



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

1. CHOOSE TOWN OFFICERS
2. RECEIVE REPORTS
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
4. AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE

5. TOWN OPERATING BUDGET

COMMUNITY PRESERVATION FUND

6. CPC REPORT AND ESTABLISH FY 17 RESERVES

7. OPEN SPACE (INCLUDING RECREATION)
 - A. Site Plan for Basketball and Tennis Courts at Liberty Fields
 - B. T.J. O'Grady Skate Park Expansion
8. COMMUNITY HOUSING
 - A. Regional Housing Monitoring Services (Year 3 – calendar year 2016)
 - B. Regional Housing Monitoring Services (Year 4 – calendar year 2017)
 - C. Boxborough Rental Voucher Program
9. HISTORIC RESOURCES
 - A. Conservation of Historic Town Records
 - B. Rehabilitation of Grange Meeting Room
 - C. Preservation and Restoration of Historic Town Hall Exterior Steps

FINANCIAL CONSENT AGENDA

10. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
11. FRAUD RISK ASSESSMENT**
12. SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD**
13. COST OF BORROWING AND FIRST YEAR'S INTEREST **
14. REPLACEMENT OF 3 TOWN HALL HVAC UNITS**
15. REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM ROOF**
16. UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY**
17. CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT (DEHUMIDIFIER AND STORAGE SHELVING UNITS) **
18. CLOSE COMPLETED ARTICLES**

- 19. DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS**
- 20. ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND AND TRANSFER EXISTING MONIES**
- 21. CABLE INFRASTRUCTURE APPROPRIATION**
- 22. ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD**
- 23. CONSERVATION TRUST FUND

CAPITAL EQUIPMENT AND INFRASTRUCTURE

24. INFORMATION TECHNOLOGY HARDWARE UPGRADES

25. TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE

26. ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE

27. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE

- A. Exterior Doors
- B. Detention Cell
- C. Evidence Room
- D. Clapboards and Trim Replacement
- E. Exterior Lighting
- F. Walkways

28. POLICE DEPARTMENT – EQUIPMENT

- A. Tasers
- B. Ruggedized Tablet
- C. Security Cameras & Video Server
- D. Defibrillators (Replace 4)
- E. Firearms
- F. AFIS Fingerprinting
- G. Office Furniture

29. FIRE DEPARTMENT – REPLACE UTILITY TRUCK

30. ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK

31. DPW – ROAD PAVING

32. DPW – REPLACE FRONT END (BUCKET) LOADER

33. DPW – REPLACE PICKUP TRUCK

34. DPW – VHF RADIOS AND RELATED EQUIPMENT

35. HAGER WELL – SYSTEM UPDATES

STUDIES AND INITIATIVES

36. PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

ZONING BYLAW AMENDMENTS

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

GENERAL BYLAW AMENDMENTS AND NEW GENERAL BYLAWS

- 44. GENERAL BYLAW AMENDMENT – STONE WALLS
- 45. GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING
- 46. GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE
- 47. GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR

SENSE OF THE MEETING

- 48. A SENSE OF THE MEETING MOTION TO CREATE A GREENER BOXBOROUGH

NON-MONETARY CONSENT AGENDA

- 49. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
- 50. DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION)**
- 51. ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS**

LEGEND

- ** CONSENT AGENDA



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 9, 2016 at 7:00 p.m. to act on Articles 2 through 51 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 16th day of May, 2016 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 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 #10 through #22, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #49 through #51 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 9 AND 48, 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 (Articles 6-9)

In 2014, Boxborough’s voters accepted Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act and early in 2015 the Community Preservation Committee (CPC) was established. It is comprised of nine members representing the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission, Finance Committee, Planning Board and two at-large members designated by the Board of Selectmen.

The Community Preservation Fund is a special revenue fund subject to appropriation. The CPC is tasked with receiving applications and making recommendations to Town Meeting before any monies can be expended from the fund for the particular community preservation purposes established by statute: open space (including recreational uses), historic resources, and community housing (low and moderate income housing for individuals and families, including low or moderate income senior housing). Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10 percent of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administration. “Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2017, under the local surcharge and the November state matching funds for the prior fiscal year.

The CPC’s recommendations for this year are found later in the warrant under articles 6 – 9.

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

One Town Clerk, for a three-year term

One Board of Selectmen member, for a three-year term

One Board of Health member, for a three-year term

Two Library Trustees, each for a three-year term

Two Planning Board members, each for a three-year term

One Acton-Boxborough 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 2015 Annual Town Report, or take any other action relative thereto.

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

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, 2016 as follows:

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

or take any other action relative thereto.

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

**FY 2017
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES										
GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	72,875.83	74,697.73	76,565.17	78,479.30	80,441.28	82,452.32	84,513.62	86,626.46	88,792.13
15	Inspector of Buildings	66,254.72	67,911.09	69,608.87	71,349.09	73,132.82	74,961.14	76,835.17	78,756.05	80,724.95
	Information Systems Coordinator									
	Police Lieutenant									
	Town Accountant									
	Town Assessor									
	Town Planner									
	Town Treasurer/Collector									
14	Tax Collector (Elected)	56,932.55	58,355.86	59,814.76	61,310.13	62,842.88	64,413.95	66,024.30	67,674.91	69,366.78
	Town Clerk (Elected)									
13	Community Services Coordinator	26.23	26.88	27.56	28.24	28.95	29.67	30.42	31.18	31.96
	Council on Aging Coordinator									
	(DPW) Foreman									
	Youth Services Librarian									
12	Conservation Agent	23.00	23.57	24.16	24.77	25.39	26.02	26.67	27.34	28.02
	Youth Services Librarian									
11	Department Assistant	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.69	20.18	20.69	21.21	21.74	22.28	22.84	23.41	23.99
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.28	21.82
8	Van Dispatcher	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82

PER DIEM AND INTERMITTENT EMPLOYEES			
Hourly			
CIT	10.00		
Intern (Town Hall)	10.00		
Junior Library Page	10.00		
Library Page	10.25	**11.00	min wage 1/1/17
Counselor	10.50	**11.00	min wage 1/1/17
Election Workers	10.64	**11.00	min wage 1/1/17
Asst. Animal Control Officer - Dogs & Cats	11.09	4 hr min call	
Laborer - Cemetery	11.43		
Clerk of Elections	12.30		
Media Production Technician	12.88		
Seasonal Conservation Officer	13.00		
Lead Counselor	13.21		
Van Driver	14.18		
Seasonal Maintenance Worker	14.47		
Lock Up Attendant	15.60		
Part Time Dispatcher	17.59		
Fire Department Chaplain	17.90		
Firefighter/EMT	17.90		
Special Police Officer	17.90		
Substitute Librarian	17.90		
Gym Director	19.34		
Winter Recreation Director	19.34		
Fire Lieutenant	19.69		
Summer Recreation Director	19.82		
Animal Ctl Officer	20.34		
Fire Captain	20.34		
Veterans Services Officer	20.34		
Snow Plow Operator	22.83		
Deputy Fire Chief	23.00		
Cemetery Superintendent	23.00		
Asst. Building Inspector	27.25		
Call Building Inspector	31.73		
Call Fire Chief	44.19		
Stipends (Annual)			
Fence Viewer	40.00		
Field Driver	45.00		
Registrar Member	270.12		
Registrar Chairperson	900.34		
Animal Inspector	987.74		
Fees-based			
Wiring Inspector	\$150,000 cap/yr		
Plumbing & Gas Inspector	\$100,000 cap/yr		
Fee max is 1% of FY 16 levy (or \$166,561)			

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

Personal Contracts										
Position	Contract Expiry Date	FY 2016		FY 2017						
DPW Director	Contract expires 6/30/17	\$ 82,812.00	\$ 84,055.00							
Fire Chief	Contract expires 8/31/18	\$ 97,113.00	\$ 100,998.00							
Library Director	Contract expires 6/30/16	\$ 80,000.00	\$ 82,476.00							
Police Chief	Contract expires 6/30/17	\$ 117,750.00	\$ 120,499.00							
Town Administrator	Contract expires 9/30/16	\$ 108,500.00	\$ 113,100.00							
Positions Governed by CBA's										
Position										
Police Sergeant (Steps 1-3)	\$ 31.36	\$ 31.93	\$ 32.49							
Police Officer (Steps A1/A2-F)	\$ 22.98	\$ 23.78	\$ 24.62	\$ 25.47	\$ 26.38	\$ 27.28	\$ 28.25			
hired after 7/1/15	\$ 22.98	\$ 23.58	\$ 24.19	\$ 24.82	\$ 25.46	\$ 26.13	\$ 26.81	\$ 27.50	\$ 28.22	
Fire Lieutenant (Step A)	\$ 30.57									
Firefighter/EMT (Steps A-F)	\$ 22.59	\$ 23.37	\$ 24.19	\$ 25.04	\$ 25.92	\$ 26.82				
hired after 7/1/15	\$ 22.59	\$ 23.16	\$ 23.73	\$ 24.32	\$ 24.93	\$ 25.55	26.19	\$ 26.85		
Dispatch Supervisor (Steps A-F)	\$ 20.99	\$ 21.72	\$ 22.50	\$ 23.28	\$ 24.09	\$ 24.92				
Dispatcher (Steps A-F)	\$ 18.80	\$ 19.45	\$ 20.14	\$ 20.85	\$ 21.58	\$ 22.32				
Elected Officials										
Position	FY 2016			FY 2017						
Selectman	\$ 400.00	annually		\$ 400.00	annually					
Board of Health Member	\$ 166.67	annually		\$ 166.67	annually					
Planning Board Member	\$ 109.00	annually		\$ 109.00	annually					
Library Trustee	\$ -	annually		\$ -	annually					
Moderator	\$ -	per meeting		\$ -	annually					
Constable	\$ 3.00	/warrant posted/location		\$ 3.00	/warrant posted/location					
Town Clerk	\$ 45,005.48	(Grade 14-8)			(Grade 14-9)					

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, 2016, or take any other action relative thereto.

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

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								Actual	
100	Total Salary	0	0		0	0%	0	0	
100	Total Other	11,940	11,700		240	2%	9,750	11,400	
100	Total General Gov't	11,940	11,700		240	2%	9,750	11,400	
114	Total Salary	0	0		0	0%	0	0	
114	Total Other	50	50		0	0%	50	47	
114	Total Moderator	50	50		0	0%	50	47	
119	Total Salary	0	0		0	0%	0	0	
119	Total Other	145	175		(30)	-17%	36	175	
119	Total Town Constable	145	175		(30)	-17%	36	175	
122	Total Salary	2,000	2,000		0	0%	1,000	2,000	
122	Total Other	2,818	2,119		699	33%	2,868	1,927	
122	Total Selectmen	4,818	4,119		699	17%	3,868	3,927	
123	Total Salary	113,100	108,750		4,350	4%	79,105	105,000	
123	Total Other	2,700	2,875		(175)	-6%	2,112	2,825	
123	Total Town Administrator	115,800	111,625		4,175	4%	81,218	107,825	
131	Total Salary	0	0		0	0%	0	0	
131	Total Other	480	480		0	0%	341	455	
131	Total Town Finance Comm	480	480		0	0%	341	455	
135	Total Salary	69,609	66,908		2,701	4%	48,774	64,311	
135	Total Other	36,390	36,708		(318)	-1%	34,898	26,968	
135	Total Accountant	105,999	103,616		2,383	2%	83,672	91,279	
141	Total Salary	70,609	67,908		2,701	4%	49,774	64,311	
141	Total Other	14,990	17,964		(2,974)	-17%	16,330	13,113	
141	Total Assessor	85,599	85,872		(273)	0%	66,104	77,424	
145	Total Salary	72,350	67,908		4,442	7%	50,996	65,311	
145	Total Other	16,745	8,350		8,395	101%	4,971	8,350	
145	Total Treasurer	89,095	76,258		12,837	17%	55,967	73,661	
146	Total Salary	0	67,676		(67,676)	-100%	0	65,087	
146	Total Other	0	11,381		(11,381)	-100%	3,294	20,118	
146	Total Collector	0	79,057		(79,057)	-100%	3,294	85,205	
151	Total Salary	0	0		0	0%	0	0	
151	Total Other	48,500	53,500		(5,000)	-9%	19,595	53,500	
151	Total Legal	48,500	53,500		(5,000)	-9%	19,595	53,500	
	122 Total Other - Selectmen: Added dues for 495 MetroWest Partnership								
	141 Total Other - Assessor: Re-allocated mapping to Technology (Dept. 156)								
	145 Total Other - Treasurer: Re-allocated postage, office supplies and additional training from Collector (Dept. 146)								
	146 Total Salary - Collector: Position eliminated								
	146 Total Other - Collector: Position eliminated, some costs re-allocated to Treasurer (Dept. 145)								
	151 Total Other - Legal: Collective bargaining agreements settled (Counsel had assisted in negotiations)								

		FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD 3/31	FY15 Budget	FY15 Actual
152	Total Salary	0	0	0	0%	0	0	0
152	Total Other	320	320	0	0%	200	260	320
152	Total Personnel Board	320	320	0	0%	200	260	320
156	Total Salary	0	0	0	0%	0	0	0
156	Total Other	123,312	95,319	27,993	29%	65,781	27,994	42,599
156	Total Technology	123,312	95,319	27,993	29%	65,781	27,994	42,599
161	Total Salary	47,823	46,006	1,817	4%	33,809	44,259	44,259
161	Total Other	2,043	2,120	(77)	-4%	694	2,178	1,822
161	Total Town Clerk	49,866	48,126	1,740	4%	34,503	46,437	46,081
162	Total Salary	6,400	4,028	2,372	59%	2,369	4,762	4,244
162	Total Other	6,312	5,632	680	12%	3,572	6,070	6,058
162	Total Elect. & Registr.	12,712	9,660	3,052	32%	5,941	10,832	10,302
171	Total Salary	0	0	0	0%	0	0	0
171	Total Other	2,150	2,150	0	0%	617	2,150	1,774
171	Total Conservation Comm	2,150	2,150	0	0%	617	2,150	1,774
175	Total Salary	70,154	67,453	2,701	4%	49,046	64,856	64,856
175	Total Other	6,445	7,330	(885)	-12%	5,702	5,775	7,384
175	Total Planning Board	76,599	74,783	1,816	2%	54,749	70,631	72,240
176	Total Salary	0	0	0	0%	0	0	0
176	Total Other	210	210	0	0%	20	335	90
176	Total ZBA	210	210	0	0%	20	335	90
179	Total Salary	0	0	0	0%	0	0	0
179	Total Other	200	100	100	100%	0	200	0
179	Total Ag Comm	200	100	100	100%	0	200	0
192	Total Salary	174,444	172,420	2,024	1%	117,849	168,116	148,575
192	Total Other	45,160	43,723	1,437	3%	87,107	45,355	44,116
192	Total Town Hall	219,604	216,143	3,461	2%	204,956	213,471	192,691
199	Total Salary	0	0	0	0%	0	0	0
199	Total Other	300	150	150	100%	127	1,000	917
199	Total Energy Comm	300	150	150	100%	127	1,000	917
	Total Salaries - Town Government	626,489	671,057	(44,568)	-7%	432,723	648,013	629,550
	Total Other - Town Government	321,210	302,356	18,854	6%	258,064	219,007	242,661
	Total Town Government	947,699	973,413	(25,714)	-3%	690,787	867,020	872,211
	156 Total Other - Technology: Mapping re-allocated from Assessor (Dept. 141), Planning (Dept. 175) & Town Hall (Dept. 192); consulting no longer supplemented by Cable Funds							
	162 Total Other - Elections & Registrars: Additional major election							
	175 Total Other - Planning: Mapping re-allocated to Technology (Dept. 156)							
	179 Total Other - Agricultural Commission: Planning to attend conference							
	199 Total Other - Energy Committee: Logo for Greener Boxborough							

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								Actual	
210	Total Salary	1,063,333	1,053,802		9,531	1%	823,731	1,008,200	1,053,407
210	Total Other	144,740	104,140		40,600	39%	86,865	137,290	144,814
210	Total Police	1,208,073	1,157,942		50,131	4%	910,595	1,145,490	1,198,221
215	Total Salary	285,936	279,984		5,952	2%	191,539	250,302	259,439
215	Total Other	36,395	36,420		(25)	0%	29,161	36,020	40,488
215	Total Dispatch	322,331	316,404		5,927	2%	220,700	286,322	299,926
220	Total Salary	819,259	804,221		15,038	2%	499,038	765,214	708,462
220	Total Other	109,480	107,980		1,500	1%	54,264	103,498	93,156
220	Total Fire	928,739	912,201		16,538	2%	553,303	868,712	801,617
241	Total Salary	72,211	69,863		2,348	3%	46,312	68,383	65,919
241	Total Other	11,215	9,775		1,440	15%	3,407	2,250	2,556
241	Total Building Insp	83,426	79,638		3,788	5%	49,720	70,633	68,475
245	Total Salary	0	0		0	0%	0	0	270
245	Total Other	0	0		0	0%	0	0	0
245	Total Electrical Insp	0	0		0	0%	0	0	270
291	Total Salary	2,787	2,746		41	1%	1,162	2,705	1,352
291	Total Other	545	450		95	21%	304	400	505
291	Total ACO	3,332	3,196		136	4%	1,466	3,105	1,857
292	Total Salary	14,158	11,507		2,651	23%	8,407	11,292	11,260
292	Total Other	4,850	2,850		2,000	70%	3,408	1,625	2,375
292	Total ACO Dog & Cat	19,008	14,357		4,651	32%	11,815	12,917	13,635
299	Total Salary	45	45		0	0%	45	45	45
299	Total Other	20	25		(5)	-20%	0	50	9
299	Total Field Driver	65	70		(5)	-7%	45	95	54
	Total Salaries - Protection	2,257,729	2,222,168		35,561	2%	1,570,234	2,106,141	2,100,154
	Total Other - Protection	307,245	261,640		45,605	17%	177,409	281,133	283,902
	Total Protection	2,564,974	2,483,808		81,166	3%	1,747,643	2,387,274	2,384,056
	210 Total Other - Police: Vehicle purchase - not included in FY 16								
	241 Total Other - Building Inspector: Additional code books & trainings								
	291 Total Other - Animal Control: Increased mileage due to improvements in recording								
	292 Total Salary - Animal Control Dogs & Cats: Increased hours for on-call services								
	292 Total Other - Animal Control Dogs & Cats: Increased mileage due to improvements in recording								
	299 Total Other - Field Drive: Decreased mileage due to improvements in recording								

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								FY15	
								Actual	
310	Total Salary	0	0		0	0%	0	0	0
310	Total Other	197,492	165,340		32,152	19%	124,007	147,254	147,254
310	Total Minuteman	197,492	165,340		32,152	19%	124,007	147,254	147,254
320	Total Salary	0	0		0	0%	0	0	0
320	Total Other	11,503,148	11,120,240		382,908	3%	8,340,180	10,594,577	10,594,577
320	Total ABRSD	11,503,148	11,120,240		382,908	3%	8,340,180	10,594,577	10,594,577
	Total Salaries - Education	0	0		0	0%	0	0	0
	Total Other - Education	11,700,640	11,285,580		415,060	4%	8,464,187	10,741,831	10,741,831
	Total Education	11,700,640	11,285,580		415,060	4%	8,464,187	10,741,831	10,741,831
310 Total Other - Minuteman: 2 additional students, reduced costs for debt; calculations reflect new Regional Agreement									

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								Actual	
422	Total Salary	537,008	521,287		15,721	3%	363,217	505,987	486,001
422	Total Other	94,150	89,500		4,650	5%	75,769	87,590	90,388
422	Total DPW	631,158	610,787		20,371	3%	438,986	593,577	576,389
423	Total Salary	62,881	60,739		2,142	4%	32,722	53,121	81,110
423	Total Other	105,875	106,610		(735)	-1%	101,959	107,765	166,832
423	Total Snow & Ice	168,756	167,349		1,407	1%	134,681	160,886	247,942
424	Total Salary	0	0		0	0%	0	0	0
424	Total Other	5,500	3,000		2,500	83%	2,890	3,000	3,000
424	Total Street Lighting	5,500	3,000		2,500	83%	2,890	3,000	3,000
425	Total Salary	0	0		0	0%	0	0	0
425	Total Other	27,800	22,400		5,400	24%	13,345	22,400	30,006
425	Total Hager Well	27,800	22,400		5,400	24%	13,345	22,400	30,006
429	Total Salary	0	0		0	0%	0	0	0
429	Total Other	75,300	72,075		3,225	4%	45,518	97,250	90,321
429	Total Fuel	75,300	72,075		3,225	4%	45,518	97,250	90,321
431	Total Salary	0	0		0	0%	0	0	0
431	Total Other	10,000	0		10,000		0	10,000	9,275
431	Total Hazardous Waste	10,000	0		10,000		0	10,000	9,275
433	Total Salary	0	0		0	0%	0	0	0
433	Total Other	133,350	130,100		3,250	2%	79,022	140,850	122,378
433	Total Transfer Station	133,350	130,100		3,250	2%	79,022	140,850	122,378
491	Total Salary	9,085	8,953		132	1%	3,807	8,821	8,820
491	Total Other	1,000	1,000		0	0%	11,800	1,000	455
491	Total Cemetery	10,085	9,953		132	1%	15,607	9,821	9,275
	Total Salaries - Public Works	608,974	590,979		17,995	3%	399,746	567,929	575,931
	Total Other - Public Works	452,975	424,685		28,290	7%	330,303	469,855	512,654
	Total Public Works	1,061,949	1,015,664		46,285	5%	730,049	1,037,784	1,088,586
	424 Total Other - Street Lighting: Increased rates for street lights & parking lot lighting								
	425 Total Other - Hager Well: 5-year cleaning								
	431 Total Other - Hazardous Waste: Hazardous Waste Day every other year								

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	FY15
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	Actual
505	Total Salary	1,003	988		15	2%	494	988	494
505	Total Other	216	98		118	120%	144	100	100
505	Total Animal Inspector	1,219	1,086		133	12%	638	1,088	594
511	Total Salary	501	500		1	0%	250	500	500
511	Total Other	40,467	39,290		1,177	3%	19,193	36,390	38,939
511	Total BoH	40,968	39,790		1,178	3%	19,443	36,890	39,439
529	Total Salary	25,302	24,320		982	4%	16,120	0	8,163
529	Total Other	545	680		-135	-20%	0	25,000	3,397
529	Total Community Services	25,847	25,000		847	3%	16,120	25,000	11,560
541	Total Salary	50,034	47,908		2,126	4%	33,175	46,051	46,051
541	Total Other	5,675	5,100		575	11%	3,275	4,700	4,700
541	Total COA	55,709	53,008		2,701	5%	36,450	50,751	50,751
543	Total Salary	4,068	4,008		60	1%	2,164	1,027	39
543	Total Other	360	355		5	1%	88	355	33
543	Total Veterans	4,428	4,363		65	1%	2,252	1,382	73
	Total Salaries - Health Services	80,908	77,724		3,184	4%	52,203	48,566	47,084
	Total Other - Health Services	47,263	45,523		1,740	4%	22,700	41,545	43,773
	Total Health Services	128,171	123,247		4,924	4%	74,903	90,111	90,857
	505 Total Other - Animal Inspector: Increased mileage due to improvements in recording								
	529 Total Salary - Community Services: Hours may be temporarily increased, but add'l hours would be funded by grant and would not affect salary budget								
	529 Total Other - Community Services: Decreased mileage costs due to fewer scheduled off-site meetings								
	541 Total Other - COA: Increased printing and postage due to increased circulation								

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	FY15
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	Actual
610	Total Salary	243,191	234,065		9,126	4%	165,110	214,309	214,068
610	Total Other	134,700	129,329		5,371	4%	75,222	119,012	125,593
610	Total Library	377,891	363,394		14,497	4%	240,332	333,321	339,660
630	Total Salary	25,481	26,722		(1,241)	-5%	23,851	26,471	21,712
630	Total Other	10,840	9,800		1,040	11%	7,170	9,400	10,336
630	Total Rec Comm	36,321	36,522		(201)	-1%	31,021	35,871	32,048
670	Total Salary	0	0		0	0%	0	0	0
670	Total Other	1,500	1,500		0	0%	18,321	1,000	2,672
670	Total Steele Farm	1,500	1,500		0	0%	18,321	1,000	2,672
691	Total Salary	0	0		0	0%	0	0	0
691	Total Other	4,045	4,045		0	0%	1,284	3,174	9,478
691	Total Hist Comm	4,045	4,045		0	0%	1,284	3,174	9,478
692	Total Salary	0	0		0	0%	0	0	0
692	Total Other	965	965		0	0%	395	965	510
692	Total Public Celebr	965	965		0	0%	395	965	510
699	Total Salary	0	0		0	0%	0	0	0
699	Total Other	1,500	1,500		0	0%	0	1,500	1,192
699	Total AB Cultural Council	1,500	1,500		0	0%	0	1,500	1,192
	Total Salaries - Culture & Rec	268,672	260,787		7,885	3%	188,961	240,780	235,780
	Total Other - Culture & Rec	153,550	147,139		6,411	4%	102,391	135,051	149,780
	Total Culture & Rec	422,222	407,926		14,296	4%	291,352	375,831	385,560
	630 Total Other - Recreation Commission: Playground repairs								

