

TOWN OF BOXBOROUGH 2015 ANNUAL TOWN REPORT

Many thanks to talented residents Liz West and Frank Sibley for sharing photographs of Boxborough's rural heritage, from left to right:

Barn and Tractor, L. West

Tractor, Fifer's Day Parade, uncredited

Winter at Steele Farm, F. Sibley

To Market, L. West

Autumn at Steele Farm, Frank Sibley

Spring Field, L. West

New Kid on the Block, L. West

Before the Storm, L. West

**Town of Boxborough
Annual Report**

for the Year Ending December 31, 2015

**Annual Town Meeting
Monday, May 9, 2016
Blanchard Memorial School
7:00 p.m.**

**Town Election
Monday, May 16, 2016
Town Hall
7:00 a.m. – 8:00 p.m.**

IN MEMORIAM

Dave Birt

(1935-2015)

Fire Department, 1976-1991

Board of Selectmen, 1987-1990; 2000-2006

Constable, 2001-2015

Council on Aging, 2006-2015

Election Warden, 1990-2015

Eleanor D'Entremont

(1941-2015)

Acton-Boxborough Regional Arts Council

Fred Hugel

(1919-2015)

Finance Committee, 1966-1968

Deputy Chief, Fire Department, 1976-1985

Town Report Committee, 1992-1995

Clyde Richardson

(1929-2015)

Conservation Commission, 1970-1973; 1992-1995

Public Safety Committee, 1975-1977

IN CELEBRATION

OF

BOXBOROUGH'S RURAL HERITAGE

Thank you

to all who contributed to

the Town of Boxborough's

2015 Annual Report,

with special thanks to

Denise Monteiro, Department Assistant

and volunteers Bradford Gray

and Becky Busby

for compiling, formatting,

and editing the submissions

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BOXBOROUGH FACTS AND FIGURES

INCORPORATED:	February 25, 1783
POPULATION:	4,995 4,996 (Federal Census 2010)*
AREA:	10.39 Square Miles
FORM OF GOVERNMENT:	Open Town Meeting – Board of Selectmen
VOTERS:	3,524
CENSUS TRACT:	3881
TAX RATE:	\$16.36 (FY 16) \$16.65 (FY 15) \$17.69 (FY 14) \$17.69 (FY 13) \$17.87 (FY 12) \$17.38 (FY 11) \$16.53 (FY 10)
SCHOOLS:	Acton-Boxborough Regional School District Minuteman Regional High School, Lexington
HOSPITALS:	Emerson Hospital, Concord Nashoba Community Hospital, Ayer UMass Memorial – Marlborough Hospital, Marlborough
UTILITIES:	Cable Service – Comcast and Verizon Telephone Service – Verizon Electrical Service – Littleton Electric Light Department and Hudson Light and Power Department, the latter serving a portion of southeastern Boxborough Natural Gas Service – National Grid The town does not provide water or sewerage
TRANSPORTATION:	Commuter rail service is available in South Acton and Littleton MART van available through Council on Aging for seniors, age 60 and older, or any resident with disabilities
PUBLIC SAFETY:	Police Department Fire Department Ambulance Emergency Medical Technicians Public Safety Dispatch Center

* The U.S. Census is conducted every ten years. The methodology and time-line are different from those used in conducting the annual town census.

FEDERAL OFFICIALS

President of the United States

Barack H. Obama

www.whitehouse.gov

president@whitehouse.gov

The White House

1600 Pennsylvania Avenue NW

Washington, DC 20500

Tel: 202-456-1414; -1111

United States Senators

Elizabeth Warren

www.warren.senate.gov

Boston Office

2400 JFK Federal Building

15 New Sudbury Street

Boston, MA 02203

Tel: 617-565-3170

Washington Office

317 Hart Senate Office Building

Washington, DC 20510

Tel: 202-224-4543

Edward J. Markey

www.markey.senate.gov

Boston Office

975 JFK Federal Building

15 New Sudbury Street

Boston, MA 02203

Tel: 617-565-8519

Washington Office

255 Dirksen Senate Office Building

Washington, DC 20510

Tel: 202-224-2742

Representative in Congress

Niki Tsongas

www.tsongas.house.gov

Washington Office

1714 Longworth House Office Building

Washington, DC 20515

Tel: 202-225-3411

Marlborough Office

Frank D. Walker Building

255 Main Street

Marlborough, MA 01752

Tel: 978-459-0101

Hours: Thursday, 10am-12pm

OFFICIALS OF THE COMMONWEALTH

Governor

Charlie Baker

www.mass.gov/governor

Lt. Governor

Karyn Polito

[www.mass.gov/governor/administration/](http://www.mass.gov/governor/administration/lieutenant-governor-karyn-polito/)

[lieutenant-governor-karyn-polito/](http://www.mass.gov/governor/administration/lieutenant-governor-karyn-polito/)

Secretary

William Francis Galvin

www.sec.state.ma.us

Auditor

Suzanne Bump

www.mass.gov/auditor

Attorney Gen.

Maura Healey

www.mass.gov/ago

State Senator

James B. Eldridge

james.eldridge@masenate.gov

State House, Room 413-A

Boston, MA 02133

Tel: 617-722-1120

www.senatoreldridge.com

District Office

255 Main Street, Room 106

Marlborough, MA 01752

978-460-8564

State Representative

Jennifer Benson

Jennifer.Benson@MAHouse.gov

State House, Room 42

Boston, MA 02133

Tel: 617-722-2370

www.jenbenson.org

District Office

Ritter Memorial Building

960 Massachusetts Ave

Lunenburg, MA 01462

Tel: 978-582-4146 ext.4

ELECTED TOWN OFFICIALS

Moderator

John Fallon (2016)

Town Clerk

Elizabeth Markiewicz (2016)

Board of Selectmen

Vincent Amoroso, Chair (2018)

Susan Bak (2017)

Leslie R. Fox (2017)

James Gorman (2016)

Robert Stemple (2018)

Board of Health

Marie C. Cannon, Chair (2017)

Pamela Follet (2018)

Bryan Lynch (2016)

Jim Garreffa, Nashoba Associated Boards of Health

Collector of Taxes

Patrick McIntyre (2016)**

Mary P. Shemowat (2015)***

Commissioner of Trust Funds

The Selectmen

Constables

David L. Birt (2016) *passed away 8/21/2015*

Owen Neville (2018)

Kevin Mahoney, Temporary Constable (2016)**

Library Board of Trustees

Jennifer Campbell, Chair (2018)

Mary Brolin (2018)

Sandra Haber (2016)

Kathleen Luce (2017)

Megan McCullough (2017)

Robert McNeece (2016)

Planning Board

Owen Neville, Chair (2016)

Eduardo Pontoriero, Clerk (2017)

Nancy Fillmore (2017)

John Markiewicz (2016)

Hongbing Tang (2018)

AB Regional School Committee

(Boxborough Members)

Brigid Bieber (2018)

Mary Brolin (2016)

Kathleen Neville (2017)

Maria Neyland (2017)

APPOINTMENTS MADE BY SELECTMEN

Town Administrator /

Chief Procurement Officer

Selina S. Shaw (2016)

Accountant

Jennifer Barrett (2016)

Assessor

Ruth T Anderson (2016)

Building Inspector /

Code Administration Officer

David Lindberg (2016)

Town Planner

Adam Duchesneau (2016)

Treasurer

Patrick McIntyre (2016)

Acton-Boxborough Cultural Council

Nancy Evans (2016)

Sheila Hanrahan (2018)

Nancy Kumaraswami (2015)

Marion Powers (2015)

Alexis Presti-Simpson (2015)

Ramika Shah (2017)

Agricultural Commission

John Neyland, Chair (2016)

Owen Neville, Clerk (2016)

Kathie Becker (2017)

Bryon Clemence (2017)

Brian Morrison (2018)

Animal Control Officer – Dogs & Cats

Phyllis Tower (2016)

Animal Control Officer – Other

Donald C. Morse (2016)

* Resigned

** Appointed to fill vacancy

*** Retired

Board of Appeals

Tom Gorman, Chair (2016)
 Kristin Hilberg, Clerk (2017)
 Michael Toups (2017)
 Karen Warner (2015)
 Lonnie Weil (2016)
 Mark White (2018)
 Stefano Caprara, Alternate (2016)
 Christian Habersaat, Alternate (2016)

Board of Registrars

Elizabeth Markiewicz, Chair (2016)
 Nancy Brown (2017)
 Simon Bunyard (2018)**
 Virginia Richardson (2016)
 Hugh Fortmiller (2015)*

Boxborough Affordable Housing Trust

Les Fox (2017)
 Neal Hesler (2016)
 R. Allen (Al) Murphy (2016)
 Ron Vogel (2017)
 Channing Wagg (2017)

Boxborough Housing Board

R. Allen Murphy, Chair (2017)
 Michael Fetterman (2016)
 Diane Friedman (2016)
 Joan Meyer (2018)
 Ron Vogel (2016)

Ex-Officio Members (2016)

Les Fox
Dave Koonce

Boxborough Well-Being Committee

Pam Follett (2017)
 Liz Markiewicz (2016)
 R. Allen (Al) Murphy (2017)
 Channing Wagg (2016)
 Cindy Worthington-Berry (2017)
 Susie Allen (2016)*
 Kate Smyers (2016)*

Ex-Officio Members (2016)

Lauren Abraham, Community Services Coordinator
Laura Arsenault, Council on Aging Coordinator
Tamara Berard, Nashoba Boards of Health
James Gorman, Selectman
Gail Kessler-Walsh, Blanchard School
Guidance Counselor
Warren Ryder, Police Chief
Selina Shaw, Town Administrator
Randolph White, Fire Chief

Cemetery Commission

William Sutcliffe, Chair (2017)
 Donald C. Morse (2016)
 Rebecca Neville (2018)

Cemetery Superintendent

Donald C. Morse (2016)

Community Preservation Committee

Owen Neville, Chair (2016), *Planning Board*
 Dennis Reip, Vice Chair (2017),
Conservation Commission
 Rita Gibes Grossman, Clerk (2018), *at-large*
 Hugh Fortmiller (2016), *at-large*
 Mitzi Garcia-Weil (2016), *Recreation Commission*
 John Neyland (2018), *Agricultural Commission*
 Alan Rohwer (2017), *Historical Commission*
 John Rosamond (2018), *Finance Committee*
 Ron Vogel (2017), *Housing Board*

Conservation Commission

Dennis Reip, Chair (2018)
 David Follett (2017)
 Charlene Golden (2017)
 Norm Hanover (2016)
 David Koonce (2017)
 Hoff Stuart (2016)
Appointed by Conservation Commission
 Liz Markiewicz, Associate Member

Council on Aging

Francis J. Powers, Chair (2017)
 Sonali Bhatia (2018)
 Susan Page (2016)
 Frank Sibley (2018)
 Elizabeth West (2018)
 Barbara Wheeler (2016)
 Lauraine Harding (2016)*

* Resigned

** Appointed to fill vacancy

*** Retired

Design Review Board

Kevin Mahoney (*Historical Commission*) (2017)
 Eduardo Pontoriero (*Planning Board*) (2016)
 Robert Stemple (*Board of Selectmen*) (2018)

Election Wardens

David Birt (2016)
 Owen Neville (2016)

Energy Committee

Francie Nolde, Chair (2016)
 Richard Garrison (2018)
 Larry Grossman (2018)
 Rebecca Morris (2017)
 Abigail Reip (2018)
 Keshava Srivastava (2017)
 Santiago Tapia-Perez (2017)
 Margaret Webber (2016)

Field Driver

Phyllis Tower (2016)

Fire Department**Fire Chief, Fire Warden, Emergency Management**

**Director, Dispatch Center Co-Director,
 Roy Custance Scholarship Administrator**
 Randolph T. White (2018)

Officers Full-Time (2016)

Shawn Gray, Lieutenant
 Jonathan Williams, Lieutenant

Officers Per-Diem (2016)

Jason Malinowski, Lieutenant
 Adam Nichols, Lieutenant

Firefighter/EMTs Full-Time (2016)

David Dutton
 Jason Galofaro
 Sean Kennefick

Firefighter/EMTs Per-Diem (2016)

Eoin Bohnert
 Anthony Cunha
 Edmond Daigneault
 James Devogel
 Brian Harrington
 David Hillman
 Brendan Hurley
 Derek Jordan

Scott Krug
 Matthew LaBossiere
 Brendon Lyons
 Roberto Magdaleno
 George Robinson
 Ronald Sisco
 Taylor Soberg
 Robert Sokolowski
 Robert Stemple
 Benjamin Wilmot
 Stephen Wright

Call Firefighters (2016)

Juan Barrios
 Michael Kidd
 Lawrence Roche

Historical Commission

Alan Rohwer, Chair (2018)
 Mary Larson (2016)
 Kevin Mahoney (2017)
 Trena Minudri (2016)
 Shirley Warren (2018)

Inspector of Animals

*Nominated by Board of Health, appointed by
 Commonwealth of MA*
 Donald C. Morse (2016)

Inspector of Gas & Plumbing

Gary Corey (2016)
 Norman Card, Jr., Assistant (2016)

Inspector of Wires

Charles Weeks (2016)
 William Morehouse, Assistant (2016)

Master Plan Update Committee (12/31/2015)

John Markiewicz, Chair (*Planning Board*)
 Les Fox, Vice Chair (*Board of Selectmen*)
 Marie Cannon (*Board of Health*)
 Bryon Clemence (*Agricultural Commission*)
 David Follett (*Conservation Commission*)
 Mitzi Garcia-Weil (*Recreation Commission*)
 Rebecca Morris (*Energy Committee*)
 R. Allen (Al) Murphy (*Housing Board*)
 Francis J. Powers (*Council on Aging*)

* Resigned
 ** Appointed to fill vacancy
 *** Retired

Alternates (12/31/2015)

Nancy Fillmore (*Planning Board*)
Owen Neville (*Planning Board*)
Susan Page (*Council on Aging*)
Eduardo Pontoriero (*Planning Board*)
Dennis Reip (*Conservation Commission*)

Ex-Officio Members (12/31/2015)

Steve Ballard (*Finance Committee*)
Dmitry Bykhovsky (*Business Owner*)
Adam Duchesneau (*Town Planner*)
Tom Garmon (*DPW Director*)
Kevin Mahoney (*Historical Commission*)
Maria Neyland (*ABRSC*)
Warren Ryder (*Police Chief*)
Selina Shaw (*Town Administrator*)
Randolph White (*Fire Chief*)

Personnel Board

Anne Canfield, Chair (2018)
Sheila Bauer (2017)
Pat Flanagan (2018)
Hugh Fortmiller (2017)
Rebecca Neville (2016)

Police Department

**Police Chief, Keeper of Lock-up, Dispatch
Center Co-Director, Deputy Emergency
Management Director**
Warren B. Ryder (2017)

Department Assistant

Andrea Veros

Police Officers (2016)

Warren O'Brien, Lieutenant
Nicholas DiMauro, Sergeant
Brett Pelley, Sergeant
Nathan Bowolick, Acting Sergeant
Robert Bielecki, Detective
Patrick Colburn, Patrol Officer
Robert Fagundes, Patrol Officer
Philip Gath, Patrol Officer
Jeffrey Landgren, Patrol Officer
Robert Romilly, Patrol Officer

Reserve Police Officers (2016)

Brandon Bruin
Gordon Clark
Robert DaCosta
Steven Duffy
Frank Gordon

Kevin Gordon
Peter Kinnas
Patrick Mortimer
Katelyn Pfeifer

Public Safety Dispatchers (2016)

Appointed by Fire Chief
Brenda Santucci, Supervisor
Ashley Cartier
Elaine DeLorme
Katelyn Pfeifer
Peter Kinnas (part-time)
Patrick Mortimer (part-time)
Michelle Poirier (part-time)

Lock-Up Attendants (2016)

Phyllis Tower
Richard Tower
Amy Waxman

Public Celebrations & Ceremonies Committee

Trena Minudri, Chair (2018)
Susan Chavez (2017)
Lori Lotterman (2015)
Owen Neville (2017)
Carla Bacharach (2018)*

**Director of Public Works, Tree Warden
& Moth Superintendent**

Tom Garmon (2017)

Public Safety Communications Committee (2016)

Malcolm Reid, Chair
George Elenbaas
Frank Hubley
Maria Neyland
John Rosamond
Jeanne Steele Kangas
Eric Wong

Public Safety Space Needs Advisory Group (2016)

Leslie Fox (*Board of Selectmen*)
James Gorman (*Board of Selectmen*)
Adam Duchesneau (*Town Planner*)
David Lindberg (*Building Inspector*)
Hoff Stuart
Dilip Subramanyam
Ted Kail
Nancy Fillmore
Frank Powers
Maria Neyland
Warren O'Brien

* Resigned

** Appointed to fill vacancy

*** Retired

Recreation Commission

Kevin Lehner, Co-Chair (2016)
 Mitzi Garcia-Weil, Co-Chair (2018)
 Megan Connor (2018)
 Hilary Greven (2018)
 Claudine Lesk (2017)
 Matthew Rosner (2016)

Steele Farm Advisory Committee

Bruce Hager, Chair (2016)
 David Birt (2017) (*passed away 8/21/2015*)
 Jeanne Steele Kangas (2018)
 Edward Whitcomb (2018)

Town Counsel

Kopelman & Paige (2016)

Veterans Agent

Donald C. Morse (2016)

Vocational Education Advisory Committee (2016)

Susan Bak (*Board of Selectmen*)
 Brigid Bieber
 Hugh Fortmiller
 Gary Kushner
 Anne McNeece

APPOINTMENTS MADE BY MODERATOR**Finance Committee**

Dilip Subramanyam, Chair (2017)
 John Rosamond, Clerk (2016)
 Steve Ballard (2018)
 Amy Burke (2017)
 Jim Ham (2015)
 Neal Hesler (2016)
 Ted Kail (2017)

Gary Kushner (2018)
 Jeff Scott (2015)
 Eve Li (2016)*

Minuteman Regional School

Vince Amoroso (2018)
 Cheryl Mahoney (2015)

**APPOINTMENTS MADE BY
LIBRARY BOARD OF TRUSTEES**

Maureen Strapko, Director

APPOINTMENTS MADE BY BOARD OF HEALTH**Boxborough Emergency Reserve Corps**

Ronald Sisco, Chair (2016)
 Diane Ford (2016)
 Kathleen McLendon (2016)

TOWN OF BOXBOROUGH EMPLOYEES NOT OTHERWISE RECOGNIZED**Department of Public Works**

Scott Doughty, Foreman
 Vicki Rzasa, Department Assistant
 Juan Barrios
 Jeff Brown
 Larry Roche
 Robert Sokolowski
 Gillis Soucy
 Edmond Daigneault, part-time
 Richard Tower, part-time

Marion Powers, Senior Library Assistant
 Judy Reiter, Technical Services Librarian
 Ramika Shah, Technical Services Librarian
 Kathleen Taffel, Youth Services Librarian
 Ruth Hamilton, Senior Library Assistant***
 Molly Wong, Technical Services Librarian*

Town Hall

Lauren Abraham, Community Services Coordinator
 Laura Arsenault, COA Coordinator
 Nancy Borr, Department Assistant*
 Karen Guzzardi, Department Assistant, part-time
 Cheryl Mahoney, Department Assistant
 Denise Monteiro, Department Assistant
 Mary Nadwairski, Department Assistant, part-time

Library Staff

Peishan Bartley, Technical Services Librarian
 Janet Hamilton, Senior Library Assistant
 Claudia Murphy, Senior Library Assistant

* Resigned
 ** Appointed to fill vacancy
 *** Retired

BOARD OF SELECTMEN

2015 began with a challenge, as late January–February saw Boxborough buried by record or near-record snowfall. Our public service workers rose to the challenge, and Boxborough weathered the storms without major difficulty.

In June, Tax Collector Maripatt Shemowat retired after having dedicated 30 years to the Town's service. We extend our sincere thanks to her for her invaluable service. Town Treasurer Patrick McIntyre assumed the responsibilities of Tax Collector on an interim basis. The Board will be looking to formally combine the positions in 2016.

Public Safety Communications Committee – The Board of Selectmen established this ad hoc group for the purpose of gathering and reviewing data and providing the BoS with recommendations for the most suitable design and implementation option for public safety communications improvements. The Committee evaluated a wide range of considerations, including technical, social, historic, conservation, and operational performance. After much deliberation, the Committee determined that the Town's Historical Museum was the optimum location for the siting of the communications equipment.

Excellent financial shape: Boxborough has maintained its AAA bond rating and very healthy reserves: Free cash is certified at \$1.6M; Stabilization Fund (at 9/30) has \$1.2M. The OPEB Unfunded liability is \$2.6M, and our Trust Balance of \$275k exceeds 10% of our liability. Boxborough's tax rate has continued to decrease since FY 12, when it was \$17.87/\$1,000. It was set at \$16.36 for FY 16. However, the average single-family tax bill will increase by \$134/year due to increased valuation. Our excess levy capacity is \$2.4M.

Public Safety Space Needs Advisory Group – continued to meet with Police and Fire Chiefs as the consulting architect evaluated the needs and worked on developing conceptual schemes and cost estimates for a new Public Safety facility.

Collective Bargaining – 3-year agreements (July 1, 2015–June 30, 2018) were reached with Town's unions – Mass Coalition of Police, Local 200A, Dispatch; Mass Coalition of Police, Local 200; Police and Boxborough Professional Firefighters, Local 4601.

LittleBoxSolar – Collaborating with the Town of Littleton, Boxborough had a very successful solar initiative and achieved Tier 5, with a total of almost 247 kW. Great credit and thanks are due to the volunteers serving on Boxborough's Energy Committee, especially Chair Frances Nolde.

Cable operations – Boxborough entered into an inter-municipal agreement (IMA) with the Town of Littleton for the management and oversight of the CATV operations in Boxborough. Video on demand is now available from the Boxborough website (<http://bxbtv.pegcentral.com/index.php>) for Selectmen meetings as well as Annual and Special Town Meetings.

We adopted a banner policy and a BYOB policy.

We completed our new "Master Plan – Boxborough 2030," which was ready for endorsement by the Board of Selectmen and adoption by the Planning Board in early 2016.

Community Compact

Along with the CrossTown Connect (CTC) municipal partners of Acton, Littleton, Maynard, and Westford, Boxborough entered into a Community Compact with the Baker-Polito Administration to expand transportation opportunities which promote economic development in the Route 2/I-495 technology corridor and to better address the needs of commuters, reverse commuters, senior citizens, persons with disabilities, special populations, and the general population in our region. MassDOT is working with the communities and their

regional transit authorities, MART and LRTA, to expand transportation services for their residents, as well as to address the first mile/last mile/reverse commute issues.

ICMA Award

In September, Boxborough and its CrossTown Connect partners were recognized by the International City and County Management Association with a Local Government Excellence Award for the public/private CTC transportation initiative.

Vocational Education

BoS established the Vocational Education Advisory Committee to research, evaluate, analyze, and recommend to the Board of Selectmen the best option or options for Vocational Technical Education that are both academically and financially appropriate for the Town of Boxborough and its students.

After several years of discussion and two failed attempts to reach unanimous agreement from the member towns, MMRVSC prepared and unanimously approved a further amended agreement that had the support of the selectmen in all 16 member towns. Just before the close of 2015, the BoS scheduled a Special Town Meeting to be held in February 2016 to consider the approval of the newly amended agreement as well as the withdrawal from the District, which would enable Boxborough's students a broader choice of vocational education options at a number of Voc Ed schools in the vicinity.

Community Preservation

With the Town Meeting vote ratified at the ballot in November 2014, a Community Preservation Committee was established and appointed by the Board of Selectmen in early January. The Committee, representing a broad range of Boxborough constituencies from the Agricultural Commission, Conservation Commission, Finance Committee, Planning Board, Housing Board, Historical Commission, and Recreation Committee, as well as two at-large members selected by the Board of Selectmen, worked expeditiously and recommended three projects to the 2015 Annual Town Meeting: the conservation of historic town records, the restoration of the Steele Farm barn exterior, and the preservation and restoration of the historic Town Hall exterior steps. The first two projects were completed this year, but because quotes exceeded the appropriation for the stairs, a supplemental appropriation is expected to be sought in 2016. Further information about these projects as well as the CPC's work in 2015 may be found in their report.

Town Roads

2015 saw the paving of Flagg Hill Road, Pine Hill Road, and Stonehedge Place utilizing Chapter 90 funds. However, recognizing that Chapter 90 funds from the state have been insufficient to meet the town's paving needs, the Selectmen sought and won approval for an appropriation at May's town meeting to supplement the Chapter 90 funds. With the additional local appropriation, it is planned to pave Picnic Street and Patch Hill Road in the spring of 2016.

Jefferson at Beaver Brook residential development was underway at year's end. The project, located off of Cunningham Road, will consist of 244 rental apartment units in 11 buildings, with mostly one- and two-bedroom units but some three-bedroom units as well. The project will bring Boxborough in excess of the state's mandated 10% affordable housing requirement.

In 2016 the Board of Selectmen will look forward to continued exploration of improved Public Safety and DPW Facilities, as well as Town Hall meeting room improvements, upgrading of CATV Infrastructure, continued review and disposition of foreclosed and tax title properties, development of Stow Road property for affordable housing purposes, and plans for vocational education for Boxborough students.

We extend our sincere appreciation to all of our employees and volunteers for their service to our Town. Boxborough could not operate without their tireless support. Their efforts have been instrumental in not only making Town government work, but in ensuring that everyone is treated with respect, courtesy, fairness, and due process while providing an open and accessible government.

Please consider joining a Town board or committee and participating in Town government. Serving as an appointee on a Town board is a way for residents to contribute to the Boxborough community and to help define the character of the Town as well as conserve the Town's financial resources. Boxborough is fortunate to have talented, concerned, and committed residents out of all proportion to its size. Volunteering provides a great opportunity to meet them.

PERSONNEL BOARD

The five-member Personnel Board serves in an advisory role to assist the Board of Selectmen and the Town Administrator in matters that relate to Boxborough's nonunion personnel. After completing an Outreach Program with nonunion personnel, our Board provided feedback from these meetings to the Board of Selectmen, department heads, and nonunion personnel.

One of the responsibilities of the Personnel Board is to review new job descriptions and update existing job descriptions for positions held by nonunion personnel. To this end, our Board worked closely with Chief Ryder on certain aspects of the job description for the new position of Police Lieutenant. Also, two-member teams of our Board met with each department assistant to discuss the intricacies of the daily responsibilities involved in their particular jobs. As a result of these meetings, the Personnel Board updated the job description for department assistants. Our Board is most grateful to both Chief Ryder and the department assistants for the help they provided to us in these endeavors.

Lastly, the Board would like to thank Town Administrator Shaw and Selectmen Bak for their assistance over this past year. Their knowledge, guidance, dedication, and willingness to attend our 7 a.m. meetings are greatly appreciated!

Respectfully submitted,
Anne Canfield, Chair

TOWN COUNSEL

During 2015, Town Counsel provided significant legal services to the Town, including the rendering of numerous legal opinions, approving contracts as to form, attending Town Meetings, and meeting with the Board of Selectmen and various other Town boards. We have also advised the Board of Selectmen on a number of labor and employment matters. There are currently no active litigation cases involving the Town.

Town Counsel continues to advise the Board of Selectmen regarding governance issues associated with the Minuteman Regional Vocational Technical School District.

We have also advised the Town Planner and Building Inspector on several subdivision and zoning issues arising in proceedings before the Zoning Board of Appeals and Planning Board, and we assisted the Conservation Commission and Board of Selectmen with acquisitions of land and easements for conservation and municipal improvement projects.

In 2015, Town Counsel assisted the Town in the negotiation of successor collective bargaining agreements for Town employees.

We extend our appreciation to the Board of Selectmen for its confidence in retaining this firm. We also appreciate the assistance and cooperation we have received on all matters from the Board of Selectmen, Town Meeting, the Town Administrator, the department heads, and the boards and committees with whom we have worked. We look forward to working with the members of the Town government in the future.

Respectfully submitted,
Kopelman and Paige, P.C., Town Counsel

TOWN ASSESSOR

General Scope and Function

The Assessor is responsible for determining the full and fair cash value of all real and personal property within the Town of Boxborough. Real estate values are determined by analyzing market conditions and determining and applying factors to reach an assessed value. Tax law intends for each taxpayer to pay an equitable share of the tax burden in proportion to the value of their property or asset. This is known as “ad valorem,” or according to value, tax.

Other duties of the Assessor include administration of the motor vehicle excise tax; compilation and submission of the Tax Rate Recapitulation to the Department of Revenue; abatement, exemption, or deferral of taxes; defense of assessed values at the Appellate Tax Board; and oversight of the Town’s overlay reserve account, which is established to fund abatements, exemptions, and unpaid taxes each year.

Fiscal Year 2016 – Town Valuation and Tax Rate Summary

Fiscal Year 2016 was a Triennial Certification year, meaning that the Assessor performed a full revaluation of all classes of property within the Town. After a thorough review of the analyses used by the Assessor, the Department of Revenue certified on October 23, 2014, that all assessments in Boxborough represented the full and fair cash value of properties as of the assessment date of January 1, 2015. The next Triennial Certification for Boxborough will be Fiscal Year 2019.

Fiscal Year 2016 showed signs of continued improvement in pricing in the Boxborough real estate market. Overall values improved by 4.20%, primarily in the residential class. Nine new single-family homes were added to the tax base, compared with four single-family homes and six condominiums in Fiscal Year 2015.

The total amount to be raised through taxation each year is called the tax levy and is calculated after all other sources of revenue and total expenses for the Town are known. The levy for Fiscal Year 2016 was \$16,656,155. At a public hearing on November 16, 2015, the Board of Selectmen voted to tax all classes of property at the same rate. Based on the levy and the valuation breakdown listed below, a Fiscal Year 2016 tax rate of \$16.36/\$1,000 was approved by the Department of Revenue on November 20, 2015.

Classification	Valuation, \$	Tax Dollars	Levy, %
Class 1 – Residential	774,674,620	12,673,676	76.0901
Class 2 – Open Space	0	0	0.0000
Class 3 – Commercial	83,321,803	1,363,145	8.1840
Class 4 – Industrial	124,411,197	2,035,367	12.2199
Class 5 – Personal Property	35,694,786	583,967	3.5060
Total	1,018,102,406	16,656,155	100.0000

Due to the fiscally conservative approach of the residents and administration of the Town of Boxborough, the amount of the levy has remained relatively constant, allowing for a decline in the tax rate for the last several years. Below is a comparative chart detailing the last four years:

	FY 2016	Prior Year Comparison		
		FY 2015	FY 2014	FY 2013
Total Valuation, \$	1,018,102,406	976,999,303	940,732,633	944,949,427
Total Levy, \$	16,656,155	16,267,038	16,641,560	16,716,155
Tax Rate, \$/\$1,000	16.36	16.65	17.69	17.69

Summary

Property values, tax assessment maps, and information relating to the various functions of the Assessor's Office can be found on the Town website. Residents should feel free to call, email, or visit the office with any questions regarding property values or the assessment process in general.

I would like to thank the Board of Selectmen, Town Administrator, Town Hall staff, and the residents of Boxborough for their continued support this year.

Respectfully submitted,
Ruth Anderson, Town Assessor

TOWN ACCOUNTANT

Submitted herewith are the draft financial statements for the Town of Boxborough for the fiscal year ended June 30, 2015. Included are the following reports:

- *Statement of Net Position.* Beginning in 2003 with implementation of Governmental Accounting Standards Board Statement 34 (GASB34), the Capital Assets of the town were added to the financial statements, and the change in net assets is reported year-to-year.
- *Statement of Activities.* Calculates the changes in net assets.
- *Balance Sheet (All Accounts).* Shows the breakdown of the Town's governmental funds, ties to the Statement of Net Position less the Capital Assets and Depreciation.
- *Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual.* Summary of the General Fund only.
- *Statement of Revenues, Expenditures, and Changes in Fund Balances (All Accounts).* Any variances are included in the Audited Statements available upon request.

Respectfully Submitted,
Jennifer Barrett, Town Accountant

STATEMENT OF NET POSITION
JUNE 30, 2015

	<u>Governmental Activities</u>
ASSETS	
CURRENT:	
Cash and cash equivalents	\$ 5,290,437
Investments	1,318,331
Receivables, net of allowance for uncollectibles:	
Real estate and personal property taxes	124,546
Tax liens and foreclosures	401,844
Motor vehicle excise taxes	34,510
Intergovernmental	1,206,325
NONCURRENT:	
Receivables, net of allowance for uncollectibles:	
Intergovernmental	568,182
Capital assets, net of accumulated depreciation:	
Nondepreciable	5,982,246
Depreciable	<u>9,959,624</u>
TOTAL ASSETS.....	<u>24,886,045</u>
DEFERRED OUTFLOWS OF RESOURCES	
Deferred charges on refunding	10,616
Deferred outflows of resources related to pensions .	<u>24,786</u>
TOTAL DEFERRED OUTFLOWS OF RESOURCES .	<u>35,402</u>
LIABILITIES	
CURRENT:	
Warrants payable.....	664,962
Accrued payroll	141,530
Tax refunds payable	75,000
Accrued interest.....	89,848
Other liabilities	50,667
Compensated absences.....	17,900
Bonds payable	1,008,537
NONCURRENT:	
Compensated absences.....	160,800
Postemployment benefits	3,233,785
Net pension liability.....	7,339,622
Bonds payable	<u>4,894,593</u>
TOTAL LIABILITIES	<u>17,677,244</u>
NET POSITION	
Net investment in capital assets.....	11,491,703
Restricted for:	
Permanent funds:	
Expendable	57,189
Nonexpendable	115,155
Gifts and grants	912,002
Unrestricted	<u>(5,331,846)</u>
TOTAL NET POSITION	<u>\$ 7,244,203</u>

STATEMENT OF ACTIVITIES
FISCAL YEAR ENDED JUNE 30, 2015

Functions/Programs	Program Revenues					Net (Expense) Revenue
<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>			
Primary Government:						
<i>Governmental Activities:</i>						
General government.....	\$ 1,543,900	\$ 235,832	\$ 160,917	\$ -	\$ (1,147,151)	
Public safety	3,830,770	460,896	23,462	-	(3,346,412)	
Education.....	12,196,602	-	724,518	-	(11,472,084)	
Public works	1,773,831	190,408	10,400	542,393	(1,030,630)	
Human services.....	155,046	36,943	-	-	(118,103)	
Culture and recreation	655,576	48,095	71,377	-	(536,104)	
Interest.....	<u>181,497</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(181,497)</u>	
Total Governmental Activities ...	<u>\$ 20,337,222</u>	<u>\$ 972,174</u>	<u>\$ 990,674</u>	<u>\$ 542,393</u>	<u>\$ (17,831,981)</u>	
					Governmental Activities	
Changes in net position:						
Net (expense) revenue from Primary Government (Above)					<u>\$ (17,831,981)</u>	
<i>General revenues:</i>						
Real estate and personal property taxes, net of tax refunds payable					16,210,703	
Tax liens					39,257	
Motor vehicle and other excise taxes.....					753,714	
Hotel/motel tax.....					221,672	
Penalties and interest on taxes.....					22,265	
Payments in lieu of taxes.....					50,856	
Grants and contributions not restricted to specific programs					243,598	
Unrestricted investment income					5,326	
Miscellaneous.....					<u>49,203</u>	
Total general revenues.....					<u>17,596,594</u>	
Change in net position.....					(235,387)	
<i>Net Position:</i>						
Beginning of year (as revised)					<u>7,479,590</u>	
End of year					<u>\$ 7,244,203</u>	

GOVERNMENTAL FUNDS
BALANCE SHEET
JUNE 30, 2015

	General	Affordable Housing Trust	Highway Chapter 90 Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS						
Cash and cash equivalents.....	\$ 3,625,241	\$ 88,077	\$ -	\$ 603,770	\$ 973,349	\$ 5,290,437
Investments	914,179	287,090	-	-	117,062	1,318,331
Receivables, net of uncollectibles:						
Real estate and personal property taxes	124,546	-	-	-	-	124,546
Tax liens and foreclosures	401,844	-	-	-	-	401,844
Motor vehicle excise taxes	34,510	-	-	-	-	34,510
Intergovernmental	852,273	-	921,227	-	1,007	1,774,507
Due from other funds	<u>28,899</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>28,899</u>
TOTAL ASSETS	<u>\$ 5,981,492</u>	<u>\$ 375,167</u>	<u>\$ 921,227</u>	<u>\$ 603,770</u>	<u>\$ 1,091,418</u>	<u>\$ 8,973,074</u>
LIABILITIES						
Warrants payable	\$ 117,599	\$ 4,231	\$ 516,667	\$ 3,080	\$ 23,385	\$ 664,962
Accrued payroll	134,145	-	-	-	7,385	141,530
Tax refunds payable.....	75,000	-	-	-	-	75,000
Other liabilities.....	224	-	-	-	50,443	50,667
Due to other funds.....	<u>-</u>	<u>-</u>	<u>28,899</u>	<u>-</u>	<u>-</u>	<u>28,899</u>
TOTAL LIABILITIES.....	<u>326,968</u>	<u>4,231</u>	<u>545,566</u>	<u>3,080</u>	<u>81,213</u>	<u>961,058</u>
DEFERRED INFLOWS OF RESOURCES						
Unavailable revenue	<u>1,387,476</u>	<u>-</u>	<u>375,661</u>	<u>-</u>	<u>1,007</u>	<u>1,764,144</u>
FUND BALANCES						
Nonspendable.....	-	-	-	-	115,155	115,155
Restricted.....	-	370,936	-	600,690	894,043	1,865,669
Committed	124,928	-	-	-	-	124,928
Assigned	25,579	-	-	-	-	25,579
Unassigned.....	<u>4,116,541</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>4,116,541</u>
TOTAL FUND BALANCES	<u>4,267,048</u>	<u>370,936</u>	<u>-</u>	<u>600,690</u>	<u>1,009,198</u>	<u>6,247,872</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCES	<u>\$ 5,981,492</u>	<u>\$ 375,167</u>	<u>\$ 921,227</u>	<u>\$ 603,770</u>	<u>\$ 1,091,418</u>	<u>\$ 8,973,074</u>

GENERAL FUND
SCHEDULE OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE - BUDGET AND ACTUAL
FISCAL YEAR ENDED JUNE 30, 2015

	Budgeted Amounts				Actual Budgetary Amounts	Amounts Carried Forward To Next Year	Variance To Final Budget
	Amounts Carried forward From Prior Year	Current Year Initial Budget	Original Budget	Final Budget			
REVENUES:							
Real estate and personal property taxes, net of tax refunds	\$ -	\$ 16,095,492	\$ 16,095,492	\$ 16,095,492	\$ 16,246,054	\$ -	\$ 150,562
Tax and trash liens	-	-	-	-	5,900	-	5,900
Motor vehicle and other excise taxes	-	845,000	845,000	845,000	971,590	-	126,590
Payments in lieu of taxes	-	55,000	55,000	55,000	50,856	-	(4,144)
Intergovernmental	-	522,030	522,030	522,030	632,761	-	110,731
Departmental and other	-	471,000	471,000	471,000	614,927	-	143,927
Investment income	-	9,000	9,000	9,000	5,065	-	(3,935)
TOTAL REVENUES	-	17,997,522	17,997,522	17,997,522	18,527,153	-	529,631
EXPENDITURES:							
Current:							
General government	41,116	1,187,918	1,229,034	1,097,712	956,028	94,350	47,334
Public safety	42,836	2,412,274	2,455,110	2,516,436	2,429,058	22,968	64,410
Education	71,667	10,741,831	10,813,498	10,813,498	10,801,570	-	11,928
Public works	10,099	1,037,784	1,047,883	1,140,577	1,092,937	13,765	33,875
Human services	1,685	118,111	119,796	122,346	104,931	16,104	1,311
Culture and recreation	7,976	382,331	390,307	405,409	393,412	3,320	8,777
Pension benefits	-	612,822	612,822	612,822	612,822	-	-
Property and liability insurance	-	78,640	78,640	78,640	64,112	-	14,528
Employee benefits	6,330	643,582	649,912	684,462	681,073	-	3,389
State and county charges	-	67,287	67,287	67,287	68,387	-	(1,100)
Debt service:							
Principal	-	740,000	740,000	740,000	740,000	-	-
Interest	-	162,897	162,897	162,897	162,883	-	14
TOTAL EXPENDITURES	181,709	18,185,477	18,367,186	18,442,186	18,107,213	150,507	184,466
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES	(181,709)	(187,955)	(369,664)	(444,664)	419,940	(150,507)	714,097
OTHER FINANCING SOURCES (USES):							
Premium from issuance of bonds	-	-	-	-	128,130	-	128,130
Transfers out	-	(294,945)	(294,945)	(294,945)	(294,945)	-	-
TOTAL OTHER FINANCING SOURCES (USES)	-	(294,945)	(294,945)	(294,945)	(166,815)	-	128,130
NET CHANGE IN FUND BALANCE	(181,709)	(482,900)	(664,609)	(739,609)	253,125	(150,507)	842,227
BUDGETARY FUND BALANCE, Beginning of year	2,831,795	2,831,795	2,831,795	2,831,795	2,831,795	-	-
BUDGETARY FUND BALANCE, End of year	\$ 2,650,086	\$ 2,348,895	\$ 2,167,186	\$ 2,092,186	\$ 3,084,920	\$ (150,507)	\$ 842,22

GOVERNMENTAL FUNDS
STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES
FISCAL YEAR ENDED JUNE 30, 2015

	General	Affordable Housing Trust	Highway Chapter 90 Fund	Capital Projects	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:						
Real estate and personal property taxes, net of tax refunds	\$ 16,229,226	\$ -	\$ -	\$ -	\$ -	\$ 16,229,226
Tax liens	5,900	-	-	-	-	5,900
Motor vehicle and other excise taxes	971,590	-	-	-	-	971,590
Payments in lieu of taxes	50,856	-	-	-	-	50,856
Intergovernmental	1,347,459	-	866,723	-	279,647	2,493,829
Departmental and other	614,927	3,969	-	-	458,661	1,077,557
Contributions	-	-	-	-	29,008	29,008
Investment income	17,203	-	-	-	1,945	19,148
TOTAL REVENUES.....	19,237,161	3,969	866,723	-	769,261	22,877,114
EXPENDITURES:						
Current:						
General government	956,028	14,719	-	115,345	166,188	1,252,280
Public safety	2,429,058	-	-	318,425	206,810	2,954,293
Education.....	10,801,570	-	-	12,003	668,331	11,481,904
Public works.....	1,092,937	-	866,723	250,830	60,424	2,270,914
Human services	104,931	-	-	-	26,560	131,491
Culture and recreation.....	393,412	-	-	47,316	61,895	502,623
Pension benefits	1,327,520	-	-	-	-	1,327,520
Property and liability insurance.....	64,112	-	-	-	-	64,112
Employee benefits	781,073	-	-	-	-	781,073
State and county charges.....	68,387	-	-	-	-	68,387
Debt service:						
Principal.....	740,000	-	-	-	-	740,000
Interest.....	162,883	-	-	-	-	162,883
TOTAL EXPENDITURES.....	18,921,911	14,719	866,723	743,919	1,190,208	21,737,480
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	315,250	(10,750)	-	(743,919)	(420,947)	(860,366)
OTHER FINANCING SOURCES (USES):						
Issuance of bonds and notes	-	-	-	2,020,000	-	2,020,000
Premium from issuance of bonds.....	128,130	-	-	-	-	128,130
Transfers in.....	-	-	-	84,802	10,143	94,945
Transfers out.....	(94,945)	-	-	-	-	(94,945)
TOTAL OTHER FINANCING SOURCES (USES)	33,185	-	-	2,104,802	10,143	2,148,130
NET CHANGE IN FUND BALANCES	345,435	(10,750)	-	1,360,883	(410,804)	1,287,764
FUND BALANCES AT BEGINNING OF YEAR	3,918,613	381,686	-	(760,193)	1,420,002	4,960,108
FUND BALANCES AT END OF YEAR.....	\$ 4,267,048	\$ 370,936	\$ -	\$ 600,690	\$ 1,009,198	\$ 6,247,872

**TAX COLLECTOR
FISCAL YEAR 2015**

REAL ESTATE TAX

FISCAL YEAR	UNCOLLECTED		TAX TITLE		REAL ESTATE		OUTSTANDING AS OF 6/30/15
	AS OF 7/1/14	COMMITMENTS	EXEMPTIONS ABATEMENTS	COLLECTIONS/ CPA/I&E LIENS	REFUNDS		
2015	\$ -	\$ 15,891,475.40	\$ 82,134.96	\$ 15,758,290.39	\$ 15,366.22	\$ 66,416.27	
2014	\$ 64,625.63	\$ -	\$ 757.13	\$ 64,625.63	\$ 757.13	\$ -	
2013	\$ 360.00	\$ -	\$ -	\$ 360.00	\$ -	\$ -	
2014 SUPP	\$ -	\$ 22,363.62	\$ -	\$ 22,363.62	\$ -	\$ -	
	\$ 64,985.63	\$ 15,913,839.02	\$ 82,892.09	\$ 15,845,639.64	\$ 16,123.35	\$ 66,416.27	

PERSONAL PROPERTY TAX

FISCAL YEAR	UNCOLLECTED		ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/15
	AS OF 7/1/14	COMMITMENTS				
2015	\$ -	\$ 547,033.33	\$ -	\$ 547,763.31	\$ 1,666.93	\$ 936.95
2014	\$ 347.04	\$ -	\$ -	\$ 347.04	\$ -	\$ -
	\$ 347.04	\$ 547,033.33	\$ -	\$ 548,110.35	\$ 1,666.93	\$ 936.95

MOTOR VEHICLE EXCISE TAX

FISCAL YEAR	UNCOLLECTED		ABATEMENTS	COLLECTIONS	REFUNDS	OUTSTANDING AS OF 6/30/15
	AS OF 7/1/14	COMMITMENTS				
2015	\$ -	\$ 688,180.70	\$ 12,750.52	\$ 656,521.34	\$ 5,804.32	\$ 24,713.16
2014	\$ 22,084.93	\$ 83,309.07	\$ 6,281.02	\$ 98,145.87	\$ 5,774.48	\$ 6,741.59
2013	\$ 7,081.91	\$ 862.51	\$ 447.93	\$ 5,090.54	\$ 411.26	\$ 2,817.21
2012	\$ 2,600.02	\$ 903.02	\$ 92.81	\$ 1,511.06	\$ 92.81	\$ 1,991.98
2011	\$ 2,085.01	\$ 341.25	\$ 1,888.76	\$ 537.50	\$ -	\$ -
2010	\$ 1,801.36	\$ -	\$ 1,668.86	\$ 132.50	\$ -	\$ -
2007	\$ -	\$ 73.13	\$ -	\$ 73.13	\$ -	\$ -
	\$ 35,653.23	\$ 773,669.68	\$ 23,129.90	\$ 762,011.94	\$ 12,082.87	\$ 36,263.94

ADDITIONAL REVENUES COLLECTED DURING FY 2015

INTEREST	\$ 19,859.95
MUNICIPAL LIEN CERTIFICATES	\$ 5,825.00
DUPLICATE TAX BILL CHARGES	\$ 1,152.00
DEMAND FEES	\$ 15,245.00
DEPUTY FEES	\$ 8,989.00
REGISTRY CLEAR FEES (MVE)	\$ 2,380.00
TOTAL	\$ 53,450.95

**MY 30TH AND FINAL REPORT WITH A SPECIAL THANK YOU FOR ALL THAT SUPPORTED ME FROM 1985 TO RESPECTFULLY SUBMITTED,
MARY P. SHEMOWAT, CMMC
TAX COLLECTOR**

TOWN TREASURER

Herewith is presented my second report as Treasurer in the Town of Boxborough.

RECAPITULATION	\$
Treasurer's Cash Balance, 7/1/15	4,183,836.34
Treasurer's Trust Fund Balance, 7/1/15	2,121,109.86
<i>Subtotal</i>	6,304,946.20
FY2015 Receipts	22,720,230.50
Less FY2015 Approved Disbursements	(22,675,886.27)
Treasurer's Cash Balance, 6/30/15	6,349,290.43
General Ledger Cash Balance, 6/30/15	4,054,582.62
General Ledger Trust Fund Balance, 6/30/15	2,109,398.16
	6,163,980.78
TOTAL DEBT JUNE 30, 2015	5,775,000.00

PROJECTED LONG-TERM DEBT	Principal	Interest	Total
	\$		
FY 2015	740,000.00	158,141.25	898,141.25
FY 2016	985,000.00	188,437.71	1,173,437.71
FY 2017	955,000.00	155,847.50	1,110,847.50
FY 2018	895,000.00	122,722.50	1,017,722.50
FY 2019	555,000.00	97,335.00	652,335.00
FY 2020	525,000.00	78,485.00	603,485.00
FY 2021	395,000.00	60,635.00	455,635.00
FY 2022	395,000.00	46,527.50	441,527.50
FY 2023	335,000.00	32,904.38	367,904.38
FY 2024	330,000.00	20,703.75	350,703.75

Not included is the Boxborough share of the Regional School bond debt, which is determined annually by proportionate enrollment figures.

FY15 DEBT SERVICE BUDGET	Principal	Interest	Total Debt Svc.	Breakdown,	Year Retired
	\$			%	
Sewage Disposal Facility	30,000.00	14,077.50	44,077.50	4.91	2026
Water (Sewer/Water)	45,000.00	19,870.00	64,870.00	7.22	2026
Land Acquisition – Howe/Panek	30,000.00	9,030.00	39,030.00	4.35	2022
Affordable Housing	5,000.00	1,921.25	6,921.25	0.77	2024
Library	115,000.00	42,767.50	157,767.50	17.57	2024
Recreation Facility	35,000.00	3,500.00	38,500.00	4.29	2017
Fire Department/DPW Equipment	130,000.00	19,175.00	149,175.00	16.61	2020
School Debt	350,000.00	47,800.00	397,800.00	44.29	2018
Total Debt	740,000.00	158,141.25	898,141.25	100.00	

SHORT-TERM DEBT: AUTHORIZED NOT BORROWED	\$
Fire Department – Pumper Truck	650,000.00
Fire Department – Turnout Gear	111,000.00
Department of Public Works – Pickup Truck	40,000.00
Paving	300,000.00
Department of Public Works – Asphalt Roller	40,000.00
Department of Public Works – Chipper	60,000.00
Total Short-Term Debt	1,201,000.00

TOWN TREASURER FY 15 RECEIPTS

Account Name	Receipt Amount, \$	Account Name	Receipt Amount, \$
Other Taxes-Motel Hotel Room Occupancy	221,673.93	Police - Permits	725.00
Cell Tower Rental Fee	43,747.10	Police Court Fines	3,496.00
Miscellaneous Permits	35.00	Police Misc Fines	30,330.00
Miscellaneous Revenue	49,213.89	Ambulance Receipts	106,446.83
Bond Premium 2015 Issuance	128,129.80	Fire - Misc Fees	30.00
Transfer In	104,371.33	Fire - Permits	4,090.00
Town Hall - Rental Fees	1,150.00	Building - Sales of Copies	253.60
Liquor Licenses	9,050.00	Building - Permits	140,701.84
Business Licenses	1,090.00	Dog Control Bylaw -Violations	-
Payment in Lieu of Taxes	50,855.85	DPW - Permits	700.00
Assessor - Sale of Copies	396.00	DPW Misc Rev	717.25
Tax Liens	30,553.28	Transfer Station Fees - Current Year	111,382.50
Interest - Tax Liens	2,578.50	DPW Bulk Item Fees	4,390.00
Tax Lien Redemption Fees	225.00	Cemetery Fees	4,800.00
Earnings on Investments	5,065.46	BoH Milk License	4.00
Tailings Unclaimed Checks	(10.94)	Board of Health - Permits	275.00
Personal Property - 2014	347.04	Rec Com Summer Program	40,326.50
Personal Property - 2015	546,096.38	Rec Com Winter Programs	550.00
Real Estate - 2013	360.00	School Construction Reimbursement	284,092.00
Real Estate - 2014	63,868.50	State Owned Land	2,847.00
Real Estate - 2015	15,582,464.88	Exemptions to VetsBlindSurv	16,294.00
Motor Vehicle Excise - Prior Years	73.13	Unrestricted General Government Aid	224,457.00
Motor Vehicle Excise - 2010	132.50	Insurance Claim	13,284.13
Motor Vehicle Excise - 2011	537.50	Next FY Sticker	(7,500.00)
Motor Vehicle Excise - 2012	1,418.25	Sale of Cemetery Lots	7,200.00
Motor Vehicle Excise - 2013	4,668.34	Student Activities - Revenue	-
Motor Vehicle Excise - 2014	92,371.39	School Choice Revenue - FY2014	(0.01)
Motor Vehicle Excise - 2015	650,717.02	School Lunch Sales	-
Interest - Property Taxes	19,515.54	State School Lunch Program	-
Interest - Excise Taxes	2,748.78	JA Boxboro Realty	1,140.50
Real Estate Supplemental Tax - 2014	22,363.62	Town Center Consulting	363.00
Real Estate Supplemental Tax - 2015	-	Veterinary Dental Receipts	815.00
Income & Expense Lien	5,900.00	Flag Hill Subdivision Rev	500.00
Municipal Lien Certificates	5,825.00	ZBA JPI/Beaverbrook Rev	10,000.00
Duplicate Tax Bill Fees	1,151.00	CPA Interest	103.71
Demand Fees	15,305.00	CPA Revenue 2015	154,269.07
MVE Clear Fees	2,380.00	CPA Earnings on Investments	157.32
Town Clerk Fees	1,635.80	Planning - Sidewalk Fund	4,000.00
Town Clerk - Sale of Copies	907.70	COA Gift	1,000.00
Auction/Raffle License	55.00	Collection Development Income	17,154.01
Town Clerk Misc Rev	1,158.75	Collection Development Interest	4.25
Planning Board Fees	2,635.00	Fire Public Education	2,330.91
Planning Board - Sale of Copies	133.00	ATT Comcast License	335.50
Board of Appeals Fees	629.48	Verizon License	514.50
ZBA By Laws - Sale of Copies	41.00	ATT Comcast Capital Cable Only	4,667.00
Police Outside Detail Admin Fee	4,487.34	ATT Comcast Operations Salaries	40,498.79
Police - Misc Fees	478.00	Verizon PEG Access Cable Related	61,293.43

Account Name	Receipt Amount, \$	Account Name	Receipt Amount, \$
COA Special Events	11,083.00	ATM12 Art14 Bond Proceeds	50,000.00
Dog License Bylaw - Licenses	6,070.00	ATM13 Art16 Bond Proceeds	20,000.00
Dog License Bylaw - Fines	2,495.00	OPEB Trust Fund Interest	9,978.29
Cons Com - Town ByLaw Fee	16,271.00	Cemetery Perpetual Care Trust - NonExpendable	7,200.00
GIS Assessor Maps	560.00	Grace Priest Donations	2,000.00
Community Gardens	130.00	Betsey Krusen Library Trust Gift	10,000.00
Fire Alarm System Maintenance	5,250.00	Peter F Whitcomb Trust Interest	307.10
Gas/Plumbing Inspection	8,955.00	Hammonds Scholarship Trust Interest	222.29
Electrical Inspection	61,129.58	Law Enforcement Trust Donations	9,808.10
Animal Control	9,800.00	Roy F Custance EMT Trust Interest	12.40
Senior Van Revenue	26,739.20	Cemetery Perpetual Care Interest	883.18
Library Fines	4,721.30	Grace Priest Cemetery Trust Interest	76.81
Recreation Special Programs	198.00	War Memorial Trust Interest	13.22
Field Permits	2,298.77	Reita I Bean Trust Interest	109.29
Cons Com - State WPA Fee	9,925.00	Siemens Trust Interest	109.58
EMPG	2,030.00	Valerios Trust Interest	10.95
Fire Safe	3,523.00	Henry H Brooks Trust Interest	32.88
Senior SAFE	2,495.00	A W Wetherbee Trust Interest	1.12
ABCC Grant	8,601.73	Betsey Krusen Library Trust Interest	49.40
ABCC Grant Interest	13.66	Grace Priest Library Trust Interest	76.79
Technology Capital Fund	12,496.16	BAHT Interest	3,967.94
Elder Affairs	5,696.00	Conservation Trust Interest	271.62
SMRP Grant Revenue	500.00	Stabilization Interest	12,137.59
MDU	2,000.00	Planning - GD	10,000.00
FEMA Grant Revenue	181,310.00	Group Health Ins. WH	109,573.60
Chapter 90	288,813.65	Life Insurance WH	685.00
Winter Rapid Road Recovery	32,343.28	Police Outside Detail	157,399.56
ATM13 Art09 Bond Proceeds	33,306.00	Fire Outside Details	14,962.50
ATM12 Art23 Bond Proceeds	180,000.00	Deputy Collector Fees	8,989.00
ATM13 Art20 Bond Proceeds	90,000.00	Pistol Permit State Portion	2,175.00
ATM13 Art21 Bond Proceeds	40,000.00	GEO TMS Fees - Building Permits	9,160.19
ATM13 Art12 Bond Proceeds	47,500.00	Total Receipt Amount, \$	22,720,230.50
ATM13 Art13 Bond Proceeds	220,000.00		
ATM14 Art27 Bond Proceeds	150,000.00		
BAN Proceeds ATM14 Art27 Brush Truck	150,000.00		
ATM12 Art15 Bond Proceeds	50,000.00		
ATM13 Art15 Bond Proceeds	100,000.00		
ATM14 Art28 Bond Proceeds	150,000.00		
BAN Proceeds ATM14 Art24 Paving	275,000.00		
ATM14 Art24 Bond Proceeds	75,000.00		
ATM14 Art24 Bond Proceeds	100,000.00		
ATM14 Art24 Bond Proceeds	35,000.00		
ATM13 Art17 Bond Proceeds	32,000.00		
ATM14 Art26 Bond Proceeds	415,194.00		
ATM14 Art25 Bond Proceeds	232,000.00		
BAN Proceeds ATM14 Art25 SCBA Airpaks	232,000.00		

TOWN TREASURER TRUST FUND REPORT FY 2015

Affordable Housing Trust Fund

The Affordable Housing Trust Fund balance on June 30, 2015, was \$356,590. Interest of \$3,967.94 was earned on the fund in FY 2015. The balance at the end of the fiscal year was \$360,558.

