



TOWN OF BOXBOROUGH

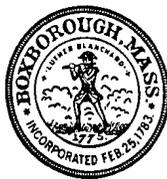


**Please bring this Warrant
to the Annual/Special Town Meeting**

**Commencing Monday, May 14, 2012, 7 PM
Blanchard Memorial School Gymnasium**

**Annual Town Election
Monday, May 21, 2012, 7 AM – 8 PM
Boxborough Town Hall**

Cover Artwork by Alan Rohwer, 24th February 2012



**TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 14, 2012
LIST OF ARTICLES**

SPECIAL TOWN MEETING

1. **AMEND FY 2012 OPERATING BUDGET**
2. **LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER**

ANNUAL TOWN MEETING

1. **CHOOSE TOWN OFFICERS**
2. **HEAR AND RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES**
5. **FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE COLLECTIVE BARGAINING AGREEMENT**
6. **FUND BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601 COLLECTIVE BARGAINING AGREEMENT**
7. **FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH COLLECTIVE BARGAINING AGREEMENT**
8. **TOWN OPERATING BUDGET**
9. **SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12 REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER ^{AA}**
10. **ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS**
11. **TRANSFER TO STABILIZATION FUND**
12. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**
13. **CAPITAL EQUIPMENT ACQUISITION – HAGER WELL AND BLANCHARD MEMORIAL SCHOOL EMERGENCY GENERATORS**
14. **CAPITAL EQUIPMENT ACQUISITION – DPW GENERATOR**
15. **CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER**
16. **RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY**
17. **CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING**
18. **TOWN HALL – ADDITIONAL PART-TIME STAFF**
19. **CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER**
20. **CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE**

21. CAPITAL IMPROVEMENT – INSTALLATION OF CENTRAL AIR CONDITIONING AT FIRE STATION
22. CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT
23. CAPITAL IMPROVEMENT – REPLACE PORTION OF BLANCHARD MEMORIAL SCHOOL ROOF
24. CAPITAL IMPROVEMENTS – REPAIR AND REPLACE BLANCHARD MEMORIAL SCHOOL’S EXTERIOR MORTAR AND MASONRY
25. CAPITAL IMPROVEMENTS - CARPET REPLACEMENT AT BLANCHARD MEMORIAL SCHOOL
26. CAPITAL IMPROVEMENTS - REPLACE CURRENT GYM & LIBRARY LIGHTING AT BLANCHARD MEMORIAL SCHOOL
27. CAPITAL IMPROVEMENTS - PERIMETER SAFETY FENCING AT BLANCHARD MEMORIAL SCHOOL
28. CAPITAL ACQUISITION – TWO -WAY RADIOS AND ASSOCIATED EQUIPMENT FOR BLANCHARD MEMORIAL SCHOOL
29. BILL OF A PRIOR FISCAL YEAR
30. CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING
31. PLANNING BOARD – TOWN BUILD-OUT ANALYSIS
32. CONSERVATION TRUST FUND
33. RIGHT TO FARM BYLAW
34. ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES AND SECTION 6006 PARKING SCHEDULE
35. ACQUISITION OF SIDEWALK EASEMENT
36. REVOLVING FUND – FIELD PERMITTING FEES
37. SENSE OF THE MEETING – RESOLUTION TO SUPPORT PASSAGE OF A CONSTITUTIONAL AMENDMENT PROVIDING THAT CORPORATIONS ARE NOT ENTITLED TO THE SAME RIGHTS AS NATURAL PERSONS^{ΔΔ##} - SUBMITTED BY VINCENT AMOROSO
38. TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN MEETING FOLLOWING WEEK^{##} - SUBMITTED BY PHILIP KICELE MOS
39. CLOSE OUT OLD ARTICLES**
40. ROAD ACCEPTANCE – HUGHES LANE**
41. PERSONAL REAL ESTATE EXEMPTIONS**
42. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
43. GIS ASSESSOR MAPS REVOLVING FUND**
44. REVOLVING FUNDS**

LEGEND

- ΔΔ** SENSE OF THE MEETING
SUBMITTED BY PETITION
****** CONSENT AGENDA



BOXBOROUGH SPECIAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2012 at 7:00 p.m. to act on Articles 1 and 2 of this Special Town Meeting Warrant.

ARTICLE 1 AMEND FY 2012 OPERATING BUDGET

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, an additional sum of money in the amount of Thirteen Thousand Eight Hundred and Eighty-Seven (\$13,887) to defray the necessary expenses of the Minuteman Regional Vocational Technical School District (the "District") for the District's 2012 fiscal year, bringing the total appropriation from the Town for the District's 2012 fiscal year to \$381,793; or to take any other action relative thereto.

Summary

This article requests additional funds for fiscal year 2012 (July 1, 2011 through June 30, 2012) for the Minuteman Regional Vocational Technical School District Assessment pursuant to an Amended Budget voted by the Minuteman School Committee on March 13, 2012. The Amended Budget was required due to unforeseen, emergency renovations to the Trades Hall section of the school building and water service improvements required to address code issues.

The Finance Committee recommends unanimously (9-0).

This article requests additional funds for fiscal year 2012 (July 1, 2011 through June 30, 2012) for the Minuteman Regional Vocational Technical School District Assessment pursuant to an Amended Budget which was voted by the Minuteman School Committee. The Amended Budget was required due to unforeseen, emergency renovations to the Trades Hall section of the school building and water service improvements required to address code issues.

The Boxborough representative to the Regional School Committee for the Minuteman Regional Vocational Technical School District recommends.

The Minuteman High School facility is forty years old. Until recently, no major infrastructure projects had been undertaken. In 2010, the school completed a significant upgrade by replacing major energy system components through an ESCO project.

On June 27th, 2011, the Town of Lexington issued a violation of building and safety codes, closing the vocational educational area commonly known as the "Trades Hall". This area was slated to be renovated as part of the

proposed MSBA building project and many of the issues cited in the order were to have been addressed as part of this project.

The Administration immediately brought in an architectural firm to address the issues, held expedited meetings with town officials, prepared a scope of work and selected a contractor to complete the necessary repairs. With the assistance of Minuteman staff, the school was able to comply with the order and the educational area was ready to open for the first day of school.

In December, the Town of Lexington issued another order which required the replacement of several significant components of the school's water system. Again the Administration immediately sought to address the situation, as it too affected the ability to occupy the school.

While addressing the code violations, the Administration sought to identify alternative funding sources for the necessary repairs. An emergency repair/renovation project request was denied by MSBA because the school already had a proposed building project "in process." The Administration also sought funding within the current FY 12 budget by deferring other maintenance projects. However, a significant deficit still remains.

These unforeseen repairs to the facility's infrastructure were necessary to allow the continued occupancy and operation of the Minuteman School facility. These repairs were fiscally significant. State law requires that all expenses occurring during a fiscal year must be paid from that fiscal year's budget. Pursuant to 603 C.M.R. 41.05 (5), each Member Town within a Regional School District is required to vote on the proposed amended assessment at town meeting to appropriate sufficient additional funds to meet the amended assessment.

ARTICLE 2 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into an agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of two years, commencing July 1, 2012, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Eight Hundred Dollars (\$10,800), more or less, for the purpose of funding the first year of the lease for the period July 1, 2012 through June 30, 2013; or take any other action relative thereto.

The Board of Selectmen recommends (4-1).

Almost one year ago, representatives of the Boxborough Church approached the town with an offer to use what has been referred to as Fellowship Hall to support town activities, with an emphasis on senior programs. After agreeing the details, a lease was signed for 10 months with the funding for this period of time provided by the Friends of the COA. That lease included an option for two additional years at a cost of \$1,400 per month, funded by the town. Under the terms of the lease, the town has exclusive use of the Fellowship Hall space from 8:30 AM to 4:00 PM, Monday through Friday. Fellowship Hall space includes the upper level of the facility along with a lockable storage space on the lower level, an outdoor area and parking spaces.

The plan was to open the facility for town use and determine the level of that use, especially for but not limited to senior activities. It is important to understand that this facility is open to town groups and is not restricted to seniors. With that in mind, the newly-named Boxborough Community Center was opened in October last year with a grand opening ceremony on 7 November. From the October opening date, a brief high level summary of activities conducted at the community center until 22 March 2012 is as follows:

- Number of events: 141
- Total number of visits to center: 1,691 (counting all visits by all people)
- Unduplicated number of visits to center: 247 (counting only different individuals participating)

Specific details on activities and attendance are available for anyone interested. The use of the community center has been very significant and has far exceeded the expectations of the COA.

With that in mind, the town has negotiated with the Boxborough Church to exercise the current lease option and extend the lease for 2 additional years. Representatives from the church were very cooperative and revisited the original estimate of \$1,400 per month. After careful analysis, the lease cost was recalculated at \$900 per month for FY 13 and \$945 per month for FY 14 and is based on the following:

- A share of the gas and electric utility costs (the town is the primary user of the facility)
- A small share of the maintenance and repair costs for the facility, and
- A small share of capital improvement costs, most of which were incurred in order to enable town use of the facility by handicapped individuals (in particular the handicapped access ramp and stairway and replacement of two toilets along with several smaller items).

The majority of the Board of Selectmen believes that leasing this facility for another 2 years at this quite reasonable price is a worthwhile undertaking as this facility provides our seniors (and also potentially other groups) with a dedicated place to support a wide variety of activities. We view this facility as an interim measure while the town evaluates longer term options for a community center.

In addition to a possible extension of the current lease, the BOS investigated other options for accommodating senior activities. In particular, the Boxborough Library was considered. However, the very limited time available for senior activities combined with other constraints (undesirable flooring for exercise activities and no ability to serve hot food) made this a very undesirable option compared with the current community center.

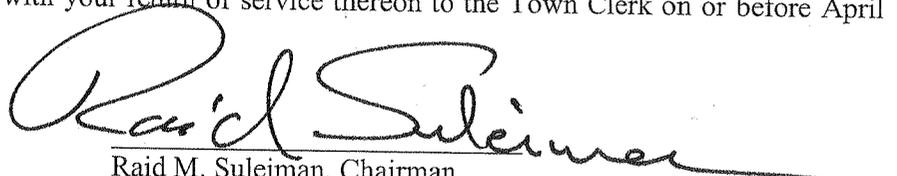
The Finance Committee recommends unanimously (8-0).

The FinCom recommends this article as it provides a location to be used by the citizens of Boxborough.

This will be a two-year lease at \$900 per month for FY2013 and \$945 for FY2014. One hundred forty-one events have been held in FY2012 up to this writing. The library does not have a kitchen and scheduling time is limited. The expectation is that FY2014 funding will be in the CoA budget.

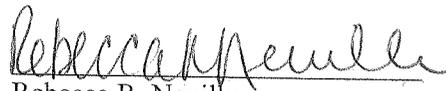
You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

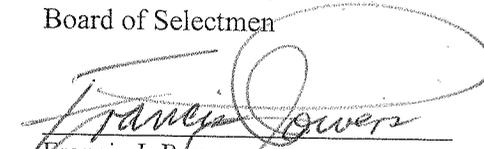
Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 27, 2012.


Raid M. Suleiman, Chairman
Board of Selectmen


Christine L. Robinson, Clerk
Board of Selectmen


Leslie R. Fox
Board of Selectmen


Rebecca R. Neville
Board of Selectmen


Francis J. Powers
Board of Selectmen



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2012 at 7:00 p.m. to act on Articles 2 through 44 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 21st day of May, 2012 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation 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 the Consent Agenda (#39 through #44, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 38.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-263-1116, ext. 101 or send an e-mail to selina.shaw@town.boxborough.ma.us before Town Meeting.

At the call of the Consent Agenda, the Moderator will call out the numbers of the Articles, one by one. If one or more voters object to any particular Article being included in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The Article will then be removed automatically from the Consent Agenda and restored to its original place in the Warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Complete summaries are found under each article printed in this warrant.

Additionally, it is intended that the sense of the meeting motion related to the Boxborough School District/Blanchard Elementary School administrative structure (Article #9) will be discussed at the beginning of the second night of Town Meeting.

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 School Committee (Local and of the Region) member for a three-year term

One School Committee (Local) member for a three-year term

One Tax Collector for a three-year term

ARTICLE 2 HEAR AND RECEIVE REPORTS

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2011 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting; or take any other action relative thereto.

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

The Finance Committee recommends unanimously (9-0).

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2012 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$60,365.98/year
Town Clerk	\$40,747.04/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

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

This article establishes the salaries for Boxborough’s elected officials.

The Finance Committee recommends unanimously (9-0).

This includes an increase to Tax Collector of \$891 and Town Clerk of \$603. All other salaries remain unchanged from previous years.

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend Classification of Positions (Schedule A) and Compensation of Positions (Schedule B); or take any other action relative thereto.

Summary

Schedules A and B have been revised to include the positions of IT Support Technician (at Grade 30) and Information Systems Coordinator (at Grade 60). These positions are shared with the Blanchard Memorial School. The latter shared position has been in place since 2008. The addition to the Town's Schedules is a housekeeping item, and has been included to promote greater transparency. The IT Support Technician is new, and will provide an additional 16-hours per week IT support to the Town and Blanchard Memorial School. The funding for these positions is split between use of cable funding on the Town side and through the school budget, the latter of which is appropriated through Article 8.

Schedule B

FY 2013 is a transition year, as the Personnel Board works to develop a newly considered Schedule B in FY 2014 with ranges to be provided to employees based upon merit. For FY 2013, the Personnel Board and Board of Selectmen have recommended revisions to Schedule B as follows:

Steps A through G remain at the same level as in the current year, i.e. FY 2012. Consistent with the Personnel Bylaw, existing employees achieving an overall performance rating of "meets requirements" move up one step, which reflects an increase of 3.5% over the previous year. (New employees hired after January 1 would not move to the next step until the following July 1, assuming an overall performance rating of "meets requirements").

Those salaried and hourly employees on Step G in FY 2012, who achieve an overall performance rating of "meets requirements" will move to Step G+ in FY 2013. Compensation for Step G+ reflects a 1.5% increase over FY 2012.

With the exception of the positions noted by highlighted text, compensation for positions on the Per Diem and Intermittent Schedule reflects a 1% increase over FY 2012. The following positions in FY 13 reflect NO change over FY 2012: Registrar Chairperson, Clerk of Elections, Election Worker and Registrar Member; Fence Viewer and Field Driver; Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training; Intern (Town Hall), Library Page and Junior Library Page.

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

Putting the IT positions on Schedule A creates more transparency than we currently have. The positions are not funded out of the operational budget but on the municipal side the funding comes from cable funding. We are pleased that the Personnel Board is going to take a year to develop a new schedule B. The summary details the changes to be made this year.

The Finance Committee recommends unanimously (9-0).

The steps remain the same except for step G Plus where an employee then has a 1.5% COLA increase.

The Consumer Price Index for the year ending November 30, 2011 was 3.4%. With that in mind, the proposal put forth by the Personnel Board and voted by the BoS is reasonable.

Steps A through G remain unchanged from FY2012. Any employee who achieves an overall performance rating of “meet requirements” moves up one step which reflects an increase of 3.5% over the previous year.

Those salaried and hourly employees on Step G in FY2012 who achieve an overall performance rating of “meets requirements” will receive a salary increase 1.5% over FY2012.

The Personnel Board recommends unanimously (4 -0).