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								FY15	
								Actual	
710	Total Salary	0	0		0	0%	0	0	0
710	Total Other	955,000	985,000		(30,000)	-3%	860,000	740,000	740,000
710	Total Retirement of LT Debt	955,000	985,000		(30,000)	-3%	860,000	740,000	740,000
751	Total Salary	0	0		0	0%	0	0	0
751	Total Other	167,858	188,438		(20,580)	-11%	180,150	162,897	162,883
751	Total Debt Interest	167,858	188,438		(20,580)	-11%	180,150	162,897	162,883
830	Total Salary	0	0		0	0%	0	0	0
830	Total Other	671,055	629,903		41,152	7%	629,903	612,822	612,822
830	Total County Retirement Assmt	671,055	629,903		41,152	7%	629,903	612,822	612,822
912	Total Salary	0	0		0	0%	0	0	0
912	Total Other	72,637	62,600		10,037	16%	45,111	60,279	60,759
912	Total Other Insurance	72,637	62,600		10,037	16%	45,111	60,279	60,759
915	Total Salary	0	0		0	0%	0	0	0
915	Total Other	677,800	632,750		45,050	7%	554,324	583,303	615,998
915	Total Employee Benefits	677,800	632,750		45,050	7%	554,324	583,303	615,998
945	Total Salary	0	0		0	0%	0	0	0
945	Total Other	85,756	81,391		4,365	5%	71,117	78,640	64,112
945	Total Liability Insurance	85,756	81,391		4,365	5%	71,117	78,640	64,112
	Total Salaries - Administration	0	0		0	0%	0	0	0
	Total Other - Administration	2,630,106	2,580,082		50,024	2%	2,340,605	2,237,941	2,256,574
	Total Administration	2,630,106	2,580,082		50,024	2%	2,340,605	2,237,941	2,256,574
		2,630,106	2,580,082		50,024	2%	2,340,605	2,237,941	2,256,574
132	Total Salary	0	0		0	0%	0	0	0
132	Total Other	185,000	185,000		0	0%	99,954	185,000	168,078
132	Total Reserve Fund	185,000	185,000		0	0%	99,954	185,000	168,078
	751 Total Other - Debt Interest: No new borrowing issued in FY2016								
	830 Total Other - County Retirement Assessment: Actuarial adjustment								
	912 Total Other - Other Insurance: Increased accident insurance premium (higher claims)								
	915 Total Other - Employee Benefits: 2 of 3 health insurance plans each increased by 8.3%								
	May include coverage for Community Services Coordinator for additional (grant) hours								

	FY17							
	Submitted	FY16		FY17	FY17	FY16	FY15	FY15
	Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	Actual
Total Salaries - Town Government	626,489	671,057		(44,568)	-7%	432,723	648,013	629,550
Total Salaries - Protection	2,257,729	2,222,168		35,561	2%	1,570,234	2,106,141	2,100,154
Total Salaries - Public Works	608,974	590,979		17,995	3%	399,746	567,929	575,931
Total Salaries - Health Services	80,908	77,724		3,184	4%	52,203	48,566	47,084
Total Salaries - Culture & Rec	268,672	260,787		7,885	3%	188,961	240,780	235,780
Total Salaries	3,842,772	3,822,715		20,057	1%	2,643,867	3,611,429	3,588,499
Total Other - Town Government	321,210	302,356		18,854	6%	258,064	219,007	242,661
Total Other - Protection	307,245	261,640		45,605	17%	177,409	281,133	283,902
Total Other - Public Works	452,975	424,685		28,290	7%	330,303	469,855	512,654
Total Other - Health Services	47,263	45,523		1,740	4%	22,700	41,545	43,773
Total Other - Culture & Rec	153,550	147,139		6,411	4%	102,391	135,051	149,780
Total Town Other	1,282,243	1,181,343		100,900	9%	890,868	1,146,591	1,232,771
Total Town Government	947,699	973,413		(25,714)	-3%	690,787	867,020	872,211
Total Protection	2,564,974	2,483,808		81,166	3%	1,747,643	2,387,274	2,384,056
Total Public Works	1,061,949	1,015,664		46,285	5%	730,049	1,037,784	1,088,586
Total Health Services	128,171	123,247		4,924	4%	74,903	90,111	90,857
Total Culture & Rec	422,222	407,926		14,296	4%	291,352	375,831	385,560
Total Town Expenses	5,125,015	5,004,058		120,957	2%	3,534,735	4,758,020	4,821,270
Total Other - Education	11,700,640	11,285,580		415,060	4%	8,464,187	10,741,831	10,741,831
Total Other - Administration	2,630,106	2,580,082		50,024	2%	2,340,605	2,237,941	2,256,574
Total Reserve Fund	185,000	185,000		0	0%	99,954	185,000	168,078
Total Other Costs	14,515,746	14,050,662		465,084	3%	10,904,746	13,164,772	13,166,483
Total Expenses	19,640,761	19,054,720		586,041	3%	14,339,527	17,922,792	17,819,675

ARTICLE 6

**COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH
FY 17 RESERVES**

(Majority vote required)

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

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

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary

Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

\$23,000	<i>open space, including land for recreation use</i>
23,000	<i>historic resources</i>
23,000	<i>community housing purposes</i>
115,000	<i>FY 17 budgeted reserve</i>

Additionally, the CPC is recommending that an amount of \$8,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2017, under the local surcharge and the November state matching funds for the prior fiscal year.

The state’s match was greater than estimated when the May 2015 Town Meeting voted to approve the 2016 reservations and appropriations. This article seeks to remedy that shortfall.

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

The Selectmen support the establishment of the reserves and the set aside for administrative expenses as proposed by the Community Preservation Committee.

ARTICLE 7 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)

(Majority vote required)

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

7A	\$5,500	Site Plan for Basketball and Tennis Courts at Liberty Fields	Recreation Commission
7B	\$40,000	T.J. O’Grady Skate Park Expansion	Recreation Commission
TOTAL	\$45,500		

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

Summaries and Recommendations

7A - Site Plan for Basketball and Tennis Courts at Liberty Fields

The Community Preservation Committee recommends.

The Recreation Commission recommends unanimously.

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

Open space parks are critical to the quality of life in a community and provide a wide range of benefits. The Boxborough Open Space and Recreation survey completed in 2015 found that Boxborough residents were most interested in a Town pool, tennis courts and basketball courts. Currently our residents must travel to surrounding towns to use outdoor basketball and tennis courts as none exist in Boxborough. Based on land use maps, the Recreation Commission believes there is sufficient room at Liberty Fields to accommodate one basketball court and one tennis court.

Funding this article through the CPA will provide for surveying of the land, designing an initial layout and developing a construction document and cost estimates, which will enable the Recreation Commission to come back to a future Town Meeting to seek funding for the construction of a basketball court and tennis court at Liberty Fields.

7B - CPC – TJ O’Grady Skate Park Expansion

Summary

The T.J. O’Grady Memorial Skate Park is situated on Hayward Road in Acton, abutting the grounds of the Acton-Boxborough Regional High School. It opened in November 2005 to celebrate the life of T.J. O’Grady, a Boxborough resident and student at the R.J. Grey Junior High who tragically passed away while skateboarding on a street in Boxborough. The park was originally funded by the taxpayers of Acton, corporate and personal donations as well as in-kind volunteer hours.

As the use of the Skate Park by Boxborough and Acton residents continues to grow, funding is now being sought for the construction of a skate bowl and a plaza, which will provide a formal entrance to the skate park complex, a viewing area for onlookers and handicap accessible park amenities for Skate Park and Lower Field amenities. The majority of the funding \$265,000 is being sought from the Town of Acton.

The Community Preservation Committee recommends.

The Recreation Commission recommends unanimously.

In 2005, the Commission came before the Town to request \$40,000 to aid in the initial construction of the Skate Park. That request was voted down, and the original design was not constructed.

The Recreation Commission strongly supports this endeavor to improve and expand the facility, which will benefit the communities of Boxborough and Acton.

The Board of Selectmen does not recommend (3-2).

The Selectmen voted not to support the use of Boxborough CPA monies to fund the expansion of the T.J. O’Grady Skate Park primarily because the skate park is located in Acton.

ARTICLE 8 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Seven Hundred Forty-Five Dollars (\$37,745), more or less, for Community Preservation purposes, projects or acquisitions as follows:

8A	\$5,465	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 3 (Calendar Year 2016) Services	Boxborough Housing Board
8B	\$6,000	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 4 (Calendar Year 2017) Services	Boxborough Housing Board
8C	\$26,280	Boxborough Rental Voucher Program (BRVP)	Well-Being Committee and Boxborough Housing Board
TOTAL	\$37,745		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summaries and Recommendations

8A and 8B - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Years 3 and 4 (2016 & 2017)

Summary

For the past two years, Boxborough has been a part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The RHS has also prepared Boxborough’s Housing Production Plan. The services are provided by Metro West Collaborative Development, Inc. of Watertown, MA and will also include assistance with handling the Town’s responsibilities for the new Chapter 40B development, Jefferson at Beaver Brook.

Article 8A requests \$5,465 for the Town’s portion of Year 3 (Calendar Year 2016) of the RHS. Article 8B requests \$6,000 for the anticipated Year 4 (Calendar Year 2017) of the RHS. In both cases, funds will be transferred to Boxborough’s Affordable Housing Trust (AHT) to avoid difficulties related to differences in the funding cycles of the RHS and the Town, calendar year versus fiscal year, respectively. A Grant Agreement will legally constrain the AHT to use the funds only for the RHS.

The Community Preservation Committee recommends.

The Housing Board recommends.

The RHS has worked well and has significantly unburdened both Housing Board members and Administrative Staff.

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

8C - Boxborough Rental Voucher Program (BRVP)

Summary

The Boxborough Rental Voucher Program (BRVP) will help very-low to moderately-low income residents with their rental-housing expenses. The Well-Being Committee and the Housing Board jointly support this program. A number of low-income Boxborough households are faced with financial stress due to high rent and the inability to obtain Federal and State rental-assistance. The BRVP will target households that have incomes that are lower than the incomes of those typically helped by a Chapter 40B development. In some cases, their circumstances have already brought them to the attention of our Community Services Coordinator. Similar programs, the Federal Section 8 Program or the Massachusetts Rental Voucher Program, are oversubscribed and have long waiting lists.

An outside organization will be used to help administer the program. Details such as eligibility rules, payment mechanics, and providing financial counseling to recipients are being finalized. An important objective of the BVRP will be to work with households to attain self-sufficiency; case management and other counseling as needed will be a requirement for participation.

The Community Preservation Committee recommends.

The Housing Board recommends.

The BRVP addresses a need that has been identified by a recent Housing Needs Assessment and the Housing Production Plan. The BRVP will help low-income members of our community with their housing expenses, help that is otherwise not readily available.

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

The Well-Being Committee recommends.

The Committee is convinced that there is significant need for rental assistance in the community and urges Town Meeting to support the Boxborough Rental Voucher Program as proposed.

ARTICLE 9 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES

(Majority vote required)

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

9A	\$11,000	Conservation of Historic Town Records	Town Clerk
9B	\$106,775	Rehabilitation of Grange Meeting Room	Inspector of Buildings
9C	\$35,000	Preservation and rehabilitation of Historic Town Hall exterior steps	Inspector of Buildings
TOTAL	\$152,775		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summaries and Recommendations

9A - Conservation of Historic Town Records

Summary

The requested appropriation will fund the second phase of a three-year project to preserve historic records of the town. The process includes deacidification, mending and reinforcement of paper as necessary, resewing and rebinding, as well as photographing each page and preparing a CD for web access.

Phase one of the project, which was funded by an appropriation from CPA funds at last year’s Town Meeting, was completed in October 2015 and preserved Town Records for 1835-1866, 1866-1896, 1896-1918, 1918-1933 and 1932-1947.

The second phase of the project will include Town Records for 1947-1955, 1955-1961, 1961-1969, 1970-1975, Town Order Book for 1853-1876, Selectmen’s Orders for 1876-1911, Town Order Book for 1820-1833 and Board of School from 1881-1898.

The Community Preservation Committee recommends.

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

This is year two of a three-year project to repair, rebound and renovate the preservation of public records as required under MGL 66:9. Many of the town’s historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated and the writing is becoming illegible. Without prompt attention, we are in danger of losing vital information from the town’s past.