Reita Bean Library Book Fund

This fund was established in memory of the late librarian, Reita I. Bean. The sum of \$ 10,130 was given to the Town by her family and friends. The interest earned in FY 2015 was \$109.29. No expenditures were made from the fund this year. The balance at fiscal year's end was \$10,368.

Henry H. Brooks Library Fund

The sum of \$ 3,000 was left to the Town by Mr. Henry F. Brooks. The interest earned on the investment of these funds can be expended for certain Library purposes. The interest earned in FY 2015 was \$32.88. No expenditures were made from the fund. The fund balance at year-end was \$3,119.

Cemetery Perpetual Care Fund

The Cemetery Perpetual Care Fund balance on June 30, 2015, was \$53,933. Interest earned on the fund in FY 2015 was \$883.18. No expenditures were made from the fund, leaving a balance in the expendable portion of the fund of \$29,881.

Conservation Fund

The Conservation Fund balance was \$32,706 on June 30, 2015. Interest earned on this fund in FY 2015 was \$271.62. Expenditures of \$11,688 were made from the fund during the year, leaving a fund balance at year-end of \$21,290.

Roy F. Custance E.M.T. Fund

Interest earnings on this fund are to be used for the purchase of a medical book for a deserving graduating high school student from Boxborough who will be pursuing a medical career. Excess interest earnings are to accumulate for expenses related to the improving and updating of the ambulance. Interest earned on this fund in FY 2015 was \$12.40, leaving a fund balance of \$1,176.36, of which \$1,075 is non-expendable.

Patricia A. Hall Scholarship Fund

This fund was established in memory of Patricia A. Hall. Mrs. Hall taught 5th and 6th grades at the Blanchard Memorial School from 1966 to 1986. The balance of this fund on June 30, 2015, was transferred to the Acton Boxborough Regional School District as part of regionalization.

John R. & Elsie G. Hammond Scholarship Fund

The sum of \$ 20,000 was given to set up this trust by John & Elsie Hammond. The interest income from said fund will be used towards an annual award to a resident of Boxborough who is a deserving graduating high school senior. One scholarship was paid out in FY 2015. The interest earned on this fund in FY 2015 was \$222.29. The fund balance was \$21,094, of which \$20,000 is non-expendable.

Grace M. Priest Memorial Fund

The sum of \$1,120.27 was left to the Town by the family of Grace M. Priest. Subsequent donations by her family increased the non-expendable portion of the fund to \$15,000. Interest earned may be spent equally on cemetery and library expenses. Interest earned in FY 2015 was \$154. Expenditures of \$797 were made from the Fund in FY 2015. The fund balance was \$15,232.

Siemen's Library Fund

The sum of \$ 10,000 was a gift to the Library, and interest earned in FY 2015 was \$109.58. Interest may be expended for the purchase of art-related books and materials. No expenditures were made from the fund this year. The fund balance at year-end was \$10,400.

Stabilization Fund

Interest earned on the Stabilization Fund during FY 2015 totaled \$12,138. The Stabilization Fund balance was \$1,164,568. Expenditures from the fund require a two-thirds approval of Town Meeting and may not be used for wage and salary expenses.

Elisabeth Oliver Valerio & Manual C. Valerio Fund

The sum of \$ 1,000 was given to the Town. Interest earned on the funds may be used to purchase books and/or musical recordings on the subjects of music, art, painting, sculpture, drawing, or any closely related subject. Musical recordings shall be those performed by either the Boston Symphony or the Boston Pops Orchestras. Interest earned in FY 2015 was \$10.95. No expenditures were made from the fund this year. The fund balance at year-end was \$1,040.

War Memorial Fund

The sum of \$ 600 was left to the Town with the provision that interest income would be used to care for the War Memorial. The interest earned in FY 2015 was \$13, and the fund balance was \$1,254.

A. Winslow Wetherbee Fund

The sum of \$ 100 was left by Mr. Wetherbee, and interest earned may be spent on Library uses. Interest earned in FY 2015 was \$1. No expenditures were made from the fund this year. The fund balance at year end was \$104.

Peter F. Whitcomb Fund

\$5,000 was given for highway uses. Interest in FY 2015 totaled \$307.10. Expenditures of \$11,475 were made from the fund in FY 2015. The fund balance at the end of the year was \$24,743.

FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by town bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for Town Meetings" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December and culminates in the presentation of the Finance Committee recommendation for the operating budget at the Annual Town Meeting (ATM) in May. The Finance Committee seeks to communicate to the voters the key financial and operating issues within Town government so as to develop informed debate at Town meetings and in other forums. As part of this, the Finance Committee maintains and updates the Town's Capital Plan, which provides a forward view of potential capital expenditure.

The 2015 fiscal year ended on June 30, 2015. Over the course of the year, the Finance Committee approved \$168,078 in reserve fund transfers out of the budgeted amount of \$185,000. These reserve fund transfers are proposed by department heads, approved by the appropriate elected officials, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies, or other mishaps. Some of the larger reserve fund transfers in FY 2015 included well pumps, health insurance, Police Department, technology consulting legal fees, software, and bulletproof vests. Additionally, the Finance Committee approved fund transfers from one approved line item to another to cover deficits in snow and ice, dispatch overtime, and other services and supplies.

Throughout FY 2015, the Finance Committee engaged in numerous activities that directly or indirectly affected the financial stability of the Town. Some of the key events, points of interest, or issues during FY 2015 are documented below:

- Presentations at the ATM on the current financial status and near-term budget projections
- Presentation to the ATM on the Boxborough Capital Plan

- Discussion of warrant articles including, but not limited to, the town budget, capital purchases, and moving funds into the Stabilization Fund
- Providing guidance to the BoS during contract negotiations with the town unions.

The Finance Committee continues to have active liaisons to the many boards and committees in Town, including (but not limited to) the AB Regional School Committee, the Library Director, the Housing Board, the Planning Board, the DPW, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons review both the committee budgets and the warrant articles. The Finance Committee also has as a permanent seat on the Affordable Housing Trust and the Community Preservation Act Committee, and a member served on the Master Plan Update Committee. During the past year, the Finance Committee participated in meetings on the proposed public safety building. The Finance Committee Bylaw allows Finance Committee members to actively vote on town building committees, although there are currently no active building committees in town. The Finance Committee continues to provide feedback to the various committees in town.

Summary of Fiscal Year 2015 Budget –Approved vs. Actual

Budget Category	FY 2015 Budget, \$		% Expended
	ATM	Actual	
General Government	867,020	872,210	100.6
Protection	2,387,284	2,384,056	99.9
AB Regional School	10,594,577	10,594,577	100
Minuteman Technical School	147,254	147,254	100
Public Works	1,037,784	1,088,585	104.9
Cultural, Recreation, Library	375,831	385,560	102.6
Health	90,111	90,857	100.8
Reserve Fund	185,000	168,078	90.9
Debt Service	902,897	902,883	100
Employee Benefits*	583,303	615,998	105.6
Total Operating Budget	17,922,802	17,819,672	99.4
ATM warrant article within 2-1/2**	1,693,694	864,348	51
Snow and Ice Deficit (STM)	75,000	87,055	N/A
Overlay Reserve	175,000	171,546	N/A
Total Budget	19,838,342	18,942,621	95.5

* Includes town employees only.

** Includes all warrant articles.

Revenue Sources for ATM	Revenue
Maximum Allowable Tax Levy (Prop. 2-1/2)	\$17,823,559
State Aid	454,743
Local Receipts (Excise Tax, Permits)	1,380,000
Overlay Reserve Released to Fund Budget	0
Total Revenue	\$19,880,638
Free Cash	\$1,940,414
Stabilization Fund	\$1,229,377

Boxborough created a ten-year rolling Capital Plan. This plan was presented at ATM for the first time in 2010. The current five-year estimate for capital expenditure is shown in the following table.

	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
	\$				
Conservation	5,000	5,000	5,000	5,000	5,000
Housing					
Town Hall	13,000	87,000	--	86,000	15,000
Police	156,500	40,500	30,000	6,000	--
Fire	40,100	92,000	125,000	240,000	--
Public Works	440,500	452,500	70,000	244,000	319,500
Cemetery	15,000	5,000	--	--	--
Board of Health	--	--	--	--	--
Library	10,000	86,000	41,000	17,500	--
Historical Museum	--	--	--	--	--
Steele Farm	--	160,000	5,000	--	--
Total	680,100	928,000	276,000	598,500	371,500
Total Projected Debt	985,000	955,000	895,000	555,000	525,000

The Capital Plan is an evolving program, reviewed by the Finance Committee on a regular basis, and will change from year to year. It makes no assumptions about sources of funding for any items and so may include items that could be considered for funding through the CPA. It is also worth noting that of the anticipated expenditure over the next five years, slightly more than half is for vehicle purchases.

Pertinent information

- Boxborough’s bond rating from Standard and Poor’s is showing AAA
- Average single-family house price was \$531,400
- Town Valuation is \$979,999,303.

ANIMAL CONTROL OFFICER

During the year 2015, I responded to numerous calls regarding injured or deceased animals and birds. These included:

Animal	Number of Calls	Animal	Number of Calls
Bat	2	Horse	1
Beaver	1	Raccoon	7
Bees	1	Screech Owl	1
Bird	1	Skunk	1
Chicken	2	Squirrel	2
Deer	3	Turkey	1
Duck	1	Turkey Vulture	1
Fisher Cat	1	Woodchuck	3
Goose	5		

I also responded to numerous telephone inquiries regarding birds and animals.

Respectfully submitted,
Donald C Morse, Animal Control Officer

ANIMAL INSPECTOR

The annual farm animal inspection and count was conducted for the year 2015. Anyone owning farm animals that was not contacted, please notify the Boxborough Board of Health.

Animal	Count	Animal	Count
Horses	48	Guinea Hens	10
Llama	1	Sheep	74
Pea Hen	1	Geese	6
Swine	17	Beef Cows	49
Chickens	348	Ducks	18
Goats	18	Ponies	3
Steer	1		

The farm animals were inspected at 33 locations. Throughout the year, 26 animals were quarantined due to possible exposure to rabies.

Respectfully submitted,
Donald C. Morse, Animal Inspector

ANIMAL CONTROL – DOGS AND CATS FIELD DRIVER

The Animal Control Officer is under supervision of the Chief of Police. Phyllis Tower of Boxborough is our Animal Control Officer (ACO) as well as our Field Driver. Regular scheduled hours for Animal Control are Monday through Friday, 8:00 a.m.–6:00 p.m. ACO Tower is also on call and will respond to emergency calls; contact Dispatch at 978-264-1750. Emergency calls consist of an animal hit by a vehicle or aggressive dogs. Barking dog complaints and loose dogs are not necessarily emergencies. Police Officers will respond to calls of a non-emergency nature and will inform ACO Tower of their findings during non-business hours.

The Field Driver position is a town officer position that was developed in early New England times. The driver is authorized to round up and impound domestic farm animals roaming at large. There were 10 reports of loose livestock in 2015.

Rabies will continue to be monitored, and all residents are reminded that all dogs over the age of 6 months must be vaccinated for rabies and licensed within Boxborough. State Law also requires that all cats over the age of 6 months must also be vaccinated for rabies.

MGL Chapter 140, section 137A, regarding a personal kennel license was added to Boxborough's dog license bylaw.

Dogs Licensed

Total number: 642

Kennel Licenses

Total number: 5

ACO Calls for Service

Total number: 207

Dogs

Barking	3	Vicious	9
Loose	44	Per Police – accident/arrest	2
Found	31	Dog waste	4
Strays surrendered to shelter	4	Chasing cars	1
Reported missing	20	Contact with other agencies	2
Concern for safety	3	Other incidents/calls	67

Cats

Missing	7
Loose	2
Found	3
Struck	2
Contact with other agencies	2
Per Police – crime scene/arrest	1

For the past two years, Boxborough has been providing Animal Control services to the Town of Littleton. This is pursuant to the 2006 Town Meeting authorization and Chapter 40 Section 4A of the General Laws, which authorized the Board of Selectmen to enter into intermunicipal agreements with other towns for the purpose of creating a shared Animal Control Officer and further to allocate the costs associated with the position. Boxborough is seeking to add a third community to the program to share costs. In 2015 ACO Tower responded to 73 animal emergencies in the Town of Littleton, along with providing follow-up and animal patrol services.

Respectfully submitted,
Phyllis Tower, Animal Control Officer – Dogs and Cats
Warren B. Ryder, Chief of Police

BOARD OF REGISTRARS

The Board of Registrars conducted the Annual Census as of January 1, 2015, which showed the population of Boxborough to be 4,991. There was one voter registration session held during the year in preparation for the Annual Town Meeting/Election on May 11/18. As of the last voter registration, there were 3,410 registered voters in town. There was one citizen’s petition received to add an article to the ATM warrant.

OFFICE OF THE TOWN CLERK – VITAL STATISTICS

There were 41births recorded for the year 2015. There were 18 marriage certificates issued. The total number of deaths recorded was 17.

BUILDING DEPARTMENT

The Building Department experienced a third consecutive year of increased activity in 2015. A wide variety of projects combined to generate almost \$46 million in new growth. Department-wide, we issued over 600 permits and collected over a half million dollars in fees.

Notable projects this past year included: 11 single-family residences, Cisco Systems’ canopy-style solar array, and the start of the Jefferson at Beaver Brook development. We also welcomed Veterinary Dental Services to town in a new state-of-the- art building on Massachusetts Ave. Also, at the corner of Hill Road and Massachusetts Ave., the new Taylor School is busy renovating the old Taylor home, preparing to open as a Montessori School.

The LittleBoxSolar Initiative was very successful – 21 systems were permitted and installed. It was interesting to see the variety of installations and the enthusiasm in which property owners embraced this “green” program.

Speaking of energy conservation projects, three HVAC units in Town Hall were replaced with high-efficiency units. Two of the 26-year old units failed during the air-conditioning season, and one unit (even older) failed during the heating season. Plans have been made to replace the remaining HVAC equipment at Town Hall in the spring of 2016. With the dramatic increase in efficiency, the Town will immediately start to realize a savings in utility costs. Similarly, over at the Sargent Memorial Library, new electronic controls were installed to maximize the HVAC management system. Both the Town Hall and the Library projects were eligible for rebates from the utility companies, which we applied for and received.

The Steele Farm barn exterior renovation project went out to bid and was completed in the fall. At the recommendation of the Community Preservation Committee, and by Town Meeting vote, this project was financed largely with CPA funds. The barn once again looks good and stands proud as a symbol Boxborough's rich agricultural heritage.

As the year came to an end, the wheelchair lift at Town Hall suffered catastrophic mechanical failure. Due diligence made it clear that the prudent approach was to replace the lift. Installation was scheduled to be complete in spring 2016.

Once again this year, I want to thank Charlie Weeks, Electrical Inspector, and Gary Corey, Plumbing Inspector, for their dedicated service to the Town of Boxborough. They continue to provide their vast knowledge and deep experience to their areas of code enforcement. Special, and immeasurable, thanks go to Denise Monteiro, Department Assistant. Denise wears many hats for the Town and provides excellent service in all that she does.

Respectfully submitted,
David Lindberg, C.B.O., Inspector of Buildings

2014/2015 BUILDING PERMITS ISSUED

	2015	2014
New Construction		
Residential/Single-Family	11	4
Commercial	34*	0
Telecommunications	3	6
Pools	2	2
Shed/Barn	4	2
Additions/Alterations		
Residential	125	110
Commercial	13	20
Mechanical/Sheet Metal	8	13
Demolition	1	1
Sign	1	9
Woodstove	10	9
Tents	5	3
Total Building Permits	238	165
Construction Cost, \$	45,734,578.72	16,035,856.19
Permit Fees, \$	45,518.52	163,554.53

* 32 of these commercial permits were for the Jefferson at Beaver Brook Development.

ELECTRICAL INSPECTOR

I hereby submit my report for the year ending December 31, 2015:

Total Electrical Permits	299
Total Fees Collected	\$36,305.76

PLUMBING INSPECTOR

I hereby submit my report for the year ending December 31, 2015:

Total Plumbing Permits	64
Total Fees Collected	\$5,410
Total Gas Permits	50
Total Fees Collected	\$3,660

BOXBOROUGH FIRE DEPARTMENT

The Department responded to a total of 1,675 calls for service in 2015. A partial breakdown of these calls separated by incident type is contained at the end of this report.

The Department continues its progressive training program, keeping up to date on the latest techniques and equipment for both Fire and Emergency Medical Services. During the 2015 Annual Town Meeting, the Department received funding approval of \$650,000 to replace a 1994 pumper and \$111,000 to replace outdated Turnout Gear.

The Department also hired one full-time Firefighter/EMT, David Dutton. David attended and graduated from the Massachusetts State Firefighting Academy. We welcome him to our department and wish him success in his career.

For Fiscal Year 2016, the department was awarded \$3,337 for its S.A.F.E. (Student Awareness of Fire Education) grant from the state. The theme for this grant is to educate children as to the dangers of fire and smoking. The grant money helps to defray the cost of firefighters' conducting classes, along with the purchase of promotional supplies and training equipment. Fire Department personnel continue to deliver the popular CPR training with the 6th grade science curriculum on the circulatory system. This lesson continues to be well-received by the students and has empowered them with critical lifesaving skills. We continue to expand our programming in all grades with new programs each year. We would like to thank the entire Blanchard School staff for welcoming our department into their classrooms to deliver these important messages. These programs are crucial, even in a small community like Boxborough, as these lessons save lives in the event of a fire or other emergency.

In addition, the Department was awarded \$2,417 for its Senior S.A.F.E. program. This is the third year that the Department has received this grant. In the fall of 2014, the Department rolled out a Smoke and Carbon Monoxide Detector Check program, where firefighters visited the houses of seniors and assisted them with testing all detectors. In addition, while the firefighters were testing these devices, the batteries were replaced. This program had a very successful initial launch. This program was also made available to all members of the community through public education funding, raised through CPR course fees. We encourage every homeowner in the community to take advantage of this program on a regular basis.

Lt. Shawn Gray and Lt. Jason Malinowski continue to administer the Child Passenger Safety program. During the current year, car seats were installed or inspected in 110 different vehicles. On many of these inspections, more than one seat was actually inspected. Residents are encouraged to make an appointment to have their car seat checked regularly to ensure it is installed properly and is the appropriate seat for their child. Appointments are available 7 days a week, and all services are free of charge.

The Town of Boxborough is designated as a “Heart Safe Community” by the State of Massachusetts. The Department’s CPR Instructors continue to offer numerous classes to individual residents and local businesses on a regular basis. The Department has an online training module, which allows us to train residents in a more efficient manner. Instead of waiting each quarter for a live class to be offered, residents can now start taking a course the same day on their computer and then schedule an appointment for skills check-off, once they have completed the online classroom program. This program has greatly increased the number of people that we were able to certify within a given year. We are also continuing to work with local sports leagues to facilitate any CPR, first aid, and safety training they require.

The Department’s website (www.boxboroughfire.com) continues to be maintained on a regular basis and is a key resource for any emergency messages or public safety announcements, as well as to register for various public education programs and inspections.

The number of fire prevention permits issued this past year totaled 180 and ranged in areas from smoke and CO detectors, fire alarms, and blasting to oil burners and automatic sprinkler systems. A total of 201 inspections were performed for items ranging from code compliance to occupancy. We expect 2016 to have a greater number of inspections due to the increase of renovations at numerous large commercial buildings and the development of a large 244-unit residential apartment complex.

Locating homes in emergency situations is still a problem, as many residents have not sufficiently numbered their mailboxes and driveway entrances. A properly marked address will greatly diminish the time it takes for our responders to confirm a destination when seconds count.

Massachusetts General Law 148 Section 26F and Section 26 ½ require smoke and carbon monoxide detectors in all residences in the Commonwealth. It is a proven fact that these detectors save lives if properly installed, maintained, and tested on a regular basis. Remember when you change your clocks for daylight savings time; change the batteries in your smoke and carbon monoxide detectors. “Change Your Clocks, Change Your Batteries.”

In closing, I wish to thank all the members of the Boxborough Fire Department for dedicated and professional service to this community and for routinely putting their lives on the line for us every day. Without their hard work and perseverance, this fire department would not be where it is today. I would also like to thank the members of the Boxborough Police Department and Boxborough Public Works Department as well as all other town departments, boards, and officials who have helped us accomplish our never-ending mission for one more year.

Respectfully submitted,
Randolph T. White, Fire Chief

Fire Department Statistics – Calendar Year 2015

Aircraft Incident	0	Medical Assist	80
Alarm Box Maintenance	542	Medical Emergency	203
Alarm Investigation	120	Motor Vehicle Accident	52
Detail/Fire Watch	18	Mutual Aid – Ambulance	51
Fire – Brush	13	Mutual Aid – Fire Apparatus	10
Fire – Vehicle	8	Outside Smoke Investigation	0
Fire – Chimney	2	Public Education – SAFE/CPR	110
Fire – Other	5	Public Education – Car Seat Install	110
Fire – Structure	5	Special Service – Suspicious Item	0
Hazardous Materials Incident	1	Special Service – Other Assistance	21
Inspection	201	Special Service – Water Problem	9
Investigation – Carbon Monoxide	16	Special Station Coverage	20
Investigation – Natural Gas	8	Training	36
Investigation – Odor	6	Water Rescue	0
Investigation – Other	28		
Total Responses			1,675

Fire Department Inspections- Calendar Year 2015

Blasting Permit	1	Powder Permits	2
Combustible/Flammable Permits	9	Report and Copy Fees	1
Cutting/Welding Permits	9	Smoke Detector Permits	100
Fire Alarm Permits	13	Sprinkler Permits	4
L.P. Gas Permits	11	Tank Removal Permits	4
Master Box Connections	0	Tank Truck Permits	2
Oil Burner Permits	16	Waste Oil Permits	2
Plan Submittals	6		
Total Permits Issued			180

BOXBOROUGH POLICE DEPARTMENT

On behalf of the members of the Boxborough Police Department, I am pleased to present the 2015 Boxborough Police Department Annual Report. In this report, you will find police department statistics from the calendar year of 2015. We have also gathered our statistics from previous years to illustrate how categories of crime and enforcement activities have been increasing or decreasing from previous years.

The Police Department utilizes traditional enforcement methods, community policing concepts, and problem-solving strategies to combat crime and quality of life issues in Boxborough. The Police Department employs ten (10) full-time sworn officers and nine (9) part-time sworn officers to deliver an exceptional level of law enforcement services to our community. From January through December 2015, the Police Department handled 17,715 calls for service. I have enjoyed working actively with the town departments, boards, and committees in carrying out our mission. I look forward to a continued successful relationship with them in the future.

In 2015 the Police Department experienced some staffing changes. First was the welcomed promotion of Warren O'Brien from Sergeant to Lieutenant, as this position was created with the approval of Town Meeting the previous May. Another welcomed addition to the staff was Officer Kevin Gordon, a Boxborough resident who many of us watched grow up. Officer Gordon replaced Officer Benjamin Lavine, who retired after 24 years of service to the Town of Boxborough.

And finally but most especially, I thank the men and women of the Boxborough Police Department for their dedication and support. It is because of their tireless commitment and professionalism that Boxborough remains the beautiful town we live and work in.

Respectfully submitted,
Warren B. Ryder, Chief of Police

2015 Case Activity Statistics

Total per year	2015	2014	2013
Offenses Committed	581	549	776
Felonies	89	87	117
Crime Related Incidents	101	107	103
Non-Crime Related Incidents	192	196	153
Arrests (on view)	83	68	124
Arrests (based on incident/warrants)	28	25	25
Summons	98	182	150
Arrests	199	193	299
P/Cs	3	4	2
Juvenile Arrests	2	4	2
Restraint Orders	18	17	23
Open Warrants	0	0	0

Police Department Selected Incidents

	2012	2013	2014	2015
911 Hang-ups	128	66	77	91
Animal Complaints	100	133	245	39
Annoying Phone Calls	13	9	5	40
Arrests	128	299	193	199
Assist Citizens	771	960	670	305
Assist Fire/EMS	226	430	325	204
Aggravated Assaults	1	10	9	1
Breaking & Entering	19	13	8	5
Burglar Alarms	115	118	121	140
Bylaw Violation	26	27	19	15
Complaints (traffic problems)	542	264	263	487
Disturbances – General	42	40	36	60
Disturbance – Domestic	22	30	31	15
Disturbance – Mental Health	--	--	51	85
Follow-up investigations	148	106	132	147
Larcenies/Fraud	50	45	52	50
Motor Vehicle Accidents with Injury	65	45	41	55
Motor Vehicle Accidents with Property Damage	12	51	9	48
Motor Vehicle Theft	2	3	1	2
Missing Persons	9	1	4	9
Noise Complaints	21	25	21	20
Protective Custody	9	2	4	3
Rape	1	1	2	2
Robbery	0	1	0	1
Shoplifting	3	0	1	2
Summoned to Court	200	150	182	98
Suspicious Activity	516	450	444	375
Vandalism	24	27	23	15
Simple Assaults	7	21	6	3

Motor Vehicle Stops

	2013	2014	2015
Total number	1,906	1,662	1,436
Percent			
Verbal warnings	72	74	77
Written warnings	4	7	4
Citations issued	15	5	9
Summoned to court	7	11	6
Arrested	2	3	4
Avg. OVER speed limit, mph	19	19	19

DISPATCH

Our Communications Department provides 24/7 coverage of all telephone, radio, and E911 services to the Town and its emergency service providers. In 2015 dispatch received 17,715 calls. The “Are you OK” program, in which pre-registered individuals receive a daily phone call originating from the dispatch center to inquire if they are OK, resulted in 1,754 calls to our enrolled seniors.

Type of Call	2015	2014	2013
Walk-in service	539	588	578
911 calls	394	176	161
Telephone calls	3,593	3,833	3,704
Radio/alarm/box/other calls	13,189	10,989	10,041
Total Calls	17,715	15,586	14,484

CONSTABLES

Long time Constable David L. Birt passed away in office this year. Our sympathies go out to Dave’s family. While Dave was ill, Alan B. Rohwer was appointed to work in his place at the Town Election. After Dave’s passing, Kevin J. Mahoney was appointed until the next election.

Constables worked the Town Election and made the following postings:

Annual Town Meeting Warrants	1
Special Town Meeting Warrants	1
Notification of Zoning Bylaw Amendment	1
Total	3

Respectfully submitted,
Owen J. Neville, Constable

BOXBOROUGH CONSERVATION COMMISSION

Mission

The Boxborough Conservation Commission (ConsCom) is a seven-member board that is appointed by the Board of Selectmen. The Commission is responsible for managing the Town’s conservation land and for administering the Massachusetts Wetlands Protection Act and the Town of Boxborough Wetlands Protection Bylaw.

The Commission meets on a regular basis on the 1st and 3rd Wednesday of each month. The public is welcome to attend. The Commission spends a majority of its time fulfilling its legal obligations under the state and town legislation mentioned above. Routine activities include the following:

- Issuing orders of conditions, certificates of compliance, extensions, and determinations of applicability
- Performing site inspections as needed
- Striving to protect unique habitats, rare species, and vernal pools
- Holding meetings, hearings, and commission deliberations as needed
- Advising other town boards on wetland matters
- Planning, managing, and maintaining the comprehensive conservation trail system in Boxborough
- Maintaining all conservation land in Boxborough through the Land Stewardship (LanSCom) program.

The Commission continues to review the Boxborough Wetlands Protection Bylaw and has established policies for the exemption of minor activities related to maintenance. Members periodically attend seminars and workshops. Additionally, the Commission continues examining and discussing conservation land management practices.

Activity under the Wetlands Protection Act and Town Bylaw

A landowner or developer is required to file a formal Notice of Intent (NOI) prior to doing any work within a wetland and/or the 100-foot adjacent land resource area commonly known as the “buffer zone.” During calendar year 2015, the Commission reviewed three Notices of Intent (NOI), two Requests for Determination of Applicability (RDA), and one Abbreviated Notice of Resource Area Delineation (ANRAD). The table below also lists the number of requests for Certificates of Compliance (COC).

Year	NOI	RDA	ANRAD	COC	Extensions
2012	5	1	--	--	*
2013	5	1	--	12	*
2014	3	2	1	9	*
2015	6	2	1	5	*

* Extensions are automatic under the Permit Extension Acts of 2010 and 2012.

The fees, forms, instructional documents, and meeting minutes are posted on the town website.

Conservation Land Stewardship

During the past year the Conservation Commission, Land Stewardship Committee (LanSCom), and Boxborough Conservation Trust continued to make improvements to many of our Conservation parcels. Trail maintenance and clearing remains an ongoing effort, with the LanSCom coordinating the necessary labor that involves the service of the DPW along with a variety of volunteer labor provided by LanSCom members, prospective Eagle Scouts, and other community service organizations.

The Commission acquired (or will be acquiring) by deed, or conservation restriction, a number of new parcels. These parcels include the following (acreages are approximate):

- 9 acres near Sargent Road (a.k.a. Ashmore) that was purchased in partnership with the Boxborough Conservation Trust (BCT), with the BCT providing the majority of the funds
- 25 acres near Depot Road (a.k.a. Campbell Land) by way of a conservation restriction granted by the BCT
- 5 acres near Flagg Hill Road as a gift to the Town from a developer
- 12 acres of open space with covenants and trail easements from the developer of Jefferson at Beaver Brook
- 2 acres near the transfer station as a gift from a land owner.

The Commission continued to provide space to the Agricultural Commission in support of the AgCom’s effort to manage a Community Garden at Flerra Meadow. The targeted control of invasive plants remains an ongoing

effort including the use of contracted labor through the New England Wildflower Society to remove large areas of growth at Rolling Meadows last December.

The Commission participated in and provided funding for the update of the Town's Open Space and Recreation Plan, which is expected to receive final state approval by May 2016 Town Meeting. The Commission also provided representatives to serve on the Master Plan Update Committee, Public Safety Space Needs Advisory Group, and Community Preservation Committee.

Acknowledgments

There are a number of other people in town whose help contributes greatly to our mission. We are fortunate to have a dedicated and tireless group of LanSCom volunteers, led by Liz Markiewicz, performing trail maintenance and improvement work throughout the year. Special thanks to Norm Hanover for his continued effort on the trail kiosks, signs, and markers and to Ed Whitcomb for his efforts to maintain and improve the trails. We would also like to thank Tom Garmon and the Highway Crew for their assistance on land and trail maintenance, as well as the staff at Town Hall. We make a special thank-you to Mary Nadwairski for all her help in keeping us organized and for interacting so positively with the public and with other boards.

Citizen Interest

If you would like to find out more about assisting the Commission as a Commission member, as an associate member, or as a land steward, please call any member or Mary Nadwairski (978-264-1722) at Town Hall. Residents interested in making a donation to the Conservation Trust Fund to aid in protecting open spaces are also encouraged to contact the Commission.

Respectfully submitted,
Dennis Reip, Chair

ZONING BOARD OF APPEALS

In Boxborough the Zoning Board of Appeals (ZBA) is a five-member board with provision for two alternates. The Board of Selectmen appoints members to three-year staggered terms.

The ZBA is a quasi-judicial body established by the Commonwealth of Massachusetts under the Zoning Enabling Act, Massachusetts General Laws (MGL), Chapter 40A, Section 12, and Section 9100 of the Boxborough Zoning Bylaw. The ZBA has and exercises all of the powers granted to it by chapters 40A, 40B, and 41 of the Massachusetts General Laws, and by the Zoning Bylaw.

The ZBA's primary powers include hearing and deciding –

- Applications for Special Permits in accordance with the provisions of Section 9200 of the Zoning Bylaw
- Appeals or petitions for Variances from the terms of the Zoning Bylaw pursuant to MGL Chapter 40A, Section 10
- Appeals from decisions of the Inspector of Buildings
- Applications for Comprehensive Permits for the construction of low- or moderate-income housing by a public agency, limited dividend organization, or nonprofit corporation, as authorized under MGL Chapter 40B.

Public hearings are held for each application for a Special Permit, Variance, or other form of appeal.

Enforcement of the Zoning Bylaw is the duty of the Building Inspector/Code Enforcement Officer. The Board of Selectmen appoints the Building Inspector/Code Enforcement Officer, and any of the officer's decisions may be appealed to the Zoning Board of Appeals as provided for in Massachusetts General Laws, Chapter 40A, within 30 days after that decision.

The ZBA generally holds meetings on the 1st and 3rd Tuesday evenings of the month at Town Hall, as needed. Additional meetings are planned, if necessary, and posted. During 2015 the Board considered applications for eight Special Permits and two Variances.

The ZBA continues to receive applications. The fees, forms, instructional documents, and meeting minutes are posted on the Town website. We encourage the community to check the Town website for details about these meetings and hearings and call Town Hall (978-264-1722) with any questions.

Respectfully submitted,
Tom Gorman, Chair

BOXBOROUGH HOUSING BOARD

Background

The Boxborough Housing Board (BHB) was created in accordance with a bylaw passed unanimously at a Special Town Meeting on October 30, 2000, upon the recommendation and final report delivered by the Affordable Housing Study Committee. The members of the BHB in 2015 were Michael Fetterman, Diane Friedman, Joan Meyer, Al Murphy, and Ron Vogel.

Housing Production Plan

The BHB completed an update to Boxborough's Housing Production Plan (HPP) with the help of the Regional Housing Services (RHS) collaboration, in the person of Nathan Robinson of Metro West Collaborative Development (Metro West). After the Board of Selectmen (BoS) reviewed and approved the HPP, it was submitted to the Massachusetts Department of Housing and Community Development, which also approved it with minor modifications. The updated HPP is now in place and incorporates strategies for the production of more Chapter 40B affordable units, including:

- Encouraging affordable rentals by zoning changes and inducements to developers
- Establishing good communication with the developers of Jefferson at Beaver Brook, a 244-unit Chapter 40B rental housing project off Cunningham Road. It will contain 61 affordable units, and all units in the development will count towards Boxborough's Subsidized Housing Inventory (SHI) because it is a rental project. This development's realization will put Boxborough's SHI over 10% for the foreseeable future. At this time, construction is underway.

Expanded housing needs that were identified by the BHB include:

- An adequate amount of middle-range housing. It is difficult for seniors to downsize while remaining in Boxborough and for young families to establish roots in Boxborough.
- Low-cost single-level housing that is suitable for handicapped persons.
- Housing options for households whose income is too low to be helped by Chapter 40B affordable housing.

The BHB is pursuing these expanded housing needs, such as by the rental-voucher program discussed below.

Chapter 40B Affordable Housing

Monitoring Activities

The BHB monitors affordable units in the Condominium Exchange Program (CEP), Boxborough Meadows, and Summerfields with the assistance of Metro West through the RHS. In 2015, monitoring activities included updating information about affordable home owners, managing any resale of affordable units, and reviewing requests for home equity loans and refinancing. The BHB voted to continue Year 2 and Year 3 of the RHS (until December 31, 2016) and to request funding from the Boxborough Affordable Housing Trust (BAHT) for Year 2 activities and from the CPA for Year 3 activities. This latter request has been approved by the Community Preservation Committee (CPC) and awaits Town Meeting approval.

Of the six affordable units that were created by the CEP, four remain. One of the units was sold in 2013, and the other unit was sold in 2014. Boxborough Meadows is a 48-unit condominium complex containing 12 affordable units, which was completed in 2004 and is located off Massachusetts Avenue. Summerfields Condominiums is a 24-unit, age-restricted complex located on Summer Road. Six of the units are affordable.

Craftsman Village

In the past year, an affordable unit located in Craftsman Village was added to Boxborough's SHI. Craftsman Village is a four-unit Chapter 40B ownership development located off Codman Hill Road.

Expiring-Use Analysis

Metro West prepared an expiring-use analysis for Boxborough. The analysis identified ways in which the loss of affordable housing can be avoided, such as by effective outreach when affordable homes become available, implementing a down-payment assistance program, and using effective deed riders. The BHB instructed Metro West to develop a Ready Buyer Program and an Affirmative Marketing Plan for available units.

Additional Affordable Housing

Possible Habitat for Humanity Home

A parcel of tax-title land appears capable of accommodating a single-family dwelling. The BHB decided to pursue a relationship with Habitat for Humanity for the development of the parcel. Further discussions with Habitat revealed that this use of the property seems viable. However, other uses of the property are being considered, so the matter is currently undecided.

Stow Road Project

The Stow Road Property was purchased by the BHB in 2010. It consists of approximately 13.5 acres and is located at 70–72 Stow Road, across the street from the Sheriff's Meadow and Tisbury Meadow communities. The property was acquired with funds from the BAHT and will be used to provide affordable housing to Boxborough residents.

The Stow Road Concept Development Committee (SRCDC), assisted by Susan Connelly of the Massachusetts Housing Partnership (MHP), decided that:

- Boxborough probably has enough rental housing, given the several rental complexes and condominiums rented by owners.
- Uses unrelated to affordable housing, such as a community center, are not good ideas. The project would be delayed, substantial land area would be consumed, and water production and waste disposal would be burdened.
- Boxborough should develop a home-ownership project that incorporates housing of diverse types. It should not be age-restricted, but should contain homes in which seniors or handicapped persons can easily live, such as single-story ranch homes. At least 25% of the units should be affordable to households whose income is 80% of the Area Median Income.

An RFP along these lines is still being drafted. At this point, the creation of the RFP has consumed well over a year. The RFP's release is hoped for in 2016.

Boxborough Rental Voucher Program

The BHB and the Well-Being Committee, with the help of Boxborough's Community Services Coordinator, requested CPA funding for a Boxborough Rental Voucher Program (BRVP). The BRVP will supplement the rent of approximately six Boxborough households. As well as providing temporary assistance, it will be designed to help recipients become more self-sufficient. Metro West will assist in the administration of the program. At present, the BRVP has been approved for funding by the CPC and awaits final approval by Town Meeting.

Town Support

The Boxborough Housing Board is grateful for the help and support of Town Hall staff, particularly Town Planner Adam Duchesneau. The guidance of Selectman Les Fox is also much appreciated.

Respectfully submitted,
Al Murphy, Chair

PLANNING BOARD

Introduction

The Planning Board is a five- member elected board. There may also be an Associate member appointed jointly by the Board and the Board of Selectmen, who may be designated to sit on the Board to act on Special Permit applications under certain circumstances. The Associate position was vacant for 2015. The Planning Board is supported by the Town Planner who offers administrative assistance as well as guidance on the technical and theoretical aspects of planning.

Annual Town Meeting May 2015

The Planning Board proposed seven articles for the May 2015 Annual Town Meeting, involving:

- Amendments to the definitions of “Accessory Structure” and “Mixed-use”
- An administrative amendment to Section 4001 General, changing the word “churches” to “places of worship”
- Allowing Bed and Breakfasts in the Agricultural-Residential (AR) and Residential-1 (R1) Districts by Special Permit
- Several amendments to Section 6300 Signs regarding the regulation of temporary signs and historical markers and to perform administrative corrections
- Amendments to the definition of “Wireless Communication Facility” and changes which allowed for wireless communication facilities for public safety purposes outside of the Wireless Communication Facilities Overlay District.

Six of these articles were passed by Town Meeting, and the one pertaining to Wireless Communication Facilities was withdrawn on the floor of Town Meeting. For a complete explanation of these articles, please see the Warrant and Proceedings section of the Town Report.

Development Review and Special Permits

The Board reviewed the following development plans and Special Permit applications in 2015:

- 873, 1065, and 1075 Burroughs Road: The Board granted a Common Driveway Special Permit to allow the extension of an existing common driveway to serve a proposed third new house on Lot 9 (873 Burroughs Road).
- 534, 536, and 538 Flagg Hill Road: The Board granted a Common Driveway Special Permit Minor Modification to relocate the driveways and garages to the west (right) side of Lots 1 and 2 (534 and 536 Flagg Hill Road).
- 1065 and 1075 Burroughs Road: The Board granted a Common Driveway Special Permit Minor Modification to relocate the common driveway for the properties at 1065 and 1075 Burroughs Road to reflect the as-built conditions of the driveway in the field. The Board also granted approval to revise and modify the Common Driveway Agreement and Utilities Covenant as recorded at the Registry of Deeds.
- 22, 24, and 26 Liberty Square Road:
 - The Board granted a Site Plan Approval Minor Modification to remove from Condition #12 the word “temporary” and for the Board to accept the posting of a bond in the amount of \$10,000 to be held by the Town and released upon confirmation that the landscaping for the project is installed; this has been completed.

- The Board granted a Site Plan Approval Minor Modification to allow for the installation of sheds at the property with the understanding they would be painted to match the color of their corresponding dwelling unit.
- 530 and 540 Massachusetts Avenue: The Board granted a Site Plan Approval Minor Modification to allow for modifications in the approved Site Plan, building footprint, and building elevations as displayed in updated plans.
- 8 Hill Road: The Board granted a Site Plan Approval Waiver to allow a change in use within the existing building, exterior structural changes, and alterations to the parking area to allow for the establishment of a Montessori School.
- 1120 Massachusetts Avenue: The Board granted a Site Plan Approval Waiver to allow the removal of an existing hoop house building and construction of new structure on an existing concrete pad foundation at the National Technical Systems, Inc. (NTS) facility.
- 500 and 600 Beaver Brook Road: The Board granted an Earth Removal Permit to allow the removal of approximately 670 cubic yards of material off-site to install 71 foundation footings for solar carport canopies over an existing surface parking area.

Subdivision Road Inspections, Performance Guarantees, and Lot Releases

The Board did not have any new subdivision roads constructed in 2015 or any performance guarantees released. The Board did authorize a Certificate of Release for 131 Avebury Circle.

Subdivisions and Approval Not Required Plans

The Board reviewed the following Preliminary and Definitive Subdivision Plans:

- The Board approved with conditions a Preliminary Subdivision Plan for the properties at 205 and 223 Flagg Hill Road which would subdivide the two existing lots into eleven buildable lots and one open space parcel off a proposed new cul-de-sac road named Silas Taylor Farm Road off Flagg Hill Road.

A division of land that has frontage on an existing town way or on a subdivision road that has been constructed or bonded may be submitted to the Planning Board for Approval Not Required (ANR) endorsement. The following ANR plans were endorsed in 2015:

- Depot Road and Emanuel Drive: The Board endorsed a plan which divided off a 2.99-acre parcel of land with no frontage which was proposed to be sold to an abutter from a 24.78-acre parcel with frontage on Depot Road and Emanuel Drive.
- 873, 907, and 1065 Burroughs Road: The Board endorsed a plan which reflected a lot line reconfiguration and a proposed land exchange between two abutters. The lot line adjustments reconfigured two existing parcels to create two new parcels, both with frontage on Burroughs Road, and a 3.67-acre landlocked parcel.
- 100 Ward Road, 47 Cunningham Road, and 180 Hill Road (Jefferson at Beaver Brook): The Board endorsed a plan reconfiguring three lots as part of the land transfer where the Jefferson at Beaver Brook Chapter 40B development is now under construction. The new developer acquired two larger parcels (54.4 and 9.1 acres), one with frontage on Cunningham Road and the other with frontage on Hill Road, and the previous owner retained a smaller 2.9-acre parcel with frontage on Cunningham Road.
- 205 Flagg Hill Road: The Board endorsed a plan dividing off three new buildable lots with frontage on Flagg Hill Road from the existing property, which retained frontage on Flagg Hill Road.
- 530 and 540 Massachusetts Avenue: The Board endorsed a plan which showed the consolidation of two existing parcels into a single lot where the Veterinary Dental Clinic is now located.
- 70 Codman Hill Road: The Board endorsed a plan dividing off a new 2.12-acre parcel with 329 feet of frontage on Codman Hill Road from the existing parcel.

Scenic Road Permits

In Boxborough, any road work that requires the removal/modification of stone walls or removal of public shade trees along designated scenic roads must receive approval from the Board under the Scenic Road and Stone Walls Bylaws. In 2015, the Planning Board issued the following approvals:

- 977 Depot Road – New Driveway: The Board granted a Scenic Road and Stone Wall Removal Permit to allow the removal of a portion of a stone wall for the construction of a new driveway for a new single-family dwelling.
- 201 Picnic Street – Temporary Removal: The Board granted a Scenic Road and Stone Wall Removal Permit to allow the temporary removal and replacement of a portion of a stone wall to allow for the undergrounding of utilities for the single-family dwelling.

Long Range Planning and Other Projects

During 2015, substantial time and effort were invested into the Master Plan Update process by the Master Plan Update Committee (MPUC), the Town Planner and other town staff, and the Town's project consultant, the Metropolitan Area Planning Council. Throughout the year, the MPUC held monthly meetings where various aspects of the updated Plan, entitled Boxborough2030, were discussed, analyzed, and refined. Between January and April, interviews with local businesses were conducted, the Boxborough2030 website (<http://www.boxborough-ma.gov/boxborough2030>) was launched, and an economic development community survey was conducted. Feedback from these activities and the discussions at the monthly MPUC meetings helped generate seven different Aspirations for the Plan, which were vetted by the public at the Boxborough2030 Booth at Fifer's Day in June. The booth included data posters, a timeline of the planning process, and



three fun and engaging activities in which over 150 residents participated. The feedback from Fifer's Day was then analyzed to develop supporting Goals, Strategies, and Actions items for the Aspirations in Boxborough2030, all of which were summarized in a Recommendations & Implementation Plan. It is anticipated Boxborough2030 will receive approval from the Planning Board and Board of Selectmen in early 2016.

The Town Planner, in coordination with the Metropolitan Area Planning Council, continued work on updating the Town's Open Space and Recreation Plan, which expired in June 2007. Mr. Duchesneau attended numerous meetings with the Conservation Commission, Recreation Commission, Agricultural Commission, Board of Health, and the Planning Board to receive their input on the updated Plan. On July 8, 2015, the Town received conditional approval of the Open Space and Recreation Plan through July of 2022. At this time, the Town can apply for and receive grants from the Executive Office of Energy and Environmental Affairs. However, no final payments will be made until the final edits to the Plan are completed, which is anticipated to happen prior to the 2016 Annual Town Meeting.

The Town Planner also worked with the Housing Board and the Regional Housing Services consultant, Metro West Collaborative Development, on a new Housing Production Plan, which received approval from the Department of Housing and Community Development on June 9, 2015.

The Planning Board continued to work with the Town's consulting engineer, Places Associates, Inc., to advance the next phase of the Route 111 Trail from the Sargent Memorial Library to Liberty Square Road. The Town Planner prepared a MassWorks Infrastructure Program grant application to help fund the project, but unfortunately it was not selected. The Board continued to press forward and worked with MassDOT officials to coordinate the necessary replacement and extension of culverts along Route 111 near the Fire Station and Library. It is anticipated that in the first half of 2016, MassDOT will apply to the Conservation Commission to secure the necessary permitting for the replacement and extension of certain culverts.

In preparation for the 2016 Annual Town Meeting, the Board began discussing potential Zoning Bylaw amendments. The Board is considering updating the zoning district boundaries to be consistent with parcel lines, removal of the Wetlands and Watershed Protection District and associated buffer areas, and amending the Noise, Enforcement, and Penalty Zoning Bylaw sections. The Board is also considering permitting town staff to sign off on certain types of stone wall alterations, updating the composition of the Design Review Board membership, and increasing the maximum allowable fence height to seven feet to be consistent with the Building Code. Changes to the Aquifer Protection District are also being contemplated to ensure the Town is in compliance with Massachusetts Drinking Water Regulations, 310 CMR 22.21(2).

The Town Planner continued to update various town maps and provided maps for numerous town departments, the Board of Selectmen, Conservation Commission, and other town entities. The Town Planner coordinated with the Town's Geographic Information System (GIS) consultant, Applied Geographics, Inc., on the maintenance of the web-based GIS system on the town's website that allows anyone to view parcel-specific information and data layers, such as floodplains, wetlands, and land uses, and aerial photos for the entire town.

The Planning Board encourages all residents to participate in the local planning process. The Board typically meets on scheduled Monday evenings at 7:30 p.m. in Town Hall, 29 Middle Road. Meetings are posted on the Town's website (www.boxborough-ma.gov) on the Town Calendar and in Town Hall.

Any planning questions or comments may be directed to the Planning Board or Town Planner Adam Duchesneau, AICP, at 978-264-1723 or ADuchesneau@Boxborough-MA.gov.

Respectfully submitted on behalf of the Boxborough Planning Board,
Adam L. Duchesneau, AICP, Town Planner

METROPOLITAN AREA PLANNING COUNCIL (MAPC)

2015: A year of collaboration, engagement, and visioning

In 2015, MAPC set into motion a new, five-year Strategic Plan to further *MetroFuture: Making a Greater Boston Region*, the agency's regional plan for our 101 member cities and towns. Building on the successes of this past year, we are poised to lead the region in furthering our core planning work in 2016, from smart growth to social equity, climate change adaptation, and regional collaboration and beyond.

A number of critically important region-wide plans achieved completion in 2015, including the statewide Food Policy Plan, our Regional Climate Change Adaptation Strategy, and our Regional Housing Plan and Fair Housing and Equity Assessment, both key products from the multiyear Sustainable Communities planning grant. We also advanced three new, major work areas: master planning, climate resiliency, and civic engagement – critical initiatives for our cities and towns.

Our work was recognized by several national organizations this year, as well as by public and private organizations that are committed to supporting our efforts to create a more just, vibrant, and livable region. We are honored to continue making Metro Boston a national model and regional resource on smart growth and inter-local coordination. Join us online at www.mapc.org and on Twitter @MAPCMetroBoston if you'd like to get involved.

Highlights of Our Work: Smart Growth

As the regional planning agency for Greater Boston, MAPC works to improve Metro Boston's livability – its prosperity, safety, health, resilience, and equity. A key way we do that is with a wide range of direct services to our municipalities, tailored to each community's unique needs and character.

In our second year implementing MAPC's new Strategic Plan, we are engaging with even more municipalities to do larger and more comprehensive master plan projects in such places as Ashland, Boxborough, Cohasset, Hanover, Melrose, Revere, Swampscott, and Woburn, while starting and continuing downtown visioning

projects in Stoneham, Natick, and beyond. On the local and neighborhood level, we are engaged in economic development projects with Reading, Southeast Framingham, the Chelsea waterfront and planned Silver Line expansion corridor, along Route 1 in Foxborough, in the Newton-Needham innovation district, and on Route 9 in Wellesley, with more projects to come.

