



**TOWN OF BOXBOROUGH**  
**SPECIAL/ANNUAL TOWN MEETING**  
**MAY 10, 2004**  
**LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

1. **AMEND FY 2004 OPERATING BUDGET**
  2. **CAPITAL EXPENDITURE – RANGE WING LAWNMOWER**
  3. **CAPITAL EXPENDITURE – POLICE CRUISER**
  4. **SUPPLEMENTAL APPROPRIATION UNDER ARTICLE 40, ATM MAY 2000**
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**ANNUAL TOWN MEETING**

1. **CHOOSE TOWN OFFICERS**  
**QUESTION 1 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY**  
**QUESTION 2 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - 1-TON PICK-UP TRUCK WITH PLOW**  
**QUESTION 3 - PROP 2 1/2 CAPITAL OUTLAY PURCHASE - EMERGENCY RESPONSE VEHICLE**
2. **HEAR AND ACCEPT REPORTS**
3. **SET SALARIES AND COMPENSATION OF OFFICERS**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES**
5. **TOWN OPERATING BUDGET**
6. **CLOSE OUT OLD ARTICLES\*\***
7. **REVOLVING FUND - ELECTRICAL INSPECTION\*\***
8. **REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\***
9. **REVOLVING FUND - FIRE ARMS PERMITS\*\***
10. **REVOLVING FUND – LIBRARY FINES\*\***
11. **REVOLVING FUND – DOG LICENSE FEES\*\***
12. **REVOLVING FUND – STEELE FARM\*\***
13. **REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***
14. **ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS\*\***

15. ELDERLY TAX RELIEF - ELDERLY TAX RELIEF – ADJUST ELIGIBILITY REQUIREMENTS FOR PROPERTY TAX EXEMPTION\*\*
16. ELDERLY TAX RELIEF - ELDERLY TAX RELIEF – INCREASE IN INCOME AND ASSET LIMITS BY COLA \*\*
17. ELDERLY TAX RELIEF - ELDERLY TAX RELIEF – INCREASE IN ASSET LIMITS BY COLA \*\*
18. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS BY COLA\*\*
19. SMALL PERSONAL PROPERTY ACCOUNT EXEMPTION\*\*
20. HOUGHTON LANE ACCEPTANCE\*\*
20. RESCIND UNUSED BORROWING AUTHORITY\*\*
21. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
22. CAPITAL EXPENDITURE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY
23. CAPITAL EXPENDITURE – ONE-TON PICK-UP TRUCK WITH PLOW
24. CAPITAL EXPENDITURE/LEASE - PHOTOCOPIER
25. CAPITAL EXPENDITURE – EMERGENCY RESPONSE VEHICLE
26. DESIGNATION OF CALL FIREFIGHTERS AS EMPLOYEES
27. TAX INCREMENT FINANCING AGREEMENT – INTERACTIVE DATA CORP.
28. DISPOSITION OF LIBRARY BUILDING AND PROPERTY (575 MIDDLE ROAD)
29. PETITION ARTICLE – REUSE OF LIBRARY#
30. LIBRARY – FUNDING FOR ADDITIONAL HOURS OF OPERATION
31. ZONING BYLAW AMENDMENT – REQUIRE DESIGN REVIEW IN THE BUSINESS AND BUSINESS-1 ZONING DISTRICTS
32. ZONING BYLAW AMENDMENT – AMEND SECTION 2234 BUSINESS/INDUSTRIAL USES (USE SCHEDULE)
33. ZONING BYLAW AMENDMENT – AMEND SECTION 2234 BUSINESS/INDUSTRIAL USES (USE SCHEDULE) AND SECTION 6200 DEFINITION OF SELF STORAGE FACILITY
34. ZONING BYLAW AMENDMENT – AMEND SECTION 2300 DIMENSIONAL REQUIREMENTS BY CHANGING THE MAXIMUM NUMBER OF STORIES IN THE BUSINESS AND BUSINESS 1 DISTRICT FROM 3-STORIES TO 2-STORIES AND MAXIMUM BUILDING HEIGHT IN THE BUSINESS DISTRICT FROM 45 FEET TO 30 FEET
35. AMEND FEES UNDER DOG LICENSING BYLAW
36. INCREASED TOWN CLERK FEES
37. ELECTED OFFICIALS AND GROUP INSURANCE
38. BYLAW FOR THE REMOVAL AND DISPOSAL OF CANINE WASTES

**LEGEND**

\*\* CONSENT AGENDA

# PETITION ARTICLE – submitted by petition by ten or more registered voters in the town



## 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, Massachusetts Avenue, Boxborough, MA on Monday, May 10, 2004 at 7:30 p.m. to act on Articles 1 through 4 of this Special Town Meeting Warrant.

### ARTICLE 1      AMEND FY 2004 OPERATING BUDGET

(Majority vote required)

To see if the Town will vote to amend the operating budget for the fiscal year beginning July 1, 2003 as voted under Annual Town Meeting Article 5 on May 27, 2003 by adjusting the line items as indicated below, and further that said surplus funds will be used for the purposes stated in Articles 1 – 3 of this special town meeting warrant, with the remaining balance to be closed out to free cash; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM 5/27/03	Proposed Increase/Decrease	Newly Recommended FY 04
192	Town Hall Salaries	\$198,760	\$<5,000>	\$193,760
192	Town Hall Other Expenses	\$77,371	\$5,000	\$82,371
310	Minuteman Vocational High School	\$195,973	\$<71,377>	\$124,596
912	Other Benefit Insurance	\$98,049	\$<50,000>	\$48,049
915	Med, Life, LTD Insurance	\$802,430	\$42,000	\$844,430
		Total Decrease:	\$<79,377>	

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

The Board of Selectmen recommends the proposed changes to the FY04 operating budget.

**The Finance Committee recommends unanimously.**

The Finance Committee recommends that the Town reallocate funds from areas within the FY04 operating budget that show surplus funds to alternate expense lines.

The rationale for each line is listed below:

**Town Hall Salaries:** The surplus in Town Hall salaries is due to lower than budgeted hours worked by Town Hall employees. By reducing this line item we can re-allocate the funds to offset the cost of a Town Hall renovation project discussed below.

**Town Hall Administrative expenses:** This expense will cover the cost of relocating the employee kitchen on the first floor of Town Hall to the second floor. This will free up much needed office space on the first floor for the Town Clerk.

**Minuteman Vocational High School:** Minuteman Regional High School is a public vocational high school serving 16 member towns including Boxborough. At the ATM on May 12, 2003, the Town approved the preliminary assessment provided to us by the Minuteman School Committee of \$195,973. Subsequent to this date, the Minuteman School Committee (a) approved to lower the overall budget and (b) voted to change the methodology by which the member towns' assessments were calculated. The revised assessment for Boxborough was \$124,596 which resulted in a surplus of \$71,377.

**Other Benefit Insurance:** The surplus in this category relates to unemployment compensation obligations budgeted due to layoffs that did not incur expenses as anticipated.

**Health Insurance:** This expense is non-discretionary and must be paid in order to continue to provide Town employees with contractually obligated health insurance premiums. The FY04 budget submitted last year assumed a 9.6% increase over prior year actual costs, which was a reasonable assumption based upon historical cost increases. The FY04 actual costs (including payments to be voted under this warrant) are 10.4% higher than actual FY03 costs. These increased costs reflect additional participants as well as rate increases from the HMO and indemnity plans offered to Town employees.

**NOTES:**

**ARTICLE 2 CAPITAL EXPENDITURE – RANGE WING LAWNMOWER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-two Thousand Dollars (\$32,000), more or less, for the purpose of acquiring a range wing lawnmower for the Public Works Department; or take any other action relative thereto.

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

The Board of Selectmen unanimously approves, 5-0. In recent years the town has added several additional recreation fields resulting in an increase from 7.7 acres of weekly mowing to 24 acres, including cemetery and town lawns. Depending on the growing season, some fields need to be mowed twice a week. Between rain and maintenance to the mowers, this is quickly becoming a full time position in and of itself. The Range Wing mower will enable the DPW to reduce mowing time from 32 hours to roughly 8 hours a week. Not only will this have an efficiency benefit, but it will also free up those workers for other tasks. We also recommend that the Town use unexpended FY2004 funds to achieve this.

**The Finance Committee recommends unanimously.**

Passage of Article 2 would enable the Town to raise and appropriate approximately Thirty-Two Thousand Dollars (\$32,000) for the purpose of obtaining a range wing lawnmower (“Range Wing Lawnmower”). The Range Wing Lawnmower would be used to mow the twenty-four (24) acres of Town fields and playgrounds by the Public Works Department. In summer months, four crewpersons of the Public Works Department spend three days to mow twenty-four (24) acres at least once a week. This process monopolizes the time of the Public Works Department employees in the summer months. As a comparison, three years ago the Town only had 14.7 acres of Town land to mow. A Range Wing Lawnmower would enable the Public Works Department to mow the twenty-four (24) acres of Town land in 1 to 1.5 days and use two crewmembers. This process would be much more efficient by using half of the labor time. With the savings in time, the Public Works Department could devote resources to maintenance and repair of Town buildings and facilities that can only be done in the summer months. In addition, the Range Wing Lawnmower could minimize a health hazard. Ticks that carry Lyme disease thrive in tall grass and avoid short grass. Usage of the Range Wing Lawnmower would negatively impact the growing environment for ticks and tall grass.

**NOTES:**

**ARTICLE 3 CAPITAL EXPENDITURE – POLICE CRUISER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-two Thousand One Hundred Fifty-three Dollars (\$32,153), more or less, for the purpose of acquiring a police cruiser for the Police Department; or take any other action relative thereto.

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

The Board of Selectmen unanimously approves, 5-0. The Town currently maintains a fleet of 5 police cruisers as well as an unmarked Chief’s car. Three cruisers will have well over 100,000 miles by June of 2004. Since we did not approve the purchase of a cruiser due to the failure of the override, we are now in a position of maintaining an aging fleet at a cost of about \$10,000 in annual maintenance fees as well as the loss of a vehicle while it is being repaired. For this reason, as well as other operational concerns, the Board unanimously supports the purchase of this replacement vehicle. We also recommend that the Town use unexpended FY2004 funds to achieve this.

**The Finance Committee recommends unanimously.**

The supplemental appropriation of this article will enable the Town to raise and appropriate approximately \$35,000 for the purpose of obtaining a new police cruiser. Due to budget constraints in FY04, the purchase of a new police cruiser was deferred. Based on an analysis of the current Police fleet, we believe that this is a necessity in FY05. The Fleet currently has six (6) vehicles in service, three (3) of which have in excess of 100,000 miles. The new police cruiser will replace the oldest vehicle in service, which is a 1998 Ford with approximately 143,000 miles.

**NOTES:**

**ARTICLE 4 SUPPLEMENTAL APPROPRIATION UNDER ARTICLE 40, ATM MAY 2000**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Six Thousand One Hundred Seventy-three Dollars and Fifty Cents (\$6,173.50) for the purpose of increasing the appropriation under Article 40, Dispatch Center Funding, as voted by Town Meeting on May 9, 2000; or take any other action relative thereto.

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

In the spring of 2003, an invoice was submitted to the Town for purchases made for the Dispatch Center in 2001. The warrant article which allowed for these purchases has been spent down, and there is no longer enough money remaining to cover this bill. Therefore, we need to add additional funds to the Dispatch Center funding article, requiring a majority vote at Town Meeting.

This invoice is extremely overdue. We did not receive the invoice in time to place it on the 2003 ATM warrant, and previously anticipated funding it through a Special Town Meeting this past fall. We didn't have a Fall Town Meeting, so here we are. This bill is for goods the Town received and is using, and must be paid.

**The Finance Committee recommends unanimously.**

The supplemental appropriation of this article will be used to pay a prior year invoice relating to police radio equipment used in conjunction with the Dispatch Center. The cost of this equipment exceeds the amount appropriated under Article 40 – Approval to Construct a Dispatch Center at Annual Town Meeting in May 2000.