PERSONNEL PLAN SCHEDULE A

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Accountant
Assessor
Inspector of Buildings/ Code Administration Officer
Planner
Treasurer
Information Systems Coordinator

Non-Exempt Employees

Secretary
Department Assistant
DPW Foreman
DPW Worker
DPW Semi-skilled Worker
Building & Grounds Maintenance Worker

REGULAR REDUCED HOURS

SCHEDULE

COA Coordinator
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
DPW Worker
Inspector of Buildings/ Code Administration Officer

REGULAR PART-TIME SCHEDULE

Secretary
Department Assistant
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Van Dispatcher
IT Support Technician

PER DIEM SCHEDULE

Fire Lieutenant/EMT
Call Firefighter/EMT
Call Firefighter
Special Police Officer
Dispatcher

INTERMITTENT SCHEDULE

Cemetery Superintendent
Cemetery Laborer
Registrar Chairperson
Clerk of Elections
Election Worker
Registrar Member
Veterans' Agent
Call Fire Chief
Deputy Fire Chief
Fire Captain
Fire Lieutenant
Call Firefighter/EMT
Fire Department Chaplain
Call Building Inspector
Special Police Officer
Lock-up Attendant
Dispatcher
Seasonal Maintenance Worker
Snow Plower
Seasonal Conservation Worker
Assistant Building Inspector
Wiring Inspector
Plumbing and Gas Inspector
Dog Officer
Assistant Dog Officer
Animal Control Officer
Animal Inspector
Fence Viewer
Field Driver
Director of Summer Playground
Director of Gymnastics
Director of Winter Programs
Lead Counselor
Counselor
Counselor-in-Training
Intern (Town Hall)
Library Page
Junior Library Page
Van Driver

*The following information is not part of Schedule A and is placed here for informational purposes only.
These positions are elected, or pay is set by bargaining unit or personal contract.*

DEPARTMENT HEADS

DPW Director

Fire Chief

Library Director

Police Chief

Town Administrator

UNION EMPLOYEES

Police Sergeant

Police Officer (StepA1/A1)

Firefighter/EMT

Dispatch Supervisor

Dispatcher

ELECTED POSITIONS

Selectman

Board of Health Member

Planning Board Member

Library Trustee

Moderator

Constable

Tax Collector

Town Clerk

FY 2013 Compensation of Positions - Schedule B

Position Title	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>	<u>G Plus</u>
<u>Salaried (Exempt) Employees</u>								
Grade 60	55,639.39	57,586.76	59,602.30	61,688.38	63,847.47	66,082.14	68,395.01	69,420.94
Information Systems Coordinator								
Inspector of Buildings/Code Administration Officer								
Town Accountant								
Town Assessor								
Town Planner								
Town Treasurer								
Grade 50	48,382.03	50,075.40	51,828.04	53,642.02	55,519.49	57,462.67	59,473.87	60,365.98
Grade 40	43,195.91	44,707.77	46,272.54	47,892.08	49,568.30	51,303.19	53,098.81	53,895.29
Grade 30	38,571.25	39,921.25	41,318.49	42,764.64	44,261.40	45,810.55	47,413.92	48,125.13
Grade 20	34,435.21	35,640.45	36,887.86	38,178.94	39,515.20	40,898.23	42,329.67	42,964.61
Grade 10	31,310.69	32,406.56	33,540.79	34,714.72	35,929.73	37,187.27	38,488.83	39,066.16
<u>Hourly (Non-Exempt) Employees</u>								
Grade 60	\$26.74	\$27.68	\$28.65	\$29.65	\$30.69	\$31.76	\$32.88	\$ 33.37
Grade 50	\$23.27	\$24.08	\$24.93	\$25.80	\$26.70	\$27.64	\$28.61	\$ 29.03
Council on Aging Coordinator								
DPW Foreman								
Grade 40	\$20.77	\$21.49	\$22.24	\$23.02	\$23.83	\$24.66	\$25.53	\$ 25.91
Youth Services Librarian								
Conservation Agent								
Grade 30	\$18.54	\$19.19	\$19.86	\$20.56	\$21.28	\$22.02	\$22.79	\$ 23.14
DPW Worker								
Department Assistant								
IT Support Technician								
Technical Services Librarian								
Grade 20	\$16.55	\$17.13	\$17.73	\$18.35	\$19.00	\$19.66	\$20.35	\$ 20.65
Bldg. & Grounds Maint. Worker								
DPW Semi-Skilled Worker								
Transfer Station Operator I								
Senior Library Assistant								
Grade 10	\$15.06	\$15.59	\$16.13	\$16.70	\$17.28	\$17.89	\$18.51	\$ 18.79
Library Assistant								
Secretary								
Van Dispatcher								

Per Diem Schedule (No Steps)

Fire Lieutenant/EMT	17.95
Call Fighter/EMT	16.30
Call Firefighter	16.30
Special Police Officer	16.30
Dispatcher	16.30

Intermittent Schedule (No Steps)

Cemetery Superintendent	8,561.10	annually
Cemetery Laborer	10.74	
Registrar Chairperson	900.34	annually
Clerk of Elections	11.43	
Election Worker	10.17	
Registrar Member	270.12	annually
Veterans' Agent	15.16	
Call Fire Chief	42.06	
Deputy Fire Chief	19.72	
Fire Captain	18.83	
Fire Lieutenant	17.96	
Call Firefighter/EMT	16.30	
Fire Department Chaplain	16.30	
Call Building Inspector	42.06	
Special Police Officer	16.30	
Lock-up Attendant	14.59	
Dispatcher	16.30	
Seasonal Maintenance Worker	13.30	
Snow Plower	21.08	
Seasonal Conservation Worker	12.46	
Assistant Building Inspector	25.93	
Wiring Inspector	fees	\$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees	\$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Dog Officer	10,790.45	annually
Assistant Dog Officer	10.56	4 hour call min
Animal Control Officer	2,628.45	annually
Animal Inspector	968.37	annually
Fence Viewer	40.00	annually
Field Driver	45.00	annually
Director of Summer Playground	18.79	
Director of Gymnastics	18.10	
Director of Winter Programs	18.10	

Intermittent Schedule (No Steps) (continued)

Lead Counselor	12.50	
Counselor	9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage +.50, i.e. 8.50	
Junior Library Page	min wage	[currently \$8.00]
Van Driver	12.99	

NOTE

*Fee maximum is 1% of FY12 levy (or \$168,749.31)

The following information is not part of Schedule B and is placed here for informational purposes only. These positions are elected, or pay is set by bargaining unit or personal contract.

<u>Department Heads</u>		FY 2012	FY 2013
DPW Director	Contract expires 6/30/14	77,273.08	78,045.81
Fire Chief	Contract expires 6/30/14	88,000.00	88,880.00
Library Director	Contract expires 12/31/11	72,172.00	72,893.72
Police Chief	Contract expires 6/30/14	95,950.00	100,950.00
Town Administrator	Contract expires 6/30/13	91,000.00	95,095.00

Union Employees

Police Sergeant (Steps 1-3)	TBD
Police Officer (Steps A1/A2-F)	TBD
Fire Lieutenant (Step A)	TBD
Firefighter/EMT (Steps A-F)	TBD
Dispatch Supervisor (Steps A-F)	TBD
Dispatcher (Steps A-F)	TBD

Elected Positions

	FY 2012	FY2013
Selectman	400.00 annually	400.00 annually
Board of Health Member	166.67 annually	166.67 annually
Planning Board Member	109.00 annually	109.00 annually
Library Trustee	0.00 annually	0.00 annually
Moderator	0.00 per meeting	0.00 annually
Constable	3.00 /warrant posted/location	3.00 /warrant posted/location
Tax Collector (Grade 50, G+)	59,473.87	60,365.98
Town Clerk (Grade 50, G+)	40,144.86	40,747.04

**ARTICLE 5 FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE
COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Massachusetts Coalition of Police, Local 200, Police; or take any other action relative thereto.

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

This article is required to fund the first year of the Collective Bargaining Agreement contract negotiated by the Board of Selectmen with the Police Union. In accordance with Town Meeting practice, the second and third years of the contract will be funded through the operating budget.

The Finance Committee defers until ATM or until the contract is approved.

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 contract expires on June 30, 2012. 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.

ARTICLE 6 FUND BOXBOROUGH PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 4601 COLLECTIVE BARGAINING AGREEMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Boxborough Professional Firefighters Association, Local 4601; or take any other action relative thereto.

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

This article is required to fund the first year of the Collective Bargaining Agreement contract negotiated by the Board of Selectmen with the Firefighters Union. In accordance with Town Meeting practice, the second and third years of the contract will be funded through the operating budget.

The Finance Committee defers until ATM or until the contract is approved.

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 contract expires on June 30, 2012. 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.

**ARTICLE 7 FUND MASSACHUSETTS COALITION OF POLICE, LOCAL 200A, DISPATCH
COLLECTIVE BARGAINING AGREEMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate or transfer from available funds a sum of money to fund the Collective Bargaining Agreement covering the period July 1, 2012 – June 30, 2015, between the Town of Boxborough and the Massachusetts Coalition of Police, Local 200A, Dispatch; or take any other action relative thereto.

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

This article is required to fund the first year of the Collective Bargaining Agreement contract negotiated by the Board of Selectmen with the Dispatch Union. In accordance with Town Meeting practice, the second and third years of the contract will be funded through the operating budget.

The Finance Committee defers until ATM or until the contract is approved.

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 Dispatchers Union (Massachusetts Coalition of Police, Local 200A, Dispatch) under the provisions of Massachusetts General Law, Chapter 150E, Section 7. The current contract expires on June 30, 2012. 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.

ARTICLE 8 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2012; or take any other action relative thereto.

The Finance Committee recommends unanimously (9-0).

See the Finance Committee report following the warrant for more detail.

The BoS recommends the following amendments to the operating budget being proposed by the Finance Committee under Article 8:

The Board of Selectmen will move to recommend (4-0-1) that \$25,756 be restored to the Police Department (Dept. 210) salary line. The FinCom reduced the submitted budget by this amount, which includes the elimination of the third sergeant position and all community policing initiatives that Chief Ryder has recommended. The Board will also recommend the reduction of the Police Department expense line by \$34,500. The Board of Selectmen placed an article on the warrant, #20, to fund the Police Chief's new command vehicle, but the FinCom voted to keep the funding in the operating budget.

The Board of Selectmen will move to recommend (5-0) that \$4,890 be added to the Fire Department (Dept. 220) salary line and \$4,550 be added to the Fire Department expense line. Chief White added a line item to his budget, "Per Diem Coverage," to enable him to better track this salary item. This line item will be used to provide coverage for full-time firefighters to attend training; the Chief has budgeted 300 hours at a rate of \$16.30 an hour. This line item not only allows better tracking of expenses, but it also provides transparency. To achieve his goal of improved customer service, the Fire Chief is seeking to improve the professionalism of the department and would like to provide our per diem firefighters (who earn \$16.30 an hour) with a uniform allowance. Currently there is no uniform requirement and if the per diem firefighters want a uniform they must purchase it on their own. The Chief would like to require a uniform to improve both the professionalism and morale of our per diem firefighters.

The Board of Selectmen will move to recommend (5-0) that \$1,212 be restored to the Dispatch Department (Dept. 221) expense line. The FinCom reduced the Dispatch budget without communicating to the Chief those reductions that they thought were necessary. Chief Ryder believes that the full budget he presented is required to maintain the public safety of the Town and the BoS supports his request.

The Board of Selectmen voted unanimously (5-0) to support an amendment by the Board of Health to restore \$7,000 to the Mental Health Services Department (Dept. 523) expense line.

The Board of Selectmen voted unanimously (5-0) to recommend an increase to the Public Celebration (Dept.692) expense line in the amount of \$300 for the purpose of providing buses to transport RJ Grey and Blanchard School band members from the Blanchard School to the Memorial Day parade starting location. The request for funding was not timely to be included when the budget was prepared.

ACCOUNT NAME		FY2011	FY2012	FY2013	\$ Change	% Change
		ACTUAL	BUDGET	BUDGET	FY13 VS	FY13 VS
					FY12	FY12
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114	Total Other - Moderator	\$ 44	\$ 50	\$ 50	\$ -	0.00%
114	Total Moderator Expenses	\$ 44	\$ 50	\$ 50	\$ -	0.00%
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119	Total Other - Town Constable	\$ 88	\$ 175	\$ 175	\$ -	0.00%
119	Total Constable Expenses	\$ 88	\$ 175	\$ 175	\$ -	0.00%
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122	Total Other - Selectman	\$ 1,896	\$ 2,671	\$ 2,018	\$ (653)	-24.45%
122	Total Selectman Expenses	\$ 3,896	\$ 4,671	\$ 4,018	\$ (653)	-13.98%
123	Total Salaries - Town Administrator	\$ 90,022	\$ 91,000	\$ 95,095	\$ 4,095	4.50%
123	Total Other - Town Administrator	\$ 2,525	\$ 2,550	\$ 2,775	\$ 225	8.82%
123	Total Expenses - Town Administrator	\$ 92,547	\$ 93,550	\$ 97,870	\$ 4,320	4.62%
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131	Total Other - Finance Committee	\$ 253	\$ 450	\$ 450	\$ -	0.00%
131	Total Expenses - Finance Committee	\$ 253	\$ 450	\$ 450	\$ -	0.00%
135	Total Salaries - Accountant	\$ 67,719	\$ 68,396	\$ 69,421	\$ 1,025	1.50%
135	Total Other - Accountant	\$ 24,936	\$ 25,736	\$ 25,666	\$ (70)	-0.27%
135	Total Expenses - Accountant	\$ 92,655	\$ 94,132	\$ 95,087	\$ 955	1.01%
141	Total Salaries - Assessor	\$ 34,200	\$ 34,200	\$ 39,700	\$ 5,500	16.08%
141	Total Other Expenses-Assessor	\$ 13,025	\$ 9,600	\$ 9,008	\$ (592)	-6.17%
141	Total Expenses - Assessor	\$ 47,225	\$ 43,800	\$ 48,708	\$ 4,908	11.21%
145	Total Salaries - Treasurer	\$ 68,718	\$ 69,396	\$ 70,421	\$ 1,025	1.48%
145	Total Other -Treasurer	\$ 13,003	\$ 12,560	\$ 12,480	\$ (80)	-0.64%
145	Total Expenses - Treasurer	\$ 81,721	\$ 81,956	\$ 82,901	\$ 945	1.15%
146	Total Salaries - Tax Collector	\$ 59,886	\$ 60,475	\$ 61,366	\$ 891	1.47%
146	Total Other -Tax Collector	\$ 15,877	\$ 16,761	\$ 16,761	\$ -	0.00%
146	Total Expenses - Tax Collector	\$ 75,763	\$ 77,236	\$ 78,127	\$ 891	1.15%
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151	Total Other - Legal	\$ 37,459	\$ 64,000	\$ 64,000	\$ -	0.00%
151	Total Expenses - Legal	\$ 37,459	\$ 64,000	\$ 64,000	\$ -	0.00%

123 Total Salaries - Town Administrator: Increased per salary survey

141 Total Salaries - Assessor: Increased due to additional workload and hours

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152	Total Other - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161	Total Salaries - Town Clerk	\$ 39,404	\$ 41,145	\$ 41,748	\$ 603	1.47%
161	Total Other - Town Clerk	\$ 2,000	\$ 2,250	\$ 2,283	\$ 33	1.47%
161	Total Expenses - Town Clerk	\$ 41,404	\$ 43,395	\$ 44,031	\$ 636	1.47%
162	Total Salaries - Elect & Regist	\$ 3,631	\$ 3,461	\$ 5,251	\$ 1,790	51.72%
162	Total Other - Elect & Regist	\$ 5,203	\$ 5,735	\$ 6,320	\$ 585	10.20%
162	Total Expenses - Elect & Regist	\$ 8,834	\$ 9,196	\$ 11,571	\$ 2,375	25.83%
171	Total Salaries - Conservation Commr	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Com	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 68,263	\$ 68,941	\$ 69,966	\$ 1,025	1.49%
175	Total Other - Planning Board	\$ 4,851	\$ 4,672	\$ 4,497	\$ (175)	-3.75%
175	Total Expenses - Planning Board	\$ 73,114	\$ 73,613	\$ 74,463	\$ 850	1.15%
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board	\$ 302	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board	\$ 302	\$ 335	\$ 335	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 163,649	\$ 180,873	\$ 176,816	\$ (4,057)	-2.24%
192	Total Other - Town Hall	\$ 54,636	\$ 59,348	\$ 57,756	\$ (1,592)	-2.68%
192	Total Expenses - Town Hall	\$ 218,285	\$ 240,221	\$ 234,572	\$ (5,649)	-2.35%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
199	Total Expenses - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
	Total Salaries - Town Government	\$ 597,492	\$ 619,887	\$ 631,784	\$ 11,897	1.92%
	Total Other - Town Government	\$ 178,448	\$ 209,703	\$ 207,384	\$ (2,319)	-1.11%
	Total Expenses - Town Government	\$ 775,940	\$ 829,590	\$ 839,168	\$ 9,578	1.15%