This year we also continued to place particular emphasis on empowering cities and towns to develop Complete Streets, which are roadways that are designed for everyone: safe, convenient, and accessible for pedestrians, cyclists, transit users, and motorists, and comfortable and barrier-free for people of every age and mobility level. Thanks in large part to our foundational work last year in helping municipalities to pass Complete Streets policies, which ensure that roads are inclusively designed, constructed, refurbished and maintained, this year we saw many cities and towns take up the work themselves, using the strong templates developed by MAPC in recent years and building on the momentum of Complete Streets' wider acceptance as a best practice in design. This year, to varying degrees, we worked with Ashland, Beverly, Framingham, Lynn, Norwell, and Weymouth to get Complete Streets policies crafted at the local level, and we look forward to helping even more cities and towns do so during this year and after.

Parking is a critical link between land use and transportation, and parking policies have a tremendous effect on transportation choices and the built environment. Effective parking strategies can also help cities and towns meet their goals around affordable housing, reducing pollution, improving residents' health, and attracting good development. MAPC assists communities in turning parking challenges into assets. This year, one of the biggest parking projects we undertook happened in Downtown Malden, which is poised for transformative change with the redevelopment of City Hall and police headquarters across from the Malden Center MBTA station, where the city has already permitted hundreds of new units of housing and ground-floor retail. Our team undertook a comprehensive study and produced an engaging action plan after surveying hundreds of residents, city employees, businesses, and downtown patrons. Updates in pricing, enforcement, and signage are already happening thanks to MAPC's recommendations, with more changes coming over the next year or two. We hope that our approach to the Malden project can be replicated in future parking studies across the MAPC region.

When it comes to transportation planning, MAPC advocates for a system that supports concentrated development in areas with existing infrastructure over investments that encourage sprawl. To that end, MAPC helped develop the Boston Region Metropolitan Planning Organization's (MPO) Long Range Transportation Plan in 2015, which identifies goals and objectives for the transportation system from 2015 to 2040 and also sets funding priorities. The greatest change the MPO made in this recent Long Range Transportation Plan was to focus more of the region's federal highway funding on roadway projects that preserve existing infrastructure, increase safety, encourage complete streets, and support walking and biking, over increased highway capacity or expansion. Find out more about the MPO and Long Range Transportation Plan at www.ctps.org/lrtp.

In Framingham, our staff worked with the Massachusetts Department of Transportation to develop a roadmap for bringing additional investment to the downtown area. Throughout the process, we relied heavily on community engagement techniques such as public forums, downtown business tours in partnership with local employers and community groups, social media, outreach to houses of worship, in-person canvassing, interviews on local cable access as well as Portuguese-language radio, and distributing flyers to families via the schools – helping to increase participation and ensuring that often-disenfranchised and under-represented groups such as parents, non-English speakers, lower-income residents, youth, and the elderly were able to have a voice in the planning process. In the fall of 2015, the zoning recommendations made by MAPC were approved at Framingham's Town Meeting, paving the way for much of the vision crafted in the project. Learn more at www.mapc.org/framinghamTOD. We are hoping the zoning successes and inclusive civic engagement approaches used in Framingham can serve as a model for other transit-oriented development (TOD) projects in the year ahead, from Braintree to Natick Center and Dedham's Corporate Center station area.

In response to widespread demand for innovative strategies to improve traffic and commuting in the region, MAPC and MassCommute co-hosted a breakfast forum in October on Transportation Demand Management. Municipal leaders and employers gathered to discuss ways of working together on reducing congestion and

improving our area's ability to attract and retain a competitive workforce through better transportation options. Staff from MAPC and MassCommute presented findings from two new research papers on transportation demand management. Visit www.mapc.org/tdm to view case studies and presentations from the forum.

In our ever-growing Public Health practice area, our team continues to bring the “photovoice” approach to place-making opportunities, most recently in East Boston. There, we have partnered with NOAH, the Neighborhood of Affordable Housing, to work with both youth and adults in the Eagle Hill neighborhood, where the community is seeking ways to slow down speeding vehicles and make intersections safer for those walking and bicycling.

The public health team is also working with the Lynn Health Department and the Lynn Housing Authority on a smoke-free housing initiative, working with residents and stakeholders in rolling out the new policy. The work, supported by a Prevention and Wellness Trust Fund grant given to the City of Lynn, aims to reduce health care costs through prevention, and the new smoke-free housing policy is expected to reduce chronic diseases like asthma and tobacco-related deaths.

As part of our Plan4Health grant, MAPC is working north of Boston to improve the distribution of healthy foods in corner stores and to promote “healthy checkout aisles” in grocery markets. Project partners include the Massachusetts Public Health Association, the Massachusetts Chapter of the American Planning Association, and Mass in Motion and Wellness coalitions in Cambridge, Somerville, Malden, Melrose-Wakefield, Everett, and Medford. Read more about our public health work and our “health in all policies” approach to planning work at <http://www.mapc.org/public-health>.

In December MAPC, the Massachusetts Department of Agricultural Resources (MDAR), and the Massachusetts Food Policy Council put the finishing touches on the state's first comprehensive food system plan since 1974. Working in collaboration with the Pioneer Valley Planning Commission, the Franklin Regional Council of Governments, and the Massachusetts Workforce Alliance, our food plan team published the “Massachusetts Local Food Action Plan” in late 2015 with input from hundreds of stakeholders across the food system, from production to farming, manufacturing, access, wholesale, distribution, and beyond. Find the full report – with recommendations for strengthening the state's agricultural viability, improving access to fresh, local food, and creating a system more able to withstand the stresses related to climate change – at www.mafoodplan.org.

Across all our work, climate change planning is playing an increasingly large role in local and regional projects. We are responding to the needs of individual communities in addressing the expected effects of climate change in both seaside and inland communities. For example, we are working with the city of Quincy to develop a Coastal Adaptation Plan, which will examine the impacts of climate change on the natural environment, the city's developed areas, its infrastructure and coastal areas, its local health, and the economy. The plan will identify strategies to change land use practices that will protect residents, especially the most vulnerable. We are doing similar climate change projections for Scituate and Duxbury. Read more at <http://www.mapc.org/environment>.

In the housing arena, we've had a particularly successful year in completing long-term research and furthering fair housing approaches at the local level. We completed our Regional Housing Plan and Fair Housing and Equity Assessment, both key products from the multiyear Sustainable Communities planning grant; you can read more about them at <http://www.mapc.org/smart-growth/housing>. We also conducted housing analyses for Quincy, Canton, Ashland, Salem, and others in 2015, with several future planned housing production plans throughout the region in 2016. In late 2015, the Maynard Selectmen and Planning Board approved a Housing Production Plan developed by MAPC's housing planners after months of community input and a great change in local opinion from the start of the process. This ‘win’ will serve as an excellent case study for future housing production plans.

This year, MAPC continued to grow and innovate our Clean Energy work. One critical new area for us is “green municipal aggregation,” a model that brings new additional renewable capacity to the region. The program

aggregates the community-wide purchase of electricity – including the city and all commercial and residential customers on basic service, unless they opt out – and leverages this to ensure that renewable options are available to the entire region.

In FY 2015, MAPC developed the first procurement in the state that required renewable energy, with verifiable emissions reductions in addition to price savings. The City of Melrose opted to participate, and their aggregation plan was approved in late September, making it likely to go into effect in early 2016. This procurement model has since been replicated in both Dedham and Cambridge, and their aggregation plans should soon follow suit. With the goal of scaling up the work, MAPC released its second aggregation RFP in late 2015, naming Somerville, Newton, Arlington, and Sudbury as participants and crafting it so that any of the 101 MAPC cities and towns will be able to contract with the selected aggregation broker. To learn more, visit www.mapc.org/clean-energy.

This summer, MAPC piloted a notification program to help municipalities engage in “load shedding,” which reduces both greenhouse gas emissions and extra capacity charges. The capacity for which municipalities are charged is determined during just a single hour each summer, meaning these charges can constitute as much as 30% of municipal electricity costs. As a result, anticipating and then reducing consumption (known as “load shedding”) during this short window of time offers an opportunity for significant financial savings. One participant, the Acton-Boxborough Regional School District, employed a real-time energy meter and sustained a 62% reduction in usage over 2.5 hours per load shed, translating to 2.1 tonnes of CO₂ emissions avoided per shed. Of 18 municipalities that participated in the daily notification program, MAPC is aware of at least 8 that implemented load sheds on the 5 “highly likely” days. We are expecting to expand the program next year.

MAPC staff worked this year to guide three communities through the lengthy process of attaining Green Communities Designation, opening up those municipalities to around \$500,000 in funding toward local clean energy and energy efficiency projects. The Commonwealth has designated a total of 155 Green Communities statewide, and they are collectively home to 54% of Massachusetts’s population. MAPC will continue working with communities to achieve this status going forward. To learn more about all our energy work, visit www.mapc.org/clean-energy.

Earlier this year, our Clean Energy team and the Metro Mayors Coalition, coordinated by staff in our Government Affairs division, collaborated with state and regional leaders on a Climate Preparedness Commitment and launched a related Taskforce with short- and long-term action goals for 2016 and beyond. The group will help build municipal capacity on climate preparedness; take action on urban heat-island issues, such as reducing asphalt and adding grass and trees; help develop emergency plans for extreme heat days; focus on areas vulnerable to flooding from more frequent and extreme storm events; assist in making major infrastructure like the electrical grid, water, and transportation systems more resilient; and protect major food distribution points that are currently vulnerable to climate change. Learn more at <http://www.mapc.org/metro-mayors-coalition>.

Our legislative staff also works each year to shore up support for the Shannon Grant, which works with at-risk youth in cities and towns struggling with gang violence and crime, and to staff the Metro Mayors Coalition, a group of 14 communities whose leaders come together to troubleshoot and share solutions to common problems. This year the coalition continued to focus on strategies for reducing gun violence in cities, policies around ride-share programs such as Uber and Lyft, cohesively tackling climate change preparedness, and regionalizing emergency communications.

Zoning reform and housing production are two critical areas of focus for MAPC’s Government Affairs team this year and next. Other legislative goals for 2016 will center on creating parking benefit districts and allowing for regional transportation ballot initiatives around the region, as well as the economic development and solar net metering legislation, and ensuring continued stable funding for the Shannon Grant and District Local Technical Assistance (DLTA).

Democratizing data remains a core service MAPC provides to cities, towns, residents, journalists, and researchers. After rolling out an enhanced version of the MetroBoston DataCommon in 2015 thanks to continued support from the Barr Foundation, MAPC went on to create a DataCommon for the Central Massachusetts Regional Planning Commission this year, launched officially at the first Central Massachusetts Data Day this summer. View the interactive tool, explore data indicators, and learn more at <http://cmrpc.org/centralmassdatacommon>.

MAPC's data group is also continually making improvements in usability for the Development Database which tracks and forecasts Metro Boston's growth using information about thousands of residential, commercial, and mix-use developments, including those planned, in construction, and already completed. Much of the data was submitted by local planning staff and enhanced with MAPC research, providing a unique insight into recent development patterns in the region. The Development Database relies on public contributions to stay up to date and usable as a resource for future planning projects; if you'd like to find out more or register as a user, visit <http://dd.mapc.org>.

Another data resource, our www.housing.ma Portal, puts thousands of housing data points in the hands of municipal leaders, reporters, scholars, and regular citizens, helping stakeholders to plan for the housing needed to create a vibrant and economically competitive Commonwealth. With information from the U.S. Census, local building permits, Zillow, MAPC projections, and more, Housing.ma helps users compare their city and town to neighbors, the region, or the state as a whole, and offers visualizations and context to help navigate the data. Designed for both citizen committees and experts, the portal can save time and precious public resources.

Finally, in addition to these new areas of work, our data staff continues to provide modeling and indicators training nationally and trains users locally in accessing the latest Census figures and both DataCommon sites. Training sessions are offered every month; find the next one at http://metro_boston.datacommon.org/.

The state's Executive Office of Public Safety (EOPSS) will continue engaging MAPC as fiduciary agent for the Homeland Security Program in Massachusetts, giving us oversight of the state's central, northeast, southeast, and western Homeland Security regions. We provide management, administrative, and planning support to these four regions and their local advisory councils. We also work with our counterpart regional planning agencies (or RPAs) in those areas, including the Central Massachusetts Regional Planning Commission, Southeastern Regional Planning and Economic Development District, and the Franklin Regional Council of Governments. We look forward to continuing our work with EOPSS and the Homeland Security Regions to enhance emergency preparedness capabilities at the state, regional, and local levels.

The Homeland Security Division has developed and implemented metrics to track our performance in meeting key goals of MAPC's Statewide Homeland Security Fiduciary contracts with EOPSS. Specifically, we are measuring our work in the areas of procurement and vendor payment processing, with the objective of efficiently and effectively completing these tasks. MAPC developed a tracking program for this effort and submits a biannual report to EOPSS outlining the status of these metrics. Of the 163 procurements conducted during 2015, 97% were completed within the expected timeframe. 95% of the 189 payments to vendors that have been made in 2015 were within the expected timeframe. We look forward to continuing this metric tracking process in an effort to identify ways in which we can make our workflow even more efficient.

In 2012, the Northeast Regional Advisory Council (NERAC) for Homeland Security completed the installation of and began using a six-link Microwave Communications System that serves the major command and control networks for public safety in the Northeast Region, including the Boston Area Police Emergency Radio Network (BAPERN), Northeast Central Medical Emergency Direction (CMED), and the Fire District 5, 6, 14, and 15 Control Points. This system provides point-to-point voice and data transmissions via a high-frequency signal between telecommunications towers; it replaced existing underground T1 (phone) lines, which had to be leased from private telecommunications vendors. This transition from dependence on privately owned infrastructure that had proven to be very unreliable in recent years to a user-owned and -operated system has been a tremendous enhancement to public safety communications over the past four years.

As a result of the success of the first six links, NERAC and MAPC's Homeland Security Division have spent the last two years carefully planning and managing the investment of over \$1 million into Phase 2 of this system, which consists of six new links that were installed in 2015 at sites in Andover, Boston, Danvers, Middleton, Tewksbury, and Tyngsborough. These new links provide a communications backbone and connection to the Statewide CORE at Boston Police Headquarters for the four Fire District Control Points in the NERAC region, enabling them to seamlessly communicate with each other and serve as backup dispatch locations for each other during emergencies. Each of these Control Points functions as a mutual aid coordination center for fire and EMS resources in 15 or more communities, so providing them with these interoperable communications tools will allow them to organize multi-jurisdictional emergency response far more effectively.

Our municipal collaboration team also works to secure cost savings for public works, police, and fire departments across Eastern Massachusetts through our collective purchasing program. This year, orders for fire apparatus and ambulances totaled \$31.6 million, or 67 pieces of equipment. On the police and DPW side, total sales numbered \$23 million in 2015, or 526 units ranging from police vehicles to public works trucks. With funding from the MetroWest Health Foundation, MAPC worked with five police departments in the MetroWest area (Framingham, Holliston, Marlborough, Natick, and Southborough) to secure the appropriate certifications and training to allow police officers to be equipped with naloxone doses while on duty. MAPC has worked to facilitate relationships between these departments and their local pharmacies or medical supply companies to not only purchase naloxone doses utilizing this grant funding, but also to explore mechanisms to allow for these doses to be replaced upon use or expiration. Through this initiative, 168 naloxone doses have been procured. Beginning in January 2016, MAPC will build on this work by helping first responders in MetroWest, together with medical and social service partners, develop an effective regional response to the opioid crisis.

MAPC and the City of Cambridge Community Development Department (CDD) partnered in February 2015 to develop post-emergency business continuity and emergency preparedness strategies for small businesses in Cambridge. Emergencies that small businesses face can include anything from a fire or climate-related power outage to a major weather event. To help businesses plan for such circumstances, MAPC and the Cambridge CDD recently held a series of five seminars for small business owners outlining the steps they can take to prepare their business for an emergency and recover quickly after one occurs. These seminars also served to launch the Cambridge CDD Business Emergency Preparedness Website, <http://camb.ma/bizeprep>, to the public. This site is a resource for businesses that showcases MAPC's best practice research and analysis on small business emergency preparedness efforts nationwide. These resources will help businesses prepare and make recovery plans to enable them to survive with minimal loss and/or disruption of productivity following an emergency.

Across all our departments and projects, community engagement is a core facet of our approach planning work. Our staff meets informally over lunch every few weeks to share new engagement strategies and to help one another brainstorm helpful approaches to challenging projects. This year, we also unveiled a public web-based tool at projects.metrofuture.org to visualize the breadth of our work across the region and to help us showcase the successes of implementing the goals in our regional plan, "MetroFuture." This MetroFuture in Action site allows any member of the public to see what MAPC is doing in their community, from housing to place-making, transportation, zoning, research, policy, outreach, and beyond. Visit this new <http://projects.metrofuture.org> to see what we are doing to implement the regional goals of MetroFuture where you live!

MINUTEMAN ADVISORY GROUP ON INTERLOCAL COORDINATION (MAGIC)

The Minuteman Advisory Group on Interlocal Coordination (MAGIC) includes the towns of Acton, Bedford, Bolton, Boxborough, Carlisle, Concord, Hudson, Lexington, Lincoln, Littleton, Maynard, Stow, and Sudbury. MAGIC was established as a growth management committee in 1984 and has become a respected voice in regional decision-making, focusing on transportation, the environment, energy, open space, affordable housing, economic and community development, and legislative issues.

MAGIC held six regular business meetings during 2015, with topics including –

- MA State Food Systems Plan and Discussion of MAGIC’s priorities for the plan
- Regional Trails and Greenways in MAPC Region and MAGIC subregion
- MAGIC Climate Change Resilience Plan
- Boston Region MPO’s completed Long Range Transportation Plan (LRTP) and development of TIP and UPWP
- Complete Streets State Program
- Comprehensive Economic Development Strategy (CEDS) for the Boston region
- MAPC’s Regional Collaboration and Municipal Services Work
- MAGIC Work Plan
- MAGIC Special Assessment Fund Projects
- District Local Technical Assistance (DLTA) and Planning for MetroFuture Technical Assistance (PMT).

In addition to regular meetings, MAGIC held eight special events throughout 2015: the Annual Legislative Breakfast in February, a Historic Preservation Forum in March, a walk and talk on Lincoln’s trails and conservation land in May, an LRTP meeting at the 495/MetroWest Partnership in May, a tour of Concord's renowned Riverwalk Community in July, a walk and talk on Lexington’s innovative trail and wayfinding system in October, a Climate Resilience Plan Kick-off Forum in November, and a Town Managers/Administrators Round Table in December. All of these events had excellent attendance and were recognized as important venues for critical policy discussions. MAGIC also hosted a Citizen Planner Training Collaborative (CTPC) course in October. The course was held in Littleton on the topic of “Creating Master Plans.” The special events are described in greater detail below.

Because MAGIC’s communities contribute voluntary assessment funding to support additional activities and projects in the subregion, MAPC is able to undertake special projects in the MAGIC towns periodically. Since July, MAPC staff has worked on a climate resilience plan in collaboration with the communities of the MAGIC subregion. MAGIC members voted to pursue a climate change adaptation plan at their annual meeting in June, committing \$25,000 of the subregion’s special assessment funds to the project. The subregion then applied for, and was granted, technical assistance matching funds from MAPC to reach the total project cost.

During the course of the plan, MAPC will assist the MAGIC Communities in assessing vulnerabilities from, and developing an action plan for, non-coastal-related climate impacts such as increased precipitation, inland flooding, increased heat, and drought.

A working group of community partners and various stakeholders from the subregion’s municipalities serves a critical function as advisors to – as well as ambassadors for – the plan within their communities. All of MAGIC’s 13 communities are represented on the working group, which includes municipal staff from some towns and experts and advocates from others. The working group also features other subject matter experts, from organizations both within and beyond the subregion.

MAGIC Annual Legislative Breakfast – February: Nine of the subregion’s 12 state legislators took time out of their busy schedules to join MAGIC members for their annual Legislative Breakfast at Old Town Hall in Bedford. MAPC Government Affairs staff shared MAPC’s current legislative priorities, and each of the nine legislators then shared some remarks on their own legislative priorities, followed by a Q&A session with breakfast attendees. The dialogue between legislators and their constituents in the MAGIC subregion sparked a fantastic discourse on state and regional issues.

Historic Preservation Forum – March: Along with two neighboring subregions, MAGIC co-organized a forum on historic preservation that drew a crowd of nearly 100 people. This exciting forum, held in the historic

Lexington Depot, examined best practices in historic preservation planning and featured presentations by state experts as well as civic and municipal leaders.

Special Assessment Voting – April: The MAGIC subregion met in late April and held a discussion on prospective projects for use of MAGIC’s special assessment funds over the coming year. Participants used keypad polling to help gauge interest in the 15 project ideas presented. Results from the polling informed MAGIC’s Work Plan for FY 2016 in addition to furthering the discussion on project selection.

The Lincoln Model, A growing system of trails and conservation land – May: MAGIC partnered with the Town of Lincoln and the Lincoln Land Conservation Trust/Rural Land Foundation, the Friends of MetroFuture, and MAPC’s Transportation Department, to hold a walk and talk in the Town of Lincoln. The event focused on Lincoln’s long history and continued success in protecting open space and building trail connections throughout the town. Participants learned about land conservation methods, how the trails were developed, and how these efforts are managed and expanded. The day had perfect weather for a lovely two-hour walk exploring Lincoln’s trails and beautiful open spaces, taking participants through fields, forests, and even a sculpture garden!

Annual Meeting, Special Assessment Voting, and MPO Meeting – June: At MAGIC’s annual meeting, members unanimously adopted its FY 2016 work plan, designating a climate change adaptation project as the top priority for the subregion over the next year. MAGIC voted to commit \$25,000 of its special assessment funds towards the project, for which it also received technical assistance matching funds. MAGIC also participated in an MPO LRTP meeting at the 495/MetroWest Partnership in Westborough. This was a joint meeting of the three MAPC subregions located along 495 where the MPO’s CTPS staff gave an overview of the Draft LRTP and solicited feedback.

RiverWalk Tour – July: MAGIC took a tour of Concord’s renowned Riverwalk Community in lieu of a regular July Meeting. This community, while a relatively recent development, echoes traditional neighborhood forms which minimize car use, support walkable streets, offer proximity to transit (Riverwalk is walking distance from the West Concord Commuter Rail Stop), and encourage a sense of community. It is a compact “pocket neighborhood” made up of clustered cottages with shared open space. Each of Riverwalk’s houses is “Net Zero energy possible” by virtue of using a combination of active and passive strategies to integrate the latest high-performance building technology, including ultra-low-energy building envelope assemblies and mechanical systems. This unique community is an interesting model of sustainable, small-scale, in-fill development right here in our subregion.

All Trails Lead to Lexington: Connectivity, Conservation, and Recreation – October : In partnership with the Lexington Greenways Corridor Committee, the Town of Lexington, the Friends of MetroFuture, and MAPC’s Transportation Department, MAGIC held a walk and talk in the Town of Lexington, drawing a crowd of 25-plus people. The event focused on an initiative led by the Lexington Greenways Corridor Committee known as “ACROSS Lexington,” which stands for Accessing Conservation land, Recreation areas, Open space, Schools, and Streets in Lexington. This network of pedestrian and bicycle routes links many parts of the town. Participants heard a presentation on the history of this project and learned what it took to create this system, then went for a walk along one of the system’s walking routes. The day had perfect weather for a walk through some of Lexington’s stunning landscapes.

Citizen Planner Training Collaborative (CPTC) workshop – October: The MAGIC subregion and the Town of Littleton hosted a CPTC workshop entitled Creating Master Plans. The course was part of CPTC's Fall 2015 workshop series and was taught by MAPC Principal Planner Ralph Willmer. The course offered local officials an opportunity to learn why and how to prepare, adopt, and implement the master or comprehensive plan described in MGL Chapter 41, Section D. The session identified the sections of a master/comprehensive plan and specific steps by which the plan will be carried out.

Climate Resilience Kick-off Forum – November: In mid-November, the MAGIC Climate Resilience project held its kick-off forum in Acton, drawing a standing-room-only crowd (in a room that holds over 100); attendees

included State Representative Jay Kaufman from Lexington. The meeting began with an Open House with interactive stations, posters, and food that facilitated numerous discussions about the project among attendees and staff. The Open House was followed by presentations and then group break-out discussions.

Town Managers and Administrators Round Table – December: MAGIC held a Round Table discussion and lunch in Boxborough for the subregion’s town managers and administrators, giving them an opportunity to come together to discuss regional issues as well as opportunities to collaborate. In attendance were the chief administrative officers from six of the subregion’s towns: Bedford, Boxborough, Concord, Hudson, Littleton, and Stow. Mark Fine, MAPC’s Director of Municipal Collaboration, presented MAPC’s Municipal Collaboration work such as procurement, municipal efficiency, and regional collaboration projects. Patrick Roche, Energy Coordinator, presented the work of MAPC’s Clean Energy Team. The group then discussed ways MAGIC’s towns could collaborate regionally and how MAPC might play a role in facilitating such efforts.

HISTORICAL COMMISSION

During 2015 the Historical Commission continued operation of 575 Middle Road as a town museum with both Town and Historical Society exhibits and volunteers manning opening hours each month of the year. In addition, the Society hosted two larger events at the museum. In May, as part of a multitown event coordinated by the Freedom’s Way National Heritage Area’s Hidden Treasures program, the museum added exhibits associated with the town hearses. This event drew over 50 visitors from Boxborough and a number of towns. In October, the Society hosted a “birthday party” celebrating the 10th year of the museum’s existence. Approximately 90 guests attended this event.

Maintenance items on the building were completed this past year, including repair of the main room lighting, painting of entry doors, and general clean-up in preparation for special opening events. Public Safety made preparations for installing communications equipment, including construction of a secure room, addition of an emergency generator, and installation of an antenna pole and wiring conduits. Quotes were obtained in preparation for water heater/bathroom repairs. Planning is still underway to permit basement storage of town documents, recreation equipment, and police/fire radio equipment.

Community Preservation Committee (CPC) historical resources projects – town document restoration and preservation, Steele Farm barn renovation, and Town Hall front steps repair – were recommended and approved by Annual Town Meeting. The document preservation and barn restoration projects were completed.

Two construction projects on properties subject to the Demolition Delay Bylaw were reviewed and approved by the Commission. After expressing our earlier objection to the nature of the public safety antennas to be placed adjacent to the Museum, an alternative configuration is being installed which addressed ours and the abutters’ concerns.

Historic signs supplied by the Commission were installed on Town Hall and the United Church of Christ, Congregational.

Commission members are participating in the work of other town committees including the Master Plan Update Committee, the Design Review Committee, and the Community Preservation Committee. The Commission also responded to requests for information on various aspects of town history.

Respectfully submitted,
The members of the Boxborough Historical Commission

COMMUNITY PRESERVATION COMMITTEE

As a result of the Town’s acceptance of the Community Preservation Act, this committee was organized in accordance with the Act and our own Community Preservation Bylaw. At the committee’s first meeting on January 14, officers were elected, and a training session was conducted by Town Counsel. At subsequent

meetings, further training was conducted by the Community Preservation Coalition, a statewide organization, for committee members and town staff.

A public hearing was held to consider the needs, possibilities,, and resources of the Town regarding the three areas outlined in the Act: Open Space and Recreation, Community Housing, and Historic Resources. After the hearing, the committee sent three projects to ATM for consideration. All were from the category of Historic Resources. Two had been withdrawn from the previous ATM, and one was described as a safety concern. All three projects – historic records preservation, Steele Farm Barn exterior, and Town Hall steps – were passed by Town Meeting.

The Committee spent much of the rest of the year developing a formal application process and the Boxborough Community Preservation Plan. The application procedures, forms, and time line are available on our web page. The Plan, required by the Act, was adopted by the Committee on December 9 and is also available on our page.

The Committee held another public hearing in the fall and then began considering the applications that had been received for consideration in the current budget cycle. About this time, it was noted that the Town received the first of its annual matching fund distributions from the Commonwealth in the amount of \$46,149. We also noted that two of the three approved projects had been completed: the historic records preservation and the Steele Farm Barn exterior.

Our Community Preservation Committee held 16 meetings in 2015 and has learned much. We wish to thank particularly the Town’s Accountant, Administrator, and Planner for all their assistance.

Respectfully submitted,
The members of the Community Preservation Committee

LITTLETON ELECTRIC LIGHT DEPARTMENT

The Board of Electric Light Commissioners is pleased to present the annual report of the Electric Light Department for the calendar year 2015.

The department continues to advance its tradition as a progressive public utility committed to quality, value, and service. As your local electric company, we consistently strive to retain our status as the region’s low-cost provider for residential customers, while offering superior customer service and outstanding value to the community.

A review of residential rates charged by municipal and investor-owned utility companies shows that LELD’s rates are consistently and significantly lower than our peers. In fact, LELD’s electric rate was the lowest in the state for 2015. For purposes of comparison, a Littleton customer using 750 kWh per month has a monthly bill of \$82.03 (6.97% lower than in 2014). The same usage in Ayer, served by National Grid, would cost \$156.19, and in Acton, served by NSTAR, that usage would cost \$162.50. LELD was able to keep these rates low and at the same time reinvest in our local distribution system to improve overall system reliability.

Operation crews replaced the direct buried underground distribution electric line on Guggins Road with cable-in-conduit. This will significantly improve the reliability in the Guggins Road neighborhood, which has been a weak spot in our system over the years. Crews also worked alongside public safety to expand the Boxborough fiber backbone on Swanson Road, Massachusetts Ave., and Middle Road. This project will further improve public safety communications and will also be used as part of LELD’s Supervisory Control and Data Acquisition (SCADA) system in the future.

LELD’s net metering program was once again highly successful in 2015, as we have now interconnected over 665 kW of customer-owned photovoltaic generation. There are now 17 residences in Boxborough that are taking advantage of LELD’s net metering program. A large commercial interconnection also took place in 2015 at the

Cisco Corporation on Beaver Brook Road, where a 685-kW system was installed. LELD's net metering program has been so successful that the newly redesigned cap is already 40% subscribed.

LELD's business office continues to offer an online bill presentation and payment program that offers our customers a secure, convenient way to view and pay their bills.

This year, we provided annual financial and in-kind contributions in excess of \$90,000 to the Town and continued to support many programs and initiatives, including school technology grants, arts, banner pole installations, and fiber installation. For more information, please visit our website, www.lelwd.com.

Respectfully submitted,

Board of Electric Light Commissioners

Ivan Pagacik, Chair (2016)

Joseph McCumber, Vice-Chair (2016)

Bruce Trumbull, Secretary/Clerk (2018)

Dick Taylor, Member (2018)

Tom Rauker, Member (2017)

BOARD OF HEALTH

During the past year, the Board of Health was served by dedicated members Pam Follett (2018), Bryan Lynch (2016), and Marie Cannon, Chair (2017). Denise Monteiro has provided capable support to the Board of Health since 2014 and is a positive liaison to Town Hall staff. The Board also appreciates our longtime agent, Jim Garreffi, who also serves as director of the Nashoba Associated Boards of Health. In addition to attending regular Board meetings, Jim holds consulting hours on Tuesdays to be available to the public.

As a representative of the Board, Pam continued her support of the Well-Being Committee that successfully secured Lauren Abraham as a part-time professional Community Services Coordinator (CSC) to provide assistance to residents and their families in need. The BOH regularly meets with the CSC to advise and provide support of her activities as needed. Please refer to the CSC annual report below for additional information.

Pam also served as a liaison to the Boxborough Emergency Reserve Corp (BERC). In March 2015, the Board of Health and BERC held a joint meeting to discuss the reorganization of BERC. Ronald Sisco of the Boxborough Fire Department agreed to act as temporary chair for BERC, and we thank Ron for his leadership and are supporting his efforts to define goals, increase membership, and facilitate training of interested personnel. Please refer to BERC's annual report below for additional information on their activities in 2015.

On behalf of the Board, Marie continued her involvement with the Boxborough2030 Master Plan Update Committee, which started in September 2014 when MAPC was contracted for services. The final recommendations were drafted by the end of 2015, ready for endorsement and implementation in early 2016. Please refer to the Planning Board's annual report above and the link to Boxborough2030 on the Town's website (<http://www.boxborough-ma.gov/boxborough2030>).

The Board was involved with several other areas of public health during 2015, including those detailed below.

Health and Human Services

The following services were administered by the BOH and our agents: visiting nurse services, home healthcare, clinics, hospice, health promotion, disease prevention, communicable disease reporting, vaccination, human services, tobacco control, substance abuse prevention, dental hygiene, and emergency preparedness.

Environmental Protection and Pestilence Control

The enforcement of regulations and policy to protect drinking water safety, septic disposal and wastewater treatment, environmental health, housing and sanitary code enforcement, food services, recreational area safety, mosquito control, storm water disposal and groundwater protection, and air quality.

The greater percentage of the board's time and energy is typically given to the oversight of water resources, public health, and environmental protection, including –

- Reviewing septic system and well plans for new construction and system upgrades and monitoring wastewater treatment facilities, as well as their respective periodic testing results
- Monitoring local pool operations and permitted food service establishments
- Providing information on mosquito, tick and Lyme disease, and pestilence control
- Coordinating efforts with other groups and organizations.

The BOH continues to utilize the geographical information system (GIS) and related mapping of water supply wells. The database is updated with new well testing and septic system information as it becomes available to the Board. For residents interested in testing their wells for an updated quality status, water sample bottles are available at the BOH office, and a referral to a local testing laboratory can be requested from our Agent or BOH Secretary.

In regards to the delivery of healthcare services, Boxborough continues to receive the major part of its board-sponsored activities through the Nashoba Nursing Service of the Nashoba Associated Boards of Health. These services took the form of skilled nursing visits, physical and occupational therapy, social worker visits, and dental care. Please refer to the Nashoba Boards' annual report below for more information.

Progress In 2015

Emergency Preparedness

The local public health infrastructure continues to address the need for preparedness regarding potential environmental, health, and safety-related emergencies. The registered nurses and sanitarians with Nashoba have received intensive training to respond to the new threats. Area physicians, nurses, emergency room personnel, and other possible first responders have been trained to recognize symptoms. Epidemiological surveillance systems have been optimized to detect the earliest signs of contagion. Planning and implementing immunization programs for pandemic threats such as Avian Influenza will continue at many levels to ensure the protection of the public health and safety.

Under the organization and direction of the Local Emergency Planning Committee (LEPC), the Town maintains a Comprehensive Emergency Management Plan that was updated and certified by the Massachusetts Emergency Management Agency (MEMA) in 2003. Nashoba Associated Boards of Health also provides regional management and support for emergency planning and response.

Boxborough Emergency Reserve Corps (BERC)

The BOH is committed to supporting the ERC and their re-organization in 2015 as noted above. Please refer to BERC's annual report below for additional information.

Mosquito Control and Related Diseases

Fortunately, no positive test results were reported for West Nile Virus in Boxborough in 2015. However, throughout the state, reports of positive test results and impacts from West Nile Virus and Eastern Equine Encephalitis (EEE) continue to present potential health risks. The BOH continues its commitment to public protection and education regarding the risks associated with this mosquito-borne virus and EEE. The Town continues to utilize the services of the Central Massachusetts Mosquito Control Project (CMMCP) and participates in the state surveillance program.

While the relative risk of becoming infected with these viruses is low, all residents, especially those at risk, should take appropriate precautions against mosquitoes. Since 2006, the Board has continued the annual larvicide program utilizing Bti (*Bacillus thuringiensis israelensis*) to significantly reduce the mosquito population and the respective risk to residents. Please refer to CMMPC's annual report below for additional information on this program.

Lyme Disease

Lyme disease continues to be a major concern of health officials and the community at large with reporting increasing each year. The BOH issued several notices regarding Lyme disease, including a publication in *The Beacon* newsweekly and on Comcast Cable TV, prepared by Nashoba. This notice detailed two key diseases carried by infected deer ticks including Babesiosis and Human Granulocytic Anaplasmosis (HGA), which affect red blood cells and certain white blood cells, respectively. The best prevention of Lyme disease is education, awareness, and dressing appropriately when likely exposure is expected.

Water Quality

The Board and the Massachusetts Department of Environmental Protection (MassDEP) continue to monitor special water quality issues relating to groundwater contamination caused by MTBE, perchlorate, and severe sodium concentrations in the western area of town. In accordance with MassDEP regulations for permitted landfill closures, the BOH continues to sample and report on the water quality from monitoring wells at the Town's transfer station. In addition to the above-noted contaminants, local water quality reports note continuing issues relating to alkalinity, hardness, and sodium in many areas of town. Residents are encouraged to maintain their septic systems on a regular basis and to test their wellwater periodically, especially in the event of local changed conditions.

Water Supply

Since the 2008 feasibility study prepared by our consultant to continue planning efforts for a future municipal water system, the Board has continued to monitor areas of town with water issues in support of a long-term plan that meets the future needs of Boxborough. With recent difficult economic times, the focus has remained broad. One of the recommendations from Boxborough2030 is to renew the Water Resources Committee to support this effort.

Tobacco Control

The Board is served by a collaborative that enforces local regulations that prohibit the sale of tobacco products to minors and conducts compliance checks. In 2015, compliance remained consistent, and all existing tobacco permits were renewed without issue.

Plans for 2016

During the next year, the board plans to continue the activities discussed above, plus –

- Build our capacity to participate in public health and other emergency measures
- Improve our ability to convey public health information to the public
- Facilitate the availability of information concerning tick-borne illness and mosquito-transmitted diseases
- Continue to support the Town's water resources and to plan for the protection and development of future water supplies
- Provide information and help facilitate access to health and human service programs available to town residents.

We request input from residents about their public health concerns to help guide us in our efforts. Any town resident interested in working on any of the areas discussed above, or other issues impacting public health, is encouraged to contact the Board.

Respectfully submitted,

Marie Cannon, Chair, on behalf of BOH members

BOXBOROUGH EMERGENCY RESERVE CORPS

The Boxborough Emergency Reserve Corps (BERC) is a subcommittee of the Board of Health and a member of the Massachusetts Region 4A Medical Reserve Corps (MRC), a group of volunteers from 33 communities

around Boston (MetroWest). The general purpose of the MRC is to create volunteer capacity to supplement first responders in the event of local, regional, and national emergencies. BERC's primary responsibilities are to –

- Support emergency response systems, health care, and public health partners
- Enhance the ability to respond to and recover from critical events and disasters
- Promote the health and well-being of the citizens of Boxborough.

Emergency preparedness is the crucial first step in dealing with an unexpected crisis. The BERC continues to educate the public to raise awareness of emergency preparedness in the community by encouraging all Boxborough residents to develop a home/family/pet preparedness plan. To enable residents to create this plan, we offer a variety of resources including informational handouts and links to websites. We conduct outreach/education on emergency preparedness at town events such as Fifer's Day, the Agricultural Fair, the Public Safety Open House, Council on Aging luncheons, and presentations to various community groups and have been able to award some families with 72 hour emergency Go Bags.

Boxborough's emergency capability has been enhanced by –

- Shelter
 - Emergency power: A generator is now in-place at the Blanchard Memorial School
 - Supplies: Many shelter supplies including cots, sleeping bags, blankets, first-aid kits, and personal care kits have been obtained
- Communications
 - Two-way radios have been purchased with emergency preparedness funds for use by BERC volunteers and the Fire Department
 - A repeater has been purchased for the Police Department to supplement radio coverage
 - Amateur HAM radio expertise within the BERC volunteers.

The BERC relies on citizen volunteers to help it achieve its mission and exemplifies the Boxborough spirit of standing ready to help others. Volunteers are trained in the structure of emergency response as well as the skills necessary to support first responders such as the Incident Command System (ICS), sheltering, CPR, first aid, and other emergency response skills. BERC is actively seeking additional volunteers with either medical or non-medical backgrounds. The goal is that about 1% of the population, or 50-60 volunteers, are needed in order to serve the various needs of the community in a local emergency. Working with the Town's first responders, BERC enhances Boxborough's ability to handle unexpected emergencies.

For more information or to contact the BERC, please refer to our website (<http://www.boxborough-ma.gov/boxborough-emergency-reserve-corps>).

Respectfully submitted,
Ronald Sisco, Chair

NASHOBA ASSOCIATED BOARDS OF HEALTH

Nashoba Associated Boards of Health continues to serve the local Board of Health in meeting the challenges of Boxborough's environmental and public health needs. In addition to the day-to-day public health work conducted for Boxborough, we also provide the following services:

- Maintaining Nashoba's internet website to provide information to the public (see www.nashoba.org)
- Keeping the Boxborough BOH up-to-date on matters of emergency preparedness planning through our involvement in the Bioterrorism Regional Coalition
- Assisting the Board with providing a school-located seasonal flu clinic at Blanchard Memorial School
- Responding to health-related impacts of beavers through coordination with the local BOH in the issuance of the necessary permits.

We look forward to continuing our work with Boxborough's BOH. Included in the day-to-day work of Nashoba in 2015 were the following:

- Reviewed 50 Title 5 state-mandated private septic system inspections for the Boxborough BOH
- Received, reviewed, and filed these state-mandated (but unfunded) Title 5 inspections
- Corresponded with inspectors regarding deficiencies and referred deficient inspections to the Boxborough BOH for enforcement action.

Through membership in the Association, Boxborough benefited from the services of Nashoba staff including registered sanitarians, certified health officers, registered nurses, nutritionists, registered physical and occupational therapists, licensed social workers, certified home health aides, and registered dental hygienists. By the Boxborough BOH's continued participation in the Association, the Town can shape its future local public health programs and share in the benefits of quality service at a reasonable cost.

Environmental Information Responses

Boxborough Office (46 days)

The Nashoba sanitarian is available for the public on Tuesday afternoons at the Boxborough BOH Office. *This does not reflect the daily calls handled by the two Nashoba secretaries during daily business hours.*

Food Service Licenses and Inspections (13)

Nashoba annually mails out and receives applications from both restaurants and retail food businesses. Licenses are renewed for existing facilities. Plans are submitted and reviewed prior to initial licensing. All licensees are inspected using an at-risk method. Where deficiencies are found, a re-inspection is scheduled to ensure compliance. When a complaint from the public is received, an inspection is also conducted. During this inspection, health factors of food handlers are also investigated and, where appropriate, medical consultation and laboratory testing may be required.

Housing and Nuisance Investigations (22)

Nashoba, as agent for the Boxborough BOH, inspects dwellings for conformance with the State Sanitary Code, 105 CMR 410.00, issues orders for correction, and re-inspects for compliance. Similarly, complaints from residents concerning unsanitary conditions or pollution events are investigated.

Pool Inspections (4)

Pools are inspected upon opening and as needed thereafter to ensure compliance with the state pool regulations.

Septic System Test Applications (25)

Applications from residents proposing to build or upgrade a septic system are accepted, a file is created, and testing dates are coordinated with the applicant's engineer.

Septic System Lot Tests (60)

The Nashoba sanitarian witnesses soil evaluations, deep hole tests and, usually on a separate date, percolation tests conducted by the applicant's engineer, which serve as the basis of the design of the septic system.

Septic System Plan Applications (9)

Detailed plans created by engineers hired by residents proposing to build or upgrade a septic system are received, filed, and routed to the Nashoba sanitarian for review.

Septic System Plan Reviews (13)

Engineered plans are reviewed according to state code, Title 5, and local BOH regulations and review forms are created and sent to the engineer for revision. Subsequent resubmittals by the engineer are also reviewed.

Septic System Permit Applications

New Lots (5)

Upgrades (2)

Applicants' approved plan submittals and BOH requirements are incorporated into a permit to construct the septic system.

Septic System Construction Inspections (35)

The Nashoba sanitarian is called to the construction site at various phases of construction to witness and verify that the system is built according to plans.

Septic System Consultations (9)

During all phases of application, design, and construction, the Nashoba sanitarian is called upon for legal details and interpretation.

Well Permits (9)

Water Quality/Well Consultations (30)

Private wells are regulated solely by local BOH regulations. The Nashoba sanitarian assists the BOH by reviewing well plans, securing well water samples, and interpreting water quality test results.

Nashoba Nursing Service and Hospice

Home Health Nursing Visits (73)

Nashoba's Certified Home Health Registered Nurses' visits provide skilled services to patients in their homes under physician's orders. These services include assessment of physical, psychological, and nutritional needs. Skills include teaching/supervision of medications, wound care, ostomy care, IV therapy on a 24-hour basis, catheter care, case management, and referral to other services as needed.

Home Health Aide Visits (37)

Nashoba's Certified Home Care Aides provide assistance with activities of daily living, including bathing, dressing, exercises, and meal preparation.

Rehabilitative Therapy Visit (62)

Nashoba Therapists provide skilled physical, occupational, speech, and dietary therapeutic interventions through assessment, treatment, and education. Their integration of client, caregiver, and medical outcomes aims at attaining maximum functional independence.

Medical Social Service Visits (5)

Nashoba Social Workers provide short-term assistance to patients at home for counseling and referral to community resources.

Community Health Nursing

Nashoba's Community Health Nursing program provides an essential public health service to its member communities guided by the American Nurses Association (ANA) 16 Standards of Public Nursing Practice.

Our staff serves as a resource to the community, addressing questions and concerns from the public on a variety of health and safety issues (immunizations, head lice, chronic disease management, safe drug/sharps disposal, etc.) in a variety of ways.

- We conduct regular well-being clinics for health assessment, screenings, and education to all, especially the underserved and at-risk populations

- We report and investigate communicable diseases to formulate and implement control guidelines and strategies that protect the health of individuals and the community at large (mandated by the Massachusetts Department of Public Health)
- We make well-being visits to assess needs, coordinate appropriate care and services, and provide case management as needed (health promotion)
- We provide public health education
- We address psychosocial issues that may impact general health and safety (such as hoarding)
- We are available to collaborate with all municipal staff to address public health nursing questions, to work closely with Councils on Aging to assist elders in the communities, and to consult with school nurses caring for children and families. The nursing staff also works with the Sanitarian for your community, as needed, to address issues of unhealthy living conditions.

Listed below is summary of the activities of the Community Health Nursing program.

Nashoba conducted 12 public clinics in your community, offering your citizens blood pressure screening, annual sugar and eye screenings, flu shots, and an opportunity to consult with the nurse to address questions.

Our staff conducted 18 health promotion/well-being visits in your communities.

We administered 233 flu shots through our annual clinics.

Nashoba reviewed, investigated, and reported on the following cases of communicable diseases from your community. Though the daily reporting and investigating work is not always visible, it is vital to protect the public from the spread of disease.

Number of Communicable Disease Cases

Investigated (48)

Confirmed (23)

- Anaplasmosis 9
- Babesiosis 1
- Campylobacter 2
- Giardia..... 1
- Hepatitis C 2
- Influenza 4
- Legionella 1
- Lyme Disease..... 1
- Pertussis 1
- Salmonella..... 1

Dental Health Department

Examination, Cleaning, and Fluoride – Grades K, 2 & 4

Students Eligible (155)

Students Participating (98)

Referred to Dentist (16)

Nashoba's Registered Dental Hygienists, operating out of the school nurse's office and records, provide these services to those children whose parents have given written consent.

Instruction – Grades K, 1 & 5

Number of Programs (7)

Nashoba's Registered Dental Hygienists also provide classroom instruction of cleaning and maintaining healthy teeth to all children in these grades.

CENTRAL MASSACHUSETTS MOSQUITO CONTROL PROJECT

The Central Massachusetts Mosquito Control Project (CMMCP) currently provides its services to 40 cities and towns throughout Middlesex and Worcester Counties. The Project's headquarters is located at 111 Otis St., Northborough, MA. Project personnel are available to meet with any town board or resident to discuss the Project's procedures and activities. Our phone number is 508-393-3055.

CMMCP practices Integrated Pest Management (IPM), blending state-of-the-art methods and techniques with expertise, experience, and scientific research to provide our member communities with modern, environmentally sound, cost-effective mosquito control. IPM encourages the use of nonchemical means to accomplish the goal of mosquito reduction.

The Mosquito Awareness program which we offer to elementary schools in our district is very popular. Project staff meets with students and teachers to discuss mosquito biology, mosquito habitat, and control procedures. Much of the presentation is directed towards what the children and their families can do to prevent mosquitoes from breeding around their homes. Slides, videos, handouts, and coloring books help to make this an interesting program. We also offer an educational program geared towards senior citizens.

As part of our effort to reduce the need for pesticides, our first line of control is our ditch maintenance program. By cleaning clogged and overgrown waterways, mosquito breeding can be reduced, drainage areas are returned to historical conditions, and water quality is improved. Source reduction – the elimination or reduction of a mosquito breeding source (such as water-holding containers) – is practiced by alerting residents and business owners about potential mosquito producing sites they have created. They are informed about basic mosquito biology and the need to eliminate these man-made breeding sources. We also now have a tire collection program that removes these larval habitats from the environment and brings them to a facility for recycling.

Bacterial larval control with Bti is used to treat areas where mosquito larvae are found and source reduction or wetland restoration is not feasible. We have an extensive database of known breeding sites, and we encourage the public to notify us of any areas they suspect could breed mosquitoes. Our field crews will investigate all requests and treat the area only if predetermined thresholds of mosquito larvae are exceeded. Bti is a naturally occurring product and is exclusive to mosquito larvae, preserving other aquatic organisms in their habitat. We treated 880 acres of wetland by helicopter with funding from the BOH in 2015. Pre- and post-monitoring showed a 92.62% decrease in mosquito larvae in the treated areas. Over 10.5 acres were also treated by ground equipment throughout the season.

Our goal is to handle all mosquito problems with wetlands restoration, source reduction, or larval control, but we recognize that there are times when adult mosquito spraying is the only viable solution. In such cases, residential areas are treated with either hand-held or pickup truck-mounted sprayers. Applications are site-specific and are determined by weather, type of area, and mosquito population levels. These applications are initiated *only by request* of town residents. A phone notification system has been installed to announce potential spray areas for member cities and towns on their scheduled evening, and this information is listed on our website (<http://www.cmmcp.org/>).

The project's surveillance program monitors adult mosquito and larval population density and is the backbone for prescribing various control techniques. We have expanded the adult collection program to monitor for West Nile Virus (WNV) in our service area. Specialized traps are used as a mobile force for viral monitoring and are placed in member towns on a weekly basis for routine sampling. If a WNV or Eastern Equine Encephalitis hot spot is identified, surveillance is intensified to sample mosquitoes, and these collections are sent in to the Massachusetts Department of Public Health for testing.

We are now running a research and efficacy department that checks for the efficacy of our products and techniques and conducts research in new or different areas of mosquito control. GIS has been added to our operations to allow better data collection and analysis. Our website (<http://www.cmmcp.org/>) has extensive information on our program, products we use, and mosquito control procedures. Requests for service and pesticide exclusions can be made through the website.

Timothy Deschamps, Executive Director
Timothy E. McGlinchy, Director of Operations

DEPARTMENT OF PUBLIC WORKS (DPW)

The Highway Department provides maintenance and improvements to approximately 42 miles of town roads, oversees the operation of the Hager Well, operates the Transfer Station, and takes care of all conservation land, athletic fields, cemeteries, and roadsides, in addition to maintaining the grounds of all municipal buildings. We also tend to the general maintenance of Town Hall, the Sargent Memorial Library, the Police Department, and the Historical Museum.

The Highway Department consists of nine full-time employees (two of them attend to the Transfer Station on Wednesdays and Saturdays) and one seasonal worker. Snow removal help is called in as needed.

2015 started off with minimal snowfall in January, but certainly made up for it in February. We had snowstorms of varying degrees every weekend, along with relentless cold and wind. Our total was 119 inches.

Record snowfalls were documented throughout the state. Getting salt deliveries became an issue, as the City of Boston was hiring the contractors to remove snow from the city. We had to arrange for contractors to drive to the salt distribution sites and bring loads to us. The extreme winter took a toll on our equipment, and we had to purchase a new plow for the 2006 backhoe. The old plow was beyond repair. The cost was \$10,622.

As a result of the excessive snowfall, FEMA declared the January 2015 blizzard as Winter Storm Juno. The labor, equipment, materials, and administrative costs for the 48-hour period of January 26-28 totaled \$51,030.50, of which we received a 75% reimbursement of \$38,272.88.

We were also able to seek reimbursement from the Massachusetts Department of Transportation for the second time. MassDOT's Winter Rapid Recovery Road Program allocated funding for a variety of road repair projects that included pothole repair and crack sealing, for which we were eligible. We received \$32,874 for the paving work that we did on sections of Hill Road, Tokatawan Spring, Old Harvard Road, and Eldridge Road, as well as for pothole repair done throughout the Town.

Our fleet was updated with a 2016 Ford pickup with lift gate, which replaced the 2005 Ford F350, and a 2015 International Terrastar multi-body truck, which has a dump body, a chipper body, a spreader body, and a hook lift. We also purchased a new Morbark 142-hp chipper with a heavy-duty winch and a Wacker vibratory roller. These vehicles and equipment will enable us to perform road maintenance projects in a more efficient manner.

Our Chapter 90 project was the reclamation and paving of Flagg Hill Road, Pine Hill Road, and Stonehedge Place. This six-week project included the complete digging up of the roadways, culvert repair, improved drainage, catch basin repair, berm installation, and top-coating of asphalt. We also reconfigured the intersections

at Flagg Hill and Stow Road and at Pine Hill and Burroughs Road. The total cost of the project was \$520,364.64.

At the Museum, we assisted the Police and Fire Departments by digging a trench from the new telephone pole to the building and from the street to the building and installed conduit for antenna cables, fiber optics, and grounds. We also removed a basement window and reconstructed a concrete structure around the conduit. The area was prepared for the installation of a generator, re-graded, and seeded. We also built a room at the Museum that will be used for Public Safety Communications. It will house transmitters, receivers, and other special communications equipment.

The Blanchard school also received our assistance with snow removal, ice dam removal, and the construction of a new swing set area.

I would like to acknowledge all the hard work of the DPW crew. Once again they have provided assistance beyond the normal expectations. I would also like to thank the Board of Selectmen, Police and Fire Departments, the other department heads, and the residents for their support.