As background, the Dispatch Center became operational on or around June 2002 at a cost of \$209,831.08 versus a total Article 40 appropriation of \$223,545.00, thus leaving \$13,713.92 in unspent funds. However, both the Police and Fire Departments were experiencing problems with radio coverage due in part to the existence of several radio “dead spots” in town. A total of \$19,887.42 of police and fire radio equipment was ordered and delivered in FY 03 to correct these problems. The costs to address the radio issues resulted in a cost overrun of \$6,173.50, or a 3.1% of the total original appropriation under Article 40.

**NOTES:**

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 23, 2004.

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Donald R. Wheeler, Chairman  
Board of Selectmen

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Leslie Fox, Clerk  
Board of Selectmen

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David L. Birt  
Board of Selectmen

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Simon C. Bunyard  
Board of Selectmen

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Kristin Hilberg  
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, Massachusetts Avenue, Boxborough, MA on Monday, May 10, 2004 at 7:30 p.m. to act on Articles 2 through 38 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 17th day of May, 2004 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 - 3. The polls will be open continuously until 8:00 p.m. when they shall be closed.

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### 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 (#6 through #21, 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 4 (PERSONNEL ADMINISTRATION PLAN CHANGES), AT THE ANNUAL TOWN MEETING ON MONDAY, MAY 10, 2004.**

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 [natalie.lashmit@town.boxborough.ma.us](mailto:natalie.lashmit@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.

**ARTICLE 1 CHOOSE TOWN OFFICERS**

(Majority vote required)

- One Moderator** for a one-year term
- One Town Clerk** for a one-year term
- One Selectmen** member, for a three-year term
- One Board of Health** member for a three-year term
- One Board of Health** member, for a two-year unexpired term
- Two Library Trustees**, each for a three-year term
- Two Planning Board** members, each for a three-year term
- One Planning Board** member, for a two-year unexpired term
- One School Committee (Local and of the Region)** member for a three-year term
- One School Committee (Local only)** member for a three-year term
- Two Constables**, each for a three-year term

As well as other Town Officers as may be necessary, and to vote on the following questions:

**QUESTION 1 PROP 2 1/2 CAPITAL OUTLAY PURCHASE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Eighty-eight Thousand Dollars (\$88,000) in real estate and personal property taxes for the purposes of acquiring a heavy duty dump truck with hydraulic dump body for the Public Works Department for the fiscal year beginning July first two thousand and four (7/1/04)?

**QUESTION 2 PROP 2 1/2 CAPITAL OUTLAY PURCHASE – 1-TON PICK-UP TRUCK WITH PLOW**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Twenty-nine Thousand Five Hundred Dollars (\$29,500) in real estate and personal property taxes for the purposes of acquiring a one-ton pick-up truck with plow for the Public Works Department for the fiscal year beginning July first two thousand and four (7/1/04)?

**QUESTION 3 PROP 2 1/2 CAPITAL OUTLAY PURCHASE – EMERGENCY RESPONSE VEHICLE**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Thirty-three Thousand Dollars (\$33,000) in real estate and personal property taxes for the purposes of acquiring an emergency response vehicle for the fiscal year beginning July first two thousand and four (7/1/04)?

**ARTICLE 2 HEAR AND ACCEPT REPORTS**

(Majority vote required)

To hear the reports of the Selectmen and other Town Officers, Agents and Committees; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

**NOTES:**

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**ARTICLE 3 SET SALARIES AND COMPENSATION OF OFFICERS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various officials for the year beginning July 1, 2004 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$48,653.48 /year
Town Clerk	\$31,688.80 /year
Moderator	\$25.00 each meeting
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES**

(Majority vote required)

To see if the Town will vote to amend Schedule B of the Personnel Administration Plan as indicated in the following schedule:

<u>POSITION TITLE</u>						
<u>DEPARTMENT HEADS</u>				<b>FY2004</b>	<b>FY2005</b>	
<i>Town Administrator</i>	<i>Contract expires 12/31/03</i>			80,482.50	TBD	
<i>Police Chief</i>	<i>Contract expires 12/31/03 (base)</i>			65,709.00	TBD	
	<i>with Quinn Bill</i>			78,850.80		
<i>Fire Chief</i>	<i>Contract expires 12/31/03</i>			69,678.00	TBD	
<i>DPW Director</i>	<i>Contract expires 12/31/03</i>			71,552.25	TBD	
<i>Library Director</i>	<i>Contract expires 12/31/04</i>			45,411.00	48,362.72	
	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
<u>REGULAR FULL-TIME SCHEDULE</u>						
<b>Exempt Employees</b>						
<b>Assistant Town Administrator</b>	<b>45,305.43</b>	<b>46,891.12</b>	<b>48,532.30</b>	<b>50,230.94</b>	<b>51,989.02</b>	<b>53,808.63</b>
<b>Treasurer</b>	<b>47,375.28</b>	<b>49,033.42</b>	<b>50,749.59</b>	<b>52,525.82</b>	<b>54,364.23</b>	<b>56,266.97</b>
<i>Accountant</i>	<i>44,832.51</i>	<i>46,401.65</i>	<i>48,025.71</i>	<i>49,706.61</i>	<i>51,446.34</i>	<i>53,246.96</i>
<i>Assessor</i>	<i>50,694.89</i>	<i>52,469.21</i>	<i>54,305.63</i>	<i>56,206.33</i>	<i>58,173.55</i>	<i>60,209.63</i>
<i>Building Inspector/Code Enforcement</i>	<i>44,872.41</i>	<i>46,442.95</i>	<i>48,068.45</i>	<i>49,750.85</i>	<i>51,492.13</i>	<i>53,294.35</i>
<i>Planner</i>	<i>46,416.73</i>	<i>48,041.32</i>	<i>49,722.77</i>	<i>51,463.06</i>	<i>53,264.27</i>	<i>55,128.52</i>
<b>Non-Exempt Employees</b>						
<i>Secretary I</i>	<i>13.45</i>	<i>13.92</i>	<i>14.41</i>	<i>14.91</i>	<i>15.44</i>	<i>15.98</i>
<i>Secretary II</i>	<i>17.00</i>	<i>17.59</i>	<i>18.21</i>	<i>18.84</i>	<i>19.50</i>	<i>20.18</i>
<i>Police Sergeant</i>						
<i>Police Officer</i>						
<i>Firefighter/EMT</i>	<i>15.89</i>	<i>16.45</i>	<i>17.02</i>	<i>17.62</i>	<i>18.24</i>	<i>18.88</i>
<i>Custodian</i>	<i>13.68</i>	<i>14.16</i>	<i>14.65</i>	<i>15.17</i>	<i>15.70</i>	<i>16.25</i>
<b>DPW Foreman</b>	<b>20.14</b>	<b>20.84</b>	<b>21.57</b>	<b>22.33</b>	<b>23.11</b>	<b>23.92</b>
<b>DPW Worker</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>	<b>18.45</b>	<b>19.10</b>
<b>DPW Semi-skilled Worker</b>	<b>14.66</b>	<b>15.17</b>	<b>15.70</b>	<b>16.25</b>	<b>16.82</b>	<b>17.41</b>
<i>Dispatch Supervisor</i>	<i>16.08</i>	<i>16.64</i>	<i>17.22</i>	<i>17.83</i>	<i>18.45</i>	<i>19.10</i>
<i>Dispatcher</i>	<i>14.53</i>	<i>15.04</i>	<i>15.57</i>	<i>16.11</i>	<i>16.68</i>	<i>17.26</i>
<u>REGULAR REDUCED HOURS SCHEDULE</u>						
<i>COA Coordinator</i>	<i>17.00</i>	<i>17.59</i>	<i>18.21</i>	<i>18.84</i>	<i>19.50</i>	<i>20.18</i>
<b>Children's Librarian</b>	<b>17.03</b>	<b>17.62</b>	<b>18.24</b>	<b>18.88</b>	<b>19.54</b>	<b>20.22</b>
<b>Sr. Library Technician</b>	<b>12.56</b>	<b>13.00</b>	<b>13.45</b>	<b>13.92</b>	<b>14.41</b>	<b>14.91</b>
<b>Library Technician</b>	<b>10.69</b>	<b>11.07</b>	<b>11.45</b>	<b>11.85</b>	<b>12.27</b>	<b>12.70</b>
<b>DPW Worker</b>	<b>16.08</b>	<b>16.64</b>	<b>17.22</b>	<b>17.83</b>	<b>18.45</b>	<b>19.10</b>
<u>REGULAR PART-TIME SCHEDULE</u>						
<i>Secretary I</i>	<i>13.45</i>	<i>13.92</i>	<i>14.41</i>	<i>14.91</i>	<i>15.44</i>	<i>15.98</i>
<i>Secretary II</i>	<i>17.00</i>	<i>17.59</i>	<i>18.21</i>	<i>18.84</i>	<i>19.50</i>	<i>20.18</i>
<b>Children's Librarian</b>	<b>17.03</b>	<b>17.62</b>	<b>18.24</b>	<b>18.88</b>	<b>19.54</b>	<b>20.22</b>
<b>Sr. Library Technician</b>	<b>12.56</b>	<b>13.00</b>	<b>13.45</b>	<b>13.92</b>	<b>14.41</b>	<b>14.91</b>
<b>Library Technician</b>	<b>10.69</b>	<b>11.07</b>	<b>11.45</b>	<b>11.85</b>	<b>12.27</b>	<b>12.70</b>

	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
<b>REGULAR PART-TIME SCHEDULE (cont'd)</b>						
Transfer Station Operator I	14.69	15.20	15.73	16.28	16.85	17.44
Conservation Agent	20.60	21.32	22.07	22.84	23.64	24.47
<b>PER DIEM SCHEDULE</b>						
Fire Lieutenant/EMT	14.94					
Call Fighter/EMT	13.57					
Call Firefighter	13.57					
Special Police Officer	13.57					
Dispatcher	13.57					
<b>INTERMITTENT SCHEDULE</b>						
Cemetery Superintendent	7,128.21	annually				
Cemetery Laborer	8.94					
Registrar Chairperson	764.72	annually				
Clerk of Elections	9.72					
Election Worker	8.64					
Registrar Member	229.44	annually (plus \$0.33 a head)				
Veterans' Agent	12.61					
Call Fire Chief	35.02					
Deputy Fire Chief	16.42					
Fire Captain	15.68					
Fire Lieutenant	14.94					
Call Firefighter/EMT	13.57					
Fire Department Chaplain	13.57					
Call Building Inspector	35.02					
Special Police Officer	13.57					
Lock-up Attendant	12.16					
Dispatcher	13.57					
Seasonal Maintenance Worker	11.07					
Snow Plower	17.55					
Seasonal Conservation Worker	10.38					
Assistant Building Inspector	21.59					
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	8,984.42	annually				
Assistant Dog Officer	8.81	4 hour call min				
Animal Control Officer	2,188.51	annually				
Animal Inspector	806.29	annually				
Fence Viewer	40.00	annually				
Field Driver	45.00	annually				
Director of Summer Playground	15.81					
Director of Gymnastics	15.21					
Director of Winter Programs	15.21					
Lead Counselor	11.52					
Counselor	8.64					
Counselor-in-Training	8.08					
Intern (Town Hall)	8.64					
Library Page	8.64					
Junior Library Page	7.78					

<b>Elected Positions</b>	<b>FY 2004</b>		<b>FY 2005</b>		
Selectman	400.00	annually	No change		
Board of Health Member	166.67	annually	No change		
Planning Board Member	109.00	annually	No change		
Library Trustee	0.00	annually	No change		
Moderator	25.00	per meeting	No change		
Constable	3.00	/warrant posted/location	No change		
Tax Collector	47,236.39	annually	48,653.48		
Town Clerk	30,765.83	annually	31,688.80		
<b>NOTES:</b>					
Italics: set by bargaining unit or personal contract					
Bold: set by Personnel Board					
CPI-U for the Boston area is 3%					
3% shown for elected officials					
Fee maximum is 1% of FY04 levy (or \$117,509)					
No increase shown for police - still under negotiation					
Salaries for primary department heads, with the exception of the Library Director, are still under negotiation.					

or take any other action relative thereto.

