185,000	185,532

**FY2016 Budget Summary
Town of Boxborough**

	FY16 Submitted Budget	FY15 Budget	FY15 vs FY16	FY15 vs FY16	FY15 YTD 4/1/15	FY14 Budget	FY14 Actual
Total Salaries - Town Government	670,057	648,013	22,044	3%	462,139	641,362	627,966
Total Salaries - Protection	2,102,596	2,106,151	(3,555)	0%	1,522,445	2,020,083	2,024,809
Total Salaries - Public Works	579,859	567,929	11,930	2%	445,704	550,001	537,469
Total Salaries - Health Services	77,724	48,566	29,158	60%	37,683	46,140	43,448
Total Salaries - Culture & Rec	249,399	240,780	8,619	4%	174,808	232,475	226,736
Total Salaries	3,679,635	3,611,439	68,196	2%	2,642,780	3,490,061	3,460,429
Total Other - Town Government	322,356	219,007	91,949	42%	158,972	223,551	267,564
Total Other - Protection	269,688	281,133	(11,445)	-4%	222,294	287,929	288,260
Total Other - Public Works	440,185	469,855	(29,670)	-6%	427,453	464,960	475,864
Total Other - Health Services	45,523	41,545	3,978	10%	19,375	40,683	40,403
Total Other - Culture & Rec	144,865	135,051	9,814	7%	91,878	132,169	137,061
Total Town Other	1,222,617	1,146,591	64,626	6%	919,971	1,149,292	1,209,152
Total Town Government	992,413	867,020	113,993	13%	621,111	864,913	895,531
Total Protection	2,372,284	2,387,284	(15,000)	-1%	1,744,739	2,308,012	2,313,070
Total Public Works	1,020,044	1,037,784	(17,740)	-2%	873,157	1,014,961	1,013,332
Total Health Services	123,247	90,111	33,136	37%	57,058	86,823	83,851
Total Culture & Rec	394,264	375,831	18,433	5%	266,685	364,644	363,797
Total Town Expenses	4,902,252	4,758,030	132,822	3%	3,562,751	4,639,353	4,669,581
Total Other - Education	11,285,580	10,741,831	543,749	5%	8,074,783	11,544,514	11,281,978
Total Other - Administration	2,564,512	2,237,941	326,571	15%	1,957,943	3,259,189	3,072,953
Total Reserve Fund	185,000	185,000	0	0%	30,224	185,000	185,532
Total Other Costs	14,035,092	13,164,772	870,320	7%	10,062,949	14,988,703	14,540,463
Total Expenses	18,937,344	17,922,802	1,003,142	6%	13,625,701	19,628,056	19,210,044

**FY2016 Proposed Articles
Town of Boxborough**

Article Number	Dept	Description	Amount	Funding Source
<u>Special Town Meeting</u>				
1	423	Snow & Ice Recovery	75,000	Free Cash
2	210	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200, Police	TBD	Free Cash
3	215	Fund Cost Items of First Year of Collective Bargaining Agreement - Mass Coalition of Police, Local 200A, Dispatch	TBD	Free Cash
4	220	Fund Cost Items of First Year of Collective Bargaining Agreement - Boxborough Professional Firefighters, Local 4601	TBD	Free Cash
	220	Additional Firefighter/Shift Restructuring (wages of \$25,627 & health ins @ \$15,570) is included in CBA		
	Total		<u>75,000</u>	
<u>Annual Town Meeting</u>				
1		Choose Town Officers		
2		Receive Reports		
3		Set Salaries and Compensation of Elected Officers		
4		Amend FY16 Personnel Classification and Compensation Plan		
5		Town Operating Budget	18,937,344	474K Free Cash
6	310	Amendments to the Regional School District Agreement of the Minuteman Regional Vocational School District		
7	310	Withdrawal from Minuteman Regional Vocational School District		
CPA				
8		FY 15 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes)		
		FY 16 set asides (@ 10% for open space, including land for recreational use, historic resources and community housing purposes) and 5% for administrative and operating expenses		
	670	Steele Farm Barn Exterior Restoration	90,000	CPA
	192	Preservation & Restoration of Town Hall Steps	10,000	CPA
	161	Conservation of Historical Records	12,000	CPA
	Total		<u>112,000</u>	

**FY2016 Proposed Articles
Town of Boxborough**

Article Number	Dept	Description	Amount	Funding Source
Financial Consent Agenda				
9	100	Transfer to Stabilization Fund	100,000	Free Cash
10	950	Transfer to OPEB Trust Fund	100,000	Free Cash
11	141	Assessor: Certification Stipend	1,000	Free Cash
12		Rescind Unused Borrowing Authorization ATM00 Art32 School Water/Sewer (50K)		
13	Multi	Departmental Revolving Funds Re-authorization		
	220	Fire Alarm System maintenance Revolving Cap Increase (from \$4,100)	10,000	Cap
14	541	COA: New Revolving Acct for Programs	15,000	Cap
15	610	Library: New Revolving Acct for Copy Machine Funds	1,500	Cap
16	691	Hist Comm: Museum Basement Painting	5,000	Free Cash
17	171	Conservation: Transfer to Conservation Trust for Future Purchase	5,000	Free Cash
Personnel				
18	210	Police: Promote 1 Sgt to LT	14,460	Free Cash
19	422/423	Replace 2PT DPW Worker with 1FT (wages of \$16,092 & health ins @ \$15,570)	31,662	Free Cash
Capital Equipment & Infrastructure				
20A	192	Town Hall: Renovation of Foyer into Grange Hall	35,000	Articles/Free Cash
B	220	Fire: Pumper Truck	650,000	Borrowing
C	220	Fire: Turnout Gear (Personal Protective Equipment)	140,000	Borrowing
D	422	DPW: 3/4 Ton Pickup Truck (to replace "Juan's truck")	40,000	Borrowing
E	422	DPW: Road Paving	300,000	Borrowing
F	422	DPW: Asphalt Roller	40,000	Borrowing
G	422	DPW: Chipper	60,000	Borrowing
Studies & Initiatives				
21A	210	Police: Department Accreditation	14,000	Free Cash
B	210	Public Safety: Building Schematic & Design	69,500	Free Cash
	Total		<u>1,605,622</u>	
Zoning ByLaw Amendments				
22	176	Change Definition 2101 "Accessory Structure" to "Accessory Building"		

**FY2016 Proposed Articles
Town of Boxborough**

Article Number	Dept	Description	Amount	Funding Source
23	176	Amend Definition 2152 "Mixed-use" to be inclusive of all permitted uses		
24	176	Amend Section 4000 Use Regulations, 4100 General (Administrative Correction)		
25	176	Change the word "Churches" to "Places of Worship" in Section 6006 Parking Schedule		
26	176	Amend Section 4003(1) Residential Uses to allow the Bed and Breakfast use by Special Permit in the Agricultural-Residential and Residential-1 zoning districts		
27	176	Various amendments to Section 6300 Signs		
28	176	Add new section regarding Wireless Communication Facilities erected by a local, state, or federal government entity for the purposes of public safety		
Petition Article				
29		Restoring & Maintaining Constitutional Governance Resolution of Boxborough, Massachusetts		
(Other) Consent Agenda				
30	175	Accept a sidewalk easement located on the property at 55-61 Codman Hill Road (Craftsman Village)		
31	141	Assessor: Personal Exemption Percentage		
32	422	Chapter 90 Highway Reimbursement Program		

**FY2016 Proposed Articles
Town of Boxborough**

Article Number	Dept	Description	Current Balance	Amount Used	Funding Source New Balance
		Free Cash	1,940,414.00	898,935.32	1,041,478.68
		Stabilization	1,227,704.00	-	1,227,704.00
		Borrowing		1,230,000.00	
		Overlay Surplus	-	-	-
		Warrant Article Surplus	25,686.68	25,686.68	-
		Recind Warrant Articles	-	-	-
		CPA - Estimated	166,983.59	112,000.00	54,983.59
				<u>2,128,935.32</u>	FC, Stab, Borrow
				25,686.68	Other Sources
				<u>112,000.00</u>	CPA
				2,266,622.00	



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

SPECIAL TOWN MEETING

1. SNOW AND ICE DEFICIT
2. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE
3. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH
4. FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS, LOCAL 4601

ANNUAL TOWN MEETING

1. CHOOSE TOWN OFFICERS
2. RECEIVE REPORTS
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
4. AMEND FY 2016 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN
5. TOWN OPERATING BUDGET
6. AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
7. WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT
8. COMMUNITY PRESERVATION FUND
9. TRANSFER TO STABILIZATION FUND**
10. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
11. ACCEPTANCE OF MGL CH 59, S 21, "ADDITIONAL COMPENSATION FOR ASSESSORS FOR COURSES OF STUDY"
12. RESCIND UNUSED BORROWING AUTHORITY**
13. DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**
14. ESTABLISH REVOLVING FUND FOR GENERAL COUNCIL ON AGING PROGRAMS**
15. ESTABLISH REVOLVING FUND FOR LIBRARY PHOTOCOPYING MACHINE FEES**
16. TOWN MUSEUM BASEMENT RE-PAINTING**
17. CONSERVATION TRUST FUND**
18. POLICE DEPARTMENT – PROMOTION OF SERGEANT INTO NEW POSITION OF LIEUTENANT

- 19. **DPW – REPLACE TWO PART-TIME WORKERS WITH ONE FULL-TIME WORKER**
- 20. **CAPITAL EQUIPMENT AND INFRASTRUCTURE**
 - A. **Town Hall – Renovation of Foyer into Grange Meeting Room**
 - B. **Fire Department - Pumper Truck (to Replace Engine #64)**
 - C. **Fire Department – Turnout Gear (Personal Protective Equipment)**
 - D. **DPW - ¾ Ton Pickup Truck (Replacement)**
 - E. **DPW - Road Paving**
 - F. **DPW - New Vibratory Asphalt Roller**
 - G. **DPW - Chipper**
- 21. **STUDIES AND INITIATIVES**
 - A. **Public Safety Building Programmatic Review and Schematic Design**
 - B. **Police Department Accreditation**
- 22. **ZONING BYLAW AMENDMENT – AMEND SECTION 2101 ACCESSORY STRUCTURE**
- 23. **ZONING BYLAW AMENDMENT – AMEND SECTION 2152 MIXED-USE**
- 24. **ZONING BYLAW AMENDMENT – AMEND SECTION 4001 GENERAL**
- 25. **ZONING BYLAW AMENDMENT – AMEND SECTION 6006 PARKING SCHEDULE**
- 26. **ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES**
- 27. **ZONING BYLAW AMENDMENT – AMEND SECTION 6300 SIGNS**
- 28. **ZONING BYLAW AMENDMENT – AMEND SECTION 2190 WIRELESS COMMUNICATION FACILITY AND SECTION 7400 WIRELESS COMMUNICATION FACILITIES**
- 29. **SUBMITTED BY PETITION - RESTORING AND MAINTAINING CONSTITUTIONAL GOVERNANCE RESOLUTION OF BOXBOROUGH, MASSACHUSETTS##**
- 30. **ACCEPTANCE OF CODMAN HILL ROAD SIDEWALK EASEMENT****
- 31. **ACCEPTANCE OF MGL CH 59, S 5C ½ - PERSONAL REAL ESTATE EXEMPTIONS****
- 32. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****

LEGEND

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



BOXBOROUGH SPECIAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 11, 2015 at 7:00 p.m. to act on Articles 1 through 4 of this Special Town Meeting Warrant.

ARTICLE 1 SNOW AND ICE DEFICIT

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Seventy-Five Thousand Dollars (\$75,000), more or less, to fund the Snow and Ice Deficit for the year ending June 30, 2015, or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee...

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

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2015 to June 30, 2018) or take any other action relative thereto.

Summary

This article is for the funding of the first year of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2015 – June 30, 2018. Funding for years two and three will be included in the FY 2017 and FY 2018 budget requests under Article 5.

The Board of Selectmen defers its recommendation until Town Meeting (5-0).