Respectfully submitted,
Thomas Garmon, Director of Public Works

CEMETERY COMMISSION

There were eight burials in the South Cemetery in 2015. Three of these were veterans.

The Mead Tomb at North Cemetery, built in 1798, was repaired in 2015. The keystones slipped out due to water freezing and melting. It was repaired and restored to its original condition.



Mead Tomb Before Restoration



Mead Tomb After Restoration

At South Cemetery, the roadway by the flag and the new section was graded and leveled.

All sales of cemetery lots, as well as perpetual care fund money, can be found in the Treasurer's reports. Copies of the cemetery rules and regulations can be obtained from the Town Clerk.

Respectfully submitted,
Donald C. Morse, Superintendent

VETERANS AGENT

The Veterans Service is established according to Chapter 115 of Massachusetts General Laws and is administered under state guidelines to provide information and assistance regarding benefits to eligible veterans and their dependents.

There were three veterans buried in South Cemetery in 2015:

- David Birt, Korean War
- Frederic Boxmill, Vietnam War
- Willis Guild Boyden, Korean War

A flag was placed on all veterans' graves for Memorial Day. Information and assistance was given to several veterans during the year. Anyone seeking help with Veteran Affairs can call Denise at Town Hall (978-264-1726) and make an appointment to speak with me. I am in the office on Wednesdays from 9-11 a.m..

Respectfully submitted,
Donald C. Morse, Veterans Agent

COUNCIL ON AGING

The Boxborough Council on Aging (COA) is one of 348 Councils on Aging in Massachusetts. The mission of these volunteer, municipally appointed agencies is to link elder needs to available resources which enable seniors to remain active and stay in the community. The COA is a seven-member board appointed by the Board of Selectmen. Board members work together to identify senior concerns, develop programs and implement appropriate services, educate citizens, and advocate on behalf of seniors and their families. The Boxborough COA is supported by a COA coordinator, two van drivers, and many volunteers.

Core service areas of the COA are information and referral relating to healthcare insurance, fuel assistance, health clinics (flu shots and podiatry clinics), in-home care, scheduled social events, and tax information. Providing transportation to senior citizens continues to be one of the most important services delivered by the Council.



This report's photos of senior activities in 2015 were provided by Frank Sibley

Ongoing Activities

In 2015 the COA van provided 541 rides for seniors and residents with disabilities to medical appointments, grocery shopping, social events, the library, wellness activities, and other destinations in and near the community. While medical trips are the priority, the van was also used to provide seniors with transportation to the monthly luncheons and podiatry clinics. Day-trip destinations during 2015 were the Worcester Historical Society, The Currier Museum of Art in New Hampshire, and The Museum of World War II in Natick. The Cross Town Connect regional van dispatch service continues to handle ride reservations and provided 37.5 hours of dispatch service per week.

The successful Senior Tax Work Off program had seniors performing 1,414 hours of work during 2015, resulting in a comparable wage value of \$23,252 to the Town. The Are You OK (referred to as RUOK) program implemented by the Boxborough Police Department continues to offer security for seniors and their loved ones by making daily check-in calls to those who sign up for the program.

Seniors classes, programs, and luncheons at the Boxborough Community Center continue to flourish and attract new participants. Ongoing programs at the center are Fitness with Holly, Line Dancing, Art Class, and Mah Jongg. The Art Classes, Brains and Balance, and Mah Jongg lessons were new programs in 2015.

Monthly senior community luncheons were provided thanks to the generosity of various groups. In 2015 those were the Town Hall Employees, Life Care Center of Acton, the Police and Fire Departments, and the Boxborough District Minuteman Company.



Assistance from the Friends of the COA

The Friends of the Council on Aging work tirelessly to provide financial support as well as sponsorship for senior programs, including four senior lunches in 2015, and the Friends' support helps keep these programs at no or very low cost to seniors. The ever-popular Speaker Series Program highlights in 2015 were Larry Parker a.k.a. "Mr. Magic," The Greater Worcester Opera Company, Meet Pioneering Photographer Margaret Bourke-White, and the Annual Holiday Party with The Justin Meyers Jazz Trio.

New Initiatives

In response to a questionnaire that was distributed to all seniors in Boxborough in 2014, the COA actively pursued several new activities in 2015. One common issue for many seniors was the desire for some basic courses in computers and other information technology devices. Expanding our 2014 Tech Tools courses on computer technology, in 2015 we added a course in using Smartphones. Also, given the increasing number of computer-based scams and cons aimed especially at seniors, we teamed with the Sargent Memorial Library and the Friends of the Boxborough Library in sponsoring a new course entitled "Cyber Crime Prevention for Seniors." Particular thanks are due to the Boxborough Library staff for their significant help in both hosting and sponsoring these technical courses.

During 2015 we also joined forces with the Boxborough District Minutemen Company to establish a new program to help seniors with certain household tasks that prove challenging. This program, referred to as "Lending a Hand," was initiated in 2015 and has been a great success. During 2015 more than 10 seniors called the COA Coordinator seeking assistance, and nearly all of those calls resulted in a volunteer Minuteman providing the requested help to seniors.

Senior "Lending a Hand" Joke of 2015

THE HANDYMAN HUSBAND

- * Wife texts husband on a cold winter morning, "WINDOWS FROZEN ~ WON'T OPEN."
- * Husband texts back, "POUR SOME LUKEWARM WATER OVER IT AND GENTLY TAP EDGES WITH HAMMER."
- * Wife texts back 5 minutes later and conveyed the following: "COMPUTER REALLY MESSED UP NOW!"

Board Members

During 2015, we were saddened to say goodbye to Lauraine Harding, and we thank her for her valued service to the COA and to the Town. We also learned that Susan Page will be leaving the Board in early 2016, and we are actively seeking new members to fill these vacancies.

The COA acknowledges, with great sorrow, the passing of a long-time member, David Birt, who also served in numerous capacities in Boxborough. David was a very valued member of the COA. His friendly smile and his can-do attitude will be sorely missed by the COA and the entire town.



Thanks to Town Organizations

The senior community benefits from the professional services provided by the employees at the Department of Public Works, the Fire Department, the Sargent Memorial Library, the Friends of the Boxborough Library, the Police Department, and the Town Hall employees. We acknowledge and appreciate their dedication to Boxborough seniors.

WELL-BEING COMMITTEE

The Well-Being Committee was established in 2013 by the Board of Selectmen. The Committee's purpose is to assist in identifying and addressing human service needs in the community and to look for ways to improve the health and well-being of all town residents.

In keeping with its mandate, the committee placed on the warrant for the 2014 Annual Town Meeting, the position of Community Services Coordinator, which the Town approved and funded, for a schedule of 8-12 hours per week. At the 2015 Annual Town Meeting, the committee sponsored another warrant article, to fund additional hours; these were voted, doubling the availability of the coordinator to town residents.

Lauren Abraham, MSW, LICSW has private office hours on Tuesdays and Thursdays on the first floor of Town Hall during regular Town Hall hours or by appointment. She can be reached there by telephone (978-263-1730) or e-mail (labraham@boxborough-ma.gov). Further information is available at <http://www.boxborough-ma.gov/community-services-coordinator>.

The Well-Being Committee welcomes the interest of Boxborough residents and cordially invites their presence at regular meetings.

COMMUNITY SERVICES COORDINATOR

In the first full calendar year of Boxborough's Community Services Coordinator position, it has been a pleasure to serve Boxborough families and collaborate with area social service providers. Service availability increased from the initial 8 hours per week to the current 16 hours per week on Tuesdays and Thursdays. More than 40 Boxborough households have received financial assistance, mental health support, interim case management, and connection to existing local, state, and federal programs such as Supplemental Nutrition Assistance Program (SNAP, a.k.a. food stamps), Fuel Assistance, MassHealth, food pantries, and emergency grants. In addition, a referral procedure has been implemented in collaboration with the Boxborough Police to follow up on families

experiencing emotional health crises. This has resulted in more than 30 opportunities to assess ongoing resident needs.

The Community Services Coordinator also collaborates regularly with the Council on Aging to support the clinical social work needs of Boxborough seniors and with Blanchard Elementary School to address the needs of multi-stressed families with school-aged children.

The Community Services Coordinator office now serves as an important local link between Boxborough residents eager to offer support and community members who are in need. More than 15 households were connected with assistance during the holiday season alone. The Community Services Coordinator will continue to attend community events like Harvest Fair and Winter Fest to increase positive outreach to residents unfamiliar with the services.

With the support of the Well-Being Committee, the Community Services Coordinator has worked closely with Boxborough residents and the Town Planner to propose a local housing voucher program with the goal of increasing socioeconomic stability for vulnerable residents. Work in the next year will include further refinement and implementation of this program if passed at Town Meeting. In the coming year, the Community Services Coordinator will also pursue funding and service opportunities to increase Boxborough's resources in key need areas such as mental health and substance abuse.

Boxborough residents are encouraged to contact the Community Services Coordinator by phone, email, or in person. Support is confidential.

Respectfully submitted,
Lauren Abraham, LICSW
Community Services Coordinator
Phone: 781-264-1730
Email: LAbraham@boxborough-ma.gov

ACTON-BOXBOROUGH CULTURAL COUNCIL

About the Council

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) grant funds to promote the arts and help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding of MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the MCC through an annual appropriation by the state legislature.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations, and more.
- Advocacy for the arts through community outreach and publicity.

The ABCC's activities take place from September through June; calendar year 2015 encompasses the second half of FY 2015 (September-December) and the first half of FY 2016 (January-June). This Annual Report gives preliminary results of our FY 2015 Grant Cycle in which we plan to support 33 individuals, schools, libraries, and arts organizations using MCC funds. This report will also highlight the local events, programs, and collaborations the ABCC was able to undertake in 2015, thanks to the continued financial support from our towns.

ABCC Voting Members

Acton is represented by Kristie Rampton, Johnson, Linda Mayer, Sunanda Sahay, Beth Davis, Dawn Wang, Palma Cicchetti (appointed in June 2015). Boxborough is represented by Nancy Evans, Ramika Shah, Sheila Hanrahan (appointed in June 2015). Kristie and Sunanda have been co-chairs since fall 2013, and their terms were renewed by the MCC in June 2015. Sheila serves as Secretary. Sunanda and Kristie have been the co-Grant Coordinators for FY 2015-16. Ramika and Linda are serving in the roles of Treasurer and Publicity Coordinator, respectively. To recruit members, we work closely with the Acton and Boxborough Boards of Selectman, town staff and other town volunteers on our continued membership efforts.

MCC Funding for FY 2016

Each fall, we are required to distribute MCC's annual allocation through a grant process. We review each application and award monies considering the quality, originality, and creativity of each proposed project, as well as its planning, budget, and, most importantly, its community benefit. At the beginning of Fiscal Year 2015-16, the ABCC was allotted \$10,015 from the MCC, representing a slight increase over our allocations for the previous three fiscal years.

It was another competitive grant season. We publicized the availability of grants through emails, posted flyers, and press releases in *The Beacon* and *Action Unlimited*. We also provided telephone and email consultation to several applicants. We received 41 applications requesting a total of \$20,220 in funding. The number of applicants has been consistent over the past several years. After very intense and lengthy deliberations, the ABCC chose to fund 33 projects that give the greatest benefit to our communities, including projects at the public libraries, Veterans Day Lunch at the Holiday Inn, and the Fifer's Day Festival.

Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough Town funds via warrant articles and line items. The dedication of the voters, boards, and public officials in both towns is truly remarkable. Acton provided the ABCC with \$1,500 through a Warrant Article. Boxborough provided \$1,500 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the towns provide: meeting spaces, access to town copiers, etc. We are also thankful for the continued support and active involvement of our liaisons, Boxborough Selectman Susan Bak and Acton Selectman Janet Adachi.

Events in 2015

The ABCC sponsored and collaborated on several exciting events in 2015.

Purchase and Installation of Stolen Flags

Our then-ABCC member from Boxborough Alexis Presti-Simpson led the efforts to buy and restore the stolen flags from the Historic District Schoolhouse #2 in Boxborough. ABCC past member Greg Hutchins ordered three custom-made replica flags for the schoolhouse. In May the flag was presented by the Council to its co-owner Nancy Morrison.



International Film Series

Following 2008's year-long "Our World" festival of cultures, we have offered an annual international series of acclaimed films for adult audiences. The seventh annual "Our World in Film" took place during May. ABCC past member Greg Hutchins and Todd Davis coordinated the series with current Boxborough member Nancy Evans, which included the films *Dreamers* (Argentina), *Picnic at Hanging Rock* (Australia), *Electra* (Greece), and *Hard Day's Night* (UK). Introductions to each film were provided by various committee members, along with talks by visiting directors and discussions led by local residents familiar with the culture shown in the film. The films shown have been donated to the Towns' libraries for their collections



Grantee Reception

The ABCC held its annual Grantee Reception at Sargent Memorial Library in April. This event provides a valuable opportunity for grantees to meet, publicize their projects, and network with other arts-minded individuals and groups. In addition to our FY 2015 grantees, our state and local legislators and officials were also invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters, collaborating artists, and organizations and to highlight upcoming events. State Senator Jamie Eldridge, State Representative Cory Atkins, Acton Selectman Janet Adachi, and Boxborough Selectmen Les Fox attended. Performances by 2015 grantees included a group from Nashoba Valley Concert Band and a Poetry Recital by Susan Richmond and Linda Hoffman. The Council also celebrated the contributions of retiring members Marion Powers, Nancy Kumaraswami, Greg Hutchins, and Alexis Presti-Simpson in the presence of Sen. Eldridge and Rep. Atkins.



Fifer's Day Parade

One of the new involvements of our council this year was to extend support for the Fifer's Day Parade. We would like to explore the opportunity to participate more.

Boxborough Council on Aging

We are proud of the work being done by the Council to identify the needs and interests of the senior citizens. The grant helped support their Christmas community event last year.

Chinese Brush Art

We were very pleased to support and sponsor the ancient Chinese brush art painting by Ms. Sharon Wu at The Sargent Memorial library.



Shakespeare at the Park

A group of professional quality actors from New York came to test waters with the free season of Walden Shakespeare’s “A Midsummer Night’s Dream” at Acton’s NARA Park in July. It was spearheaded by the artistic director of the play, Careena Melia, who is now splitting her time between New York and Los Angeles. Each show through the weekend was well-attended. The public was invited to witness the cast of six professional and six amateur actors present the lives of the four Athenian lovers of the play. The group is planning to involve a few high school students for its future local plays. Our council hopes that in the future the group will involve and encourage the Acton-Boxborough Regional High School students to participate closely.

Award-Winning Grantee Festival

One of our grantee cultural festivals, the “Essence of India,” was selected by the MCC for its prestigious annual Gold Star Award because of the event’s diversity, outreach, inclusiveness, and success in integrating the arts into the community. Gold Star-winning projects like these tell the story of how culture contributes to the quality of life in cities and towns across Massachusetts. Chinese and Indian artists are shown below performing at the festival in NARA Park.



Looking at the Future

We are exploring various avenues including supporting Open Art studios throughout both Acton and Boxborough. We are also looking at having a bench and planting a tree at Flerra Field in Boxborough. We are grateful to have the opportunity to serve the creative and artistic talents in our communities and invite ideas and participation to nurture and improve our programs.

PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE (PCCC)

This committee, in conjunction with other groups within Boxborough, coordinates activities for our citizens and engages in various projects to preserve the heritage and strong community of Boxborough. The PCCC leads three major events each year – the Memorial Day observance in May, Fifer’s Day parade and award ceremony in June, and the town tree lighting in December.

Memorial Day was observed with the traditional parade. The route took marchers along Hill Road to North Cemetery, down Middle Road to the War Memorials at Town Hall, and down Stow Road to South Cemetery. At each stop, flags were raised then lowered to half-staff, and a musket salute was fired by the Minutemen. At the cemeteries, Donald Morse read the names of our deceased veterans. We were pleased to have remarks by State Senator Jamie Eldridge and State Representative Jen Benson. For the fourth year in a row, 5th and 6th grade students from Blanchard competed in a Memorial Day essay contest sponsored by the PCCC. The three winners, Nina Michnovez, Bobby Sweet, and Tarun Paravasthu, read their essays at North Cemetery, Town Hall, and

South Cemetery. Numerous parade attendees were moved by the essays and commented that the children's essays were the most meaningful part of the day. Marchers included the Veterans, the Selectmen, the Minutemen, the bands from Blanchard Memorial and RJ Grey Junior High schools, and the local Boy Scouts.

Fifer's Day, which is held in cooperation with the Boxborough District Minutemen Company and the Recreation Commission, began with the morning road race followed by the parade from the Blanchard School to Flerra Field. Our Parade Marshall was Ernie Fournier, a long-time Minuteman who led the transformation of Fifer's Day into a family event with the creation of the volleyball tournament and activities and events for children. Portraying Luther Blanchard and Lucy Hager in the parade were Caroline Utz and Chris Robinson, 6th graders at the time.

At the conclusion of the parade, George Krusen was presented with Boxborough's highest honor, the 2015 Golden Fife Award, for exceptional dedication to the success of our town. As one of the many nominations for George noted, "George has done so many things for our town over several decades. He single-handedly led the charge to save Boxborough's esker, one of our most interesting and important geological treasures." An afternoon of fun and food followed. The weather was delightful.

The first Saturday in December brought us to the Holiday Tree Lighting on the Town Common (Hill Road at Middle Road). Long-time Eagle Scout leader Wayne Richardson was selected as the fifth recipient of the annual Spirit of Giving Award. Wayne has worked with the Town's Eagle Scouts for over 20 years. As part of this work, he guided the young men as they completed volunteer projects for the Town, including the bell at North Cemetery, Nature's classroom at Blanchard, several benches around town, and numerous trail improvement projects. Wayne lit the tree on behalf of the Town, and a great crowd of over 300 people (one of our largest in several years) joined in singing holiday favorites led by the Chorus and Brass Ensemble from Blanchard Memorial School. Refreshments followed at the Museum, where food pantry donations were collected as well. Thanks to our hosts the Historical Commission and Historical Society.

Our citizens' participation in these events is what makes this work worthwhile. We are also deeply grateful for the help received from the staff at Town Hall, DPW, Police, Fire, Library, and the schools.

RECREATION COMMISSION

The Boxborough Recreation Commission is a seven-member commission responsible for the development and implementation of recreational programs for Boxborough citizens of all ages. The Commission is also responsible for the management of recreation programs at Flerra Meadows, Fifer's Field, and Liberty Field. Current members of the Commission are Kevin Lehner (Chair), Mitzi Garcia-Weil (Treasurer), Hilary Greven (Clerk), Megan Connor, Matthew Rosner, and Claudine Lesk.

To further contribute to the community, the Commission employs residents of the Town to conduct its programs. The Recreation Commission works closely with the Blanchard Elementary School and the Acton-Boxborough Regional School District to promote enrollment and distribute program information. Enrollment and registration processes are performed by the staff at Town Hall.

Current Recreation Commission Programs

Winter Recreation Sports Program

The Recreation Commission traditionally conducts an eight-to-ten session youth sports-oriented program held on Saturday mornings beginning in early January. As a result of the school district consolidation, it was necessary to coordinate space for the program with Acton Boxborough Community Education. This was handled with minimal concerns. The Commission constantly reviews any/all potential winter activities and will pursue any that fit the needs of the Town.

Summer Playground

A summer playground program is available to children in grades Pre-K through 6th. The program provides well-supervised games, sports, and creative activities. The Summer Playground is held each July and now consists of four one-week sessions while utilizing the active recreation space at Flerra Field. The Recreation Commission hires 3-4 adult playground directors and approximately 24 teenage playground counselors. In addition, the playground has a strong volunteer program consisting of 7th and 8th grade students working for community service hours. Kathryn (MacMillan) Contini directed this past year's program with assistance from Kyla Sandock, Brian Picca, and Emily Hatch. This year's program will once again be directed by Kate Santini. There were approximately 85 registrants for each of last year's four one-week sessions. As a result of declining enrollment, and the consolidation of the school districts registration and employment, opportunities are now offered to all Acton and Boxborough residents.

Coordination efforts for post-playground activities are continuous, and the Commission currently offers an afternoon baseball camp operated by At Bats of Boxborough as well as a gymnastics program operated by Boxborough Gymnastics.

Adult Basketball

The Commission continues to sponsor a basketball program available to all adult residents. This program will once again be held at the Blanchard School gymnasium in the fall, with the day and time to be coordinated with AB CommEd.

Seniors Exercise Program

The Recreation Commission has always provided funding to support an exercise program for seniors facilitated through the Council on Aging. This program is in the process of being modified to provide even greater support for our seniors

Boxborough Town Athletic Fields

The Town of Boxborough currently has three grass playing fields and two little league-sized baseball diamonds located at Liberty Field, Flerra Field, and Fifer's Field. These fields exist primarily for the use of residents and Acton-Boxborough youth programs and are maintained by the Town DPW. Each field is rested periodically in order to perform maintenance and to ensure a proper (safe) playing surface. General field maintenance is performed regularly, and major work is determined collaboratively among the Recreation Commission, DPW, and local youth sports organizations like Acton-Boxborough Youth Soccer and Acton-Boxborough Youth Baseball. In 2015 these organizations also performed additional maintenance and support for the individual playing fields used by their respective organizations.

Boxborough Recreation Commission's Field Use Policy

In 2012 the Town initiated a field use and permit fee policy for outside organizations wishing to utilize town playing fields. The policy and permit fee schedule are available on the Town website. The policy mirrors similar policies of surrounding towns, most notably Acton, and was initiated to help the Town recoup expenses incurred maintaining town playing fields and the surrounding grounds.

Recreation Commission Looking Forward

The Commission is constantly reviewing program options and is considering improvements in existing program content as well as new program offerings. Most recently the Commission assumed responsibility for the general maintenance, upkeep, and potential upgrade to the playground equipment at Flerra Meadows.

In response to a survey conducted by the Town in 2013, the Commission is reviewing options to improve facilities for basketball and tennis, primarily through the use of funds generated by the Community Preservation Act. The Commission has focused this effort on the land at Liberty Fields, and the initial study was approved for funding by the Community Preservation Committee. As always, resident input is welcomed.

Currently the Commission is understaffed, with one appointment open. The entire volunteer board functions solely through the efforts of resident volunteers and needs continued community involvement in order to remain effective.

STEELE FARM ADVISORY COMMITTEE

Steele Farm continues to offer visitors a glorious place to recreate, commune with, and appreciate nature. The bobolinks were back again in 2015, to the delight of many. Our most exciting news of the year is that the 1941 barn was repaired by mid-November, getting its much-needed window, door, and siding replacements, along with a paint job. A close second was having a successful Christmas tree sale after many years of nurturing our new crop along. We send a big thanks to the Friends of Steele Farm for their help with both the maintenance of the trees and the sale.



The DPW continued its fine job of mowing the trails and trimming brush with their machinery. They also did a top-notch job of improving the gravel parking area in front of the barn. Donald Morse, native Boxborough farmer, hayed the fields again this year, as he's done for many years. It helps preserve and revive one of the few remaining grasslands in Massachusetts – which is why the bobolinks nest here. We were lucky enough to have a group of eighth graders help us clear invasive plants on the property in late October. Their community service is very much appreciated.

In the coming years, the 1784 Levi Wetherbee (Steele) farmhouse will be getting looked at a lot closer. It has been slowly but surely deteriorating. All buildings require maintenance, and all farms need a farmhouse. The farmhouse is on the National Register of Historic Places, and it's time for our full attention.

BOXBOROUGH ENERGY COMMITTEE

In 2015 the Energy Committee's primary focus was to implement a solar program, modeled after Solarize Mass and called LittleBoxSolar, a joint effort with the Town of Littleton. The purpose was to select a reputable solar installer that would provide a five-tiered bulk discount platform for townspeople to purchase solar voltaic systems and to educate the Town about the rewards of solar, with the purpose of reaching the fifth tier to get the lowest cost for all buyers.

The Energy Committee met with members of the Harvard, Stow, Acton, and Concord committees that implemented similar programs. They provided information on how they either worked with the Massachusetts Clean Energy Center or launched their own program because they were supplied by a municipal electric light company and weren't eligible for a state-funded program. Because Boxborough is supplied by a municipal light company, we were not allowed to join Solarize Mass but could design our own program, which we did with advice and help from many sources.

We learned how the four above-mentioned towns implemented their programs, educated the public, used volunteers successfully, established a website, and created marketing materials. Essentially, they laid out what worked well and what didn't. Then we met with Littleton Electric Light Department (LELD) to discuss net metering for installed solar systems. LELD agreed to increase the net metering cap to allow up to 450 kW of electric power to be net-metered back to the grid. This translated to a total of 90 5-kilowatt (kW) photovoltaic (PV) systems to be installed with net metering. LELD placed a cap of 8 kW per installation.

In April the Littleton Sustainability Group joined the Boxborough Energy Committee in an effort to create LittleBoxSolar. Three representatives from each town committee drafted a request for proposal (RFP). All interested solar installers responded to the RFP in May, and three candidates were selected and interviewed in June. The selection committee and Boxborough's Town Administrator chose New England Clean Energy to be the solar installer for LittleBoxSolar. Each town chose two solar coaches to lead the effort: Richard Garrison and Francie Nolde from Boxborough and Sarah Rambacher and Jo-Ann Dery from Littleton.

LittleBoxSolar then provided numerous outreach and educational meetings, along with open houses where interested parties could see how an installation worked. In Boxborough, there was a "Meet the Installer" event in June, a booth at Fifer's Day, and booths at the AB Farmers' Market. We designed a banner to be placed at the Fire Station and a larger one for over Route 111, close to the Blanchard School. We wrote newspaper articles, gave handouts at the Transfer Station, and used social media extensively, particularly through our website and newsletter.

LittleBoxSolar concluded on October 31, 2015. Between Littleton and Boxborough, 35 residential contracts were signed: 20 in Boxborough and 15 in Littleton. The total resulted in 254 kW, which achieved the Tier 5 pricing level, meaning that everyone receives the same lowest bulk discount rate. Installing 254 kilowatts of solar capacity will reduce carbon dioxide emissions by approximately 195 metric tons each year.

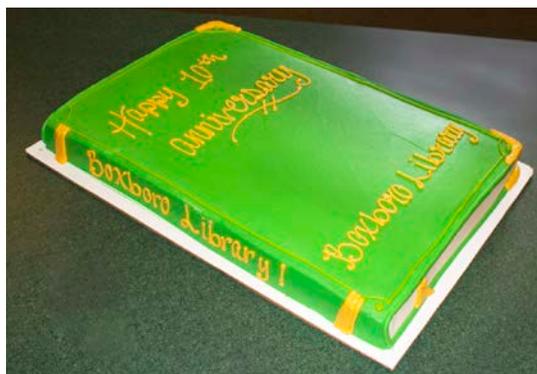
AGRICULTURAL COMMISSION

The mission of the Boxborough Agricultural Commission is to represent, enhance, and sustain agriculture, farming, and related activities in town. We continued to oversee activities at the Flerra Meadow Community Garden through its very successful 2015 season. We worked closely with the Conservation Commission and Board of Selectmen to assist local farmers through regulatory processes. We completed our work on the Open Space and Recreation Plan (OSRP), identifying properties for their potential to keep our agricultural character preserved for the future. We had a voting member working on the Master Plan Update Committee and a participating member on the Community Preservation Committee. We evaluated potential agricultural uses for land in town under possible tax-taking. We are working with the developers of Jefferson at Beaver Brook to potentially incorporate a Community Garden in the development. The Commission held monthly meetings during 2015.

SARGENT MEMORIAL LIBRARY

2015 was a year of celebration for the Sargent Memorial Library as we marked 10 years in our beautiful building at 427 Massachusetts Avenue. We are observing this milestone with a year-long celebration that began in late March to commemorate the week the library opened to the public. Children and their caregivers celebrated the actual day with cupcakes and a rousing rendition of Happy Birthday during Youth Services Librarian Kathleen Taffel's weekly story time and decorated the walls with handmade birthday cards. The following evening, author Christopher Daley presented his program on the Lincoln Assassination, which

coincided with the 150th anniversary of that event. Pianist/composer, Deborah Wyndham's amazing ragtime musical performance thrilled all who attended her early spring concert in April.



We said goodbye to New England's record snowfall on a warm Saturday afternoon in May with an outdoor family concert performed by the folk/jazz musicians of Jumpin' Juba, jointly sponsored by the Acton-Boxborough Cultural Council and the Friends of the Boxborough Library. All guests were invited to share the wonderful book-shaped cake donated especially for the occasion by Market Basket. June brought local author Ted Reinstein to Boxborough to entertain us with tales from his recent book, *New England Notebook: One Reporter, Six States, Uncommon Stories*.

The owners of Stockbridge Farm also visited the library to present their program, *Basil King of Herbs*, where we learned the history of this wonderful herb and enjoyed a four-course lunch of their best basil recipes. Over the summer, the focus was on youth services and the summer reading program with many special events such as Chinese Brush Painting, IRobot's Really Cool Robots, Mad Science, interactive demonstrations, Pumpernickel Puppets, and Mike the Bubble Man, in addition to the daily story times, special crafts, movies, Lego club, Tae Kwan Do lessons and book groups.



September brought the sounds of Scottish music to the library when the Celtic musicians of North Sea Gas made Boxborough a stop on their six-week USA tour. Special programs continued into the fall with a Halloween visit from Mr. Vinny's Spooky Shadow Puppets and a series of online identity and security presentation from Greg Page and the owners of the Merrimack Analysis Group. An afternoon program of this four part timely and informative series focused on cyber-crime prevention for seniors and was co-sponsored with the Boxborough Council on Aging.



We ended the calendar year with our holiday concert performed by the Acton-Boxborough Regional High School Madrigal Singers, who have visited the library to entertain each December since we opened in 2005. These programs show that the library has become a vibrant community center for Boxborough residents of all ages.

Boxborough is fortunate to have a committed Friends of the Library group who work tirelessly to support the library. All programs and supplies for our 10th anniversary celebration were made possible by the generosity of the Friends of the Library. The Friends group holds two successful book sales each year, and their efforts fund library activities and museum passes – 1,051 passes were borrowed by library patrons in 2015. A complete list of museums is available on the library website <http://www.boxborough-ma.gov/sargent-memorial-library>. Several local businesses continue to donate to the Friends of the Library to support the funding of library programs and museum passes. A full list of these businesses is also on display on our website and at the library.

For the second year in a row, Sargent Memorial Library was chosen by the national publication for librarians, *Library Journal*, as one of America's 2015 Star Libraries. This annual index of public library service measures libraries by their population and municipal expenditure category with the number of items circulated, library visits, program attendance, and internet computer users. The goal of this study is to determine what, and how much, taxpayers received for their money from the public library as well as the difference it makes in patrons' lives. Every item borrowed and service used at Boxborough's public library saves people money. During 2015, we logged 93,925 library visits and 139,888 items checked out. 81% of Boxborough residents have a library card.



The demand for electronic resources continues to increase. Circulation of eBooks and downloadable audio books increased 86% in 2015. We have joined with other members of the C/W MARS Library Network to offer e-titles of interest to everyone. Through generous donations from the Sargent Memorial Library Foundation, we now subscribe to 16 reference resources in a variety of subjects, providing downloadable music, magazines, eBooks, and audiobooks. All these resources are accessed free of charge with a Boxborough library card. The library staff has embraced the challenge of offering assistance with portable devices. We continue to use social media to publicize events. Patrons can follow us on Facebook and Twitter.

Monday afternoon movies, Spanish language classes, and knitting group meetings are held weekly. Genealogy researching workshops were held at the library this year. Several technology workshops, including eBook clinics and reference database searching, were all very popular with Boxborough residents. Student and adult book groups, themed weekly craft programs, Lego club, getting ready for kindergarten socials, Therapy Dog reading sessions, and early release day movies are just a few of the regularly scheduled programs. The library bursts with activity during school vacations. The library meeting room's rotating art exhibits add to the value of this wonderful space. In 2015, the work of local artists Marlene Stemple, Sunanda Sahay, Bharat Dickey, Priti Lathia, Java Joshi, and students from all art classes in Acton and Boxborough schools were once again displayed.

The Garabedian trail continues to be used by Blanchard students and town residents, allowing safe access while walking to the library. It also makes Blanchard Memorial School class visits possible. In 2015 classes in most grades visited the library to work on school projects. The extended-day classes and preschool classes visit the library monthly for programs, story times, and early release movies. The Boxborough Children's Center (BCC) teachers bring children to the library on a regular basis for story time and a theme-related craft project. They walk to the library from the BCC in good weather, crossing over the Garabedian Trail.

Donations from the Sargent Memorial Library Foundation fund enhance the entire library collection and the purchase and renewal of electronic resources for library patrons. The library now subscribes to the following online resources: AtoZ USA and AtoZ World Travel, Consumer Reports, Freading (eBooks), Freegal (downloadable music), HeritageQuest (genealogical resources), Mango Languages (online language learning courses), Morningstar (investment research), TumbleBooks (eBooks for kids), Universal Class (online continuing education courses), and Zinio (digital magazines). All these resources can be accessed both remotely

and from the library. We also subscribe to the genealogy database Ancestry and to APS Physics, an online physics journal, which can be accessed only from the library.

Library volunteers, including several in the Senior Tax Work Off program and ABRS students fulfilling their school community service requirements, worked over 1,196 hours at the library in 2015. We are extremely grateful to these hard-working volunteers for their loyalty to Boxborough's library.

The dedication and diligence of all library staff members are responsible for the successful year the library experienced in 2015. We wished our colleague, Molly Wong, good luck in her new position as Head Librarian at the Applewild School in Fitchburg.



We congratulated staff member Ruth Hamilton on her well-deserved retirement. Long-time library employees Claudia Murphy, Marion Powers, Judy Reiter, Ramika Shah, and Kathleen Taffel welcomed librarians Peishan Bartley and Janet Hamilton to our energetic staff. All staff members take advantage of free training opportunities provided by the Massachusetts Library System and C/W MARS Library Network.

The programs, services, and events highlighted in this report represent just a fraction of the many remarkable activities that took place at the library during 2015. These accomplishments would not have been possible without the guidance of the Board of Library Trustees. On behalf of the library staff, I wish to thank Mary Brolin, Jennifer Campbell, Sandra Haber, Kathy Luce, Megan McCullough, and Rob McNeece for their commitment and leadership.

The Sargent Memorial Library is dedicated to the promotion of life-long learning, personal and professional enrichment, and a love of reading. The Board of Library Trustees and library staff strive to ensure free, equal, and confidential access to all collections and information services, as well as maintain the library's building and predict the future needs of the Boxborough community. Finally, I wish to thank the Boxborough community for your ongoing support of your library.

Respectfully submitted,
Maureen Strapko, Library Director

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT (ABRSD)

Introduction

The 2014-15 school year will be remembered as a pivotal one in the history of public education within the towns of Acton and Boxborough, for it served as the inaugural year of full regionalization of educational services, from Pre-Kindergarten through Grade 12. On July 1, 2014, the district officially began its operations with six elementary schools between Acton and Boxborough, along with the junior and senior high schools, all governed by one locally elected regional school committee.

Every effort was made to keep things relatively unchanged, but considerable time and energy went into ensuring that services at the elementary level were seamless and integrated across both towns. While many people were responsible for helping to solidify the path toward full regionalization, our staff throughout the district, both within our schools as well as behind the scenes in the Central Office, worked uncountable hours towards making sure that this new entity got off the ground efficiently and effectively. Though there may have been a few hurdles along the way, by all accounts the year ended on a very positive note, with some of the growing pains behind us.

Most importantly, during this year of transformation the heart of our school district – our classrooms – was supported by our tireless, passionate, and committed staff, who do all that they can, every single day, to ensure

that our educational system continues to serve the best interests of all of the young people in these two wonderful towns.

Enrollment

Due to regionalization, the elementary enrollment now includes Blanchard Memorial School. As of October 1, 2014, the elementary school enrollment decreased from the previous year by 34 students, from 2,806 to 2,772. Of the total number enrolled, 27 were special education students attending out-of-district schools – a decrease of four students from the previous October. Kindergarten enrollment decreased by 7 students, from 327 to 320. There were 17 school choice students at the elementary level.

The junior high school enrollment for October 1 decreased by 24 students, from 931 to 907, with 7 school choice students. The high school enrollment decreased from 1960 to 1905, a difference of 55 students. There were 25 school choice students at the high school – a decrease of 4 from the previous year. There were 67 special education students in grades 7–12 attending out-of-district schools.

Personnel

Staffing changes for the 2014-15 school year were affected by the June 2014 retirement of five Acton Public School teachers and eight Acton-Boxborough Regional teachers. Five resignations were received from Acton Public Schools and seven from Acton-Boxborough Schools, and eight leaves of absence were granted for the newly regionalized Acton-Boxborough School District teachers. 29.5 full-time equivalent new teachers were hired to fill these vacancies and additional openings. The continued drop in enrollment at the elementary schools allowed the School Committee to reduce a too-full elementary section (from 15 to 14 classrooms in 2nd grade and from 16 to 15 in 3rd grade).

Curriculum and Instruction

Regionalization

Taken from the Superintendent's memo to the School Committee, 12/12/2014.

July 1, 2014 marked a new beginning for the Towns of Acton and Boxborough. Two towns, where a strong commitment to public education has previously been supported by three separate school systems – Acton Public Schools, Boxborough Public School and Acton-Boxborough Regional Schools (7-12), came together this school year . . . when the communities entered into a fully regionalized school system. While full regionalization has resulted in a number of changes within the system and the two towns, the enduring commitment that faculty, staff and administration provide the best possible educational experience for our young people has not waived.

As you will read throughout this report, a smooth transition and a focus on the best possible educational experience were at the center of our activities and decisions.

Summer Leadership Retreat and Institute

Our district's mission statement has guided our Summer Leadership Institutes and work for the past several years:

To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

This summer, as we began our first full year as a newly regionalized school system and welcomed Dr. Glenn Brand as our new Superintendent, a Leadership Retreat was held for an expanded School Leadership Team to focus on Relationships, Reflection, Resilience, and Renewal. Two full days in early July were spent with Chip Wood, co-founder of Northeast Foundation for Children (NEFC) and a developer of the *Responsive Classroom* approach, and Pamela Seigle, Executive Director of Courage and Renewal Northeast, who facilitated the following outcomes:

- Build relationships and trust among the group
- Establish norms for administrative teams
- Further develop capacity to deal with change

- Further deepen listening and questioning skills
- Learn mindfulness strategies to handle stress
- Learn exercises and protocols to take back to schools and departments.

In August, a one-day Leadership Institute was held for the District Leadership Team, which includes all department leaders, chairpersons and directors. The day focused on three distinct topics: the District Long-Range Strategic Plan, Regionalization and Building Leadership Capacity, and the Educator Evaluation Process.

Educator Evaluation Process: District Determined Measures (DDMs) and Student Feedback

Last year, the Educator Evaluation Process required districts to create or identify and then pilot two measures of student learning gains to be used to inform an Impact on Student Learning Rating for every certified staff member. This year, the district implemented DDMs. MCAS growth measures and ACCESS growth measures were applicable for some educators as one of the two measures. Most educators were able to use direct measures, which assess student growth in a specific area over time using baseline and end data. Given the nature of their work, some educators were able to choose indirect measures, which measure the conditions for learning or the consequences of learning. Throughout the process of creating/identifying, implementing, and refining DDMs, the ABRSD approached this work with two guiding principles: keep the work as close to the educator as possible and make certain it's meaningful and manageable.

The next phase of the Educator Evaluation Process involved gathering student feedback by each educator to be shared with his/her evaluator. A small working committee of educators and administrators was formed to create guidelines, which included the timeline, questions, and mechanisms for gathering feedback and the sharing process. The majority of department meetings and educator collaborative time was spent refining DDMs and discussing the process for gathering student feedback.

Summer Professional Learning

To learn with passionate intensity, (young) children need models. They need teachers who are avid learners. – Ellin Keene

The ABRSD's Professional Learning Program exists to provide opportunities for all educators to be learners and to improve our practice. This summer our educators logged many hours on campus, attending workshops and working collaboratively on Research and Development Projects. Below are some highlights.

Research and Development

Over 120 educators worked on over 35 Research and Development projects to create curriculum and assessment. Research and Development (R&D) projects are intended to substantively advance current practice. Proposals are written in the spring and are thoroughly evaluated by a committee of administrators and educators to make certain they incorporate the following components:

- What problem or need in current practice does this proposal address
- How will the R&D rectify this problem
- How does the proposal incorporate new thinking
- What will be produced/created
- With whom and how will the product be shared
- What measures will be used to evaluate the success of the project?

This summer, R&D projects ranged from creating *3D Graphics I and II Curriculums* to identifying *Supplementary Text Sets for Underrepresented Voices in Freshman and Sophomore English*, creating *Inquiry-Based Science Labs*, and *Re-visioning the Grade Six Science Curriculum*.

Technology Workshops

Google Drive

Educators learned how to share documents with parents, students, and colleagues; create blogs; collaborate on documents; provide students with feedback on their writing; use templates and add-ons; and more.

SmartBoard Training

Educators learned how to use the SmartBoard and Notebook software as an integral tool in their instruction. Participants wrote daily reflection pieces on how each of the course's lessons can inform and complement their instructional practice.

So You Have an iPad, Now What?

Educators learned how to access the App Store, rearrange apps, multitask, configure iPad settings, and many other useful applications for teaching and learning.

Columbia University Teachers College, Homegrown Institute: Growing Readers Workshop, K-2 and 3-6

Columbia University Teachers College facilitated on our campus a four-day institute entitled: *Growing Readers Workshop*. The workshop focused on the building blocks – the conditions of learning – for creating a successful Reading Workshop: immersion, expectation, demonstration and engagement, approximation and responsibility, feedback/response, and practice, as well as the following components:

- The central role of curriculum development and planning in the teaching of reading
- Units of study across the year in the reading workshop
- The components of balanced literacy
- Comprehension strategies
- Assessing and planning for work with individuals and small groups
- Read aloud and accountable talk
- Writing about reading
- Book Clubs.

A total of 25 K-6 educators focused their work together based on the question, How does this teaching build upon what I already know about the teaching of reading? Discussions stemmed from assigning books vs. giving choice, moving around the room to give all students feedback, and taking cues from students.

Six Traits of Writing, K-6

This two-day interactive workshop allowed participants to dive deeply into the six traits of writing. The course covered understanding what each trait encompasses, connecting the traits to the MA ELA (English Language Arts) and Literacy Framework, teaching students to become self-assessors, assessing student papers, applying mentor texts to teach genre and skill, and implementing mini-lessons as a part of the writer's workshop.

Columbia University Teachers College, Teaching Writing Units of Study, K-2 and 3-6

Columbia University Teachers College facilitated on our campus a two-day Institute, *Teaching Writing Units of Study*. Fifty-three classroom teachers and special educators learned the structure that undergirds the *Units of Study in Opinion/Argumentative, Information, and Narrative Writing*. They also learned methods to use while teaching opinion/argumentative, information, and narrative writing, as well as how to integrate assessment into curriculum.



Conflict Resolution

A three-day training was held for 20 staff members (classroom teachers, psychologists, counselors, and special educators) interested in expanding their skills in addressing various types of conflicts. Managing conflicts and disagreements and having difficult conversations are important components of our work as educators. The goal of this training was to develop strategies, tools, and language to help participants engage successfully in different situations. Metropolitan Mediation Services (MMS), an organization that has offered mediation services in the Greater Boston area since 1984, facilitated the training. MMS provides mediation services to businesses, government agencies, schools, courts, social service agencies, and individuals from Greater Boston neighborhoods and families. They also provide conflict resolution training to business people, attorneys, judges, mental health professionals, and educators, among others.

Adolescent Literacy Summer Institute

Two AdLit coaches facilitated a three-day institute for 26 classroom teachers, special educators, and administrators. The topics addressed aligned closely with the MA ELA and Literacy Framework, as well as the work done in the previous year-long coaching with Acton-Boxborough educators. Core topics included disciplinary literacy strategies, academic language and discipline-specific vocabulary instruction, motivating and engaging adolescents with text, choosing and using multiple texts, text-based questions and answers, and considering text.

Fostering Mathematical Practices, K-5 and 6-12

This three-day workshop focused on implementing the Mathematical Practices from the MA Mathematics Framework in grades K-5 and 6-12. Twenty-eight educators connected the mathematical practices to the critical areas, learned the key ideas in each practice, learned a set of questions to prompt mathematical practice use with students, identified evidence of the mathematical practices in the problem-solving process, and learned several instructional routines to develop the practices.

Mentor Training

For new mentors, training sessions were held at the beginning and end of the summer in anticipation of working with their protégés. The workshop focused on peer observations, feedback, protocols, curriculum review, classroom management, and district policies and procedures.

Professional Learning Days

This school year we utilized two full professional days for our faculty and staff. The November Professional Day was building-based; the January Professional Day was a PreK-8 Literacy Celebration, while the high school continued its focus on homework and began its conversations about mid-year assessments. Additionally, four early elementary release days throughout the year provided time for both districtwide and school-based professional learning to occur. The districtwide days were structured as Benchmark Reading Workshops; the two school-based days focused on a goal of each school. Please see below for more details about each Professional Day.

November 2014: Building-Based

Blanchard Memorial School continued its work with the new mathematics program, *Math In Focus*. Specifically, staff had three concurrent breakout sessions: instructional strategies, pacing, and mathematical practices. Staff moved through each activity in two grade-level groups to encourage bridging and conversation. They wrapped up as a whole building at the end to recap and discuss lessons, homework, differentiation, and technology.

Luther Conant School focused on using the district writing rubrics to calibrate their scoring of narrative writing prompts. Teachers worked in grade-level teams to score pieces and discuss scoring discrepancies to ensure they were all on the same page as to what their grade-level expectations looked like.

C.T. Douglas School spent the day working together with Dan Wise, a visiting lecturer at Tufts and a former teacher at High Tech High. The goal of the day was to form a model for grade levels of pedagogy to meet their school vision and to tune each teacher's specific plans for instruction. Together they practiced Critique, a method of providing kind, specific, and helpful feedback.

To learn how to work with students with challenging behaviors, Gates staff used the Collaborative Problem Solving model from *Teaching Challenging Kids: The Collaboration Problem Solving Approach*, by J. Stuart Ablon, Ph.D., Director of Think:Kids from the Mass General Hospital. The philosophy of Think:Kids is, "Kids do well if they can. . . if they can't, something is getting in the way. We need to figure out what so we can help." They worked to identify triggers/expectations, lagging skills, and challenging behaviors.

The McCarthy-Towne School's day was divided into two parts, the morning being devoted to literacy. They used protocols to explore the work that had already started with the Primary Teams (K-2) and anticipating the work to be started with the Intermediate Teams (3-6) in January. They then came together as a school to discuss what emerged from each of the protocols, as well as some questions about assessment expectations. The second part of the day was used to look closely and critically, again using protocols, at using authentic work as assessment, collection, and archive and to define how we use student work as a school in different contexts.

At Merriam School, Steven Levy (former Massachusetts Teacher of the Year, author of *Starting from Scratch*, and consultant for *Expeditionary Learning*) was their guest facilitator for the day, as one of the school's goals is to reinvigorate and deepen project-based work. He used videos, activities, student work samples, and project description samples to stimulate discussion with staff.

Staff members at RJ Grey Junior High met in their respective departments during the morning to continue work related to DDMs and develop protocols for analyzing student results and identifying growth bands. A few departments also pursued work on shared curricular pursuits and adapting units to meet new goals. In the afternoon, most staff members met with their teams (such as 8 Green, 7 Gold) to develop team-based plans and activities for the year, along with discussing strategies and interventions for particular students who would benefit from additional support. Non-team staff met with colleagues from other schools, and assistants met to discuss a book they read as a group and how the ideas might apply to their work with students.

Departments at the Acton-Boxborough Regional High School (ABRHS) balanced both schoolwide and department-specific work during the November 5 Professional Day. Schoolwide topics included the academic integrity statement and examples to use within departments to educate students, discussions about homework and assessments, and mid-year exams. Department-specific work focused on unit-based DDMs, grade-level outcomes and frameworks within specific disciplines, and curriculum mapping.

The Performing Arts Department elementary staff either took part in school-based professional learning in their own building or arranged a visit to another school district to observe classes that held some significant learning for them. The grades 7-12 staff met as a group to continue their work on DDMs and to consider a new schedule of drama productions in order to resolve some scheduling concerns of the district.

The elementary Visual Arts teachers either took part in the school-based professional learning in their own building or collaborated on iPad applications for the art classroom and aligned art units to the National Visual Arts Standards. The junior high Visual Arts teachers worked with other exploratory teachers and the technology specialist on PowerSchool grading/comment issues and also focused on Art I and Art 2 cohorts' DDM data. The high school Visual Arts teachers continued to work on DDMs, compiling and recording data from initial implementation.

Throughout the day, the Health and Physical Education Department worked to draft a mission and vision statement, compare district curriculum to K-12 national outcomes, learn the fly casting unit that is taught at the junior high school, and work on DDMs by grade-level.

All members of the Nursing Department attended a presentation by the Massachusetts Department of Public Health in collaboration with the Northeastern University School Health Institute. Charlie Applestein, MSW, spoke on *Working with Challenging Students, Creating a Strength Based Culture in Your School Setting*. They also received timely updates from the Health Department on Ebola and enterovirus D-68 surveillance, prevention of prescription and other drug abuse, and oral health initiatives.

The EDTech Operations team met to share knowledge about AB schools' administrative tools and to test Google Classroom. The EDTech Academics team updated the edtech@ab website and began exploring digital citizenship curricula.

During the morning, the Early Childhood Program staff participated in a professional learning workshop led by Abby Hanscom from Teachers21. It focused on resiliency and what it means for students and teachers, how we deliver feedback to children and each other, and the importance of using "growth mindset praise." In the afternoon, the Preschool special educators continued their ongoing work on aligning the Early Childhood Progress Report with the Common Core Standards and Teaching Strategies Gold Assessment. The Preschool Speech Pathologists collaborated on the following speech/language topics: fluency, assessment of their current evaluation tools, review of multilingual evaluation and treatment, and use of visual supports for play and Augmentative and Alternative Communication.

Secondary special educators focused on self-determination skill building for the purpose of transition to adulthood and post-secondary planning. There was a slide presentation and group work related to self-determination and self-advocacy curricula, as well as development of IEP goals related to these skills.

The high school counselors met to discuss their DDMs, create the tool/spreadsheet to follow both DDMs, and discuss their timeline for doing them. They were also able to discuss their shared goal in the afternoon around their Student Support Team. The junior high school counselors met to discuss their DDMs; then they met with their teams to discuss students, plan activities for the year, and discuss the Ambassador Program.

Most of the K-12 Speech and Language Pathologists were involved in building-based programs. Two participated in webinars related to evaluating and working with English language learners (ELLs), as well as learning instructional strategies and accommodations for students with word retrieval deficits.

A total of 105 special education and speech/language assistants, K-12, attended a training session on behavior interventions and how to implement them across the grades. It also included learning disabilities with the goal of understanding the characteristics of students with learning disabilities and implementing programming, strategies, and accommodations.

The Community Education and Extended Day Staff reviewed the powerful interactions they have with children and how their actions dramatically affect them. They learned to identify the signs of stress in children, as well as what triggers and signals they can look for, and discussed some methods of de-escalation. Their day included work as a full staff, as well as in small groups discussing various scenarios and strategies.

January 2015 Professional Learning Day

PreK-Grade 8: Literacy Celebration

The definition of literacy has changed substantially. In 2010, the Teaching and Learning Committee reviewed the most current research on literacy and created a working definition:

A literate person is one who, throughout life, deepens her knowledge and develops her potential through reading and writing; listening and viewing; speaking and presenting; thinking critically; creating and innovating.

A literate person deciphers meaning and expresses ideas through a range of media.

A literate person effectively communicates her insight and/or knowledge.

A literate person transfers learning to new situations in her own life and in the life of the community and the world.

Over the past few years, there has been work around the new MA English Language Arts (ELA) and Literacy Standards. RJ Grey Junior High began by focusing on reading strategies, implementing daily silent reading for students and staff, supporting a student-produced literacy magazine, differentiating literacy assessments, and creating a library for reading materials appropriate for different student needs. Additionally, a group of teachers from several disciplines has been collaborating as part of a two-year grades 7-12 Disciplinary Literacy initiative.

Our Preschools are using portfolio assessment to measure literacy skills, including emergent writing skills and knowledge of the alphabet. Through a PreK Science, Technology, Engineering and Mathematics (STEM) Guided Workshop, they continue to make connections with the new MA ELA and Literacy Framework and Science & Technology. These include using specific scientific language and providing developmentally appropriate activities, including songs and picture books that address literacy.

The elementary schools are unpacking standards; creating and calibrating writing prompts, rubrics, and checklists; designing lessons for implementing the literacy standards across disciplines; addressing author's craft as it relates to the reading standards; and implementing reading and early literacy assessments.

While we continue to refine what we have in place and prepare for continued work in this area, we set aside this Professional Day with three goals in mind:

- To forge some new relationships and enrich existing ones within our newly formed district
- To be inspired by the learning and teaching of each other
- To gather feedback so the Curriculum and EDTech departments know where to focus their efforts to continue to support literacy teaching and learning.

The day began with an inspiring keynote address by Lester Laminack, a full-time writer and consultant working with schools throughout the United States, that combined two ideas: *Writing as a Pursuit of Passion* and *Where Ideas Come From: An Examination of the Spark that Ignites a Story*.

Participants then attended mini-workshop sessions, facilitated primarily by their colleagues, based on their own identified interests in the three following categories:

- A mini-workshop session in your "wheelhouse" (something you can take back and use directly in your work with students)
- A mini-workshop that helps you stretch your learning and teaching of literacy
- A mini-workshop purely to learn about what's happening with literacy teaching and learning in the district.

ABRHS and Departments

The high school spent two hours in the morning working in cross-curricular groups. They shared what a typical 30-minute homework assignment looks like in their classes and how that homework assignment fits into the work they do in their classes. They then discussed what they believe about the purpose of homework and how much

homework they believe students should have on a given night. All departments also talked about mid-years and workload. Additionally, several departments used the time to do some content-specific collaboration.