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

A public hearing was held on March 22, 2004.

**The Finance Committee defers its recommendation until Town Meeting.**

**NOTES:**

**ARTICLE 5 TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will appropriate and raise by taxation or otherwise for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2004; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

The operating budget categories and sums presented here represent the funds necessary for the Town to execute governmental, financial, public safety, education and maintenance functions provided to all Boxborough citizens. The tax rate implications and tradeoffs of the Town operating budget are described in detail in the Finance Committee Report at the end of the warrant.

The salaries and wages for both union and non-union employees (excluding all School employees) are commensurate with the amounts found in "Compensation of Positions FY2005 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above.

**NOTES:**

	<u>Account Name</u>	<u>FY03</u>	<u>FY03</u>	<u>FY04</u>	<u>FY04</u>	<u>FY05</u>	<u>FY05 BUDGET</u>	<u>% CHANGE</u>	<u>Comments</u>
		<u>BUDGET</u>	<u>ACTUAL</u>	<u>BUDGET</u>	<u>DEC YTD</u>	<u>BUDGET</u>	<u>VS FY04</u>	<u>FY05 VS FY04</u>	
114	Total Salaries - Moderator	\$ 125	\$ 25	\$ 75	\$ -	\$ 75	\$ -	0.00%	
114	Total Other Expenses - Moderator	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
114	Total Moderator Expenses	\$ 125	\$ 25	\$ 75	\$ -	\$ 75	\$ -	0.00%	
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
119	Total Other Expenses - Town Constabl	\$ 300	\$ 76	\$ 150	\$ 19	\$ 100	\$ (50)	-33.33%	
119	Total Constable Expenses	\$ 300	\$ 76	\$ 150	\$ 19	\$ 100	\$ (50)	-33.33%	
122	Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 2,000	\$ -	0.00%	
122	Total Other Expenses - Selectman	\$ 14,165	\$ 7,307	\$ 2,150	\$ 1,041	\$ 1,810	\$ (340)	-15.81%	
122	Total Selectman Expenses	\$ 16,165	\$ 9,307	\$ 4,150	\$ 2,041	\$ 3,810	\$ (340)	-8.19%	
123	Total Salaries - Town Administrator	\$ 125,184	\$ 123,517	\$ 132,724	\$ 61,854	\$ 137,559	\$ 4,835	3.64%	
123	Total Other Expenses- Town Administ	\$ 4,800	\$ 4,800	\$ 4,800	\$ 2,000	\$ 5,625	\$ 825	17.19%	increase in mileage reimbursement
123	Total Expenses - Town Administrator	\$ 129,984	\$ 128,317	\$ 137,524	\$ 63,854	\$ 143,184	\$ 5,660	4.12%	
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Total Other Expenses- Finance Comm	\$ 450	\$ 125	\$ 450	\$ 130	\$ 450	\$ -	0.00%	
131	Total Expenses - Finance Committee	\$ 450	\$ 125	\$ 450	\$ 130	\$ 450	\$ -	0.00%	
135	Total Salaries - Accountant	\$ 49,708	\$ 41,853	\$ 45,051	\$ 21,334	\$ 48,026	\$ 2,975	6.60%	
135	Total Other Expenses- Accountant	\$ 23,225	\$ 31,117	\$ 20,340	\$ 4,319	\$ 22,055	\$ 1,715	8.43%	increase in audit expenses
135	Total Expenses - Accountant	\$ 72,933	\$ 72,970	\$ 65,391	\$ 25,653	\$ 70,081	\$ 4,690	7.17%	
141	Total Salaries - Assessor	\$ 47,325	\$ 47,325	\$ 50,941	\$ 24,123	\$ 54,305	\$ 3,364	6.60%	
141	Total Other Expenses-Assessor	\$ 11,245	\$ 8,494	\$ 8,855	\$ 5,328	\$ 7,991	\$ (864)	-9.76%	
141	Total Expenses - Assessor	\$ 58,570	\$ 55,819	\$ 59,796	\$ 29,451	\$ 62,296	\$ 2,500	4.18%	
145	Total Salaries - Treasurer	\$ 53,528	\$ 53,527	\$ 55,630	\$ 26,869	\$ 57,267	\$ 1,637	2.94%	
145	Total Other Expenses-Treasurer	\$ 66,700	\$ 21,624	\$ 18,500	\$ 8,817	\$ 18,863	\$ 363	1.96%	
145	Total Expenses - Treasurer	\$ 120,228	\$ 75,151	\$ 74,130	\$ 35,686	\$ 76,130	\$ 2,000	2.70%	
146	Total Salaries - Tax Collector	\$ 46,420	\$ 46,420	\$ 48,237	\$ 23,369	\$ 49,654	\$ 1,417	2.94%	
146	Total Other Expenses-Tax Collector	\$ 15,256	\$ 15,239	\$ 13,439	\$ 5,922	\$ 12,022	\$ (1,417)	-10.54%	
146	Total Expenses - Tax Collector	\$ 61,676	\$ 61,659	\$ 61,676	\$ 29,291	\$ 61,676	\$ -	0.00%	