Negotiations were still ongoing at printing of the warrant with the expectation that they would conclude prior to Town Meeting in May 2015. If that is the case, the Selectmen will summarize the agreement details and present their recommendation at that time.

The Finance Committee defers its recommendation until Town Meeting 0.

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

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2015 to June 30, 2018); or take any other action relative thereto.

Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for the funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200A, Dispatch, for the term July 1, 2015 – June 30, 2018. Funding for years two and three will be included in the FY 2017 and FY 2018 budget requests under Article 5.

The Board of Selectmen defers its recommendation until Town Meeting (5-0).

Negotiations were still ongoing at printing of the warrant with the expectation that they would conclude prior to Town Meeting in May 2015. If that is the case, the Selectmen will summarize the agreement details and present their recommendation at that time.

The Finance Committee defers its recommendation until Town Meeting 0.

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

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601 (July 1, 2015 to June 30, 2018); or take any other action relative thereto.

Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for the funding of the collective bargaining agreement with the Boxborough Professional Firefighters, Local 4601, for the term July 1, 2015 – June 30, 2018. Funding for years two and three will be included in the FY 2017 and FY 2018 budget requests under Article 5.

The Board of Selectmen defers its recommendation until Town Meeting (5-0).

Negotiations were still ongoing at printing of the warrant with the expectation that they would conclude prior to Town Meeting in May 2015. If that is the case, the Selectmen will summarize the agreement details and present their recommendation at that time.

The Finance Committee defers its recommendation until Town Meeting 0.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 24, 2015.

Vincent M. Amoroso, Chairman
Board of Selectmen

Robert T. Stemple, Clerk
Board of Selectmen

Susan M. Bak
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 11, 2015 at 7:00 p.m. to act on Articles 2 through 32 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 18th day of May, 2015 at 11:00 a.m. for the Election of Town Officers. The polls will be open continuously until 7:00 p.m. when they shall be closed.

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The selectmen have voted unanimously (5 – 0) to recommend all those articles on each of the Consent Agendas.

This year, there will be two Consent Agendas. The **Fiscal Consent** (Article #9 through #17, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #30 through 32 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 8 AND 29, RESPECTIVELY.

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word “Hold” in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

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

COMMUNITY PRESERVATION FUND (Article 8)

At Annual Town Meeting in May 2014, Boxborough’s voters took the first step to accept Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act. The voters also supported the adoption of a general bylaw to establish the Community Preservation Committee (CPC) to be comprised of members of the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission and Finance Committee, each of whom will designate those members for appointment by the Board of Selectmen. At the ballot in November 2014, the voters ratified the action taken at Town Meeting in May and approved the adoption of the Community Preservation Act.

Continue with description...

For this year’s Town Meeting, the CPC is recommending the funding for three projects from FY 16 Community Preservation , listed in

COMPILATION ARTICLES CAPITAL EQUIPMENT and INFRASTRUCTURE & STUDIES and INITIATIVES

In an additional effort to streamline Town Meeting, we have compiled the majority of appropriations into two articles: Article 20, *Capital Equipment and Infrastructure* and Article 21, *Studies and Initiatives*. Each of these

articles is comprised of several components (A – G) and (A-B) respectively, which may be moved as a group, or individually within each article. Any component of the article may be amended. Recommendations have been included for each component of the articles.

Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to sshaw@boxborough-ma.gov or phone, 978-264-1712, with any questions regarding the articles or procedures.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

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

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term

One Planning Board member for a three-year term

One Planning Board member to complete a one-year unexpired term

One A-B Regional School Committee member for a three-year term

One Constable for a three-year term

As well as other Town Officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2014 Annual Town Report; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously ().

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2015 as follows:

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

or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee recommends unanimously ().

ARTICLE 4 AMEND FY 2016 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan to reflect administrative changes as summarized below and for which the complete text of the proposed revisions is on file in the Town Clerk's office and is also available on the Town's website; further, by amending the Classification and Compensation Schedule, formerly known as Schedules A & B; or to take any other action relative thereto.

The Personnel Board recommends (5-0*).

While many amendments to the Plan are housekeeping changes, amendments to hiring practices, vacations, and sick leave reflect the Personnel Board's efforts to attract and retain outstanding non-union town employees

Housekeeping amendments include administrative adjustments in response to the new Regional School Committee and unification of the Classification and Compensation Schedule into a single schedule.

To occasionally attract a highly experienced candidate to work for the Town, an amendment to hiring practices allows department heads to offer a higher-than-minimum pay step (with the recommendation of the Personnel Board and approval of the Board of Selectmen).

To improve non-union employees' job satisfaction and performance, the Personnel Board recommends that employees receive a modest increase in vacation with pay, while limiting to two weeks the accrued vacation time an employee may carry into the next fiscal year. (Under special circumstances, department heads may allow a carryover of more than two weeks.) ***The Personnel Board's internal vote regarding vacation changes was 4-1.**

To describe the reasons an employee is permitted to take paid sick leave, a number of amendments reflect the terms of the Massachusetts Paid Sick Leave Law passed in November 2014. Amendments regarding unpaid leaves of absence follow the provisions of the Family and Medical Leave Act.

To bring hourly wages into compliance with new state minimum wage provisions, an amendment adjusts the pay scale of five non-union positions. Additionally, wages and salaries reflect a COLA increase of 1.5%.

The Board of Selectmen recommends (4-1)

The Board of Selectmen and Personnel Board held a public hearing on March 16, 2015 at Town Hall on the proposed changes to the Personnel Plan, which includes a 1.5% wage adjustment for all employees (including per diem and intermittent) and a 2.5% Step increase for all eligible employees for FY2016. The Board of Selectmen recommends and supports these changes for the reasons mentioned in the summary above.

The Finance Committee...

**FY 2016
CLASSIFICATION AND COMPENSATION SCHEDULE**

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

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2015; or take any other action relative thereto.

The Finance Committee recommends unanimously ().

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

(Majority vote required)

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

The Board of Selectmen unanimously does not recommend (5-0).

These Proposed Amendments were submitted by the Minuteman Regional Vocational School District's School Committee. The motivation was the need to obtain the unanimous consent of the member towns in order to undertake the vital and long overdue capital campaign necessary to bring the existing, antiquated school structure into compliance with building codes. However, there have been strong and continuing objections by some of the larger member towns to the way in which the current Regional Agreement allocates votes and assesses costs. Those members have been unwilling to agree to undertake a new capital program unless changes are made to the Regional Agreement to address their concerns, and the School Committee has done so with these Proposed Amendments.

The District has obtained approval from the Massachusetts School Building Authority (MSBA) to finance 40% of the costs of the new construction. However, that commitment was first made by MSBA several years ago, and MSBA has informed the District that it will expire on June 30, 2016. Before that date, the member towns must vote to accept bonding for their respective shares of the new capital spending, or MSBA's funding will disappear. The Proposed Amendments will only become effective if passed unanimously by the sixteen member towns of The Minuteman Regional School District. They were first proposed in 2014 and appeared on the 2014 Town Warrants of all sixteen member towns. At those Town Meetings, ten towns passed them, one town rejected them, and five, including Boxborough, voted to pass them over. They are being presented again this year by the School Committee in a second effort to gain the necessary unanimous consent. Based on numerous conversations with our counterparts from the other member towns, we do not expect that the Proposed Amendments as currently drafted will pass unanimously. We recommend that Boxborough voters reject the Proposed Amendments for the following reasons:

Compared to the current MRSD Agreement, the Proposed Amended Regional Agreement would disadvantage Boxborough in many important respects.

- 1) **Voting:** It would change the current system, in which each of the sixteen member towns has an equal vote, and employ weighted voting for most School Committee actions, based on the four (4) year rolling average enrollment. **This would reduce our voting power from 1/16, or 6.25%, to 4.04%.**
- 2) **Borrowing:** It would change the current system, whereby a single community, voting at Town Meeting, has the power to block new borrowing. Instead, new borrowing could be authorized by a two-thirds (2/3) vote of all members, without regard for the weight of the vote. Dissenting members could avoid liability for the new debt **only** by a) disapproving of the debt by majority vote at a Town Meeting called for the purpose, **and b)** moving to withdraw from the region by a two-thirds (2/3) vote at a Town Meeting called for the purpose **within sixty (60) days** of the vote that approved the new debt. **This proposal would eliminate our ability to veto authorization for new borrowing, and make it extremely difficult to avoid liability for the new debt.**

3) **Withdrawal:** It would change the method for withdrawal. Now, a community may seek to withdraw at any time by a majority vote at its annual or special town meeting. Each of the other member towns must then vote on the request at a special town meeting called for the purpose, but in no case later than their next annual town meeting. In order to become effective, all member towns and the Commissioner of Elementary and Secondary Education must approve. The process can be completed within one year from the date the community votes to withdraw. The new method permits withdrawal only as of July 1 of a given fiscal year. The community seeking to withdraw must obtain a two-thirds (2/3) vote at Town Meeting no less than three (3) years before the desired July 1 withdrawal date. Withdrawal will only be allowed by approval of a majority of the remaining members and the Commissioner of Elementary and Secondary Education. We believe the Commissioner is unlikely to approve withdrawal absent a compelling reason to do so. (*See the related discussion in our Recommendation with respect to Article 7.*)

The proposed change from unanimous approval to majority approval by the other member towns is a benefit that, in our judgment, is more than outweighed by the requirement that a withdrawal motion pass Town Meeting by a two-thirds (2/3) vote no less than 3 years before the desired July 1 withdrawal date.

4) **Assessment:**

a) **Operating Costs:** It would change the method of calculating our assessment of annual operating costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. **At a time of declining enrollment, this would increase our assessment by counting students who are no longer enrolled.**

b) **Capital Costs:** It would change the method of calculating our assessment of capital costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. In addition, it would consider certain factors used in calculating Chapter 70 state aid. **In other words, it would add a wealth based formula to increase our assessment.**

5) **Total Cost:** The proposed changes would decrease the assessments of seven towns and increase those of the remaining nine.

The result is that Boxborough would suffer by far the largest per capita increase of any member town:

Per Capita Change If Proposed Amendments Take Effect

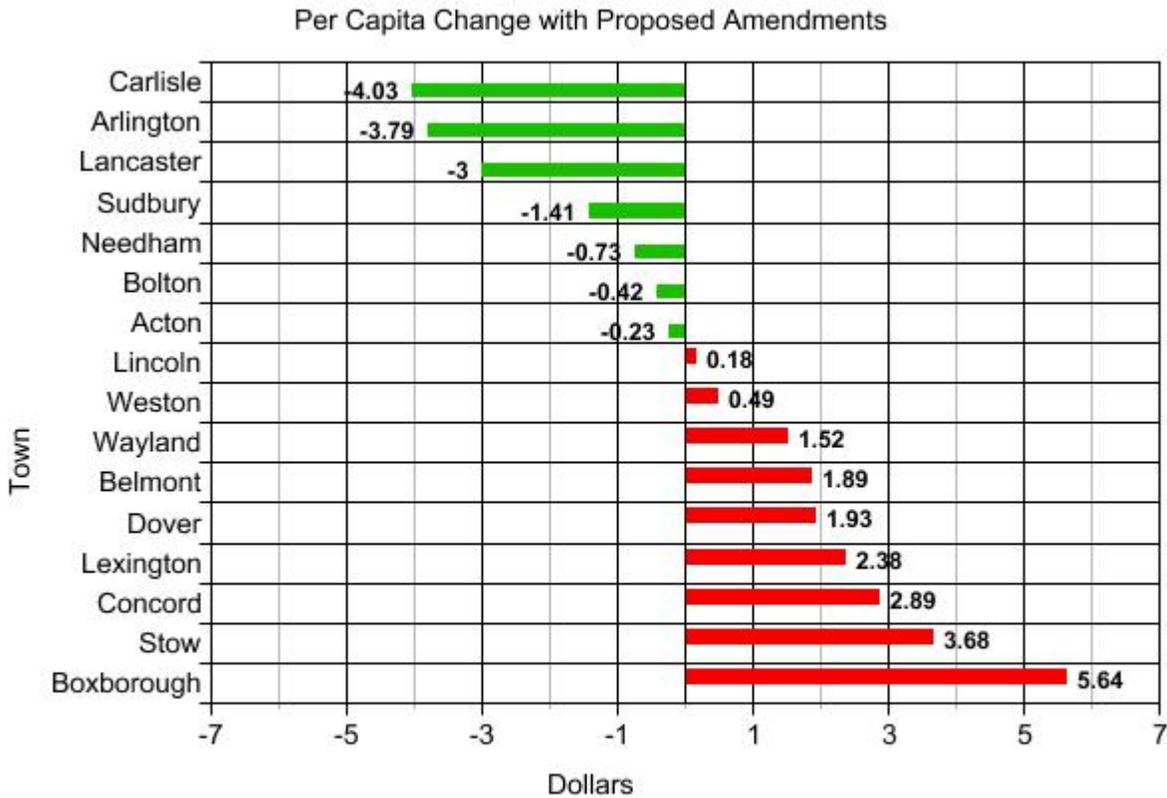
TOWN	Change¹	Enrollment²	Population³	Per Capita Increase
Carlisle	(\$19,545)	12	4,852	(\$4.03)
Arlington	(\$162,561)	153	42,844	(\$3.79)
Lancaster	(\$24,159)	26	8,055	(\$3.00)
Sudbury	(\$24,859)	19	17,659	(\$1.41)
Needham	(\$21,209)	34	28,886	(\$0.73)
Bolton	(\$2,071)	11	4,897	(\$0.42)
Acton	(\$4,988)	25	21,924	(\$0.23)
Lincoln	\$1,168	5	6,362	\$0.18
Weston	\$5,545	4	11,261	\$0.49
Wayland	\$19,695	7.5	12,994	\$1.52
Belmont	\$44,003	30	23,291	\$1.89
Dover	\$10,782	1	5,589	\$1.93
Lexington	\$74,765	47	31,394	\$2.38
Concord	\$50,969	7	17,669	\$2.89