The Health/Physical Education Department, K-12, finalized their vision and mission statements. In addition, the K-6 Physical Education staff shared a Circus Skills unit and an Appalachian Trail unit; the grades 7-8 Physical Education staff worked with an adaptive physical education specialist; and the 9-12 Health and Physical Education staff worked on their DDMs.

The elementary level nurses participated in an onsite CPR/AED class for healthcare providers taught by an outside-authorized American Heart Association instructor. For the remaining time, they each took online course work of their individual choosing through Northeastern University's School Health Institute on topics such as Re-entry to School after Psychiatric Hospitalization, Trauma Sensitivity & A.C.E. Awareness in the School Setting, Guidelines for Best Practices in the Use of Electronic Health Records, and Infection Control. The junior high nurses completed an online program from St. Anselm's College on Diabetes Pharmacology. They were also all recertified in CPR and AED training. The high school nurses attended an all-staff faculty meeting specifically regarding homework for high school students. The nurses worked with their groups in discussions about this topic.

During the morning, counselors and psychologists for grades 9-12 met with the faculty to discuss workload; counselors and psychologists for 7-8 met to discuss DDMs. Later, they all met together to discuss student transitions from the RJ Grey Junior High to ABRHS. In the afternoon, counselors and psychologists for K-12 met to discuss transitions, the WISC, and professional development ideas.

Teaching and Learning Work

Building upon last year's literacy work, additional information was uploaded to the writing resource page for educators and staff, including student checklists, teacher tools, and condensed overviews of the units of study, K-6.

Disciplinary Literacy, Year Two

Disciplinary Literacy involves learning to read, write, reason, and think in a discipline while simultaneously learning the key concepts and core ideas of that discipline. Thirty educators from RJ Grey Junior High and ABRHS, along with administrators and representing the science, social studies, English, academic support, and special education departments, committed to working with AdLit consultants for the second year in a row in order to develop a knowledge base for how to implement disciplinary literacy in the classroom and schools. This commitment included full days of professional learning, continuous work on inquiry projects, observing each other's literacy work in the classroom, and sharing this work with school and department colleagues. A small subgroup of these educators also presented their work at the MA Department of Elementary and Secondary Education Conference.

Curriculum Updates to the School Committee

Four presentations on three curricular areas were made to the School Committee to update them and the community on the teaching and learning in each discipline. The four presentations were Elementary Literacy; Disciplinary Literacy, 7-12; Mathematics, K-12; and Elementary Science. All four presentations can be accessed on the school district site: <http://www.abschools.org/departments/curriculum>.

Kindergarten Screening

Kindergarten screening took place in spring 2015 instead of the fall in order to meet and know our youngest students in a setting that is more familiar to them and before fall classroom lists are made. The timeline change was seen as a positive step in making certain that we are prepared to receive students and have the necessary supports in place.

Outdoor Learning Play Spaces

During spring 2014, the Acton Public Schools applied for and received a Community Preservation Committee grant to fund the design of outdoor learning play spaces at the elementary schools. Based on research (cited below), the district identified the following health benefits for students:

- Being physically active outdoors and in nature can improve children's health. [McCurdy, L. E., Winterbottom, K. E., Mehta, S. S., and Roberts, J. R. (2010). Using nature and outdoor activity to improve children's health. *Current Problems in Pediatric and Adolescent Health Care*, 40(5), 102-117]
- Greater access to green views and green environments yields better cognitive functioning; more proactive, more effective patterns of life functioning; more self-discipline and more impulse control; greater mental health overall; and greater resilience in response to stressful life events. [Kuo, Frances E. (Ming), (2010) *Parks and Other Green Environments: Essential Components of a Healthy Human Habitat*, National Recreation and Parks Association]
- Less access to nature is linked to exacerbated attention deficit/hyperactivity disorder symptoms, more sadness, and higher rates of clinical depression. [Kuo, Frances E. (Ming), (2010) *Parks and Other Green Environments: Essential Components of a Healthy Human Habitat*, National Recreation and Parks Association]

The district also recognized a need to expand self-directed recreational opportunities outdoors (such as at recess) in order give students:

- More choices in their activities
- More play opportunities in which children make their own decisions
- More opportunities to interact with nature-based activities in a setting more natural than a lawn or playing field
- More options for students who are less interested in competitive games and sports.

In spring 2015, the ABRSD applied for and received a Community Preservation Committee grant to fund the construction of Phase I of the outdoor learning play spaces at the elementary schools. We are appreciative of the CPC's decision to fund this request and to provide us with the opportunity to move one step closer to seeing this initiative come to fruition.

ABRSD Elementary Schools

The six elementary schools – Blanchard, Conant, Douglas, Gates, McCarthy-Towne, and Merriam – have the following in common every year.

- Each has a School Council, as required by the Educational Reform Act of 1993.
- Vital parent involvement plays an active role in the life of each school. These parents sponsor numerous assembly programs that enrich their school's cultural and aesthetic life with musicians, storytellers, and other performers. They raise funds for schoolwide projects; provide volunteers for many in- and out-of-class activities, tasks, and services; staff the Safe Arrival hotlines; and sponsor school newsletters and other activities.
- A number of whole-school events take place, such as orientation programs for kindergarten parents and children as the school year begins, back-to-school night open houses in the fall, and a Memorial Day program in the spring.
- Students use computers, technology, associated software, and the Internet in various ways: to supplement the writing/composing process, to enrich or extend learning experiences in each curricular area, and to strengthen the learning of concepts and practice of skills via the Internet.
- The faculty participates in professional learning through one or more of these activities: pursuit of formal course work, involvement in system-wide curriculum and instruction review and improvement projects, participation in the districtwide Professional Learning Day, and attendance at professional conferences and workshops. In addition, many teachers work with student teachers. Through their actions, every year the faculty shows that they are truly committed to the concept of being life-long learners.

- Each school has a reception or event to celebrate and honor the parents and volunteers who assist them during the school year.

In 2014-15, the Elementary Schools...

- Fully regionalized with Boxborough PreK-6 teachers and administrators
- Continued to utilize math and reading assessments in order to better understand and support the individual learning needs of students
- Continued to align math programs with the content standards, deepen teachers' math content knowledge, and understand and incorporate the standards for mathematical practice in their classrooms
- Incorporated specific training on the administration of benchmark literacy assessments as part of the PL on early release Thursdays
- Incorporated literacy in all subject areas through the PreK-8 Professional Learning Day and several literacy PL workshops (Writing and Purposeful Talk in the Content Area, Close Reading, etc.)
- Created K-6 overviews for the Teachers College Units of Study in Writing to support writing instruction throughout the district
- Continued to implement the Massachusetts Common Core curriculum standards for English Language Arts and Mathematics through classroom instruction, professional learning offerings, and R&Ds
- Began to plan for science revisions in anticipation of the release of a new MA Science, Technology, and Engineering Framework
- Continued partnerships/school visits/field trips with local businesses in support of science education through our School Business Partnership Program
- Received grant funding for nature playgrounds at four of the elementary school buildings
- Offered Literacy Seminars, Close Reading, Words Their Way, more...

...Partnered with Parent Involvement Project (PIP) Programs

The Acton-Boxborough PIP organization continued to offer high-quality science, technology, engineering, and mathematics (STEM) learning experiences for Acton and Boxborough families. An AB PIP STEM event is curriculum-centered and hands-on activities happen outside of the school day and include parents and students as partners and participants in the activities.

Annual PIP events included the Acton and Boxborough 4th grade Star Party, 3rd and 5th grade Market Math events at Roche Brothers, and Family Domino/Games Night. AB PIP continues to promote the Acton, Naturally nature guide, co-developed previously by the Acton Public Schools and the Town of Acton. These custom guides are available at the high school bookstore.

...Partnered with the Discovery Museums

In return for the use of space at the Administrative Building as a distribution center for the Museums' *Traveling Science Workshop* Program, the Discovery Museums continued to offer a series of three free outreach programs. Each of our elementary schools has taken advantage of these *Traveling Science Workshops*.

RJ Grey Junior High School

RJ Grey welcomed a total of 907 students (428 7th graders and 479 8th graders), according to October 1, 2014, enrollment numbers for the start of the 2014-2015 school year.

We were fortunate to welcome several new colleagues: Andrew Thompson, 8th grade Science Teacher; Caroline O'Malley, 7th grade Science Teacher; Erica Wright, 8th grade Math Teacher; Nathalie Daniel, Special Education Assistant; Kristi Stewart and Emily Keeler, Special Education Assistants; Lena Jarostchuk, Registrar and Counseling Office Support; and Katy Frey, Main Office Support.

Teaming, the fundamental core of RJ Grey, enables staff to create a strong web of support to enhance student success: a large school becomes a smaller school. After re-organizing our teams, we started this year with four teams per grade level and five core academic teachers on each team (English, Social Studies, Math, Science, and World Language). The team model allows for consistent communication among teachers; issues can be addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Our team model is directly in support of our newly crafted district mission statement: To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

This year, we shifted to a “house” model for organizing our Assistant Principals and Counselors. We have one Assistant Principal and two counselors dedicated to each grade; they will follow the students through their time at RJ Grey.

Seventh-graders participate in an exploratory program that consists of Study Skills, Art, Music, and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the 8th graders include Art, Minuteman Technology Lab 8, Drama, and Computer Literacy; these classes last for one-half of the year. In addition to the core curriculum, students can choose to participate in an elective in Band, Chorus, Drama, Engineer’s Workshop, or Sports & Fitness.

Students also take classes in Physical Education/Health. Starting a few years ago, a restructuring led us to combine our Physical Education, Health, and Life Skills classes under one department head, Beth Viscardi. This allows these classes to share students on a rotating basis, while combined as one department for enhanced communication and shared curriculum delivery. Some highlights in Health this year: the 7th grade, in conjunction with the Superintendent’s K-12 Wellness Committee, developed sleep tip videos for 6th graders, and the 8th graders developed 4.5-minute Tabatas and shared them with all of the AB K-6 elementary school staff.

Continuing with our efforts to meaningfully incorporate educational technology into our classrooms and the experiences of our students, we provided each of the eight teams with their own Chromebook cart. Shared among the team teachers, these Chromebooks allow students and teachers to utilize the Google platform and other web-based programs as a vehicle for various individual and collaborative learning activities. From peer editing to developing class presentations to conducting online research, team teachers capitalized on this resource, not as a way to replace the importance of direct engagement, but to enhance and supplement the various activities and instructional strategies being implemented in the classroom.

In an effort to reduce daily stress and incorporate reading as a daily practice during the school day, we have continued with our Silent Reading initiative. By making a few adjustments in our daily block schedule, we were able to incorporate a 20-minute period every day when the entire school population participates in silent reading. Students and staff alike look forward to this chance to take some time to jump into their favorite book.

Additionally, continuing our emphasis on reading, we saw the RJ Grey Student/Teacher Book Club continue as a school tradition. Four books were read throughout the year, and book discussions were scheduled in the evening and after school. During the last meeting of the year, the 12-member club welcomed a local author for questions and discussion. Poetry Fridays continued, as members of our student and staff community read a selected poem during the morning announcements.

In October 2014, RJ Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students’ scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We continue our commitment to the partnership between school and home by leveraging our technology, using daily emails, monthly online articles, Grey Matters, Twitter, and weekly communication notifications to keep our

school community informed with up-to-date information. This year we also created a schoolwide expectation that all teachers maintain a course website that would include relevant information and resources related to their respective courses, along with updated information regarding current homework assignments and upcoming assessments.

The School Council, consisting of four parents, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades 7-12) planned, organized, and assisted with many events at RJ Grey. The P.T.S.O. also sponsored evening programs designed to provide information about the schools and made funding available so that we could equip all students with plan books free of charge.

For many students, learning and connecting with members of the RJ Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramural sports included basketball and strength training. In addition to the on-going after-school activities, which included the Ski Club, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, Technology and Engineering Club, and the Yearbook, we had some new, student-initiated after-school clubs – Origami Club and Remote Control Club. We also added the Fly Fishing, Yoga, Weight Lifting and Tennis Clubs.

Through the involvement of the Student Council, students connect with each other in a number of ways. The council helped plan schoolwide activities, dances, selling Candy-Grams, and other service learning projects. In addition, several teams organized community service projects to support local organizations, such as the Coat Drive (hundreds of coats were collected and distributed to families in need), holiday Toys for Tots collection, and fall clean-up day at several recreational areas in Acton, as well as an extremely successful food fund drive to support the Acton Food Pantry.

The school musical, *Once On This Island*, was performed in March and included over 80 students in the cast, crew, and student production, as well as the volunteer work of 45 parents. The fall play was a production of *Miss Nelson Is Missing* that had over 40 students participating, and a spring production of One Act Scenes involved 40 students. The 7th and 8th grade Drama elective classes presented informal short plays for their peers during Grey Block. Mrs. Miller also teaches the 8th grade Drama Exploratory class.

In June we held our Charity Ice Cream Social, Empty Bowls. Families were invited to this event, which showcased the students' art and singing talents. Ice cream was served in bowls that were hand-crafted in art classes by 7th grade students. The bowl serves as a reminder of the vast number of hungry families around the world and right here in our own community. The money raised from the event was donated to the Acton Community Supper and Acton Food Pantry.

Our RJ Grey Cares initiative continued this year; 100% of the funds collected from our staff was distributed to student families who are faced with financial hardship. Some examples of what this fund pays for are holiday gifts, winter clothing, and school supplies. We are thankful for the amazing generosity we continue to see from our colleagues.

Special events during the school year included Halloween Dress-Up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), pajama and hat days, a weekend day ski trip to Waterville Valley, the end-of-year 7th grade trip to Kimball's, the 8th grade day at Canobie Lake Park, and the Student Recognition Assembly. Our student recognition program, Everyday Leaders, continued. Twice per trimester, RJ Grey teachers nominated students who demonstrated daily acts of kindness, enthusiasm, and respectfulness toward peers and teachers throughout the year. These students were treated to a lunch with Principal Shen.

At the end of 2015, we said goodbye to four retiring staff members: Carol Brady, Ginger Kendall, Tim Nolan and Lillian Ramos.

AB Regional High School Overview

Post-Secondary Education: The ABRHS Class of 2015 was comprised of 460 students; of these, 94% enrolled at four-year schools, while 3% continued their education at two-year colleges, prep, and technical schools.

Standardized Test Results: Average SAT scores for the 2015 senior class again exceeded those of state and national populations. An increase from 93% to 95% of seniors took the SATs, well above the state average of 80%. Our average combined score for the SAT was 1892, which is 395 points higher than the average combined National score of 1497.

National Merit Scholarship Competition: 20 members of the Class of 2015 achieved semi-finalist recognition; 68 others received letters of commendation.

National Honor Society: 113 members of the Class of 2016 were inducted into the NHS in April 2015.

National Latin Exam Results: 18 Gold (Summa cum laude); nine Silver (Maxima cum laude); four Bronze (Magna cum laude); three cum laude; three perfect scores (one at Level I and two at Level II).

Academic Decathlon Team: During the 2014-2015 season, the team of nine regulars and eleven alternates won the Massachusetts State Championship for the 23rd time in the past 24 years. A total of 30 Massachusetts high schools competed. In addition, the team placed 6th overall in the country out of 50 competing schools at the USA National Championship.

Mathematics Team and Competitive Activities: In the 2014-2015 season, the AB math team finished first in the monthly competition in the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics Leagues in April 2015 and placed 2nd among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2015 and placed 1st among large schools in New England. In addition to the team competition, seven students were finalists in the Massachusetts Mathematics Olympiad exam – Andrew Li, Niket Gowravaram, Kenneth Wang, Josh Xiong, Akshay Karthik, Steven Jin, and Aaron Chen. In the National AMC, eleven students placed in the top 10% nationwide, and three of these – Josh Xiong, Kenneth Wang, and Niket Gowravaram – advanced to the 3rd level of this competition: the USAMO (United States of America Mathematics Olympiad).

Speech and Debate: The team, composed of over 90 students from grades 9-12, competes in nine local and several regional invitational tournaments during the season from October to April. Students compete in a variety of events: Public Forum and Lincoln-Douglas Debate; Student Congress; Play, Prose, and Poetry Reading; Duo Interpretation; Declamation; Original Oratory; Group Discussion; Dramatic Performance; and Impromptu and Extemporaneous Speaking. As members of the Massachusetts Speech and Debate League, the Boston Diocese of the Catholic Forensics League (nondenominational), and the National Speech and Debate Association, the team is matched against schools across the state and consistently places students in the final rounds. Students can earn qualifying bids to represent AB at the State Championships in April through their participation at local tournaments. 2014-2015 was a record-setting year in terms of the number of students we sent to the States; results included 4th place at the State Speech and Congress Championships; 1st place in Group Discussion; 3rd place in Oratory; finalist places in Impromptu, Congress, and Duo Interpretation; and 3rd place at the State Debate Championships. The team's top competitors also competed at Harvard University's Speech and Debate Invitational, the National Speech and Debate Association's National Qualifying Tournament, and the qualifier for the National Catholic Forensics League's National Tournament. In 2014-2015, 10 of our students earned the right to represent our local leagues at the two season-ending national tournaments. Finally, four seniors earned the Academic All American award given by the National Speech and Debate Association to seniors who have combined scholarship with success and dedication to forensics competition and service.

Athletics: During the 2014-2015 school year, participation in athletics decreased slightly, with 1,818 students in grades 7-12 participating. State championships were won by field hockey and several individual track and field athletes. League Championships were won by girls' field hockey, soccer, ice hockey, alpine ski, indoor track,

Nordic ski, and spring track; and by boys' Nordic ski, baseball, lacrosse, and tennis. Numerous AB student-athletes received All Scholastic honors from the *Globe* and *Herald* newspapers.

Proscenium Circus: This student drama group at the high school functions as a teaching and working theater. In addition to offering outstanding professional instruction in technical theater, acting, movement, scenic design, scenic painting, voice, directing, dance, costume design, hair and makeup, stage management, set construction, lighting, and sound and house management, the Proscenium Circus produces three mainstage shows throughout the year, as well as over 20 smaller productions. For the 2014-2015 year, these included the fall play, *You Can't Take It With You*; a winter musical, *Sweet Charity*; two festivals with their Competitive State Play, *Air Raid*; and the annual competitive class plays. As a part of the Proscenium Circus, the improv troupe Chuckle Sandwich performed; a student-directed production of *A Midsummer Night's Dream* was produced in the black box theater.

PLADD (Peer Leaders Against Destructive Decisions): PLADD, a merger of Peer Leadership and Students Against Destructive Decisions, is a student-centered organization focused on promoting healthy decision-making for youth in the community. Students worked on a variety of activities throughout the 2014-2015 school year to increase awareness of how destructive decisions can impact students and the AB community as a whole. PLADD students facilitated I-SAFE alcohol/drug awareness programs at most of the elementary schools. ABRHS students, along with a youth officer, fielded questions on issues of drug/alcohol use, social culture of the high school, and general issues of adolescent development.

The School Newspaper: Beginning in spring 2015, *The Spectrum* was converted to an entirely online publication (www.thespectrumabrhs.com). The staff are transitioning to being able to cover events in a more timely fashion than with the previous print format and to develop long-form and thematic articles. They meet once a week and work together to write, edit, and upload articles, photographs, video, and more, in an effort to reflect the richness and diversity of the ABRHS community.

Student Council: This group meets weekly to plan all-school activities and to review school policies directly affecting the student body. Money raised by these activities is donated to charity or used to purchase items that enhance student life at the high school. Five representatives are elected from each class. Any member of the student body is welcome to attend Student Council meetings. If a student decides to participate on a regular basis, he or she can become a walk-on member.

Window Seat: ABRHS's Art and Literary Magazine annually publishes three issues of student poetry, prose, lyrics, essays, narratives, translations, and various forms of art. Club members and student leaders write, edit, design, print, publicize, and distribute the magazine on their own. Every week, members write creatively in a workshop setting to generate submissions for the magazine; however, the magazine also welcomes and encourages students not participating in the club to submit their art or writing for publication. Together with writers, art students also meet every week to create original art or illustrations for specific pieces of writing for the magazine. *Window Seat* students also work in conjunction with the Robert Creeley Foundation to publish work from the 2015 Robert Creeley poetry award-winning poet, Ron Padgett, and the Helen Creeley student poetry prizewinners, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet. Poems submitted for the competition are published in the magazine's spring issue, along with artwork generated by the Foundation's Broadside Project. Students in officers' positions in *Window Seat* gain leadership experience in collaboration, design, publishing, marketing, finance, fundraising and publicity. To supplement the budget allotted by the school, students conduct fundraising in the local area. Students also established and maintained a web presence for the magazine at wseat.wordpress.com and on Tumblr. Meetings are held weekly on Thursdays; layout and magazine design sessions occur three times yearly.

Career Exploration Activities: Beginning in November, more than 70 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School-Business Partnership Committee and to parents and other local residents willing to host students. At three Career Speaker events during the year, speakers talked to groups of students interested in their fields of work; over 200 students attended each of the three events. In 2015, 130 members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, speakers who visited classrooms, and a website listing employment opportunities.

Senior Community Service Day: On Friday May 1, the Class of 2015 organized the 21st annual Senior Community Service Day, which began with the Senior Breakfast, where the faculty and administration cooked a wonderful breakfast for seniors at the school. Then the students spent the day volunteering in and around Acton and Boxborough. Over 480 students could be seen all over the community in matching T-shirts raking leaves, clearing paths, and planting gardens.

Community Service Activities: The school's Accept the Challenge Program encourages every student to become involved in some way in volunteer activities – during the school year, during the summer, or both. Unlike surrounding communities, AB does not have a community service graduation requirement; even so, community service is a strong part of the culture at AB. During the school's 15th annual Community Service Awards Night on January 20, 2015, we celebrated the students' accomplishments and recognized that our students volunteered almost 80,000 hours this year. We also celebrated the life and works of Dr. Martin Luther King, Jr. at this event.

Energy and Resource Conservation: ABRHS continues to focus on energy and resource conservation. Electricity consumption has decreased 27% over the last five years, resulting in both cost savings and a reduced environmental footprint for the school. This reduction is due to efficiency projects in both lighting and mechanical equipment, as well as a strong commitment to energy conservation by faculty and staff. The Resource Force student team is actively engaged in highlighting energy conservation and is working on an innovative circuit-level metering project, looking at highly granular electricity data for the high school. The high school also has a strong commitment to recycling and composting. In the cafeteria, students sort out compostables and recyclables from their lunch stuff with coaching from their peers at two student-managed sorting stations. The result is that compostables and recyclables now compose 75% of the stream from the cafeteria, leading to a dramatic reduction in solid waste. In addition, the kitchen is capturing recyclables and compostables; sawdust from the woodshop is composted as well! The student Recycling Club manages the weekly pickup of recyclables from classrooms and offices.

ABRSD Pupil Services

The district's Pupil Services Department implemented a wide range of supported services to more than 1,200 students during the 2014-2015 school year. Students served ranged in age from 3 to 22 and were supported by a variety of specialized staff including special educators, English Language Education teachers, counselors, and nurses in each school building. Described below are the program components and services provided throughout the district.

Early Childhood Services

The Carol P. Huebner Preschool, formerly the Acton Public Schools Preschool, continued to provide a local integrated learning environment for children aged 3-5. Students with identified special education needs and those who are developing typically are educated side-by-side, meeting required IDEA regulations pertaining to inclusion in the least restrictive environment. Services are provided across six sessions – two full-day and four half-day – meeting four days per week. More than 100 students were enrolled in the program by the end of the 2014-2015 school year.

As the Acton Public Schools and Boxborough Public Schools regionalized with the ABRSD in the 2014-2015 school year, staff members worked together to join the two exceptional early childhood programs from Acton and Boxborough. Under the direction of Acton-Boxborough's Pupil Services Director and the Preschool Director, an Early Childhood Program Improvement grant was written to provide professional development opportunities for staff from both programs.

Special Education

The Special Education Department has a dedicated staff of special educators, speech/language specialists, occupational therapists, physical therapists, and behavioral specialists. These specialists and trained assistants address student special needs, both in the general education classrooms and within special education settings.

Pupil Services continued to reach out to parents with the continued goal of supporting an open dialogue between parents/guardians and school personnel. The Special Education Parent Advisory Council (Sped PAC) continued

as an integral part of the Pupil Services organization. Sped PAC met regularly with the Special Education Director and offered suggestions and parent input on a wide variety of issues, as well as support to parents/guardians regarding resources and family supports. In addition, Sped PAC provided parents with information regarding special education regulations, home activities, social/recreational opportunities, parent speakers, and guidance related to student transitions.

For the last three years, Pupil Services has partnered with Community Education to continue providing an integrated summer program for students with social needs. Students in this program have had an opportunity to join with typical peers for such high-interest courses as cake decorating, art, crime scene investigation, and ukulele.

The elementary special educators researched and investigated a variety of assistive technological supports. With the purchase of the Lexia online reading program, students continued to develop and improve their decoding, vocabulary, and fluency skills, both at home and at school. Chromebooks were purchased for several learning centers, allowing students to use a variety of programs to assist in the process of writing.

Special Education regulations require that students be educated in the least restrictive environment alongside typical peers. To ensure that a continuum of services is provided in the public school setting, program design and development is essential. During the 2014-2015 school year, a continuum of services was provided to address students with Autism Spectrum Disorder at the high school level. The Bridges Program and the Occupational Development Program at the high school completed the continuum of services from Preschool through graduation for students with Autism Spectrum Disorder. The Bridges Program provided an inclusive opportunity for students to further develop social, life, executive-functioning, and employability skills while accessing the richness of academics provided within an inclusive public school setting.

Students at the secondary level begin to focus on essential and mandated post-secondary transitional planning activities to prepare them for life after high school. Transitional supports included services provided by our Transition Coordinator and a Transition Counselor at the high school. Additional supports related to transition included job placement, job coaching and internship opportunities. The Transition Coordinator worked with special education students to develop transitional activities and areas of vocational and educational interests.

Special educators at the junior high school level continued to provide, as part of their summer *Just Words Training*, a Wilson Reading program intended to support small group reading instruction. As students matriculate from the elementary level to the secondary level, it is important that they continue to receive specialized instruction and to develop skills in the areas of reading and written language.

Counseling and Psychological Services

Counseling departments in all schools continue to place the highest value on creating an environment that is not only safe but also nurturing for every student to learn, achieve and succeed. During the 2014-15 school year, students in grades 6 and 8-12 participated in the Youth Risk Behavior Survey through Emerson Hospital. Results will be shared with the district and the community during the fall of 2015-16 school year.

At the secondary level, clinicians worked with adolescents to anticipate daily student stressors that might contribute to potential problems and crises. The counseling department referred students and their families to appropriate agencies as needs were determined. Daily issues for students included, but were not limited to, attendance issues, stress management, and a wide range of mental health issues. Due to an increase in staffing, counselor caseloads have been reduced, allowing staff more time to support students, families, and colleagues. In order to promote continued high academic achievement and support for students, counselors assisted students in the college planning and application process, as well as other post-secondary planning activities. The goal has been to ensure students have a plan after graduation with coordinated personal goals.

Specific to the high school, the counseling department has created a Student Support Team (SST) that complements the work of the state-mandated Child Study and Student Assistance Teams. These teams allow

counselors, psychologists, nurses, alternative program staff, special educators, and administrators to meet regularly to discuss at-risk students and to promote a safe school culture. In addition, effective communication and a strong sense of collaboration between the school resource officers and school officials continue to be critical components of our commitment to safe schools. Our school resource officers continued to provide professional networking and liaison support. These officers work closely with building principals and administrators and develop personal relationships with students and faculty to ensure a visible presence within all schools. In addition, the school resource officers provided crisis intervention and consultation.

During the 2014-2015 school year, counselors and psychologists focused on training and support to faculty regarding mental health issues. This training included sharing data and trends related to adolescent mental health, as well as identification of warning signs related to depression and suicidality. Teachers were taught how to respond if they had concerns regarding students. In addition, a trauma specialist made faculty aware of the impact of trauma on the educational experience. Seminars were held for faculty to provide education on the process of supporting students returning from hospitalizations, as well as to provide supports and accommodations that may be required for students struggling with mental health issues such as anxiety or depression. Students were also part of the training and awareness. Signs of Suicide (SOS) curriculum were provided to students within small instructional groups.

At the elementary level, all schools worked on common protocols related to mental health and ways to support students and teachers in their work with students. Counselors and psychologists worked with students within their classrooms to identify signs of stress and anxiety and to teach strategies for students to manage these emotions. In this work, it is important for students to have the ability to identify these feelings and learn ways to cope with them so they can be successful academically, emotionally, and physically. Counselors and psychologists also worked to establish a protocol for mandated reporting of concerns related to possible child abuse and neglect. Counselors and psychologists spent considerable time learning about local agencies such as the Acton Town Social Worker and others in the community who may provide outside supports and resources for families.

Health and Nursing

The district successfully met the requirements for continued involvement with the Department of Public Health's Essential School Health Services grant. This grant was renewed and continued to provide financial assistance to the district for the purpose of staffing, direct care, nurse leadership, and professional development.

The Nursing Procedure Manual content was updated and converted to Google Docs to allow for more ease as a reference tool and to support the need to keep information current and relevant. Nurses in the district then presented at a statewide nurse leader conference on this process. To support students and staff, the nurses also worked on restructuring school district paperwork related to field trips, designed to reflect medical implications reflective of the Health Department's medical delegation rules and nurse practice.

To continue to adhere to OSHA mandates, staff participated in the e-learning modules for Life-Threatening Allergies and Blood Borne Pathogens and took an accompanying quiz for each module. This online training allowed for all staff to be trained across the district with the ability to track compliance and the possible need for additional training. In addition, school nurses provided support by organizing flu clinics for staff members, updating head lice procedures to assure alignment with the American Academy of Pediatrics and National Association of School Nursing best practices implemented in the Fall of 2014, and obtaining EpiPens through a grant program for administration in the case of anaphylactic reaction.

English Learner Education

The English Learner Education (ELE) program continues to address the increasing number of students requiring support from the ELE program. This previously identified trend in increasing numbers of students continued throughout the 2014-2015 school year. The program added one additional staff to increase to four full-time elementary teachers and one teaching assistant. The high school and junior high share one ELE teacher.

Regulatory requirements related to the RETELL initiative were addressed through a district-sponsored SEI endorsement course for teachers. Approximately 50 teachers were trained throughout the school year in strategies for assisting limited-English-speaking students in gaining proficiency in English and study skills. Presentations were provided across the district to educate staff about the RETELL initiative and requirements for SEI endorsement related to teacher licensure renewal. The Department of Elementary and Secondary Education (DESE) asked Acton-Boxborough to host two teacher courses for the 2014-2015 school year. In addition to teachers, administrators began training during the 2014-2015 school year as well.

Acton-Boxborough Regional Schools continued to be considered a moderate incidence district due to the increasing number of students requiring ELE support. The district continued to be eligible for federal funding through the Title III Grant, which supplements programming for ELL students, parent engagement, and professional development. Through this grant, an English as a Second Language (ESL) beginner class was offered to parents at the library during school hours. The Title III Grant also provided summer school programs for students for a third summer. This program was expanded to include three classes and to allow incoming first grade students to attend. Over 70 students participated in the summer program. A Title III Community Resource Fair was held in March for ELE families with support from community participants such as PTOs, the Hudson-Maynard Adult Education Program, Community Education, the high school counseling office, the Latino Family network, and the Acton Public Library.

The ELE staff began a year-long professional development workshop to create progress reports that reflected new WIDA standards. In addition, ELE curriculum development continued as mandated by DESE.

In spring 2014, the ELLevation data management software was purchased for ELE programs. This software was partially funded by the Title III Grant. The chairperson for ELE and EDTech worked with the ELLevation's technical department to set up interfaces and prepare for data transfer.

In the upcoming year, regionalization and the continued growth trend in the ELL population will continue to be the focus of determining programmatic and staffing needs related to this trend. In addition, training related to RETELL will be offered for some members of the secondary staff and administration.

Conclusion

Pupil Services provided supportive services throughout the district to more than 1,200 students and implemented in-service professional learning opportunities for 200-250 staff. The department continued to provide training and e-learning modules to address regulatory requirements, as well as to educate staff on state mandates related to professional responsibilities. In addition to federal and state regulatory mandates related to areas within Pupil Services, state mandates have required all staff to address the implementation of the teacher evaluation system, the development of DDMs, and RETELL initiative requirements. While these mandates are extensive and demanding, the focus of our work in Pupil Services continues to be the health, safety, and well-being of our students.

Health and Physical Education

Physical Education at Acton-Boxborough Regional High School is an integral part of the education process. Physical and Health Education are graduation requirements, meeting our state DESE requirements and following the National Standards for Physical and Health Education curriculum. Fitness for Living is our grade 9 integrated Health and Physical Education course. The goal of this wellness education program is for students to learn about and develop accurate information about health and fitness. Students learn about and discuss risk prevention topics such as Stress Management, Teen Dating Violence, Sports Health, Decision Making, CPR and First Aid, Substance Abuse, Media Literacy, Cardiovascular Fitness, and Nutrition. Students in grades 10-12 are instructed in a variety of physical education and movement activities designed to develop emotional well-being, strength of character, and sensitivity to the differences of others, as well as a sense of citizenship, self-worth, and identity. Students have the opportunity to participate in team games, group fitness, and cooperative activities. Some examples of the sports and activities include aerobics, body bar and step aerobics, badminton, flag football, Frisbee, dancing, disc golf, soccer, speedball, tennis, softball, volleyball, fitness center, mixed games, water

aerobics, Pilates, and Yoga. Once a year, the ABRHS Physical and Health Education department organizes a Health and Fitness Day dedicated to encourage more physical fitness, spurring the whole high school community to get up and move. Students and staff members walk around the track, do Zumba, and play games of Frisbee.

The Junior High Physical Education experience complements the total educational development that students follow during their two years at RJ Grey. Students follow a curriculum that guides them through a host of experiences centered on developing a healthy lifestyle. Skills and activities are introduced through progressions, and each unit builds upon previously learned skills. Students experience a wide variety of activities that they can carry with them the rest of their lives; these include tennis, basketball, floor hockey, and volleyball. Fly casting was a well-received and exciting new addition to the curriculum.

Health education at RJ Grey promotes the resiliency of its adolescent students. Health educators facilitate lessons that encourage positive decision-making with regard to mental, physical, and social health. Students are challenged to examine the short- and long-term effects of health-related decisions. The ultimate goal is for adolescents to act independently in promoting their own health, seek resources when necessary, and contribute to public health issues.

At the elementary schools, Physical Education is a meaningful experience for students and prepares them for Junior High school. Students are exposed to a wide variety of exercises, games, skills, rules for sports, and some adventure challenges. The Elementary Physical Education Department follows our State and National Guidelines for curriculum. Due to new state mandates, two assessments have been added to the curriculum: all 2nd grade students are tracked on their ability to self-turn a jump rope throughout the year, and all 4th grade students are assessed on their skill of overhand throwing. All six elementary schools hosted Back to School Physical Education Nights. These were family events where parents and students came to the gyms at night to experience a typical day in physical education. It was fun and exciting to see parents playing alongside students.

Performing Arts

At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as the students performed in and around our community and elsewhere. In addition to marching in the Acton Memorial Day Parade, the band marched in the Marlborough Labor Day Parade, Littleton's 300th Anniversary Celebration, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1st place overall). The ABRHS Chorus traveled to Spain and France, where they performed in cathedrals in Barcelona and Toulouse. The choral department put on an outstanding talent show, traditionally known as Cabaret. Thirteen of our student musicians from band, chorus, and orchestra were selected to perform at the MMEA Eastern District Festival held in January; nine of them earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community at which they performed a renaissance-style dinner theater. The Proscenium Circus activities were described earlier in the ABRHS Overview.

At the RJ Grey Junior High School, the 8th grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. They each earned a Gold Medal for their outstanding performances. The JHS musical, *Once On This Island*, had a terrific run of performances with a huge cast of approximately 80 students involved. Twenty students were selected to perform in the concert band, orchestra, or chorus at the MMEA Eastern Junior District Music Festival held in March. The 7th-8th grade band marched in the Boxborough Memorial Day Parade.

At the elementary schools, the Beginning and Advanced Bands performed very well in their Winter and Spring Concerts. The bands also performed at each school's Memorial Day assembly, along with songs and poems performed by individual classes. The Gates and Conant School choruses sang in a Pan Choral Concert with members of the junior high and high school choruses. The combined Acton Elementary School Bands marched in the Acton Memorial Day Parade, while the Blanchard Memorial Elementary School Band marched in the Boxborough Memorial Day Parade. A very special honor was earned by the Blanchard Band as they received a Gold Medal for their outstanding performance at the MICCA concert festival.

Visual Arts

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the eight schools and the High School Administrative Conference Room, as well as offsite venues. Student artwork appeared in various school newsletters, and drawings by kindergarten students graced the cover of the Kindergarten Handbook.

In the fall, high school art students visited the Peabody Essex Museum in Salem, where they viewed several exhibits, including one of the sculptures by Alexander Calder.

Acton-Boxborough students continue to garner awards in the annual *Boston Globe* Scholastics Art Awards competition. This year four students received Gold Key awards for their artwork, which was exhibited at Boston University's 808 Gallery. Gold Key winners were honored at ceremonies at the Museum of Fine Arts, Boston, and their winning work was sent to New York for the national judging.

Visual Arts students had the opportunity to participate in a variety of art shows during the school year. High school Portfolio Class students presented their work at the annual Elections exhibit held at the Acton Memorial Library. Photography student work was included in a show of Massachusetts High School Student Photographs at the State Transportation Building in Boston. Portfolio Class students also participated in a 6th year of an interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multi-grade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany 2015 Creeley Foundation Award Winning Poet Ron Padgett's work. One student's artwork was chosen for the broadside design, which was printed in a limited edition.

Two ABRHS students were chosen to participate in Art-All State at the University of Massachusetts, Dartmouth, a competitive program that provides high school juniors the opportunity to work with professional artists and teams of their peers to create installation art. Students visited galleries and museums in New Bedford as sources of inspiration for this collaborative work. Acton-Boxborough was one of the interview sites for students applying to Art All-State. Three Acton-Boxborough high school art teachers were among those serving on interview teams.

In December, high school art students, as well as their art teachers, created wearable art that was sold during lunches at the high school to raise funds for the local food pantry.

The 8th grade art teacher at RJ Grey continued the tradition of the Rotunda Project, which involves all sections of Art 2 students creating artwork that is displayed in the rotunda in the main entrance area of the school. This installation changes yearly.

For several years the 7th grade art teacher at RJ Grey has organized an Empty Bowls project where 7th grade students create hand-built ceramic bowls that are used and sold during an ice cream social held at the school. The proceeds from the sale of these bowls is donated to the Acton Community Supper and Acton Food Pantry.

During March and April, Acton-Boxborough student artwork was exhibited in Youth Art Month Shows at the State Transportation Building in Boston and the Worcester Art Museum. Students Make Their Mark, an exhibit of representative student artwork from each of the eight schools, was on display at the Acton Senior Center during April. The work of 37 students was included in this K-12 exhibit. Another K-12 exhibit, Things, was held at the Sargent Memorial Library and included the artwork of 46 students representing all eight schools in the district.

The art and music teachers at McCarthy-Towne created and co-taught a monthly experiential workshop for students highlighting the integral connections between art and music. Concepts such as rhythm, shape, composition, and pattern were explored through movement, storytelling, painting, and sculpture.

In May the K-12 Visual Arts staff participated in a Professional Learning workshop at the De Cordova Museum in Lincoln. The day included a De Cordova staff-led tour of the current exhibit, Walking Sculpture. The K-12 art teachers worked collaboratively to create found object sculptures that were temporarily installed onsite.

Elementary art staff attended an EDCO workshop with Boston-based artist Janet Echelman, whose untitled floating sculpture was installed above the Rose Fitzgerald Kennedy Greenway in Boston. The sculpture was constructed of more than a half-million knots and more than 100 miles of rope.

The art teachers from the Blanchard and Conant Schools made presentations at Massachusetts and National Art Education Conferences, as well as the Mass Cue Conference. The art teachers at Conant and McCarthy-Towne Schools participated in the Pinwheels for Peace initiative.

The art teacher at Gates worked with a local artist who visited the school to share his sculptural work and career as an artist. The teacher also organized a schoolwide exhibition of student artwork for the school community and parents.

The Visual Arts Director was one of 16 National Art Education Association Research Team delegates who traveled to Finland, visiting schools and cultural sites to research the role the arts play in the general community, as well as the place the arts have in education. The director was one of the delegates from this trip who made a presentation on this research at the National Art Education Conference in New Orleans.

In the spring, the Visual Arts Director served on a committee of art teachers and administrators convened by the Massachusetts Department of Elementary and Secondary Education to identify the Crosswalks between the Massachusetts Visual Arts Frameworks Standards and the new National Visual Arts Standards.

Educational Technology

The Department of Educational Technology worked diligently throughout the 2014-2015 school year in support of regionalization. As to be expected, the merging of three separate districts into the ABRSD presented multiple operational technology issues that needed to be addressed.

At the start of the school year, all ABRSD facilities were part of a Fiber-optic Wide Area Network (WAN), with the exception of the Blanchard Memorial School in Boxborough. This network, made up of both District-owned and Comcast-provided fiber, provides a critical data link between facilities. Many district services are shared over this data connection, including but not limited to:

- Internet access
- Student and staff document storage, file shares, and backups
- Security camera monitoring and recording (Genetec)
- Library resources (Destiny)
- School nursing data (SNAP)
- Computer management and antivirus updates (Altiris/Sophos)
- Financial management (Munis).

To address the Blanchard School issue, EDTech encumbered funding to support installation of a new fiber-optic link. This work was completed in the spring, allowing all of the services mentioned above to be available to Blanchard staff and students.

Historically, the Blanchard staff has made great use of the technology resources previously acquired through both purchases and generous donations. Unfortunately, after finishing a complete inventory over the summer, EDTech found over 80 allocated student computers at Blanchard that were showing their age and were no longer being used to support teaching and learning. Further, another 10 staff laptops were also identified as needing to be replaced. To resolve the Blanchard School's aging computer crisis, EDTech encumbered a total of \$32,629 in funding to purchase the following equipment:

- Technology Lab, 22 desktop workstations: \$15,070
- Three 20-unit Chromebook carts, each \$17,559

Other issues that were addressed in support of regionalization included an Active Directory upgrade, which merged each network's distinct schema into a single directory, and an enhanced disaster recovery plan. Moving our current backup system offsite to the Blanchard School bolstered the process by which EDTech can recover and protect IT infrastructure in the event of a disaster.

The EDTech department continues to enhance our teaching and learning environment by providing flexible technology tools for students and staff. This year, our main focus was to continue to implement more technology in the classroom to support our updated educational technology learning goals and to provide real-time access to technology for our students when needed most. Using our Google Apps for Education ABSchools domain, schools were able to quickly implement cost-effective Chromebooks into their teaching and learning environment with great success. An additional 16 classrooms in grades 4-6 were equipped with Chromebook carts! Teachers have now identified ABSchools as their primary 21st century toolkit, as the Google Apps suite supports so many facets of student learning, including student writing, project-based activities that incorporate creativity and collaboration, information/research projects, digital portfolios, and more. With these tools, students can capture and analyze data using Forms and Sheets, they can collaborate and write for authentic audiences on Docs, and they can present their photos and movie presentations on Sites.

EDTech has continued its support of the Innovative Learning Program, or ILP. Developed in a way that supports a bottoms-up approach, the department established this initiative by seeking proposals from teachers and staff that focused on innovating their teaching and learning through the use of technology in the classroom. To be accepted into the program, teachers defined clear learning goals with specific measures of success. We had 21 teachers accepted to the program with an almost 50:50 ratio of teachers using Chromebooks and tablets. Along with sharing learning outcomes with staff within the district, many of the teachers in the ILP cohort also presented at various technology conferences throughout the region to promote the use of technology in the classroom and share successful strategies with colleagues across the state.

Summer School

The ABRSD Summer School serviced 518 students. Although the vast majority of students were from Acton and Boxborough, students from 17 other communities enrolled in summer courses. Per usual, there was a lengthy waiting list for Physical Education. Seventeen students took online courses for enrichment. Steven Martin worked to develop an online registration system, similar to that used by Community Education before resigning his summer school position to assume the role of Athletic Director. Maurin O'Grady served as director of the 2015 summer school session. As in previous years, Summer School is a self-funding program. Tuition receipts allow us to continue offering first-rate summer educational programming for students in Acton, Boxborough, and several other communities.

Community Education

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. CommEd receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Monies are returned to the districts to use for space and equipment. CommEd's staff organizes, staffs, and directs the following programs and activities. For more information, call 978-266-2525 or visit its website (<http://abce.abschools.org/>).

Day and Evening Classes: Each year, CommEd offers 2,000+ classes for children, teens, and adults. Classes and other programs are posted on the website and advertised in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes. More than 10,000 students enroll in classes annually.

Extended Day: To meet the demands of school-age childcare for working Acton families, CommEd offers high-quality before- and after-school care for over 250 children in grades K-6 at four community-based sites: the Administration Building, the Conant School, the McCarthy-Towne School, and the Gates School. Our programs

provide thoughtful guidance, authentic experiences and engaging activities to complement classroom learning. These programs are self-sustaining, funded entirely by the tuition and fees.

All-Day Kindergarten Program: CommEd administers the business affairs of the All-Day Kindergarten program at each elementary school.

Summer Day Program: Located at the Administration Building, this program offers weeklong sessions to 80+ children per week in grades K-6. Activities include Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

Vacation Week Programs: During school vacations, CommEd runs childcare programs that include field trips and enrichment activities. CommEd also offers one-day programs on the school district's no-school days (such as staff professional days, Veterans Day, and Columbus Day) to assist parents who need childcare.

Youth Winter Basketball League: Over a 12-week period, more than 800 boys and girls in grades 3-12 participate in weekly practices and league play. The league is staffed by more than 150 paid and volunteer coaches, timers, and referees.

Driver Education: CommEd runs a Registry-approved driving school, offering classroom instruction and on-road training to 300+ students annually. It offers Saturday license test exams in partnership with the RMV and has expanded the number of weeklong accelerated classes offered.

Pool and Field House Programs: Located at ABRHS, the Pool and Field House Program provides the public with opportunities to use the high school pool and field house on the weekends. In addition to open swim and gym, CommEd runs a full program of children's swim lessons, a youth swim team, master's competitive swimming, morning and evening lap swim, and water exercise classes.

Fitness Center: CommEd has a team of volunteers who supervise public drop-in times at the Fitness Center, located at ABRHS.

Scheduling Use of School Fields: Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses, and community organizations, receive permits for school field use through CommEd. Fees charged are returned to the school district to support the facilities.

Scheduling Use of School Buildings: Use of the eight school buildings outside of school hours is scheduled through CommEd.

Snack Shack at Lower Fields: CommEd operates the snack shack at the new bathrooms/concessions facility at the Lower Fields.

Facilities and Transportation

The district continues to demonstrate strong leadership in energy efficiency with multiple benefits, including reduced costs, learning and leadership opportunities for students, reduced carbon emissions, and national and state recognition. Electricity use has been cut by 29% below our benchmark set in FY 2009, with a 20% cut in electricity and natural gas use overall. This success is due to major grant-funded lighting and mechanical upgrades and a focus on energy conservation with strong engagement by staff, faculty, and students.

Solar arrays on three school roofs supply 5% of the district's electricity use, and 40% of the electricity purchased from Eversource/NSTAR is certified from renewable sources. The district is actively researching additional opportunities for solar thermal and solar photovoltaic on favorable economic terms. The district's use of conventional fossil fuel-based electricity has been cut by almost 70%, given the combination of conservation, efficiency, and renewable sources.

A major focus during the past year was implementation of \$286,000 in grant-funded energy efficiency projects awarded to ABRSD through the state DOER's Green Communities funding and utility incentives (at no cost to taxpayers). Installation of new high-efficiency condensing boilers at RJ Grey was the most significant project; as a result, gas use at RJ Grey dropped 17% last year, while usage went up slightly at other buildings. Other projects completed included 1) tying exhaust fans to building management software at RJ Grey; 2) LED exterior lighting

at Conant, Gates, and Douglas; and 3) working with granular energy data to boost energy efficiency at ABRHS and RJ Grey.

The district was recently awarded an additional \$340,000 in energy efficiency projects after applying for another round of Green Communities grant funding and utility incentives. The projects receiving funding include 1) upgrading to LED interior lighting at McCarthy-Towne, Merriam, RJ Grey, and the ABRHS pool; 2) improving HVAC efficiency at the Parker Damon Building; 3) improving energy efficiency for the district's main server room; and 4) WiFi thermostats for modular classrooms. Implementation of these projects is underway.

Compostables and recyclables are captured in several of our cafeterias (and all kitchens) with the active support of students coaching their peers on how to sort their stuff. This program is in place at ABRHS, McCarthy-Towne, Merriam, and Conant, leading to cost savings and a dramatic reduction in solid waste. Compostables and recyclables make up 80% of the waste stream from the cafeterias and kitchens if captured appropriately. In addition, single-stream recycling is in place in all offices and classrooms, with support from student teams.

Student Green Teams are active in all of our schools, helping to promote energy conservation and/or recycling and composting. We encourage and support the engagement of our students in helping to build a culture of conservation in our schools. Several of our schools were recognized with national and state awards this year for excellence in energy conservation and energy education from the National Energy Education Development Project (NEED).

Conclusion

With a school system such as ours, which strives to provide rich, robust, and enriching educational experiences for our students, both in and out of the classroom, it is impossible to capture in words all of the past successes within a single school year. However, this 2014-15 Town Report attempts to share with the citizenry of Acton and Boxborough a glimpse into some of the highlights of which we are proud.

The success of any educational institution, at any level, comes about as a result of a number of factors and is never due to one single thing alone. That statement could not be any more true for this institution, an organization that absolutely thrives on the strong collective commitment of staff, students, parents/guardians, and our extended community alike. As your new Superintendent throughout the inaugural year of regionalization, I had the good fortune to come to learn first-hand the incredible joy that our students take in coming to school each day. At the same time, I also had the pleasure to observe that this is overshadowed only by the incredible joy that our staff takes in helping our students realize their full potential.

Glenn Brand
Superintendent of Schools
On Behalf of the School Committees
January 2016

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Introduction

Minuteman High School is an award-winning regional school located in Lexington within a sweeping 16-town district rich in Revolutionary War history. Minuteman offers career and technical education in more than a dozen majors, ranging from carpentry and cosmetology to biotechnology and engineering technology. It couples that with rigorous academic instruction, including Advanced Placement courses. In a typical year, more than 60% of Minuteman's graduates pursue college or advanced training.

Minuteman gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical education, integrated with a rigorous grounding in mathematics, English, science, and social studies. Minuteman offers a wide selection of academic courses and programs, including foreign languages

(Spanish, French, and Latin), art, and Girls in STEM (Science, Technology, Engineering, and Mathematics). The school offers a wide range of sports and does not charge any fees to participate.

Minuteman High School is an accredited member of the New England Association of Schools and Colleges. The Minuteman District includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

A Look Back at 2015

This past year was a busy one at Minuteman. The school saw major changes in its leadership team, took several steps to advance its long-planned and long-awaited building project, secured state grants to support its programs, established a highly popular Girls in STEM Camp, refocused marketing efforts on recruiting in-district students, received awards for student academic and trade successes, saw improvement in its MCAS scores, assisted non-profit community groups and towns with a host of projects, and secured approval of its budget from each of the 16 towns in the district.

Leadership Changes

Minuteman saw major leadership changes during 2015 with the appointment of a new Principal, Assistant Principal, Director of Outreach and Development, and Director of Special Education. John “Jack” Dillon III, who served as the school’s Assistant Principal for nine years, was selected as Principal. Mr. Dillon has worked in education for 25 years. Before coming to Minuteman, he served as Assistant Principal at Maynard High School and as a health teacher and acting Assistant Principal at Burlington High School. He earned a Master of Education degree from Cambridge College and a B.S. in Education from Bridgewater State University. He was one of 34 persons who applied for the Principal position. He succeeds Ernest F. Houle, who was appointed Superintendent-Director at Assabet Regional Vocational Technical High School in Marlborough.

George M. Clement, a long-time educator and finalist for a national teaching award, was selected to succeed Mr. Dillon as the new Assistant Principal / Director of Admissions. In his new role, Mr. Clement is responsible for letting 7th and 8th grade students and their families know about the high-quality educational opportunities available at Minuteman. He will meet annually with hundreds of potential applicants and be in overall charge of the school’s admissions process. He will also coordinate a variety of career development activities intended to give middle school students an opportunity to experience career and technical education and get a sampling of STEM initiatives. Mr. Clement has been at Minuteman since 2009 as a Reading Specialist. In 2014, he was named a finalist for Scholastic Company’s All-Star Educator Award for reading. He holds a B.A. in History/Education from Merrimack College in North Andover and a Master of Education in Special Needs from Simmons College in Boston.

Steven C. Sharek was appointed in January as the school’s Director of Outreach and Development. Mr. Sharek previously served as Superintendent-Director at Montachusett Regional Vocational Technical High School, as a Communications/Grants Coordinator and Cluster Coordinator at Greater New Bedford Regional Vocational Technical High School, and as the Assistant Dean of Academic Services at Southern New England School of Law (now UMass Dartmouth School of Law). He previously served as a radio news reporter, assistant to the Mayor of New Bedford, City Councilor and Council President in New Bedford, and Town Moderator in Dartmouth. Mr. Sharek holds a B.A. in English from UMass Dartmouth, a Master’s in Educational Leadership from Bridgewater State University, and a Juris Doctor from Southern New England School of Law. He succeeds Brendan Dutch, who served as Director of District Communications and left for a position at the State House.

In October Amy Perreault was appointed interim Director of Special Education, succeeding Kevin Lynn. Ms. Perreault has served as the Supervisor of Special Education at Minuteman since February 2014. Prior to that, she served as Student Programs Support Administrator in the Fitchburg Public Schools. She has 15 years of experience in the field of education, having worked for Chapter 766 schools, residential and group home facilities, and in public schools in both California and Massachusetts. She has served as an adjunct faculty member for the University of Southern California and for Merrimack College. She is a Licensed Independent Clinical Social Worker. She holds a Bachelor’s degree from Merrimack College in North Andover, a Master of Social Work from

Simmons College in Boston, and a Doctor of Education in Educational Leadership (Ed.D.) from San Diego State University. A formal search for a permanent Director was scheduled for later in the fall.