9B – Rehabilitation of Grange Meeting Room

Summary

The appropriation will enable the rehabilitation of the Grange Meeting Room, while also providing for the increased efficiency of Town Hall space. The project will include necessary improvements to the room's lighting, ceiling, walls and floor as well as the construction of a lobby/reception area at the east end of the meeting room. Additionally, through a dedicated cable funding source, improvements will be made to the Town's cable and presentation infrastructure.

The upstairs Town Hall space will be enhanced by creating a lobby area, which will provide a place for those waiting to enter the Grange Meeting Room for a meeting or event and will enable them to congregate without distracting those in the meeting room. The capital improvements will also increase the efficiency with which the townspeople are able to vote, as it will allow the Town Clerk to develop a queue that makes better use of the space and does not extend down the stairs.

The Community Preservation Committee recommends.

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

The original Town Hall was constructed in 1901. The high usage and traffic of the Grange Hall Meeting Room by boards, committees, commissions and other groups for meetings and functions on a regular basis has taken a toll on the space. The original plaster ceiling was replaced by a suspended ceiling with inefficient fluorescent lighting. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The plaster and wood walls are cracked and damaged and the room needs to be repainted.

This article and a previously funded article for the flooring will allow for new flooring, plastered ceiling with energy efficient period lighting and fresh paint on the walls. A large retractable video screen will be installed to facilitate multimedia presentations by various boards, committees, or others. Data, communication and CATV cables will be run under the floors for enhanced broadcast of meetings on cable TV.

Architectural elements such as the two wood columns from the stage will be retained to maintain the original spirit of their 1901 installation.

This project will improve the functionality of a one-hundred-year-old building and is an attempt to adapt to the demands of the 21st century.

Funding for the CATV infrastructure will be from the proceeds granted under licensing agreements with Verizon and Comcast.

9C – Preservation and Rehabilitation of Historic Town Hall Exterior Steps

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

Last year, Town Meeting voted to fund the repair of the exterior steps to Town Hall with an appropriation of \$10,000. Unfortunately, the funding was not adequate.

The existing stairs are made of brick and mortar. This material does not hold up well in New England winters. Under the circumstances, the Inspector of Buildings has recommended a two-inch-thick veneer granite slab for the stairs with fieldstone risers. Granite won't chip or crack from the freezing or thawing process, nor does it degrade over time like wood, brick or concrete and is unaffected by ice melting chemicals.

The fieldstone risers and the sides of the stairs will match the foundation of the existing building and restore it to its historical condition. The only maintenance required in the future will be to repair or replace the mortar used to install the fieldstone.

This article will also provide for four hand railings, two of which will align with the pillars at the front of the Town Hall.

**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 Sixty-Two Thousand Five Hundred Dollars (\$62,500), 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 dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For each of the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund.

This year's proposed appropriation would enable the town to continue to fund the liability, but at a reduced rate to take into consideration the reduced liability due to the transfer of school employees to the AB Regional School District. (The OPEB liability attributable to staff at the Region is included in the Town's education budget, as part of the Town's assessment).

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 but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY2017 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$2,635,795. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY2017 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

ARTICLE 11 FRAUD RISK ASSESSMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of hiring a consultant to perform a risk assessment to identify, analyze, and manage the risk of asset misappropriation; or take any other action relative thereto.

Summary

The Town's independent financial auditor has recommended that Town management develop and implement a fraud risk assessment program to mitigate the risks associated with potential asset misappropriation. The consultant will assess areas determined to have an element of risk and will document potential fraud risks, controls already in place to mitigate the risks, and recommend areas and actions for preventing, detecting, and mitigating fraud.

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

The Town's independent auditor has recommended that the Town undertakes a fraud risk assessment. Such a study is the prudent and responsible course of action in order to mitigate potential risk associated with fraud. The assessment will proactively identify and address the Town's vulnerabilities to internal and external fraud and enable management to develop plans to mitigate fraud risk, develop techniques to determine if fraud has occurred in high-risk areas, and assess internal controls.

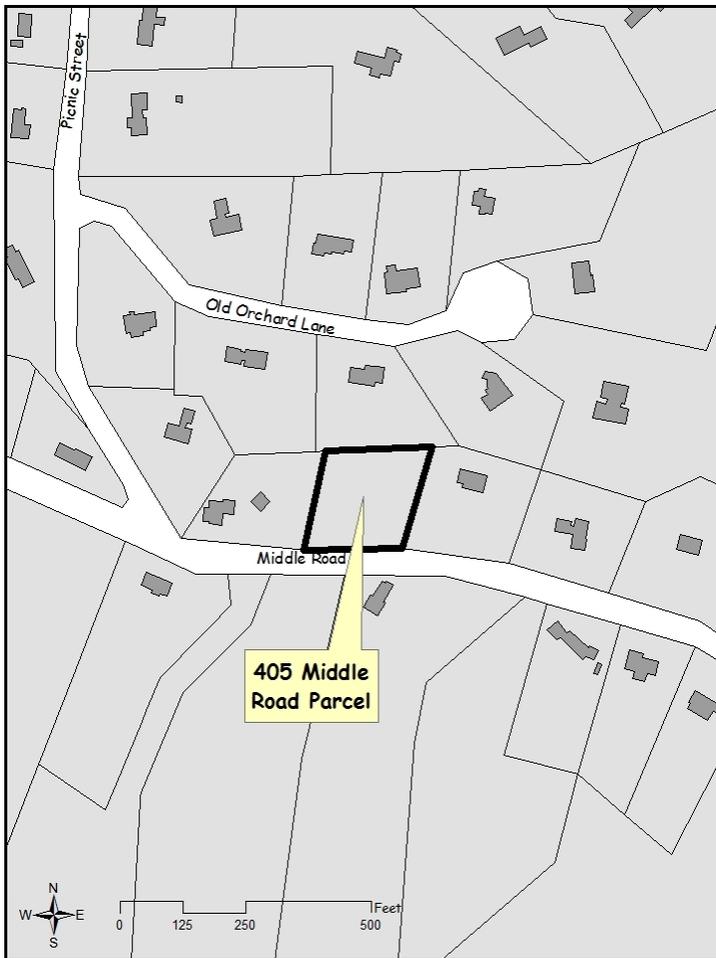
ARTICLE 12 SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Three Thousand Dollars (\$3,000), more or less, for the purpose of hiring a consultant to perform soil and percolation testing at 405 Middle Road, or take any other action relative thereto.

Summary

The property located at 405 Middle Road was acquired by the Town in the 1990’s through the tax title/foreclosure process and is part of the Picnic Street Trust, which is under the care, custody and control of the Board of Selectmen. The testing will provide information necessary to be able to assess the viability of constructing a single-family dwelling on the property.



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

The property at 405 Middle Road is located in a desirable location just steps away from the Steele Farm land. It could have substantial value to the town depending on the results of the soil and percolation testing. The Board believes that \$3,000 is a reasonable expenditure that will allow us to determine the market value of the property. This will allow the Town to make an informed decision when determining how it can best serve the interests of the Town.

ARTICLE 13 COST OF BORROWING AND FIRST YEAR'S INTEREST**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of paying the first year's interest and the cost of issuance for borrowing authorized by vote of Town Meeting in 2015 as well as for borrowing authorized at Town Meeting in 2016, or take any other action relative thereto.

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

The appropriation requested under this article provides for monies necessary to pay the first year's interest and cost of issuance for borrowing authorized at the 2015 and 2016 town meetings.

ARTICLE 14 REPLACEMENT OF 3 TOWN HALL HVAC UNITS**

(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 Twenty Thousand Dollars (\$20,000), more or less, for the purpose of replacing one furnace and two air conditioning systems in the Town Hall, or take any other action relative thereto.

Summary

The Town Hall HVAC units are outdated and inefficient; close to thirty years old, they have exceeded their useful life. Just after the start of the fiscal year, two of the gas-fired furnaces/air conditioning units in the west side of Town Hall failed and were replaced. Four months later, one of the two remaining furnaces in the east end of Town Hall, which had been converted from an oil-fired furnace from the the original part of Town Hall, failed and was replaced. This article will provide for the replacement of the one furnace and two air conditioning units remaining on the east side of Town Hall with more energy efficient units, as well as balance the air flow in this section of Town Hall.

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

The Town Hall has suffered for many years with inefficient, poorly balanced, and most recently unreliable HVAC equipment. As indicated in the Summary, a substantial portion of the HVAC system has been replaced in the past year due to equipment failures. This article completes the renovation of the Town Hall HVAC system, and should provide many years of trouble-free service.

**ARTICLE 15 REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM
ROOF****

(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 Ten Thousand Dollars (\$10,000), more or less, for the purpose of repairing the Town Hall chimney and the Boxborough Museum roof, or take any other action relative thereto.

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

The chimneys on the Town Hall suffer a number of problems, including: damaged flashing, cracked bricks, loose or missing mortar and cracked or spalled top covers. Repair of these conditions is needed to forestall further deterioration that would lead to more serious repair/replacement requirements in the not-too-distant future. The Museum roof has a persistent if elusive leak that has led to flooring and interior wall damage. As noted for the chimney repairs, a modest investment now will save a much larger damage remediation requirement in the future. The approximate split in cost between the two elements is: Town Hall chimney ~ \$1,800 and Museum roof ~ \$8,200.

ARTICLE 16 UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY**

(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 Ten Thousand Five Hundred Dollars (\$10,500), more or less, for the purpose of upgrading the existing library meeting room A/V system, or take any other action relative thereto.

The Library Board of Trustees recommends unanimously.

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

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

Meetings are held in the Library’s meeting room five times a week on average. The availability of a functioning, up-to-date audio-visual system is essential for providing presentations to meeting attendees. Those include government meetings that are also held in the room. The proposed upgrade includes removal of the older VHS components and projection systems and the installation of HDMI versus VGA laptop display support and newer Blue-ray video technology. The turn-key presentation system upgrade will integrate with the Town’s new video studio in a box system allowing for delayed broadcast of events and meetings from the Library. The Board of Selectmen supports the request of the Library Trustees.

**ARTICLE 17 CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT
(DEHUMIDIFIER AND STORAGE SHELVING UNITS) ****

(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 One Hundred Dollars (\$5,100), more or less, including all costs incidental and relating thereto, for the purpose of acquiring a commercial dehumidifier and storage shelving for the Boxborough Museum, or take any other action relative thereto.

Summary

To make the museum basement a useful space for off-site storage of various Town Hall records and materials, the humidity needs to be controlled and shelving installed. The space allocated for Town Hall record storage is approximately 22' x 11' and would accommodate eleven 48" x 24" shelving units. We plan to use the same type of shelving currently in the Town Hall vault since it has lasted well. Eleven shelving units are estimated to cost \$3,100; a commercial dehumidifier has been estimated at \$2,000.

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

When the former Town Library was transferred to the Historical Commission for use as a Museum, a portion of the enabling agreement provided for the storage of Town Records in the basement of the Museum, in addition to the artifacts that the Commission might wish to store. The intention of storing documents and artifacts in the Museum basement has been frustrated by excessive moisture and humidity levels in the basement, rendering the safety of materials stored there problematical. Drainage work by the DPW has improved, but not eliminated this situation, and active de-humidification is required to achieve the objective of safe document and artifact storage in the Museum basement. The importance of a solution to the basement moisture/humidity problem has been increased recently by the need to place public safety communications equipment also in the Museum. The recommended funds will provide for a commercial dehumidifier and storage shelving to finally achieve the objective of safe storage in the Museum basement.

ARTICLE 18 CLOSE COMPLETED ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-Eight Thousand Two Hundred Fifteen Dollars and Forty-One Cents (\$28,215.41), more or less, as voted by past Town Meetings, and indicated in the table below:

	Description	Amount
May 2010 (ATM) Article 11	Fire Dept – Mobile Networks	\$40.14
May 2011 (ATM) Article 14	Police Station – Capital Improvements – Painting, Gutters & Fascia Board	87.11
May 2011 (ATM) Article 21	Blanchard Memorial School – Fire Safety Engineering Consultant	313.00
May 2012 (ATM) Article 24	Repair and Replace Blanchard Memorial School’s Exterior Mortar and Masonry	9,213.99
May 2013 (ATM) Article 10	Replacement Vehicle –Inspector of Buildings	667.00
May 2013 (ATM) Article 14	Replacement of Air-Paks – Fire Department	10,861.00
May 2013 (ATM) Article 20	Replacement of Windows – Blanchard Memorial School	2,952.77
May 2014 (STM) Article 2	Fund First Two Years of Collective Bargaining Agreement - Massachusetts Coalition of Police, Local 200, Police	2,081.08
May 2014 (ATM) Article 20	Cost of Bond Issuance	416.33
May 2014 (ATM) Article 22B	Town Hall Carpet Replacement	0.50
May 2014 (ATM) Article 22E	Library – HVAC Control System Upgrade	80.79
May 2014 (ATM) Article 23C	Public Safety - Space Needs Analysis	1.70
May 2015 (ATM) Article 16	Town Museum Basement Re-painting	1500.00
	Total:	<u>\$28,215.41</u>

and further, to transfer from free cash the sum of One Hundred Fifty-Seven Dollars (\$157), more or less, to pay off short term borrowing notes issued under the authorization granted under Article 9 of the May 2013 Annual Town Meeting (Town Hall Windows), or take any other action relative thereto.