Stow	\$24,271	22	6,590	\$3.68
Boxborough	\$28,194	4	4,996	\$5.64

¹ "Comparison of Assessment Totals under Current and Proposed Model", Minuteman Regional School District

² Minuteman Regional School District, New Assessment Model, Capital Assessments

³ 2010 US Census



"Comparison of Assessment Totals under Current and Proposed Model", Minuteman Regional School District

The Finance Committee unanimously does not recommend (6-0).

Sixteen member towns formed the Minuteman Technical and Vocational Regional School District by Regional Agreement in 1970. Total student enrollment at Minutemen for the school year 2014 is 796, of which 440, or 55%, came from the 16 member towns and 356 from the 33 non-member towns. Boxborough's enrollment for the current 2013-2014 school year is 5 students. The chart below shows the 11-year history of enrollments. Noteworthy is the trend of declining member enrollments, including Boxborough:

School Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boxborough	14	14	12	12	12	12	13	12	7	5	5
Member Towns	492	522	520	479	479	438	430	445	430	403	440
Non-Member Towns	303	270	254	245	245	260	250	309	355	340	356

Total	795	792	774	724	724	698	680	754	785	743	796
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Since 2009 Minutemen has been engaged in a building renovation process with the Massachusetts School Building Authority (MSBA) to address the failing school infrastructure, which has not had any major capital improvements since it was constructed in the early 1970s. The current estimated project cost is \$120 million, of which some portion would be contributed by the state. Under **both** the current Regional Agreement and the revised Regional Agreement under consideration in this article, Minuteman would remain unable to charge non-member towns like Boston, Watertown, and Medford for the costs of the capital project, even those students from nonmember towns represent 45% of current enrollment.

After reviewing the proposed changes in the current Regional Agreement, including major changes in moderating approval provisions and providing town-enrollment weighted voting for the School Committee, the FinCom believes the proposed Amendment is unfair and biased in favor of the larger communities such as Arlington, Lexington, and Belmont. The direct financial impact of the proposed changes would be felt immediately as the complex cost formulas will shift capital costs from the member towns with larger enrollments to towns like Boxborough with lower enrollments. Boxborough and the other member towns are currently subsidizing the losses associated with the nonmember towns, and the proposed agreement exacerbates the problem.

Note that these proposed changes to the Regional Amendment will require approval by all members and the Commissioner of the DESE (Department of Elementary and Secondary Education). If the proposed Amendments pass, the Town's FY2015 Minuteman assessment of \$147,254 would increase by \$28,194, or 19%. Furthermore, Boxborough's assessments would likely more than double as a result of the substantial capital project under consideration.

ARTICLE 7 WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

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

The Board of Selectmen recommends unanimously (5-0).

Boxborough has been a member of the Minuteman High School Regional School District for many years. Unfortunately, the time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining a member of the Region. Our enrollment has recently declined from 16 students to 4 students, or some 1/2% of total enrollment. We have little influence on the Region, which is understandable: it is not reasonable to expect that the Region would operate in a manner that optimizes Boxborough's experience when a town like Arlington provides 38% of member towns' enrollment.

It is time to trade our meaningless voice for a meaningful choice.

Withdrawing from the Region will better serve our students. Because we are a member town, our students must attend Minuteman unless it does not offer the program they would like to pursue. As a non-member, our students would be able to apply to other fine schools that are as close or closer, such as Nashoba Valley Technical School in Westford, or Assabet Valley Regional Technical High School in Marlborough. Of course, they would still be able to apply to Minuteman on the same basis as students from other non-member towns, who currently account for nearly half its enrollment. This would be a meaningful choice.

Moreover, withdrawing from the Region will also be better financially. For many years we have paid more to educate our students at Minuteman than non-member towns. We have raised this issue with the Region many times, and have been rebuffed many times with the explanation that it is necessary to charge non-members less in order to keep enrollment at suitable levels. This disparity would only be worse if we adopt the proposed amendments, which would impose on Boxborough the largest per capita increase of any member. (See the related discussion in our Recommendation with respect to Article 6.) Withdrawing would end the discriminatory pricing Boxborough has experienced for years.

How likely is it that Boxborough will be allowed to withdraw? We will need the approval of all member towns and the Commissioner of Elementary and Secondary Education. This is likely to happen only if there is a compelling reason. A compelling reason now exists because a majority of the other members and the Commissioner wish to amend the existing agreement. This is because they need to obtain the consent of those towns that would benefit from amending the agreement to undertaking the vital and long overdue capital campaign to necessary to bring the existing school structure into compliance with building codes.

Boxborough will never have a greater voice in the Region than it does under the current agreement, which allows us to veto any changes. Boxborough will never be able to make a more compelling case for being allowed to withdraw than it can at this Town Meeting by voting against the Proposed Amendments and in favor of withdrawal. If we do so, we can then proceed with "Plan B" as described above, which would simultaneously allow those members that wish to withdraw to do so, amend the Agreement to satisfy the needs of the larger towns, and permit the remaining members to approve the capital spending program before the June 30, 2016 deadline.

The Finance Committee recommends unanimously (6-0).

The FinCom acknowledges that this may be largely a symbolic vote as it is unlikely that the other 15 member towns, as well the DESE (Dept. of Elementary and Secondary Education) would approve of Boxborough's withdrawal from Minuteman. We note that in the event that Boxborough is permitted to withdraw from Minuteman, our students would still have the ability to attend Minuteman on the same basis as the students from the 33 non-member communities and pay a tuition rate that would be approximately 80% of the current rate.

ARTICLE 8 COMMUNITY PRESERVATION FUND

(Majority vote required)

To see if the Town will vote to reserve 10% of FY2015 Community Preservation Fund revenues for each of the three purposes of the Community Preservation Act: open space, including land for recreational use, historic resources and community housing purposes to satisfy the requirements of the Community Preservation Act for FY2015, the first fiscal year for which the Town has collected the CPA surcharge; to hear and act on the report of the Community Preservation Committee on the FY2016 Community Preservation budget and to appropriate from the Community Preservation Fund FY2016 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2016; and further, to reserve for appropriation from said estimated annual revenues a sum of money for open space, including land for recreational use, historic resources and community housing purposes, and for a FY16 Budgeted Reserve; and further, to appropriate from FY 16 Community Preservation Revenue a sum or sums of money for Community Preservation purposes, projects or acquisitions as follows:

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

All as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary

The first project is for the first phase of a three-year plan to preserve historic records of the Town. One of the obligations of towns within the Commonwealth is the preservation of public records. Under MGL 66:9 “every person having custody of any public record books of the commonwealth...shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible, and cause them to be repaired, rebound or renovated.”

The process will include deacidification, mending and reinforcement of paper as necessary, resewing and rebinding. Each page will be photographed before rebinding and made into a CD for web access. The records to be conserved in Phase One are the Town Records for 1835 – 1866, 1866-1896, 1896-1918, 1918-1933 and 1932-1947.

The second project involves the preservation and restoration of the front steps of the Town Hall. The Town Hall steps had been a mass of concrete that had begun cracking and spawling. Red bricks were mortared to the concrete structure as a way of refacing the steps. Over time, water has made its way between and under the bricks, causing the mortar joints to fail and the bricks to come loose. The tripping hazard is particularly concerning on the steps, where someone going down could easily fall forward.

The bricks will be removed and the concrete will be prepared for a new surface. That surface may need to be determined based on the condition of the concrete but likely will be a veneer slate or stone product. Signage to fulfill the 1989 ruling by the Massachusetts Architectural Access Board will be installed.

The third project being recommended by the Community Preservation Committee is for the restoration of the exterior of the Steele Farm barn. The funding will provide for the replacement of the barn’s windows, doors,

siding and trim with products of similar materials and appearance, and priming and painting of the exterior structur.

The Board of Selectmen recommends unanimously (5-0).

The Community Preservation Act (CPA) is a financial tool that provides matching funds from the state to help Boxborough preserve our history and open space, build or restore outdoor recreational facilities, and create affordable housing. This article was passed by Annual Town Meeting in May 2014 and voters supported the ballot question in November 2014.

The Conservation Preservation Committee (CPC) was formed in January 2015, two months after the ballot question passed. Two of the three projects listed in this article and recommended by the CPC, were deferred at last year's annual Town Meeting in anticipation of CPA funds. The third project, the preservation and restoration of Town Hall Steps, was included this year, because it remedies a safety issue which requires immediate attention.

The Town Clerk recommends.

Preserving historic records is an obligation of all towns and cities in the Commonwealth. Over time, paper records deteriorate and steps must be taken to conserve and restore them. The conservation process includes de-acidification, mending and reinforcement of paper as necessary, re-sewing and rebinding. In 2007, six volumes of records were conserved according this process. This article would begin the next phase our record preservation program.

The Steele Farm Advisory Committee recommends unanimously.

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

The Finance Committee...

ARTICLE 9 TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

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

The Finance Committee recommends unanimously (0).

The Town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town. Capital needs can be paid for by one or more of the following – free cash, stabilization fund or borrowing. The current balance of the stabilization fund is \$1.1M. Capital funding requests for next year and cumulatively for the next three years are currently projected at \$1.5 million and \$1.9 million, respectively. The FinCom believes it is prudent to continue to reserve funds to support these upcoming requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town’s AAA bond rating from S&P. Expenditures from the Stabilization Fund require a higher level of scrutiny (2/3 vote of ATM) to utilize these funds which is appropriate for large expenditures.

The Board of Selectmen recommends unanimously (5-0).

This article continues our recent practice of making regular contributions to the Town’s Stabilization Fund. A healthy balance in the Stabilization Fund (currently ~ 5% of yearly expenditures) is one of the attributes considered by bonding agencies in setting our bond rating and determining the cost to the Town of borrowing money.

**ARTICLE 10 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST
FUND****

(Majority vote required)

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

Summary

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

The Board of Selectmen recommends unanimously (5-0).

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small contribution to fund our liabilities for retirees' healthcare benefits. The town's FY 2016 unfunded liability, as reported in the June 30, 2011 actuarial study, amounts to \$12,355,208 and the proposed amount is a small percentage of our total obligations. An update to the 2011 study is currently in progress. Not funding this obligation might, in the future, affect our Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously ().