162 Elect and Registrars: Increased due to additional election

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
210	Total Salaries - Police	\$ 911,824	\$ 913,792	\$ 931,429	\$ 17,637	1.93%
210	Total Other - Police	\$ 135,925	\$ 136,340	\$ 137,706	\$ 1,366	1.00%
210	Total Expenses - Police	\$ 1,047,749	\$ 1,050,132	\$ 1,069,135	\$ 19,003	1.81%
220	Total Salaries - Fire	\$ 747,668	\$ 712,641	\$ 716,199	\$ 3,558	0.50%
220	Total Other - Fire	\$ 83,263	\$ 96,550	\$ 102,650	\$ 6,100	6.32%
220	Total Expenses - Fire	\$ 830,931	\$ 809,191	\$ 818,849	\$ 9,658	1.19%
221	Total Salaries - Dispatch	\$ 226,253	\$ 226,978	\$ 233,898	\$ 6,920	3.05%
221	Total Other - Dispatch	\$ 26,821	\$ 34,287	\$ 34,135	\$ (152)	-0.44%
221	Total Expenses - Dispatch	\$ 253,074	\$ 261,265	\$ 268,033	\$ 6,768	2.59%
241	Total Salaries - Building Insp	\$ 2,196	\$ -	\$ 40,500	\$ 40,500	0.00%
241	Total Other - Building Insp	\$ 35,261	\$ 41,923	\$ 2,689	\$ (39,234)	-93.59%
241	Total Expenses - Building Insp	\$ 37,457	\$ 41,923	\$ 43,189	\$ 1,266	3.02%
292	Total Salaries - Dog Officer	\$ 10,578	\$ 10,684	\$ 10,791	\$ 107	1.00%
292	Total Other - Dog Officer	\$ 1,404	\$ 1,625	\$ 1,625	\$ -	0.00%
292	Total Expenses - Dog Officer	\$ 11,982	\$ 12,309	\$ 12,416	\$ 107	0.87%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299	Total Other - Field Driver	\$ 53	\$ 10	\$ 50	\$ 40	400.00%
299	Total Expenses - Field Driver	\$ 98	\$ 55	\$ 95	\$ 40	72.73%
	Total Salaries - Protection	\$ 1,898,564	\$ 1,864,140	\$ 1,932,862	\$ 68,722	3.69%
	Total Other - Protection	\$ 282,727	\$ 310,735	\$ 278,855	\$ (31,880)	-10.26%
	Total Expenses - Protection	\$ 2,181,291	\$ 2,174,875	\$ 2,211,717	\$ 36,842	1.69%

210 Total Salaries - Police: The Board of Selectman will propose an amendment during ATM to restore \$25,756 to the police salary line.

210 Total Other - Police: The Board of Selectman will propose an amendment during ATM to reduce the police expense line by \$34,500.

220 Total Salaries - Fire: The Board of Selectman will propose an amendment during ATM to restore \$4,890 to the fire salary line

220 Total Other - Fire: The Board of Selectman will propose an amendment during ATM to restore \$4,550 to the fire expense line

221 Total Other - Dispatch: The Board of Selectman will propose an amendment during ATM to restore \$1212 to the dispatch expense line

241 Building Inspector: Moved from a consultant to a salaried position

	<u>ACCOUNT NAME</u>	<u>FY2011</u> <u>ACTUAL</u>	<u>FY2012</u> <u>BUDGET</u>	<u>FY2013</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY13 VS</u> <u>FY12</u>	<u>% Change</u> <u>FY13 VS</u> <u>FY12</u>
300	Total Salaries - Blanchard School	\$ 4,058,344	\$ 4,237,917	\$ 4,341,858	\$ 103,941	2.45%
300	Total Other - Blanchard School	\$ 1,302,246	\$ 1,305,497	\$ 1,490,893	\$ 185,396	14.20%
300	Total Expenses - Blanchard School	\$ 5,360,590	\$ 5,543,414	\$ 5,832,751	\$ 289,337	5.22%
310	Total Salaries - Minuteman Vocatior	\$ -	\$ -	\$ -	\$ -	0.00%
310	Total Other - Minuteman Vocational I	\$ 344,924	\$ 367,906	\$ 227,929	\$ (139,977)	-38.05%
310	Total Expenses - Minuteman Vocatic	\$ 344,924	\$ 367,906	\$ 227,929	\$ (139,977)	-38.05%
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320	Total Other - ABRS Assessment	\$ 5,864,382	\$ 5,890,838	\$ 5,630,208	\$ (260,630)	-4.42%
320	Total Expenses - ABRS Assessmer	\$ 5,864,382	\$ 5,890,838	\$ 5,630,208	\$ (260,630)	-4.42%
	Total Salaries - Education	\$ 4,058,344	\$ 4,237,917	\$ 4,341,858	\$ 103,941	2.45%
	Total Other - Education	\$ 7,511,552	\$ 7,564,241	\$ 7,349,030	\$ (215,211)	-2.85%
	Total Expenses - Education	\$ 11,569,896	\$ 11,802,158	\$ 11,690,888	\$ (111,270)	-0.94%

300 Total Other - Blanchard: Due to SPED tuition increase

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
422	Total Salaries - Public Works	\$ 432,898	\$ 463,071	\$ 479,505	\$ 16,434	3.55%
422	Total Other - Public Works	\$ 229,914	\$ 227,490	\$ 226,640	\$ (850)	-0.37%
422	Total Expenses - Public Works	\$ 662,812	\$ 690,561	\$ 706,145	\$ 15,584	2.26%
423	Total Salaries - Snow & Ice	\$ 43,321	\$ 53,853	\$ 50,347	\$ (3,506)	-6.51%
423	Total Other - Snow & Ice	\$ 90,267	\$ 107,033	\$ 110,539	\$ 3,506	3.28%
423	Total Expenses - Snow & Ice	\$ 133,588	\$ 160,886	\$ 160,886	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424	Total Other - Street Lighting	\$ 2,773	\$ 3,000	\$ 3,000	\$ -	0.00%
424	Total Expenses - Street Lighting	\$ 2,773	\$ 3,000	\$ 3,000	\$ -	0.00%
425	Total Salaries - Hager Well Mainten	\$ -	\$ -	\$ -	\$ -	0.00%
425	Total Other - Hager Well Maintenanc	\$ 13,990	\$ 20,000	\$ 26,400	\$ 6,400	32.00%
425	Total Expenses - Hager Well Mainte	\$ 13,990	\$ 20,000	\$ 26,400	\$ 6,400	32.00%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429	Total Other - Fuel	\$ 80,513	\$ 80,500	\$ 98,375	\$ 17,875	22.20%
429	Total Expenses - Fuel	\$ 80,513	\$ 80,500	\$ 98,375	\$ 17,875	22.20%
431	Total Salaries - Hazardous Waste C	\$ -	\$ -	\$ -	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ 4,850	\$ -	\$ 5,000	\$ 5,000	0.00%
431	Total Expenses - Hazardous Waste	\$ 4,850	\$ -	\$ 5,000	\$ 5,000	0.00%
491	Total Salaries - Cemetery	\$ 8,392	\$ 8,477	\$ 8,562	\$ 85	1.00%
491	Total Other - Cemetery	\$ 959	\$ 1,000	\$ 1,000	\$ -	0.00%
491	Total Expenses - Cemetery	\$ 9,351	\$ 9,477	\$ 9,562	\$ 85	0.90%
	Total Salaries - Public Works & Faci	\$ 484,611	\$ 525,401	\$ 538,414	\$ 13,013	2.48%
	Total Other - Public Works & Facilitie	\$ 423,266	\$ 439,023	\$ 470,954	\$ 31,931	7.27%
	Total Expenses - Public Works - Fac	\$ 907,877	\$ 964,424	\$ 1,009,368	\$ 44,944	4.66%

425 Total Other - Hager Well Maintenance: Previously available funds in article have now been depleted
429 Total Other - Fuel: Adjusted to reflect increased fuel costs.

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510	Total Other - Landfill Monitoring	\$ -	\$ 6,000	\$ 6,000	\$ -	0.00%
510	Total Expenses - Landfill Monitoring	\$ -	\$ 6,000	\$ 6,000	\$ -	0.00%
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511	Total Other - Board of Health	\$ 16,900	\$ 16,990	\$ 16,990	\$ -	0.00%
511	Total Expenses - Board of Health	\$ 17,400	\$ 17,491	\$ 17,491	\$ -	0.00%
519	Total Salaries - Environmental Servi	\$ -	\$ -	\$ -	\$ -	0.00%
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 10,492	\$ 1,147	12.27%
519	Total Expenses - Environmental Ser	\$ 9,345	\$ 9,345	\$ 10,492	\$ 1,147	12.27%
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 4,696	\$ 2,301	96.08%
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 4,696	\$ 2,301	96.08%
523	Total Salaries - Mental Health Servic	\$ -	\$ -	\$ -	\$ -	0.00%
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
523	Total Expenses - Mental Health Ser	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
541	Total Salaries - Council on Aging	\$ 39,836	\$ 41,652	\$ 43,119	\$ 1,467	3.52%
541	Total Other - Council on Aging	\$ 3,050	\$ 3,050	\$ 3,050	\$ -	0.00%
541	Total Expenses - Council on Aging	\$ 42,886	\$ 44,702	\$ 46,169	\$ 1,467	3.28%
543	Total Salaries - Veterans	\$ 669	\$ 190	\$ 670	\$ 480	252.63%
543	Total Other - Veterans	\$ 250	\$ 250	\$ 355	\$ 105	42.00%
543	Total Expenses - Veterans	\$ 919	\$ 440	\$ 1,025	\$ 585	132.95%
599	Total Salaries - Inspect of Animals	\$ 949	\$ 959	\$ 969	\$ 10	1.04%
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ 100	\$ 100	0.00%
599	Total Expenses - Inspect of Animals	\$ 949	\$ 959	\$ 1,069	\$ 110	11.47%
600	Total Salaries - Animal Control Office	\$ 2,577	\$ 2,603	\$ 2,629	\$ 26	1.00%
600	Total Other - Animal Control Officer	\$ 503	\$ 330	\$ 400	\$ 70	21.21%
600	Total Expenses - Animal Control Offi	\$ 3,080	\$ 2,933	\$ 3,029	\$ 96	3.27%
	Total Salaries - Health Services	\$ 44,531	\$ 45,905	\$ 47,888	\$ 1,983	4.32%
	Total Other - Health Services	\$ 39,443	\$ 45,360	\$ 42,083	\$ (3,277)	-7.22%
	Total Expenses - Health Services	\$ 83,974	\$ 91,265	\$ 89,971	\$ (1,294)	-1.42%

519 Total Other - Environmental Services: Reflects increased assessment

522 Total Other - Nursing Services: Reflects increased assessment

523 Total Other - Mental Health Services: Reflects recommendation of FinCom to not fund (decrease of \$7000. Board of Health (BoH) will propose an amendment during ATM to restore \$7,000 to the line item. The Board of Selectman supports the proposed amendment.

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
610	Total Salaries - Library	\$ 189,303	\$ 197,442	\$ 200,391	\$ 2,949	1.49%
610	Total Other - Library	\$ 113,768	\$ 111,597	\$ 115,764	\$ 4,167	3.73%
610	Total Expenses - Library	\$ 303,071	\$ 309,039	\$ 316,155	\$ 7,116	2.30%
630	Total Salaries - Recreation Comm	\$ 24,049	\$ 25,954	\$ 25,954	\$ -	0.00%
630	Total Other - Recreation Comm	\$ 7,533	\$ 9,600	\$ 9,600	\$ -	0.00%
630	Total Expenses - Recreation Comm	\$ 31,582	\$ 35,554	\$ 35,554	\$ -	0.00%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691	Total Other - Historical Comm	\$ 4,012	\$ 3,164	\$ 3,169	\$ 5	0.16%
691	Total Expenses - Historical Comm	\$ 4,012	\$ 3,164	\$ 3,169	\$ 5	0.16%
692	Total Salaries - Public Celebration	\$ -	\$ -	\$ -	\$ -	0.00%
692	Total Other - Public Celebration	\$ 652	\$ 665	\$ 665	\$ -	0.00%
692	Total Expenses - Public Celebration	\$ 652	\$ 665	\$ 665	\$ -	0.00%
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693	Total Other - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%
693	Total Expenses - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699	Total Other - A/B Cultural Council	\$ 942	\$ 1,500	\$ 1,500	\$ -	0.00%
699	Total Expenses - A/B Cultural Council	\$ 942	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 213,352	\$ 223,396	\$ 226,345	\$ 2,949	1.32%
	Total Other - Culture & Recreation	\$ 127,407	\$ 127,026	\$ 131,198	\$ 4,172	3.28%
	Total Expenses - Culture & Recreation	\$ 340,759	\$ 350,422	\$ 357,543	\$ 7,121	2.03%

<u>ACCOUNT NAME</u>		<u>FY2011</u>	<u>FY2012</u>	<u>FY2013</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY13 VS</u>	<u>FY13 VS</u>
					<u>FY12</u>	<u>FY12</u>
710	Total Salaries - Maturing Debt Princi	\$ -	\$ -	\$ -	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 835,000	\$ 827,500	\$ 750,000	\$ (77,500)	-9.37%
710	Total Expenses - Maturing Debt Prin	\$ 835,000	\$ 827,500	\$ 750,000	\$ (77,500)	-9.37%
751	Total Salaries - Maturing Debt Intere	\$ -	\$ -	\$ -	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 551,207	\$ 529,873	\$ 483,453	\$ (46,420)	-8.76%
751	Total Expenses - Maturing Debt Intei	\$ 551,207	\$ 529,873	\$ 483,453	\$ (46,420)	-8.76%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
	Total Expenses - Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
830	Total Salaries - County Ret. Assessm	\$ -	\$ -	\$ -	\$ -	0.00%
830	Total Other - County Ret Assessmer	\$ 488,729	\$ 475,394	\$ 504,212	\$ 28,818	6.06%
830	Total Expenses - County Ret Asses	\$ 488,729	\$ 475,394	\$ 504,212	\$ 28,818	6.06%
912	Total Salaries - Other Benefit Insur	\$ -	\$ -	\$ -	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 73,838	\$ 67,865	\$ 66,685	\$ (1,180)	-1.74%
912	Total Expenses - Other Benefit Insur	\$ 73,838	\$ 67,865	\$ 66,685	\$ (1,180)	-1.74%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,301,524	\$ 1,485,739	\$ 1,404,740	\$ (80,999)	-5.45%
915	Total Expenses - Employee Benefits	\$ 1,301,524	\$ 1,485,739	\$ 1,404,740	\$ (80,999)	-5.45%
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 74,756	\$ 85,732	\$ 85,700	\$ (32)	-0.04%
945	Total Expenses - Liability Insurance	\$ 74,756	\$ 85,732	\$ 85,700	\$ (32)	-0.04%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other- Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
	Total Expenses- Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
132	Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
132	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
132	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%