Account Name		FY03	FY03	FY04	FY04	FY05	FY05 BUDGET	% CHANGE	Comments
		BUDGET	ACTUAL	BUDGET	DEC YTD	BUDGET	VS FY04	FY05 VS FY04	
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
151	Total Other Expenses-Legal	\$ 75,000	\$ 89,215	\$ 64,000	\$ 23,771	\$ 64,000	\$ -	0.00%	
151	Total Expenses - Legal	\$ 75,000	\$ 89,215	\$ 64,000	\$ 23,771	\$ 64,000	\$ -	0.00%	
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
152	Total Other Expenses-Personnel Board	\$ 350	\$ 290	\$ 330	\$ -	\$ 330	\$ -	0.00%	
152	Total Expenses - Personal Board	\$ 350	\$ 290	\$ 330	\$ -	\$ 330	\$ -	0.00%	
161	Total Salaries - Town Clerk	\$ 29,583	\$ 29,583	\$ 30,766	\$ 14,569	\$ 31,689	\$ 923	3.00%	
161	Total Other Expenses-Town Clerk	\$ 2,775	\$ 1,816	\$ 1,592	\$ 566	\$ 869	\$ (723)	-45.41%	
161	Total Expenses - Town Clerk	\$ 32,358	\$ 31,398	\$ 32,358	\$ 15,135	\$ 32,558	\$ 200	0.62%	
162	Total Salaries - Elect & Regist	\$ 4,001	\$ 3,558	\$ 2,905	\$ 705	\$ 4,610	\$ 1,705	58.69%	three elections in FY05
162	Total Other Elect & Regist	\$ 3,689	\$ 5,059	\$ 3,645	\$ 1,796	\$ 4,070	\$ 425	11.66%	
162	Total Expenses - Elect & Regist	\$ 7,690	\$ 8,617	\$ 6,550	\$ 2,501	\$ 8,680	\$ 2,130	32.52%	
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	\$ 16,630	\$ 16,630	0.00%	
171	Total Other - Conservation Comm	\$ 2,000	\$ 1,999	\$ 1,650	\$ 762	\$ 1,650	\$ -	0.00%	
171	Total Expenses - Conservation Comm	\$ 2,000	\$ 1,999	\$ 1,650	\$ 762	\$ 18,280	\$ 16,630	1007.88%	
175	Total Salaries - Planning Board	\$ 52,010	\$ 52,010	\$ 54,069	\$ 25,618	\$ 55,675	\$ 1,606	2.97%	
175	Total Other - Planning Board	\$ 6,221	\$ 6,023	\$ 4,162	\$ 768	\$ 3,897	\$ (265)	-6.37%	
175	Total Expenses - Planning Board	\$ 58,231	\$ 58,033	\$ 58,231	\$ 26,386	\$ 59,572	\$ 1,341	2.30%	
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
176	Total Other - Zoning Board	\$ 335	\$ 95	\$ 335	\$ 61	\$ 335	\$ -	0.00%	
176	Total Expenses - Zoning Board	\$ 335	\$ 95	\$ 335	\$ 61	\$ 335	\$ -	0.00%	
177	Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
177	Total Other - Housing Board	\$ -	\$ -	\$ 6,450	\$ 180	\$ 1,000	\$ (5,450)	-84.50%	
177	Total Expenses - Housing Board	\$ -	\$ -	\$ 6,450	\$ 180	\$ 1,000	\$ (5,450)	-84.50%	
192	Total Salaries - Town Hall	\$ 198,390	\$ 187,101	\$ 198,760	\$ 87,304	\$ 166,815	\$ (31,945)	-16.07%	
192	Total Other - Town Hall	\$ 104,565	\$ 66,987	\$ 77,371	\$ 22,944	\$ 81,475	\$ 4,104	5.30%	heating and cooling increase
	Total Expenses - Town Hall	\$ 302,955	\$ 254,088	\$ 276,131	\$ 110,248	\$ 248,290	\$ (27,841)	-10.08%	6 months of old library support
	Total Town Government - Salaries	\$ 608,274	\$ 586,917	\$ 621,158	\$ 286,744	\$ 624,305	\$ 3,147	0.51%	
	Total Town Government - Other Expenses	\$ 331,076	\$ 260,265	\$ 228,219	\$ 78,424	\$ 226,542	\$ (1,677)	-0.73%	
	Total Town Government - Total Expenses	\$ 939,350	\$ 847,182	\$ 849,377	\$ 365,169	\$ 850,847	\$ 1,470	0.17%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
210	Total Salaries - Police	\$ 685,753	\$ 671,717	\$ 685,784	\$ 298,820	\$ 715,463	\$ 29,679	4.33%	add back 9th police officer
210	Total Other - Police	\$ 91,384	\$ 86,125	\$ 91,328	\$ 34,657	\$ 93,378	\$ 2,050	2.24%	
210	Total Expenses - Police	\$ 777,137	\$ 757,842	\$ 777,112	\$ 333,477	\$ 808,841	\$ 31,729	4.08%	
220	Total Salaries - Fire	\$ 494,157	\$ 439,051	\$ 475,775	\$ 205,049	\$ 477,153	\$ 1,378	0.29%	
220	Total Other - Fire	\$ 50,850	\$ 48,695	\$ 53,020	\$ 23,834	\$ 70,795	\$ 17,775	33.53%	heating & cooling
220	Total Expenses - Fire	\$ 545,007	\$ 487,745	\$ 528,795	\$ 228,884	\$ 547,948	\$ 19,153	3.62%	truck maintenance & training
221	Total Salaries - Dispatch	\$ 181,613	\$ 165,046	\$ 184,536	\$ 81,977	\$ 184,527	\$ (9)	-0.01%	
221	Total Other - Dispatch	\$ 25,138	\$ 19,717	\$ 22,215	\$ 10,518	\$ 24,725	\$ 2,510	11.30%	training
221	Total Expenses - Dispatch	\$ 206,751	\$ 184,763	\$ 206,751	\$ 92,495	\$ 209,252	\$ 2,501	1.21%	
241	Total Salaries - Building Insp	\$ 48,070	\$ 20,337	\$ -	\$ -	\$ -	\$ -	0.00%	
241	Total Other - Building Insp	\$ 4,050	\$ 24,437	\$ 39,900	\$ 15,938	\$ 39,300	\$ (600)	-1.50%	
241	Total Expenses - Building Insp	\$ 52,120	\$ 44,774	\$ 39,900	\$ 15,938	\$ 39,300	\$ (600)	-1.50%	
249	Total Salaries - Asst Building Insp	\$ 6,500	\$ 1,359	\$ -	\$ -	\$ -	\$ -	0.00%	
249	Total Other - Asst Building Insp	\$ 250	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
249	Total Expenses - Asst Building Insp	\$ 6,750	\$ 1,359	\$ -	\$ -	\$ -	\$ -	0.00%	
291	Total Salaries - Civil Defense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
291	Total Other - Civil Defense	\$ 2,500	\$ 569	\$ 500	\$ -	\$ 500	\$ -	0.00%	
291	Total Expenses - Civil Defense	\$ 2,500	\$ 569	\$ 500	\$ -	\$ 500	\$ -	0.00%	
292	Total Salaries - Dog Officer	\$ 8,608	\$ 8,387	\$ 8,944	\$ 3,634	\$ 8,986	\$ 42	0.47%	
292	Total Other - Dog Officer	\$ 2,470	\$ 1,677	\$ 1,765	\$ 473	\$ 1,823	\$ 58	3.29%	
292	Total Expenses - Dog Officer	\$ 11,078	\$ 10,064	\$ 10,709	\$ 4,108	\$ 10,809	\$ 100	0.94%	
299	Total Salaries - Field Driver	\$ 40	\$ 40	\$ 40	\$ 40	\$ 45	\$ 5	12.50%	
299	Total Other - Field Driver	\$ 25	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
299	Total Expenses - Field Driver	\$ 65	\$ 40	\$ 40	\$ 40	\$ 45	\$ 5	12.50%	
200	Total Salaries - Protection	\$ 1,424,741	\$ 1,305,937	\$ 1,355,079	\$ 589,521	\$ 1,386,174	\$ 31,095	2.29%	
200	Total Other - Protection	\$ 176,667	\$ 181,220	\$ 208,728	\$ 85,421	\$ 230,521	\$ 21,793	10.44%	
200	Total Expenses - Protection	\$ 1,601,408	\$ 1,487,157	\$ 1,563,807	\$ 674,941	\$ 1,616,695	\$ 52,888	3.38%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
300	Total Salaries - Blanchard School	\$ 3,064,526	\$ 3,078,184	\$ 3,123,008	\$ 1,206,118	\$ 3,309,247	\$ 186,239	5.96%	
300	Total Other - School-Blanchard School	\$ 1,681,345	\$ 1,609,499	\$ 1,419,766	\$ 642,807	\$ 1,482,070	\$ 62,304	4.39%	
300	Total Expenses - Blanchard School	\$ 4,745,871	\$ 4,687,683	\$ 4,542,774	\$ 1,848,925	\$ 4,791,317	\$ 248,543	5.47%	
310	Total Salaries - Minuteman Vocational	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
310	Total Other - Minuteman Vocational HS	\$ 204,165	\$ 204,165	\$ 195,973	\$ 79,037	\$ 174,774	\$ (21,199)	-10.82%	
310	Total Expenses - Minuteman Vocational	\$ 204,165	\$ 204,165	\$ 195,973	\$ 79,037	\$ 174,774	\$ (21,199)	-10.82%	
320	Total Salaries - A/B RHS Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
320	Total Other - A/B RHS Assessment	\$ 3,607,454	\$ 3,607,454	\$ 4,326,696	\$ 2,163,348	\$ 4,788,078	\$ 461,382	10.66%	
320	Total Expenses - A/B RHS Assessment	\$ 3,607,454	\$ 3,607,454	\$ 4,326,696	\$ 2,163,348	\$ 4,788,078	\$ 461,382	10.66%	
	Tota Salaries - Education	\$ 3,064,526	\$ 3,078,184	\$ 3,123,008	\$ 1,206,118	\$ 3,309,247	\$ 186,239	5.96%	
	Total Other - Education	\$ 5,492,964	\$ 5,421,118	\$ 5,942,435	\$ 2,885,192	\$ 6,444,922	\$ 502,487	8.46%	
	Total Expenses - Education	\$ 8,557,490	\$ 8,499,302	\$ 9,065,443	\$ 4,091,310	\$ 9,754,169	\$ 688,726	7.60%	
422	Total Salaries - Public Works	\$ 254,172	\$ 249,665	\$ 274,520	\$ 134,448	\$ 337,676	\$ 63,156	23.01%	additional DPW worker
422	Total Other - Public Works	\$ 285,845	\$ 226,194	\$ 231,983	\$ 74,237	\$ 202,828	\$ (29,155)	-12.57%	
422	Total Expenses - Public Works	\$ 540,017	\$ 475,859	\$ 506,503	\$ 208,685	\$ 540,504	\$ 34,001	6.71%	
423	Total Salaries - Snow & Ice	\$ 33,306	\$ 33,306	\$ 33,306	\$ 10,091	\$ 33,306	\$ -	0.00%	
423	Total Other - Snow & Ice	\$ 30,670	\$ 58,220	\$ 32,000	\$ 8,334	\$ 32,000	\$ -	0.00%	
423	Total Expenses - Snow & Ice	\$ 63,976	\$ 91,526	\$ 65,306	\$ 18,425	\$ 65,306	\$ -	0.00%	
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
424	Total Other - Street Lighting	\$ 2,850	\$ 2,886	\$ 2,950	\$ 1,839	\$ 2,950	\$ -	0.00%	
424	Total Expenses - Street Lighting	\$ 2,850	\$ 2,886	\$ 2,950	\$ 1,839	\$ 2,950	\$ -	0.00%	
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
429	Total Other - Fuel	\$ 32,767	\$ 26,618	\$ 32,767	\$ 13,625	\$ 34,767	\$ 2,000	6.10%	
429	Total Expenses - Fuel	\$ 32,767	\$ 26,618	\$ 32,767	\$ 13,625	\$ 34,767	\$ 2,000	6.10%	
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Other - Hazardous Waste Coll	\$ 10,396	\$ 13,950	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Expenses - Hazardous Waste Co	\$ 10,396	\$ 13,950	\$ -	\$ -	\$ -	\$ -	0.00%	
491	Total Salaries - Cemetery	\$ 7,541	\$ 7,172	\$ 7,807	\$ 3,460	\$ 7,807	\$ -	0.00%	
491	Total Other - Cemetery	\$ 1,450	\$ 1,249	\$ 1,150	\$ -	\$ 1,150	\$ -	0.00%	
491	Total Expenses - Cemetery	\$ 8,991	\$ 8,421	\$ 8,957	\$ 3,460	\$ 8,957	\$ -	0.00%	
	Total Salaries-Public Works & Facilities	\$ 295,019	\$ 290,143	\$ 315,633	\$ 147,999	\$ 378,789	\$ 63,156	20.01%	
	Total - OtherPublic Works & Facilities	\$ 363,978	\$ 329,118	\$ 300,850	\$ 98,035	\$ 273,695	\$ (27,155)	-9.03%	
	Total Expenses-Public Works - Facilitie	\$ 658,997	\$ 619,261	\$ 616,483	\$ 246,035	\$ 652,484	\$ 36,001	5.84%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
510	Total Other - Landfill Monitoring	\$ 7,000	\$ 5,830	\$ 5,500	\$ -	\$ 5,500	\$ -	0.00%	
510	Total Expenses - Landfill Monitoring	\$ 7,000	\$ 5,830	\$ 5,500	\$ -	\$ 5,500	\$ -	0.00%	
511	Total Salaries - Board of Health	\$ 501	\$ 500	\$ 501	\$ 251	\$ 501	\$ -	0.00%	
511	Total Other - Board of Health	\$ 4,665	\$ 1,919	\$ 1,765	\$ 50	\$ 1,765	\$ -	0.00%	
511	Total Expenses - Board of Health	\$ 5,166	\$ 2,419	\$ 2,266	\$ 301	\$ 2,266	\$ -	0.00%	
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
519	Total Other - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 2,268	\$ 9,073	\$ -	0.00%	
519	Total Expenses - Environmental Services	\$ 9,073	\$ 9,073	\$ 9,073	\$ 2,268	\$ 9,073	\$ -	0.00%	
521	Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
521	Total Other - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%	
521	Total Expenses - Family Services	\$ 4,000	\$ 4,000	\$ 4,000	\$ -	\$ 4,000	\$ -	0.00%	
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
522	Total Other - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 581	\$ 2,325	\$ -	0.00%	
522	Total Expenses - Nursing Services	\$ 2,325	\$ 2,325	\$ 2,325	\$ 581	\$ 2,325	\$ -	0.00%	
523	Total Salaries - Mental Health Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	\$ 7,000	\$ -	0.00%	
541	Total Salaries - Council on Aging	\$ 20,505	\$ 20,505	\$ 22,065	\$ 10,670	\$ 23,513	\$ 1,448	6.56%	
541	Total Other - Council on Aging	\$ 3,435	\$ 3,399	\$ 2,785	\$ 1,412	\$ 2,785	\$ -	0.00%	
541	Total Expenses - Council on Aging	\$ 23,940	\$ 23,904	\$ 24,850	\$ 12,082	\$ 26,298	\$ 1,448	5.83%	
543	Total Salaries - Veterans	\$ 50	\$ 318	\$ 50	\$ 50	\$ 50	\$ -	0.00%	
543	Total Other - Veterans	\$ 250	\$ 305	\$ 250	\$ 35	\$ 50	\$ (200)	-80.00%	
543	Total Expenses - Veterans	\$ 300	\$ 622	\$ 300	\$ 85	\$ 100	\$ (200)	-66.67%	
599	Total Salaries - Inspect of Animals	\$ 753	\$ 753	\$ 783	\$ 391	\$ 807	\$ 24	3.07%	
599	Total Other - Inspect of Animals	\$ 600	\$ 447	\$ -	\$ -	\$ -	\$ -	0.00%	
599	Total Expenses - Inspect of Animals	\$ 1,353	\$ 1,200	\$ 783	\$ 391	\$ 807	\$ 24	3.07%	
600	Total Salaries - Animal Control Officer	\$ 2,044	\$ 2,043	\$ 2,126	\$ 1,062	\$ 2,189	\$ 63	2.96%	
600	Total Other - Animal Control Officer	\$ 300	\$ -	\$ -	\$ -	\$ 330	\$ 330	0.00%	
600	Total Expenses - Animal Control Office	\$ 2,344	\$ 2,043	\$ 2,126	\$ 1,062	\$ 2,519	\$ 393	18.49%	
	Total Salaries-Health Services	\$ 23,853	\$ 24,119	\$ 25,525	\$ 12,425	\$ 27,060	\$ 1,535	6.01%	
	Total - Other - Health Services	\$ 38,648	\$ 34,298	\$ 32,698	\$ 4,346	\$ 32,828	\$ 130	0.40%	
	Total Expenses-Health Services	\$ 62,501	\$ 58,417	\$ 58,223	\$ 16,771	\$ 59,888	\$ 1,665	2.86%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
610	Total Salaries - Library	\$ 85,810	\$ 78,782	\$ 86,308	\$ 37,437	\$ 95,621	\$ 9,313	10.79%	6 months of operation in new library additional operating costs for new library 6 mths
610	Total Other - Library	\$ 39,819	\$ 39,801	\$ 39,321	\$ 16,568	\$ 67,550	\$ 28,229	71.79%	
610	Total Expenses - Library	\$ 125,629	\$ 118,583	\$ 125,629	\$ 54,005	\$ 163,171	\$ 37,542	29.88%	
630	Total Salaries - Recreation Comm	\$ 19,745	\$ 18,448	\$ 20,665	\$ 15,943	\$ 21,268	\$ 603	2.92%	
630	Total Other - Recreation Comm	\$ 10,550	\$ 8,104	\$ 9,630	\$ 3,414	\$ 9,028	\$ (602)	-6.25%	
630	Total Expenses - Recreation Comm	\$ 30,295	\$ 26,552	\$ 30,295	\$ 19,358	\$ 30,296	\$ 1	0.00%	
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
691	Total Other - Historical Comm	\$ 450	\$ 450	\$ 300	\$ -	\$ 300	\$ -	0.00%	
691	Total Expenses - Historical Comm	\$ 450	\$ 450	\$ 300	\$ -	\$ 300	\$ -	0.00%	
692	Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
692	Total Other - Public Celebration	\$ 1,000	\$ 610	\$ 700	\$ -	\$ 665	\$ (35)	-5.00%	
692	Total Expenses - Public Celebration	\$ 1,000	\$ 610	\$ 700	\$ -	\$ 665	\$ (35)	-5.00%	
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
693	Total Other - Steele Farm	\$ 2,090	\$ 220	\$ 500	\$ 22	\$ 500	\$ -	0.00%	
693	Total Expenses - Steele Farm	\$ 2,090	\$ 220	\$ 500	\$ 22	\$ 500	\$ -	0.00%	
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
699	Total Other - A/B Cultural Council	\$ 1,000	\$ 993	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
699	Total Expenses - A/B Cultural Council	\$ 1,000	\$ 993	\$ 1,000	\$ 1,000	\$ 1,000	\$ -	0.00%	
	Total Salaries - Culture & Recreation	\$ 105,555	\$ 97,230	\$ 106,973	\$ 53,381	\$ 116,889	\$ 9,916	9.27%	
	Total Other- Culture & Recreation	\$ 54,909	\$ 50,178	\$ 51,451	\$ 21,004	\$ 79,043	\$ 27,592	53.63%	
	Total Expenses - Culture & Recreation	\$ 160,464	\$ 147,408	\$ 158,424	\$ 74,384	\$ 195,932	\$ 37,508	23.68%	
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
710	Total Other - Maturing Debt Principal	\$ 909,512	\$ 909,512	\$ 857,684	\$ 415,162	\$ 552,752	\$ (304,932)	-35.55%	
710	Total Expenses - Maturing Debt Princip	\$ 909,512	\$ 909,512	\$ 857,684	\$ 415,162	\$ 552,752	\$ (304,932)	-35.55%	
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
751	Total Other - Maturing Debt Interest	\$ 514,429	\$ 513,470	\$ 562,368	\$ 374,991	\$ 559,314	\$ (3,054)	-0.54%	
751	Total Expenses - Maturing Debt Interes	\$ 514,429	\$ 513,470	\$ 562,368	\$ 374,991	\$ 559,314	\$ (3,054)	-0.54%	
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other - Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	
	Total Expenses - Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	

	Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
830	Total Other - County Ret Assessment	\$ 193,272	\$ 193,272	\$ 232,331	\$ 232,331	\$ 264,076	\$ 31,745	13.66%	increase in assessment
830	Total Expenses - County Ret Assessment	\$ 193,272	\$ 193,272	\$ 232,331	\$ 232,331	\$ 264,076	\$ 31,745	13.66%	
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
912	Total Other - Other Benefit Insurance	\$ 42,433	\$ 27,310	\$ 98,049	\$ 40,429	\$ 67,853	\$ (30,196)	-30.80%	
912	Total Expenses - Other Benefit Insurance	\$ 42,433	\$ 27,310	\$ 98,049	\$ 40,429	\$ 67,853	\$ (30,196)	-30.80%	
913	Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Other - Deferred Compensation	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Expenses - Deferred Compensation	\$ 900	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Other - FICA	\$ 22,500	\$ 11,922	\$ 22,500	\$ 4,981	\$ 12,000	\$ (10,500)	-46.67%	
914	Total Expenses - FICA	\$ 22,500	\$ 11,922	\$ 22,500	\$ 4,981	\$ 12,000	\$ (10,500)	-46.67%	
915	Total Salaries - Med,Life, LTD Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
915	Total Other - Med,Life, LTD Insurance	\$ 709,011	\$ 764,934	\$ 802,430	\$ 421,035	\$ 911,675	\$ 109,245	13.61%	increase in insurance
915	Total Expenses - Med,Life, LTD Insurance	\$ 709,011	\$ 764,934	\$ 802,430	\$ 421,035	\$ 911,675	\$ 109,245	13.61%	
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
945	Total Other - Liability Insurance	\$ 77,842	\$ 69,159	\$ 80,000	\$ 47,158	\$ 90,000	\$ 10,000	12.50%	increase in insurance
945	Total Expenses - Liability Insurance	\$ 77,842	\$ 69,159	\$ 80,000	\$ 47,158	\$ 90,000	\$ 10,000	12.50%	
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other- Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
	Total Expenses- Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
820	Total Salaries - Cherry Sheet Assessment	\$ -	\$ -	\$ -				0.00%	
820	Total Other - Cherry Sheet Assessment	\$ -	\$ -	\$ 61,327		\$ 67,340		0.00%	
820	Total Expenses - Cherry Sheet Assessment	\$ -	\$ -	\$ 61,327				0.00%	
131	Reserve Fund - Original Budget	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	
131	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Reserve Fund - Net Balance	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	

Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
<b>SALARIES</b>								
Town Government	\$ 608,274	\$ 586,917	\$ 621,158	\$ 286,744	\$ 624,305	\$ 3,147	0.51%	
Protection	\$ 1,424,741	\$ 1,305,937	\$ 1,355,079	\$ 589,521	\$ 1,386,174	\$ 31,095	2.29%	
Public Works & Facilities	\$ 295,019	\$ 290,143	\$ 315,633	\$ 147,999	\$ 378,789	\$ 63,156	20.01%	
Health Services	\$ 23,853	\$ 24,119	\$ 25,525	\$ 12,425	\$ 27,060	\$ 1,535	6.01%	
Cultural & Recreation	\$ 105,555	\$ 97,230	\$ 106,973	\$ 53,381	\$ 116,889	\$ 9,916	9.27%	
<b>Total Town</b>	<b>\$ 2,457,442</b>	<b>\$ 2,304,345</b>	<b>\$ 2,424,369</b>	<b>\$ 1,090,069</b>	<b>\$ 2,533,217</b>	<b>\$ 108,848</b>	<b>4.49%</b>	
Education	\$ 3,064,526	\$ 3,078,184	\$ 3,123,008	\$ 1,206,118	\$ 3,309,247	\$ 186,239	5.96%	
Employee Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>TOTAL SALARIES</b>	<b>\$ 5,521,968</b>	<b>\$ 5,382,529</b>	<b>\$ 5,547,377</b>	<b>\$ 2,296,187</b>	<b>\$ 5,842,464</b>	<b>\$ 295,087</b>	<b>5.32%</b>	
<b>OTHER EXPENSES</b>								
Town Government	\$ 331,076	\$ 260,265	\$ 228,219	\$ 78,424	\$ 226,542	\$ (1,677)	-0.73%	
Protection	\$ 176,667	\$ 181,220	\$ 208,728	\$ 85,421	\$ 230,521	\$ 21,793	10.44%	
Public Works & Facilities	\$ 363,978	\$ 329,118	\$ 300,850	\$ 98,035	\$ 273,695	\$ (27,155)	-9.03%	
Health Services	\$ 38,648	\$ 34,298	\$ 32,698	\$ 4,346	\$ 32,828	\$ 130	0.40%	
Cultural & Recreation	\$ 54,909	\$ 50,178	\$ 51,451	\$ 21,004	\$ 79,043	\$ 27,592	53.63%	
<b>Total Town</b>	<b>\$ 965,278</b>	<b>\$ 855,079</b>	<b>\$ 821,946</b>	<b>\$ 287,231</b>	<b>\$ 842,629</b>	<b>\$ 20,683</b>	<b>2.52%</b>	
Education	\$ 5,492,964	\$ 5,421,118	\$ 5,942,435	\$ 2,885,192	\$ 6,444,922	\$ 502,487	8.46%	
Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	
Reserve Fund	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 8,108,863</b>	<b>\$ 8,765,777</b>	<b>\$ 9,565,744</b>	<b>\$ 4,713,335</b>	<b>\$ 9,891,221</b>	<b>\$ 325,477</b>	<b>3.40%</b>	

Account Name	FY03 BUDGET	FY03 ACTUAL	FY04 BUDGET	FY04 DEC YTD	FY05 BUDGET	FY05 BUDGET VS FY04	% CHANGE FY05 VS FY04	Comments
<b>TOTAL EXPENSES</b>								
Town Government	\$ 939,350	\$ 847,182	\$ 849,377	\$ 365,169	\$ 850,847	\$ 1,470	0.17%	
Protection	\$ 1,601,408	\$ 1,487,157	\$ 1,563,807	\$ 674,941	\$ 1,616,695	\$ 52,888	3.38%	
Public Works & Facilities	\$ 658,997	\$ 619,261	\$ 616,483	\$ 246,035	\$ 652,484	\$ 36,001	5.84%	
Health Services	\$ 62,501	\$ 58,417	\$ 58,223	\$ 16,771	\$ 59,888	\$ 1,665	2.86%	
Cultural & Recreation	\$ 160,464	\$ 147,408	\$ 158,424	\$ 74,384	\$ 195,932	\$ 37,508	23.68%	
<b>Total Town</b>	<b>\$ 3,422,720</b>	<b>\$ 3,159,424</b>	<b>\$ 3,246,315</b>	<b>\$ 1,377,300</b>	<b>\$ 3,375,846</b>	<b>\$ 129,531</b>	<b>3.99%</b>	
Education	\$ 8,557,490	\$ 8,499,302	\$ 9,065,443	\$ 4,091,310	\$ 9,754,169	\$ 688,726	7.60%	
Employee Benefits	\$ 1,045,958	\$ 1,066,598	\$ 1,235,310	\$ 745,934	\$ 1,345,604	\$ 110,294	8.93%	
Debt Service	\$ 1,423,941	\$ 1,422,982	\$ 1,420,052	\$ 790,153	\$ 1,112,066	\$ (307,986)	-21.69%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ 146,000	\$ -	\$ 146,000	\$ 4,825	\$ 146,000	\$ -	0.00%	
	\$ -							
<b>TOTAL EXPENSES</b>	<b>\$ 14,596,109</b>	<b>\$ 14,148,306</b>	<b>\$ 15,113,121</b>	<b>\$ 7,009,522</b>	<b>\$ 15,733,685</b>	<b>\$ 620,564</b>	<b>4.11%</b>	
Budget Prior to Reserve Fund Calculati	\$ 14,450,109		\$ 14,967,121	\$ 7,004,696	\$ 15,587,685	\$ 620,564	4.15%	

## Blanchard Memorial School

**FY2005**

Budget

### *Accounts Summary*

<b>ACCOUNT</b>	<b>CATEGORY</b>	<b>EXP. 03</b>	<b>APPROP 04</b>	<b>REQ. 05</b>	<b>\$ DIFF 04</b>	<b>% DIFF.</b>
1100	School Comm.	22,785	18,482	16,613	-1,869	-10.11%
1400	Bus. Office	72,209	75,895	79,767	3,872	5.10%
2100	Special Ed Office	88,953	97,904	103,294	5,390	5.51%
2200	Supt/Prin	240,350	256,903	269,821	12,918	5.03%
2250	Tech Admin	94,839	93,608	108,118	14,510	15.50%
2300	Teaching	2,548,447	2,468,143	2,642,681	174,538	7.07%
2350	Prof.	79,082	80,102	65,602	-14,500	-18.10%
	Development					
2400	Textbooks	25,668	10,113	10,113	0	0.00%
2500	Media	91,244	72,675	84,508	11,833	16.28%
2700	Guidance	51,883	32,042	44,190	12,148	37.91%
2800	Psychological	22,750	27,815	30,087	2,272	8.17%
3200	Health Services	44,666	41,324	44,879	3,555	8.60%
3300	Transportation	319,868	319,784	360,817	41,033	12.83%
3400	Food Services	11,703	6,211	6,399	188	3.03%
4130	Utilities	101,850	106,943	112,290	5,347	5.00%
4220	Maintenance	201,412	181,266	188,796	7,530	4.15%
4400	Technology	94,134	48,395	61,095	12,700	26.24%
5100	Retirement	25,165	56,548	6,150	-50,398	-89.12%
6300	Civic Activities	10,000	5,228	5,541	313	5.98%
7000	Capital Exp.	52,341	19,060	34,284	15,224	79.87%
9100	SPED Tuition	325,543	298,929	296,642	-2,287	-0.77%
9400	Collaborative	220,978	225,405	219,631	-5,774	-2.56%
	<b>TOTALS</b>	<b>4,745,870</b>	<b>4,542,775</b>	<b>4,791,317</b>	<b>248,542</b>	<b>5.47%</b>

**ARTICLE 6 CLOSE OUT OLD ARTICLES\*\***

(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of monies in the amount of \$826.36, more or less as voted by past Town Meetings, to be used towards funding the Town’s operating budget for the fiscal year beginning July 1, 2004 as detailed in Article 5, or take or take any other action relative thereto.