The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010 and the current balance is \$177,027. The Town provides retired employees with healthcare and life insurance benefits and costs are accounted for on a "pay as you go" basis. While the Town is not legally required to prefund these future liabilities, the FinCom believes it is prudent to set aside reserves to begin to address the issue. Bonding authorities look favorably on setting aside reserves to fund the OPEB liability. Our initial actuarial study was completed in fiscal 2009 and updated in fiscal 2012 and provided the Town with a detailed analysis of the unfunded liability for both active and retired employees. The amount of the liability was \$11,618,986. The amount we propose to set aside is slightly under 1% of that amount, or \$100,000.

If this item had to be appropriated, it would add \$0.11 per \$1,000 of valuation, or \$54.04 for the average house.

ARTICLE 11 ACCEPTANCE OF MGL CH 59, S 21, “ADDITIONAL COMPENSATION FOR ASSESSORS FOR COURSES OF STUDY”**

(Majority vote required)

To see if the Town will vote to accept Chapter 59, Section 21A of the general laws, “Additional Compensation for Assessors for Courses of Study”, and further, to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Thousand Dollars (\$1,000), more or less, for the purpose of paying the certification stipend to Boxborough's Assessor in FY 2016, or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

Massachusetts General Laws Chapter 59, Section 21A allows cities and towns to grant annual stipends to Assessors who have completed the necessary courses of study and are certified by the Association of Massachusetts Assessors. The Town previously voted similar annual stipends for the Treasurer, Tax Collector and Town Clerk. The Board of Selectmen supports the on-going education of all Town employees and therefore recommends a stipend in the amount of \$1,000 for the Assessor position.

The Finance Committee recommends unanimously ().

ARTICLE 12 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

To see if the Town will vote to rescind the unused borrowing authority in the amount of Fifty Thousand Dollars (\$50,000) granted under Article 32 of the May 2000 Annual Town Meeting (Blanchard Memorial School Potable / Wastewater Improvements), or take any other action relative thereto.

Summary

The borrowing authorization enabled the Town to construct a replacement wastewater disposal system and a new potable water source for the Blanchard Memorial School, Library and public safety facilities. The wastewater disposal system services the Library as well as the school. The existence of unused borrowing authority on the Town's books represents a potential liability, which may in extreme cases adversely affect our bond rating.

The Board of Selectmen recommends unanimously (5-0).

The Town previously authorized borrowing for the school water/sewer project. Not all of the funds authorized were needed. This article rescinds the borrowing of unused funds for this project.

The Finance Committee recommends unanimously ().

ARTICLE 13 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens’ plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; Recreation Commission program fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; and further, to increase the cap on the Fire Alarm System Maintenance Revolving Fund from \$4,100 to \$10,000, or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 16 Spending Limit	Disposition for FY 16 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2017 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2017 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2017 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2017 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2017 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2017 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 16 Spending Limit	Disposition for FY 16 Fund Balance
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2017 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2017 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100 \$10,000	Carryover to FY 2017 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2017 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2017 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$10,000	Carryover to FY 2017 to pay for expenses not yet completed
Recreation Program Fees	Town Administrator	Recreation program fees	To pay expenses attributable to general programs sponsored by the Recreation Committee	\$5,000	Carryover to FY 2017 to pay for expenses not yet completed

The Board of Selectmen recommends unanimously (5-0).

The fire alarm system maintenance revolving fund collects modest fees from businesses in Town that have radio boxes relaying fire alarms to receiver units in both the Police and Fire Stations. The monies collected in the revolving fund are used for routine and extraordinary maintenance of the receiver

units in the police and fire stations. The revolving fund monies are allowed to accumulate to the designated cap, currently \$4100, and then go to the general fund should the net of the monies collected and spent on maintenance exceed the cap. Recently, some major repairs have been required on the receiving stations, indicating the prudence of increasing the revolving fund cap to \$10,000. There is no direct budgetary impact of increasing the cap, it simply allows more money to be accumulated in the fund for maintenance and repairs before rolling any excess to the general fund.

Aside from the increased cap for the fire alarm system maintenance revolving fund, this article simply renews the authority of the named departments to collect fees and disburse funds up to the indicated limit. These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

The Finance Committee recommends unanimously ().

ARTICLE 14 ESTABLISH REVOLVING FUND FOR GENERAL COUNCIL ON AGING PROGRAMS**

(Majority vote required)

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

The Council on Aging recommends unanimously.

The Board of Selectmen recommends unanimously (5-0).

The Council on Aging (CoA) operates or sponsors a number of programs for seniors where participants pay fees. A proper mechanism had not been established in the past to handle the fees and expenses for CoA programs. Following best practice and the normal custom, the Town Accountant recommends that a revolving fund should be set up for CoA programs. This article will establish such a revolving fund with a cap of \$15,000. There is no cost to the town for this article.

The Finance Committee recommends unanimously ().

This article will create a revolving fund to be used to receive fees for programs and pay for services. The Town Accountant supports the establishment and use of the fund for the purposes stated.

**ARTICLE 15 ESTABLISH REVOLVING FUND FOR LIBRARY PHOTOCOPYING MACHINE
FEES****

(Majority vote required)

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

The Library Board of Trustees recommends unanimously (6-0).

The Finance Committee approves unanimously ().

ARTICLE 16 TOWN MUSEUM BASEMENT RE-PAINTING**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Five Thousand Dollars (\$3,000), more or less, for the purpose of preparing and painting the lower level of the museum, or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

This action of repainting the Museum basement represents the last step in a long process started several years ago, aimed at rendering the basement of the Town Museum useful for the storage of both Museum artifacts and Town records. Residents will remember that the Museum (formerly Library) had been plagued by moisture and standing water issues in the basement, precipitated by poor drainage on the lot, and exacerbated by the failure of the basement furnace several years ago. In the past year the DPW has greatly improved the drainage on the lot, essentially eliminating the ingress of water to the basement. The basement furnace has been replaced, with the result of maintaining the relative humidity at a level suitable for both artifact and records storage. The remaining element to be completed is cleaning, stripping and repainting the moisture damaged walls and floors of the basement. With this article, the basement will finally be rendered suitable for relieving the acute shortage of storage space in town for historical artifacts and essential municipal records.

The Finance Committee...

ARTICLE 17 CONSERVATION TRUST FUND**

(Majority vote required)

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

Summary

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

Justification and Need

1. *The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:*
 - *Purchase of Land*
 - *Capital Improvement of Land*
 - *Expenses related to land purchase such as appraisals, title searches etc.*
 - *Improvement of conservation land.*
 - *Monitoring of Conservation restrictions.*
 - *Cost of preparing open space plans and maps.*
2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$21,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.*
3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2015:*
 - *Approximately \$13,000 for Preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.*
4. *The Conservation Trust Fund has the following upcoming anticipated expenses:*
 - *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.*
 - *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*
 - *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

Background Information

1. *From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.*
2. *There was one appropriation of \$15,000 to “replenish” the fund in 2000.*

3. *The last 4 year's (2011, 2012, 2013 and 2014) ATM approved an appropriation of \$5,000 each year.*
4. *Routine operations and maintenance are funded separately at approximately \$1,000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

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

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

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

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

The Conservation Commission recommends (6 – 0).

The Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen supports the Commission in its request. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

The Finance Committee...

ARTICLE 18 POLICE DEPARTMENT – PROMOTION OF SERGEANT INTO NEW POSITION OF LIEUTENANT

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Fourteen Thousand Four Hundred Sixty Thousand Dollars (\$14,460), more or less, for the purpose of promoting a Sergeant into the newly created position of Lieutenant; or take any other action relative thereto.

The Board of Selectmen recommends 4-1

This article would implement a new administrative structure for the Police Department as recommended by the Chief of Police. This would be accomplished through creation of a new position of lieutenant to be filled by promoting one of the existing three sergeants, together with realignment of certain operational responsibilities. No new hiring is required. The lieutenant position would be non-union; two sergeants would remain within the union. The new structure will clarify and rationalize the chain-of-command structure. Realignment of responsibilities of the senior staff officers will improve administration of the various aspects of departmental operations, including Dispatch and the services of the regional Animal Control Officer. It will strengthen departmental morale by providing an additional internal path for career development and advancement.

Other key benefits of the proposed structure:

- Increased schedule coverage. Like the chief, the non-union lieutenant will be on a 5/2 schedule and can cover voids in the schedule thus helping to control overtime costs.
- Addresses the problem of divided loyalty by providing a definite second in command aligned with departmental management (Police Chief) and town administration (Selectmen). Under the current structure, typically a sergeant is designated as the acting chief when the chief is away. This can result in confusion and inconsistency in departmental leadership. Under the new proposed model there would never be a time when both the chief and the lieutenant are absent at the same time.
- Prepares for anticipated growth. New housing developments currently underway or in review before the Planning Board will likely result in about 400 additional units of housing within 3-6 years. Consequently the police department may need additional patrol officers in response to increased population. The proposed staffing structure will better position the Police Department for future growth.

At the renewal of his employment contract last year, the Selectmen asked the chief to address succession planning for eventual transition to a new Chief of Police. The proposed restructuring thoughtfully responds to the Board's request, while providing significant benefits to departmental command structure, operations and management. At a net cost of \$14,460, a majority of the Board of Selectmen recommend this article as a wise investment in the future of the Police Department.

The Finance Committee...

ARTICLE 19 DPW – REPLACE TWO PART-TIME WORKERS WITH ONE FULL-TIME WORKER

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Thirty-One Thousand Six Hundred Sixty-Two Dollars (\$31,662), more or less, for the purpose of funding the wage differential and benefits associated with replacing two part-time DPW workers with one full-time DPW worker; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5-0).

The DPW has for many years carried two part time positions, scheduled for 16 hours per week or 32 hours per pay period. It has been difficult to fill these positions, due to the relatively small number of qualified individuals who would wish to take a 16-hour per week job. This article creates an additional full-time, 40-hour per week position to replace the two part time positions and provide an additional 8 hours per week in the bargain (e.g. 40 hours versus 32 hours). The added cost of approximately \$32,000 is due very nearly half and half to the additional hours provided by the full time employee and the associated health insurance benefits. The reliable addition of another full time employee will allow the DPW greater flexibility in deploying crews to projects such a road or tree work, which require several individuals on the crew for greatest productivity.

The Finance Committee...

ARTICLE 20 CAPITAL EQUIPMENT AND INFRASTRUCTURE

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Million Two Hundred Sixty-Five Thousand Dollars (\$1,265,000), more or less to provide for the following capital requests, or take any other action relative thereto.

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

RECOMMENDATIONS

A. Town Hall – Renovation of Foyer into Grange Meeting Room

The Board of Selectmen recommends (4-1).

The intent of this project is to create space for an office, a storage area and a lobby or reception area at the east end of the Grange Meeting Room currently occupied by the stage. The Grange Meeting Room is used by a variety of boards, committees, commissions and other groups for meetings and functions on a regular basis.

The removal of the stage will improve access and egress into Grange Meeting Room, while expanding and improving access to the existing office, and creating much needed additional storage space. The new configuration will improve the safety and efficiency for voters so that the queue will not extend down the stairs, which unfortunately happens during Presidential primaries and major general elections.

The additional storage space from this project will provide much needed space for voting equipment, bulk copier paper and other items that need to be secure and cannot be stored in the vault due to space constraints.

Advancing this project is critical to the continuing series of actions designed to increase the efficiency of Town Hall space. This is a sensible and straightforward project that improves functionality to a one hundred year old building and is the first step to adapting the building to the demands of the 21st century.

The Selectmen respectfully ask for your support of this article.

The Finance Committee...

B. Fire Department - Pumper Truck (to Replace Engine #64)

The Board of Selectmen recommends unanimously (5-0).