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

ARTICLE 19 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 53E½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; library fees, fines and penalties; library photocopying fees; dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees (Steele Farm); fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); general fees from CoA sponsored programs; 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; athletic field permitting fees; Recreation Commission program fees; Animal Control services 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 Electrical Inspection Revolving Fund from \$50,000 to \$150,000, increase the cap on the Plumbing and Gas Inspection Revolving Fund from \$15,000 to \$100,000 and change the spending authority for the Plumbing & Gas Inspection Revolving Fund from the Building Inspector to the Town Administrator, or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000 \$150,000	Carryover to FY 2018 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector Town Administrator	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000 \$100,000	Carryover to FY 2018 to pay for inspections for permits not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2018 to pay for expenses not yet completed
Library Photocopying Machine Fees	Library Director	Fees from the use of the copier at the Sargent Memorial Library	To defray expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance	\$1,500	Carryover to FY 2018 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 2018 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
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 2018 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2018 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	\$32,000	Carryover to FY 2018 to pay for expenses not yet completed
General Council on Aging Programs	CoA Coordinator, in consultation with the Council on Aging	General fees from CoA sponsored programs	To pay expenses directly attributed to CoA programs	\$15,000	Carry over to FY 2018 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	\$10,000	Carryover to FY 2018 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 2018 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 2018 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Athletic field permitting fees	Management and care of athletic fields and permit administration	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
Recreation Program Fees	Town Administrator	Recreation program fees	To pay expenses attributable to general programs sponsored by the Recreation Commission	\$5,000	Carryover to FY 2018 to pay for expenses not yet completed
Animal Control	Police Chief	Animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services	\$60,000	Carry over to FY 2018 to pay for expenses not yet completed

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

The electrical inspection and plumbing & gas inspection revolving funds collect permit fees from electrical inspections and plumbing & gas inspections, respectively. Due to the increased number of inspections associated with the 244-unit Jefferson at Beaver Brook development, as well as with several planned smaller developments in town, it is necessary to temporarily increase the caps on these revolving funds. Because Massachusetts General Laws, Chapter 44, Section 53E½ restricts the spending limit under the direct control of any one board, department or officer to 1% of the prior year’s levy (i.e., \$166,562), it is necessary to transfer the spending authority for the plumbing & gas inspection revolving fund from the Building Inspector to the Town Administrator. The monies collected in these revolving funds are used to pay the inspectors. There is no direct budgetary impact of increasing the caps.

Aside from the increased caps for the electrical inspection and plumbing & gas inspection revolving funds, and the change in authority for the latter, 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 Library Board of Trustees recommends unanimously.

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library. Additionally, this article will permit the library to use up to \$1,500 in photocopying fees per year to defray expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance.

**ARTICLE 20 ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND
AND TRANSFER EXISTING MONIES****

(Majority vote required)

To see if the Town will vote to accept MGL Ch 44 § 53F¾ which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for FY 2017, which begins on July 1, 2016; further, to transfer the balances in the existing cable special revenue accounts to the PEG Access and Cable Related Fund, or take any other action relative thereto.

Summary

Under the terms of the cable television licenses granted by the Town, through the Board of Selectmen (the Issuing Authority), to Comcast (12/18/11 – 12/17/21) and Verizon (9/18/06 – 9/17/21), the Licensees provide the Town with: quarterly annual payments to support the ongoing operations of providing cable access, an annual licensing fee, as well as capital funding to be used for PEG Access equipment and/or facilities, including PEG Access video return. These monies have been held in a special revenue account under the control of the Issuing Authority, the Boxborough Board of Selectmen.

New legislation provides that the town, upon acceptance of MGL c.44 S 53F¾, establish a special revenue account in which the Town would reserve for appropriation the aforementioned cable related revenues to be expended for the purposes noted above. The legislation provides for transparency on the expenditure of the cable funds. Whereas such expenditure was previously under the control of the Board of Selectmen pursuant to the cable licensing agreements, it would now be subject to authorization by Town Meeting.

This article also provides for the transfer of the balances remaining in the previously established special revenue accounts to a new special revenue fund for receipts reserved for appropriation. As noted above, expenditures from that fund will require an affirmative vote of Town Meeting. The fund can be used for no purpose other than supporting the PEG Access and cable –related activities. Article 21 seeks town meeting approval of such expenditure.

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

Acceptance of this article will bring the town into compliance with recent Massachusetts Department of Revenue directives on the use and appropriation of funds received from our licensed cable television franchisees (Verizon and Comcast). Our previous method and process was working just fine but DOR has issued new rules on accountability for collection and appropriation of revenues obtained from our licensed cable operators.

ARTICLE 21 CABLE INFRASTRUCTURE**

(Majority vote required)

To see if the Town will vote to appropriate the sum of One Hundred Seventeen Thousand Five Hundred Dollars (\$117,500), more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 17 cable TV operations and for the acquisition of new equipment to improve the quality of the Town’s cable television broadcast quality and expand meeting coverage, or take any other action relative thereto.

Summary

This article is a companion to Article 20. Town meeting approval of Article 20 established a new Special Revenue Account for Appropriation for cable-related purposes. Article 20 also transferred all funds remaining in the old special revenue account under the Board of Selectmen to the newly established Special Revenue Account for Appropriation. Appropriations from this new account must be authorized by town meeting. As before, appropriations must be for the benefit of residents related to Public, Education and Government channel access and related activities. Annual licensing fees and capital equipment grants from Verizon and Comcast fund the special revenue account. No tax revenues are involved. Although Town meeting must approve these appropriations, they do not affect anyone’s tax bill.

The appropriations requested for operations and purchase of new equipment is summarized below.

<i>LCTV Services</i>	<i>\$57,700</i>
<i>Contract Videographers</i>	<i>2,000</i>
<i>On-demand service</i>	<i>3,000</i>
<i>Grange Meeting Room infrastructure improvements</i>	<i>40,000</i>
<i>Additional camera heads</i>	<i>7,500</i>
<i>For videographing of concurrent meetings, while BoS is being broadcast in Grange Meeting Room</i>	
<i>2 camera kits</i>	<i>5,000</i>
<i>2 tripod kits w/bags</i>	<i>700</i>
<i>2 wireless mike kits</i>	<i>1,600</i>
<i>Total</i>	<i>\$117,500</i>

The Board of Selectmen recommends unanimously (5-0)

The Selectmen have long planned to upgrade and expand our cable television capabilities to improve the quality of recordings and broadcasts from the Grange meeting room. This article will fund significant audio/visual recording enhancements for the Grange room infrastructure. It will also provide for live broadcasts from the Sargent Library for committee meetings and public events that may be held there. We will be able to record committee meetings taking place in town hall concurrently with live broadcasts from the Grange room.

In addition to planned improvements and expansions, funds must be appropriated for continued video services contracted through Littleton Community Television (LCTV), and the video-on-demand (VOD) service we introduced in 2015. The VOD service permits residents on-line access to previously recorded meetings.

The appropriations in this article will fund a number of enhancements to the town's cable television offerings and capabilities. This will not only improve the quality of what we have long been doing, it will make it more convenient for citizens to view and appreciate the workings of their town government.

ARTICLE 22 ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD**

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, and upon such terms and for such consideration as the Selectmen deem appropriate, such permanent and temporary interests in those lands located at 187, 214 and 222 Hill Road in the locations approximately depicted on the plan entitled: “Draft Layout Plan, Location: Hill Road,” dated March 3, 2016, prepared by Places Associates, Inc., a copy of which has been placed on file with the Town Clerk, for roadway and roadway construction purposes, which purposes shall include, without limitation, the construction of guardrails and walls, sloping, and drainage improvements serving Hill Road, a public way in the Town, and further to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of such acquisition and construction and all costs related thereto, and to enter into all agreements and take all other actions necessary or appropriate to carry out such acquisition and construction, or to take any other action relative thereto.

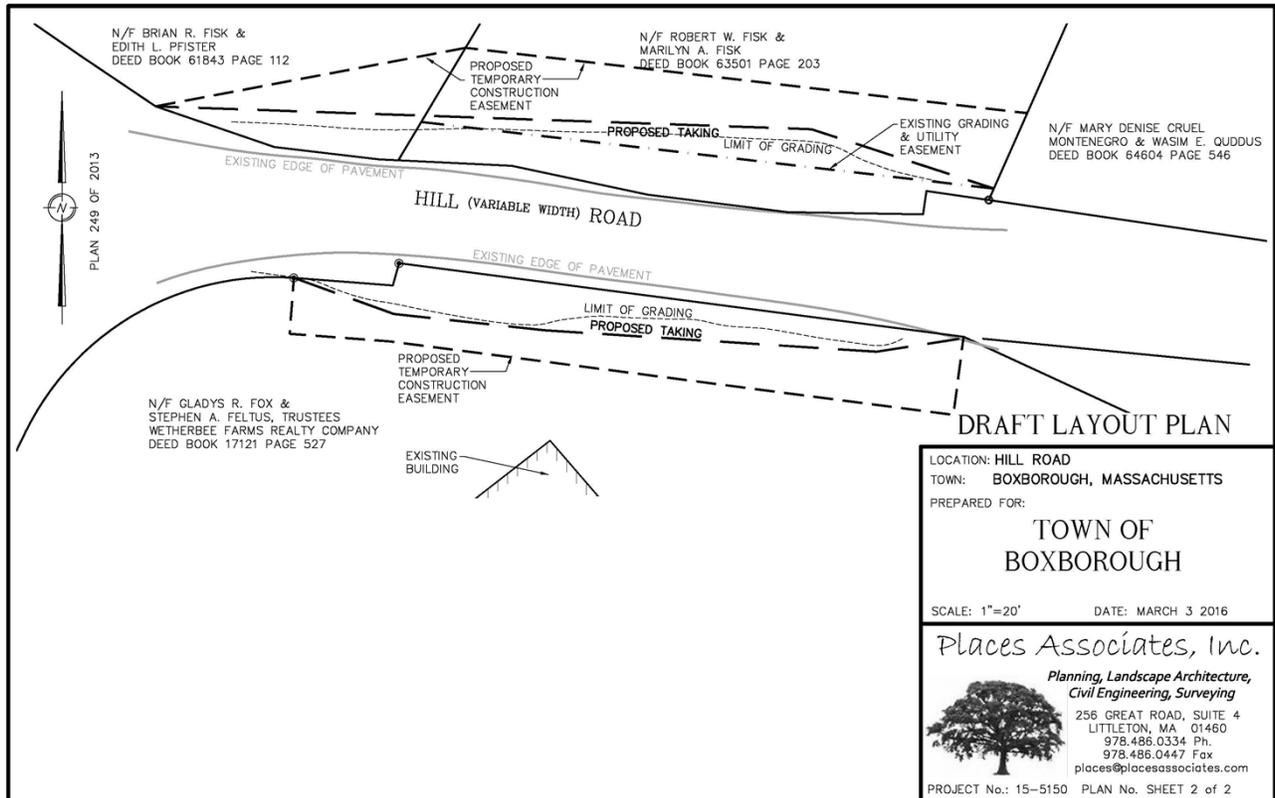
Summary

The short stretch of Hill Road immediately to the North and East of the Whitcomb Road intersection is presently supported on its lateral edges by old stone walls whose condition and conformation preclude the installation of effective guardrails and cause concern about the stability of the roadway margins under modern heavy traffic. During the present fiscal year (FY16) engineering studies have been completed and have concluded that a sloped heavy stone riprap supporting grade should be installed to both support the roadway margins and allow installation of effective guardrails. A plan view of the proposed grading is shown on the following layout by Places Associates, Inc. In order to accommodate the grading and riprap, the Town must permanently acquire a small amount of property (either via deed or permanent easement) from the abutters, and also obtain temporary easement for use of equipment and personnel during the actual construction project. This article authorizes the Board of Selectmen to obtain the required permanent and temporary interests in the abutting parcels. The only funds required are those needed to reimburse the abutting landowners for the preparation of such legal documents of conveyance as may be required. The required funding for legal documentation is not to exceed \$5,000.