915 Total Other - Employee Benefits: Decreased to reflect changes in health insurance plan design.

<u>ACCOUNT NAME</u>	<u>FY2011 ACTUAL</u>	<u>FY2012 BUDGET</u>	<u>FY2013 BUDGET</u>	<u>\$ Change FY13 VS FY12</u>	<u>% Change FY13 VS FY12</u>
SALARIES					
Town Government	\$ 597,492	\$ 619,887	\$ 631,784	\$ 11,897	1.92%
Protection	\$ 1,898,564	\$ 1,864,140	\$ 1,932,862	\$ 68,722	3.69%
Public Works & Facilities	\$ 484,611	\$ 525,401	\$ 538,414	\$ 13,013	2.48%
Health Services	\$ 44,531	\$ 45,905	\$ 47,888	\$ 1,983	4.32%
Cultural & Recreation	\$ 213,352	\$ 223,396	\$ 226,345	\$ 2,949	1.32%
Total Town	<u>\$ 3,238,550</u>	<u>\$ 3,278,729</u>	<u>\$ 3,377,293</u>	<u>\$ 98,564</u>	<u>3.01%</u>
Education	\$ 4,058,344	\$ 4,237,917	\$ 4,341,858	\$ 103,941	2.45%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	<u>\$ 7,296,894</u>	<u>\$ 7,516,646</u>	<u>\$ 7,719,151</u>	<u>\$ 202,505</u>	<u>2.69%</u>
OTHER EXPENSES					
Town Government	\$ 178,448	\$ 209,703	\$ 207,384	\$ (2,319)	-1.11%
Protection	\$ 282,727	\$ 310,735	\$ 278,855	\$ (31,880)	-10.26%
Public Works & Facilities	\$ 423,266	\$ 439,023	\$ 470,954	\$ 31,931	7.27%
Health Services	\$ 39,443	\$ 45,360	\$ 42,083	\$ (3,277)	-7.22%
Cultural & Recreation	\$ 127,407	\$ 127,026	\$ 131,198	\$ 4,172	3.28%
Total Town	<u>\$ 1,051,291</u>	<u>\$ 1,131,847</u>	<u>\$ 1,130,474</u>	<u>\$ (1,373)</u>	<u>-0.12%</u>
Education	\$ 7,511,552	\$ 7,564,241	\$ 7,349,030	\$ (215,211)	-2.85%
Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL OTHER EXPENSES	<u>\$ 11,887,897</u>	<u>\$ 12,353,191</u>	<u>\$ 11,959,294</u>	<u>\$ (393,897)</u>	<u>-3.19%</u>
TOTAL EXPENSES					
Town Government	\$ 775,940	\$ 829,590	\$ 839,168	\$ 9,578	1.15%
Protection	\$ 2,181,291	\$ 2,174,875	\$ 2,211,717	\$ 36,842	1.69%
Public Works & Facilities	\$ 907,877	\$ 964,424	\$ 1,009,368	\$ 44,944	4.66%
Health Services	\$ 83,974	\$ 91,265	\$ 89,971	\$ (1,294)	-1.42%
Cultural & Recreation	\$ 340,759	\$ 350,422	\$ 357,543	\$ 7,121	2.03%
Total Town	<u>\$ 4,289,841</u>	<u>\$ 4,410,576</u>	<u>\$ 4,507,767</u>	<u>\$ 97,191</u>	<u>2.20%</u>
Education	\$ 11,569,896	\$ 11,802,158	\$ 11,690,888	\$ (111,270)	-0.94%
Employee Benefits	\$ 1,938,847	\$ 2,114,730	\$ 2,061,337	\$ (53,393)	-2.52%
Debt Service	\$ 1,386,207	\$ 1,357,373	\$ 1,233,453	\$ (123,920)	-9.13%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
TOTAL EXPENSES	<u>\$ 19,184,791</u>	<u>\$ 19,869,837</u>	<u>\$ 19,678,445</u>	<u>\$ (191,392)</u>	<u>-0.96%</u>
Budget Prior to Reserve Fund Calculations	<u>\$ 19,184,791</u>	<u>\$ 19,684,837</u>	<u>\$ 19,493,445</u>	<u>\$ (191,392)</u>	<u>-0.97%</u>

**Blanchard Memorial School
FY 2013 Budget Account Summary**

<u>Code</u>	<u>Description</u>	<u>FY2010 ACTUAL</u>	<u>FY2011 ACTUAL</u>	<u>FY2012 VOTED</u>	<u>FY2013 PROPOSED</u>	<u>FY13 v.FY12</u>	
						<u>\$ Change</u>	<u>% Change</u>
1100	School Committee	\$ 14,306	\$ 4,898	\$ 7,588	\$ 7,588	\$ -	0.00%
1200	Superintendent Office	184,553	214,826	219,019	219,269	\$ 250	0.11%
1400	Business Office	114,139	111,365	113,726	113,851	\$ 125	0.11%
2100	Special Ed Office	130,521	122,728	126,244	60,225	\$ (66,019)	-52.29%
2200	Principal Office	149,772	52,125	52,112	144,670	\$ 92,558	177.61%
2250	Building Technology	125,598	109,135	36,798	49,435	\$ 12,637	34.34%
2300	Teaching	3,672,281	3,527,387	3,647,223	3,761,705	\$ 114,482	3.14%
2350	Prof. Development	81,303	42,191	83,550	81,440	\$ (2,110)	-2.53%
2400	Textbooks	8,316	761	-	4,500	\$ 4,500	
2451	Instructional Tech.	44,160	32,592	111,387	136,489	25,102	22.54%
2500	Library & Media	61,187	66,539	70,778	72,957	2,179	3.08%
2700	Guidance/Psych	101,426	108,369	112,878	115,693	2,815	2.49%
3200	Health Services	53,921	54,376	58,210	57,545	(665)	-1.14%
3300	Transportation	310,154	393,899	422,300	348,329	(73,971)	-17.52%
3400	Food Services	58,849	38,138	38,230	38,791	561	1.47%
4130	Utilities	135,673	161,572	179,938	179,938	-	0.00%
4220	Maintenance	240,711	236,454	233,069	236,648	3,579	1.54%
4400	Technology Admin	53,800	19,805	20,266	15,452	(4,814)	-23.75%
5100	Retirement	-	58,455	105,394	86,039	(19,355)	-18.36%
6300	Civic Activities	5,410	5,156	5,714	5,872	158	2.77%
7000	Capital Exp.	41,940	48,948	31,240	19,643	(11,597)	-37.12%
9000	Tuition to other distric	564,873	502,814	472,482	642,030	169,548	35.88%
	TOTALS	\$ 6,152,893	\$ 5,912,534	\$ 6,148,146	\$ 6,398,109	\$ 249,963	4.07%
Less Funding sources:							
	School Choice	225,000	187,488	130,000	175,000	45,000	34.62%
	Circuit Breaker	202,255	87,252	96,415	88,921	(7,494)	-7.77%
	Grants	229,049	158,375	178,317	116,437	(61,880)	-34.70%
	Fee Programs	163,000	118,829	135,000	185,000	50,000	37.04%
	Totals	\$ 819,304	\$ 551,944	\$ 539,732	\$ 565,358	\$ 25,626	4.75%
	Town Appropriation	\$ 5,333,589	\$ 5,360,590	\$ 5,608,414	\$ 5,832,751	\$ 224,337	4.00%

**ARTICLE 9 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - K - 12
REGIONALIZATION WITH ACTON, UNION WITH HARVARD, NEITHER ^{AA}**

(Majority vote required; non-binding)

To see if the Town will vote to adopt one of the following non-binding sense of the meeting resolutions:

It is the sense of the town meeting that:

- (1) The Acton-Boxborough Regional School Committee direct the Regional School District Study Committee to draft a regional agreement between Acton and Boxborough that would include grades pre-kindergarten through 12 for approval at 2013 annual town meeting.

or

- (2) The Boxborough School Committee develop an agreement with the Harvard School Committee that would create a Union to share specific central office positions, such as the Superintendent and/or Special Education Director, under the Union which would be overseen by a Union School Committee made up of equal representation between Boxborough School Committee and Harvard School Committee representatives.

or

- (3) If neither of the above options is recommended by Town Meeting that the Boxborough School Committee make in-house reductions to specific central office positions, such as the Superintendent and/or Special Education Director.

Or take any other action relative thereto.

The Boxborough School Committee defers its recommendation to Town Meeting.

The Finance Committee recommends unanimously (9-0) moving forward with regionalization and unanimously does not support job sharing (9-0).

Regionalization provides Boxborough with financial benefits that job sharing does not. Early estimates of saving will include reductions in administrative and transportation costs. Additional savings can be expected once the actual agreement is worked out.

The Board of Selectmen defers its recommendation to Town Meeting.

ARTICLE 10 ACTON BOXBOROUGH REGIONAL SCHOOLS LOWER FIELDS

(Two-thirds vote)

To see if the Town will approve the \$1.5 Million borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs of construction of outdoor recreational and athletic facilities at the Regional School District property, and for the payment of all other costs incidental and related thereto, said amount to be expended at the direction of the Regional School District School Committee, or take other action relative thereto.

Summary

The Acton-Boxborough Regional School District has voted to approve the borrowing of \$1.5 Million toward the costs of construction of outdoor recreational and athletic facilities at the Regional School District's property known as the Lower Fields. Under Section 10 of the Acton-Boxborough Regional School District Agreement, a 2/3rds vote of the Town is required to approve this borrowing.

The total project cost is anticipated to be \$3 Million. This will be funded from a combination of private and public sources, minimizing the School District's commitment. These sources include and shall not exceed: 1) a \$1Million contribution from Acton-Boxborough Youth Soccer (ABYS) which is being financed by a private loan taken out by ABYS; 2) \$225,000 in cash, contributed by the members of the Friends of the Lower Fields (FOLF), including ABYS, A-B Pop Warner and Cheering, Acton-Boxborough Youth Lacrosse, and Acton-Boxborough Girls Youth Lacrosse; 3) \$275,000 in FY12 operating funds from the ABRSD budget; and 4) \$1.5 Million in proceeds from a bond to be issued by the ABRSD.

Approximately a year ago, a private entity of Acton and Boxborough citizens came forward and formed a group known as the Friends of Lower Fields (FOLF). Throughout a number of meetings with Dr. Stephen Mills and the Central Office staff of ABRSD, we pursued a creative public-private partnership to build out the property currently known as the Lower Fields. Due to poor drainage, the current natural grass fields are frequently unavailable for use during the school year. This proposal would improve and enhance the site for a dramatic increase in field time for the students and the community. As noted above, the financing of this project is a cooperative initiative involving commitments from both the private group, FOLF, and ABRSD.

Currently we anticipate the highest exposure for the ABRSD to be \$150,000 annually during the early years of debt service where payments are high and revenues may not have been maximized. Acton-Boxborough Community Education has committed to contribute \$25,000 annually toward that expense moving forward. It is anticipated that an additional \$25,000 in revenues from concessions and advertising at the complex will also be available to offset the annual bond payment. After the private entities' bank loan is paid off and youth groups have been paid back for their initial downpayments, it is anticipated that field rentals will cover the remainder of the bond amount. In aggregate, the project is expected to generate revenues that exceed expenses including the repayment of debt.

The resulting site improvements from this project will include, but not be limited to, safe playable fully handicap accessible turf fields, lighting, parking and restrooms.

The Finance Committee recommends unanimously (9-0).

There is a need to improve the fields due to poor drainage for use by the school during normal hours. The project includes not only replacement turf, but lights and restroom facilities. Additionally, the region will obtain a revenue source from the various recreation groups that will extend well beyond the 15-year timeline of the bond.

Boxborough's share to be added to the tax rate is approximately \$.0226 per \$1,000 or \$11.52 for a median priced house based on a first years assessment of \$21,495 and will decrease over the 15 year life of the loan as long as

the current regional agreement stays in place. This is determined by the bond rating (projected at 2.75%) and the revenues to offset the yearly payment. This is based on the current year 19.33% share minus 5% decrease for construction.

ARTICLE 11 TRANSFER TO STABILIZATION FUND

(Two-thirds vote required)

To see if the Town will vote to transfer the sum of One Hundred Ninety-Seven Thousand Dollars (\$197,000), more or less, from Free Cash to the Stabilization Fund; or take any other action relative thereto.

The Finance Committee recommends unanimously (9-0).

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 on hand, stabilization fund, or borrowing. The current balance of the stabilization fund is \$773,685.

Capital funding requirements for next year are currently projected to exceed one million dollars. 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 (2/3 vote of ATM) to utilize these funds, which is appropriate for large expenditures.

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

ARTICLE 12 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND

(Majority vote required)

To see if the Town will vote to transfer the sum of Seventy-Five Thousand Dollars (\$75,000), more or less, from Free Cash to the OPEB Trust Fund; or take any other action relative thereto.

Summary

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. This transfer would enable the town to start funding that liability.

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

As explained in the summary, the amount proposed in this article will make a start to fund our liabilities for retirees' healthcare benefits. Our unfunded liability, as reported in the 2009 study, amounted to \$9,700,000 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our AAA credit rating.

The Finance Committee recommends unanimously (9-0).

The Town established an OPEB ("Other Post-employment Benefits") Trust Fund in 2010. 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 start setting 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 2009 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$9,700,000. The amount we propose to set aside is slightly under 1% of that amount, or \$75,000.

ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – HAGER WELL AND BLANCHARD MEMORIAL SCHOOL EMERGENCY GENERATORS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Seventy Thousand Dollars (\$70,000), more or less, for the purpose of acquiring and installing emergency generators at the Blanchard Memorial School and the Hager Well House; further that no funds may be expended under this vote until the Town has been allotted a grant in the amount of at least One Hundred Seventy-Seven Thousand Dollars (\$177,000) from the Federal Emergency Management Agency under the Hazard Mitigation Grant Program (HMGP); or take any other action relative thereto.

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

After the ice storm of 2008 and the Halloween storm of 2011, the Town was not prepared to shelter our residents during the prolonged power outages. Both times we worked with the Holiday Inn and neighboring communities to assist residents in finding appropriate shelter, but we did not have a place to offer. In 2007, generators for the school and the well were on the warrant, but the articles were defeated because no grant funding had been sought. This year a grant writing team worked together to submit a grant to FEMA. We have been notified that the grant has received a positive recommendation from MEMA and will hopefully be funded by FEMA. The warrant article is for \$70,000 because FEMA did not allocate the full funding amount to the State under the Hazard Mitigation Grant Program 5% Initiative. For this reason, the State is not able to fund the full 75% federal/state share under the Grant Program. The total cost of the project is \$352,177. Littleton Electric has committed \$100,000 to the project. Boxborough staff time at a cost of \$5,727 is being applied as an in-kind match. This left a grant request of 70% or \$246,450. The FEMA funds allocated under the grant program were only \$177,000, leaving a shortfall in funding of approximately \$70,000.

The Finance Committee recommends unanimously (8-0)

This item is in the Capital Plan for \$399,000, but the Town has applied for and expects to receive grant funding and other contributions totaling approximately \$283,000. Funding for the emergency generators was presented to Town Meeting in 2007, but was not approved. Since that time the town has endured three major weather events including the ice storm of December 2009, Hurricane Irene, and the October 2011 snowstorm. Since the earlier town meeting, we have learned that the Holiday Inn does not have sufficient generator capability as we thought. This leaves our townspeople at risk when there is a major power outage. The previous events have identified that the Town needs not only a generator at the school, but also one at the well to provide water. We have also identified needs for generators at the DPW as seen later in the warrant.

This item will add \$2,100 to the operating budget in future years for maintenance plus additional diesel usage to test the generator on a weekly basis.

This item will add \$.0737 per \$1,000 or \$37.52 for a median priced house if not funded from free cash.

ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – DPW GENERATOR

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand (\$50,000), more or less, for the purpose of acquiring and installing an emergency generator at the Department of Public Works facility to support the fuel tanks, operation of the liquid magnesium system, external yard lighting, and to supply emergency power to the building; or to take any other action relative thereto.

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

The ice storm of December 2008 and the October 2011 snow storm demonstrated the value of emergency generator power during extended power utility outages. Fire, Police and Dispatch were able to conduct minimum operations using the old shared Fire Station generator that was barely adequate. A new larger generator has since been installed behind the Police station that is capable of supporting Police, Fire and Dispatch operations with cut-over circuits installed between the Fire and Police stations. However, our DPW operations continue to be vulnerable with no emergency power. Without emergency generator power at the DPW, we are unable to pump fuel from our storage tanks to refill public safety and highway equipment during extended utility outages. We would also be unable to operate the liquid magnesium chloride system for ongoing road salting, nor able to provide lighting in the DPW yard or barn to run power tools and ensure a safe work environment. We got by in 2008 and 2011 with a borrowed generator that was jury-rigged to provide emergency power for the fuel pump only. This is not a sustainable solution due to safety issues and lack of power from a small generator to energize all necessary circuits. With the addition of the DPW generator we will be able to continue essential operations during prolonged utility outages. This generator is on the Town Capital Plan. The amount requested is based on estimates provided by the Town Wiring Inspector, and input from the Littleton Electric Light Department.