This article proposes to replace Engine 64, which was purchased new in 1994, with a new multi-purpose pumper truck. Two questions must be answered to justify this large purchase: 1) Must we replace Engine 64 at this time? And 2) Does Boxborough require 3 multi-purpose fire trucks? The answer to the first question is an emphatic Yes, since Engine 64 suffers numerous defects due to design and age-related deterioration. It has a two person cab, related to an earlier era where it was permissible for firefighters to ride on the vehicle exterior to the incident. Current regulations require all firefighters to ride inside the vehicle cab when underway, so Engine 64 is useful only for those situations when only two persons are available to respond to an incident. The engine body, pump works and plumbing are constructed of plain carbon steel and suffer serious problems from corrosion. We have spent nearly the original purchase price on repairs to Engine 64, and the rate of repairs is not getting smaller. There is no doubt that Engine 64 must be replaced, and soon. As to the question of whether Boxborough needs three multi-purpose fire trucks, the answer is again yes. The fire service is built around operational plans and contingencies, which require the ability to respond to incidents in Town where one truck might be out for servicing or on a mutual aid call, when another incident might arise in Town. If we have only two primary response vehicles, we suffer a significant likelihood of being unable to properly respond to incidents if one were to be unavailable due to any of several contingencies. There is certainly the possibility of mutual aid from surrounding towns, but that option is for those unusual situations straining the capacity of any individual town to respond. We cannot build mutual aid into our normal operations strategy. The proposed vehicle will be constructed of all-welded Aluminum body work, stainless steel plumbing, and a plastic tank, promising a useful life of 30 years or more, with minimal high level maintenance.

The Finance Committee...

C. Fire Department - Personal Protective Equipment

The Board of Selectmen recommends unanimously (5-0).

Current turnout gear for per diem and call firefighters will see their tenth birthday during FY 2016 (January 2016). NFPA recommendations include that turnout gear should be retired and replaced after ten years. While NFPA recommendations do not have the force of law in Massachusetts as they do in many states, there are at least three compelling reasons for replacing the turnout gear at this time in accordance with the NFPA recommendations:

- Safety of Boxborough Firefighters – while the current turnout gear represents a range of apparent condition, from not half bad to pretty shabby, it has generally suffered degradation in protection to a greater or lesser degree and represents increased risk to the firefighter, who may be called upon to enter a situation representing the upper limit of the nominal turnout gear protection performance.
- Training at the Fire Academy – the Massachusetts Fire Training Council has adopted the NFPA recommendation in force, and will not allow firefighters to attend training in turnout gear that is more than ten years old. We send firefighters to the Academy on a routine basis and would suffer serious disruption in training schedules if we do not replace the turnout gear.

The Finance Committee...

D. DPW - ¾ Ton Pickup Truck (Replacement)

The Board of Selectmen recommends unanimously (5-0).

This article proposes to replace a 2005 Ford F350 ¾ ton pickup truck employed by the DPW for plowing, building and grounds maintenance, and assistance with the full range of DPW crew tasks. The truck suffers severe body corrosion damage and other significant maintenance issues as would be expected in a vehicle of ten years age and a relatively harsh service life. The ongoing maintenance of the front end and body has become an excessive burden to the DPW maintenance account.

The Finance Committee...

E. DPW - Road Paving

The Board of Selectmen recommends unanimously (5-0).

As most residents are aware, many roads in Boxborough are in deplorable condition. The Town receives between \$200,000 and \$300,000 annually from the Commonwealth under the Chapter 90 program, which monies are to be spent on repair and upkeep of roadways. Boxborough contains approximately 30 miles of roadways, and the average cost of repaving runs to approximately \$300,000 per mile. If we rely on Chapter 90 money alone to resurface roads in Town, it will take approximately 30 years to cycle through all the roads, which timespan exceeds the typical life of a roadway by a wide margin. The DPW has in effect been forced into a policy of triaging roads, in which the average condition of Boxborough's roadways continues to deteriorate. This article proposes to augment Chapter 90 funds to the extent that on average we could resurface approximately 2 miles per year, instead of the 1 mile per year at steady state enabled by Chapter 90 funds. This level of overall repaving should allow to Town to catch up with the deteriorating road condition in concert with sealing and spot repairs of the worst roads in Town. We anticipate that this will be an ongoing request until such time that the general condition of roadways improves, or Chapter 90 funding allocations increase, to the point that we may be able to diminish the Town's investment in repaving.

The Finance Committee...

F. DPW – New Vibratory Asphalt Roller

The Board of Selectmen recommends unanimously (5-0).

Purchase of this roller will allow the DPW to undertake moderate scale road repairs with Town personnel, augmenting the Chapter 90 repaving conducted by outside contractors, for those jobs where perhaps a short stretch must be repaired over a culvert, frost heave or other localized road damage. The Town purchased a "hot box" to support such small scale road repairs with state funds last year, and the

combination of hot box and roller will allow the DPW to respond to road condition issues before they grow into serious problems.

The Finance Committee...

G. DPW - Chipper

The Board of Selectmen recommends unanimously (5-0).

This article proposes to replace the current chipper, which is over 20 years old, to support scheduled tree work necessary to maintain safe rights of way throughout Town, as well as the not infrequent emergency tree work to clean up after storms, accidents or other mishaps.

The Finance Committee...

ARTICLE 21 STUDIES AND INITIATIVES

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty-Three Thousand Five Hundred (\$83,500), more or less, for the purpose of implementing the programs listed below, or take any other action relative thereto.

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

RECOMMENDATIONS

A. Public Safety Building Programmatic Review and Schematic Design

The Board of Selectmen recommends unanimously (5-0).

Under Article 23D of the May 2014 Annual Town Meeting, the Town appropriated \$25,000 for the purpose of conducting a Public Safety Space Needs Assessment to determine the program needs of the Police and Fire Departments, and investigate tradeoffs in conceptual design for a building or buildings required to meet the assessed program needs. After a thorough advertising and selection process, the Town selected HKT Architects, Inc. of Somerville, MA to conduct this study in concert with a committee of 15 Town officials and residents, including the Police and Fire Chiefs. This study evaluated the Police and Fire facility needs in detail and formulated seven (7) distinct building concepts, including renovation, addition, new build and combination solutions to the Police and Fire space needs problem. The results of this study indicated that an ideal solution to the public safety space needs problem would cost in the vicinity of \$24 Million to \$26 Million. The committee of Town residents and officials believe that this total cost greatly exceeds that which the Town Meeting is likely to approve, and proposes herewith to extend the present study to an assessment of what the Town could build to best fit the Police and Fire Department space needs, subject to a TBD lower bound total cost and TBD upper bound total cost. This article funds the desired extension of the public safety space needs study, and we believe that it is essential to properly plan for construction that is necessary to replace or augment the current public safety buildings. The Police and Fire Stations suffer numerous deficiencies in their ability to support police and fire operations, as well as serious structural and mechanical deficiencies with respect to current building codes. The recently completed study highlights the areas needing improvement and provides a foundation of analysis upon which to build public safety building concepts more in line with what the Town is able to afford. The outcome of this study will be conceptual building projects meeting the lower bound and upper bound cost constraints provided to the team, so that a future Town Meeting will possess the information necessary to make an informed decision concerning new public safety construction.

The Finance Committee...

B. Police Department Accreditation

The Board of Selectmen recommends unanimously (5-0).

This article will fund a one-time expense of \$14,000 for the Police Department to acquire the necessary training, tools and processes to become accredited through the Massachusetts Police Accreditation

Commission. This will help ensure that Boxborough's law enforcement services are being delivered effectively, efficiently, and safely, while reducing risk to the officers and town.

The Police Chief has created or implemented more than 50 policies and procedures to safely and effectively guide the officers in their interactions with the public. These policies and procedures are under continuous review to ensure they correctly reflect ongoing changes to statutes, court findings and recognized best practices in law enforcement.

The Police Chief wishes use the formal, objective accreditation process to ensure that the officers have been provided with the most appropriate procedures and tools to guide them in their duties and interactions with the public. A combination of expert external review and on-going self-initiated evaluation will help ensure the Boxborough Police department meets and maintains standards that have been established for the profession, by the profession. The accreditation process will ensure that the department has a comprehensive and appropriate system of written directives and policies in place. Further, it will establish a quantitative method for the chief to verify on-going adherence to the standards it sets for itself. In the business world, external consultants are often used to review operations and advise on best practices. The Town's auditor annually reviews our financial and business practices to identify areas for improvement. Police Department accreditation is in the same spirit.

The accreditation process will help ensure that the Police Department delivers law enforcement services according to a set of best practices and procedures that minimize risk to the town. The Selectmen recommend this prudent investment.

The Finance Committee...

ARTICLE 22 ZONING BYLAW AMENDMENT – AMEND SECTION 2101 ACCESSORY STRUCTURE

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2101 Accessory Structure, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

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

Or take any other action relative thereto.

The Planning Board recommends (3-0).

In the Zoning Bylaw there is currently no definition for “Accessory Building”, however, Section 5007 addresses Accessory Buildings as follows:

5007 Location of Accessory Buildings

No accessory buildings shall be located within the required front yard area. No accessory building shall be located in any side area nearer to the side lot line than ten (10) feet, or in a rear area nearer to the rear lot line than 10 feet, or nearer to another principal or accessory building than ten (10) feet. For the purpose of this Bylaw, a garage attached to a dwelling shall be considered an accessory building, provided that there is no occupiable or living space, that does not conform to the minimum setback for residential dwellings, above any part of the garage footprint.

This amendment would allow all constructions on a property to be grouped into one of three of the following definitions:

- Building, Principal (defined by Section 2116)
- Accessory Building (defined by Section 2101)
- Structure (defined by Section 2181)

The difference between a “Building” and a “Structure” would remain the same based upon their current definitions in the Zoning Bylaw (Section 2112 Building and Section 2181 Structure).

The Finance Committee...

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

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2152 Mixed-use, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

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

Or take any other action relative thereto.

The Planning Board recommends (3-0).

The current definition in the Zoning Bylaw is inconsistent with Section 4003 Use Regulation Schedule because in each zoning district there are permitted uses which can be located on the same property where at least one of the uses is not a retail, office, or dwelling use. Below are some examples of combinations of uses that are permitted in the same zoning district, but where at least one, if not both, of the uses is not a retail, office, or dwelling use:

- Manufacturing and Light Manufacturing
- Manufacturing and Landscape Contractors
- Manufacturing and Warehouse Use
- Day Care Center and Retail Store or Office Use
- Funeral Home and Retail Store or Office Use
- Sports/Athletic Facility and Retail Store or Office Use
- Repair Shop and Retail Store or Office Use
- Hotel and Retail Store or Office Use
- Bank and Day Care Center

This amendment would clarify that if a use is permitted in a zoning district, it can be located on a property with other permitted uses and would meet the definition of mixed-use.

The Finance Committee...

ARTICLE 24 ZONING BYLAW AMENDMENT – AMEND SECTION 4001 GENERAL

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4001 General under Section 4000 Use Regulations, by adding the following the language in bold italics and deleting the language indicated by strikethroughs:

4001 General

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

Symbols employed below shall mean the following:

Y - a permitted use.

N - an excluded or prohibited use.

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

Or take any other action relative thereto.

The Planning Board recommends (3-0)

This is simply an administrative amendment to the Town’s Zoning Bylaw as there is no Section 9250 in the Bylaw. Section 9200 regarding Special Permits is the correct section that should be referenced.

The Finance Committee...

ARTICLE 25 ZONING BYLAW AMENDMENT – AMEND SECTION 6006 PARKING SCHEDULE

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6006 Parking Schedule, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

6006 Parking Schedule

OFF-STREET PARKING REQUIREMENTS

Assembly area with fixed seats including auditoriums, churches <i>places of worship</i> , and similar uses including funeral parlors	One space per four seats
--	--------------------------

Or take any other action relative thereto.

The Planning Board recommends (3-0).

This proposed amendment would change the word “churches” to “places of worship” in Section 6006 of the Boxborough Zoning Bylaw and clarify that all places of worship, including churches, synagogues, mosques, temples, etc., are held to the same off-street parking requirements. Additionally, it will make this section of the Zoning Bylaw consistent with existing zoning enforcement practices.

The Finance Committee...