The Board of Selectmen recommends (4-0-1).

As indicated in the Summary, the grading construction project required to stabilize the described portion of Hill Road and to install effective guardrails demands that the Town acquire both temporary and permanent interest in small amounts of abutters’ property. This article authorizes the Board of Selectmen to obtain the necessary easements and also authorizes the expenditure of funds to complete the necessary legal documentation for any required conveyance.

[N.B. Selectman Les Fox is one of the abutters and has recused himself from discussion on the matter; he abstained from voting.]



ARTICLE 23 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 the 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 \$15,000. 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 2016:*

Approximately \$9,000 for the purchase of 10 acres of land for conservation in partnership with and generous support from the Boxborough Conservation Trust.

Approximately \$2,000 for legal services associated with acquiring a Conservation Restriction on approximately 25 acres of land for conservation in cooperation with the Boxborough Conservation Trust.

Approximately \$5,800 for the cutting and treatment of invasive plants at Rolling Meadows.

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 5 years (2011 through 2015), 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 of 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.

ARTICLE 24 INFORMATION TECHNOLOGY HARDWARE UPGRADES

(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 **Sixty-Seven Thousand Dollars (\$67,000)**, more or less, to provide for replacement of: uninterrupted power supplies (UPS's), switches, one police department server, one desktop computer, one laptop computer, three printers and a portion of the aging town hall cable, or take any other action relative thereto.

Summary

This article provides for a phased approach to upgrading our network with a more robust, secure infrastructure. The Town's network infrastructure is comprised of CISCO network switches, which were donated to the Town by CISCO 5-7 years ago (at the time, the products were deemed "end of life" / obsolete by the local CISCO facility). The Town's existing core network is currently functioning but aging. Unsupported edge switches render it extremely vulnerable. Unfortunately, CISCO SmartNet (support) is not available for these switches, and thus they cannot be upgraded, or supported, and represent a serious exposure in terms of the Town's ability to deliver services. In the event of a hardware failure, ALL voice and data communication would abruptly cease, which would gravely impact our delivery of Public Safety services. Our environment needs to be upgraded with the addition of modern PoE (Power over Ethernet), edge switches.

The Capital Plan is currently being updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our aging switches, UPS's, computers, peripheral equipment and cabling. In addition to the network switches noted above, we are seeking an appropriation to replace two of twelve uninterrupted power supplies, one well past its end of life and the other soon to be reached. Other hardware to be replaced includes the Police Department server that was placed in service in 2004, a laptop for the Council on Aging Coordinator's office, and three printers (Town Hall and Dispatch). Funding is also requested for the first phase of replacing cabling for the Town Hall's local area network, which was installed in 2001.

In February, the Town applied for a Community Compact IT grant to architect, configure, set up, and deploy a new robust network infrastructure. The grant would provide funding to upgrade the existing core network, and as well as to replace all of the town's switches, uninterrupted power supplies and a portion of cabling. If the Town is successful in its application, \$41,000 of the requested \$67,000 (approximately sixty percent of the appropriation sought in this article) will be funded by the grant. Awards are not expected to be announced until late spring, which likely would be after annual town meeting. If we are successful and an award is announced prior to Town Meeting, a reduced appropriation would be sought; otherwise monies would be returned to the Town at next year's town meeting.

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

The Board of Selectmen recommends this article. Its purpose is to ensure reliable operation of our core IT infrastructure for delivery of essential information services for town operations. A portion of the funds requested will replace obsolete and unsupported network switches gifted to the town by CISCO approximately seven years ago. The additional items are part of the normal and regular IT equipment refresh cycle. All items have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen and the department heads, and Guardian Information Technologies, our IT consultant and services provider.

ARTICLE 25 TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE

(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 Thirty-Six Thousand Dollars (\$36,000), more or less, to provide for replacement of the front (Middle Road) walkway at the base of the Town Hall steps, as well as landscaping and signage, or take any other action relative thereto.

Summary

This article seeks an appropriation to replace the walkway/patio at the base of the Middle Road entrance steps and will restore the 1901 Town Hall landscape appearance to complement the proposed new granite steps. This will also restore compliance with the building code as the bricks at the base of the stairs, along with the riser heights, are uneven and pose a tripping hazard. The existing brick throughout this patio area is worn, decayed, and continues to break and heave. This will only continue to deteriorate and possibly become a liability for the Town in the coming years.

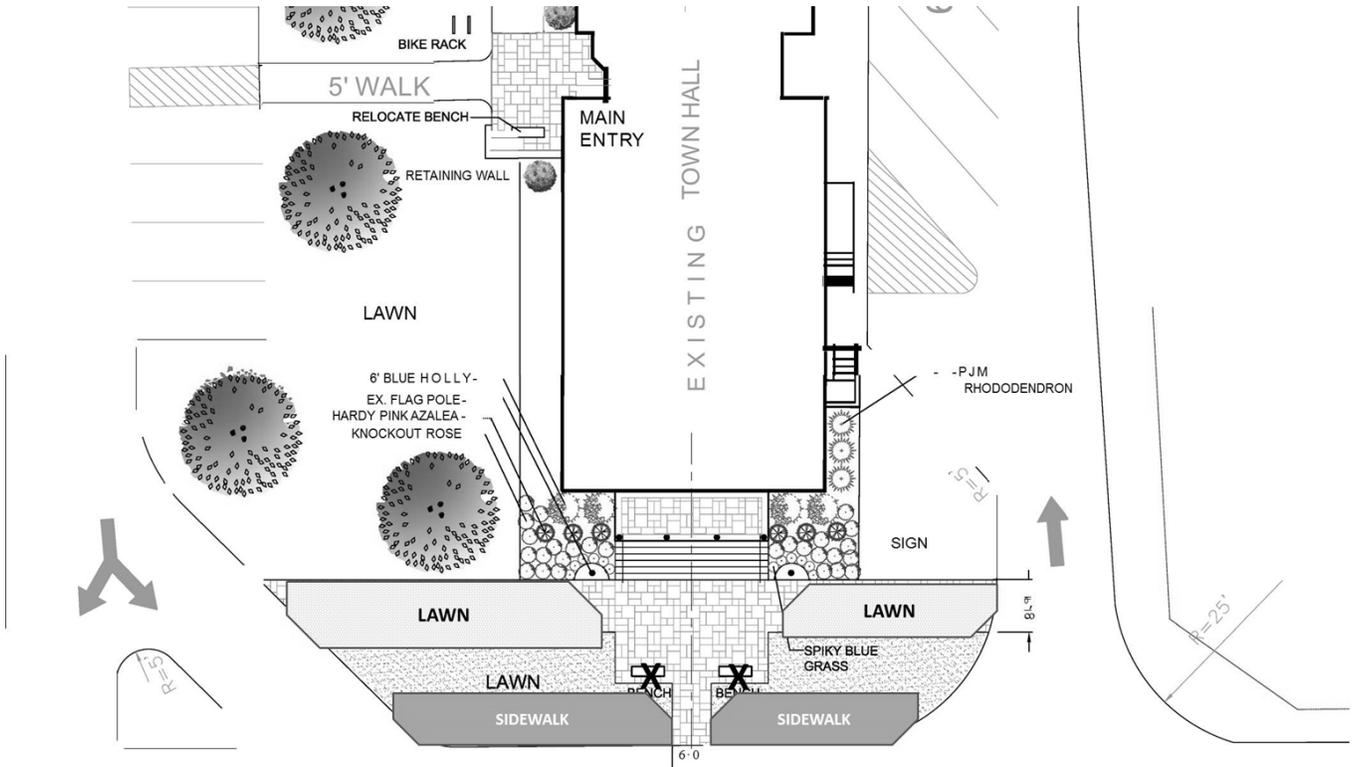
From a construction standpoint, due to the use of heavy equipment, the revitalization of the granite steps will unintentionally cause additional disturbance to the existing patio and walkway area.

Additionally, the current state of the landscaping in front of Town Hall greatly detracts from the building's appearance. In its current condition, the front landscaping makes the Town Hall look unkempt, neglected, and ultimately, uninviting. Both sides of the walkway will be flanked by grassy areas, shrubbery, trees and other vegetative growth. The Public Works Department will assist with some of the preparatory demolition work and plantings, which will help manage the cost of the project.

This project will not only restore the continuity of the patio area at the front of the stairs, but will additionally accent the gateway to the historic Town Hall structure and improve street presence. The residents of Boxborough need not only be proud of their homes, but should also have pride in their hometown, which begins with the appearance of Town Hall and the property on which it sits.

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

This article provides funding to rehabilitate the walkway, apron and landscaping at ground level in front of the Town Hall. The project complements and completes the renovation of the Town Hall front stairs, separately funded by a Community Preservation Act Project. Residents will appreciate the poor condition of the stairs and walkway/apron, with loose and uneven brickwork presenting tripping hazards, as well as dustbowl-level landscaping that diminishes rather than enhances the Town Hall appearance. The proposed project also provides signage to highlight the Town Hall and the traffic pattern.



MIDDLE ROAD

**BOXBOROUGH TOWN HALL
LANDSCAPE CONCEPT PLAN**

Display Only – Not to Scale

ARTICLE 26 ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE

(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 Forty-Five Thousand Dollars (\$45,000), more or less, to provide for an IP enabled secure card access control system for the Town Hall, and the Police and Fire stations, or take any other action relative thereto.

Summary

This article will fund the first of two phases to deploy a town-wide monitoring and access control system for all town buildings. The Town Hall and public safety facilities will be prioritized and will be covered in the first phase of the project. Sensitive data and equipment are located at these buildings, and controlling access to these facilities is imperative. The second phase of the project, for which we will seek an appropriation next year, will add the DPW, Library and Museum.

Currently, building access is controlled by issuance of physical keys to authorized individuals under a master key system. Town employees and chairs of committees and boards are issued keys. Records must be maintained for keys issued, lost/replaced and returned. With growth in the number of keys issued, record keeping and physical key inventory management has become unwieldy. It can be problematic to ensure there are no keys outstanding to unauthorized individuals. Lock repair and maintenance is more costly and complicated by the master key system.

The IP enabled access control system will use RFID cards issued to authorized individuals. Access to buildings will be controlled by card readers that query the card presented and check for access authorization in the master database. Upon termination of employment or change in committee status, issued cards can be revoked with the click of a mouse. There will be no need to return keys or cards. The card readers will be connected to the town network to communicate to the master database and monitoring system at Dispatch. Dispatch personnel will be able to provide assistance 24x7 in case of any issue. In the next phase of the town's access control and security deployment, IP enabled video cameras will be installed at all card-reader equipped doors.

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

The Board of Selectmen recommends this article to improve the town's ability to provide a safe and secure environment for employees and volunteers.

ARTICLE 27 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE

(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 Eighty-Two Thousand Dollars (\$82,000), more or less, to provide for the following building repairs and maintenance at the Police station:

	Purpose	Amount	Comment
A.	Exterior Doors	\$20,000	Exterior doors are original to the building. They are failing as they are rusting and the hinges, shock absorbers and mechanisms are worn. The frames are out of square and jam when humid.
B.	Detention Cell	\$15,000	Detention Cell walls: The Dept. of Public Health has failed our inspection, citing porous walls and rusted fixtures.
C.	Evidence Room	\$12,000	Improvements are needed to secure evidence room.
D.	Clapboards and Trim Replacement	\$12,000	Clapboards and trim replacement (rot); caulking is needed around all exterior gaps to prevent insect infestation.
E.	Exterior Lighting	\$15,000	Light poles original to building and rebuilt in 2008; many not working and rotted beyond repair. The far rear of property is not covered by illumination.
F.	Walkway	\$8,000	The Building Inspector recommends replacement of the walkway in front of the Police Station from the driveway to the front door only (not along the parking lot side of the building). Walkway is original to the building (1989) and is cracked and dipped. There is a 1 ½ inch lip, which causes a trip hazard as you enter the front door of the building.

Or take any other action relative thereto.

Summary

This article is to fund repairs and maintenance that are needed for various items of the Police Department building and grounds as described in the accompanying table. Most of these needs arise from ordinary wear and tear. A security deficiency must be corrected in the case of the Evidence/Property Room. The detention cells have failed inspection by the Department of Public Health due to unsanitary condition of the walls and integrated metal sink/toilet fixture. This must be corrected so that the detention cell can be used legally. The Chief is working with the Energy Committee to leverage their town-wide initiative on energy efficient lighting for potential savings on fixtures, bulbs and installation expenses.

The Board of Selectmen recommends...