The Finance Committee recommends unanimously (8-0)

In addition to having this generator in the Capital Plan, during the October 2011 snowstorm, the DPW lost power, which affected the ability to use the DPW building, as well as the fuel pumps needed to supply the DPW vehicles and those of the Police and Fire Departments. Having its own generator will allow the DPW to run more efficiently in case of lost power in the future.

This item will add .0526 per \$1,000 or \$26.80 for a median priced house if not funded from free cash or borrowed. Can be borrowed at 1.6%.

ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – DPW FIELD MOWER

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand (\$50,000), more or less, for the purpose of acquiring a field mower for the Department of Public Works; or take any other action relative thereto.

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

It is time to replace the DPW Hustler Range-wing field mower. It is at the end of useful service life, and replacement parts are becoming unavailable. After evaluating models from several vendors, the DPW Director has selected a new Jacobs field mower model on the state bid list that will be much more capable than the old mower. It has hydraulic all-wheel drive enabling operation on steep slopes such as Fifer’s Field at Cisco. This will permit mowing to go faster, freeing up more personnel time to devote to other tasks that need more attention than has been available. For example the DPW would like to accommodate the increased demands for brush clearing and trail maintenance work. This mower is on the Town Capital Plan, and the amount requested is based on state purchase contract pricing.

The Finance Committee recommends unanimously (8-0)

The current field mower (Range Wing Lawnmower #17) was purchased in 2004 and it is becoming very difficult to find replacement parts to keep it running, particularly its engine. The DPW Director has proposed to replace it with a new Jacobs field mower model that has a lot more capabilities than the older one and is also on the State Bid list. The mower is currently on the Town’s Capital Plan for 2012.

This item will add .0526 per \$1,000 or \$26.80 for a median priced house if not funded from free cash or borrowed.

ARTICLE 16 RECONFIGURATION OF TRANSFER STATION – FEASIBILITY STUDY

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighteen Thousand Dollars (\$18,000) more or less, for the purpose of conducting a feasibility study and developing preliminary engineering plans and a construction cost estimate for a reconfiguration of the Town's Transfer Station; or take any other action relative thereto.

Summary

The town pays to haul loads of both household trash and recyclables. Trash is compacted but recyclables are not. If we compacted recyclables to reduce the number of loads, our hauling costs would be lower. Based on the experience of other towns and available data on compaction ratios, the annual potential savings in hauling costs for recyclables is estimated to be at least \$15,000 – 20,000, and more at high compaction ratios. The savings or cost avoidance would be even greater in future should town residents using the transfer station increase their levels of recycling.

Based on input from Waste Management (our current hauler), we believe the prudent first step would be to conduct a low-cost pilot study to actually measure true compaction levels we can achieve, as this determines the magnitude of possible savings. This evaluation can be done with modest temporary provisions for electrical connections for a recyclable compactor, and a wooden platform to facilitate user access to the compactor. We would keep the existing two trash compactors and lease a self-contained compactor for recyclables for the purposes of the pilot evaluation. We estimate that the lease costs would be offset by savings in haulage during this period, and can be covered within the existing DPW budget. The costs for electrical fit-up and platform construction are estimated to be well under \$5,000 and would be funded from the first phase of this article. We expect to be able to gather sufficient data on compaction for a go/no-go decision after a few months of pilot operations. Should the pilot tests indicate that an acceptable investment payback or ROI cannot be achieved the study will be terminated without further spending on design plans.

If we can achieve satisfactory compaction ratios during the pilot, the study will proceed in a second phase to analyze alternative layout configurations and probable construction costs to refine the estimate of savings and return on the investment (ROI) required for reconfiguration to make a permanent switch to compacted recyclables. During this phase we will address a number of factors, including:

- Safe and efficient traffic flow, that ensures convenience and ease of access for users
- Safety of operations with multiple compactors, without increase in personnel
- Provisioning of permanent electrical service for new compactors
- Adequate access of the haul service trucks
- Staying within the constraints dictated by the capped landfill and bordering wetlands

If the second phase of the Feasibility Study does indicate acceptable ROI can be achieved, an article will be brought to the 2013 Town Meeting for approval to fund the Implementation Phase to develop fully engineered design plans and carry out construction. Actual construction would occur in 2013-14 at the earliest.

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

This proposed Feasibility Study grew out of discussions and analysis over the past year by the Energy Committee and its consultants, working with the DPW Director. As a result of this effort, the Selectmen have concluded that the potential for operational savings from compacting recyclables could be substantial, warranting the proposed pilot evaluation and design feasibility study. We will have to spend money (invest) in order to save money on DPW transfer station operations and costs of recyclable hauling, so we need to carry out due diligence to see if an acceptable ROI can be achieved. This work will proceed in two parts – a pilot trial to gather data, to be followed by design planning and analysis. Intermediate results of the design study will be subject to an ROI review by the

Board of Selectmen in consultation with the Finance Committee. Upon favorable review, the Selectmen will authorize funding to proceed to complete the full feasibility study. The intent is to proceed gradually to get good data and staged go/no-go guidance on the likelihood of success as soon as possible, and thus avoid additional engineering study costs if the projected return on investment appears unfavorable. The amount requested in this article is based on quotes from two professional engineers, and is enough to conduct the pilot evaluation and complete the full study to develop construction and implementation cost estimates. Pending a favorable outcome of the Feasibility Study, the Selectmen will bring an article to the 2013 Town Meeting for Implementation Phase funding and construction.

The Finance Committee does not recommend (7-1-1).

It is not necessary to do a study to add a compactor in the current configuration of the Transfer Station. If it is possible to achieve 80% to 90% compaction with the use of one compactor, then the DPW should install such a compactor and test out the effort. If funding is needed (~\$5,000) to extend electrical outlets to the compactor, a DPW one-time budget adjustment can be approved to accommodate for the expenses. This item is not in the Capital Plan.

This item will add .0190 per \$1,000 or \$9.65 for a median priced house if not funded from free cash.

The Energy Committee recommends unanimously (7-0).

The Energy Committee is tasked with finding ways to lower the Town's energy usage and costs. In the last year, we received a grant for an expert consultant to assist our research of the Town's waste processing system. We discovered that by compacting our recycling wastes, as we do our solid wastes, the Town could lower costs significantly. Compacting Boxborough's recyclables means fewer truck hauling trips resulting in:

1. Cost savings by lowering transportation costs
2. Less energy usage
3. Reduced air pollution (truck exhaust)

Recycling and reusing our resources is an effective way to lower our energy usage and diminish stress on the Earth's environment. By making the recycling process at the Transfer Station more efficient and accessible to residents, recycling will be easier, more people will recycle, and the Town will increase savings with reduced disposal costs.

ARTICLE 17 CAPITAL IMPROVEMENTS – TOWN HALL – EXTERIOR PAINTING

(Two-thirds vote required, if from stabilization fund)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventy-Five Thousand Dollars (\$75,000), more or less, to scrape and paint the exterior of the older, west section of the town hall; or take any other action relative thereto.

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

The exterior of Town Hall has not been painted since 2005 and the paintwork is in poor condition. This item has been on the Capital Plan for the last several years. DPW personnel will paint the newer, eastern portion of Town Hall; however, the older, west section of the Town Hall contains lead paint and the scraping and painting must be completed by licensed, certified professionals.

The Finance Committee recommends unanimously (8-0)

The paint on the old section of Town Hall is peeling and in need of restoration. Unfortunately, there is lead in the current paint, which increases the cost. This item is in the Capital Plan.

This item will add .0790 per \$1,000 or \$40.20 for a median priced house if not funded from free cash.

ARTICLE 18 TOWN HALL – ADDITIONAL PART-TIME STAFF

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Four Hundred Dollars (\$10,400) more or less, for the purpose of funding an additional part-time staff position at town hall to support the Tax Collector, Town Treasurer and town hall operations; or take any other action relative thereto.

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

This additional staffing will provide critical backup for the positions of the Treasurer and the Tax Collector in order to ensure continuity of operations and redundancy in town services. Being less than twenty hours per week, the position is not benefited; however, adding the additional hours to the current part time staff would trigger benefits. Additionally, the 10 hour position will provide more hours to suit taxpayers' needs.

The Finance Committee does not recommend (6-3).

From an administrative standpoint, the Town Hall is currently staffed with 2 full time and 4 part-time employees. An additional 10 hours is being requested to help address work load issues.

The Finance Committee is not against having administrative positions to support the different departments, but it is extremely sensitive to adding head count during very tough economic times, as well as extremely tight budgets where different departments have cut as much as possible from their operating budget to make ends meet.

This item will add .0110 per \$1,000 or \$5.57 for a median priced house if not funded from free cash.

ARTICLE 19 CAPITAL EQUIPMENT – REFURBISH/REBUILD POLICE CRUISER

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirteen Thousand Five Hundred Dollars (\$13,500), more or less, for the purpose of refurbishing and rebuilding a 2006 marked police cruiser; or take any other action relative thereto.

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

Refurbishing a police cruiser is a new concept and is being proposed on a trial basis to see if it is a worthwhile mechanism to reduce the cost of maintaining our fleet of police cruisers. A new cruiser costs on the order of \$35 K and lasts typically 5 or 6 years. Not considering maintenance costs, this equates to somewhere between \$5,800 and \$7,000 per year. Refurbishing a cruiser is projected to cost up to \$13,500 and we anticipate the vehicle will last a minimum of 2 and hopefully 3 years. This equates to somewhere between \$4,500 and \$6,750 per year.

The refurbishment alternative provides a rebuilt engine and transmission (at a quoted cost of \$7,500) and includes several estimates (@ \$1,500 each) for repair/replacement of worn or damaged external engine parts, bodywork, interior components and emergency equipment. The total amount being requested includes funding for all likely refurbishment actions.

Police vehicle refurbishing has been done in several other towns (Gardner and Rutland, MA) but there has not been sufficient time to determine whether the refurbishment has been a successful venture or not. The Board of Selectmen believes this approach to keeping our police cruisers in good running order at a reasonable cost is worth trying. Chief Ryder favors replacing a vehicle with a new one rather than a refurbished one but is cooperating with the Selectmen in evaluating this approach. One thing we need to pay close attention to is the maintenance cost per year for each vehicle. A new vehicle has a better warranty than a refurbished one and therefore may have lower maintenance costs. If the maintenance cost for refurbished vehicles increases significantly relative to those for newer vehicles, then the potential advantage of refurbishment will be decreased or even possibly eliminated. We plan to evaluate the experience with one vehicle and determine whether to establish this as a regular course of action.

Finance Committee recommends unanimously (9-0).

For FY13, the police department recommends the refurbishment of Car 18, a 2006 Crown Victoria, which is a marked patrol vehicle with slightly over 100,000 miles, at a cost of \$13,500. Essentially this is an experiment to see if refurbishing a patrol car can extend its useful life and thus lower the overall cost of the police fleet in the future. This item is in the Capital Plan.

This item will add .0142 per \$1,000 or \$7.24 for a median priced house if not funded from free cash.

ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – POLICE COMMAND VEHICLE

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Nine Thousand Seven Hundred Thirteen Dollars (\$39,713), more or less, for the purpose of replacing the Police Chief's Command Vehicle; or take any other action relative thereto.

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

Last year a request for replacement of the Chief's vehicle was passed over and deferred to this year. The current vehicle used by the Chief is a 2007 Ford Five Hundred civilian passenger vehicle with over 110,000 miles on it. It is inadequate for the demands of a working Police Chief, emergency responder, scene commander and control Chief for the Central Massachusetts Law Enforcement Council Special Response Team. The requested expenditure is for a 4X4 vehicle that would provide sufficient storage, access and delivery of emergency personnel and equipment regardless of weather conditions. Based on the requirement to support numerous activities as a mobile command post, a conventional police cruiser is unsuitable for this purpose and, as a result, a larger SUV vehicle was selected for this application. During serious incidents, the Chief's vehicle is the point of command and coordination during operations.

The Command vehicle will be designed as a response unit to support Police operations as needed. It will be equipped with radio communications for police and fire, computer technology, maps, emergency plans, adverse weather and other tactical and field operations equipment. It will be used in a variety of situations including, but not limited to, community events, regional tactical and other critical incidents, and crime scenes that require lengthy processing, special operations and equipment.

The current Ford Five Hundred administrative vehicle will remain in the fleet for use by the Detectives (and other non-patrol use) and will replace a 2005 Ford Expedition with 105,000 miles that will be traded in on the purchase of the new Chief's vehicle.

The frequency of extreme weather events has demonstrated the need for a vehicle that can safely and effectively transport the Chief to emergency scenes and enable him to establish a command post on location. The current passenger vehicle is unsuitable for the unsafe road conditions created by the past heavy snow storms, ice storms and hurricanes. The proposed vehicle will satisfy the Chief's needs for a multi-purpose command vehicle.

The Finance Committee does not recommend (8-0).

The FY13 Budget includes \$34,500 for the purchase of a new police cruiser. The FinCom supports the purchase of this cruiser, and that this cruiser be the only vehicle purchased for FY13. Because the police department traditionally purchases a new vehicle every year, the annual police cruiser purchase has ALWAYS been included in the operating budget of the department. The FinCom believes that for continuity and accurate comparative purposes (to the FY12 Budget), the cruiser purchase should be funded through the operating budget and NOT as a Warrant Article, which is usually reserved for items of a one-time nature.

The Chief is also requesting that this new vehicle purchase be an SUV or a command vehicle. Currently and in the past, the Police Chief's vehicle has always been a cruiser, not a more expensive SUV (which is 15% more expensive than a cruiser). It should be noted that the police department currently has two SUV's in its fleet; these are new low-mileage vehicles that have been purchased over the last two years. The FinCom believes that two SUV's are adequate for the police department, and allow the department to provide complete patrol coverage in case of adverse winter weather. If the Chief wants an SUV as his vehicle, the Chief should use one of the existing low mileage SUV's.

This item will add .0418 per \$1,000 or \$21.28 for a median priced house if not funded from free cash.

**ARTICLE 21 CAPITAL IMPROVEMENT – INSTALLATION OF CENTRAL AIR
CONDITIONING AT FIRE STATION**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of installing air conditioning in the living quarters and office areas of the fire station; or take any other action relative thereto.

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

The AC system currently in use consists of a sole, inefficient window mounted air conditioner, with supplemental floor fans to circulate the air flow. The new purposed system would be energy efficient and would provide a more cost effective approach to cooling the office area and living quarters of the fire station.

The Finance Committee recommends unanimously (8-0).

The current air conditioning for the building consists of one older window unit, which is utilized to cool multiple rooms and is grossly inadequate for the task. New air conditioning equipment will improve working conditions to an acceptable standard. This item is in the Capital Plan.

This item will add .0211 per \$1,000 or \$10.72 for a median priced house if not funded from free cash.

ARTICLE 22 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND VEHICLE - FIRE DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of acquiring an emergency response command vehicle for the Fire Department; or take any other action relative thereto.

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

At last year's Town Meeting, a request for replacement of the Fire Chief's vehicle was passed over and deferred to this year because the leadership of the department was in transition. Chief White has requested a new emergency Response Command Vehicle. The current vehicle has 110,000 miles and is eight years old. The command vehicle being requested is an SUV-type vehicle and it will be equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, ICS vests, a medical kit, gas meter, and a defibrillator. The current command vehicle would be reassigned to Fire Prevention for conducting general inspections and related department business. Currently these activities are performed using the department's utility brush truck averaging approximately 300 miles a month. By reassigning the command vehicle to fire prevention it will help extend the life of the department's utility brush truck that is scheduled for replacement in the FY 2015 Capital Plan.

The Finance Committee does not recommend (7-2).

The current SUV was purchased in 2004 and has 111,000 miles of service. The Fire Department currently has a fleet of 8 trucks in addition to the Chief's SUV. The 300 miles per month that the brush truck logs in fire prevention activities is a very modest level of additional mileage. This proposal will add another vehicle to the fleet and will require additional ancillary equipment, maintenance costs, and eventually replacement. The current Command Vehicle is still functionally adequate for the task through at least the upcoming year. This item is in the Capital Plan.

This item will add .0526 per \$1,000 or \$26.80 for a median priced house if not funded from free cash.