ARTICLE 26 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 4003(1) Residential Uses, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

4003(1) RESIDENTIAL USES

DISTRICTS

	AR	R1	B	B1	OP	TC	IC
Bed and Breakfast	N <i>SP¹</i>	N <i>SP¹</i>	N	N	N	SP ¹	N

¹ See Section 5004

5004 Supplementary Intensity Regulations

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

Or take any other action relative thereto.

Explanation

Currently under the Town of Boxborough’s Zoning Bylaw, a Bed and Breakfast use is only permitted in the Town Center Zoning District with a Special Permit. This proposed amendment would permit Bed and Breakfast uses in the Agricultural-Residential (AR) and Residential-1 (R1) Zoning Districts by Special Permit as well.

The Planning Board recommends (3-0).

Under the existing Zoning Bylaw, Bed and Breakfast uses are only permitted in the Town Center Zoning District with a Special Permit. The Town Center Zoning District only covers a very small portion of the entire town and is likely not the only appropriate location for this particular type of use. In many communities Bed and Breakfasts are found within residential neighborhoods as they are often an additional or accessory use to the primary use of the property as some form of residence (single-family, two-family, etc.). Additionally, the structures in which Bed and Breakfast uses often operate have typically been, or are being, used for residential purposes. Allowing this use only through a Special Permit would still provide the Town with a control mechanism to regulate specific circumstances of the use in each particular instance to account for the interests of abutters and the community as a whole. The Planning Board feels that allowing this use by Special Permit in the AR and R1 Zoning Districts would provide a positive opportunity for residents in town and enhance the character of the community.

The Finance Committee...

ARTICLE 27 ZONING BYLAW AMENDMENT – AMEND SECTION 6300 SIGNS

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6300 Signs, by adding the language in bold italics and deleting the language indicated by strikethroughs:

6300 Signs

6301 Purpose

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

6302 Administration

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

6303 General Requirements

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

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

6304 Prohibited Signs

- (1) No sign shall be erected that creates a traffic hazard or obstructs sight lines or distracts from signs regulating traffic.

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

6305 Exemptions

The following signs shall not require a sign permit.

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

- (d) Only one double-faced sign per tradesmen may be located on a property;
- (e) The sign is located on the same property on which the tradesmen is currently conducting business;
- (f) The property owner shall ensure that the sign is removed within seven (7) days following the completion of the work.

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

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

6306 Signs Permitted in Residential Districts shall include:

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

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

- (1) One wall sign per street frontage for each business or industrial establishment within. The aggregate of all such wall signs shall not exceed ten percent of the surface area of the wall to which said sign or signs is (are) attached and no wall sign shall extend above or beyond its wall.
- (2) One directory of establishments occupying a building at each public entrance thereto, not exceeding one square foot per establishment.
- (3) Temporary freestanding or ground signs may be erected on the premises to identify any building under construction, its owner, architect, builders, or others associated with it, provided that such sign shall not exceed thirty-two (32) square feet in area *per side* and ten (10) feet in height. Such sign shall be removed within seven (7) days of issuance of an occupancy permit.

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

6308 Signs Permitted in the Town Center District

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

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

Or take any other action relative thereto.

The Planning Board recommends (3-0)

The proposed amendment makes a number of adjustments to Section 6300 Signs, some of which are administrative and others which are more substantive. Throughout this section, all numerical values were updated

to include both a word and number for clarification. Removing the provision limiting the illumination of business signs to only 30 minutes after closing will make the Zoning Bylaw slightly more business friendly while still maintaining the spirit of the bylaw. Lighting for signage is already regulated by Section 6204 Lighting which restricts the angle of illumination to 15 degrees below the horizontal or lower. Additionally, many signs require Special Permit approval and further limitations can be placed on the lighting of these signs by the Board of Appeals.

The wording “per side” was added in a number of places to clarify what the Planning Board feels is the intent of the bylaw and how this section is being currently enforced. In all cases, unless specified otherwise, the permitted square footage for a particular sign applies to each side of a proposed sign. Also, to eliminate any confusion or misinterpretation as to which types of signs are not permitted, language was added under Section 6304 Prohibited Signs to specify that any sign not discussed in Section 6300 is simply not allowed. Another amendment clarifies the applicability of temporary signs and added the public school system as an entity which is allowed to have temporary signage regarding events. The public school system has posted temporary signs in the community for a number of years and this change simply makes them conforming to the bylaw. The timeline for removal of seven (7) days after the event ensures the signage will truly be temporary in nature and gives the Building Inspector standing to remove the signage when necessary.

The Planning Board is also supportive of the two provisions which address yard/garage/tag/estate/etc. sales and real estate open house signs. The bylaw does not speak to these type of signs currently and these amendments help clarify their allowance and how they are regulated. To encourage and aid new businesses in town, the Planning Board supports the provision which allows a business to erect a temporary sign for the first six (6) months of operation. This will provide another means for a business to make people aware of its existence and help them to establish a presence in the community. Subsequent to the first six (6) months, the temporary sign would need to comply with the existing ten (10) days per month limitation. Provisions for historical markers have also been added to allow these types of signs to be erected by a bonafide historical association in all zoning districts in town. Currently, historical markers are not permitted in the Business, Office Park, Industrial-Commercial, or Town Center Zoning Districts, and there are historical structures located in these districts or may be in the future. The Planning Board is supportive of this change as historical structures in town should be identified and acknowledge appropriately.

The Finance Committee...

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

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2190 Wireless Communication Facility and Section 7400 Wireless Communication Facilities by adding the language in bold italics and deleting the language as indicated by strikethroughs:

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

7400 Wireless Communication Facilities

7401 Purpose

The purposes of this Bylaw are as follows:

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

7402 Applicability

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

7403 General Requirements

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

- (1) Wireless Communication Facilities should be concealed within existing structures where possible.
- (2) Lattice style towers and similar facilities requiring more than one leg or guy wires for support are prohibited.
- (3) All structures associated with wireless communication facilities shall be removed within one year of cessation of use.
- (4) The tower height shall not exceed 100 feet measured from the base of the tower to the highest point of the tower including anything on it.
- (5) All towers shall be set back from lot lines a minimum of the height of the tower except where the tower abuts the right of way of Route I-495 and Route 2 where the setbacks shall be the minimum permitted by

the Commonwealth of Massachusetts. All towers shall be setback a minimum of 500 feet from any school building.

- (6) No tower shall be located within 1500 feet of another such tower.
- (7) Any utilities servicing a tower shall be located underground.
- (8) Lighting of wireless communication facilities shall be limited to low level security lighting installed at or near ground level, except for lighting required by the Federal Aviation Administration (FAA).
- (9) Fencing shall be provided to control unauthorized access to the tower. All equipment areas shall be landscaped and screened from public view.
- (10) The facility shall contain one sign no greater than one square foot that provides the phone number where the operator in charge can be reached on a 24-hour basis.

7404 Criteria

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

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

7405 Conditions

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

7406 Bonding

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

Or take any other action relative thereto.

The Planning Board recommends (3-0).

This amendment broadens the definition for a Wireless Communication Facility to ensure it includes all types of wireless communication systems and their equipment. Section 7402 Applicability, has also been broadened to

ensure it also includes all types of wireless communication systems and their equipment. The proposed amendment to Section 7403 General Requirements, would allow Wireless Communication Facilities to be erected by local, state, or federal government entities for the purposes of public safety outside of the Wireless Communication Facilities Overlay District, and with a Special Permit from the Board of Appeals. With these amendments to the definition of Wireless Communication Facility, the Planning Board feels confident that all types of Wireless Communication Facilities are now covered by the definition and can be regulated appropriately by the Zoning Bylaw. Additionally, the amendments to Section 7400 regarding Wireless Communication Facilities would address the regulatory issues that have arisen with the implementation planning for the enhancement of the Police and Fire Department communication system. The most appropriate locations for the relay towers for their communication system may need to be located outside of the Wireless Communication Facilities Overlay District and these amendments would allow this to occur, but still give the Town, more specifically the Board of Appeals, the authority to regulate these facilities. This will ensure the concerns of abutters regarding these facilities, which would be installed for public safety purposes, could still be addressed.

The Finance Committee...

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

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

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

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

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

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

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

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

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

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

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

RESOLVED, that the Town of Boxborough requests our Congressional delegation to introduce, support, and

secure the passage of legislation which clearly states that Congress not only does not authorize, but in fact prohibits the use of military force, military detention, military trial, extraordinary rendition, or any other power of the “law of war” against "any person" in the United States not serving “in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger.”

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

The Finance Committee...

ARTICLE 30 ACCEPTANCE OF CODMAN HILL ROAD SIDEWALK EASEMENT**

(Majority vote required)

To see if the Town will vote to accept the perpetual, non-exclusive right and easement in gross over, under and upon the certain strip of land in Boxborough, Middlesex County, Massachusetts, shown as “Proposed Sidewalk Easement” on a plan entitled “Easement Plan, 211 Massachusetts Avenue” dated August 7, 2013, prepared by Lothian Survey, LLC, which plan is recorded herewith (the “Easement Premises”). The Easement Premises are located on property of Craftsman Village Boxborough, LLC (“Grantor”) off Codman Hill Road, Boxborough, Massachusetts (the “Property”).

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

Or take any other action relative thereto.

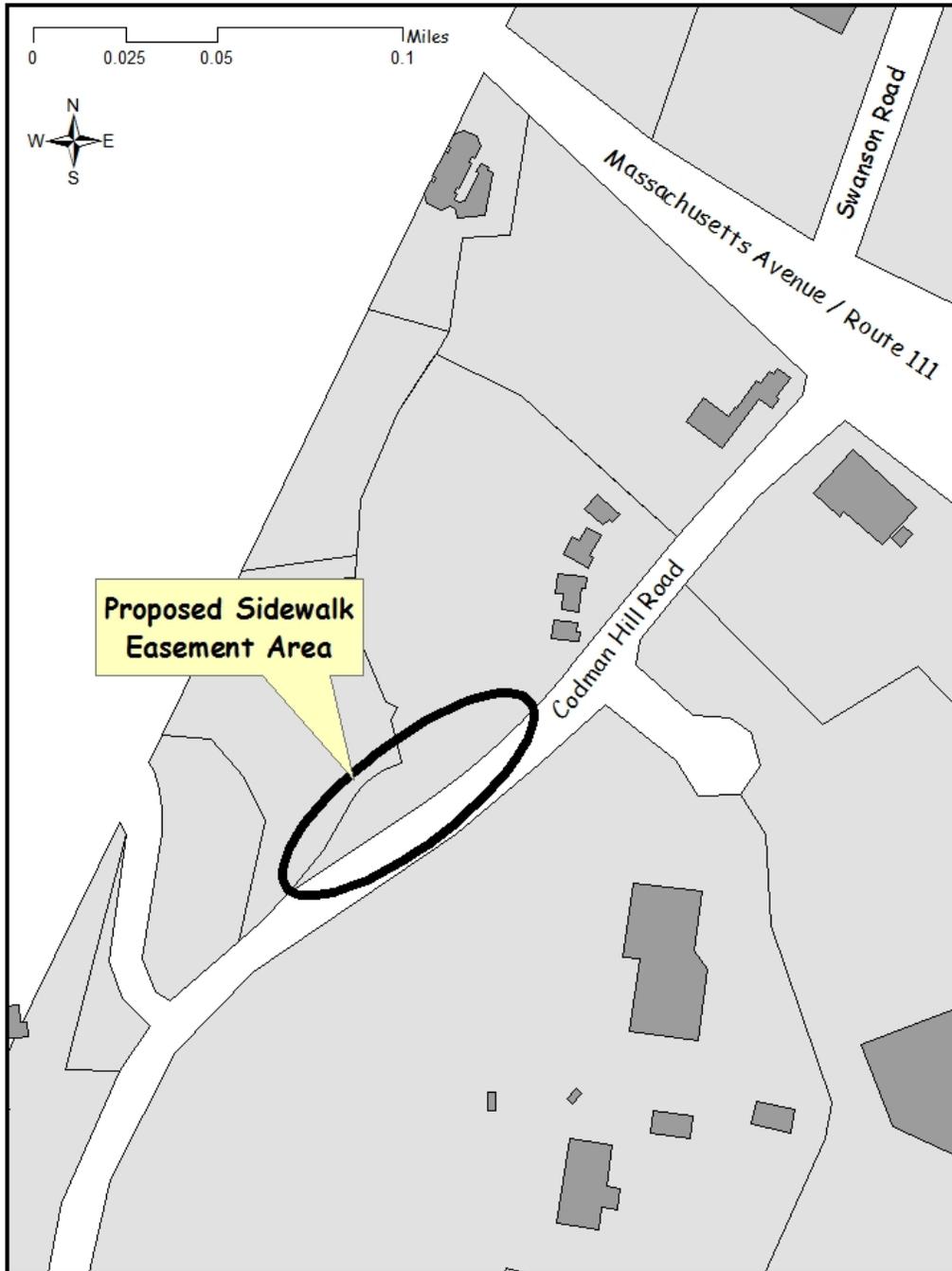
Explanation

As part of the Craftsman Village 40B Comprehensive Permit Development located at 55-61 Codman Hill Road, Post-Construction Condition # 6 required the Applicant to provide an executed easement to the benefit of the Town for the sidewalk that is located outside of the Codman Hill Road right-of-way. This article is seeking Town Meeting to accept this easement to permit public access on the sidewalk that has been created on private property.