These are necessary maintenance and repair items for the police department facilities.

ARTICLE 28 POLICE DEPARTMENT – EQUIPMENT

(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 **Ninety-Nine Thousand One Hundred Dollars (\$99,100)**, more or less, to provide for the following equipment for the Police Department:

	Purpose	Amount	Comment
A.	Tasers	\$7,300	To equip and certify five part-time police officers with electronic control devices, commonly referred to by their brand name, Taser®.
B.	Ruggedized tablet	\$5,500	To replace one existing PatrolPC® ruggedized tablet in a police car. The current unit is running with an older processor, has become problematic, and is past due for replacement (EOL '13). This type of device is optimized for use in police vehicles. The police patrol environment is unique and challenging, calling for a computer that is designed for continuous use 24/7, under intense and dangerous circumstances, where the performance and ruggedness of the MDT is critical to public safety. Through our own trial and errors we have learned that traditional laptops cannot withstand the extreme temperatures, vibration, intense use and dusty environments. Additionally, as vehicles and passenger compartments are getting smaller we need to separate the keyboard from the monitor to accommodate for all of the auxiliary police related equipment in the cabin.
C.	Security Camera & Video Server	\$40,000	Existing equipment is over 10 years old and is past end of life (EOL '13), low resolution/ poor quality and unable to record; should be tied to access control; additional cameras needed for coverage and plan to include Fire Dept doors and bays.
D.	Defibrillators (4)	\$12,000	4 units. One is out of service (10 years old, expected life is 5 to 7 years); they are out of warranty and not serviceable; FD/EMS recommends replacement as we are a Heart Safe Community
E.	Firearms	\$4,800	Firearms are end of life and worn; convert from .40 Cal to 9MM
F.	AFIS Fingerprinting	\$28,500	Current method (ink) is antiquated and problematic. This will provide instant, modern method for criminal identification and forensic analysis, Firearms Licensing, Sex Offender Registrations, Staff Security checks and audits and citizen requests for finger print authentication.
G.	Office Furniture	\$1,000	Replace two aged desks and update report writing area with usable furniture.

Or take any other action relative thereto.

Summary

This article addresses certain needs of the Police Department for equipment used in police operations, as summarized in the table. The Police Department has been equipping full-time officers with Electronic Control Devices (ECD -Tasers) since 2014. Additional ECD's are required to equip the part-time police officers who will be trained and qualified for their use. The existing security cameras have poor quality and the video server for recording has insufficient capacity. It cannot keep up with the current volume of recording, and cannot accept that which will be generated by the additional surveillance cameras planned as enhancements to a town-wide access control and monitoring system. The present .40 Cal firearms are at end life and should be replaced in any event, and the Chief will take this opportunity to change over to the 9 MM standard firearms. The current use of ink-pad fingerprinting generates poor-quality prints and does not integrate well with modern digital fingerprinting data systems widely used by law enforcement at the local, state and national level.

The Board of Selectmen recommends...

The Board of Selectmen supports these upgrades and replacements of equipment essential to police operations.

ARTICLE 29 FIRE DEPARTMENT – REPLACE UTILITY TRUCK

(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 Forty-Five Thousand Five Hundred Dollars (\$45,500), more or less, for the purpose of replacing the Fire Department’s current utility vehicle with a ¾ ton pickup truck, or take any other action relative thereto.

Summary

This article would fund a ¾ ton pickup truck, replacing the current utility vehicle. This pickup truck will be equipped with a hydraulic lift gate to assist in loading and unloading heavy equipment items, including a snowblower for clearing hydrants, portable generators, portable pumps, and off-road rescues. The truck will be set up for a plow to allow clearing of dry hydrants after snowfall, without waiting for DPW vehicle/personnel availability. The truck will also be used to transport the department’s trailers and light tower to incidents and/or Town events. The primary reason for purchasing a four-wheel drive, lift gate equipped pickup truck is to facilitate off road rescues along the 25(+) miles of trails accessing the Town’s conservation and municipal lands. The vehicle will also be used to transport department personnel to required building inspections, Fire Academy classes, and prolonged incidents as required. The ability to transport pumps and generators to assist residents during/after severe weather and flooding events as well as transporting a snowblower for hydrant clearing activities after winter storms will reduce the need to deploy larger apparatus for these purposes, which are secondary to their primary function of responding to emergencies.

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

This multi-purpose vehicle will not only greatly facilitate off road rescues on the Town’s extensive trail network but also provide necessary personnel and equipment transport that does not require the capabilities of the department’s heavy apparatus. Fulfilling these less demanding needs with a relatively low cost vehicle represents sound management of our Fire Department fleet assets.

ARTICLE 30 ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK

(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 Forty Thousand Dollars (\$40,000), more or less, for the purpose of acquiring and equipping a pickup truck to be used for the provision of animal control services in the town of Boxborough and in the towns of Littleton and Stow as provided for in the respective Inter-Municipal Agreements between the town of Boxborough and the towns of Littleton and Stow, or take any other action relative thereto.

Summary

As of July 1, 2016, Boxborough's ACO will be providing services to Boxborough, Littleton and Stow. The ACO has been using her personal vehicle, with mileage reimbursement. Both Town Counsel and MIIA, the town's insurance carrier, have advised against use of personal vehicles to conduct town business because of the risks presented both to the ACO as well as to the town. The amount of \$40,000 requested in this article is based on a quote from an authorized dealer on the state's bid list. The quote includes the base vehicle (pickup truck) plus a Leer Cap/Cab transport kennel insert. With a five-year refresh cycle, the cost of borrowing for the proposed vehicle plus annual insurance and operating expenses will be covered by fees collected and disbursed through the ACO revolving fund. In steady-state, the vehicle will not be a net cost to the town.

In 2014, we began negotiations with the Town of Littleton for the provision of animal control services under an Intermunicipal Agreement (IMA) between the two towns. Consequently, at the May 2014 town meeting we requested the establishment of a revolving fund to receive fees collected, and pay for expenses of ACO operations. The relationship with Littleton has gone very well. The IMA was renewed for the current fiscal year and we will renew for the upcoming fiscal year beginning July 1. Meanwhile, we have also negotiated acceptable terms for ACO services to be provided to Stow, beginning on July 1.

We are now at the point we anticipated in May 2014 where Boxborough's ACO will be providing ACO services for three towns, and the fees from Littleton and Stow will cover cost of operations. The town accountant has carefully reviewed the financial data to date and concluded that the ACO fees will cover the amortization of borrowing for a new vehicle for the ACO.

The Board of Selectmen...

The Board of Selectmen supports the purchase of a dedicated vehicle for use of the ACO. We considered whether we could re-purpose a used truck from the DPW that is scheduled for replacement, but were advised that the vehicle is past useful life and would require some refitting expenses in any event. The condition of the vehicle provides too great a risk to utilize it in rendering ACO services for three towns. We now have a proven business model for delivery of ACO services that will shield the town from cost of expanded operations. Boxborough's ACO will be providing ACO services for three towns, and the fees from Littleton and Stow will cover cost of operations. With the proposed new ACO vehicle not only can we follow best practices and lower our risk, we can pay for it out of ACO fees.

ARTICLE 31 DPW – ROAD PAVING

(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 Three Hundred Thousand Dollars (\$300,000), more or less, for the purpose of paving roadways in Boxborough, or take any other action relative thereto.

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

This article continues the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The expected level of Chapter 90 funding in recent years has been insufficient to repave even 1 mile per year of the Town’s approximately 30 miles of roadway. This shortfall has led to a general deterioration of town roads, a situation obvious to all residents. With the funds appropriated in May 2015, the Town is repaving Picnic Street and Patch Hill Road, supplementing the construction work to be funded on Hill Road, as well as Swanson Road repaving, funded by Chapter 90 monies. The funding of this article, if approved, will enable repaving of Robinson Road, the eastern end of Burroughs Road, and possibly additional stretches of road, depending upon available Chapter 90 resources and the cost estimates developed for each paving project. This road paving request is likely to be continuing from year to year until such time as we have “caught up” with a sustainable repaving schedule or Chapter 90 resources have been substantially increased.

ARTICLE 32 DPW – REPLACE FRONT END (BUCKET) LOADER

(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 Two Hundred Thousand Dollars (\$200,000), more or less, for the purpose of replacing the DPW’s vintage 1978 front end (bucket) loader with a new one, or take any other action relative thereto.

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

The Town DPW operates two front end (bucket) loaders, the newer being a 1996 model and the older being a 1978 model. The 37-year-old loader has transmission and hydraulic system problems and is at present only useful for loading trucks with sand and salt in the DPW yard during snowstorms, as it is too unreliable for general use. The replacement loader proposed is a mid-level model with pricing from the state contract bid list. The DPW employs its front end (bucket) loaders for a wide variety of purposes, ranging from construction to earthmoving to snow removal. If approved, the replacement loader will move to the front line tasks and the 20 year old model will move to a supporting role. Failure to replace the loader will materially diminish the DPW’s ability to clear snow in winter and will slow construction and earthmoving projects in other seasons.

ARTICLE 33 DPW - REPLACE PICKUP TRUCK

(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 Forty Thousand Dollars (\$40,000), more or less, for the purpose of replacing the DPW Director's aging 1-ton pickup truck with a new ¾-ton pick-up truck, or take any other action relative thereto.

Summary

The current vehicle, a one-ton 2008 F-350 pickup truck, has 145,000 miles on it; the vehicle is becoming less reliable, the body is corroding, and costs to repair are becoming excessive. The vehicle is used for plowing and daily operations. The DPW is seeking to replace the aging vehicle with a more energy efficient, comparable three-quarter ton pick-up truck.

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

This article seeks to replace the DPW director's pickup truck, which is eight years old and has 145,000 miles on the odometer. It should be noted that many of these miles are extremely hard plowing experience and, though the vehicle is well maintained, the truck has significant body rust and damage. The truck is due for new tires and brakes, which, along with increasing incidence of repairs, makes it more cost effective to replace the truck than invest additional money in a vehicle near the end of its useful life.

ARTICLE 34 DPW - VHF RADIOS AND RELATED EQUIPMENT

(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 Ninety-Five Thousand Dollars (\$95,000), more or less, for the purpose of acquiring eighteen new mobile VHF radios and related equipment for the DPW, or take any other action relative thereto.

Summary

The DPW currently operates an unlicensed Low Band radio system to maintain communications between the vehicles and headquarters. This system is not compatible with Public Safety communications radios and has become sufficiently obsolescent that parts and repairs are extremely difficult to obtain, risking large scale unresolvable failures in the near future. This article proposes to replace the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and vehicles, employing a combination of newly purchased equipment and systems repurposed from Boxborough Police Department radio equipment rendered surplus by the recently completed Public Safety Communications upgrade. This system will include VHF repeaters at the Swanson Road and Hager sites, interface and base station equipment at the Public Safety Dispatch center and DPW barn, mobile radios for the 18 DPW vehicles and portables for DPW personnel. The approximate cost breakdown for the proposed DPW radio system is as follows:

<i>Engineering</i>	<i>\$16,000</i>
<i>Licensing</i>	<i>5,000</i>
<i>Swanson Road Equipment and Sitework</i>	<i>19,500</i>
<i>Hager Equipment and Sitework</i>	<i>20,000</i>
<i>Police Station Equipment</i>	<i>14,700</i>
<i>DPW Barn Equipment</i>	<i>4,200</i>
<i>Reprogramming Police (Portable) Radios</i>	<i>500</i>
<i>New Mobile (Vehicle) Radios</i>	<i>11,000</i>
<i>Contingency</i>	<i>4,100</i>
<i>Total</i>	<i>\$95,000</i>

The repurposing of former BPD repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the \$95,000 estimate.

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

The DPW radio system is both unlicensed and beyond obsolescent. It must be replaced to provide reliable communications with DPW personnel and vehicles, and to provide interoperability with public safety systems in the event of emergencies.

ARTICLE 35 HAGER WELL - SYSTEM UPGRADES

(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 Fifty Thousand Dollars (\$50,000), more or less, for the purpose of providing system upgrades to the Hager Well infrastructure, or take any other action relative thereto.

Summary

The Hager Well is a public water supply, owned and managed by the Town under DEP rules and oversight, providing water to the Blanchard School, Sargent Memorial Library, Police Station and Fire Station. The Town contracts for monthly and quarterly water sampling to identify levels of various contaminants, which results are reported to DEP and validate the continuing safety of the water supply for human consumption. Over the past year the levels of some contaminants have increased to levels indicating problems with the water filtration system, though not exceeding DEP guidelines. A preliminary engineering study indicated that the filtration system at the Hager Well pumphouse contained some design deficiencies and filter elements nearing the end of their useful lives. The ROM cost of \$50,000 was developed by a competent water system engineering firm with extensive experience in water system design and DEP permitting. Of this total approximately \$12,000 is for filtration system design engineering and permitting, and the balance is for purchase of components, plumbing and installation.