**ARTICLE 23 CAPITAL IMPROVEMENT – REPLACE PORTION OF BLANCHARD
MEMORIAL SCHOOL ROOF**

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of One Hundred Eighty Thousand Dollars (\$180,000), more or less, for the purpose of replacing a portion of the roof at the Blanchard Memorial School; or take any other action relative thereto.

The Boxborough School Committee recommends (4-0).

The BSC supports replacing the roof over the original gymnasium and music rooms. The roof was installed in 1988 and is now 24 years old and out of warranty. The roof has deteriorating flashings and seams. We have experienced leaks, and have had areas of this roof repaired in 2009 and 2010. Given the age of the roof, it does not make financial sense to continue to repair leaks in this section of the roof. The roof needs to be replaced to maintain the integrity of the building.

This warrant article will fund replacing the old roof with a durable single-ply roof system, including insulation, flashings and new roof drains and a 20-year full-system warranty. The School Committee recommends that the roof be replaced to maintain the integrity of the building structure.

The Finance Committee recommends unanimously (8-0).

This item is in the Capital Plan for FY2017; however the roof over the original gym and music room wing of the school (installed 24 years ago in 1988) is now failing. This funding will replace 11,635 SF of the roof with a durable single-ply roof system, including insulation, flashing and new roof drains with a 20-year full system warranty.

Will add .1895 per \$1,000 or \$96.47 for a median priced house if not funded from free cash or borrowed.

ARTICLE 24 CAPITAL IMPROVEMENTS – REPAIR AND REPLACE BLANCHARD MEMORIAL SCHOOL’S EXTERIOR MORTAR AND MASONRY

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty Thousand Dollars (\$30,000), more or less, for the purpose of repairing and replacing exterior mortar and masonry of the Blanchard Memorial School or take any other action relative thereto.

The Boxborough School Committee recommends (4–0).

This warrant article will fund repairs to cracks in the mortar and masonry in the exterior walls of Blanchard Memorial School. Furthermore, due to bee infestation, certain weep holes around windows have been sealed and this has caused water to collect in the window walls causing water infiltration. The School Committee recommends the repair of the mortar and masonry in order to maintain the integrity of the building.

The Finance Committee recommends unanimously (8-0).

This was not in the Capital Plan; however, FinCom recommends funding to replace windows from 1975 (approximately 810 SF) and reseal the rear hallway and two-story window wall, which is presently leaking and causing damage to the building.

This item will add .0316 per \$1,000 or \$16.08 for a median priced house if not funded from free cash.

ARTICLE 25 CAPITAL IMPROVEMENTS - CARPET REPLACEMENT AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of removing and replacing classroom carpeting at the Blanchard Memorial School; or take any other action relative thereto.

The Boxborough School Committee recommends (4-0).

This is part of the annual replacement for worn carpets in the classrooms. The amount requested increased this year due to rising rates and also to be prepared for any unforeseen conditions that may occur in the removal of carpet.

The Finance Committee recommends unanimously (8-0).

The item is in the Capital Plan. The Finance Committee supports Blanchard's plan to incrementally replace worn out carpeting due to wear and tear over the next several years.

This item will add .0158 per \$1,000 or \$8.04 for a median priced house if not funded from free cash.

ARTICLE 26 CAPITAL IMPROVEMENTS - REPLACE CURRENT GYM & LIBRARY LIGHTING AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Three Hundred Dollars (\$10,300), more or less, for the purpose of replacing the lighting in the Blanchard Memorial School Gym and Library, or take any other action relative thereto.

The Boxborough School Committee recommends (4 – 0).

The gym and library lighting were listed in the 2008 Energy Audit report as ineffective, inefficient and outdated. This warrant article will cover removing and replacing this lighting with new, energy efficient lighting, designed specifically for the uses of each space and installing occupancy sensors. The proposed amount is net of a promised cost share of 50% from LELD. The payback for this project is estimated at 3 years.

The Finance Committee recommends unanimously (8-0).

Littleton Electric will pay half of the full cost. This item is in the Capital Plan. The energy audit conducted in 2008 recommended removing and replacing lighting and installing occupancy sensors due to ineffective, inefficient and outdated lighting in the library and gym. The proposed amount is net of the 50% contribution from Littleton Electric.

This item will add .0108 per \$1,000 or \$5.52 for a median priced house if not funded from free cash.

ARTICLE 27 CAPITAL IMPROVEMENTS - PERIMETER SAFETY FENCING AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Seventeen Thousand Dollars (\$17,000), more or less, for the purpose of installing perimeter safety fencing at the Blanchard Memorial School, or take any other action relative thereto.

The Boxborough School Committee recommends (4 – 0).

This warrant article will fund the installation of approximately 1,000 feet of four foot high mini-mesh safety fencing around the perimeter of the Blanchard Memorial School adjacent to the ball field and playground, separating these areas from the water hazards behind and adjacent to the school property. This is a safety issue and was raised during a recent insurance inspection of the building. Installation of this safety fencing will provide a safer play area for the students during the school day and for members who utilize the space during non-school hours. The proposed fencing is consistent with the current “ASTM Fencing Standards for Public, Commercial, and Multi-Family Residential Use Outdoor Play Areas.”

The Finance Committee recommends unanimously (8-0).

This item is in the Capital Plan. FinCom recommends the purchase and installation of a four foot high, mini-mesh, chain link fence to provide a safe play area for students and the public. The area is surrounded by water. The fencing will follow the *ASTM Fencing Standards for Public, Commercial and Multi-Family Residential Use Outdoor Play Areas*.

This initiative is pending the final approval of the Conservation Commission.

This item will add .0179 per \$1,000 or \$9.11 for a median priced house if not funded from free cash.

ARTICLE 28 CAPITAL ACQUISITION – TWO -WAY RADIOS AND ASSOCIATED EQUIPMENT FOR BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Six Thousand Three Hundred Dollars (\$6,300), more or less, for the purpose of acquiring two-way radios and the equipment necessary for the installation and operation thereof for the Blanchard Memorial School, or take any other action relative thereto.

The Boxborough School Committee recommends (4 – 0).

The school needs to replace its current supply of Motorola two way radios, as they are not reliable, often transmit only static, and are not holding charges. These also allow the police and fire department to monitor transmissions. The two-way radios are the only means of direct communication for the administration, faculty and staff of the school and allow for immediate communication during morning and afternoon bus loading and unloading as well as during the school day in the event of emergencies. The radios ensure that staff monitoring the playground can reach the office in case of injury or insect stings among other things. They also allow for the staff to communicate in case of need for custodial assistance. This article will fund approximately 24 two-way radio units (more or less), as well as the base unit and miscellaneous batteries, clips etc. necessary for the installation and operation of the units.

The Finance Committee recommends unanimously (8-0).

This item is in the Capital Plan but would probably be better handled in Blanchard’s operating budget. That being said, FinCom supports the replacement of 24 two way radios to ensure the safe communication between teachers and staff including administration and custodial personnel. The radios are used when students are outdoors, for emergencies and de-escalation and during dismissal for buses.

This item will add .0066 per \$1,000 or \$3.38 for a median priced house if not funded from free cash.

ARTICLE 29 BILL OF A PRIOR FISCAL YEAR

(Four-fifths vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Five Thousand Two Hundred Sixteen Dollars (\$5,216), more or less, for the purpose of paying Massachusetts Teachers' Retirement System (MTRS) for outstanding amounts owed relating to a prior year for an employee of the Blanchard Memorial School; or take any other action relative thereto.

The Boxborough School Committee recommends (4 – 0).

When federal grant funds are used to fund salary costs for enrolled members of the Massachusetts Teachers Retirement System, 9% of salary paid by the grant must be sent to MTRS, per statute. The first 80% of this total is automatically sent by the granting agency. The final calculation and payment is made when the final report is filed by the School. MTRS recently audited many districts and determined that Boxborough did not pay the final payment for grants received from 2005-2009. The records indicate that the amounts are due; grant revenue received was closed to "free cash" after remaining open for several years. The Statute requires prior year bills be funded by vote at Town Meeting.

The Finance Committee recommends (8-0).

This is not a capital item. A recent audit by the Massachusetts Teachers Retirement System found a discrepancy in the final payment for grants received from 2005-2009. The grant revenue received was closed to free cash after remaining open for several years. The statute requires that the payment of bills from prior years be voted at Town Meeting.

ARTICLE 30 CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand (\$20,000), more or less, for the purpose of power washing and painting the exterior of the Sargent Memorial Library; or take any other action relative thereto.

The Library Board of Trustees recommends unanimously.

The Library Trustees unanimously recommend this expenditure. The building was last painted in the Fall of 2004. The paint has peeled in many areas; it has mildew and is need of new caulk in joints. By power washing and painting the exterior of the Library we will maintain our investment in this important resource in our community.

The Finance Committee recommends unanimously (8-0).

When the library was built using wood siding rather than brick, we knew that we would be required to paint the building every 5 to 7 years. The building has not been painted since it was built in 2004 and the Finance Committee believes that the Town should paint the building in FY2013 rather than wait another year. This expenditure is in the Capital Plan.

This item will add .0211 per \$1,000 or \$10.72 for a median priced house if not funded from free cash.

ARTICLE 31 PLANNING BOARD – TOWN BUILD-OUT ANALYSIS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of conducting a town-wide build-out analysis to estimate potential future housing units and commercial development under current zoning and alternative futures to model the different amount, location, and type of development that might result from changes to that zoning; or take any other action relative thereto.

Explanation

A build-out analysis provides critical information for town officials to plan for the provision of efficient community services to meet future demands and needs. It is also useful for town residents in determining what kind of community they want for the future. Additionally, a build-out analysis is required to update the Town's Master Plan, Open Space & Recreation Plan, and Housing Production Plan. All three of these plans are required by the State and are currently expired. This status makes the Town ineligible for many State grants.

In 2000, a build-out analysis was done as part of the Master Plan process. Based on that build-out analysis the population was projected to be 6,285 in 2010 and 7,397 in 2020 with another 700 households added over the next 20 years. This projected build-out never happened. According to the 2000 Census, the Town's population was 4,868 with 1,900 households. The 2010 Census has the Town's population at 4,996 with 2,073 households. There are likely many factors that contributed to this discrepancy, but it is believed the biggest issue was the level of mapping for potentially developable property and the inability to factor out environmental constraints.

The tools used today to conduct a build-out analysis are substantially different from the previous build-out studies in two ways: first, it considers the potential for reuse or infill development on previously developed sites (which was not included in the circa 2000 build-out studies); and second, it allows for the rapid creation of multiple "alternative futures" for the town that might result from changes to zoning bylaws or other regulations. Additionally, with more accurate GIS mapping and aerial photography property, physical constraints can be analyzed more accurately and provide for a higher level of potential build-out accuracy.

The build-out will estimate potential future housing units and commercial development under current zoning. Potential housing units will be characterized by type and affordability, where possible.

The Planning Board recommends unanimously.

The Finance Committee recommends (5-3).

Pro – A build-out analysis provides critical information for town officials to plan for the provision of efficient community services to meet future demands and needs. It is also useful for town residents in determining what kind of community they want for the future. Additionally, a build-out analysis is required to update the Town's Master Plan, Open Space & Recreation Plan, and Housing Production Plan. All three of these plans are required by the State and are currently expired. This status makes the Town ineligible for many State grants. The last build-out analysis was done in 2000.

Con - The Town did a build-out analysis a number of years ago. As long as Boxborough is not in compliance with 40B there is no reason to conduct a build out analysis. We believe that spending these funds is not in the best interest of the town.

This item will add .0105 per \$1,000 or \$5.36 for a median priced house if not funded from free cash.

ARTICLE 32 CONSERVATION TRUST FUND

(Majority vote required)

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

Summary

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

Justification and Need

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
 - Purchase of land
 - Capital Improvement of land
 - Expenses related to land purchase such as appraisals, title searches etc.
 - Improvement of conservation land.
 - Monitoring of Conservation restrictions.
 - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$26,000. An estimated working balance of \$30,000 is proposed in order to adequately meet the anticipated expenses.
3. The Conservation Trust Fund has incurred the following expenses/encumbrances in 2011:
 - \$4,060 for a botanical inventory survey at Rolling Meadows.
 - \$860 for property boundary survey at Flerra Meadows.
4. The Conservation Trust Fund has the following upcoming anticipated expenses:
 - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
 - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.
 - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.

Background Information

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. There was one appropriation of \$15,000 to "replenish" the fund in 2000.
3. Last year's (2011) ATM approved an appropriation of \$5,000.

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 Board of Selectmen recommends unanimously (5-0).

The Board of Selectmen supports the Conservation Commission in its request to increase this fund by \$5,000 to a level of approximately \$35,000. 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 does not recommend (7-1).

The majority of FinCom does not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission's goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. This item was in the FY2013 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

This item will add .0053 per \$1,000 or \$2.68 for a median priced house if not funded from free cash.

The Conservation Commission recommends (6 – 0).

ARTICLE 33 RIGHT TO FARM BYLAW

(Majority vote required)

To see if the Town will vote to adopt a general bylaw, *Right to Farm Bylaw*, as worded below; or take any other action relative thereto.

RIGHT TO FARM BYLAW

Section 1 Legislative Purpose and Intent

The purpose and intent of this Bylaw is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97, of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9, Chapter 111, Section 125A and Chapter 128 Section 1A. We the citizens of Boxborough restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment").

This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmlands within the Town of Boxborough by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This Bylaw shall apply to all jurisdictional areas within the Town.

Section 2 Definitions

The word "farm" shall include any parcel or contiguous parcels of land, or water bodies used for the primary purpose of commercial agriculture, or accessory thereto.

The words "farming" or "agriculture" or their derivatives shall include, but not be limited to the following:

- farming in all its branches and the cultivation and tillage of the soil;
- dairying;
- production, cultivation, growing, and harvesting of any agricultural, aquacultural, floricultural, viticultural, or horticultural commodities;
- growing and harvesting of forest products upon forest land, and any other forestry or lumbering operations;
- raising of livestock including horses;
- keeping of horses as a commercial enterprise; and
- keeping and raising of poultry, swine, cattle, ratites (such as emus, ostriches and rheas) and camelids (such as llamas and camels), and other domesticated animals for food and other agricultural purposes, including bees and fur-bearing animals.

"Farming" shall encompass activities including, but not limited to, the following:

- operation and transportation of slow-moving farm equipment over roads within the Town;
- control of pests, including, but not limited to, insects, weeds, predators and disease organism of plants and animals;
- application of manure, fertilizers and pesticides;
- conducting agriculture-related educational and farm-based recreational activities, including agri-tourism, provided that the activities are related to marketing the agricultural output or services of the farm;

- processing and packaging of the agricultural output of the farm and the operation of a farmer's market or farm stand including signage thereto;
- maintenance, repair, or storage of seasonal equipment, or apparatus owned or leased by the farm owner or manager used expressly for the purpose of propagation, processing, management, or sale of the agricultural products; and
- on-farm relocation of earth and the clearing of ground for farming operations.

Section 3 Right To Farm Declaration

The Right to Farm is hereby recognized to exist within the Town of Boxborough. The above-described agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this Bylaw are intended to apply exclusively to those commercial agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices. Moreover, nothing in this Bylaw shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

Section 4 Disclosure Notification

Not later than 21 days after the purchase and sale contract is entered into, or prior to the sale or exchange of real property if no purchase and sale agreement exists, for the purchase or exchange of real property, or prior to the acquisition of a leasehold interest or other possessory interest in real property, located in the Town of Boxborough, the landowner shall present the buyer or occupant with a disclosure notification which states the following:

“It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers or occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors. Buyers or occupants are also informed that the location of property within the Town may be impacted by commercial agricultural operations including the ability to access water services for such property under certain circumstances.”

A copy of the disclosure notification shall be given on a form prepared by the Town and shall be signed by the landowner prior to the sale, purchase, exchange or occupancy of such real property. A copy of the disclosure notification must be filed with the Board of Selectmen or its designee prior to the sale, purchase, exchange or occupancy of such real property. In addition to the above, a copy of this disclosure notification shall be provided by the Town to landowners each fiscal year by mail in the Town census and in one or more of the following forms: annual report, official Town website, transfer station, or library.