Building Project Advances

A long-planned building project took major steps forward during 2015. In February, Minuteman's School Building Committee announced preliminary cost estimates for four alternatives (all with state help): renovating the school, renovating and expanding it, building a new school, and building a new school and demolishing the old one. In addition, a subcommittee released a cost analysis for a self-funded model that would be required if state funding is rejected. According to Kaestle Boos Associates, Inc., the project architect, new construction is the least expensive of the options. A minimum of 40% of the estimated \$144.9 million project cost would be borne by the state. The maximum estimated district share would be \$86.9 million.

In March the School Building Committee launched a series of public presentations and information-gathering meetings in 15 of its 16 member communities, starting with Acton. Input was solicited on five options, including renovation of the existing school, renovation and addition, and construction of a new school. Of those who completed written or online surveys, 89.1% of respondents preferred construction of a new school. During their presentations, Committee members stressed three reasons to take action: current problems with the building's condition must be addressed, the school's educational programming could be enhanced with a better physical plant, and the school's accreditation is in jeopardy solely because of the condition of the building. In April the Committee held its final public presentation, this one in Arlington, and in May voted to recommend construction of a new school.

In May, the Minuteman School Committee endorsed construction of a new school as its preferred option for addressing current facilities issues; creating an educational environment that best meets the needs of students, teachers, and employers; and ensuring continued accreditation. The committee also authorized Skanska USA, its project manager, to submit supporting documentation to the Massachusetts School Building Authority (MSBA) in June.

In August, the MSBA unanimously endorsed the building of a new 628-student Minuteman High School on district land adjacent to the existing school. The MSBA Board of Directors voted 4-0 in favor of the district's preferred solution – construction of a new \$144.9 million school for 628 students. The board authorized the school to prepare detailed schematic drawings for the new building. "This is a huge step forward," said Ford Spalding, chairman of the Minuteman School Building Committee. "Now it's time for everyone in our member communities to rally around this project and protect the \$58 million that MSBA is offering to invest."

The new high school, which would be built in the Town of Lincoln on land owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs. The new school would be smaller in size than the existing school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs. State Treasurer Deborah Goldberg, who chairs the MSBA board, delivered an impassioned plea supporting vocational technical education and the value of schools such as Minuteman across the Commonwealth. "There's a direct connection between these schools and sustainable economic development in the state," said Treasurer Goldberg. She described Minuteman as a magnet for students who will be filling 21st century jobs. "We need to move forward," she said, "because of what it means to the state and our future." Once parents begin to see the connection between vocational technical education and high-paying jobs, she said she would not be surprised to see Minuteman back at the MSBA seeking to expand.

In a four-page memo provided to the Board of Directors in July, MSBA Director of Capital Planning Mary Pichetti outlined a series of reasons why the MSBA staff recommended approval of the Minuteman project. Among other things, she said, vocational technical education plays an important role in the economic future of the state; Minuteman is an important educational resource for students; the school's Educational Program Plan is comprehensive, demonstrates demand for proposed programs, and aligns with evolving trends in employment; and there is a need for capital investment in the existing facility. The July memo also noted that new state

regulations establish a capital fee to be added to nonresident students' tuitions and an additional fee for nonresident students enrolled in special education. According to the memo, this change "...addresses one of the District's long-standing concerns regarding its member's share of supporting nonresident students."

The MSBA memo strongly endorsed the planned 628-student school and indicated that a school with an enrollment of 600 is the *smallest* school the agency would be willing to commit state funds to. "The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on nonmember enrollment while still maintaining a high quality vocational and academic curriculum," wrote Ms. Pichetti. She said a school of 435 students "is not operationally sustainable and would not meet the District's educational goals." According to Ms. Pichetti, "[t]he MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum." Ms. Pichetti said enrollment and application data "... demonstrate sufficient demand for program offerings to ensure the facility will be utilized." State Representative Carmine L. Gentile (D-Sudbury) and Representative Alice Peisch (D-Wellesley) both spoke to the MSBA board, noting that some town officials still had concerns about the size of the planned school and how it's going to be funded. However, both also acknowledged the need for a new school.

Schematic Design Process Completed

Following the MSBA vote, Superintendent Edward Bouquillon scheduled a series of meetings with stakeholders to get their input on the project. Working with a team of architects from KBA Associates, Dr. Bouquillon engaged students, faculty and staff members, business leaders, parents, community representatives, the School Building Committee, and the School Committee in shaping the design of the new school. A completed schematic design was submitted to the MSBA in December.

Setting the Stage for Project Bonding

On December 22, the Minuteman School Committee took two votes that many town officials viewed as important to the project's ultimate success. The committee voted 13-0 to approve consensus amendments to the Minuteman Regional Agreement. Members voted 14-0 to negotiate an inter-municipal agreement with the Town of Lincoln, which will serve as host community for the new school. The Minuteman School Committee postponed a vote to bond for the project until no later than February 23, 2016.

Local Funding Approval Still Needed

Minuteman must still secure local approval for the project. The Minuteman School Committee has been discussing how best to proceed. State laws allow two options: consideration by Town Meetings in each of the 16 member towns or approval through a one-day districtwide referendum. As the year drew to a close, no decision had been made. Building Committee Chair Ford Spalding has stated frequently that it's important to preserve MSBA's base reimbursement rate of more than 40%. "If we turn down this project," Mr. Spalding says, "the costs to our towns of repairing the building will far exceed what we're going to invest in building a new school." A Building Committee Subcommittee estimated that repairing the school piecemeal would be almost twice as expensive as building a new school, take 10 years or more to complete, be more disruptive to students, probably hurt enrollment, and likely lead to the loss of Minuteman's accreditation.

Poll Shows District Voters Support New School

Voters in the Minuteman High School District support the school, its programs, and a proposal to replace the school with a new building – and they do so in big numbers, according to professional research poll. The poll of 400 registered voters was conducted by nationally recognized pollster David Paleologos of DAPA Research Inc. in August. It has a margin of error of +/- 4.9 percentage points. The live telephone poll was approved by the Minuteman School Committee in July and conducted by DAPA Research in August. Before the survey got underway, the polling questions were submitted to the Massachusetts Office of Campaign and Political Finance for approval.

The poll, which was commissioned by Minuteman, was designed to gauge voters' sentiment about the school and the quality of its programs, their awareness and level of support for a proposed building project, and the factors

that most influence voters' opinions. "This poll shows that there's a strong positive feeling in the district about Minuteman High School and its programs," said pollster David Paleologos, head of DAPA Research. "There's a clear willingness to build a new school," he said. "And this support crosses all demographics: gender, income, age, area, and even political party. These are overwhelming numbers, and the type of results we don't see very often."

Some 78% of voters polled indicated positive or very positive feelings about the school, with only 2% indicating they had negative feelings. Sixty-four percent (64%) indicated they had positive or very positive feelings about the quality of the vocational-technical programs at Minuteman, with just 2% indicating negative feelings. The poll also showed overwhelming support for construction of a new school. Some 68.5% indicated they would vote to build a new school, 23% were undecided, and 8.5% indicated they would oppose it. Intensity of support for a new school was higher than intensity of opposition, according to Mr. Paleologos. Key factors influencing voters' decisions were impact on students (31%), impact on tax bills (22%), and condition of the existing building (16%).

By a margin of 46% to 39%, voters indicated that they would prefer to see a decision about the project made by voters during a districtwide ballot instead of by individual Town Meetings in each of the 16 Minuteman towns. Some 76% of those preferring a districtwide ballot favored building a new school; 63% of those preferring Town Meeting approval favored building a new school.

New State Regulations Help District Taxpayers

The Board of Elementary and Secondary Education this year adopted new state regulations covering vocational technical education. While not all of the regulatory changes are helpful to Minuteman High School, two changes are big wins for taxpayers in the Minuteman School District, as noted above. One change established a capital fee for out-of-district students; another established a special education fee for out-of-district students receiving special education services. These regulatory changes are the direct result of efforts by Minuteman to allay concerns from the District's member communities about the costs of providing educational services to out-of-district students. With the full support of the School Committee, the Minuteman Superintendent worked with the state Department of Elementary and Secondary Education (DESE) to pursue changes in state regulations to allow Minuteman to assess a capital fee. The state Board adopted the new regulations in February, calling for both a capital fee *and* a special education fee. The Minuteman School Committee and School Administration both support charging a capital fee for out-of-district students. We recognize that the new capital fee is a huge win for District taxpayers.

Why A New School?

The Minuteman facility is more than 40 years old. Its building systems – structure, electrical, mechanical, roofing, windows, and exterior cladding – are at the end of their life and are failing fast. The facility falls far short of meeting today's standards to support the planned educational curriculum, and it falls short of meeting current requirements for energy efficiency, life safety, air quality, seismic loading (earthquake resistance), and ADA compliance for accessibility, to name a few.

Minuteman's facilities can no longer keep pace with the instructional and program needs. For any technical school, it is imperative to maintain a current facility and curriculum. Minuteman facilities must be updated so as to support current needs and be flexible enough to meet future needs. The current conditions of the facility are an obstruction to delivering a high-performance technical education and developing an adequate workforce. Minuteman is a community regional education resource effective in developing secondary students, and (re)training the existing workforce for the local and regional economy.

The approximately 330,000-square-foot core structure was built in the early 1970s under a design concept known as the Open School. The exterior wall is jumbo masonry brick veneer with airspace and insulated cavity space with backup CMU wall assembly. The interior finish is either painted, furring with painted gypsum board, or wall-mounted acoustical panels. There is no air and vapor barrier indicated in the wall. The exterior wall envelope is insulated metal panel with continuous single-pane glazing on the upper portion of the exterior walls. The metal panel is acting as the air and vapor barrier. This wall construction does not comply with current code-mandated

minimum performance standards. While some work has been done over the past few years to repair and upgrade certain parts of the building, the majority of the structure still comprises original materials and systems.

In anticipation of a major upgrade of the facility to meet the newly approved Education Program Plan, spending on maintenance work has intentionally been limited to critical work only. Consequently, preventive maintenance has been deferred and has accumulated to the point where much of it must now be considered critical. Coupled with the requirement to bring the building up to code, the scope of work that will need to be done as quickly as possible is enormous.

The condition of the school building has been the focus of attention for the New England Association of Schools and Colleges (NEASC) since its visit to the school in 2009. It was the reason NEASC scheduled a follow-up Focused Visit in 2011 to review the status of the areas of concern. Rather than finding improvement as the evaluators had expected, the conditions had continued to deteriorate. In its Focused Visit report in May 2014, NEASC’s Commission on Technical and Career Institutions rated the school facilities as “Needs Improvement.” NEASC has placed Minuteman’s accreditation on “Warning” status solely due to the condition of the building.

What Education in the New School Will Look Like

In the new school, there will be two Career Academies and a Shared House providing services and programs for all students. The Career Academies will include 16 state-approved Chapter 74 programs offering 21 career majors. These career vocational technical education (CVTE) majors are designed to match the current and emerging labor market needs of the region. The new Educational Program Plan adjusts current program offerings through the phase-out of two CVTE programs, the merging of two programs, and the creation of two new CVTE programs: Advanced Manufacturing and Fabrication and Multi-Media Design and Engineering.

Career Academies and CVTEs

<i>Engineering, Construction, and Trades</i>	<i>Life Sciences and Services</i>
Advanced Manufacturing and Fabrication (new)	Culinary Arts and Hospitality
Electrical	Early Education and Teaching
Plumbing and Heating	Cosmetology and Barbering
Carpentry and Construction	Health Services
Automotive Technology	Environmental Science and Technology
Multi-Media Design and Engineering (new)	Biotechnology
Robotics and Automation	Horticulture and Landscaping Technology
Programming and Web Development	
Design and Visual Communications	

This reorganization of the CVTE programs into two Career Academies is in response to the current and projected changes in the workforce. The entire Minuteman community, students, staff, faculty, parents, and business advisory members have been involved in the development of this model. The new school is clearly the best selection to support the reorganization in a manner that enhances our schoolwide goal of deeply integrating academic and vocational curricula. The original building was designed to separate the disciplines. This runs directly counter to the District’s priority that programs work together, not in isolation. The existing facility contains six levels/floors. This further separates students and programs, making the integration of curriculum impractical or inefficient in most instances.

The new Educational Program Plan necessitates an integrated delivery of educational programming across all disciplines. Relevant programming that prepares young people for college and careers will increase the demand overall for access to Minuteman. Numerous research publications have documented the growing need for high schools to address the career development of all students in order to create a return on the weighty college investment facing families in our District. Minuteman students develop experience through integrated academic and technical training in their chosen field before they enter post-secondary institutions.

The Educational Program Plan reflects CVTE Programs and career majors that are valued by our member communities because they give our students an advantage in knowing their skills and interests related to their college major selection. The Career Academies, once fully implemented in a new facility, will facilitate the integration of academic and CVTE curricula, a fundamental element in the District's philosophy. The Career Academy model was an outcome of an extensive planning and visioning effort that took place over the 2010-2012 school years and reaffirmed through professional development activities in 2014-2015. It was determined that the Career Academy model had several advantages that supported our core beliefs as a school community. This model not only facilitates the integration of academic and CVTE curricula, it supports the logical adjacencies that enhance the learning experience for students in different occupational training programs that are related to one another within the same academy. It also provides opportunity to locate programs within academies near programs that have combined project-based learning activities.

The new school will also substantially improve lab space for Robotics, Engineering, and Automation; Environmental Science and Technology; Culinary Arts and Hospitality; and Health Assisting, allowing students to access high-level curricula.

The Shared House will provide core programming that is accessed by all students, regardless of career major. This is best done in a central location. The Shared House will contain a variety of programming common to both Academies. It will continue to offer Advanced Placement (AP) classes, foreign languages, music, art, and a rigorous offering of college prep classes.

Academics comprise English (AP English Literature and Composition), Mathematics (AP Calculus A-B), Humanities (History, Civics, Psychology, Languages, Art, Music), Science (Biology, Chemistry, Physics, Applied Physics, Anatomy and Physiology, Nutrition), and Physical Education. The Shared House contains programs and services that most high schools offer, such as Advanced Placement classes, health and wellness (nursing) services, physical education, and guidance and media (library) services. Guidance and career counselors are assigned by Academy and CVTE Program, not by alphabet or grade level. This affords traditional guidance staff with the opportunity to deliver services to students in a manner that is reflective of student interests within a career major.

Minuteman Secures State Grants

Minuteman High School secured nearly \$150,000 in separate competitive grants to supplement its budget and support its programs. Minuteman was awarded an \$88,970 state grant to expand its Biotechnology program and give students a competitive edge in one of the state's fastest-growing industries. The grant was one of six awarded by the Massachusetts Life Sciences Center to schools in the MetroWest region. The grant will allow Minuteman's Biotechnology program to purchase biotech equipment and supplies, including Bioreactors and Bio Commanders software. This will make more equipment available to more students, allow the school to simulate industry environments or wet labs, and increase the teaching of process control, an essential skill in any biotech career. The Bioreactors and accessories will allow Minuteman students to grow transformed cells to mimic the procedures used in industry.

Minuteman's Biotechnology program allows its students to explore and research the many careers in the biotech industry, including biomanufacturing technician, R&D scientist, and biomedical engineer. The four-year program includes aseptic techniques, microscope use, applied genetics, marine biology, microbiology electrophoresis, basic instrumentation, molecular biology and DNA, writing standard operating procedures, immunology, protein chemistry, proteomics, statistical process control, and sustainability and green techniques. Biotech students at Minuteman can earn up to 11 college credits at Middlesex Community College while still in high school. These credits are transferrable to a four-year state university. According to industry figures, the number of Biotechnology R&D jobs grew faster in Massachusetts than in any other state in the nation.

Minuteman operates a highly regarded Technology Outreach Program in several middle schools in the Nashoba Regional and Acton-Boxborough Regional School Districts. The Outreach Program serves as a pipeline for students interested in STEM careers.

In July, the school was awarded a competitive state grant of \$59,940 to purchase three training simulation systems for students learning welding. These high-tech systems will enhance instruction in metal fabrication and joining technologies, freshman exploratory, and advanced manufacturing programs. Advanced manufacturing is a new program that will start being phased in during the 2016-17 school year. These machines provide a sophisticated virtual simulation of what it's like to actually do welding. Students using the machines wear a welder's helmet and have a realistic experience that is safe and educational and utilizes fewer materials.

By using simulators, the potential for students to sustain burns and eye injuries, both of which are ever-present dangers in welding, is eliminated, and electrical consumption and hazardous gas emissions from welding are lessened or eliminated. Students tend to respond enthusiastically to the virtual aspect of these simulators, which reminds them of video games and can make the welding profession exciting. In addition, teachers can more effectively train students, track their progress, more accurately pinpoint their errors, and improve the quality and extent of the feedback students receive.

State Treasurer Visits Girls in STEM

Minuteman's Girls in STEM Career Exploratory Camp got a visit from a top state official, Treasurer Deborah Goldberg. During a visit to the school in August, Goldberg observed what these 7th and 8th grade girls were doing and learning, frequently interacting with them and asking many pertinent questions. She said the girls are being empowered "so they can realize their own dreams and make a difference" in the state's economy, especially in burgeoning, 21st century fields such as health care, finance, high-tech, and biotechnology that are largely dominated by men.

The weeklong Girls in STEM Career Exploratory followed up on the success of the first Girls in STEM Camp ever held at Minuteman in February. Both programs featured hands-on learning experiences for the participants, who were mentored by Minuteman Girls in STEM Club members who themselves are mentored by women in STEM careers. The Girls in STEM Career Exploratory was attended by 34 middle school girls from Arlington, Bolton, Dracut, Everett, Lexington, Lincoln, Newton, Weston, and Woburn. "What we're doing is answering a need out there," said Michelle Roche, Minuteman's Director of Career and Technical Education. With Engineering instructor Becky Quay and Horticulture/Landscape Technology instructor Sarah Ard, she has played an integral role in establishing these new STEM opportunities for female students at Minuteman.

Goldberg's visit began with a presentation about Girls in STEM by Minuteman students Julia Ruderman of Arlington, Alicia Benway of Waltham, and Tristin O'Connor of Bolton. The Treasurer visited four classrooms, one devoted to each STEM area, where activities were underway. She asked the students to discuss the experiments they were conducting and plunged in with gusto when it was her turn to take part. In the math classroom, Goldberg was invited to blow into a long plastic tube to demonstrate her lung capacity by seeing how much water she could displace. After she did so, the students calculated how much water she displaced.

Treasurer Goldberg asked why the students came to this STEM program. All agreed that they liked the females-only aspect of it. Several told her that they plan to pursue STEM careers. One declared she loves science. Many local officials, members of the Treasurer's office, and Minuteman staff were present for Goldberg's visit, including Arlington Town Manager Adam Chapdelaine; Lexington School Superintendent Mary Czajkowski; State Representative Carmine Gentile (D-Sudbury); Jordan Eldridge, aide to State Representative Kate Hogan (D-Stow); Minuteman School Committee members David Horton of Lexington and Cheryl Mahoney of Boxborough; Needham Selectman Dan Matthews; and Laurel Bufano and Harriet Wong of the Belmont Burbank Elementary PTA.

New Recruiting, Retention, and Marketing Efforts

Minuteman retained the services of Mark C. Perna, a nationally recognized expert in recruiting and retaining students in vocational-technical schools. Mr. Perna is the founder of Tools for Schools of Columbus, Ohio. Throughout the year, he worked with a team of administrators, faculty, and staff members led by Assistant Principal George Clement. They developed a comprehensive recruiting and marketing campaign to increase applications and enrollment from our member towns. With his help and concerted efforts by the entire staff,

Minuteman is going to attract and retain more of the right students in the right programs for the right reasons. As a result, the school will enroll more students, retain them in greater numbers, and attain higher graduation rates. The right student is one who is motivated, dedicated, sees the light at the end of the tunnel, and wants to get there. With Mr. Perna's help, Minuteman is changing its messaging to emphasize the advantage of a career technical education: students receive rigorous academic instruction and earn significant professional credentials that prepare them for college and career.

Further, Minuteman has redesigned and refocused many of its recruiting activities and the timeline used to deliver them. Among other things, the school has redesigned its 9th grade exploratory program to give freshmen more freedom to pursue programs they really want to explore in depth. These changes will allow students to make educated and thoughtful decisions regarding which career path to choose. This will lead to a more streamlined educational experience and ultimately increase student retention rates.

Finally, the school has taken initial steps to simplify its admissions process by creating an online application system and developed a new 4-minute recruiting video to be shown to middle school students. The video was produced by Andrew Mudge of Black Kettle Films.

Student Awards

Massachusetts SkillsUSA Competition

SkillsUSA is a national organization that runs trade and leadership competitions for students in career and technical schools. Twelve students from Minuteman High School received medals – four gold and eight bronze – in a statewide skills competition. The students earned the medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough from April 30 to May 2. Fifty-nine students from Minuteman took part in the event. SkillsUSA allows students in career and technical education to compete in a host of technical and leadership competitions.

The medalists were Sarah Joseph (Arlington), Allison Kirk (Saugus), and Kaleena Gulledge (Watertown), bronze medals in career pathways showcase–health; Aiblinn Moore (Medford), bronze medal in telecommunications cabling; Caitlin Monagle (Wellesley) and McKenzie Hartman (Sudbury), gold medals in community action project; Alison Beucler (Medford), Rachel Sheehan (Malden), and Kentra Vellom (Sudbury), bronze medals in OSHA; Danny Lessard (Medford), gold medal in Plumbing (postgraduate), Robin Verheyen (Harvard), bronze medal in commercial baking (postgraduate); and Collin Kelly (Sudbury), gold medal in action skills.

Michaela Ganimian (Stow) was elected to serve as a SkillsUSA State Officer next year, and Minuteman's SkillsUSA Chapter adviser Terry Regan was named Adviser of the Year. Engineering technology instructor Becky Quay and the following Minuteman students in the STEM program were given special recognition as the SkillsUSA National Grand Prize winners for their Student2Student mentoring program: Nakeyra Santos (Lexington), Tanisha Santos (Lexington), Rachel Toups (Boxborough), Alicia Benway (Waltham), Channon Lessard (Medford), Alison Beucler (Medford), Anastasia Monich (Boxborough), Hannah Whitney (Acton), Emma Clemente (Medford), Tristin O'Connor (Bolton), Michaela Ganimian (Stow), Diana Perez (Everett), Sarah Joseph (Arlington), Julia Ruderman (Arlington), Kaleena Gulledge (Watertown), and Alice Hawkes (Waltham).

National SkillsUSA Competition

Minuteman High School accepted a grand prize for its Girls in STEM program, and a Minuteman student earned a silver medal during the 51st annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky. Minuteman's Girls in STEM team was honored with the top award from SkillsUSA's Student2Student Mentoring program. Students Sarah Joseph (Arlington), Kaleena Gulledge (Watertown), Julia Ruderman (Arlington), and Alison Beucler (Medford) represented the Girls in STEM, joined by teacher advisors Becky Quay and Sarah Ard. The school's Girls in STEM Club mentored 7th and 8th grade girls, informed them about STEM opportunities, education and careers, and provided them with outstanding female role models. Girls in STEM and Minuteman were each awarded \$500 to continue their work.

Collin Kelly (Sudbury) earned the silver medal in the Action Skills competition in which students demonstrate a technical skill to a panel of judges. Collin demonstrated the proper technique for the monitoring and maintenance of ammonia concentrations in a fish tank.

The Community Action Project team of Caitlin Monagle (Wellesley) and McKenzie Hartman (Sudbury) finished fourth, just out of the medals, for their project stenciling storm drains in Wellesley. Danny Lessard (Medford) competed in the postgraduate plumbing category and finished in the middle of a talented group of contestants.

Michaela Ganimian (Stow) attended the conference as a SkillsUSA State Officer-elect and served as a voting delegate, as did Ms. Joseph and Ms. Gullledge.

Pioneer Institute Essay Contest

In May, Minuteman junior Julia Ruderman won first place in the Pioneer Institute's Frederick Douglass Prize Essay Contest for Massachusetts. Ruderman, who lives in Arlington, earned a \$5,000 prize from Pioneer for her essay on the Old Schwamb Mill in Arlington. The Essay Contest encouraged students to choose from dozens of historic sites across Massachusetts and develop a clearly organized and well-researched essay, drawing on primary and secondary sources, that explains the historical impact and significance of these sites.

Old Schwamb Mill on Mill Street is the country's only manufacturer of hand-turned, museum-quality oval frames, and it is the oldest continuously operating mill site in the United States (c. 1650). Ruderman's essay was selected for first place from 66 essays. An independent panel of judges, including current and former high school history teachers, selected winners. Minuteman receives \$1,000 for Ruderman's accomplishment as well.

Walter J. Markham Award Nominee

Maria Cid-Pacheco, majoring in biotechnology, was Minuteman's 2015 nominee for the Walter J. Markham Award sponsored by the Massachusetts Association of Vocational Administrators ([MAVA](#)) and the Massachusetts Vocational Association ([MVA](#)). The Markham Award, which is named for a visionary leader in the field of vocational technical education in Massachusetts, is bestowed on a senior who has demonstrated "leadership, good school attendance, excellence in technical studies and excellence in academic achievement," according to the guidelines established by MAVA and the MVA.

Cid-Pacheco, an Arlington resident, demonstrated leadership, initiative, and dedication, both in and beyond the classroom. She received numerous prestigious awards, such as the Rensselaer Medal from the Rensselaer Polytechnic Institute in Troy, NY; the Bausch & Lomb Honorary Science Award from the University of Rochester; and the Future Farmers of America Agriscience Fair gold medal for Environmental Systems. Cid-Pacheco expressed gratitude to her Biotechnology teachers, Patrick Rafter and Crystal Auger.

Outstanding Vocational-Technical Student Award

Emma Clemente, an environmental science and technology major, was the school's MAVA/MVA Outstanding Vocational-Technical Student of 2015. She, along with other distinguished student honorees from technical high schools and programs across the Commonwealth, was honored at the annual Outstanding Vocational Student Award Dinner at Mechanics Hall in Worcester in April. The Outstanding Vocational-Technical Student award requires, among other things "a minimum of a cumulative 3.50 grade-point average, leadership qualities, technical competence, excellent attendance, and community involvement."

Clemente clearly earned the respect of her environmental science and technology teachers at Minuteman, Patrick Rafter and Anthony Wilbur, who believe she is the "most academically gifted student among the senior class, and among the most reliable and conscientious students in the school." Ranked in the top 5% of Minuteman's 2015 graduating class, Clemente earned her American Red Cross First Aid & CPR Certification, Massachusetts Grade 2 Municipal Wastewater Operator's License, Massachusetts Grade 1 Drinking-Water Treatment Plant Operator's License, OSHA HAZWOPER Certification, OSHA 10-Hour General Industry Safety Certification, and a Confined-Space Entry Certification.

MCAS Success

Minuteman High School improved its performance on MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported by the state DESE. “In many cases, the improvement was significant,” said William J. Blake, Jr., Minuteman’s Director of Curriculum, Instruction and Assessment. “Improvement was particularly significant for our students with disabilities.”

Mr. Blake said scores in English Language Arts are the highest in Minuteman school history, with a 100% pass rate and 97% of students rating Advanced and Proficient combined, an increase of 12% over last year. Students in all subgroups increased their performance on the ELA test, with 100% of females scoring Advanced and Proficient combined. Students with disabilities exceeded the state average in every standard and question type; their open-response performance improved by 8%.

On the Mathematics test, Minuteman saw a 93% first-time pass rate, with 73% scoring Advanced and Proficient combined, a 4% increase from a year ago. Short-answer responses improved across the board. Students in 9 of 15 subgroups increased their performance. Students with disabilities exceeded the state average in 15 of 17 math strands; their performance on short-answer questions increased by 20%, exceeding the state level by 9%. Their open-response performance exceeded the state by 10%. Students in Title I improved their performance on short-answer questions by 29%. Students in the high needs category improved their performance on short-answer questions by 16%, exceeding the state average.

In Science, Technology, and Engineering (STE) overall, Minuteman had a 98% pass rate with 69% scoring Advanced and Proficient combined, a 4% increase from 2014. In Biology, Minuteman had a 98% pass rate, an 8% increase from 2014. Some 70% of those taking the Biology test scored Advanced and Proficient combined, a 9% increase from 2014. Overall, performance in Biology increased for all items, question types and 5 of 6 topics. Students in the economically disadvantaged category exceeded the state average in all items, question types, and 5 of 6 Biology topics. Students with disabilities scoring Advanced and Proficient combined increased by 19%. Students with disabilities improved in all areas and exceeded the state average in all items, question types, and 5 of 6 topics. For the third consecutive year, Minuteman students who took the Chemistry exam had a 100% pass rate with 74% scoring Advanced and Proficient combined. Those students exceeded the state average in all areas, question type, and 7 of 8 topics.

District Enrollment in High School Program

As of October 1, 2014, Minuteman had 673 students enrolled in its high school day program. Of these, 384 (57.1%) lived in one of the 16 district towns, and 289 (42.9%) lived outside the district. For the high school day program, the breakdown of member town enrollment was as follows: Acton (26), Arlington (146), Belmont (29), Bolton (10), Boxborough (4), Carlisle (8), Concord (12), Dover (3), Lancaster (32), Lexington (40), Lincoln (4), Needham (22), Stow (18), Sudbury (24), Wayland (3) and Weston (3). For the high school day program, students also came from more than two dozen communities outside the district: Andover (2), Bedford (4), Billerica (17), Boston (35), Brookline (3), Burlington (2), Cambridge (3), Dedham (2), Everett (6), Littleton (1), Malden (7), Maynard (2), Medford (44), Newton (3), North Andover (2), Reading (5), Revere (1), Saugus (2), Somerville (3), Southborough (1), Stoneham (2), Wakefield (2), Waltham (50), Watertown (63), Wellesley (6), Wilmington (2), Winchester (3), and Woburn (16).

Post-Graduate Programs

The Minuteman Technical Institute (MTI) offers six different post-graduate programs: Advanced Automotive Technology, Building Construction Technology, Cosmetology, Culinary Arts/Baking, Early Education and Care, and Electrical Wiring. “We provide students with the skills they need to compete successfully for jobs in high-growth industries,” said Jill Asser, Director of Community Education. “They learn from the experts, they learn more, and they get the individual attention they deserve.”

MTI provides students with the required qualifications to confidently seek out and successfully compete for employment. Adults may apply to the MTI programs to hone their skills in a technical area, retrain for new

employment, or learn new technical skills. MTI rapidly equips students with the knowledge, self-confidence, and industry certifications to enhance qualifications for their existing career or begin a new one.

MTI's post-graduate programs follow the regular school calendar and are held from September through June, Monday through Friday, from 7:45 a.m. to 2:30 p.m. MTI offers interest-free payment plans for all of its programs. In addition, students living in one of Minuteman's 16 district towns receive a 50% tuition discount.

Enrollment in Post-Graduate Programs

As of October 1, 2014, Minuteman had 63 students enrolled in its post-graduate programs. Of these, 26 (41.3%) lived in one of the 16 district towns and 37 (58.7%) lived outside the district. For the post-graduate program, the breakdown of member town enrollment was as follows: Acton (4), Arlington (6), Belmont (2), Boxborough (1), Concord (4), Lexington (2), Lincoln (2), Needham (2), Stow (1), Sudbury (1), and Wayland (1). For the post-graduate program, students also came from more than 20 communities outside the district: Andover (1), Bedford (1), Belmont (2), Billerica (3), Boston (2), Burlington (1), Cambridge (1), Chelmsford (3), Hanscom AFB (1), Harvard (1), Lowell (2), Maynard (1), Medford (1), Melrose (1), Natick (1), Salem (1), Somerville (2), Tewksbury (1), Wakefield (2), Waltham (5), and Woburn (4).

Community Education

Minuteman Community Education offers more than 100 classes for adults of all ages to start a new hobby, get in shape, or learn a new skill. Approximately 2,000 children and adults come through these programs every year. Among the notable program offerings are Electrical Journeyman, Master Electrical, Plumbing Tier I, Basics of Personal Finance and Investing, Unconventional Investing, Dump Cable TV, Facebook and Social Networking for Seniors, Intro to 3D Modeling, Monoprinting, Protecting Your Digital Footprint, Soul Food, Student Loan Debt Relief, Universal Design for the Home, Tapas, Vintage Foods, Cake Decorating, Basics of Fondant, and much more.

The Community Education department offers youth programming to students in grades 1-8 during the February and April school vacation weeks, which provides a great opportunity to learn about Minuteman's programs. Additionally, it offers a wide variety of programs for students entering grades 1-12 in the month of July. Community Education offers classes in Academics, Academic Enrichments, Career Exploration, Creative Arts, Sports & Recreation, Technology & Engineering, and Test Prep and Study Skills.

Approval of the District Budget

In a process that took a full eight months from start to finish, Minuteman's budget was approved by every Town Meeting in its 16 member communities. The new budget covers the period from July 1 to June 30, 2016. The \$19.8 million budget was 0.9% larger than last year's. Under the leadership of Assistant Superintendent of Finance Kevin F. Mahoney, the annual budgeting process officially begins in October. At that time, Mr. Mahoney asks department heads to submit budget requests, with a draft preliminary budget going to the school committee in December, and meetings with town finance committees, boards of selectmen, and Town Meetings in the spring. During 2015, the first Town Meeting was held in Lincoln on March 28. The final Town Meeting was held in Bolton on June 8.

The FY 2016 budget begins a multi-year transition to a school with a smaller, 628-student enrollment and slightly fewer career majors. Under the new budget, the school continues to phase out two vocational/technical programs, merge two programs, and phase in two others. The budget eliminates an additional fee to member towns for Special Education. Instead, it incorporates those costs into the overall operating budget. The new budget puts \$50,000 into a special OPEB Trust Fund to begin to set aside funds for employees' post-retirement health benefits.

Minuteman School Committee

A 16-member School Committee, comprised of volunteers appointed by Town Moderators in each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district. Four new members joined the School Committee during the year: Pam Nourse of Acton, Vincent Amoroso of Boxborough,

Jennifer Leone of Lancaster, and Sharon Antia of Lincoln. Ms. Nourse succeeded Nancy Banks, who relocated outside the district. Mr. Amoroso succeeded Cheryl Mahoney. Ms. Leone replaced David Mazzola, who resigned. Ms. Antia succeeded Kemon Taschloglou, a long-serving School Committee member.

The other members of the School Committee are Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), David Horton of Lexington (Secretary), Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Judith Taylor of Carlisle, Ford Spalding of Dover, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas P. Gillespie of Weston.

Visit by the District Attorney

In April, Middlesex District Attorney Marian T. Ryan visited Minuteman to promote the Cut It Out program to Cosmetology and Culinary Arts students. Cut It Out is a program designed to train hairdressers, cosmetologists, and other professionals to detect signs of domestic violence and report it to appropriate authorities. The initiative is sponsored by the Professional Beauty Foundation.

After the District Attorney made her presentation, Cosmetology students provided free salon services, including manicures and hairstyling, to several women served by two organizations that help victims of domestic violence: the Asian Task Force Against Domestic Violence and REACH Beyond Domestic Violence. District Attorney Ryan ended the day with a lunch prepared by the school's Culinary Arts students in the school's student-run restaurant, the Fife and Drum.

Minuteman Students Work on Community Projects

Every year, students from Minuteman High School work on projects for nonprofit agencies or member communities. During 2015, several high-profile projects included building housing in Wayland and Lexington and a greenhouse project at Fenway Park, both described below.

In July, construction began on a new affordable housing unit development on Fairview Avenue in Lexington. The Lexington Housing Assistance Board (LexHAB) project includes three new units and the renovation of a single-family home. Students from Minuteman will renovate the single-family home, which was built in 1912. Students from the plumbing, electrical, carpentry, and heating programs will work on the renovation, which will update the entire building. The four-bedroom home will be converted into a three-bedroom home during the renovation.

Students from Minuteman High School also are working on two duplexes on Stonebridge Road in Wayland. Built by Habitat for Humanity, the two new dwellings will involve work by two dozen students from Minuteman. Starting in fall 2014, juniors and seniors in the plumbing and electrical programs at Minuteman began installing the plumbing, electrical and heating systems in both buildings. The two buildings, at 91/93 and 95/97 Stonebridge Road, include four units.

Finally, a group of students from Minuteman High School helped construct a rooftop garden at Fenway Park using the skills they acquired in the school's environmental science program. The students helped construct a green roof on top of Gate A for an extensive new garden called Fenway Farms. A variety of herbs and vegetables will be grown there to provide fresh ingredients for food served to Fenway patrons, to promote healthy eating choices, and to be environmentally friendly.

Educational Outreach to Member Towns

Minuteman High School teachers and students participated in a first-of-its-kind educational outreach project designed to enrich the learning experience of 7th graders at the William Diamond Middle School in Lexington. In the first phase of this outreach, students from Diamond enhanced what they studied in their academic classes, including English, history, and health, through a morning of hands-on activities and demonstrations provided by students and teachers from Minuteman. The two-pronged topic – understanding how the industrialization of farming impacts our food supply and knowing how to make healthy nutritional choices – is derived from two books the students have already read.

For the second phase, the middle school students travelled to Minuteman to visit two technical programs of their choice and to shadow Minuteman students to discover the usefulness of career and technical education. The goal is to show the middle school students how to focus on what they like to do and what they do well. This project took place at Diamond and Minuteman on May 7 and June 1.

Minuteman in the National Spotlight

Minuteman High School was the focus of national attention at least three times during the year. First, the school's Girls in STEM program was recognized by SkillsUSA, which recognized the value of Minuteman's mentoring efforts for Girls in STEM by awarding this initiative the 2015 Grand Prize in the Student2Student mentoring program, as noted above. Minuteman was recognized at the national SkillsUSA conference in Kentucky.

Second, I authored an article that appeared in the April 2015 issue of *School Administrator* magazine, published by the American Association of School Administrators (AASA). The article, Career Skills v. Academics: Not an Either/Or Proposition, can be found at <http://aasa.org/content.aspx?id=36953>.

Third, author Nicholas Wyman included a chapter on Minuteman's success in his book, *Job U: How to Find Wealth and Success by Developing the Skills Companies Actually Need*. The book was published in paperback in January 2015.

In September 2014, Minuteman High School was featured in a national American RadioWorks broadcast called A 21st-Century Vocational High School and can be found at <http://www.americanradioworks.org/segments/a-21st-century-vocational-high-school/>.

Sports and Clubs

Minuteman offers a wide selection of clubs and sports, and the vast majority of Minuteman students take advantage of these opportunities. Principal Jack Dillon reports that fully 85% of the student body is involved in a sport or participates in a club. During 2015, two of our athletic teams – the boys' golf team and basketball team – won state vocational tournaments.

The school also appointed a new Athletic Director, Heather Plater, a Physical Education teacher and softball coach at Minuteman. Plater succeeds long-time Athletic Director John Donato, who resigned from the position at the end of last year. Both will continue to serve as Physical Education teachers at Minuteman.

Looking Ahead

The coming year should be another exciting one at Minuteman High School, and I look forward to it with great hope and anticipation. The school's long-planned building project will again be front and center, and I truly hope that our 16 member towns will rally around the project, protect the millions of dollars that the state is willing to invest, and do what's best for our students – and our region's economy. Further, I am eager to start thinking more closely about how best to reuse the old facility in order to maximize the economic and financial benefits to the Minuteman district.

In closing, I wish to offer my personal thanks to the members of the District School Committee, both past and present; members of the School Building Committee; the Skanska/KBA Project Team; our faculty, staff, and students; our alumni; our Program Advisory Committee members; our town and state leaders; the townspeople who attended our community meetings; and the entire staff and board of the MSBA for bringing us to this point in the process. This is meaningful work, and I am grateful for the efforts and commitment of my team.

Respectfully submitted,
Edward A. Bouquillon, Ph.D., Superintendent-Director

WARRANT AND PROCEEDINGS

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

SPECIAL TOWN MEETING

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

ANNUAL TOWN MEETING

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

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

LEGEND

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

Moderator John Fallon called the meeting to order at 7:05pm. There were 154 registered voters in attendance. He made some announcements and reminded voters that the hours for the annual town election would be from noon to 8pm on May 18. The Vocal Ensemble led by Margie Callahan sang the Star-Spangled Banner and a student led the meeting in the Pledge of Allegiance. Town employees in attendance were introduced. He explained how town meeting would be conducted.

Vince Amoroso, Chair of the Board of Selectmen, moved that any adjourned sessions of Annual Town Meeting be held on Tuesday, May 12th; Thursday, May 14th; Wednesday, May 20th and Thursday, May 21st; and, further, that no debate will begin on any new article after 10:30 p.m.

Dick Wagman, Leonard Road, asked how long town meeting would go – would hate to come back for a second night for one article. Mr. Fallon explained how the 10:30 deadline could be waived.

Action on the motion: Motion carried unanimously.

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

Action on the motion: Motion carried unanimously.

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

Owen Neville, Middle Rd., spoke against the motion because of the town's long-standing tradition of allowing reconsideration at any time. He did not like the added powers given to the Moderator.

Jim Moss, Flagg Hill, spoke in favor of the motion. He pointed to the Flagg Hill land issue that was voted by a large crowd of people that had come specifically to vote on the issue.

Mr. Wagman said the motion was helpful for people who couldn't spare the time to stay for the whole meeting.

K.C. Donovan, Flagg Hill Rd., spoke in favor of the motion.

Action on the motion: Motion carried by majority vote.

Mr. Amoroso moved to adjourn the Annual Town Meeting until the conclusion of the Special Town Meeting.

Action on the motion: Motion carried unanimously.

SPECIAL TOWN MEETING

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

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

ARTICLE 1 SNOW AND ICE DEFICIT

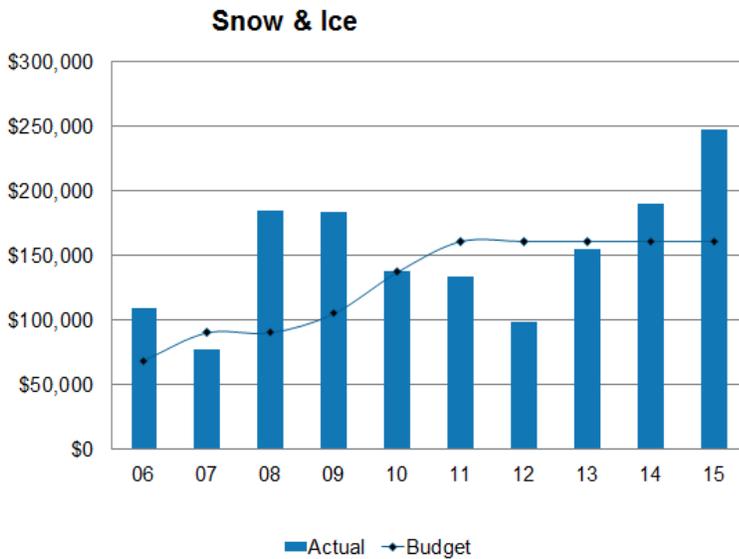
(Majority vote required)

Jim Gorman, member of the Board of Selectmen, moved to transfer from Free Cash the sum of **Seventy-Five Thousand Dollars (\$75,000)** to fund the Snow and Ice Deficit for the year ending June 30, 2015.

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

The Finance Committee recommends (6-0).

This article proposes to cover the current \$75,000 deficit in the snow and ice budget for fiscal year 2015 (July 1, 2014 through June 30, 2015) due to the multiple severe storms we experienced this past winter. The Finance Committee is comfortable funding the deficit from Free Cash, since the alternative of taking it from the Reserve Fund would substantially deplete this fund and limit the Town's ability to respond to contingencies for the balance of the fiscal year. For additional background, the chart below shows the Town's historical actual versus budgeted spend.



Action on Article 1: Motion carried unanimously.

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

(Majority vote required)

Les Fox, member of the Board of Selectmen, moved to transfer from Free Cash the sum of **Thirty Thousand Seven Hundred Eighteen Dollars (\$30,718)** to fund the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police, for the year commencing July 1, 2015.

Mr. Amoroso explained the process was different this year with a negotiating team that included town administrator and town counsel, and that a member of the FinCom was included in all executive sessions.

Mr. Fox presented highlights of the terms of the agreement.

Summary

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

The Finance Committee unanimously supported (6-0).

The purpose of this article is to obtain taxpayer approval to fund cost items contained in the collective bargaining agreement between the Town and the Police Patrol Officers Union (Massachusetts Coalition of Police, Local 200) under the provisions of Massachusetts General Law, Chapter 150E, Section 7. The current three year contract expires on June 30, 2015. When a tentative agreement is reached with the union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations. At the time of the printing of the warrant, the Town had not yet reached an agreement with the union.

Phil Kicelemos, Picnic Street, said that it was a lot of money for a small town and the level of crime.

Action on Article 2: Motion carried by majority vote.

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

(Majority vote required)

Bob Stemple, member of the Board of Selectmen, moved to transfer from Free Cash the sum of **Twenty-Three Thousand Four Hundred Fifty-Nine Dollars (\$23,459)** to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch, for the year commencing July 1, 2015.

Mr. Stemple made a brief presentation on the highlights of the agreement.

Summary

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

The Board of Selectmen recommends (5-0).

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

The Finance Committee recommends (6-0).

Mr. Wagman asked about local 200 and 200A. Police officers and Dispatch have different unions. Mr. Kicelemos talked about the number of fires in town and the Moderator told him to bring his point up under Article 4.

Action on Article 3: Motion carried unanimously.

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

(Majority vote required)

Mr. Gorman moved to transfer from Free Cash the sum of **Thirty-one Thousand Twenty Dollars (\$31,020)** to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters, Local 4601, for the year commencing July 1, 2015.

Summary

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

Mr. Gorman made a brief presentation outlining the highlights of the agreement. The work schedule would change to 24-hour shifts, which is more in line with other area towns.

The Board of Selectmen recommends (5-0).

The Finance Committee recommends unanimously (6-0).

The purpose of this article is to obtain taxpayer approval to fund cost items contained in the collective bargaining agreement between the Town and the Firefighters Union (Boxborough Professional Firefighters Union) under the provisions of Massachusetts General Law, Chapter 150E, Section 7. The current three year contract expires on June 30, 2015. When a tentative agreement is reached with the union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations. At the time of the printing of the warrant, the Town had not yet reached an agreement with the union.

Gary Kushner, Flagg Hill Rd., asked a question about the staffing schedule and the fifth firefighter that would be added, which was answered by Mr. Gorman. He asked what if the staffing schedule doesn't work out? Mr. Gorman said that there's a circuit breaker to change the system if it doesn't work out.

Dave Follett, Cobleigh Rd., asked about Firefighters and EMT's. All Firefighters are EMTs.

A resident of Depot Rd. asked why the motion amount was different from the handout.

Action on Article 4: Motion carried unanimously.

Mr. Amoroso moved to dissolve the Special Town Meeting.

Motion carried unanimously.

ANNUAL TOWN MEETING

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

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

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 18th day of May, 2015 at 12:00 p.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 #9 through #17, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #30 through #32 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

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

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and restored

to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

COMMUNITY PRESERVATION FUND (Article 8)

At Annual Town Meeting in May 2014, Boxborough's voters took the first step to accept Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act. The voters also supported the adoption of a general bylaw to establish the Community Preservation Committee (CPC) to be comprised of 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. At the ballot in November 2014, the voters ratified the action taken at Town Meeting in May and approved the adoption of the Community Preservation Act.

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 2016, under the local surcharge and the November 15th state matching funds for the prior fiscal year.

FY2015 is the first year for which the surcharge has been collected for the Community Preservation Fund. Because of the timing of the Town's acceptance of the CPA, the Town was not able to appropriate the required FY 2015 set asides prior to the setting of the FY 2015 tax rate. Therefore, a one-time action is required at this Town Meeting to provide for the mandatory set asides.

For this year's Town Meeting, the CPC has recommended the following appropriations:

- 1) 10% set-asides from FY 2015 estimated annual revenue for each of open space, historic resources, and community housing
- 2) 10% set asides each from FY 2016 estimated annual revenue for open space, historic resources and community housing, and a sum for administrative purposes (not to exceed 5% of the estimated annual revenue)
- 3) Three historic resources projects, which will exceed 10% of the required set aside/expenditure

COMPILATION ARTICLES

CAPITAL EQUIPMENT and INFRASTRUCTURE & STUDIES and INITIATIVES

In an additional effort to streamline Town Meeting, we have compiled the majority of appropriations into two articles: Article 20, *Capital Equipment and Infrastructure* and Article 21, *Studies and Initiatives*. Each of these articles is comprised of several components (A - G) and (A - B) respectively, which may be moved as a group, or individually within each article. Any component of the article may be amended. Recommendations have been included for each component of the articles.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

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

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term

One Planning Board member for a three-year term

One Planning Board member to complete a one-year unexpired term
One Acton-Boxborough Regional School Committee member for a three-year term
One Constable for a three-year term

ACTION ON ARTICLE 1, May 18, 2015: Specimen Ballots and Cards of Instruction were posted as required by law. The Ballot Box was examined and found to be empty and in order. The polls were opened at noon and closed at 8:00pm, since there were no contested offices. Out of 3,410 registered voters, there were 104 ballots cast, including 2 absentees. The results of the election are as follows:

Office	Term (Years)	Name	Address	Votes
Moderator	1	JOHN G. FALLON* Blanks	118 Russet Ln.	93 11
Selectman	3	VOTE FOR TWO: VINCENT AMOROSO* ROBERT STEMPLER* Blanks	351 Liberty Square Rd. 53 Kendall Rd.	79 84 45
School Committee	3	BRIGID BIEBER* Blanks	151 Emanuel Dr.	89 15
Planning Board	1	OWEN NEVILLE* Blanks	317 Middle Rd.	97 7
Planning Board	3	HONGBING TANG Blanks	1171 Hill Rd.	82 22
Library Trustees	3	VOTE FOR TWO: MARY BROLIN* JENNIFER CAMPBELL* Blanks	153 Guggins Ln. 34 Patch Hill Rd.	91 84 33
Constable	3	OWEN NEVILLE* Blanks	317 Middle Rd.	96 8
Board of Health	3	PAMELA L. FOLLETT* Blanks	120 Cobleigh Rd.	92 12

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

Mr. Amoroso moved to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2014 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

Action on Article 2: Motion carried unanimously.

The Acton-Boxborough Regional School Committee and Library Board of Trustees made presentations.

Brigid Bieber, vice-chair of the Regional School Committee, made the presentation on the school district budget. She introduced the members of the committee. She highlighted some of the achievements of the students and staff over the past year. She spoke of the district’s mission and its importance in driving budget priorities. She reviewed the budget history over the past 5 years and the negative impact on reserves. Declining enrollment has not necessarily translated into a lower budget because of a dramatic increase of high-needs children. FY16 operation budget is 4.3% higher than FY15, more than half of which due to salary increases.

She went through the process of how Boxborough’s assessment is calculated. The assessment is \$10,594,577 which is +5% vs FY15. She pointed out that the assessment was passed at the ATM in Acton. Mary Brolin, chair of the Regional Financial Study Group, explained what the committee was intended to accomplish and what the group has studied.

Ms. Brolin, also Chair of the Library Board of Trustees, reported on the activity in the library over the past year. She pointed out that 4 out of 5 Boxborough residents have a library card and spoke of the resources to residents available through the library. She spoke of the planning for the 10th Anniversary activities that are coming up. She spoke of the need for longer hours.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

Mr. Amoroso moved to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2015 as follows:

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

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

The Finance Committee recommends (6-0).

This includes an annual increase to the Town Clerk of \$1,747 (+4.01%). All other salaries to elected officials remain the same. Note that, effective May 19, 2015, the Tax Collector position will change from an elected position to an appointed position as voted at the Special Town Meeting dated January 7, 2013 and ratified at the 2013 annual municipal election.

Action on Article 3: Motion carried unanimously.

ARTICLE 4 AMEND FY 2016 PERSONNEL PLAN & CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

Anne Canfield, chair of the Personnel Board, moved to amend the Personnel Administration Plan to reflect administrative changes as summarized in the Annual Town Meeting warrant under Article 4, to become effective July 1, 2015 and for which the complete text of the proposed revisions is on file in the Town Clerk's office and is also available on the Town's website; further, by amending the Classification and Compensation Schedule, formerly known as Schedules A & B, by providing for a wage adjustment of 1.5% over FY 2015, and by adding the position of Police Lieutenant to Grade 15.

The Personnel Board recommends (5-0*).

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

Housekeeping amendments include administrative adjustments in response to the expanded regionalization of the school district and unification of the Classification and Compensation Schedule into a single schedule.

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

When DPW employees begin overtime work on snow and ice removal, we recommend that they continue to work at the overtime rate until their work is completed. Without this change, DPW employees have been working through the night, only to find their pay switching to a regular rate as they continue to work through the morning shift.

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

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

This article proposes to add the position of Police Lieutenant at Grade 15 to the FY 2016 Classification and Compensation Plan. The article does **not** authorize or provide funding for the position, but provides for the classification and compensation of such a position in the event that: 1) Town Meeting votes to approve Article 18, "Police Department - Promotion of Sergeant to New Position of Lieutenant", and 2) the position is filled.

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

The Board of Selectmen recommends (4-1).

The Board of Selectmen and Personnel Board held a public hearing on March 16, 2015 at Town Hall on the proposed changes to the Personnel Plan, which includes a 1.5% wage adjustment for all employees (including per diem and intermittent) and a 2.5% Step increase for all eligible employees for FY 2016.

The Board of Selectmen also supports the change in language in the Personnel Plan that provides for wages paid to DPW employees for snow and ice removal at the rate of time and a half the employee's regular rate of pay, in excess of their normal 8 hour work day until the continuous work period ends. The continuous work period includes a rest period of not more than (4) hours. This ensures that DPW employees, who work around the clock to clear our roads during extended period of snow and ice storms, receive appropriate compensation for their efforts.

The Board of Selectmen recommends and supports these changes for the reasons mentioned in the summary above.

Action on Article 4: Motion carried unanimously.