The articles to be closed or reduced are indicated below:

<b>Article #</b>		<b>Description</b>	<b>Amount</b>
Article 2	05/99 (STM)	Town Accountant's Computer Spec. Article	\$ 5.42
Article 20	05/01 (ATM)	Police Camera & Cell Monitor	\$ 124.00
Article 21	05/01 (ATM)	Police Dept. Admin. Cruiser	\$ 107.00
Article 28	05/01 (ATM)	Blanchard School/Comp. Hardware & Software	\$ 2.74
Article 22	05/01 (ATM)	DPW Truck, Tractor & Equip.	
Article 26	05/03 (ATM)	Snow Removal Equipment	\$ 80.00
Article 30	05/02 (ATM)	Water Resource Study Consultant	\$ 507.20
			\$ 826.36

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 7 REVOLVING FUND - ELECTRICAL INSPECTION \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay electrical inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of electrical inspection fees collected must be disbursed to the Electrical Inspector, and 10% remains for Town administrative fees. Finance Committee supports the disbursement cap of \$50,000 and the provision to rollover unused funds to FY06. This article has no tax rate implications to the Town.

**NOTES:**

**ARTICLE 8        REVOLVING FUND - PLUMBING AND GAS INSPECTION \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article is required to re-authorize the revolving fund established to pay the Plumbing and Gas Inspectors from the fees collected for the indicated purpose, and to set the maximum annual disbursement from the fund. Currently, the applicable fee schedule states that 90% of plumbing and gas inspection fees collected must be disbursed to the Plumbing and Gas Inspector, and 10% remains for Town administrative fees. The Finance Committee supports the disbursement cap of \$15,000 and the provision to rollover unused funds to FY06. This article has no tax rate implications to the Town.

**NOTES:**

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**ARTICLE 9        REVOLVING FUND - FIRE ARMS PERMITS \*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund for the purposes indicated. According to the State firearms law, the Police Department collects fees when issuing a firearms permit. They must then submit 50% of those fees to the State. This fund allows the financial mechanism to work efficiently. It is capped at the same level as FY 04 (\$2,000) and has no tax rate implications to the town.

**NOTES:**

**ARTICLE 10 REVOLVING FUND - LIBRARY FINES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving library fees, fines and penalties and that all fees, fines and penalties be deposited in said fund to pay for library material acquisitions or services, up to a maximum of Five Thousand Dollars (\$5,000), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of the fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Library Trustees recommend.**

The Library Trustees recommend passage of this article. It would permit the library to use fees and fines that are collected up to \$5,000 per year for acquisition or replacement of materials and services provided by the library.

**The Finance Committee recommends unanimously.**

This article re-authorizes the revolving fund that allows the library to use the modest income from fees and fines to replace and/or augment their current holdings.

**NOTES:**

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**ARTICLE 11 REVOLVING FUND - DOG LICENSE FEES\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article re-authorizes the existing revolving fund. It allows for the acceptance of licensing fees and provides the financial mechanism to pay for the expenses related to licensing, assessing fines and for damage to fowl or livestock. It is funded at the same level (\$4,000 maximum) as authorized in FY04 and has no tax rate implications to the Town.

**NOTES:**

**ARTICLE 12      REVOLVING FUND – STEELE FARM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies from the sale of trees and other wood and farm products and from leasing and rental fees and paying expenses of the Steele Farm up to Three Thousand Dollars (\$3,000), to be under the direction of the Steele Farm Advisory Committee who shall approve all such expenditure by a majority vote; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006 to pay for expenses not yet completed; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article re-authorizes the revolving fund and allows the addition of income from other wood and farm products and from leasing and rental fees. This expands the sources of income to fund the restoration and maintenance of the Steele Farm property.

**NOTES:**

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**ARTICLE 13      REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2005 be carried over into fiscal year 2006; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

This article reauthorizes a revolving fund initially approved at the May 2002 Annual Town Meeting. The Integrated Pre-School Program initiative has proved both beneficial to the students involved and a financially effective means of providing required services. Reauthorizing this revolving fund will ensure that tuitions and other fees collected will benefit the Program, offsetting School Department costs and effectively reducing the Program appropriations by the estimated fees to be collected.

**NOTES:**

**ARTICLE 14 ELDERLY TAX RELIEF – INCREASE IN 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 up to 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

**The Finance Committee recommends unanimously.**

At the May 1999 Annual Town Meeting the Town approved Elderly Tax Relief according to the state statute identified above. State law requires that this be reauthorized by the taxpayers annually prior to the setting of the tax rate. This tax relief act has stringent income and asset guidelines. While the total senior-citizen property tax abatement associated with this program is small, the Finance Committee believes that it is important to assist those long-term residents who may find it onerous to pay their property taxes. Many of these residents may have little use for some Town services, enacted in recent years and differing fundamentally in scope and expense from their historical experience and needs. The cost to the town of all Elderly tax relief articles is under \$3,000.

**NOTES:**

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**ARTICLE 15 ELDERLY TAX RELIEF – ADJUST ELIGIBILITY REQUIREMENTS FOR PROPERTY TAX EXEMPTION\*\***

(Majority vote required)

To see if the Town will vote to adjust the eligibility requirements senior citizens must meet in order to qualify for a property tax exemption under M.G.L. Chapter 59, Section 5(41C) and the amount of the exemption granted to those who qualify for the fiscal year beginning July first two thousand and four (7/1/04) as follows: Reduce the minimum age from 70 to 65; increase the exemption amount by 100%; increase the gross receipts limit from \$13,000 to \$20,000 if single and from \$15,000 to \$30,000 if married; increase the whole estate limit from \$28,000 to \$40,000 if single and from \$30,000 to \$55,000 if married; or take any action relative thereto.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**NOTES:**

**ARTICLE 16 ELDERLY TAX RELIEF – INCREASE IN INCOME AND ASSET LIMITS BY COLA\*\***  
(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 59, Section 5(41D) to increase the amount of the income and assets certain senior citizens may have to qualify for an exemption under M.G.L. Chapter 59 Section 5(41C) by the COLA determined by the Commissioner of Revenue; or take any action relative thereto.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**NOTES:**

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**ARTICLE 17 ELDERLY TAX RELIEF – INCREASE IN ASSET LIMITS BY COLA\*\***  
(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 59, Section 5(17E) to increase the amount of assets certain senior citizens and surviving spouses and minors may have and qualify for an exemption under M.G.L. Chapter 59, Section 5(17D) by the COLA determined by the Commissioner of Revenue; or take any action relative thereto.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**NOTES:**

**ARTICLE 18 ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS BY COLA\*\***

(Majority vote required)

To see if the Town will vote to accept a M.G.L. Chapter 59, Section 5 provision added by Chapter 181 of the Acts of 1995 to increase the amount of the exemption granted to certain senior citizens and surviving spouses and minors under M.G.L. Chapter 59, Section 5(17D) by 100% of the COLA as determined by the Commissioner of Revenue; or take any action relative thereto.

**Explanation re: Articles 14 – 18**

These acceptance statutes will enable the Town to provide qualifying seniors with the maximum exemption amount allowed by the State. Exemption amounts and qualification criteria will be increased to keep pace with the cost of living. Presently, only three exemptions are granted under clauses 17 and 41. The total financial impact to the Town of accepting these sections of the general laws will be less than \$2,000.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town.

**NOTES:**

**ARTICLE 19 SMALL PERSONAL PROPERTY ACCOUNT EXEMPTION\*\***

(Majority vote required)

To see if the Town will vote to accept M.G.L. Chapter 59 Section 5(54), added by Chapter 159 of the Acts of 2000, to establish a minimum fair cash value requirement of \$5,000 for personal property accounts to be taxed effective the fiscal year beginning July first two thousand and four (7/1/04); or take any action relative thereto.

**Explanation**

Eighty-four of the one hundred fifty-six Personal Property accounts are valued at less than \$5,000. The total tax collected for these 84 accounts is approximately \$2,000. This year, another 50 plus businesses have registered with the Town Clerk, the vast majority being small home-based businesses with minimal taxable property. The time involved to inspect and process these accounts is not cost-effective. The State has recognized this and allows towns the option of setting a minimum value for personal property accounts to be taxed.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the above. There is little financial impact to the Town and this article streamlines Town Hall operations.

**NOTES:**

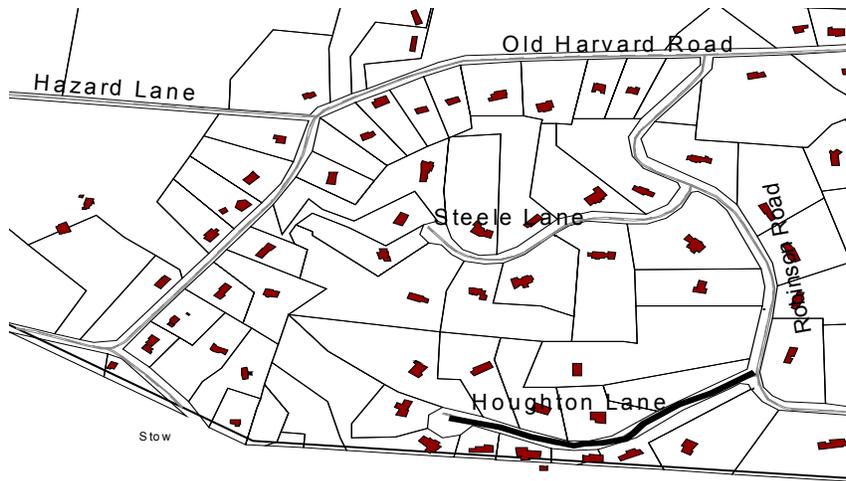
**ARTICLE 20 ROAD ACCEPTANCE – HOUGHTON LANE\*\***

(Majority vote required)

To see if the Town will vote to accept the laying out and establishment as a Town Way, a way known as Houghton Lane, together with the right to install, maintain, replace and repair all drainage structures constructed in the way and in appurtenant drainage easements and to discharge surface and subsurface drain water in the appurtenant drainage easements, within the boundaries and measurements of the way and said easements shown on the plans entitled: “Definitive Plan ‘The Heights’ at Houghton Lane, Boxborough & Stow, Mass.,” prepared for: Habitech Inc., scale 1”=40’, dated: March 14, 1997 and revised on 3/25/97, 11/4/97 and 7/28/98, drawn by: Hayes Engineering Inc., recorded with Middlesex South District Registry of Deeds as Plan No. 1049 of 1998 in Book 29140, Page 472 (the “Plan”), and to which plan reference may be had for a more particular description of said Houghton Lane and “As Built Plan of Houghton Lane” prepared by Bill Boston Survey, Inc., dated February 4, 2004, revised on 3/17/04 and to authorize the Selectmen to acquire, by gift, the fee or any lesser interest in said way for all purposes for which public ways are used in the Town, as well as easements for drainage or otherwise in any of the lands as may be necessary in connection with use of Houghton Lane as a public way; or take any action relative thereto.