The Board of Selectmen recommends unanimously (5-0).

The Finance Committee...

CODMAN HILL ROAD SIDEWALK EASEMENT



**ARTICLE 31 ACCEPTANCE OF MGL CH 59, S 5C ½ - PERSONAL REAL ESTATE
EXEMPTIONS****

(Majority vote required)

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5C 1/2, to allow an additional property tax exemption to a taxpayer who otherwise qualifies for an exemption pursuant to any clause specifically listed in the first paragraph of Section 5 of Chapter 59 for which receipt of another exemption on the same property would otherwise be prohibited; or take any other action relative thereto.

Summary

The 2014 legislation makes it possible for the Town to accept Section 5C 1/2 once and thereby to grant certain real estate tax relief for the elderly, disabled and veterans who qualify for certain additional property tax exemptions which would otherwise be unavailable if the legislation were not accepted by the Town.

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

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

The Board of Selectmen recommends unanimously (5-0).

This is a personal property tax exemption for qualifying senior citizens, disabled veterans and other individuals. Historically, Boxborough has voted to grant 100% of the allowed personal exemption amount. The State Legislation recently passed legislation under MGL Chapter 59, Section 5C ½ which allows the exemption percentage voted at the beginning of the fiscal year to apply until the Town votes to change the percentage. In other words, unless the Town decides to change the percentage of the exemption, the new law no longer requires that the Town vote this exemption every year.

The Finance Committee recommends unanimously (5-0).

ARTICLE 32 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

The Board of Selectmen recommends unanimously (5-0).

This article authorizes the Town to spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts.

The Finance Committee recommends...

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 24, 2015.

Vincent M. Amoroso, Chairman
Board of Selectmen

Robert T. Stemple, Clerk
Board of Selectmen

Susan M. Bak
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

From: [John Fallon](mailto:John.Fallon@boxborough-ma.gov)
To: sshaw@boxborough-ma.gov; "[Mary Comcast](mailto:Mary.Comcast@comcast.net)"; "[Brigid Bieber](mailto:Brigid.Bieber@comcast.net)"; "[Kathleen Neville](mailto:Kathleen.Neville@comcast.net)"; "[Maria Neyland](mailto:Maria.Neyland@comcast.net)"; sbak@comcast.net; "[James Gorman](mailto:James.Gorman@comcast.net)"; "[Les Fox](mailto:Les.Fox@comcast.net)"; "[Robert Stemple](mailto:Robert.Stemple@comcast.net)"; "[Robert T. Stemple](mailto:Robert.T.Stemple@comcast.net)"; "[Vincent Amoroso](mailto:Vincent.Amoroso@comcast.net)"; "[Amy Burke](mailto:Amy.Burke@comcast.net)"; [Dilip Subramanyam@beaver-visitec.com](mailto:Dilip.Subramanyam@beaver-visitec.com); "[Eve Li](mailto:Eve.Li@beaver-visitec.com)"; "[Jeff Scott](mailto:Jeff.Scott@beaver-visitec.com)"; "[Jim Ham](mailto:Jim.Ham@beaver-visitec.com)"; "[John Rosamond](mailto:John.Rosamond@beaver-visitec.com)"; "[Neal Hesler](mailto:Neal.Hesler@beaver-visitec.com)"; "[Steve Ballard](mailto:Steve.Ballard@beaver-visitec.com)"; "[Ted Kail](mailto:Ted.Kail@beaver-visitec.com)"; "[Jennifer Campbell](mailto:Jennifer.Campbell@beaver-visitec.com)"; "[Kathy Luce](mailto:Kathy.Luce@beaver-visitec.com)"; "[Megan McCullough](mailto:Megan.McCullough@beaver-visitec.com)"; "[Rob McNeece \(E-mail\)](mailto:Rob.McNeece@beaver-visitec.com)"; "[Sandy Haber \(E-mail\)](mailto:Sandy.Haber@beaver-visitec.com)"
Cc: "[Maureen Strapko](mailto:Maureen.Strapko@beaver-visitec.com)"; "[Jennifer Barrett](mailto:Jennifer.Barrett@beaver-visitec.com)"; "[Cheryl Mahoney](mailto:Cheryl.Mahoney@beaver-visitec.com)"
Subject: RE: BLF - March 31 - 7PM: Town Meeting Polices
Date: Monday, March 23, 2015 2:30:54 PM
Attachments: [2015 Box TownMtg Guide Draft 03 23 2015.doc](#)
[2015 Box TM Flyers and Sales Policy draft 03 23 2015.doc](#)
[2015 Box ATM Presentation Guidelines 03 23 2015.doc](#)

Attached are draft copies of the policies for the May 2015 Town Meeting for discussion on March 31

These are basically the same as last year.

Comments before (reply not reply all) or at the meeting are welcome.

a) Town Meeting Guide

Changed to reflect that Town Meeting can adopt reconsideration policies for that meeting

b) Flyers and sale policy

Paragraph #8 added on reserving staffed tables outside the hall

c) Presentation guidelines

Minor clarifications to Article 2 and presentation restrictions; update of date for submission of presentations.

John

From: Selina Shaw [mailto:sshaw@boxborough-ma.gov]
Sent: Thursday, March 19, 2015 3:23 PM
To: 'Mary Comcast'; 'Brigid Bieber'; 'Kathleen Neville'; 'Maria Neyland'; sbak@comcast.net; 'James Gorman'; 'Les Fox'; 'Robert Stemple'; 'Robert T. Stemple'; 'Vincent Amoroso'; 'Amy Burke'; [Dilip_Subramanyam@beaver-visitec.com](mailto:Dilip.Subramanyam@beaver-visitec.com); 'Eve Li'; 'Jeff Scott'; 'Jim Ham'; 'John Rosamond'; 'Neal Hesler'; 'Steve Ballard'; 'Ted Kail'; 'Jennifer Campbell'; 'Kathy Luce'; 'Megan McCullough'; 'Rob McNeece (E-mail)'; 'Sandy Haber (E-mail)'
Cc: 'Maureen Strapko'; 'Jennifer Barrett'; 'John Fallon'; 'Cheryl Mahoney'
Subject: BLF - March 31 - 7PM

Good afternoon,

I have heard back from a good number of you that March 31 is good... so, you can look forward to meeting then.

Please send agenda items to me by next Wednesday.

Thanks,

TOWN OF BOXBOROUGH
TOWN MEETING: A GUIDE FOR RESIDENTS

draft 3/23/2015

On behalf of all the elected and appointed officials of the Town of Boxborough:

WELCOME TO TOWN MEETING.

This is your chance to make your voice heard and make your vote count.

Remember: YOU Are the Town Government.

What is Town Meeting?

Town Meeting is the foundation of Town Government, the purest form of direct democracy and fiscal responsibility. While the elected officials and appointed department heads supervise the day-to-day running of the town and schools, their authority extends only to managing employees and administering the expenditures that have already been voted by Town Meeting.

Boxborough has an Open Town Meeting form of government where each resident has the right to be heard in a respectful and civil fashion and each registered voter has the right to have their vote count. Open Town Meeting government is the best insurer of liberty by giving the primary power to the citizens. Attendance at Boxborough's Town Meetings runs around 150 to 200 voters out of approximately 3,000, while 200 legislators in the State House and Senate represent 6 million Massachusetts residents.

During a typical Town Meeting, voters approve the town's annual and supplemental budgets for schools and general government, vote on additional capital expenditures for equipment or buildings, authorize changes to zoning, land, or other town bylaws, approve compensation for employees and elected officials, acquire roads or parcels of land, and more.

Most of the money the town spends is generated from the local property tax. (Some comes from state aid or special funds.) Each spending decision made by Town Meeting has a direct effect on each voter's tax bill and on the quality of service the town provides for schools, highways, police and fire protection, conservation, recreation, library, etc. Town Meeting is the official convening of a legally constituted legislative body with power to make laws, levy taxes, and authorize expenditures.

What is the Warrant?

The warrant is the agenda for Town Meeting. Town Meeting does not come to an end until all the agenda items on the warrant articles have been decided: approved, defeated or no action deliberately taken. Only those articles of business that have been included in the warrant may be legally acted upon at Town Meeting. Warrants can vary in length, and the amount of debate on a given article can vary widely. No one can predict how many nights it will take to complete the business of any given Town Meeting, so this is a form of government that requires dedication by the citizens to see it to completion.

What about the Election?

Although it is held at a separate place and time, at Town Hall on the Monday following the start of Annual Town Meeting, the election is part of Annual Town Meeting. Town officials are elected, and debt exclusion or tax overrides are also decided by election ballot. A debt exclusion exempts from the Prop. 2 1/2 limits the amounts borrowed for the duration of the loan; a capital outlay exclusion exempts the amount for a specific item, while an operating override raises the tax cap permanently. Some Town Meeting expenditures require both an affirmative vote at Town Meeting as well as the passage of a ballot question.

Who Participates in Town Meeting?

Voters: Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law-making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

Moderator: The elected official who presides over Town Meeting and is responsible for its conduct consistent with bylaws and the parliamentary procedures defined in Town Meeting Time. [Town Meeting Time is a handbook of parliamentary law that is published by the Massachusetts Moderators Association and used by the vast preponderance of Massachusetts town meetings.] The Moderator has broad authority to accept parliamentary motions, regulate debate, and rule speakers in or out of order.

Town Clerk: The Town Clerk is the elected official responsible for maintaining town records, conducting elections, and recording the votes and actions taken at Town Meeting.

Town Counsel: A representative from Kopelman and Paige, the firm providing legal services to the town, attends town meeting to offer advice as to the legality of proposed actions the town may be considering.

Finance Committee: This branch of town government is a standing committee appointed by the Moderator. They have authority to consider all municipal questions and make reports or recommendations to Town Meeting. The Finance Committee reviews every line item in each department's budget, and submits the total budget. They recommend for or against each article on the warrant, based on their calculation of its impact on the tax rate, the town's financial position, and the spending priorities of the town. Their report is included with the Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

Board of Selectmen: The Selectmen have an important role before Town Meeting occurs. They prepare the warrant, obtain legal opinions where needed, make recommendations on specific articles, collect recommendations from other boards and committees, and cause the warrant to be mailed. At Town Meeting itself, their role is the same as other boards and committees. They will often make the main motion under an article, offer information, particularly through their appointed standing or ad hoc committees, or answer questions. Each member of the board can speak and vote independently as a citizen.

Boards and Committees: These elected and appointed boards have jurisdiction over various areas including schools, planning, zoning, conservation, recreation, library, and elder affairs. Their representatives will often offer the main motion on an article, give special presentations, or supply information on articles being considered. Each member of a board or committee can speak and vote independently as a citizen.