**FY 2016
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	71,798.85	73,593.82	75,433.67	77,319.51	79,252.50	81,233.81	83,264.66	85,346.27	87,479.93
15	Inspector of Buildings	65,275.59	66,907.48	68,580.16	70,294.67	72,052.03	73,853.33	75,699.67	77,592.16	79,531.96
	Information Systems Coordinator									
	<i>Police Lieutenant</i>									
	Town Accountant									
	Town Assessor									
	Town Treasurer									
14	Tax Collector	56,091.18	57,493.46	58,930.80	60,404.07	61,914.17	63,462.03	65,048.58	66,674.79	68,341.66
	Town Clerk (Elected)									
13	Council on Aging Coordinator	25.84	26.48	27.14	27.82	28.52	29.23	29.96	30.71	31.48
	(DPW) Foreman									
12	Conservation Agent	22.66	23.23	23.81	24.40	25.01	25.64	26.28	26.94	27.61
	Youth Services Librarian									
11	Department Assistant	20.04	20.54	21.05	21.58	22.12	22.67	23.24	23.82	24.42
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.40	19.89	20.39	20.89	21.42	21.95	22.50	23.06	23.64
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.64	18.08	18.53	18.99	19.47	19.95	20.45	20.96	21.49
8	Van Dispatcher	16.03	16.43	16.84	17.26	17.70	18.14	18.59	19.06	19.53

PER DIEM AND INTERMITTENT EMPLOYEES		
Hourly		
CIT	9.00	eff 1/1/16, \$10**
Intern (Town Hall)	9.00	eff 1/1/16, \$10**
Junior Library Page	9.00	eff 1/1/16, \$10**
Library Page	9.25	eff 1/1/16, \$10.25**
Counselor	10.00	eff 1/1/16, \$10.50**
Election Workers	10.48	
Asst. Animal Control Officer - Dogs &	10.93	4 hr min call
Laborer - Cemetery	11.26	
Clerk of Elections	12.12	
Media Production Technician	12.69	
Seasonal Conservation Officer	12.81	
Lead Counselor	13.01	
Van Driver	13.97	
Seasonal Maintenance Worker	14.26	
Lock Up Attendant	15.37	
Part Time Dispatcher	17.33	
Fire Department Chaplain	17.63	
Firefighter/EMT	17.64	
Special Police Officer	17.64	
Substitute Librarian	17.64	
Gym Director	19.05	
Winter Recreation Director	19.05	
Fire Lieutenant	19.40	
Summer Recreation Director	19.53	
Animal Ctl Officer	20.04	
Fire Captain	20.04	
Veterans Services Officer	20.04	
Snow Plow Operator	22.49	
Deputy Fire Chief	22.66	
Cemetery Superintendent	22.66	
Asst. Building Inspector	26.85	
Call Building Inspector	31.26	
Call Fire Chief	43.54	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	\$50,000 cap/yr	
Plumbing & Gas Inspector	\$15,000 cap/yr	
Fee max is 1% of FY 15 levy (or \$162670)		
** Massachusetts minimum wage increases on January 1, 2016		

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

		FY 2016					
Personal Contracts							
<i>Position</i>	<i>Contract Expiry Date</i>			<i>FY 2015</i>	<i>FY 2016</i>		
<i>DPW Director</i>	<i>Contract expires 6/30/17</i>			\$ 82,812.00	\$ 82,812.00		
<i>Fire Chief</i>	<i>Contract expires 8/31/18</i>			\$ 93,378.00	\$ 97,113.00		
<i>Library Director</i>	<i>Contract expires 6/30/16</i>			\$ 76,583.00	\$ 80,000.00		
<i>Police Chief</i>	<i>Contract expires 6/30/17</i>			\$ 115,000.00	\$ 117,750.00		
<i>Town Administrator</i>	<i>Contract expires 9/30/16</i>			\$ 105,000.00	\$ 108,500.00		
Positions Governed by CBA's (still in negotiations at time of going to press)							
<i>Position</i>							
<i>Police Sergeant (Steps 1-3)</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>				
<i>Police Officer (Steps A1/A2-F)</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>
<i>Fire Lieutenant (Step A)</i>	<i>TBD</i>						
<i>Firefighter/EMT (Steps A-F)</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	
<i>Dispatch Supervisor (Steps A-F)</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	
<i>Dispatcher (Steps A-F)</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	<i>TBD</i>	
Elected Officials							
<i>Position</i>	<i>FY 2015</i>			<i>FY2016</i>			
<i>Selectman</i>	\$ 400.00	<i>annually</i>		\$ 400.00	<i>annually</i>		
<i>Board of Health Member</i>	\$ 166.67	<i>annually</i>		\$ 166.67	<i>annually</i>		
<i>Planning Board Member</i>	\$ 109.00	<i>annually</i>		\$ 109.00	<i>annually</i>		
<i>Library Trustee</i>	\$ -	<i>annually</i>		\$ -	<i>annually</i>		
<i>Moderator</i>	\$ -	<i>per meeting</i>		\$ -	<i>annually</i>		
<i>Constable</i>	\$ 3.00	<i>/warrant posted/location</i>		\$ 3.00	<i>/warrant posted/location</i>		
<i>Town Clerk</i>	\$ 43,258.91	<i>(Grade 14-7)</i>		\$ 45,005.48	<i>(Grade 14-8)</i>		

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

Dilip Subramanyam, chair of the Finance Committee, moved that the Town appropriate the sum of **\$18,863,824** for the operations and expenses of the Town during the fiscal year beginning July 1, 2015, the purposes for which funding are set forth in the Department Account Numbers 100 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY16 Budget, and to meet this appropriation that an amount of \$ 474,000 be transferred from Free Cash and that the balance be raised by taxation.

The Finance Committee recommends.

Mr. Subramanyam introduced the members of the FinCom and gave a presentation on the town's finances. He outlined their goal to present a balanced budget to the town. He reviewed some population trends and noted the downward trend in the student population. Despite the goal to keep the tax rate level, FY16 represents a slight increase. He outlined the drivers behind the budget increase: education, debt service and salaries.

	Department Totals	FY16 Budget	FY15 Budget	\$ Change FY15 v 16	% Change FY15 v 16	FY14 Budget
100	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
100	Total Other	\$ 11,700	\$ -	\$ 11,700	2.6%	\$ 11,340
100	Total General Gov't	\$ 11,700	\$ -	\$ 11,700	2.6%	\$ 11,340
114	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
114	Total Other	\$ 50	\$ 50	\$ -	0.0%	\$ 50
114	Total Moderator	\$ 50	\$ 50	\$ -	0.0%	\$ 50
119	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
119	Total Other	\$ 175	\$ 175	\$ -	0.0%	\$ 175
119	Total Town Constable	\$ 175	\$ 175	\$ -	0.0%	\$ 175
122	Total Salary	\$ 2,000	\$ 2,000	\$ -	0.0%	\$ 2,000
122	Total Other	\$ 2,119	\$ 2,136	\$ (17)	-0.8%	\$ 2,149
122	Total Selectmen	\$ 4,119	\$ 4,136	\$ (17)	-0.4%	\$ 4,149
123	Total Salary	\$ 108,750	\$ 105,000	\$ 3,750	3.6%	\$ 101,500
123	Total Other	\$ 2,875	\$ 2,825	\$ 50	1.8%	\$ 2,825
123	Total Town Administrator	\$ 111,625	\$ 107,825	\$ 3,800	3.5%	\$ 104,325
131	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
131	Total Other	\$ 480	\$ 455	\$ 25	5.5%	\$ 450
131	Total Town Finance Comm	\$ 480	\$ 455	\$ 25	5.5%	\$ 450
135	Total Salary	\$ 66,908	\$ 64,311	\$ 2,597	4.0%	\$ 70,810
135	Total Other	\$ 36,708	\$ 26,968	\$ 9,740	36.1%	\$ 26,666
135	Total Accountant	\$ 103,616	\$ 91,279	\$ 12,337	13.5%	\$ 97,476
141	Total Salary	\$ 66,908	\$ 64,311	\$ 2,597	4.0%	\$ 39,700
141	Total Other	\$ 17,964	\$ 13,113	\$ 4,851	37.0%	\$ 9,023
141	Total Assessor	\$ 84,872	\$ 77,424	\$ 7,448	9.6%	\$ 48,723
145	Total Salary	\$ 67,908	\$ 65,311	\$ 2,597	4.0%	\$ 71,810
145	Total Other	\$ 8,350	\$ 8,350	\$ -	0.0%	\$ 12,495
145	Total Treasurer	\$ 76,258	\$ 73,661	\$ 2,597	3.5%	\$ 84,305
146	Total Salary	\$ 67,676	\$ 65,087	\$ 2,589	4.0%	\$ 62,574
146	Total Other	\$ 11,381	\$ 20,118	\$ (8,737)	-43.4%	\$ 17,076
146	Total Collector	\$ 79,057	\$ 85,205	\$ (6,148)	-7.2%	\$ 79,650
151	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
151	Total Other	\$ 53,500	\$ 53,500	\$ -	0.0%	\$ 64,000
151	Total Legal	\$ 53,500	\$ 53,500	\$ -	0.0%	\$ 64,000
	100 - Total Other - General Government: Increase of 3% over STM14, Article 1 Community Center lease					
	131 - Total Other - Finance Committee: Additional conference attendee					
	135 - Total Other - Accountant: Integrated financial software package including tax collection module					
	141 - Total Other - Assessor: Revaluation year, increased consulting costs					
	146 - Total Other - Collector: Software expense re-allocated to Accountant					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
152	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
152	Total Other	\$ 320	\$ 260	\$ 60	23.1%	\$ 260
152	Total Personnel Board	\$ 320	\$ 260	\$ 60	23.1%	\$ 260
156	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
156	Total Other	\$ 75,319	\$ 27,994	\$ 47,325	169.1%	\$ -
156	Total Technology	\$ 75,319	\$ 27,994	\$ 47,325	169.1%	\$ -
161	Total Salary	\$ 46,006	\$ 44,259	\$ 1,747	3.9%	\$ 42,562
161	Total Other	\$ 2,120	\$ 2,178	\$ (58)	-2.7%	\$ 2,320
161	Total Town Clerk	\$ 48,126	\$ 46,437	\$ 1,689	3.6%	\$ 44,882
162	Total Salary	\$ 4,028	\$ 4,762	\$ (734)	-15.4%	\$ 2,601
162	Total Other	\$ 5,632	\$ 6,070	\$ (438)	-7.2%	\$ 4,355
162	Total Elect. & Registr.	\$ 9,660	\$ 10,832	\$ (1,172)	-10.8%	\$ 6,956
171	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
171	Total Other	\$ 2,150	\$ 2,150	\$ -	0.0%	\$ 2,150
171	Total Conservation Comm	\$ 2,150	\$ 2,150	\$ -	0.0%	\$ 2,150
175	Total Salary	\$ 67,453	\$ 64,856	\$ 2,597	4.0%	\$ 71,355
175	Total Other	\$ 7,330	\$ 5,775	\$ 1,555	26.9%	\$ 8,900
175	Total Planning Board	\$ 74,783	\$ 70,631	\$ 4,152	5.9%	\$ 80,255
176	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
176	Total Other	\$ 210	\$ 335	\$ (125)	-37.3%	\$ 335
176	Total ZBA	\$ 210	\$ 335	\$ (125)	-37.3%	\$ 335
179	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
179	Total Other	\$ 100	\$ 200	\$ (100)	-50.0%	\$ 200
179	Total Ag Comm	\$ 100	\$ 200	\$ (100)	-50.0%	\$ 200
192	Total Salary	\$ 172,420	\$ 168,116	\$ 4,304	2.6%	\$ 176,450
192	Total Other	\$ 43,723	\$ 45,355	\$ (1,632)	-3.6%	\$ 58,582
192	Total Town Hall	\$ 216,143	\$ 213,471	\$ 2,672	1.3%	\$ 235,032
199	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
199	Total Other	\$ 150	\$ 1,000	\$ (850)	-85.0%	\$ 200
199	Total Energy Comm	\$ 150	\$ 1,000	\$ (850)	-85.0%	\$ 200
	Total Salaries - Town Government	\$ 670,057	\$ 648,013	\$ 22,044	3.4%	\$ 641,362
	Total Other - Town Government	\$ 282,356	\$ 219,007	\$ 63,349	28.9%	\$ 223,551
	Total Town Government	\$ 952,413	\$ 867,020	\$ 85,393	9.8%	\$ 864,913
	152 - Total Other - Personnel Board: Additional conference attendee					
	156 - Total Other - Technology: IT consulting services, support and server warranties					
	156 - Total Other - Technology: Previously, a portion of the expenditure was paid "off-budget" through the use of cable funds, which are no longer available to the same extent. BoS will propose to amend this line item.					
	162 - Total Salary - Elections & Registrar: Only 2 elections in FY16					
	162 - Total Other - Elections & Registrar: Only 2 elections in FY16					
	175 - Total Other - Planning Board: MapGeo contract under-budgeted in FY15					
	176 - Total Other - Zoning Board of Appeals: Reduced dues					
	179 - Total Other - Agricultural Commission: Reduced travel & conferences					
	199 - Total Other - Energy Commission: FY15 included recycling bins @ athletic fields					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
210	Total Salary	\$ 987,409	\$ 1,008,200	\$ (20,791)	-2.1%	\$ 952,389
210	Total Other	\$ 100,940	\$ 137,290	\$ (36,350)	-26.5%	\$ 140,799
210	Total Police	\$ 1,088,349	\$ 1,145,490	\$ (57,141)	-5.0%	\$ 1,093,188
215	Total Salary	\$ 256,725	\$ 250,302	\$ 6,423	2.6%	\$ 249,037
215	Total Other	\$ 36,220	\$ 36,020	\$ 200	0.6%	\$ 36,910
215	Total Dispatch	\$ 292,945	\$ 286,322	\$ 6,623	2.3%	\$ 285,947
220	Total Salary	\$ 774,301	\$ 765,214	\$ 9,087	1.2%	\$ 739,496
220	Total Other	\$ 106,880	\$ 103,498	\$ 3,382	3.3%	\$ 105,703
220	Total Fire	\$ 881,181	\$ 868,712	\$ 12,469	1.4%	\$ 845,199
241	Total Salary	\$ 69,863	\$ 68,393	\$ 1,470	2.1%	\$ 65,427
241	Total Other	\$ 9,775	\$ 2,250	\$ 7,525	334.4%	\$ 2,442
241	Total Building Insp	\$ 79,638	\$ 70,643	\$ 8,995	12.7%	\$ 67,869
291	Total Salary	\$ 2,746	\$ 2,705	\$ 41	1.5%	\$ 2,682
291	Total Other	\$ 450	\$ 400	\$ 50	12.5%	\$ 400
291	Total ACO	\$ 3,196	\$ 3,105	\$ 91	2.9%	\$ 3,082
292	Total Salary	\$ 11,507	\$ 11,292	\$ 215	1.9%	\$ 11,007
292	Total Other	\$ 2,850	\$ 1,625	\$ 1,225	75.4%	\$ 1,625
292	Total ACO Dog & Cat	\$ 14,357	\$ 12,917	\$ 1,440	11.1%	\$ 12,632
299	Total Salary	\$ 45	\$ 45	\$ -	0.0%	\$ 45
299	Total Other	\$ 25	\$ 50	\$ (25)	-50.0%	\$ 50
299	Total Field Driver	\$ 70	\$ 95	\$ (25)	-26.3%	\$ 95
	Total Salaries - Protection	\$ 2,102,596	\$ 2,106,151	\$ (3,555)	-0.2%	\$ 2,020,083
	Total Other - Protection	\$ 257,140	\$ 281,133	\$ (23,993)	-8.5%	\$ 287,929
	Total Protection	\$ 2,359,736	\$ 2,387,284	\$ (27,548)	-1.2%	\$ 2,308,012
	210 - Total Salaries - Police: BoS will propose amendment to provide for additional coverage to maintain staffing of two officers per shift (Increase to \$1,011,041)					
	210 - Total Other - Police: Removed new vehicle from budget (one year)					
	241 - Total Other - Building Inspector: Increased consulting costs related to Jefferson @ Beaverbrook					
	291 - Total Other - Animal Control: New wireless phone plan					
	292 - Total Other - Animal Control Dogs & Cats: Increased reporting of mileage					
	299 - Total Other - Field Driver: Reduced mileage					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
310	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
310	Total Other	\$ 165,340	\$ 147,254	\$ 18,086	12.3%	\$ 177,558
310	Total Minuteman	\$ 165,340	\$ 147,254	\$ 18,086	12.3%	\$ 177,558
320	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
320	Total Other	\$ 11,120,240	\$ 10,594,577	\$ 525,663	5.0%	\$ 11,366,956
320	Total ABRSD	\$ 11,120,240	\$ 10,594,577	\$ 525,663	5.0%	\$ 11,366,956
	Total Salaries - Education	\$ -	\$ -	\$ -	0.0%	\$ -
	Total Other - Education	\$ 11,285,580	\$ 10,741,831	\$ 543,749	5.1%	\$ 11,544,514
	Total Education	\$ 11,285,580	\$ 10,741,831	\$ 543,749	5.1%	\$ 11,544,514
	310 - Total Other - Minuteman: Assessment includes Special Education costs per changes in Assessment calculation					

	Department Totals	FY16 Budget	FY15 Budget	\$ Change FY15 v 16	% Change FY15 v 16	FY14 Budget
422	Total Salary	\$ 511,658	\$ 505,987	\$ 5,671	1.1%	\$ 489,932
422	Total Other	\$ 89,500	\$ 87,590	\$ 1,910	2.2%	\$ 85,040
422	Total DPW	\$ 601,158	\$ 593,577	\$ 7,581	1.3%	\$ 574,972
423	Total Salary	\$ 54,276	\$ 53,121	\$ 1,155	2.2%	\$ 51,336
423	Total Other	\$ 106,610	\$ 107,765	\$ (1,155)	-1.1%	\$ 109,550
423	Total Snow & Ice	\$ 160,886	\$ 160,886	\$ -	0.0%	\$ 160,886
424	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
424	Total Other	\$ 3,000	\$ 3,000	\$ -	0.0%	\$ 3,000
424	Total Street Lighting	\$ 3,000	\$ 3,000	\$ -	0.0%	\$ 3,000
425	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
425	Total Other	\$ 22,400	\$ 22,400	\$ -	0.0%	\$ 27,120
425	Total Hager Well	\$ 22,400	\$ 22,400	\$ -	0.0%	\$ 27,120
429	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
429	Total Other	\$ 72,075	\$ 97,250	\$ (25,175)	-25.9%	\$ 97,250
429	Total Fuel	\$ 72,075	\$ 97,250	\$ (25,175)	-25.9%	\$ 97,250
431	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
431	Total Other	\$ -	\$ 10,000	\$ (10,000)	-100.0%	\$ -
431	Total Hazardous Waste	\$ -	\$ 10,000	\$ (10,000)	-100.0%	\$ -
433	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
433	Total Other	\$ 130,100	\$ 140,850	\$ (10,750)	-7.6%	\$ 142,000
433	Total Transfer Station	\$ 130,100	\$ 140,850	\$ (10,750)	-7.6%	\$ 142,000
491	Total Salary	\$ 8,953	\$ 8,821	\$ 132	1.5%	\$ 8,733
491	Total Other	\$ 1,000	\$ 1,000	\$ -	0.0%	\$ 1,000
491	Total Cemetery	\$ 9,953	\$ 9,821	\$ 132	1.3%	\$ 9,733
	Total Salaries - Public Works	\$ 574,887	\$ 567,929	\$ 6,958	1.2%	\$ 550,001
	Total Other - Public Works	\$ 424,685	\$ 469,855	\$ (45,170)	-9.6%	\$ 464,960
	Total Public Works	\$ 999,572	\$ 1,037,784	\$ (38,212)	-3.7%	\$ 1,014,961
	429 - Total Other - Fuel: Reduced per gallon price estimates					
	431 - Total Other - Hazardous Waste: Held every other year; next collection planned to be held in FY17					
	433 - Total Other - Transfer Station: Reduced trucking and tipping costs to match historical use					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
505	Total Salary	\$ 988	\$ 988	\$ -	0.0%	\$ 988
505	Total Other	\$ 98	\$ 100	\$ (2)	-2.0%	\$ 100
505	Total Animal Inspector	\$ 1,086	\$ 1,088	\$ (2)	-0.2%	\$ 1,088
511	Total Salary	\$ 500	\$ 500	\$ -	0.0%	\$ 501
511	Total Other	\$ 39,290	\$ 36,390	\$ 2,900	8.0%	\$ 37,178
511	Total BoH	\$ 39,790	\$ 36,890	\$ 2,900	7.9%	\$ 37,679
529	Total Salary	\$ 24,320	\$ -	\$ 24,320	New Position	
529	Total Other	\$ 680	\$ -	\$ 680	New Position	
529	Total Community Services	\$ 25,000	\$ -	\$ 25,000	New Position	
541	Total Salary	\$ 47,908	\$ 46,051	\$ 1,857	4.0%	\$ 43,981
541	Total Other	\$ 5,100	\$ 4,700	\$ 400	8.5%	\$ 3,050
541	Total COA	\$ 53,008	\$ 50,751	\$ 2,257	4.4%	\$ 47,031
543	Total Salary	\$ 4,008	\$ 1,027	\$ 2,981	290.3%	\$ 670
543	Total Other	\$ 355	\$ 355	\$ -	0.0%	\$ 355
543	Total Veterans	\$ 4,363	\$ 1,382	\$ 2,981	215.7%	\$ 1,025
	Total Salaries - Health Services	\$ 77,724	\$ 48,566	\$ 29,158	60.0%	\$ 46,140
	Total Other - Health Services	\$ 45,523	\$ 41,545	\$ 3,978	9.6%	\$ 40,683
	Total Health Services	\$ 123,247	\$ 90,111	\$ 33,136	36.8%	\$ 86,823
	511 - Total Other - Board of Health: Landfill Monitoring Testing services increased due to positive testing in FY15					
	529 - Total Salary - Community Services: Successful Pilot program approved ATM14, Article 32; increased hours to 16/week					
	541 - Total Other - Council on Aging: Increase in Newsletter printing costs					
	543 - Total Salary - Veterans: Additional office hours as proposed in ATM14, Article 21					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
610	Total Salary	\$ 222,677	\$ 214,309	\$ 8,368	3.9%	\$ 206,521
610	Total Other	\$ 126,555	\$ 119,012	\$ 7,543	6.3%	\$ 116,435
610	Total Library	\$ 349,232	\$ 333,321	\$ 15,911	4.8%	\$ 322,956
630	Total Salary	\$ 26,722	\$ 26,471	\$ 251	0.9%	\$ 25,954
630	Total Other	\$ 9,800	\$ 9,400	\$ 400	4.3%	\$ 9,600
630	Total Rec Comm	\$ 36,522	\$ 35,871	\$ 651	1.8%	\$ 35,554
670	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
670	Total Other	\$ 1,500	\$ 1,000	\$ 500	50.0%	\$ 500
670	Total Steele Farm	\$ 1,500	\$ 1,000	\$ 500	50.0%	\$ 500
691	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
691	Total Other	\$ 4,045	\$ 3,174	\$ 871	27.4%	\$ 3,169
691	Total Hist Comm	\$ 4,045	\$ 3,174	\$ 871	27.4%	\$ 3,169
692	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
692	Total Other	\$ 965	\$ 965	\$ -	0.0%	\$ 965
692	Total Public Celebr	\$ 965	\$ 965	\$ -	0.0%	\$ 965
699	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
699	Total Other	\$ 1,500	\$ 1,500	\$ -	0.0%	\$ 1,500
699	Total AB Cultural Council	\$ 1,500	\$ 1,500	\$ -	0.0%	\$ 1,500
	Total Salaries - Culture & Rec	\$ 249,399	\$ 240,780	\$ 8,619	3.6%	\$ 232,475
	Total Other - Culture & Rec	\$ 144,365	\$ 135,051	\$ 9,314	6.9%	\$ 132,169
	Total Culture & Rec	\$ 393,764	\$ 375,831	\$ 17,933	4.8%	\$ 364,644
	610 - Total Salary - Library: Board of Trustees will propose an amendment to increase salaries related to extending hours of operation by 4 per week (Increase to \$234,065)					
	610 - Total Other - Library: Board of Trustees will propose an amendment to increase materials exp. consistent with mandate that materials cost must be a fixed % (19 - 19.5) of Library's total op budget (Increase to \$129,329)					
	670 - Total Other - Steele Farm: Increased electricity and maintenance costs					
	691 - Total Other - Historical Commission: Increased heating; building usage increased for town record storage and housing of Public Safety communications hardware					

		FY16	FY15	\$ Change	% Change	FY14
	Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
710	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
710	Total Other	\$ 985,000	\$ 740,000	\$ 245,000	33.1%	\$ 745,000
710	Total Retirement of LT Debt	\$ 985,000	\$ 740,000	\$ 245,000	33.1%	\$ 745,000
751	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
751	Total Other	\$ 188,438	\$ 162,897	\$ 25,541	15.7%	\$ 440,673
751	Total Debt Interest	\$ 188,438	\$ 162,897	\$ 25,541	15.7%	\$ 440,673
830	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
830	Total Other	\$ 629,903	\$ 612,822	\$ 17,081	2.8%	\$ 592,504
830	Total County Retirement Assmt	\$ 629,903	\$ 612,822	\$ 17,081	2.8%	\$ 592,504
912	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
912	Total Other	\$ 62,600	\$ 60,279	\$ 2,321	3.9%	\$ 68,302
912	Total Other Insurance	\$ 62,600	\$ 60,279	\$ 2,321	3.9%	\$ 68,302
915	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
915	Total Other	\$ 617,180	\$ 583,303	\$ 33,877	5.8%	\$ 1,322,710
915	Total Employee Benefits	\$ 617,180	\$ 583,303	\$ 33,877	5.8%	\$ 1,322,710
945	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
945	Total Other	\$ 81,391	\$ 78,640	\$ 2,751	3.5%	\$ 90,000
945	Total Liability Insurance	\$ 81,391	\$ 78,640	\$ 2,751	3.5%	\$ 90,000
	Total Salaries - Administration	\$ -	\$ -	\$ -	0.0%	\$ -
	Total Other - Administration	\$ 2,564,512	\$ 2,237,941	\$ 326,571	14.6%	\$ 3,259,189
	Total Administration	\$ 2,564,512	\$ 2,237,941	\$ 326,571	14.6%	\$ 3,259,189
132	Total Salary	\$ -	\$ -	\$ -	0.0%	\$ -
132	Total Other	\$ 185,000	\$ 185,000	\$ -	0.0%	\$ 185,000
132	Total Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.0%	\$ 185,000
	710 - Total Other - Long Term Debt: New Borrowing comprised of approved articles from FY2013-2015					
	751 - Total Other - Debt Interest: New Borrowing comprised of approved articles from FY2013-2015					
	915 - Total Other - Employee Benefits: Increase in health insurance premiums					

	FY16	FY15	\$ Change	% Change	FY14
Department Totals	Budget	Budget	FY15 v 16	FY15 v 16	Budget
Total Salaries - Town Government	\$ 670,057	\$ 648,013	\$ 22,044	3.4%	\$ 641,362
Total Salaries - Protection	\$ 2,102,596	\$ 2,106,151	\$ (3,555)	-0.2%	\$ 2,020,083
Total Salaries - Public Works	\$ 574,887	\$ 567,929	\$ 6,958	1.2%	\$ 550,001
Total Salaries - Health Services	\$ 77,724	\$ 48,566	\$ 29,158	60.0%	\$ 46,140
Total Salaries - Culture & Rec	\$ 249,399	\$ 240,780	\$ 8,619	3.6%	\$ 232,475
Total Salaries	\$ 3,674,663	\$ 3,611,439	\$ 63,224	1.8%	\$ 3,490,061
Total Other - Town Government	\$ 282,356	\$ 219,007	\$ 63,349	28.9%	\$ 223,551
Total Other - Protection	\$ 257,140	\$ 281,133	\$ (23,993)	-8.5%	\$ 287,929
Total Other - Public Works	\$ 424,685	\$ 469,855	\$ (45,170)	-9.6%	\$ 464,960
Total Other - Health Services	\$ 45,523	\$ 41,545	\$ 3,978	9.6%	\$ 40,683
Total Other - Culture & Rec	\$ 144,365	\$ 135,051	\$ 9,314	6.9%	\$ 132,169
Total Town Other	\$ 1,154,069	\$ 1,146,591	\$ 7,478	0.7%	\$ 1,149,292
Total Town Government	\$ 952,413	\$ 867,020	\$ 85,393	9.8%	\$ 864,913
Total Protection	\$ 2,359,736	\$ 2,387,284	\$ (27,548)	-1.2%	\$ 2,308,012
Total Public Works	\$ 999,572	\$ 1,037,784	\$ (38,212)	-3.7%	\$ 1,014,961
Total Health Services	\$ 123,247	\$ 90,111	\$ 33,136	36.8%	\$ 86,823
Total Culture & Rec	\$ 393,764	\$ 375,831	\$ 17,933	4.8%	\$ 364,644
Total Town Expenses	\$ 4,828,732	\$ 4,758,030	\$ 70,702	1.5%	\$ 4,639,353
Total Other - Education	\$ 11,285,580	\$ 10,741,831	\$ 543,749	5.1%	\$ 11,544,514
Total Other - Administration	\$ 2,564,512	\$ 2,237,941	\$ 326,571	14.6%	\$ 3,259,189
Total Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.0%	\$ 185,000
Total Other Costs	\$ 14,035,092	\$ 13,164,772	\$ 870,320	6.6%	\$ 14,988,703
Total Expenses	\$ 18,863,824	\$ 17,922,802	\$ 941,022	5.3%	\$ 19,628,056

Line Item 156: Mr. Fox moved that the Town increase Department 156, Total Other – Technology, to Ninety-Five Thousand Three Hundred Nineteen Dollars (\$95,319), and to meet this appropriation, that an additional amount of Twenty Thousand Dollars (\$20,000) be transferred from Free Cash.

Mr. Fox spoke to the motion. In the past IT support costs were funded by cable funds—not covered by the budget. Available cable funds are diminishing and it is the opinion of town counsel that using cable funds for this purpose is not best practices. The BOS said that the budgeted amount is short of what is needed. Would use \$20,000 from cable fund, but need an additional \$20k. Need to fund technology from within the budget, not from the cable fund. He outlined what was included in the Technology budget—support and regular maintenance, monitoring, on-call services.

Neal Hesler said that the FinCom does not recommend the motion.

Mr. Kicelemos asked where the money goes and why the big increase. Mr. Fox said that the money goes to an IT contractor and that the increase is due to paying for IT through the budget vs off-budget.

Mr. Kushner asked how much was spent on after-hours repairs—and how the number for the contingency needs was calculated. Mr. Fox said that it's in the warrant--\$16,000. It's hard to anticipate the needs for emergency IT services. The Town Administrator said \$57K was spent in FY14 on contracted support services.

Michael Toups, Pine Hill Rd., asked about off-budget funds—they don't require a vote of town meeting? Mr. Fox said that that was correct—spending such funds is at the discretion of the BOS. Towns negotiate licensing agreements with the cable companies and this is where the funds come from. Mr. Toups expressed concern that these monies are really a tax on users that is passed on by the cable company.

Action on the motion to amend line item 156: Motion carried by majority vote.

Line Item 210: Mr. Fox moved that the Town increase Department 210, Total Salaries – Police, to One Million Eleven Thousand Eight Hundred Twenty-four Dollars (\$1,011,824), and to meet this appropriation, that an additional amount of Twenty-four Thousand Four Hundred Fifteen Dollars (\$24,415) be transferred from Free Cash.

He spoke about the full man staffing model for shifts around the clock, with two officers on duty at all times. The model provided for increased safety of town and officers and reduced the need for “ordering in”. Police Chief Warren Ryder was recognized and spoke to the rationale behind the shift coverage recommendation.

The FinCom was against the motion: 5-1. Mr. Ham discussed the FinCom rationale for opposing the increase. The minority opinion thought the shift schedule was reasonable and did increase safety.

Becky Neville, Middle Rd., asked if this schedule would be in effect at all times.

Loretta Crowley, Massachusetts Ave., was in favor of the motion.

Casey Cornett, Picnic St., asked about the term “order in”. Chief Ryder explained that when staff doesn't voluntarily take overtime, chief can order someone to take the shift. Other communities can't be responsible for Boxborough. Each community takes care of itself first.

Mr. Kushner asked about 10 officers going to 12. Did that help with shift coverage? The answer was yes.

Frank Powers, Stonehedge Place, pointed out the small amount of money we're talking about. For some kinds of calls it is mandated to have 2 officers. He was in favor of the motion.

Lorraine Carvalho, Massachusetts Ave., asked about the salary. Are we in line with other towns? Chief Ryder said a study was done in 2013 and salaries are in line. He said he didn't have the individual salary ranges available. The moderator explained that the contracts had not been negotiated in time for the warrant.

Ms. Canfield said that Personnel Board only looked at non-union personnel in the compensation study. She spoke in favor of the motion.

Action on motion to amend line item 210: Motion carried by majority vote.

Mr. Follett asked about lines 291 and 292—Animal Control Officers. He found there were 60 calls in 2014. He thought the salary was expensive on a per call basis. He also questioned the expenses.

Line 320--Rosemary Sedgwick didn't understand a couple of items in the yellow handout. She asked about the debt service. She thought it very high. Brigid Bieber said that it was previous debt for junior high, senior high and other debt.

Mr. Kicelemos was unhappy about the size of the increase in the regional assessment.

Line 431: Mr. Wagman asked why there were 2 years in between hazardous waste days? He thought it seemed like a bad idea to wait that long. Selectman Amoroso was in agreement. Costs a lot and is more economical to do it every other year. Mr. Wagman asked if it could be regionalized? Mr. Amoroso agreed to look into it.

Mr. Wagman moved that line item 431 be increased to \$10,000, and that the money come from Free Cash.

The FinCom spoke against the motion.

Mr. Cornett wanted to know how many households take advantage of hazardous waste day. Tim Garmon, DPW Director, was recognized. He said when they did it annually, the town didn't meet the quota and it cost the town money, which is why it was changed to every other year.

Mr. Stemple asked about the quota. A resident of Depot Road asked about the cost.

Mr. Garmon said the cost is to hire professionals dressed in special gear to come and set up for the day. The cost is \$7,300 for the day, no matter how many people come.

Mr. Kushner asked why do we budget \$10,000 if its \$7300.

Alex Kerin, Prescott Rd., asked for more data.

Jeanne Kangas said to support the FinCom and vote no.

Mr. Wagman said that people don't like paying and won't go to Devens. He urged Town Meeting to protect the forests, and have it yearly.

The Town Administrator said that Lexington will accept other towns' hazardous waste.

Action on the motion to amend line item 431: Motion was defeated.

Line Item 610: Mary Brolin, chair of the Library Board of Trustees, moved that the Town increase Department 610, Total Salaries - Library to Two Hundred Thirty-four Thousand Sixty-five Dollars (\$234,065), and further that the Town increase Department 610, Total Other - Library to One Hundred Twenty-nine Thousand Three Hundred Twenty-nine Dollars (\$129,329), and to meet these appropriations that an additional amount of Fourteen Thousand One Hundred Sixty-two Dollars (\$14,162) be transferred from Free Cash.

Ms. Brolin said that opening 4 additional evening hours per week. Residents have complained about the difficulty of getting to the library while it's open.

FinCom supports 6-2. They recognize that the limited hours are difficult for residents. Mr. Rosamond presented the minority report. He said the increase is not warranted.

Mr. Kushner wanted to know why it wasn't a warrant article. Mary Brolin said it was the FinCom's preference to do it as an amendment to Article 5. He asked if there would be a benefit increase—the answer was no.

Walter VanRoggen, Patch Hill Rd., asked how many patrons come Monday and Wednesday evenings. Maureen said that parents arrive after work with their children at 6pm and are turned away.

Jennifer Campbell, Library Board member, said the library is very busy on the evenings they are open.

Mr. Donovan said that his son goes to Acton because our library is not open enough.

Action on the motion to amend line item 610: Motion carried by majority vote.

Mr. Subramanyam moved that the Town appropriate the amended sum of

\$18,863,824

\$18,922,401

for the operations and expenses of the Town during the fiscal year beginning July 1, 2015, the purposes for which funding are set forth in the Department Account Numbers 100 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the Annual Town Meeting warrant, under the heading FY16 Budget, and to meet this appropriation that an amount of **\$532,577** be transferred from Free Cash and that the balance be raised by taxation.

Action on Article 5, as amended: Motion carried unanimously.

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

(Majority vote required)

Cheryl Mahoney, member of the Minuteman Regional Vocational School Committee, moved to pass over Article 6, "Amendments to the Regional School District Agreement of The Minuteman Regional Vocational School District".

The current agreement needs to be amended. All member towns must vote in favor in order to amend. However, significant concerns with the proposed amendment have been raised and Wayland has already defeated it. The Minutemen School Committee said they will work with the towns

The BOS and FinCom were in favor of the motion.

Action on Article 6: Motion to pass over carried unanimously.

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

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

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

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

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

b) moving to withdraw from the region by a two-thirds (2/3) vote at a Town Meeting called for the purpose **within sixty (60) days** of the vote that approved the new debt. **This proposal would eliminate our ability to veto authorization for new borrowing, and make it extremely difficult to avoid liability for the new debt.**

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

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

- 4) **Assessment:**
- a) **Operating Costs:** It would change the method of calculating our assessment of annual operating costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. **At a time of declining enrollment, this would increase our assessment by counting students who are no longer enrolled.**
 - b) **Capital Costs:** It would change the method of calculating our assessment of capital costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. In addition, it would consider certain factors used in calculating Chapter 70 state aid. **In other words, it would add a wealth based formula to increase our assessment.**
- 5) **Total Cost:** The proposed changes would decrease the assessments of seven towns and increase those of the remaining nine.

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

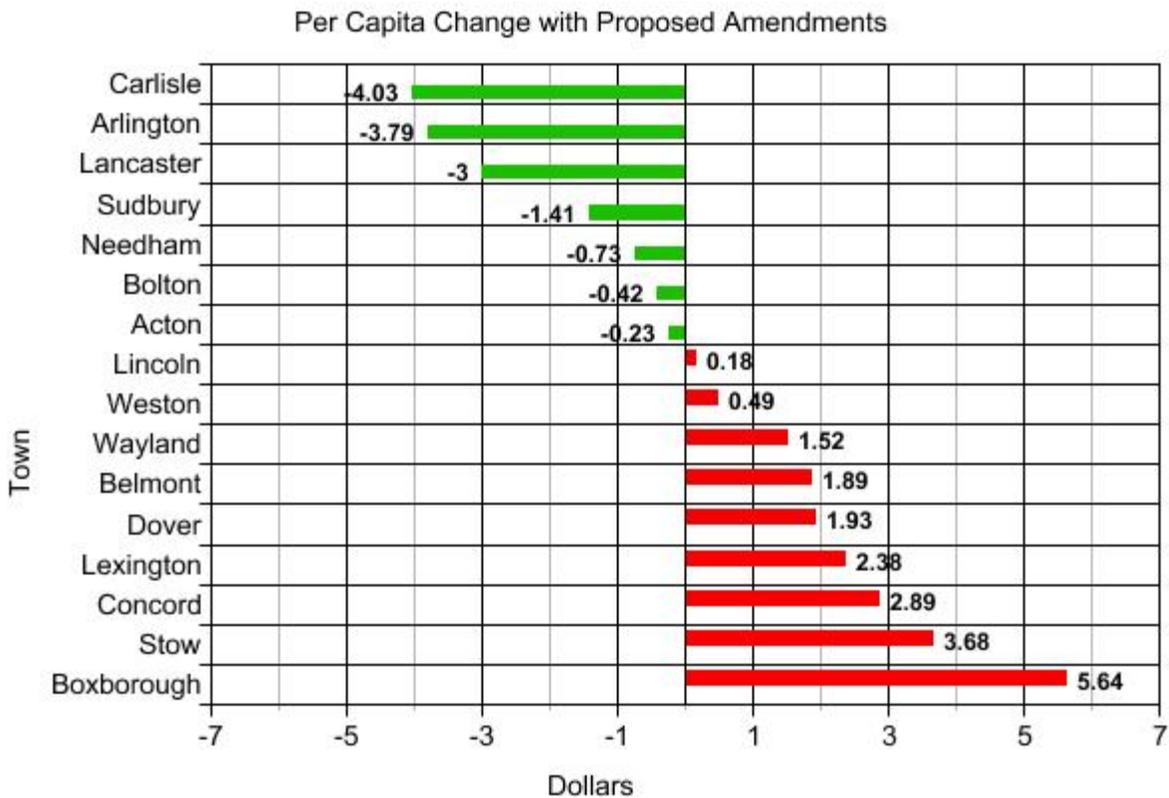
Per Capita Change If Proposed Amendments Take Effect

TOWN	Change ¹	Enrollment ²	Population ³	Per Capita Increase
Carlisle	(\$19,545)	12	4,852	(\$4.03)
Arlington	(\$162,561)	153	42,844	(\$3.79)
Lancaster	(\$24,159)	26	8,055	(\$3.00)
Sudbury	(\$24,859)	19	17,659	(\$1.41)
Needham	(\$21,209)	34	28,886	(\$0.73)
Bolton	(\$2,071)	11	4,897	(\$0.42)
Acton	(\$4,988)	25	21,924	(\$0.23)
Lincoln	\$1,168	5	6,362	\$0.18
Weston	\$5,545	4	11,261	\$0.49
Wayland	\$19,695	7.5	12,994	\$1.52
Belmont	\$44,003	30	23,291	\$1.89
Dover	\$10,782	1	5,589	\$1.93
Lexington	\$74,765	47	31,394	\$2.38
Concord	\$50,969	7	17,669	\$2.89
Stow	\$24,271	22	6,590	\$3.68
Boxborough	\$28,194	4	4,996	\$5.64

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

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

³ 2010 US Census



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

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

Since 2009, Minuteman has been engaged in a building renovation process with the Massachusetts School Building Authority (MSBA) to address the failing school infrastructure; the building has not had any major capital improvements since it was constructed in the early 1970s. The School Committee is evaluating 3 project options: (1) renovation of the existing 305,808 square foot building, (2) renovation/addition to the existing building that would produce a 284,512 square foot building, and (3) new construction that would include demolition of the existing building and result in a 240,000 square foot building. Total project cost estimates range from \$145 million to \$177 million with the net cost after state reimbursement estimated between \$87 million and \$106 million.

Boxborough's share of the District's costs would depend on several factors, including the type of participation the Town elects under the proposed Regional Agreement membership as well as recent changes in DESE regulations which will allow the District to begin charging capital fees for non-member towns.

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

Of the total Minutemen FY 16 budget of \$19,831,003, the 16 member towns will be assessed \$11,538,952, or 58%. Boxborough's share of this amount assessed is \$165,340, divided as follows: operating costs (\$111,825), debt and capital (\$14,118) and other fees associated with the transportation, post graduate and middle school programs (\$39,397). This equates to a cost per student (excluding fees) of \$31,486. The Town's FY2016 Minuteman assessment would increase under the proposed revised Regional Agreement by \$11,376, or 6.9%, to \$176,716. Furthermore, Boxborough's assessments on a per student basis would increase substantially as a result of the substantial capital project under consideration.

ARTICLE 7 WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

Mr. Amoroso moved to pass over article 7, *Withdrawal from Minuteman Regional Vocational School District*.

The BOS and FinCom were in favor of the motion to pass over.

Action on Article 7: Motion to pass over carried unanimously.

The Board of Selectmen rationale for withdrawal:

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

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

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

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

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

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

The Finance Committee recommends (6-0).

Sixteen member towns formed the Minuteman Technical and Vocational Regional School District by Regional Agreement in 1970. Total student enrollment at Minuteman for school year 2015 (as of October 1, 2014) is 745, of which 414, or 56%, came from the 16 member-towns and 331 from the non-member towns. These totals include post-graduate and part-time students. Boxborough's enrollment has declined steadily in recent years, from a peak of 16 students in 2010. Boxborough's current total enrollment is 5, of which 4 are regular education students and 1 is a postgraduate student. The tables below show the respective 11-year history of enrollments and the comparative enrollments of member-towns. Noteworthy is that the trend of total non-member town enrollment has increased over this time period from a low of 33% in 2005 to a high of 45% in 2011 and 2012. The non-member share of enrollment is 44% in the current year.

Minuteman Total Student Enrollment

(measured at 10/1)

Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boxborough	14	14	12	12	13	14	16	8	6	5	5
Member Towns	522	520	479	455	438	430	445	430	409	440	414
Non member Towns	270	254	245	245	260	250	309	355	340	356	331
Total	792	774	724	700	698	680	754	785	749	796	745

Our recommendation to withdraw is based on several factors. First, the Town’s enrollment has declined steadily over the past five years. Second, the District is proposing a large scale project which would require incurring significant debt, especially in relation to our enrollment trends. Third, if the Town withdraws from Minuteman, Boxborough can continue to provide vocational education option to its students as required by law by paying out-of-district tuition at Minuteman (\$18,467 per student) or possibly other nearby vocational schools, including Nashoba Valley (\$15,668) or Assabet Valley (\$16,587). While out of district tuition costs are lower under these scenarios, the costs do not include special education surcharges or transportation. We note that in the event that Boxborough is permitted to withdraw from the Minuteman, the process would likely take 1-4 years from time of approval which gives time for all Boxborough students currently enrolled time to complete their studies and graduate.

ARTICLE 8 COMMUNITY PRESERVATION FUND

(Majority vote required)

Owen Neville, chair of the Community Preservation Committee, moved that the Town vote to reserve 10% of FY2015 Community Preservation Fund estimated annual revenues for each of the three purposes of the Community Preservation Act:

- \$16,000** for open space, including land for recreational use,
- \$16,000** for historic resources and
- \$16,000** for community housing;

to appropriate from the Community Preservation Fund FY2016 estimated annual revenue the sum of **\$8,000** to meet the administrative expenses of the Community Preservation Committee for FY2016;

to reserve for appropriation from said FY2016 estimated annual revenue:

- \$20,000** for open space, including land for recreational use,
- \$20,000** for historic resources and
- \$20,000** for community housing purposes, and
- \$10,000** for a FY16 Budgeted Reserve;

and further, to appropriate from FY2016 Community Preservation Fund estimated annual revenue sums of money for preservation and rehabilitation of historic resources as follows:

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

Summary

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

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

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

The bricks will be removed and the concrete will be prepared for a new surface. That surface may need to be determined based on the condition of the concrete but likely will be a veneer slate or stone product. Signage to fulfill the 1989 ruling by the Massachusetts Architectural Access Board will be installed. Thus, this project will make the historic Town Hall more functional for its intended use, and bring the steps into accord with applicable access codes.

The third project being recommended by the Community Preservation Committee is for the restoration of the exterior of the Steele Farm barn. The funding will provide for the replacement of the barn's windows, doors, siding and trim with products of similar materials and appearance, and priming and painting of the exterior structure.

The Community Preservation Committee recommends.

Mr. Neville described the work of Community Preservation Committee since it was created last year. He explained how the CPA worked and described the 10% set asides for the three categories: open space, historic preservation and housing.

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

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

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

The Finance Committee recommends (6-0).

The Town approved the Community Preservation Act (CPA) in May 2014. Pursuant to the CPA, the Town levies a surcharge of 1.0% on Boxborough real estate bills. These local CPA revenues will be matched the state from a dedicated fund. As the state matching percentage on Boxborough's FY '15 surcharge has not yet been announced, we have assumed a 20% match for illustration purposes. The chart below provides a simple estimated funds flow in the CPA for FY15-FY16.

CPA Revenues and Expenditures

	FY 15	FY 16
Revenues		
Town Revenues *	\$160,000	\$160,000
State Match #	<u>32,000</u>	<u>32,000</u>
Total Revenues	192,000	192,000
Cumulative Revenues	192,000	384,000
Expenditures		
Housing	--	--
Historic Resources	--	112,000
Open Space/Recreation	--	--
<u>Administration Costs</u>	--	<u>8,000</u>
Total Appropriations	--	120,000
Cumulative Appropriations	--	120,000
CPA Fund Balance	\$192,000	\$264,000

* estimated 1% surcharge
 # assumes 20% state match

The Town Clerk recommends.

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

The Steele Farm Advisory Committee recommends unanimously.

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

Mr. Moss asked how much money was anticipated? Mr. Neville said \$160K in FY15; \$164K in FY16, adding anticipated state matching of \$28K would total \$192K. He said that the Committee could always recommend to spend less than recommendation but not more.

Town Hall steps: Mr. Wagman asked since we don’t use the front door, what is the point of upgrading the steps? Mr. Neville said the steps are a main egress from the Town hall and it is a safety issue. Becky Neville asked if the money has to be spent this year? Mr. Neville said that the projects are ready to go.

Steele Farm Barn: Mr. Kushner asked about the house. Mr. Neville said the house didn’t come before the CPC.

Action on Article 8: Motion carried unanimously.

CONSENT AGENDA Articles 9-17

Mr. Amoroso moved to approve the fiscal consent agenda, articles 9 through 17, as printed in the Annual Town Meeting warrant under articles 9 through 17 inclusive, to be appropriated as printed in the “May 2015 Motions” handout.

Action on Articles 9 through 17 inclusive: Motion carried unanimously.

ARTICLE 9 TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to transfer from free cash the sum of **One Hundred Thousand Dollars (\$100,000)**, said sum to be transferred to the Stabilization Fund.

The Finance Committee recommends (6-0).

The town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town and School. Capital needs can be paid for by one or more of the following - free cash, stabilization fund, or borrowing. The current balance of the stabilization fund is \$1.3 million. Capital funding requests for next year and cumulatively for the next three years are currently projected at \$979K and \$2.1 million, respectively. The Finance Committee believes it is prudent to continue to reserve funds to support these upcoming capital requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3rds vote of ATM) to utilize these funds, which is appropriate for large expenditures. This item would add \$0.102 per \$1,000 of valuation, or \$54.18 for an average priced house if not funded from available funds.

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

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

Motion carried unanimously as part of the Consent Agenda.

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

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to transfer from free cash the sum of **One Hundred Thousand Dollars (\$100,000)** said sum to be transferred to 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.

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 the past two years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund. This transfer would enable the town to continue to fund the liability.

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

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

The Finance Committee recommends (6-0).

The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010 and the current balance is ~ \$275,000. In addition to pension benefits, the Town provides retired employees with health care and life

insurance benefits; costs are accounted for on a pay-as-you-go basis. While the accounting standards under GASB 45 do not require pre-funding of these liabilities, the Finance Committee believes that it is prudent to set aside reserves to begin addressing the issue. Bonding authorities also look favorably upon putting aside funds to fund the OPEB liability. Our last actuarial study was completed in fiscal 2011 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$12.3 million at the end of FY 2016. The amount we propose to set aside is slightly under 1% of that amount, or \$100,000. This item would add \$0.1020 per \$1,000 of valuation, or \$54.18 for an average priced house if not funded from available funds.

Motion carried unanimously as part of the Consent Agenda.

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

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to accept Chapter 59, Section 21A of the general laws, “Additional Compensation for Assessors for Courses of Study”, and further, to transfer the sum of **One Thousand Dollars (\$1,000)** from free cash for the purpose of paying the certification stipend to Boxborough's Assessor in FY 2016.

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

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

The Finance Committee recommends (6-0).

The Finance Committee believes that increasing the education, capabilities and professionalism of town staff is an important goal. Similar stipends have been approved for the Treasurer, Collector and Town Clerk in order to encourage further education. This item would add \$0.0010 per \$1,000 of valuation, or \$0.54 for an average priced house if not funded from available funds.

Motion carried unanimously as part of the Consent Agenda.

ARTICLE 12 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to rescind the unused borrowing authority in the amount of **Fifty Thousand Dollars (\$50,000)** granted under Article 32 of the May 2000 Annual Town Meeting (Blanchard Memorial School Potable/Wastewater Improvements).

Summary

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

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

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

The Finance Committee recommends (6-0).

Approval of this article will remove the Town's ability to borrow for this item since it is no longer necessary.

Motion carried unanimously as part of the Consent Agenda.

ARTICLE 13 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to reauthorize departmental revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, as printed in the Annual Town Meeting warrant under Article 13 and further, to increase the cap on the Fire Alarm System Maintenance Revolving Fund from \$4,100 to \$10,000.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 16 Spending Limit	Disposition for FY 16 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2017 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2017 to pay for inspections for permits not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2017 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	\$4,000	Carryover to FY 2017 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2017 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2017 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit	To defray expenses associated with the operations of the senior van	\$32,000	Carryover to FY 2017 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 16 Spending Limit	Disposition for FY 16 Fund Balance
		Authority (MART)			
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100 \$10,000	Carryover to FY 2017 to pay for expenses not yet completed
COMMUNITY GARDENS	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2017 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2017 to pay for expenses not yet completed
FIELD PERMITTING FEES	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$10,000	Carryover to FY 2017 to pay for expenses not yet completed
RECREATION PROGRAM FEES	Town Administrator	RECREATION PROGRAM FEES	To pay expenses attributable to general programs sponsored by the Recreation Committee	\$5,000	Carryover to FY 2017 to pay for expenses not yet completed
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	Carryover to FY 2017 to pay for expenses not yet completed

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

The fire alarm system maintenance revolving fund collects modest fees from businesses in Town that have radio boxes relaying fire alarms to receiver units in both the Police and Fire Stations. The monies collected in the revolving fund are used for routine and extraordinary maintenance of the receiver units in the police and fire stations. The revolving fund monies are allowed to accumulate to the designated cap, currently \$4,100, and then go to the general fund should the net of the monies collected and spent on maintenance exceed the cap. Recently, some major repairs have been required on the receiving stations, indicating the prudence of increasing the revolving fund cap to \$10,000. There is no direct budgetary impact of increasing the cap, it simply allows more money to be accumulated in the fund for maintenance and repairs before rolling any excess to the general fund.

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

The Finance Committee recommends (6-0).

Motion carried unanimously as part of the Consent Agenda.