**Explanation**

Houghton Lane has been completed as a subdivision road in accordance with the Subdivision Rules and Regulations. The road meets all of the requirements specified in the Regulations for acceptance as a public way.



**The Finance Committee recommends unanimously.**

The road has met all subdivision requirements and is ready for acceptance.

**NOTES:**

**ARTICLE 21      CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money 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 Finance Committee recommends unanimously.**

Passage of Article 21 would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Department of Revenue through the Commonwealth of Massachusetts.

**NOTES:**

**ARTICLE 22      CAPITAL EXPENDITURE – HEAVY DUTY DUMP TRUCK WITH HYDRAULIC DUMP BODY**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighty-eight Thousand Dollars (\$88,000), more or less, for the purpose of acquiring a heavy duty dump truck with hydraulic dump body for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

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

The Town currently owns three heavy-duty dump trucks, two 1984 models, and one 1988 model. These trucks are imperative for getting the roads plowed efficiently and safely. Currently, the DPW drives 143 miles (at 14 miles per hour) to do one plow pass through the town... the equivalent of driving from Boston to New Haven, CT. This must be done several times during any significant snowstorm.

The three trucks are truly showing their age, and requiring increasingly more time and money for necessary maintenance. We believe that we cannot continue to put off this expenditure without dramatically impacting services to the Town this coming winter.

**The Finance Committee recommends unanimously.**

Passage of Article 22 would enable the Town to raise and appropriate approximately Eighty-eight Thousand Dollars (\$88,000) for the purpose of obtaining a heavy-duty dump truck (the “HD Dump Truck”) to be used by the Public Works Department. The HD Dump Truck would have multiple uses that benefit all citizens of the Town including, but not limited to, plowing and sanding streets; repairing streets, fields and conservation land; and hauling materials to and from work sites. The HD Dump Truck would replace an obsolete 1988 dump truck that is no longer effective and, if not completely overhauled at a significant cost, would pose a safety hazard to Public Works Department workers and Town citizens. A complete overhaul of the HD Dump Truck would be especially expensive as the engine is no longer manufactured and costly replacement parts would have to be specially made to fit the old truck. The life expectancy of the HD Dump Truck is twenty (20) years.

**NOTES:**

**ARTICLE 23 CAPITAL EXPENDITURE – ONE-TON PICK-UP TRUCK WITH PLOW**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-nine Thousand Five Hundred Dollars (\$29,500), more or less, for the purpose of acquiring a one-ton pick up truck with plow for the Public Works Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

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

The DPW Director requested this vehicle last year and it was approved at Town Meeting but failed to pass at the polls. The current 1993 pick-up continues to deteriorate despite continuous repairs. This vehicle is used daily for all manner of work, and to plow in the winter. It will also be outfitted with safety equipment for use during emergencies. We believe that we cannot continue to put off this expenditure.

**The Finance Committee recommends unanimously.**

Passage of Article 23 would enable the Town to raise and appropriate approximately Twenty-Nine Thousand Five Hundred Dollars (\$29,500) for the purpose of obtaining a one-ton pick-up truck with plow (the “One-ton Pick-up”) to be used by the Public Works Department. The One-ton Pick-up would have versatile uses that benefit all citizens of the Town including, but not limited to, plowing and sanding streets; repairing streets, fields and conservation land; and hauling materials to and from work sites. A 1993 three-quarter ton pick-up truck would be replaced by the One-ton Pick-up. Obtaining the One-ton Pick-up would be cost-effective in that costly maintenance would not be incurred and an overhaul of the old truck would not be required. The life expectancy of the One-ton Pick-up is ten (10) years.

**NOTES:**

**ARTICLE 24 CAPITAL EXPENDITURE/LEASE – PHOTOCOPIER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Sixteen Thousand Dollars (\$16,000), more or less, for the purpose of acquiring or leasing a photocopier for the Town Hall; or take any other action relative thereto.

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

The current copier in Town Hall is four years old and in need of replacing. Frequent down time causes major productivity disruptions and increased costs from outsourcing, and continued significant maintenance costs would be prohibitive.

**The Finance Committee recommends unanimously.**

The Finance Committee wholeheartedly supports the replacement of the copier. The current copier is past its useful life. The copier continues to malfunction and gets in the way of the proper functioning of the Town's government and committees. In addition, the maintenance costs will increase significantly after the current maintenance contract expires in December 2004.

The cost to the taxpayer on a \$450,000 house would be \$8.

**NOTES:**

**ARTICLE 25 CAPITAL EXPENDITURE – EMERGENCY RESPONSE VEHICLE**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty—three Thousand Dollars (\$33,000), more or less, for the purpose of acquiring an emergency response vehicle for the Fire Department, provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at the municipal election to exempt this expenditure from the provisions of proposition two and one half, so-called; or take any other action relative thereto.

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

The Fire Department wishes to purchase a mid-size SUV-type vehicle to replace the 1993 Ford four-wheel-drive pickup, our current Emergency Response Vehicle. This vehicle has transmission/transfer case problems and considerable body rot, in addition to high mileage. The Emergency Response vehicle will be primarily used by the Fire Chief to respond to emergency calls, to conduct general Fire Department inspections and for general fire department business, such as Local Emergency Planning Committee business and Emergency Management responses. The new vehicle would be equipped with basic first aid equipment, oxygen, a defibrillator, and epipens. In addition, it will contain basic firefighting equipment such as fire extinguishers, turnout gear, self-contained breathing apparatus (SCBA) and basic water rescue equipment. It will be capable of towing the Special Hazards trailer and the Mass Decontamination Unit.

**The Finance Committee recommends unanimously.**

Passage of this article will authorize the Town to acquire an Emergency Response Vehicle to be used by the Fire Chief. The proposed vehicle will replace an existing vehicle purchased approximately ten years ago and is currently beyond repair without a significant expense to the town. The new Emergency Response Vehicle would be equipped with First Aid Kit, Defibrillator, Scott Air Pack, Fire Extinguishers, and Tools, and would enable the Fire Chief to respond immediately when the normal first response vehicle is on a call. This particular vehicle would be purchased through a state program, which would enable the Town to purchase it at a discount.

The cost to the taxpayer on a \$450,000 house would be \$17.

**NOTES:**

**ARTICLE 26      DESIGNATION OF CALL FIREFIGHTERS AS EMPLOYEES**

(Majority vote required)

To see if the Town will vote pursuant to M.G.L. Chapter 32B, Section 2(d) as amended by Chapter 46, Section 12 of the Acts of 2003, to designate call firefighters as employees, eligible for group health insurance to be paid 100% by the employee and further, pursuant to M.G.L., Chapter 32B, Section 14 to authorize the Board of Selectmen to adopt such rules and regulations as may be necessary for the administration of said insurance; or take any other action relative thereto.

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

The Board and the Fire Chief believe that this, along with proper procedures and controls, will enhance the Town’s ability to recruit and retain part-time firefighters at no additional cost to the Town.

**The Finance Committee recommends unanimously.**

Passage of this article would enable call firefighters to obtain health care coverage at the Town’s group rate, but the insured would be responsible for 100% of the premiums. This designation may encourage current and future call firefighters to remain with the Boxborough Fire Department. There is a potential indirect financial impact to the Town due to the possible change in the claim history.

**NOTES:**

**ARTICLE 27 TAX INCREMENT FINANCING AGREEMENT – INTERACTIVE DATA CORP.**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to execute the TIF Agreement, and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents; or take any other action relative thereto.

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

When the Town agreed during the discussions with Cisco, to gain status as an Economic Opportunity Area under the State’s Economic Development Incentives Program, it provided the Town the ability to extend when appropriate the benefits of this program to other sites within the Town. These benefits include, with Town Meeting approval, reduced real estate taxes (TIF), and access to a 5% State tax credit grant for investment. Interactive Development Corporation, in addition to meeting State approval under this program, represents the type of firm which fits well with Boxborough’s desire to become the home of stable businesses. The structure of this proposed TIF agreement will compensate the Town for the reduced RE taxes.

**The Finance Committee recommends unanimously.**

The Tax Incentive Financing (TIF) agreement is a mechanism created to encourage investment and job creation in the Commonwealth. The agreement proposed provides to Interactive Data Corporation the minimum Real Estate Tax exemption allowed by law (1% abatement on improvements), in return for the relocation of and investment in a computer data center at the currently unused 60 Codman Hill Road building. The accumulated value of the Real Estate Property Tax exemption is approximately \$10,000 - \$15,000 out of \$2.5 Million - \$3.0 Million in estimated real estate tax payments for the 20-year period of the agreement. The main reason for the company to execute this TIF agreement is that they thereby accrue a 5% investment tax credit from the Commonwealth, covering the substantial investments they propose. In return for this benefit offered to the company, Boxborough will receive up front cash or in-kind contributions at least equal in value to the property tax exemption offered. The real estate taxes paid over the 20 year agreement will in fact be greater than those likely to be collected from a conventional office park use. This benefit is due to the substantial investment in real and personal property to be made by Interactive Data Corporation in relocating this data center. The personal property tax paid by Interactive Data Corporation will vastly exceed that attributable to any conventional office park use of the property, for a cash benefit to the Town of between \$300,000 and \$500,000 in this area alone. We anticipate that concluding this TIF agreement and bringing Interactive Data Corporation to Boxborough will provide total tax revenues approximately \$1 Million greater than those attributable to most other allowed uses of the property, over the 20 year period covered by the TIF. Beyond these financial advantages, there is a qualitative benefit in bringing such a data center to Boxborough, in that it provides a substantial, clean facility designed to operate under any foreseeable disruptions in electrical and other utilities.

**NOTES:**

## **ARTICLE 28      DISPOSITION OF LIBRARY BUILDING AND PROPERTY (575 MIDDLE ROAD)**

(Two-thirds vote required)

To see if the Town will vote to transfer, from the Library Trustees for public library purposes to the Board of Selectmen for general municipal purposes, *initially making said property available to the Historical Commission to operate a museum of town historical artifacts*, the care, custody, management and control of the existing library building and property located at 575 Middle Road, such transfer to be effective upon the determination by the Library Trustees that said building and property are no longer needed for public library purposes and upon court approval of such transfer; and to authorize the Library Trustees and the Board of Selectmen to petition the Middlesex County Probate Court to approve such transfer; or take any action relative thereto.

### **The Library Trustees make no specific recommendation.**

The current library building opened on February 7, 1966 with funding from a generous bequest from the will of Albert J. Sargent for the construction of the library. The site was granted to the Town by deed from John M. Pettingell. Another bequest, from the estate of Ella F. Whitcomb, was used in February 1977 to finish and equip the downstairs area. By virtue of these gifts, charitable trusts were created with the Library Trustees having fiduciary responsibilities for these gifts. Thus, the Trustees feel a responsibility and obligation to these donors in determining the disposition of current library property.

When proposing the new library at the March 2001 Special Town Meeting, the Trustees discussed two options for the old building -- to use it for other municipal purposes or to sell it. In order to discharge their duty for these trusts, the Library Trustees want Annual Town Meeting to determine how the donor's gifts should be carried forward and used in the future. As a result, the Trustees requested that the Board of Selectman place not only this article for re-use of the building but also another article with the choice of selling it and using the funds to offset the debt service on the new library.

If Town Meeting votes to support this re-use article, the Trustees will be satisfied that the Town wants to keep the buildings and will feel their fiduciary duties under the trusts will be satisfied. They will work with the Selectmen to petition the court to permit such a use. Because the new public library carries the Sargent name, which was a condition of his original gift, and through other naming options for the other donors, they believe it can be demonstrated to the court that the legacies and wishes of the original donors are carried forward through the new library. They also will be pleased to work with the Historical Commission & Historical Society to create an integrated use of the local history room and collection in the new library.