A violation of Section 4 shall be subject to a fine of \$300 and shall be enforced by the Board of Selectmen or its designee. The Town is authorized to enforce Section 4 under the non-criminal disposition provision of G.L. c. 40, § 21D.

There shall be maintained on roadways at town borders signage stating that Boxborough is a Right to Farm community.

Section 5 Resolution of Disputes

Any person who seeks to complain about the operation of a farm may, notwithstanding pursuing any other available remedy, file a grievance with the Board of Selectmen, the Code Administration Officer, or the Board of Health, depending upon the nature of the grievance. The filing of the grievance does not suspend the time within which to pursue any other available remedies that the aggrieved may have. The Code Administration Officer or Board of Selectmen may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the referring Town authority within an agreed upon time frame.

The Board of Health, except in cases of imminent danger or public health risk, may forward a copy of the grievance to the Agricultural Commission or its agent, which shall review and facilitate the resolution of the grievance, and report its recommendations to the Board of Health within an agreed upon time frame.

Section 6 Severability Clause

The provisions of this bylaw are hereby declared to be severable. If any provision, paragraph, sentence, or clause, of this bylaw or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw.

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

The public hearing for the Right to Farm Bylaw was held on March 12, 2012. At the hearing, the Agricultural Commission explained the benefits of the bylaw. There was no one in opposition at the hearing. The bylaw encourages the Town to embrace its agricultural heritage. Citizens currently have all the rights in the bylaw by state statute.

The Finance Committee recommends unanimously (8-0).

The Agricultural Commission recommends (4-0).

While not providing any new rights to farm, the Bylaw highlights the existing rights under the Massachusetts Constitution and General laws. This Bylaw will demonstrate our continuing support of our Agricultural heritage.

ARTICLE 34 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES AND SECTION 6006 PARKING SCHEDULE

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding the definition of “Landscaping Services” and “Landscaping Contractors” and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, to amend Section 4003(4) Table of Uses Business/Industrial Uses, and to amend Section 6006 Parking Schedule as follows:

Landscaping Services: A business for the purpose of landscaping, snow removal and yard maintenance, such as grass cutting, leaf removal, and the care of planting beds, as well as the installation of plants, planting beds, at-grade walks and small landscape features. The business utilizes lawn mowers, snow blowers and other light equipment. There may be small displays of materials for review by customers, but there is no storage or distribution of bulk material at the site.

Landscaping Contractors: A business for the purpose of large scale site grading and clearing as well as all other Landscaping Service uses. The business utilizes heavy equipment and may store and/or distribute bulk materials at the site.

4003(4) BUSINESS/INDUSTRIAL USES (Continued)

DISTRICTS

	AR	R1	B	B1	OP	TC	IC
Landscaping Services	Y ₁₉	N	Y	Y	SP	Y ₁₉	Y
Landscaping Contractors	N	N	SP	SP	SP	N	Y

FOOTNOTES

¹⁹ Allowed only as a Home Occupation pursuant to Section 4102 and Section 4103.

6006 Parking Schedule

The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

OFF-STREET PARKING REQUIREMENTS

Use	Minimum Off-Street Parking Ratios
Landscaping Services, Landscaping Contractors	One space per each vehicle or trailer used in the operation and one space per three employees

The Planning Board recommends.

Additional information on the article will be available from the town’s website around 24th April.

The Finance Committee recommends (7-1).

ARTICLE 35 ACQUISITION OF SIDEWALK EASEMENT

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to acquire by eminent domain, or otherwise, an easement for sidewalk purposes as shown on a plan entitled “Plan of Land in Boxborough, Mass. Owned by: Karen, Barbara & Joseph Werner at 709 Mass Ave. – Boxborough,” dated Jan. 30, 2012 and prepared by Goldsmith, Prest & Ringwall, Inc.; or take any other action relative thereto.

Summary

There has been a significant increase in pedestrian traffic along Massachusetts Avenue (Route 111) with the development of the 48 residential units in Boxborough Meadows and the sidewalk between Stow Road and the Blanchard Elementary School. Now that the trail between the School and the Library is complete, it is highly likely that there will be even more pedestrian traffic. Additionally, a significant number of children cross Massachusetts Avenue in two locations: at Middle Road, in order to get to Flerra Field, and at Loring Avenue to reach the shopping plaza.

The Town received a permit extension from MassDoT for the installation of crosswalks in both of these locations. As part of the Planning Board’s effort for safe pedestrian walkways along Massachusetts Avenue, the Board will be working with the Selectmen and the Department of Public Works on the installation of the two crosswalks and a new sidewalk along Middle Road to the Town Hall.

To accommodate the sidewalk at the northeast corner of Massachusetts Avenue and Middle Road, the property owners had offered to gift the easement to the Town and Town Meeting authorized the acquisition of this easement in 2011. However, once Town Counsel reviewed the title report for the property, they advised that the easement be acquired by eminent domain (with the landowners’ permission), rather than by deed, so that the Town could more easily clear the title. The owners support the use of eminent domain for this purpose. The Planning Board is supportive of this warrant article and thankful that the property owners have offered the easement.

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

The Finance Committee recommends unanimously (8-0).

ARTICLE 36 REVOLVING FUND – FIELD PERMITTING FEES

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for purposes of receiving fees from the permitting of town fields and paying expenses directly attributable to the management and care of those fields and the administration of the permitting up to Twenty Thousand Dollars (\$20,000), to be under the direction of the Town Administrator who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2013 be carried over into fiscal year 2014 to pay for expenses not yet completed; or take any other action relative thereto.

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

In January 2012, the Board of Selectmen established a field use permit policy and fee schedule for the use of Boxborough’s playing fields by organizations and individuals who would like exclusive use of the town’s playing fields. The revolving fund will provide a mechanism for collecting these fees, which can then be used to help offset the expenses of maintaining the fields.

Please note that Boxborough residents, businesses and organizations may continue to enjoy the non-exclusive use of the town’s recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*. A copy of the policy is available on the Town’s website or from Town Hall.

The Finance Committee recommends unanimously (8-0).

**ARTICLE 37 RESOLUTION TO SUPPORT PASSAGE OF A CONSTITUTIONAL AMENDMENT
PROVIDING THAT CORPORATIONS ARE NOT ENTITLED TO THE SAME
RIGHTS AS NATURAL PERSONS - SUBMITTED BY VINCENT AMOROSO**

To see if the Town would vote to adopt the following non-binding resolution to direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington supporting passage of a Constitutional Amendment to be returned to the states for ratification. Said Resolution reads as follows:

Resolution to Support Passage of a Constitutional Amendment Providing that Corporations are not Entitled to the Same Rights as Natural Persons

Resolution opposing the United State Supreme Court's interpretation of the Constitution in *Citizens United* regarding the constitutional rights of corporations, supporting an amendment to the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calling on Congress to begin the process of amending the Constitution.

Whereas, In 2010 the United States Supreme Court issued its decision in *Citizens United v. Federal Election Commission*, holding that independent spending on elections by corporations and other groups could not be limited by government regulations; and

Whereas, This decision rolled back the legal restrictions on corporate spending in the electoral process, allowing for unlimited corporate spending to influence elections, candidate selection, and policy decisions; and

Whereas, In reaching its decision, a majority of the Supreme Court, relying on prior decisions, interpreted the First Amendment of the Constitution to afford corporations the same free speech protections as natural persons; and

Whereas, In his eloquent dissent, Justice John Paul Stevens rightly recognized that "corporations have no consciences, no beliefs, no feelings, no thoughts, no desires. Corporations help structure and facilitate the activities of human beings, to be sure, and their 'personhood' often serves as a useful legal fiction. But they are not themselves members of 'We the People' by whom and for whom our Constitution was established". Justice Stevens further recognized that "In the context of election to public office, the distinction between corporate and human speakers is significant. Although they make enormous contributions to our society, corporations are not actually members of it. They cannot vote or run for office. Because they may be managed and controlled by nonresidents, their interests may conflict in fundamental respects with the interests of eligible voters. The financial resources, legal structure, and instrumental orientation of corporations raise legitimate concerns about their role in the electoral process. Our lawmakers have a compelling constitutional basis, if not also a democratic duty, to take measures designed to guard against the potentially deleterious effects of corporate spending in local and national races"; and

Whereas, The Court's decision in *Citizens United* severely hampers the ability of federal, state and local governments to enact reasonable campaign finance reforms and regulations regarding corporate political activity; and

Whereas, Corporations should not be afforded the entirety of protections or "rights" of natural persons, such that the expenditure of corporate money to influence the electoral process is a form of constitutionally protected speech; and

Whereas, several proposed amendments to the Constitution have been introduced in Congress that would allow governments to regulate the raising and spending of money by corporations to influence elections; now, therefore, be it

Resolved, That the Town of Boxborough opposes the Supreme Court's interpretation of the Constitution in *Citizens United* regarding the constitutional rights of corporations, and supports amending the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calls on Congress to begin the process of amending the Constitution.

Summary

This resolution would direct the Board of Selectmen to send a letter to our Congressional Delegation in Washington opposing the United State Supreme Court's interpretation of the Constitution in *Citizens United* regarding the constitutional rights of corporations, supporting an amendment to the Constitution to provide that corporations are not entitled to the entirety of protections or "rights" of natural persons, specifically so that the expenditure of corporate money to influence the electoral process is no longer a form of constitutionally protected speech, and calling on Congress to begin the process of amending the Constitution.

The Board of Selectmen supports Town Meeting's action on the proposed sense of the meeting resolution (4-0-1).

This sense of the meeting motion asks the Boxborough Board of Selectmen to request that our United States Senators and Representative in Congress support a constitutional amendment to overturn *Citizens United v. Federal Election Commission*.

The U.S. Supreme Court's ruling in the above matter held that the First Amendment prohibited the government from restricting political expenditures by corporations and unions. The proposed constitutional amendment would abolish corporate personhood and restrict corporations and corporate interest groups from excessive influence in elections and lawmaking. Similar resolutions have been passed across the country. This article is patterned after the resolution that was passed by New York City Council.

The Finance Committee does not recommend (7-1).

ARTICLE 38 TOWN VOTING – BALLOT – MONDAY TOWN HALL FOLLOWING TOWN MEETING FOLLOWING WEEK - SUBMITTED BY PHILIP KICELEMOS

This article provides all town registered voters the opportunity to vote on each warrant article requiring funds from the following sources, free cash, the general fund or funds voted on any article voted at the town meeting prior to this voting date regardless of the amount. Voting can only be done on that Monday during times indicated and properly posted. All votes will be counted and vote count made public after the voting date. These votes taken that date supercede votes taken at previous town meeting.

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

As the article is written in the warrant Town Counsel has advised us that it is not legal.

The Finance Committee does not recommend (8-0).

Town Meeting is the legislative body.

ARTICLE 39 CLOSE OUT OLD ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Two Thousand Seven Hundred Twenty-One Dollars and Eighty-Nine Cents (\$2,721.89), more or less, as voted by Town Meeting on May 9, 2011, or take any other action relative thereto.

The article to be closed is indicated below:

Article #	Description	Amount
Article 17 May 2011 (ATM)	Fire Station Roof and Insulation	\$2,721.89

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

The Finance Committee recommends unanimously (8-0).

ARTICLE 40 ROAD ACCEPTANCE – HUGHES LANE**

(Majority vote required)

To see if the Town will accept as a public way Hughes Lane as it has been laid out by the Board of Selectmen as shown on the plan entitled: “Plan of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: January 4, 2007, Revised January 16, 2012 and prepared by Rose Land Survey, which plan has been filed with the Town Clerk, and to authorize the Board of Selectmen to acquire, by purchase, eminent domain, gift, or otherwise, such interests in land within the layout as are necessary to use Hughes Way for all purposes for which public ways are used in the Town of Boxborough, as well as the following interests in land:

- a) perpetual easements in those areas shown on the plan entitled “Fair Oaks Park, Definitive Subdivision of Land in Boxborough, Massachusetts”, Prepared for: Landwest Development, LLC, Date: September, 2002, Revised March, 2003, May 28, 2003 and July 29, 2003, recorded on March 8, 2004 as Plan No. 218 of 2004, as drainage, utility, sidewalk, slope, access, or construction easements, for roadway, sidewalk, drainage, utility and access purposes;
- b) a perpetual easement in that certain strip of land on Lot 5A being shown as “Drainage and Public Access Easement” on a plan entitled: “Plan of Land, Hughes Lane, Boxborough, Massachusetts” Prepared for: Landwest Development, LLC, 148 Park Street, No. Reading, MA 01864, dated February 1, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 401 of 2005, for drainage and access purposes; and
- c) a perpetual easement in that certain strip of land on Lot 5A being shown as “Access Easement” on a plan entitled: “Easement Plan, Lots 5A & 6A, Hughes Lane, Boxborough, Massachusetts, Prepared for: Landwest Development, LLC, 148 Park Street., No. Reading, MA 01864, Scale: 1 inch = 60 feet, Date: July 7, 2005, and recorded with the Middlesex South District Registry of Deeds as Plan No. 1057 of 2005, for drainage and access purposes,

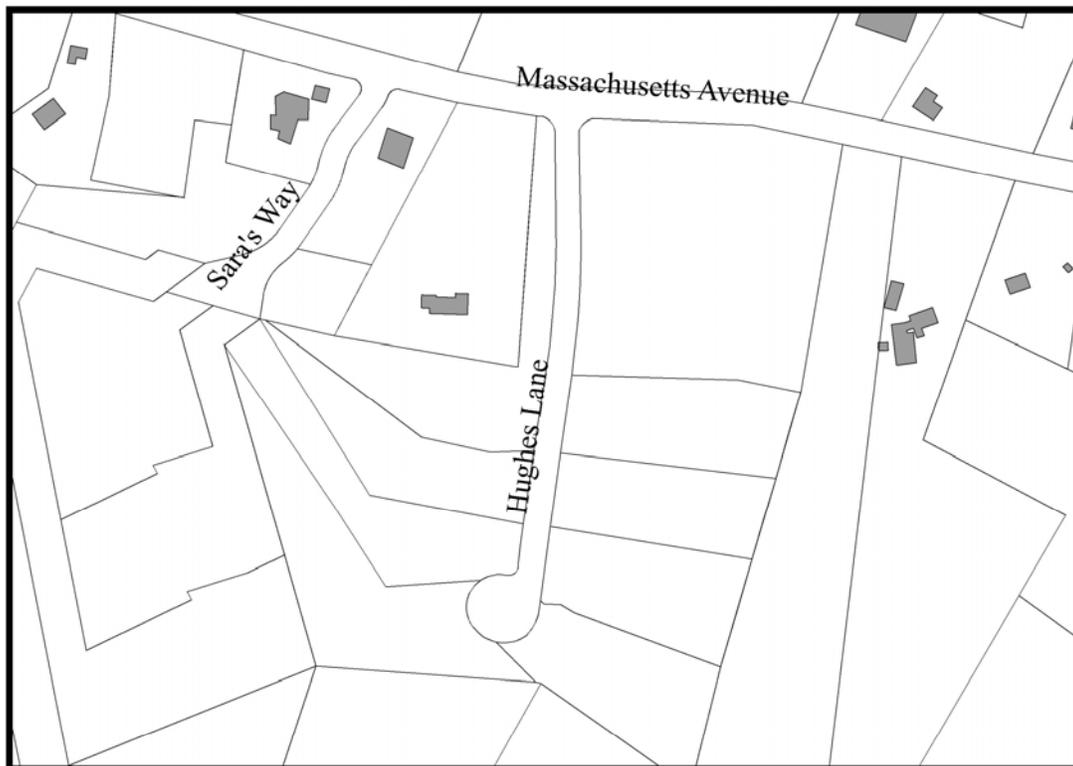
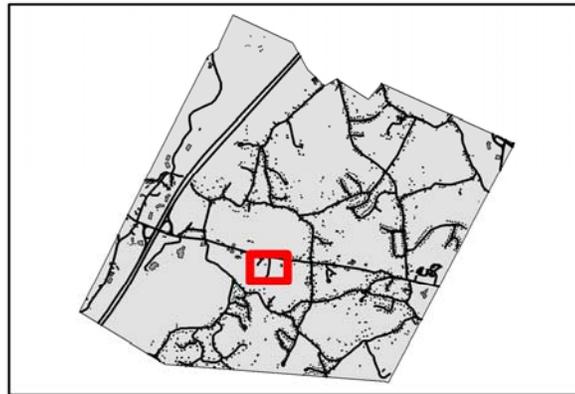
or take any other action relative thereto.