Petitioners: Not only Town officials can place articles on the Town Meeting warrant. Any ten voters have the right to petition the Board of Selectmen to put an article on the Annual Town Meeting warrant. This number increases to one hundred for a scheduled Special Town Meeting and to two hundred to petition the Board to call a Special Town Meeting. These petitioners will often offer the main motion on their article, give a presentation if desired, or supply information on the article. An article submitted by petition has the same status as other articles on the warrant. To insure the best possible outcome, petitioners should contact the Town Administrator, Town Moderator, and other impacted Town officials as far in advance of Town Meeting as possible to discuss article language and process.

What Happens at Town Meeting?

Articles are usually considered in the order in which they appear on the warrant. An article may be taken out of order by majority vote. Each article is taken up in a similar way.

Motion: First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken with regard to the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article as printed in the warrant. The mover then takes the floor and offers background on the article and reasons that it should be passed. The Moderator then asks for the recommendations on the article which are provided by the Finance Committee and other reporting committees.

Debate: Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. In most cases speakers are recognized using "alternating microphones" which may be labeled "yes" and "no". Any registered voter may speak to an article, ask questions, voice comments or criticism, or offer information. With one exception, all speakers must be at microphones and cannot be interrupted by others. Remarks must be limited to the content of the article and be civil and respectful to others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator from the floor is for a voter to stand and raise a "point of order".

Open and full debate is the hallmark of the New England Town Meeting. Most Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough's limitations are 10 minutes for a presenter and 3 minutes for a speaker. Brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being

over-long or repetitious can actually hurt a speaker's case.] When no more debate is offered, or debate is ended by "Moving the Previous Question", a vote is taken.

Voting: Most articles are decided by a simple majority. Some votes carry higher requirements, for example zoning bylaw changes need a two-thirds majority. Decisions can be made by a voice vote, a show of hands, or having voters stand while they are counted by tellers. Very infrequently, votes are taken by paper ballot. The Moderator declares the outcome of a voice and/or show of hands vote. If seven (7) people question the outcome, then a count by tellers will be made.

Amendments: Amendments can be offered to any article being debated. To offer an amendment, a voter needs to give the text to the Town Clerk in writing on a special form before the amendment is made. The Moderator will then recognize the mover of the amendment, and the amendment will be debated and voted up or down before returning to debate on the article as a whole. "Amendments to amendments" are not allowed except for clarification. Further information regarding amendments may be found on the *Town of Boxborough Amendment Work Sheet*.

Consent Agenda: Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Selectmen, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say "Hold" in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

Operating Budget: The operating budget for the Town, is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department's budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the regional school assessment is voted by Town Meeting.

Quorum: There is no quorum required for any session of Town Meeting. So long as the Town Clerk is present, the Moderator can call a session to order at his discretion no matter how few voters are present, and the actions taken will be perfectly legal.

Reconsideration: Unless the Town Meeting votes to set rules otherwise, An article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated. - Each Town Meeting has the right to set its own rules on reconsideration for that meeting.

Selected Common Parliamentary Motions:

I move that this meeting be dissolved: This motion, if passed, ends the Town Meeting. It is in order only when all articles on the warrant have been disposed of in some way. It cannot be debated or amended and takes a simple majority.

I move to lay on the table: This motion, if passed, ends debate on the motion on the floor without any action. It cannot be debated or amended and takes a two-thirds majority to pass. If it passes, and Town Meeting ends without the motion being taken back off the table, the article is effectively defeated.

I move to take Article ___ off the table: This motion, if passed, brings an article back before Town Meeting for debate on the motion and action. It cannot be debated or amended and takes only a simple majority to pass.

I move the previous question: This motion, if passed, ends debate and forces an immediate vote on the article/amendment being debated. It cannot be debated or amended and takes a two-thirds majority to pass. If it fails, debate continues on the original item on the floor. Since this is a highly privileged motion, and a two-thirds vote is a high threshold, the Moderator will usually accept this motion unless it is extremely clear that both sides of an argument have not been heard.

I move that debate on the pending motion be limited to ___minutes or ___minutes per speaker: This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone by a motion to “**extend debate**” which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

I move that the pending motion be amended by...: This motion, if passed, changes the content of the motion being debated. Once the motion to amend is made and seconded, debate ceases on the main motion until the motion to amend is voted up or down. The motion to amend can be debated, and takes a majority vote to pass no matter what vote is needed to pass the original motion.

I move reconsideration of Article___: This motion, if passed, nullifies a previous vote of Town Meeting and brings a previously passed or defeated article back to the floor for debate a second time. This article can be debated, and cannot be amended. **→ Unless the Town Meeting votes to set rules otherwise in** Boxborough it is always in order and takes a simple majority to pass. If the reconsideration article passes, it is as if the earlier debate and vote never took place.

Point of order: This is the one time that a speaker at a microphone can be interrupted from the floor. This is not really a motion at all but a question or comment, and thus cannot be debated or voted. The Moderator will immediately stop discussion, listen to the point of order and rule on it. Points of order could relate to the right of the speaker to the floor, the germaneness of the speaker’s comments to the article under consideration, proper procedure, conduct of a speaker, or an error on the part of the Moderator.

Selected Quotes:

“It has been said that democracy is the worst form of government except for all those other forms that have been tried from time to time.” Sir Winston Churchill, Speech in House of Commons 1947.

“We were all friends and neighbors before this meeting; after this meeting we will still be neighbors; hopefully we will still be friends.” Reginald C. (Reg) Brown, Boxborough Town Moderator 1977 to 2005.

“Civility at Town Meeting is not an option.” Various and sundry Town Moderators in Massachusetts.

Prepared by the Boxborough Moderator John Fallon with assistance from a great many people

1. It should be known in advance what flyers are to be handed out at Town Meeting. Thus historically all flyers need to be authorized by the Moderator. The philosophy on flyers in the Hall at Town Meeting is that flyers will likely be authorized as long as they are issued by a Town government body, and/or relate directly to the business of Town Meeting and/or are issued by a local (loosely defined) non-profit organization. The name of the sponsoring person or organization must be listed on the flyer.
2. The Town Clerk and Town Administrator have the Moderator's proxy to authorize flyers as do the chairs of any elected Board (Board of Selectmen, School Committee, Library Trustees, etc.) for any Board/Committee under her/his purview. Please let the Town Clerk, Town Administrator, Town Department Assistant and Town Moderator know of any flyers that have been authorized.
3. In the ideal world the idea of putting together packages of all the handout material in advance would be great but this is NOT possible in practice since
 - a) Town Hall is an incredibly busy and stressful place just before Town Meeting
 - b) This would require the cooperation of a number of very independent groups most of which produce their flyers at the last minute
4. There will be two or three tables at the back of the Hall/in the corridor for flyers. One will be reserved for "official" Town Meeting material.
5. As a general rule flyers advertising "for-profit" groups will not be allowed. The Town Clerk or Town Administrator or Moderator should be contacted if there is a special case.
6. Based on advice from Town Counsel, no political flyers will be allowed in either the Hall or in the corridor but can be distributed at the entrance to the school. In particular there are very strict state rules about what can and cannot be done to influence an override election. Thus, all flyers concerning an override ballot also need to be distributed outside the building.
7. All "sales" at Town Meeting will be limited to local non-profits and, with the exception of one refreshment table inside the Hall, located in the corridor outside the Hall and ideally should take place only before and after the Meeting. The purpose of the Town Meeting is Town Meeting business and those in the Hall should not be distracted by the noise of buying and selling.
8. If a group or organization wants a staffed table in the corridor outside the Hall they should contact the Town Administrator or Moderator at least one week in advance of Town Meeting but preferably earlier. Space is tight: first come first served.
9. Due to space considerations, only one non-profit organization will be allowed to sell refreshments inside the hall. The deadline for application is Thursday April 9. If more than one organization applies for the space inside the hall, the designated organization will be chosen by a random drawing. This organization will also be allowed to sell general merchandise at the table and also allowed to have general material relating to the group on the table. In order preserve fairness, the organization selling refreshments will be subject to the same rules as every other organization regarding issue oriented material and thus flyers relating to issues coming before Town Meeting will not be allowed at the refreshment table.

**GUIDELINES AND HELPFUL TIPS FOR REPORTS, PRESENTATIONS,
RECOMMENDATIONS AND COMMENTS
MAY 2015 TOWN MEETING DRAFT 3/23/2015**

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, i.e. 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/Thursday morning preceding the start of the town meeting (May 48, 20154). 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

Power Point Presentations

- Power point 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.
- 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 power point 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 power point presentation. Not every presentation lends itself to power point.

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.

From: [Elizabeth Markiewicz](#)
To: ["Selina Shaw"](#); ["Bob Stemple"](#); ["James Gorman"](#); ["Les Fox"](#); sbak@comcast.net; ["Vince Amoroso"](#)
Cc: ["John Fallon"](#)
Subject: Town Election Hours
Date: Monday, March 23, 2015 2:18:07 PM
Attachments: [Voter Turnout Town Elections.docx](#)
[Town Election Hours.docx](#)

Dear All,

It looks very likely that we will have no contested offices on this year's town election ballot—the deadline to file is March 30.

In that event, I would like to propose that we shorten our polling hours to 11am-7pm in place of the usual 7am-8pm. I have attached the relevant MGL governing town election hours, as well as a table showing town election turnout from 2008-2014. As you can see, turnout in elections with no contested races is a dismal 4% (2014 and 2009).

The Concord town election is March 31. John Fallon pointed out to me that, with no contested races on the ballot, the Town of Concord has shortened polling hours to noon-8pm. Smaller towns throughout the state routinely have reduced polling hours for town elections.

A further consideration is that I will be attending my daughter's graduation in New York on Monday, May 18, the date of the town election. I am, of course, arranging for coverage and training of personnel to ensure smooth operation of the polls in my absence. However, it would be helpful to have polls open after the Town Hall opens for business.

This move would also save 5 hours of election worker pay (\$400), and still allows commuters the opportunity to stop in after work. The option to vote absentee will be available as well—many commuters already take advantage of this option.

I would like to discuss with you as soon as convenient—anytime after 5pm March 31 and before the warrant goes out.

Thank you for your consideration.

Regards,
Liz

Elizabeth A. Markiewicz
Town Clerk
29 Middle Road
Boxborough, MA 01719
978-264-1727

Hours:

Mon-Thurs: 9am-2pm

Monday evenings: 7pm-9pm

CHAPTER 54: ELECTIONS

Section 64. Notices or warrants for state and city elections and for the election of town officers in towns where official ballots are used shall specify by name all the offices to be voted for, and state, in the form in which it will appear upon the ballot, any question submitted to the voters. They shall specify the time when the polls will be opened, and in cities and in towns when voting by precincts, when the polls will be closed, and in towns when not voting by precincts, when they may be closed.

The polls shall in no case be kept open after eight o'clock in the evening. At state elections the polls shall not be closed before eight o'clock in the evening.

In cities and towns at the election of state officers, the polls may be open as early as fifteen minutes before six o'clock in the forenoon, and shall be open not later than seven o'clock in the forenoon and shall be kept open at least thirteen hours. In cities at the election of city officers, the polls may be open as early as fifteen minutes before six o'clock in the forenoon, and shall be open not later than ten o'clock in the forenoon and shall be kept open at least ten hours.

In towns, at the election of town officers, the polls ... shall be opened as early as twelve o'clock, noon, and shall be kept open at least four hours, and until the time specified in the warrant when they may or will be closed;

and in towns not voting by precincts they may be kept open for such longer time as the meeting shall direct. The selectmen in any town may provide that the hours during which the polls shall be open for the purpose of voting on a question to be submitted to the voters of said town shall be the same as the hours designated by said selectmen for the election of town officers. After an announcement has been made by the presiding officer of a time so fixed for closing the polls they shall not be closed at an earlier hour.

Voter Turnout: Town Elections 2008-2014

Year	Turnout	%	Notes
2014	141	4%	Contested race for Regional School Committee
2013	273	8%	Contested races for Planning Board, Constable
2012	684	20%	Contested races for Tax Collector, Library Trustees
2011	163	5%	Contested race for Library Trustees
2010	376	11%	Contested races for Town Clerk, Planning Board, Reg'l School Committee
2009	118	4%	No contested races
2008	427	13%	Contested races for Selectmen, Planning Board