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

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to authorize a revolving fund, pursuant to the provisions of MGL c. 44, § 53E1/2, for purposes of receiving fees for general programs sponsored by the Council on Aging and paying expenses directly attributable to those programs up to **Fifteen Thousand Dollars (\$15,000)**, to be under the direction of the CoA Coordinator, in consultation with the Council on Aging, who shall approve all such expenditures; and further to provide that the balance remaining in the fund at the end of fiscal year 2016 be carried over into fiscal year 2017 to pay for expenses not yet completed.

The Council on Aging recommends unanimously.

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

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

The Finance Committee recommends (6-0).

Motion carried unanimously as part of the Consent Agenda.

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

(Majority vote required)

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

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

The Finance Committee recommends (6-0).

Motion carried unanimously as part of the Consent Agenda.

ARTICLE 16 TOWN MUSEUM BASEMENT RE-PAINTING**

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, to transfer from free cash the sum of **Five Thousand Dollars (\$5,000)** for the purpose of preparing and painting the lower level of the museum.

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

This action of repainting the Museum basement represents the last step in a long process started several years ago, aimed at rendering the basement of the Town Museum useful for the storage of both Museum artifacts and Town records. Residents will remember that the Museum (formerly Library) had been plagued by moisture and standing water issues in the basement, precipitated by poor drainage on the lot, and exacerbated by the failure of

the basement furnace several years ago. In the past year the DPW has greatly improved the drainage on the lot, essentially eliminating the ingress of water to the basement. The basement furnace has been replaced, with the result of maintaining the relative humidity at a level suitable for both artifact and records storage. The remaining element to be completed is cleaning, stripping and repainting the moisture damaged walls and floors of the basement. With this article, the basement will finally be rendered suitable for relieving the acute shortage of storage space in town for historical artifacts and essential municipal records.

The Finance Committee recommends (6-0).

This item would add \$0.0051 per \$1,000 of valuation, or \$2.71 for an average priced house if not funded from available funds.

Motion carried unanimously as part of the Consent Agenda.

ARTICLE 17 CONSERVATION TRUST FUND**

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, that the Town vote to transfer from Free Cash the sum of Five Thousand Dollars (\$5,000) to the Town's Conservation Trust Fund.

Summary

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

Justification and Need

1. *The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:*
 - *Purchase of Land*
 - *Capital Improvement of Land*
 - *Expenses related to land purchase such as appraisals, title searches etc.*
 - *Improvement of conservation land.*
 - *Monitoring of Conservation restrictions.*
 - *Cost of preparing open space plans and maps.*
2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$26,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.*
3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2015:*
 - *Approximately \$13,000 for Preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.*
4. *The Conservation Trust Fund has the following upcoming anticipated expenses:*
 - *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.*

- *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*
- *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

Background Information

1. *From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.*
2. *There was one appropriation of \$15,000 to “replenish” the fund in 2000.*
3. *The last 4 year’s (2011, 2012, 2013 and 2014) ATM approved an appropriation of \$5,000 each year.*
4. *Routine operations and maintenance are funded separately at approximately \$1,000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

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

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

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

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

The Conservation Commission recommends (6-0).

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

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

The Finance Committee recommends (5-1).

The majority approves the article. The Conservation Commission has established an effective model for funding required projects as they arise, utilizing a revolving fund that periodically requires replenishment. Appropriate expenditures have depleted the Conservation Trust Fund to a level that merits funding as requested. If approved, the article will be paid out of free cash.

The minority view did not approve this article and feels that there are ample monies in Special Funds and Trust accounts over which the Commission has control to fund any studies that the Commission wants to conduct.

This item would add \$0.0051 per \$1,000 of valuation, or \$2.71 for an average priced house if not funded from available funds.

Motion carried unanimously as part of the Consent Agenda.

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

(Majority vote required)

Mr. Fox moved to transfer from free cash the sum of **Fourteen Thousand Four Hundred Sixty Dollars (\$14,460)** said sum to be added to the amounts appropriated pursuant to Article 5 of the 2015 Annual Town Meeting for the purpose of promoting a Sergeant into the newly created position of Lieutenant; and further that the following adjustments be made to the FY 2016 budget:

Department 210, Total Salary – Police: Increase by the sum of **Eleven Thousand Two Hundred Sixty Dollars (\$11,260)**

Department 210, Total Other- Police: Increase by the sum of **Three Thousand Two Hundred Dollars (\$3,200)**

Chief Ryder was recognized and provided the rationale for the motion. He said that current command structure has some issues. Three sergeants, who are members of the Police Union, are sometimes at odds with the Chief. The lieutenant will cover the evening without union issues. Also provides a clear second-in-command and an incentive in terms of career development. He noted that many similar sized communities have this command structure.

The Board of Selectmen recommends (4-1).

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

Other key benefits of the proposed structure:

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

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

The Finance Committee does not recommend (5-1).

This item would add \$0.0148 per \$1,000 of valuation, or \$7.83 for an average priced house if not funded from available funds.

Mr. Ham presented the majority view that a change in command structure was not warranted. A small town calls for a small police department. The current structure has worked well for many years.

Mr. Donovan asked if the chief viewed it as a succession plan. The Chief said not primarily. He pointed out that four days on and two days off is the current schedule. Seventeen times during the year, officers only work four days of the typical work week. Mr. Donovan was in favor of the motion.

Mr. Kushner asked if the sergeant would be back-filled. The Chief said no. He asked why sergeants are in the union. The Chief said that it's a traditional law enforcement set-up. Having a position such as lieutenant that is not in the union provides a lot of flexibility.

Mark White, Sara's Way, spoke in support of the motion. He thought the chief has done a great job with our police department and he should be able to run his department the way he thinks best. He pointed out that the amount of money is relatively small.

Michael Toups, Pine Hill Rd., asked about how the classification of the position would work. The Personnel Board placed the difference between sergeant and lieutenant at 15%. What step would the new lieutenant come in at? Ms. Canfield, chair of the Personnel Board, said that the Board reviewed the job description provided by the chief. When placing the position on the compensation plan, two Personnel Board members looked at how similar jobs are classified elsewhere and came up with the recommended placement.

Mr. Kicelemos asked how many officers were on the force? The answer was ten. He asked about appointing a new sergeant. The chief said he was planning to promote from within.

A resident asked about overtime. The chief said there will always be a need for overtime, but this will help.

John Rosamond, Middle Rd., asked for the minority BOS opinion. Susan Bak, BOS member, said that she thought it was a "nice to have" item and not needed at this time.

Ms. Canfield asked people to look at page 17 of the warrant and said that there were levels within grade 15.

Action on Article 18: Motion carried by majority vote.

Mr. Amoroso moved to adjourn the meeting to 7pm May 12. Motion carried by majority vote.

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

(Majority vote required)

Mr. Gorman moved to transfer from free cash the sum of **Thirty-One Thousand Six Hundred Sixty-two Dollars (\$31,662)**, said sum to be added to the amounts appropriated pursuant to Article 5 of the 2015 Annual Town Meeting for the purpose of funding the wage differential and benefits associated with replacing two part-time DPW workers with one full-time DPW worker; and further that the following adjustments be made to the FY 2016 budget:

Department 422, Total Salary – DPW: **Increase** by the sum of **Nine Thousand Six Hundred and Twenty-nine Dollars (\$9,629)**,

Department 423, Total Salary – Snow and Ice: **Increase** by the sum of **Six Thousand Four Hundred and Sixty-three Dollars (\$6,463)**

Department 915, Total Other - Employee Benefits: **Increase** by the sum of **Fifteen Thousand Five Hundred and Seventy Dollars (\$15,570)**.

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

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

The Finance Committee recommends (6-0).

This item would add \$0.0323 per \$1,000 of valuation, or \$17.16 for an average priced house if not funded from available funds.

Action on Article 19: Motion carried unanimously.

ARTICLE 20 CAPITAL EQUIPMENT AND INFRASTRUCTURE

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

From the May 2015 Motions Handout:

A.	Town Hall - Renovation of Foyer into Grange Meeting Room	\$ 35,000
B.	Fire Department - Pumper Truck (to Replace Engine #64)	650,000
C.	Fire Department - Turnout Gear (Personal Protective Equipment)	111,000
D.	DPW - ¾ Ton Pickup Truck (Replacement)	40,000
E.	DPW - Road Paving	300,000
F.	DPW - New Vibratory Asphalt Roller	40,000
G.	DPW - Chipper	60,000
	Total	\$1,236,000

A: Renovation of Foyer into Grange Meeting Room

(majority vote required)

Ms. Bak moved to appropriate the sum of Thirty-five Thousand Dollars (\$35,000) for the purpose of renovating the foyer into the Grange Meeting Room of Town Hall, said sum to be appropriated as printed in the “May 2015 Motions” handout:

One Thousand Six Hundred Eighty Dollars and Eleven Cents (\$1,680.11) from the unexpended bond proceeds approved under Article 13 of the 2008 Annual Town Meeting, Capital Equipment Acquisition – Fire and Public Works Departments;

One Thousand Five Hundred Thirty-seven Dollars (\$1,537) from the unexpended bond proceeds authorized under Article 9 of the 2013 Annual Town Meeting, Capital Improvements – Town Hall Replacement Windows (Original Section);

Three Hundred Thirteen Dollars (\$313) from the unexpended balance of Article 21 of the 2011 Annual Town Meeting, Blanchard Memorial School – Fire Safety Engineering Consultant;

Nine Thousand Two Hundred Thirteen Dollars and Ninety-nine Cents (\$9,213.99) from the unexpended balance of Article 24 of the 2012 Annual Town Meeting, Capital Improvements – Repair and Replace Blanchard Memorial School’s Exterior Mortar and Masonry

Ten Thousand Eight Hundred Sixty-one Dollars (\$10,861) from the unexpended balance of Article 14 of the 2013 Annual Town Meeting, Capital Equipment Acquisition – Replacement of Air-Paks – Fire Department;

Two Thousand Eighty-one Dollars and Eight Cents (\$2,081.08) from the unexpended balance of Article 2 of the 2014 Special Town Meeting (within the Annual), Fund First Two Years of Collective Bargaining Agreement – Massachusetts Coalition of Police, Local 200, Police;

Fifty Cents (\$0.50) from the unexpended balance under Article 22B of the 2014 Annual Town Meeting, Capital Equipment and Infrastructure – Town Hall Carpet Replacement; and

Nine Thousand Three Hundred Thirteen Dollars and Thirty-two cents (\$9,313.32) from Free Cash.

The Board of Selectmen recommends (4-1).

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

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

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

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

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

This item would add \$0.0357 per \$1,000 of valuation, or \$18.96 for an average priced house if not funded from available funds.

The Building Inspector, David Lindberg, described the scope of the project.

Becky Neville asked why the floor of the Grange Hall hasn’t been done. She pointed out that the money was voted for that purpose years ago. She would only support the motion if the Grange Hall floor was included.

Mr. Moss called attention to the fact that the building is historic. He recognized that the stage is wasted space but wanted to tread lightly.

Ms. Kangas asked whether the replacement of the floor was included. Mr. Lindberg said the floor was not included. Ms. Kangas urged that the town wait a year and see if it could be funded by CPA.

Mr. Fox said the funds for the floor have already been appropriated and that the floor would be done along with the rest of the project.

Francie Nolde, Sargent Rd., asked about the design. Did we really need more space for a meeting room? Mr. Lindberg said that structural walls dictated the size of the two offices. She supported project.

Mr. Powers asked for the Community Preservation Committee to respond.

Mr. Neville, chair of the CPC, said there's no guarantee that a particular project would be approved.

Mr. Toups asked if there would be a second phase. Ms. Bak said that there would be additional upgrades of the Grange after the stage comes down--better technology that would improve broadcast quality, for example. Cable funds could be used for that. He asked where all the stuff would go. Mr. Fox said the museum basement is being renovated for that purpose.

Ms. Kangas wanted to do it cost effectively. She urged Town Meeting to wait a year and get CPA funding and state reimbursement.

Mr. Wagman said that it seemed like a pretty good plan. He questioned whether CPA funding had been explored. Ms. Bak said that the project was rejected by CPC--they wanted a space needs assessment before funding, which didn't seem worth it.

Rita Grossman, CPC member, said she wanted to see a more comprehensive plan. She thought that the project should look at kitchen and data room and addresses the whole space.

Mr. Kushner said that the project was not in the capital plan and saw no need to rush. He wanted to know dimensions of offices and foyer.

Hugh Fortmiller, Sargent Rd., asked if there is the possibility for a storage loft. Mr. Lindberg said no, the ceiling isn't high enough. He asked about the space on the right --was it office or storage? If storage, wouldn't it be prudent to have access from the Grange for storage of extra chairs? He wondered if the single door coming off the hallway would be changed--shouldn't it be double door. Mr. Lindberg said the existing opening off the hallway is about as wide as it can be--there is very little room to widen the door.

Mary Nadwairski, Stonehedge Place, moved the question. Motion to vote now carried by 2/3, as declared by the moderator.

Action on Article 20, Item A: Motion failed.

Motion on items B-G of Capital Equipment and Infrastructure

(Two-thirds vote required)

Ms. Bak moved that the sum of One Million Two Hundred One Thousand Dollars (\$1,201,000) be and hereby is appropriated for the purpose of paying costs of: acquiring a pumper truck to replace Engine #64 and turnout gear for the Fire Department; acquiring a replacement $\frac{3}{4}$ ton pickup truck, a new vibratory asphalt roller, and a chipper for the DPW; and paving town roads, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

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

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

This article proposes to replace Engine 64, which was purchased new in 1994, with a new multi-purpose pumper truck. Two questions must be answered to justify this large purchase: 1) Must we replace Engine 64 at this time? And 2) Does Boxborough require 3 multi-purpose fire trucks? The answer to the first question is an emphatic Yes, since Engine 64 suffers numerous defects due to design and age-related deterioration. It has a two person cab, related to an earlier era where it was permissible for firefighters to ride on the vehicle exterior to the incident. Current regulations require all firefighters to ride inside the vehicle cab when underway, so Engine 64 is useful only for those situations when only two persons are available to respond to an incident. The engine body, pump works and plumbing are constructed of plain carbon steel and suffer serious problems from corrosion. We have spent nearly the original purchase price on repairs to Engine 64, and the rate of repairs is not getting smaller. There is no doubt that Engine 64 must be replaced, and soon.

As to the question of whether Boxborough needs three multi-purpose fire trucks, the answer is again yes. The fire service is built around operational plans and contingencies, which require the ability to respond to incidents in Town where one truck might be out for servicing or on a mutual aid call, when another incident might arise in Town. If we have only two primary response vehicles, we suffer a significant likelihood of being unable to properly respond to incidents if one were to be unavailable due to any of several contingencies. There is certainly the possibility of mutual aid from surrounding towns, but that option is for those unusual situations straining the capacity of any individual town to respond. We cannot build mutual aid into our normal operations strategy. The proposed vehicle will be constructed of all-welded Aluminum body work, stainless steel plumbing, and a plastic tank, promising a useful life of 30 years or more, with minimal high level maintenance.

The Finance Committee recommends (6-0).

This item would add \$0.6633 per \$1,000 of valuation, or \$352.19 for an average priced house if not funded through borrowing.

C. Fire Department – Personal Protective Equipment

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

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

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

The Finance Committee recommends (6-0).

This item would add \$0.1429 per \$1,000 of valuation, or \$75.86 for an average priced house if not funded through borrowing.

D. DPW – ¾ Ton Pickup Truck (Replacement)

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

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

The Finance Committee recommends (6-0).

This item would add \$0.0408 per \$1,000 of valuation, or \$21.67 for an average priced house if not funded through borrowing.

E. DPW – Road Paving

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

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

The Finance Committee recommends (6-0).

This item would add \$0.3061 per \$1,000 of valuation, or \$162.55 for an average priced house if not funded through borrowing.

F. DPW – New Vibratory Asphalt Roller

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

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

The Finance Committee recommends (6-0).

This item would add \$0.0408 per \$1,000 of valuation, or \$21.67 for an average priced house if not funded through borrowing.

G. DPW – Chipper

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

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

The Finance Committee recommends (6-0).

This item would add \$0.0612 per \$1,000 of valuation, or \$32.51 for an average priced house if not funded through borrowing.

B. Pumper Truck discussion

Jim Goodwin, Littlefield Rd., asked whether it was on capital plan. The answer was yes.

Mr. Kushner asked about whether the new truck would fit in the existing bays. Fire Chief Randolph White was recognized and said no, they would have to modify one of the bays, which is included in cost.

Jessica Eichelberg, Hill Rd., wanted to know how much was the fire truck and how much the extension? The Chief said the truck was \$575,000, the bump-out \$7500. The rest was for the equipment for the truck.

Kathy Vorce, Liberty Square Rd., questioned why the article was moved this way. Mr. Fallon said it was a compilation article to make it more efficient.

Mr. Moss wondered about corrosion issues with aluminum. The Chief said they were also looking at stainless steel.

Murdo Dowds, Picnic St., asked why was the truck longer? The Chief said that state regulations now govern wheel base specifications, which makes the trucks longer.

Mr. van Roggen asked about life span of the new truck. The Chief said 20-23 years. After that maintenance is an issue. He also said there may be trade-in value or possible sale for parts of the old truck.

Becky Neville questioned the \$50K in equipment. Chief White said it was for new radios, hoses, etc.

Mr. Fortmiller wanted to know what the debt service would do to the tax rate. Mr. Hesler, FinCom member, explained how the borrowing would work and the impact.

Mike Duhigg, Stow Rd., asked about what happens if there is an unexpended balance in the warrant article. It was explained that unexpended balances go back to town as free cash.

C. Protective Gear discussion

Mr. Kushner asked whether it was in capital plan.

D. Pickup Truck—no discussion

E. Road Paving discussion

Mr. Wagman thought there should be more money for paving. He thought it would take a long time to get to all the roads. Mr. Gorman pointed out that the new equipment would allow for the town to do more repairs on the existing roads which would extend their lives.

Mr. Kushner spoke in favor of the project and would like it included in the capital plan.

Mr. van Roggen wondered if anyone had looked into better construction so roads would last longer.

F. Asphalt Roller—no discussion

G. Chipper—no discussion

Action on Article 20, Items B-G inclusive: Motion carried by 2/3, as declared by the moderator.

ARTICLE 21 STUDIES AND INITIATIVES

(Majority vote required)

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

Motion #1

A. Public Safety Building Programmatic Review and Schematic Design

Mr. Gorman moved to transfer from free cash the sum of Sixty-nine Thousand Five Hundred Dollars (\$69,500) for the purpose of providing for a programmatic review and schematic design for a public safety building.

RECOMMENDATIONS

A. Public Safety Building Programmatic Review and Schematic Design

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

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

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

This item would add \$0.0709 per \$1,000 of valuation, or \$37.66 for an average priced house if not funded from available funds.

Jeff Scott, FinCom member, moved to amend Article 21, Part A, Studies and Initiatives, by:

- (1) Modifying the Article 21 summary paragraph:
 - a. Striking the stated cost in Part A of \$69,500, and substituting in its place “up to \$30,000”, and,
 - b. Revising the total article request, striking the words “Eighty-Three Thousand Five Hundred Dollars (\$83,500) and substituting in its place “up to Forty-four Thousand Dollars (\$44,000),” and
- (2) Modifying Paragraph A, Public Safety Building Programmatic Review and Schematic Design. Beginning with the sentence, “ The committee of Town residents and officials believe that this total cost greatly exceeds that which the Town Meeting is likely to approve” – insert a period, strike the remainder of the paragraph, and substitute in its place the following:

“We propose that the Town extend the public safety facilities investigation, utilizing retained facility design experts and involving extensive public involvement through open Town forums,

First, by establishing prioritized requirements, required to direct subsequent design efforts. These will include absolute ‘must haves’ – legal and safety requirements, additional desirable features, and will consider available alternatives and in context with other Town needs;

Second, by establishing rough cost frameworks for identified requirements and options; and,

Third, generation of recommended alternatives that can be presented to a subsequent Town Meeting for consideration and selection for more detailed architectural investigation.

Mr. Gorman spoke against the amendment. He said that the proposed designs were not over-the-top. The next phase would look at ideal requirements and then pare back to what is necessary. He wondered where the FinCom came up with the alternate proposal of \$30,000. Mr. Scott said that to come up with a prioritized set of requirements could be done without architect involvement.

Maria Neyland, member of Space Needs Advisory Group (SNAG), questioned the FinCom number. She said she knows what she’s going to get for \$69.5K. What do we get for \$30K? If we don’t get real drawings that we can act upon, we will push off the project another year—costs increase 3% every year.

Ted Kail, FinCom member, said that programmatic review could be completed for \$30K, but not the schematics. He thought the square footage estimates from the consultant for the building were too high.

Ms. Neyland said SNAG was sent off to come back to the town with a way forward. They have done this. Saving \$30K now will cost us in the long range.

Andrew Gruskay, Daniels Way, asked what land was to be used. Mr. Amoroso said that he had hoped that the town would acquire the parcel adjacent to the police. He said that part of the proposed project would look into location options.

Rosemary Sedgwick, Hill Rd., said that it was hard to have faith in a process that yielded such a high cost estimate. Mr. Gorman said that the town should trust in the process that the SNAG committee went through the required statutory process in putting together the requirements to be quoted.

Mark White, Sara’s Way, also thought the cost estimate was very high. He was in favor of the FinCom amendment. He asked town counsel if there’s anything to prevent the town from buying a building and retrofitting it-would prevailing wage law apply? Town Counsel John Giorgio responded that it would. Design and build contracts can be done but it won’t exempt the project from prevailing wage.

John Markiewicz, Patch Hill Rd., spoke in favor of the amendment. He feels we don't know what we really require. What are we going to do with the facilities during renovations? Have those costs been factored in? He supports moving more slowly. Mr. Gorman said that the requirements are based on current codes. Relocation, design and other soft costs were factored into the estimate. He asked how the high and low bounds of estimates work. Mr. Amoroso requested town counsel answer the questions.

Mr. Giorgio said that the design of a public building is regulated by state statute, which requires a town to engage in certain phases when initiating a building project: design, schematic design, design development etc. Finance Committee amendment does not meet the requirements because it does not use the right terminology. He recommended the amendment be restricted to lowering the amount requested in the BOS motion. He reminded Town Meeting that negotiation is an executive function—town meeting appropriates the money.

There was some discussion on whether to amend the FinCom motion or to vote it down and have the FinCom make a second motion. The FinCom advocated the second approach.

Becky Neville moved the question on the amendment. Motion to vote now carried by 2/3, as declared by the moderator.

Action on the amended motion: Motion failed.

Mr. Scott moved to appropriate from Free Cash the sum of \$30K to continue the study phase including preliminary cost estimates.

Mr. Wagman asked how the BOS was going to keep us from spending \$25 million, yet keep the process moving. Mr. Amoroso said we all agree that \$25 million is too much. The approach is to meet our needs at the least possible cost. He suggested that voting the \$69.5 would actually save money in the long run.

Walker Royce, Barteau Ln., sees the effort at compromise but doesn't trust the process that led to such a high cost estimate. What assurances are there that residents will be involved? Mr. Amoroso said that all the meetings were open to the public. He is hopeful that more residents will be involved going forward.

Marie Cannon, Littlefield Rd., asked if the BOS knows what they could get done for \$30k. Mr. Gorman said they didn't know. She said that obviously the \$69.5K is a well-thought out estimate for a certain product. She spoke against the motion.

Jeff Scott said that the FinCom participated in SNAG to the extent they could. He said the \$30K is meant to define the "must haves" before going forward with design.

Brigid Bieber, Emanuel Dr., asked about the BOS moving forward, won't the Advisory Group still be involved? Mr. Gorman said that it would. She pointed out many of the town boards and professionals are represented on this advisory group. She spoke against the amendment.

Ms. Neville moved the question, which carried by 2/3, as declared by the moderator.

Action on the second motion to amend: Motion was defeated Yes: 46 No: 57

Ms. Neyland moved to vote now on the original motion. The motion to vote now carried by 2/3, as declared by the moderator.

Action on Article 21, Item A: Motion carried by majority vote.

Motion #2

B. Police Department Accreditation

Mr. Fox moved to transfer from free cash the sum of Fourteen Dollars (\$14,000) for the purpose of providing for the accreditation of the Police Department.

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

This article will fund a one-time expense of \$14,000 for the Police Department to acquire the necessary training, tools and processes to become accredited through the Massachusetts Police Accreditation Commission. This will help ensure that Boxborough’s law enforcement services are being delivered effectively, efficiently, and safely, while reducing risk to the officers and town.

The Police Chief has created or implemented more than 50 policies and procedures to safely and effectively guide the officers in their interactions with the public. These policies and procedures are under continuous review to ensure they correctly reflect ongoing changes to statutes, court findings and recognized best practices in law enforcement. The Police Chief wishes to use the formal, objective accreditation process to ensure that the officers have been provided with the most appropriate procedures and tools to guide them in their duties and interactions with the public. A combination of expert external review and on-going self-initiated evaluation will help ensure the Boxborough Police department meets and maintains standards that have been established for the profession, by the profession. The accreditation process will ensure that the department has a comprehensive and appropriate system of written directives and policies in place. Further, it will establish a quantitative method for the chief to verify on-going adherence to the standards it sets for itself. In the business world, external consultants are often used to review operations and advise on best practices. The Town’s auditor annually reviews our financial and business practices to identify areas for improvement. Police Department accreditation is in the same spirit. The accreditation process will help ensure that the Police Department delivers law enforcement services according to a set of best practices and procedures that minimize risk to the town. The Selectmen recommend this prudent investment.

The Finance Committee recommends (5-1).

This item would add \$0.0143 per \$1,000 of valuation, or \$7.59 for an average priced house if not funded from available funds.

Amy Burke, FinCom member, said accreditation is “nice to have” not essential. She spoke against supporting the motion.

Action on Article 21, Item B: Motion carried by majority vote.

ARTICLE 22 ZONING BYLAW AMENDMENT – AMEND SECTION 2101 ACCESSORY STRUCTURE

(Two-thirds vote required)

John Markiewicz, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 2101 Accessory Structure, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 22.

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

The Planning Board recommends (3-0).

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

5007 Location of Accessory Buildings

No accessory buildings shall be located within the required front yard area. No accessory building shall be located in any side area nearer to the side lot line than ten (10) feet, or in a rear area nearer to the rear lot line

than 10 feet, or nearer to another principal or accessory building than ten (10) feet. For the purpose of this Bylaw, a garage attached to a dwelling shall be considered an accessory building, provided that there is no occupiable or living space, that does not conform to the minimum setback for residential dwellings, above any part of the garage footprint.

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

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

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

The Finance Committee has no recommendation since this article has no financial impact.

Action on Article 22: Motion carried unanimously.

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

(Two-thirds vote required)

Nancy Fillmore, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 2152 Mixed-use, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 23.

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

The Planning Board recommends (3-0).

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

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

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

The Finance Committee has no recommendation since this article has no financial impact.

Action on Article 23: Motion carried unanimously.

ARTICLE 24 ZONING BYLAW AMENDMENT – AMEND SECTION 4001 GENERAL
(Two-thirds vote required)

Ms. Fillmore moved to amend Boxborough Zoning Bylaw Section 4001 General under Section 4000 Use Regulations, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 24.

4001 General

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

Symbols employed below shall mean the following:

Y - a permitted use.

N - an excluded or prohibited use.

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

The Planning Board recommends (3-0).

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

The Finance Committee has no recommendation since this article has no financial impact.

Action on Article 24: Motion carried unanimously.

ARTICLE 25 ZONING BYLAW AMENDMENT – AMEND SECTION 6006 PARKING SCHEDULE
(Two-thirds vote required)

Hongbing Tang, member of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 6006 Parking Schedule, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 25.

6006 Parking Schedule

OFF-STREET PARKING REQUIREMENTS

Assembly area with fixed seats including auditoriums, churches <i>places of worship</i> , and similar uses including funeral parlors	One space per four seats
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The Planning Board recommends (3-0).

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

The Finance Committee has no recommendation since this article has no financial impact.

Action on Article 25: Motion carried unanimously.

ARTICLE 26 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES
 (Two-thirds vote required)

Owen Neville, chair of the Planning Board, moved to amend Boxborough Zoning Bylaw Section 4003(1) Residential Uses, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 26.

4003(1) RESIDENTIAL USES DISTRICTS

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

¹ See Section 5004

5004 Supplementary Intensity Regulations

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

Explanation

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

The Planning Board recommends (3-0).

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

The Finance Committee has no recommendation since this article has no financial impact.

Jessica Eichelburg, Hill Rd., wondered how it would work and what the control mechanisms were. What if you live next door to someone who wanted to convert their house to a bed and breakfast? The Town Planner Adam Duchesneau was recognized and spoke about the special permit process and the opportunities for abutters to be heard. She wondered if signage would be involved. He said that signage is already regulated. She asked if getting a bed and breakfast designation exempts you from certain zoning requirements. Mr. Duchesneau said that it did not.

Marie Cannon, chair of the Board of Health, said she was unaware of the new bylaw. She said there’s a whole protocol involved with Title V, etc. Adam said that the BOH would be part of the Special Permit process.

Mr. van Roggen asked if the bylaw would allow people to rent out rooms through airbnb, for example. Mr. Duchesneau said that currently renting out rooms in a residential district is prohibited. With this amendment, it would be allowed by special permit.

Becky Neville moved the question. Motion to vote now carried unanimously.

Action on Article 26: Motion carried unanimously.

Mr. Amoroso moved to extend Town Meeting past 10:30 and continue to the end. Motion carried unanimously.

ARTICLE 27 ZONING BYLAW AMENDMENT – AMEND SECTION 6300 SIGNS

(Two-thirds vote required)

Mr. Neville moved to amend Boxborough Zoning Bylaw Section 6300 Signs, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2015 Annual Town Meeting warrant under Article 27.

6300 Signs

6301 Purpose

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

6302 Administration

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

6303 General Requirements

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

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

6304 Prohibited Signs

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

6305 Exemptions

The following signs shall not require a sign permit.

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

- (c) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
- (d) Only one double-faced sign per tradesmen may be located on a property;
- (e) The sign is located on the same property on which the tradesmen is currently conducting business;
- (f) The property owner shall ensure that the sign is removed within seven (7) days following the completion of the work.

(9II) Temporary signs associated with a retail business, provided the following:

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

6306 Signs Permitted in Residential Districts shall include:

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

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

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

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

6308 *Signs Permitted in the Town Center District*

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

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

The Planning Board recommends (3-0).

The proposed amendment makes a number of adjustments to Section 6300 Signs, some of which are administrative and others which are more substantive. Throughout this section, all numerical values were updated to include both a word and number for clarification. Removing the provision limiting the illumination of business signs to only 30 minutes after closing will make the Zoning Bylaw slightly more business friendly while still maintaining the spirit of the bylaw. Lighting for signage is already regulated by Section 6204 Lighting which restricts the angle of illumination to 15 degrees below the horizontal or lower. Additionally,

many signs require Special Permit approval and further limitations can be placed on the lighting of these signs by the Board of Appeals.

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

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

The Finance Committee has no recommendation since this article has no financial impact.

Ms. Eichelburg asked whether there could be a bed and breakfast with a sign illuminated all night. Mr. Neville said the special permit would address that.

Becky Neville asked about signs at the corner of Middle and Stow Roads. Mr. Toups had a question about 11d—could multiple businesses on a site each have a sign. Yes—one per business.

Ms. Canfield asked about illumination—why allow it all night? She thought it detracted from the rural character.

Ms. Nolde agreed.

Kathy Becker, Burroughs Road, a former member of the Zoning Board of Appeals, and said that the more that’s allowed in one area, the more that will be allowed everywhere.

Ms. Canfield moved to amend the motion by eliminating the strikeout in section 6303 item 3.

Mr. Wagman asked why this section was amended. Mr. Neville said that this was seen as being friendly to business. He didn’t recall if anyone asked for it.

Mark White asked if it applied to the church? Mr. Neville said that it applies to stores and businesses.

Katie Neville, Middle Road, moved to vote on the amendment. Motion to vote now carried by 2/3, as declared by the moderator.

Motion to amend Article 27 by eliminating the strikeout of section 6303 item 3 carried by majority vote.

Action on Article 27: Motion, as amended, carried unanimously.

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

(Two-thirds vote required)

Mr. Neville moved to withdraw Article 28, “**ZONING BYLAW AMENDMENT – AMEND SECTION 2190 WIRELESS COMMUNICATION FACILITY AND SECTION 7400 WIRELESS COMMUNICATION FACILITIES**” FROM THE 2015 ANNUAL TOWN MEETING WARRANT.

Mr. Neville provided the rationale for withdrawing the motion. At the public hearing feedback from residents that they were concerned about the scope. The Planning Board voted at their last meeting to withdraw the motion.

Action on Article 28: Motion to withdraw Article 28 carried unanimously.

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

7400 Wireless Communication Facilities

7401 Purpose

The purposes of this Bylaw are as follows:

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

7402 Applicability

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

7403 General Requirements

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

- (1) Wireless Communication Facilities should be concealed within existing structures where possible.
- (2) Lattice style towers and similar facilities requiring more than one leg or guy wires for support are prohibited.
- (3) All structures associated with wireless communication facilities shall be removed within one year of cessation of use.

- (4) The tower height shall not exceed 100 feet measured from the base of the tower to the highest point of the tower including anything on it.
- (5) All towers shall be set back from lot lines a minimum of the height of the tower except where the tower abuts the right of way of Route I-495 and Route 2 where the setbacks shall be the minimum permitted by the Commonwealth of Massachusetts. All towers shall be setback a minimum of 500 feet from any school building.
- (6) No tower shall be located within 1500 feet of another such tower.
- (7) Any utilities servicing a tower shall be located underground.
- (8) Lighting of wireless communication facilities shall be limited to low level security lighting installed at or near ground level, except for lighting required by the Federal Aviation Administration (FAA).
- (9) Fencing shall be provided to control unauthorized access to the tower. All equipment areas shall be landscaped and screened from public view.
- (10) The facility shall contain one sign no greater than one square foot that provides the phone number where the operator in charge can be reached on a 24-hour basis.

7404 Criteria

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

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

7405 Conditions

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

7406 Bonding

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

The Planning Board recommends (3-0).

This amendment broadens the definition for a Wireless Communication Facility to ensure it includes all types of wireless communication systems and their equipment. Section 7402 Applicability, has also been broadened to ensure it also includes all types of wireless communication systems and their equipment. The proposed amendment to Section 7403 General Requirements, would allow Wireless Communication Facilities to be

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

The Finance Committee has no recommendation since this article has no financial impact.

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

Loretta Crowley, petitioner, moved Article 29 as printed in the handout:

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

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

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

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

WHEREAS, the U.S. Supreme Court has ruled that neither Congress nor the President can

Constitutionally authorize the detention and/or disposition of "any person" in the United States, or citizen

of the United States “under the law of war” ~~who is not serving “in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger;”~~ and

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

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

a. arrest or capture "any person" in Boxborough, or citizen of Boxborough, within the United States, with the intent of “detention under the law of war;” or

b. actually subject "any person" in Boxborough, to “disposition under the law of war;” or

c. subject "any person" to targeted killing in Boxborough, or citizen of Boxborough, within the United States; and be it further

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

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

RESOLVED, that the Town of Boxborough requests our Congressional delegation to introduce, support, and secure the passage of legislation which clearly states that Congress not only does not authorize, but in fact prohibits the use of military force, military detention, military trial, extraordinary rendition, or any other power of the "law of war" against "any person" in the United States ~~not serving "in the land or naval forces, or in the Militia, when in actual service, in time of War or public danger;"~~

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

Summary (provided by Petitioner)

The National Defense Authorization Act (NDAA) is used to fund our Military. Until 2012, it referred to Military operations and matters, mainly, outside of our nation. Why were sections 1021 & 1022 added to the NDAA, if we already had The Patriot Act and the Authorization for Use of Military Force in place? What makes it different?

Extensive legal analysis of these sections have been done. The conclusion is, the 2012 NDAA has legalese that is dangerously vague, which authorizes the indefinite military detention, without charge or trial, of any person, including an American citizen. This brings the "Laws of War" to U.S. soil and infringes our Constitution of the United States, as well as our Massachusetts Constitution.

Other documents associated with these new provisions are E.O. 13567, 13492, 13493, a Signing Statement, and PPD-14.

In the law suit (Hedges v. Obama), Judge Katherine Forrest Ruled in favor of Hedges, giving an Opinion and Order, inviting Congress to Amend Section 1021(b)(2). After Government Appeal of the Preliminary Injunction, a Permanent Injunction was Ruled against Section 1021(b)(2), unprecedented, yet telling. Further appeal, favored the Administration, forcing continuous attempts to remedy this overreach.

Over 75 States, Cities, and Towns have introduced legislation and/or resolutions, passed legislation and/or resolutions or nullified these provisions.

The Domestic application of the 2012 NDAA Sections 1021 & 1022 are a "dangerous development," as quoted in the Injunction.

For more info visit ACLU.org on NDAA.

A "No" Vote would enable this developing, dangerous practice to continue, allowing constitutionally relaxed changes to occur quicker than we can keep-up with.

A "Yes" Vote would honor constitutional rights, we share, discouraging the unconstitutional, Standing Armies and the Liabilities that accompany them. A Yes Vote would, also, discourage the Militarization of Policing organizations both foreign and/or domestic, within our homeland and town borders. Militarization creates emotional reactions that need to be avoided. Keeping level-headed authority figures, is the desired objective.

Ms. Crowley made a presentation in support of her motion.

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

The Board of Selectmen recommends a "no" vote on Petition Article 29 because it is unnecessary, unconstitutional, and would undermine the principles of Federalism on which our government is based.

1) It is unnecessary because the danger it complains of does not exist. It is a remedy in search of a wrong. The Petition claims that the National Defense Authorization Act of 2012 ("NDAA") "authorizes the indefinite

military detention, without charge or trial, of any person, including an American citizen". It bases this on an injunction issued by a lone Federal judge. However, the Appeals Court first stayed the injunction, saying: "*On its face, the statute does not affect the existing rights of United States citizens or other individuals arrested in the United States.*" Then, after a full hearing, the Appeals Court voted unanimously to overturn the injunction, ruling that the law: "*simply says nothing about the government's authority to detain citizens.*" The United States Supreme Court allowed that ruling to stand.

2) The Petition is unconstitutional because it violates the Supremacy Clause of the United States Constitution. It would have Boxborough ask the Massachusetts legislature to "interpose itself" between the Federal government and Massachusetts residents and asserts that states, cities, and towns have the right to "nullify" Federal laws they oppose.

The doctrines of "**interposition**" and "**nullification**" invoked by the Petition have a long history. They were used before the Civil War by supporters of states' rights to argue that the states, not the Federal government, determine the extent of Federal power. That argument was effectively settled by the Union victory in the Civil War.

Interposition and **nullification** were again used by Southern states in the 1950's in an attempt to perpetuate racial segregation. When the Supreme Court in *Brown v. Board of Education* ordered Little Rock, Arkansas to integrate its public schools, the state legislature interposed itself between the Federal government and Arkansans by amending the state constitution so as to nullify Federal law requiring desegregation.

Dr. Martin Luther King, Jr. spoke out against the doctrines at the Lincoln Memorial in 1963 when he said:

*"I have a dream that one day down in Alabama with its vicious racists, with its governor having his lips dripping with the words of **interposition** and **nullification**, one day right there in Alabama little black boys and black girls will be able to join hands with little white boys and white girls as sisters and brothers."*

And, in 1958, the Supreme Court in *Cooper v. Aaron* rejected the doctrines of **interposition** and **nullification** as unconstitutional. That remains the law of the land today.

3) Finally, the Petition would undermine the principles of Federalism on which our government is based by encouraging other states, cities, and towns to pick and choose which Federal laws they will obey. The unconstitutional and spurious doctrines of **interposition** and **nullification** are once again being used to disobey Federal laws. Thirteen states have tried to nullify the Patient Protection and Affordable Care Act, or "Obamacare". Eight states have tried to nullify Federal firearms regulations. Earlier this year the Chief Justice of the Alabama Supreme Court ordered probate judges and state employees to disobey a Federal court order by refusing to issue licenses for same-sex marriages. And there is an organized campaign to nullify *Roe v. Wade* and take away a woman's right to choose.

Boxborough should not lend its support to an unnecessary and unconstitutional action that would encourage other states, cities, and towns to disobey the law.

The Finance Committee has no recommendation since this article has no financial impact.

Action on Article 29: Motion failed.

CONSENT AGENDA Articles 30-32

Mr. Amoroso moved to approve the consent agenda, articles 30 through 32, inclusive, as printed in the Annual Town Meeting warrant under articles 30 through 32 inclusive, except for Article 31, insert the words "up to" between "exemptions" and "100".

Action on Articles 30 through 32 inclusive: Motion carried unanimously.

ARTICLE 30 ACCEPTANCE OF CODMAN HILL ROAD SIDEWALK EASEMENT**
(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, that the Town vote to accept the perpetual, non-exclusive right and easement in gross over, under and upon the certain strip of land in Boxborough, Middlesex County, Massachusetts, shown as “Proposed Sidewalk Easement” on a plan entitled “‘CRAFTSMAN VILLAGE AT ELIZABETH BROOK’ SIDEWALK EASEMENT, # 55, # 57, # 59, & # 61 CODMAN HILL ROAD, BOXBOROUGH, MASS. OWNED BY: CRAFTSMAN VILLAGE BOXBOROUGH CONDOMINIUM’ dated Mar. 31, 2015, prepared by Lothian Survey, LLC, 239 Stevens Street, Marlborough, MA 01752, which plan is recorded herewith (the “Easement Premises”). The Easement Premises are located on property of Craftsman Village Boxborough, LLC (“Grantor”) off Codman Hill Road, Boxborough, Massachusetts (the “Property”).

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

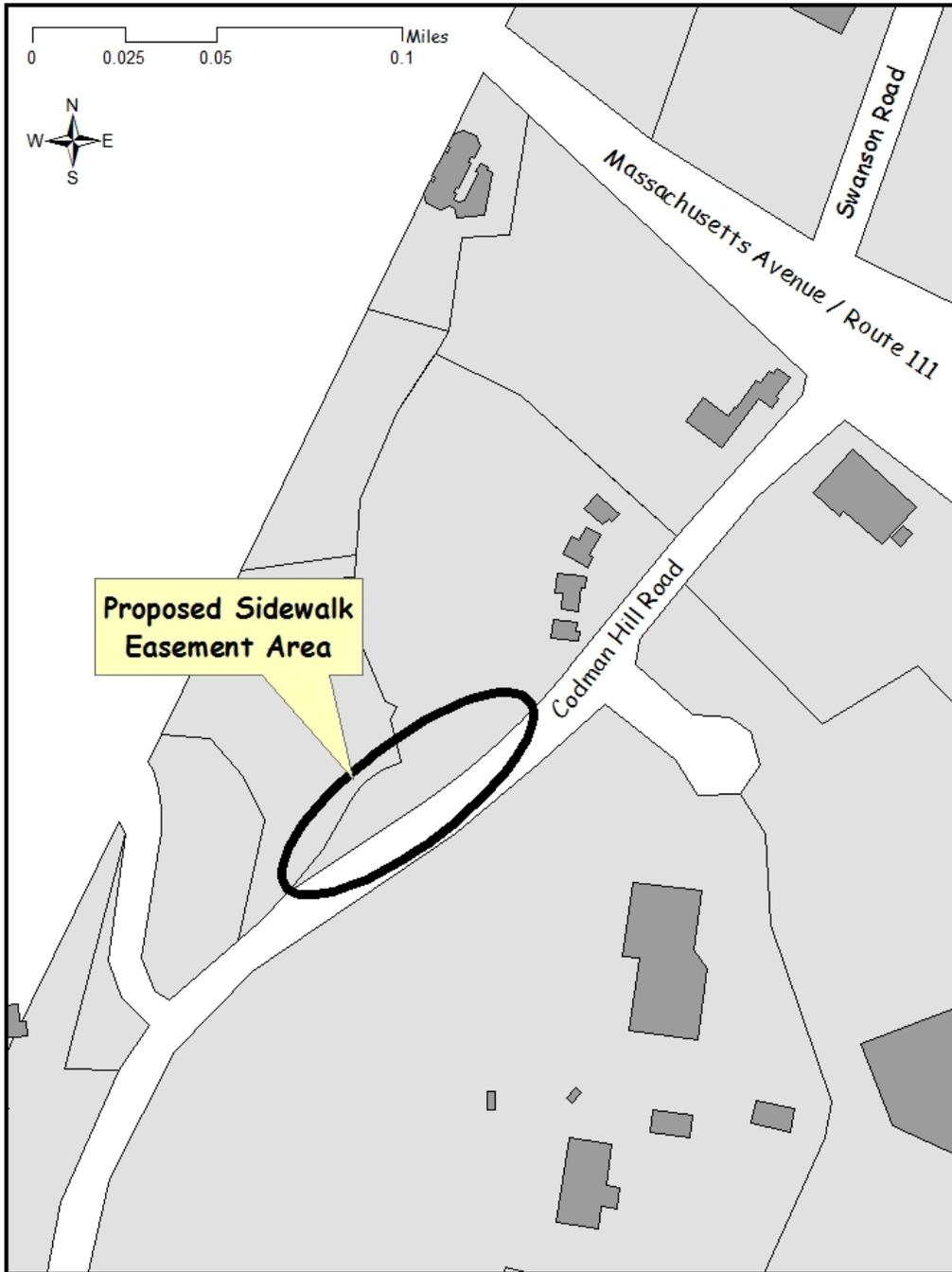
Explanation

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

The Finance Committee recommends (6-0).

Action on Article 30: Motion carried unanimously as part of the Consent Agenda.

CODMAN HILL ROAD SIDEWALK EASEMENT



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

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, that the vote to accept the provisions of G.L. c.59, §5C1/2, inserted by Section 14 of Chapter 62 of the Acts of 2014, for the purpose of increasing the real estate tax exemptions by *up to* 100 percent to all persons who qualify for property tax exemptions under Clauses 17, 17C, 17C1/2, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B, 41C or 43 of G.L. c. 59, §5; or take any other action relative thereto.

Summary

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

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

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

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

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

The Finance Committee recommends (6-0).

Action on Article 31: Motion carried unanimously as part of the Consent Agenda.

ARTICLE 32 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

Mr. Amoroso moved, as part of the Consent Agenda, that the vote to authorize the Board of Selectmen to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws; or take any other action relative thereto.

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

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

The Finance Committee recommends (6-0).

Action on Article 32: Motion carried unanimously as part of the Consent Agenda.

Mr. Neville moved to dissolve Annual Town Meeting at 10:55pm. Motion carried.

RESIDENT INTEREST FORM

The Board of Selectmen continues to search for volunteers to staff the town's various boards and committees. Participation through membership on one of the town boards, committees or commissions will offer you a rewarding challenge, enabling you to share your talents and enthusiasm to help shape the town in which we live. The commitment of our dedicated volunteers is what helps maintain the community spirit in Boxborough.

Remember, town government is as strong, creative, and vibrant as its volunteers, who DO make a difference.

If you are interested in volunteering for a position on one of the town's boards, please complete the Resident Interest form on the following page.

Resident Interest Form

Name: _____ **Phone:** _____

Address: _____

Occupation: _____

Special Training/Education: _____

Experience/General Interest: _____

Amount of time available: _____

Date submitted: _____ **E-mail Address:** _____

- Acton-Boxborough Cultural Council
- Agricultural Commission
- Board of Health*
- Boxborough Emergency Reserve Corps
- Board of Registrars
- Board of Selectmen*
- Boxborough Housing Board
- Cemetery Commission
- Community Preservation Committee
- Conservation Commission
- Council on Aging
- Design Review Board
- Energy Committee
- Finance Committee
- Historical Commission
- Library Board of Trustees*
- Permanent Building Committee
- Personnel Board
- Planning Board*
- Public Celebrations and Ceremonies Committee
- Recreation Commission
- School Committee*
- Steele Farm Advisory Committee
- Well-Being Committee
- Zoning Board of Appeals

The filling out of this form does not assure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee please fill out this form and mail to: **Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719**

***Indicates an elected board**

EMERGENCY NUMBERS AND MEETINGS SCHEDULE

POLICE	FIRE	AMBULANCE
911 (Emergencies Only)	911 (Emergencies Only)	911 (Emergencies Only)
For routine business 978-264-1750	For routine business 978-264-1770	

**Be sure to give your name and address as well as the nature of your emergency.
Do not hang up until you are sure your message has been understood.**

MEETINGS	DAY & TIME	LOCATION
AB Cultural Council	As posted	Acton Town Hall
Agricultural Commission	As posted	Town Hall
Annual Town Meeting	2 nd Monday in May	Blanchard School
Annual Town Election	3 rd Monday in May	Town Hall
Appeals, Zoning Board of	1 st & 3 rd Tuesday, 7:15 p.m.	Town Hall
Boxborough Housing Board	2 nd Thursday as posted	Town Hall
Boxborough Emergency Reserve Corps	As posted	Town Hall
Cemetery Commission	As posted	Town Hall
Community Preservation Committee	1 st Thursday, 7:30 p.m.	Town Hall
Conservation Commission	1 st & 3 rd Wednesday, 7:30 p.m.	Town Hall
Council on Aging	As posted	Town Hall
Design Review Board	As posted	Town Hall
Energy Committee	As posted	Town Hall
Finance Committee	Mondays as posted, 7:30 p.m.	Town Hall
Fire Department	2 nd & 4 th Tuesday, 7:00 p.m.	Fire Station
Health, Board of	Wednesdays as posted, 7:00 p.m.	Town Hall
Historical Commission	As posted	Town Hall
Library Trustees	2 nd Tuesday, 7:30 p.m.	Sargent Mem. Library
Personnel Board	As posted	Town Hall
Planning Board	Mondays as posted, 7:30 p.m.	Town Hall
Public Celebrations & Ceremonies Comm.	As posted	Town Hall
Recreation Commission	As posted	Town Hall
School Committee, Regional	1 st Thursday, 7:30 p.m.	RJ Grey Jr. High School
Selectmen, Board of	Mondays as posted, 7:00 p.m.	Town Hall
Steele Farm Advisory Committee	As posted	Town Hall
Well-Being Committee	As posted	Town Hall

All meetings are posted with the Town Clerk, on the Town Hall Bulletin Board, and on the Town's website, www.boxborough-ma.gov. If interested, please call ahead to request an appointment to be placed on the agenda.

Town Hall Office Hours	Town Clerk
General Phone Number: 978-264-1700	Mon. 9:00 a.m. – 2:00 p.m. & 6:00 p.m. – 8:00 p.m.
Mon. – Thurs. 8:00 a.m. – 4:00 p.m.	Tues., Wed., Thurs. 9:00 a.m. – 2:00 p.m.
(other times by appointment)	Community Services Coordinator
Assessor and Tax Collector	Tues. and Thurs. 8:00 a.m. – 4:00 p.m.
Mon. 8:00 a.m. – 7:00 p.m.	Building Department
Tues. – Thurs. 8:00 a.m. – 4:00 p.m.	Mon. – Thurs. 8:00 a.m. – 4:00 p.m.
(counter available during general hours)	Mon. evenings 4:00 p.m. – 7:00 p.m.
Sargent Memorial Library	Nashoba Board of Health Agent
General Phone Number: 978-263-4680	Tues. 1:30 p.m. – 3:30 p.m.
Mon. – Thurs. 10:00 a.m. – 8:00 p.m.	Nashoba Board of Health Nurse
Sat. 10:00 a.m. – 3:00 p.m. (Sept – June only)	4th Tuesday of the month 10:00 a.m. – 12:00 p.m.
NOTE: Town Hall is closed to the public on Fridays	

“NO SCHOOL” ANNOUNCEMENTS

Air on WCVB-TV Channel 5, WBZ-TV Channel 4, and WRKO-TV Channel 7

TOWN PHONE DIRECTORY

In order to serve you more efficiently, you may now dial Town Hall staff directly, using the numbers listed below. Phone numbers for other town departments are also listed.

The main number for Town Hall is 978-264-1700

For personal assistance dial "0" after main number

Town Staff Department Direct Dial Numbers

Assessor	978-264-1720	Ruth Anderson
Assessor Support	978-264-1721	
Board of Health	978-264-1726	Denise Monteiro
Building Inspector	978-264-1725	Gerry Noel
Community Services Coordinator	978-264-1730	Lauren Abraham
Conservation Commission Support	978-264-1722	Mary Nadwairski
Council on Aging	978-264-1717	Laura Arsenault
Inspectional Services Support (Building, Electrical & Plumbing)	978-264-1726	Denise Monteiro
Tax Collector	978-264-1718	Patrick McIntyre
Tax Collector Support	978-264-1724	Karen Guzzardi
Town Accountant	978-264-1716	Jennifer Barrett
Town Accountant Support	978-264-1721	
Town Administrator	978-264-1712	Selina Shaw
Town Administrator Support	978-264-1714	Cheryl Mahoney
Town Clerk	978-264-1727	Elizabeth Markiewicz
Town Clerk Support	978-264-1724	Karen Guzzardi
Town Planner	978-264-1723	Adam Duchesneau
Town Treasurer	978-264-1715	Patrick McIntyre
Town Treasurer Support	978-264-1724	Karen Guzzardi
Zoning Board of Appeals Support	978-264-1722	Mary Nadwairski
Town Hall FAX	978-264-3127	

Town Website and Email Addresses

The Town website, which includes email addresses for Town employees, is www.boxborough-ma.gov. Town Hall employees may also be contacted by email, using the person's first initial and last name as follows: initiallastname@boxborough-ma.gov. For example, Assessor Ruth Anderson's email address is randerson@boxborough-ma.gov

Other Town Department Business Phone Numbers

Fire	978-264-1770	Randolph T. White, Fire Chief
Police	978-264-1750	Warren B. Ryder, Police Chief
Public Works	978-264-1790	Tom Garmon, DPW Director
A-B Regional School District	978-264-4700	Dr. Glenn Brand, Superintendent
Blanchard Memorial School	978-263-4569	Dana Labb, Principal
Sargent Memorial Library	978-263-4680	Maureen Strapko, Library Director
Animal Control Officer (Public Safety Dispatch)	978-264-1750	Dogs and Cats – Phyllis Tower Other Animals – Donnie Morse

For all Emergency Services, Call 9-1-1