The Planning Board recommends.

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

The Finance Committee recommends unanimously (8-0).

HUGHES LANE



ARTICLE 41 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to accept Chapter 73 of the Acts of 1986 as amended by Chapter 126 of the Acts of 1988, providing for an increase of up to 100% of the underlying statutory amount in certain property tax exemptions for qualifying senior citizens, disabled veterans, and other individuals; or take any other action relative thereto.

Summary

Under this annual optional exemption provision, a city or town may accept the new law each year by vote of the local appropriating authority, which is defined as a majority vote at town meeting.

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

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Duane Adams, at 263-1116, Ext. 109 or by e-mail to: duane.adams@town.boxborough.ma.us.

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

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities.

The Finance Committee recommends unanimously (8-0).

ARTICLE 42 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

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

The Finance Committee recommends unanimously (8-0).

ARTICLE 43 GIS ASSESSOR MAPS REVOLVING FUND**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees charged to applicant, and that all such fees be deposited in said fund to pay for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps and related expenses, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2014, the monies remaining in the fund at the end of the fiscal year 2013 may be carried over into fiscal year 2014 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends unanimously (8-0).

ARTICLE 44 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; firearms permits fees; library fees, fines and penalties, dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees; integrated preschool tuition; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; and rental of Community Gardens’ plots; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 13 Spending Limit	Disposition for FY 13 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2014 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 2014 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2014 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2014 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 Dog Officer	\$4,000	Carryover to FY 2014 to pay for expenses not yet completed

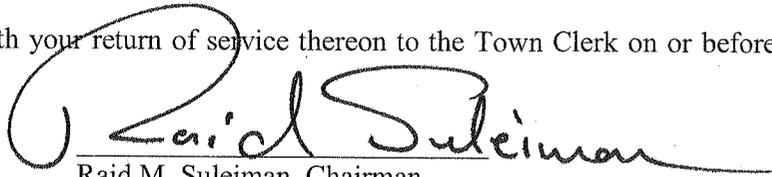
Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 13 Spending Limit	Disposition for FY 13 Fund Balance
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2014 to pay for expenses not yet completed
Integrated Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$44,000	Carryover to FY 2014
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 2014 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2014 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2014 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 2014 to pay for expenses not yet completed

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

The Finance Committee recommends unanimously (8-0).

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 27, 2012.



Raid M. Suleiman, Chairman
Board of Selectmen



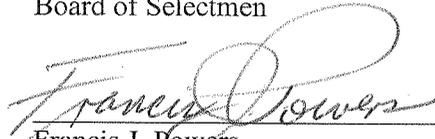
Christine L. Robinson, Clerk
Board of Selectmen



Leslie R. Fox
Board of Selectmen



Rebecca R. Neville
Board of Selectmen



Francis J. Powers
Board of Selectmen

REPORT OF THE FINANCE COMMITTEE

Overall Town Finances

The most important issues addressed by the Finance Committee and other Town officials in the first months of calendar 2012 were minimizing increases to the property tax rate. For the first time in a number of years we are able to fund the operating budget without an infusion of “free cash.” A few key issues impacting the budget follow:

- Employee benefits (largely health insurance) costs are slightly down (-2.52%) for this year.
- The Town budget includes assessments which are outside the direct control of Town officials including debt service (principal and interest), the Minuteman assessment, and the regional school assessment.
- A planned level funding in state aid increases the portion of the total operating budget covered by the property tax levy, but better than the last two years where the State decreased the aid to towns.
- Low rate of new construction.
- Continued slow commercial development activity, shifting a greater burden to the residential property taxpayer.
- Continued low number of local permit receipts associated with slowed development activity, further increasing the burden on the property tax levy.
- A desire to generally maintain the current level of Town services to the community.
- A decrease in the AB assessment due to the decrease in student population.
- A continued decline in the Blanchard school population.
- A major change in the health care plan.
- An increase in SPED at Blanchard.
- An increase in the police budget.
- A decrease in the debt.

All of these issues combine to provide pressure on the tax rate. The median house price is forecast to be \$509,000 and combined with little new development equates to a flat town valuation. As will be described further on in greater detail, it is difficult to discern any trends in other revenue sources or new revenue sources that will reduce the upward pressure on the Town’s property tax levy in the coming years.

Voters must keep in mind several definitions and issues that must be observed in approving a budget.

- Levy Limit – The maximum the tax levy can be in any given year, based upon the previous year’s limit plus certain allowable increases. This value is generally a good deal less than 2.5% of the Town’s full and fair cash value.
- Maximum Allowable Levy – The sum of the Levy Limit for any given year plus the amount of debt service that has been excluded from the provisions of Proposition 2 1/2 by prior Town Meeting and election/ballot actions.
- Levy Ceiling – The maximum value that the Levy Limit can be, equal to 2.5% of the Town’s total full and fair cash value of all real and personal property in the community.
- General Levy Limit Override – Proposition 2 1/2 allows a community to assess taxes in excess of the automatic annual 2.5 percent increase by authorizing a general override for a specific dollar amount in excess of the normal limits. When passed, the Levy Limit for an override is calculated by adding the amount of the override to the normally increased Levy Limit. The override amount becomes a permanent increase in the Levy Limit of the Town.
- Debt Exclusion – Proposition 2 1/2 allows communities to exempt certain debt service costs from the normal Levy Limit constraints, adding the amount of such debt service costs to the normally calculated Levy Limit for the life of the debt. Debt exclusion does not become a permanent increase to the Town’s Levy Limit.

- Capital Outlay Exclusion – This exclusion from the provisions of Proposition 2 1/2 allows communities to add the costs of approved capital projects to the normally calculated Levy Limit. Such capital outlay exclusion does not become a permanent addition to the Town’s Levy Limit.

In addition to these definitions, associated with the Proposition 2 1/2 statutes and regulations, voters will see the budget at various points in the warrant and in the discussion at Town Meeting described as Article 8.

Before considering the FY ’13 budget in some detail, voters should be aware of the overall picture of Town Finances. The following table shows (assuming Article 8 is approved as presented at ATM) the currently estimated values of tax levy, tax rate, and average tax bill for the single-family home having a valuation of approximately \$509,000).

Estimated Tax Rate and Average Tax Bill for FY ’13 as Compared to FY ’12

	FY ’12	FY ’13
Tax Levy	\$16,874,931	\$16,811,524
Valuation	\$944,316,252	\$949,705,408
Tax Rate	\$17.87	\$17.70
Avg. Valuation	\$509,000	\$509,000
Avg. Tax Bill *	\$9,096	\$9,009

*Median house – \$509,000 per Assessor best estimate

Current Estimates of FY ’13 Operating Budget Categories

Budget Category

General Government	\$839,168
Protection	\$2,211,717
Blanchard School	\$5,832,751
Minuteman Technical School	\$227,929
A/B Regional School	\$5,630,208
Public Works	\$1,009,368
Cultural, Recreation, Library	\$357,543
Health	\$89,971
Reserve Fund	\$185,000
Debt Service	\$1,233,453
Employee Benefits	\$2,061,337
Total Operating Budget	\$19,678,445
ATM warrant articles within 2 1/2	\$992,116
Overlay Reserve*	\$175,000

Total Budget including all warrant articles \$20,845,561

* Best estimate, not determined as of this report

We now turn to how the Town pays its bills. The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY '13.

Current Estimated Revenues and Cash Contributions to Balance Operating Budget

Revenue Sources	Revenue
Tax Levy*	\$16,811,524
Net State Aid (less Cherry Sheet assessments)	\$1,364,829
State Aid (construction reimbursement)	\$284,092
Local Receipts (Excise tax, permits)	\$1,393,000
Bond Premium used to fund debt expense	\$0
Stabilization fund – warrant articles	\$75,000
Free Cash – operating budget	\$0
Free Cash – warrant articles	\$637,116
Bonding – warrant articles	\$280,000
Unexpended bond proceeds	\$0
Total revenue source, operating budgets	\$20,845,561

* Estimated at Time of Writing

Town Cash Reserves

Source of Funds	Prior to ATM	Post ATM	% of Operating budget
Stabilization	\$768,391	\$890,391	4.5%
Free Cash	\$1,259,439	\$622,323	3.2%
Small trust funds	\$100,000	\$100,000	.5%
Total	\$2,127,830	\$1,612,714	8.2%

In addition to the operating budget issues outlined above, voters should be aware that there are \$992,116 “money” articles on the Annual Town Meeting warrant, over and above the operating budget requested in Article 8. This year all warrant articles are paid out of Free Cash, borrowing, or the stabilization fund. A brief description of these articles, dollar amounts requested, and proposed sources of funding are shown on the following table:

Proposed Warrant Article Expenditures and Sources of Funds

Article	Description	Amount	Tax impact per \$1,000	Tax impact for median house	Funding Source
STM 1	Minuteman Tech assessment for capital	\$13,887	\$.0146	\$7.44	Free cash
STM 2	Lease of UCC Fellowship Hall for community center	\$10,800	\$.0114	\$5.79	Free cash
10	AB Lower Fields [borrowing over fifteen years]		\$.0226	\$11.52	Assessment in ABRS operating budget

Article	Description	Amount	Tax impact per \$1,000	Tax impact for median house	Funding Source
11	Transfer \$ from free cash to Stabilization	\$197,000	\$.2074	\$105.58	Free cash
12	Transfer \$ from free cash to OPEB trust fund	\$75,000	\$.0790	\$40.20	Free cash
13	Emergency generators for Hager Well and Blanchard	\$70,000	\$.0737	\$37.52	Free cash
14	DPW generator	\$50,000	\$.0526	\$26.80	Borrowing
15	DPW field mower - replacement	\$50,000	\$.0526	\$26.80	Borrowing
16	Design study for transfer station	\$18,000	\$.0190	\$9.65	Free cash
17	Town hall - painting	\$75,000	\$.0790	\$40.20	Stabilization
18	Town hall - position	\$10,400	\$.0110	\$5.57	Free cash
19	Police – refurbish marked cruiser	\$13,500	\$.0142	\$7.24	Free cash
20	Police – purchase new cruiser	\$39,713	\$.0418	\$21.28	Free cash
21	Fire dept – A/C	\$20,000	\$.0211	\$10.72	Free cash
22	Fire dept – replace the command vehicle	\$50,000	\$.0526	\$26.80	Free cash
23	Blanchard - roof	\$180,000	\$.1895	\$96.47	Borrowing
24	Blanchard – mortar and masonry	\$30,000	\$.0316	\$16.08	Free cash
25	Blanchard – carpet replacement	\$15,000	\$.0158	\$8.04	Free cash
26	Blanchard – gym and library lighting	\$10,300	\$.0108	\$5.52	Free cash
27	Blanchard – fencing	\$17,000	\$.0179	\$9.11	Free cash
28	Blanchard – two way radios	\$6,300	\$.0066	\$3.38	Free cash
29	Blanchard – previous year bill	\$5,216	\$.0055	\$2.80	Free cash
30	Library – paint exterior	\$20,000	\$.0211	\$10.72	Free cash
31	Planning board build-out analysis	\$10,000	\$.0105	\$5.36	Free cash
32	Conservation – transfer to trust	\$5,000	\$.0053	\$2.68	Free cash
		\$992,116			

General Financial Policies

Policies adopted by the Finance Committee in FY '96 continue to guide the budget process. It may help the voters' decision-making process to understand these policies as they review the town's operating budget and warrant articles prior to the 2012 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: the General Fund, Capital Planning, and Debt Management.

General Fund

- Current operating expenses should be paid with current operating revenues, and a prudent use of free cash.
- Free cash should be maintained at 3 - 5% of total expenses.
- Free cash in excess of policy should be reserved for emergency expenses or added to the Stabilization Fund for future capital projects.

- In each annual budget, at least 2% of revenues should be allocated to current capital expenses or to the Stabilization Fund.
- In each annual budget, 20% of the property taxes from new growth should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article in the first year and then will be added to the operating budgets in follow-on years.
- The Finance Committee made an effort to keep all non-salary expenses flat in the FY2013 budget.

Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.
- FY2012 started a new capital planning process and will continue each year ad infinitum.
- The warrant will include a 10-year rolling plan for projected capital needs.
- The table shows the projected item and the year in which the item is planned to be purchased.

Debt Management

- Debt service should not exceed 10% of revenues.

The Finance Committee expects that these policies, together with a robust long term planning effort encompassing operating budgets, capital improvements, and town land resources, will serve to guide the budget process in years to come.

Conclusions

The most important thing that voters can do at this time of the year is to familiarize themselves with the financial situation of the Town, by reviewing the information presented here and in the Article 8 description. Whatever the outcome of votes on specific budgetary lines, the Finance Committee wishes that the discussion be well informed and wide-ranging. It is you the voter who can determine the future prospects for the town by careful consideration of the Town Meeting Warrant Articles.

FY2013 Proposed Capital Plan

	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018-2022
TOWN WIDE	-	70,000	7,500	-	-	-	-
CONSERVATION	5,000	5,000	5,000	5,000	5,000	5,000	15,000
HOUSING							-
TOWN HALL	18,500	75,000	120,000	26,250	-	25,000	145,000
POLICE	44,500	52,500	110,500	40,000	38,000	45,000	231,000
FIRE	50,000	130,000	612,000	145,000	600,000	50,000	686,000
DISPATCH	-	-	30,000	-	-	-	-
BLANCHARD	50,000	266,600	112,500	442,000	170,000	525,000	142,000
MINUTEMAN	-	-	-	-	-	-	-
ABRS	-	-	-	-	-	-	-
PUBLIC WORKS	60,000	100,000	260,000	150,000	220,000	158,000	718,500
TRANS. STATION	14,990	-	25,600	15,600	-	15,000	59,000
CEMETERY	-	-	-	-	-	-	-
BD OF HEALTH	-	-	-	-	-	-	-
LIBRARY	-	20,000	25,000	39,000	-	-	25,000
RECREATION	-	-	-	-	10,000	-	-
HIST. MUSEUM	-	-	22,500	15,000	-	-	10,000
STEELE FARM			20,000				15,000
Total	242,990	719,100	1,350,600	877,850	1,043,000	823,000	2,046,500
Total existing Debt	0	\$ 962,541	\$ 930,241	\$ 898,141	\$ 861,241	\$ 829,329	

The capital planning summary above will provide Boxborough citizens with a glimpse of potential future capital expenditures for equipment and infrastructure improvements in the near-term (5 years) as well as a look further out to 2022. The plan will be reviewed and updated annually in conjunction with the Town's debt schedule, and will provide an essential tool to guide Town Meeting in future planning and decision making. It is intended to make citizens aware of the essential projects that may need to be deferred due to financial constraints. At May's Annual Town Meeting, the Finance Committee will provide a brief presentation and further detail about the components of the plan. The presentation will be available on the Town's website after Town Meeting.

TOWN OF BOXBOROUGH TOWN MEETING: A GUIDE FOR RESIDENTS

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

WELCOME TO TOWN MEETING.

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

Remember: YOU Are the Town Government.

What is Town Meeting?

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

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

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

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

What is the Warrant?

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

What about the Election?

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

Who Participates in Town Meeting?

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

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

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

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

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

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

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

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

What Happens at Town Meeting?

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

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

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

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

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

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

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

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

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

Operating Budget: Article 5 (on the Annual Town Meeting warrant), the operating budget for the Town, is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department's budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the school budget is voted by Town Meeting.

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

Reconsideration: An article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated.

Selected Common Parliamentary Motions:

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

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

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

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

I move that debate on the pending motion be limited to ___ minutes or ___ minutes per speaker: This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone

by a motion to “**extend debate**” which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

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

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

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

Selected Quotes:

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

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

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

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