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

This article is about as close to a “no-brainer” as we are likely to see, since the maintenance of a safe public water supply for the Blanchard School, Library and Public Safety facilities is at or near the highest priority for the Town.

ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

(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 Thousand Dollars (\$80,000), more or less, for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities, or take any other action related thereto.

Summary

The ongoing Public Safety Facilities Needs Assessment has identified space and facilities needs for the Police, Dispatch and Fire departments, through joint efforts of the Space Needs Committee and HKT Architects, Inc., and formulated several conceptual designs aimed at meeting those needs. A conceptual floor plan for the combined Public Safety Facility has furthermore been developed, reviewed and reduced. It is presently being costed by professional construction estimators. This conceptual design and associated cost estimate will provide a firm basis for updating the facility concept design subject to specific site conditions that may be found as well as revised design, construction sequencing and cost constraints that may be determined by the Town. Additional study is needed at the conceptual design and costing level to solidify Town needs and priorities, before proceeding to the Schematic Design Phase, which represents a cost commitment approximately 5x the conceptual design level. An estimate and approximate breakdown of the proposed article cost is outlined below:

<i>Site Survey</i>	\$10,000
<i>Geotechnical Testing (borings)</i>	15,000
<i>HazMat Determination</i>	8,000
<i>Wetlands Scientist/Flagging</i>	8,000
<i>Additional Engineering/ Design</i>	39,000
<i>Total</i>	\$80,000

The Board of Selectmen defers its recommendation until Town Meeting.

Articles 37 – 43 Zoning Bylaw Amendments to be added

[These will be properly incorporated at the end of the process]

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

ARTICLE 44 GENERAL BYLAW AMENDMENT – STONE WALLS

(Majority vote required)

To see if the Town will vote to amend the Stone Walls General Bylaw by:

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

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

and revising **Section 7: Enforcement** by adding the language in bold italics as shown below:

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board, ***excepting only temporary openings as outlined in Section 4.*** In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

The complete bylaw will then read as follows:

Section 1: AUTHORITY

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

Section 2: PURPOSE

The purpose of this Bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and character of public ways in the Town by regulating the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways. Additionally, this Bylaw is intended to set forth the process for obtaining Planning Board (the Board) approval for such activities.

Section 3: DEFINITIONS

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

3.1 Town Way

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

3.2 Stone Wall

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

3.3 Removal, Tearing Down, or Destruction of Stone Walls

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

3.4 Preservation

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

3.5 Construction

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

Section 4: APPLICABILITY

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

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

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

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

Section 5: PROCEDURES

5.1 Application

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

5.2 Public Meeting and Notice

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

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

Section 6: COMPENSATORY ACTIONS

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

Section 7: ENFORCEMENT

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board, excepting only temporary openings as outlined in Section 4. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

Or take any other action relative thereto.

Summary

The proposed amendments would allow for the temporary removal and replacement of sections of stone walls under the conditions listed in the proposed text and Applicants would not be required to go through a formal public hearing process before the Planning Board.

The Planning Board recommends.

Recent experience has caused the Planning Board to recommend the above changes. Instances where stone wall disturbances are both small and temporary requiring residents to comply with the bylaw as it currently exists, is, in the opinion of the Board, an unnecessary burden. Staff oversight and the required bond will ensure that the stone walls are returned to their pre-disturbance condition.

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

This article provides a sensible streamlined approval procedure for temporary openings of a stone wall that may be required for an applicant to complete an otherwise approved project (deck, addition, swimming pool, equipment delivery, etc.). Under present bylaw provisions, an applicant requires Planning Board approval in writing for any alteration of a stone wall within or on the boundary of a Town way. This process may subject applicants to undue delay for projects, being subject to the Planning Board's meeting and hearing schedule. The proposed bylaw change allows the Town Planner to approve limited scope temporary openings that may be required for access to the property, subject to reasonable provisions for restoration of the stone wall to its original condition.

ARTICLE 45 GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING

(Majority vote required)

To see if the Town will vote to amend the Annual Town Meeting General Bylaw by changing the day of the election of town officers from the third Monday in May to the third Tuesday in May, so that the bylaw would read as follows:

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

Or take any other action relative thereto.

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

The Board supports this amendment because it will eliminate possible confusion in the minds of voters who are accustomed to elections being held on Tuesdays.

ARTICLE 46 GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE

(Majority vote required)

To see if the Town will vote to adopt a new general bylaw entitled “Reconsideration of Vote” to read as follows:

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

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

or take any other action relative thereto.

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

At the last two Annual Town Meetings the Town experimented with this procedure. Its purpose is to encourage discussion, consideration and resolution of an article by the maximum number of voters interested in or affected by it. It recognizes and seeks to eliminate the possibility that the will of the majority of voters present for the discussion and vote can be thwarted by a handful of voters who move for reconsideration after the majority of voters have left Town Meeting. At each of the past two Annual Town Meetings voters approved this procedure for those meetings. The Board believes the procedure worked well in those two Town Meetings and supports adopting it as a bylaw.

ARTICLE 47 GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR

(Majority vote required)

To see if the Town will vote to adopt a new general bylaw entitled “Vote Counts by Moderator” to read as follows:

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

or take any other action relative thereto.

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

The Board supports this bylaw because it will allow the moderator to streamline the voting process in cases where a two-thirds vote is required and the result is readily apparent. At the same time, the bylaw provides a reasonable safeguard in the event that seven or more registered voters challenge the moderator's determination.

The Board notes that the Town's voters have expressed a long-standing preference for this procedure by approving it at town meetings over the last fifteen or so years. The Board believes it has served the Town well in those town meetings, and that it makes sense to adopt it as a regular procedure by approving this bylaw

ARTICLE 49 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 accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds are expended in a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and including from time to time the purchase of equipment instrumental in maintaining Town roads. The FY17 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

ARTICLE 50 DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION)**

(Two-third vote required)

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

Summary

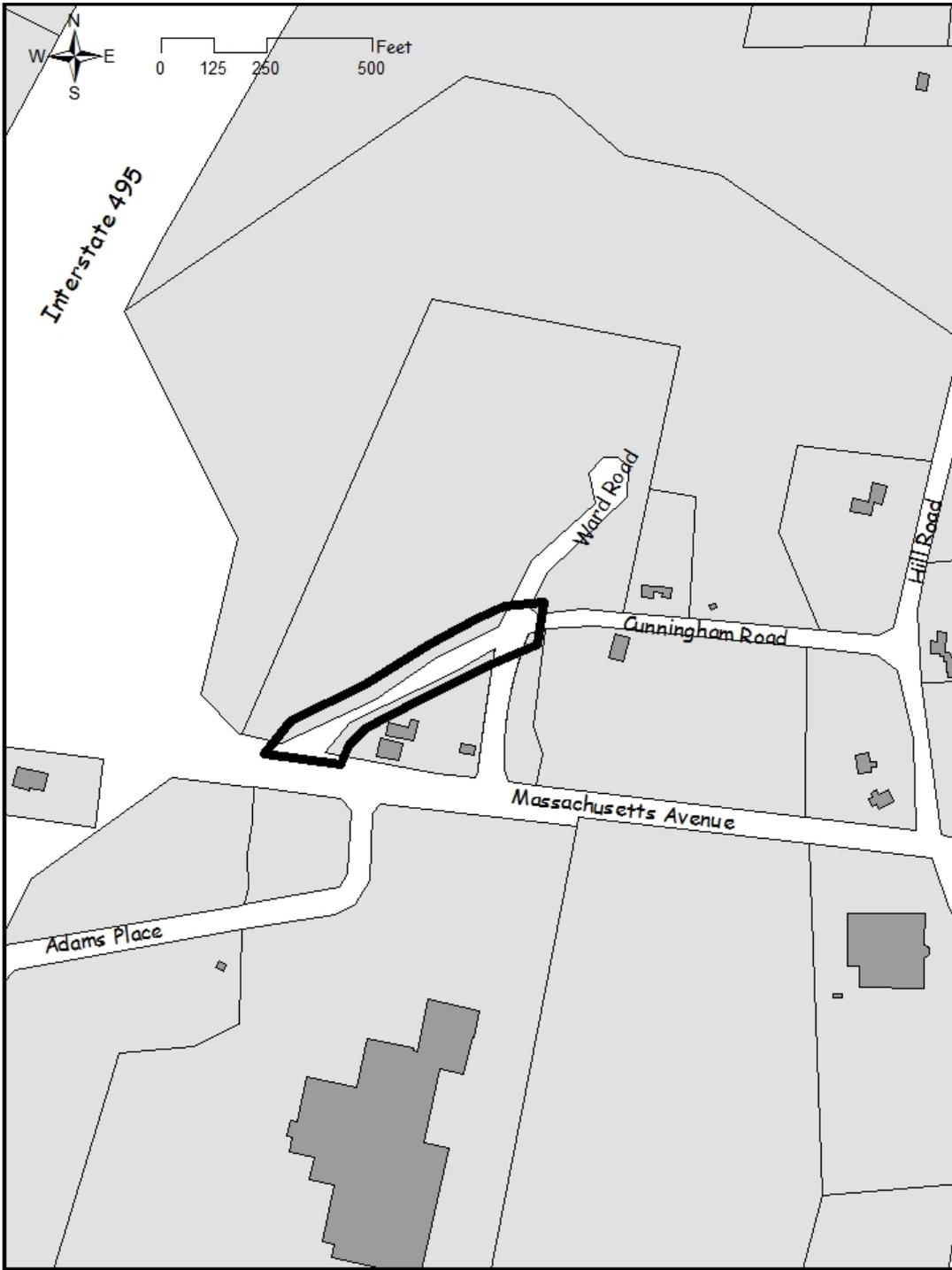
One of the provisions in the comprehensive permit for the Jefferson at Beaver Brook development to the north side of Massachusetts Avenue near Rte. 495 is that Cunningham Road be discontinued as far as through traffic from Massachusetts Avenue or the development to Hill Road is concerned. The westerly end of Cunningham Road has already been discontinued for practical purposes, since the construction of Ward Road as entrance to Jefferson at Beaver Brook has imposed a barrier to vehicular traffic. The easterly end of Cunningham Road services a single residence in addition to several lots that might support residential or commercial development. If the easterly end of Cunningham Road is to continue as a Town Way, provision must be made to provide turnaround at the cut-off end adjacent to Ward Road for DPW and Fire Department vehicles. In addition to remaining as a cut-off or cul-de-sac public way on its easterly end, proposals have been made to use the Cunningham Road track for pedestrian or bicycle trails. Several possibilities exist for use of the Cunningham Road track, which can be resolved by collaboration among the stakeholders. The one salient fact is that the terms of the Comprehensive Permit must be honored at some point in time prior to the opening of Jefferson at Beaver Brook. The essence of this provision is that no through traffic be allowed from Massachusetts Avenue and/or the Jefferson at Beaver Brook to Hill Road. This objective can be achieved while maintaining the easterly end of Cunningham Road as a Town way, as long as a barrier to vehicular traffic is installed at the crossing with Ward Road.

The Planning Board recommends.

The approved site plan for the 244-unit Chapter 40B project known as Jefferson at Beaver Brook calls for the discontinuance and removal of the western portion of Cunningham Road. Additionally, the site plan also calls for the elimination of any roadway connection between the project access roadway (Ward Road) and Hill Road. The project's site plan was adjusted and approved after several hearings during the application process where substantial input from the public was provided regarding traffic patterns for the area. This action would allow for the project's site plan design to be compliant with the Comprehensive Permit which was issued for the project.

The Board of Selectmen...

The Board of Selectmen believes that the Town and developer must honor the commitment made in the Comprehensive Permit to preclude through traffic onto Hill Road from Cunningham Road.



ARTICLE 51 ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS**

(Majority vote required)

To see if the Town will vote to accept the provisions of MGL Ch 41 § 110A, which allows any public office to remain closed on any or all Saturdays to the same extent as if such Saturday were a legal holiday for the purposes of calculating the time frame for filing matters in that office, or to take any other action relative thereto.

Summary

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

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

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

The Selectmen support the Town Clerk’s request to accept this chapter of the general laws. In instances when a voter registration deadline falls on a Saturday, registration will take place on the preceding Friday, when staffing is available.

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 22, 2016.

Vincent M. Amoroso, Chairman
Board of Selectmen

Susan M. Bak, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Robert T. Stemple
Board of Selectmen