Should this article not pass, there will be no direction on what to do with the old building under the terms of the trusts. Therefore, our goal will be to work with the Selectmen to bring the option to sell the property before Town Meeting as soon as possible.

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

A historical museum, operated by the Boxborough Historical Commission with committed support from the Boxborough Historical Society, will be an important cultural asset to the Town for generations. It will mean having a place in which to both safely house, restore, and display the many historical artifacts that represent Boxborough's history. Without such a facility these links to our heritage will likely be lost forever. The proposed historical museum is the most practical use of this facility, given the building's limitations. A sale of the building was considered, but deemed not to be in the Town's interests at this time. The selectmen wish to thank all those participating in the reuse study for a very thorough and cooperative effort focused on finding the best use for this building.

### **The Finance Committee recommends.**

There is a short term need in Boxborough for a home for the collection of historical items that are currently being stored in people's houses and are in danger of being thrown away if actions are not taken. There is a secondary need to house the collection of files the Town must maintain, but running short of storage space. The Finance

Committee looked at the loss in revenue if the property was sold and determined that with the limitations on the site, the appraised value of the site is not realistic and more would be gained by retaining the site.

**The Historical Commission recommends.**

The Commission is excited to have the opportunity to create a museum to store, inventory and exhibit Town historical artifacts and documents. We have a formal commitment from the Historical Society, a private group, to assist the Commission in the establishment of the museum both with staffing and with club funds. There are a number of historic artifacts that are currently housed in various places around Town, including private homes, and this building would provide a safe place for them to reside. The Commission and Society are committed to making this facility a functional Town resource and to make it available for other cultural events. This warrant article provides for a clear transfer of responsibility for the building relieving the Library Trustees from the stewardship they have faithfully maintained over the years.

**NOTES:**

**ARTICLE 29 PETITION ARTICLE – REUSE OF LIBRARY#**

(Majority vote required)

To see if the Town will vote to approve the Library Trustees, upon occupying the new library at 427 Massachusetts Ave., to make the existing library building and property located at 575 Middle Road available to the Historical Commission to operate a historical museum and library annex of town historical artifacts, including written historical material that would be available for persons to conduct research and furthermore to authorize the Historical Commission to work with other groups and constituencies to include additional uses compatible with the facility’s primary use and existing physical limitations.

**The Library Trustees make no specific recommendation.**

Should the Town decide to use the old library for a historical museum and historical library annex, the Library Trustees will be pleased to work with the Historical Commission in this joint venture. Since this is one of the recommendations that came out of the Re-use Committee work, the Trustees and Historical Commission have already developed a set of guidelines for how this arrangement would work. The Historical Commission would budget for and operate the facility with the Trustees providing custodianship of both the use and the property. Because this use is of a library nature, we have been advised by Town Counsel that a court petition to authorize this use would not be required.

**The Finance Committee does not recommend.**

This article significantly reduces the flexibility of the Town to use the former Sargent Memorial Library building for future uses.

**NOTES:**

**ARTICLE 30 LIBRARY – FUNDING FOR ADDITIONAL HOURS OF OPERATION**

(Majority vote required)

To see if the Town will vote to increase library budget items "Total Salaries - Library" by Five Thousand Seven Hundred Fifty-Six Dollars (\$5,756) and budget item "Total Other - Library" by One Thousand Three Hundred Forty Dollars (\$1,340) as voted under Article 5 to increase library hours of operation from 36 per week to 41 per week; or take any other action relative thereto.

**The Library Trustees recommend.**

The Board of Library Trustees recommends passage of this article. In order to meet Town budget constraints for the current fiscal year, the library regrettably reduced its hours of operation to 36 hours a week. When the new library opens in early 2005, the Trustees recommend increasing the operating hours to 41 hours per week. We anticipate an increased demand for library services in the new building. With a Town and State investment of \$3.7 million dollars in the new building, we think it is responsible to offer the Town the option of having the new library building more available to residents.

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

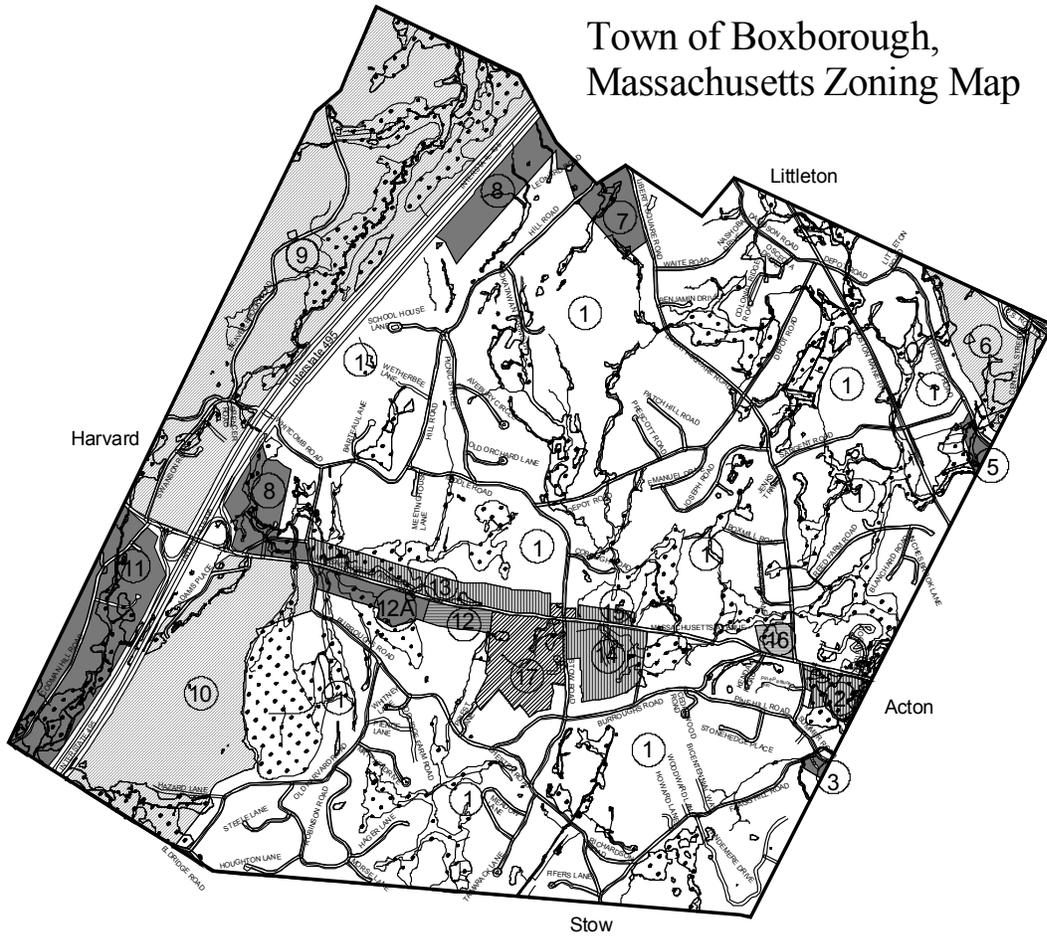
The Selectmen agree that the new library facility should be available for use by the public as much as possible.

**The Finance Committee does not recommend.**

The Finance Committee believes that in this period of time that town funds are short and as expressed every year priorities must be set. We believe that at this time even with a new library that we must maintain or minimize costs wherever possible.

**NOTES:**

# Town of Boxborough, Massachusetts Zoning Map



**Zoning Legend**

- AGRICULTURAL/RESIDENTIAL
- BUSINESS
- BUSINESS 1
- INDUSTRIAL/COMMERCIAL
- OFFICE PARK
- RESIDENTIAL 1
- TOWN CENTER
- DISTRICT NUMBER

**Map Legend**

- Roads
- Wetlands

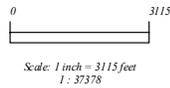
N  
W — E  
S

Zoning Amended

- September 1992
- September 1993
- September 1998
- September 1998
- June 2000
- July 2000
- November 2001
- May 2002
- May 2003

**NOTES:**

1. This map has been compiled digitally using information shown on the Boxborough Assessor's Tax Maps 2001 and the Zoning Map July 2000.
2. This map is intended for reference and planning purposes only.
3. Street Network current to 2003.
4. This map was created using the Town of Boxborough's GIS on 5/17/03.



**ARTICLE 31      ZONING BYLAW AMENDMENT – REQUIRE DESIGN REVIEW IN THE  
BUSINESS AND BUSINESS-1 ZONING DISTRICTS**

(Two-thirds vote required)

To see if the Town will vote to amend the Town of Boxborough Zoning By-laws, Section 5900. Design Review to make design review applicable in the Business and Business-1 Districts by inserting the phrase, “, Business District and Business-1 District” in Section 5930 and in the last paragraph of Section 5940 as follows:

5930. Applicability and Authority.

Design Review in accordance with this section shall be required for: (1) new construction, exterior alteration or expansion of buildings in the Town Center District, **Business District and Business-1 District** (except for pre-existing single-family dwellings as specified in Section 2262) where such new construction, alteration or expansion is subject to site plan approval under Section 5400 or is subject to a special permit; and (2) new or modified signs in the Town Center District, **Business District and Business-1 District**.

Section 5940. Procedures. (last paragraph)

Anyone seeking a permit under Section 3220 to erect or modify a sign in the Town Center District, **Business District or Business-1 District** which is not subject to approval by the Planning Board or the Board of Appeals shall, prior to submitting the sign permit application to the Building Inspector, submit to the Design Review Board a scale drawing specifying sign dimensions, materials, illumination, letter size and styles, colors, and structural elements, and showing the proposed location of the sign on the lot or building with all relevant measurements, for a written determination that the proposed sign conforms to the applicable Design Guidelines. A copy of the Review Board’s determination must be appended to the sign permit application submitted to the Building Inspector; or take any action relative thereto.

**Explanation**

Expanding Design Review to the Business Districts was an Action Item identified in the Boxborough Master Plan 2002 under the goal of preserving community character. Currently, Design Review is only required for projects in the Town Center zoning district. The Design Review Board has guided several projects since it was adopted in 2000. The UCC Church expansion, the police and other signs are examples of projects that have been through the formal Design Review process. Other projects have successfully used the design guidelines outside of the formal review process.

The Design Review Board plays an advisory role in the review of proposals. The DRB has adopted a set of Design Guidelines that contain appearance standards such as building size and massing, architectural style, and landscaping. Design Review is a cooperative process between the DRB and the project proponent. Design Review is conducted within the existing time lines for plan review established by MGL. If this bylaw is approved, the Design Guidelines will be modified to specifically address buildings and signs in the Business Districts. A draft of these changes, tailored to business district needs, has been prepared by the DRB pending Town Meeting approval.

**The Planning Board recommends.**

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

**The Finance Committee unanimously does not recommend.**

Design review guidelines have been developed for application in Town Center. At this point in time, no consensus exists in town for appropriate design guidelines applicable for development in B and B1 districts. Clearly development in B and B1 pose different requirements for development than development in Town Center. One example is that signage that is appropriate for Town Center may not be appropriate on Route 111 due to the differences in travel speed and access.

**ARTICLE 32 ZONING BYLAW AMENDMENT – AMEND SECTION 2234  
BUSINESS/INDUSTRIAL USES (USE SCHEDULE)**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning By-laws, Section 2230. Use Regulation Schedule by substituting for the use category entry: “Automobile service station, repair garage, storage garage, or like facility” in Section 2234. Business/Industrial Uses two new use category entries: “Automotive service station” and “Repair garage, auto detailing garage, or like facility” as follows:

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Automobile service station	N	N	Y-N	Y-N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP

and, by further voting to amend the Boxborough Zoning By-laws, Section 6200. Definitions by adding definitions for “Automobile service station,” and “Repair garage, auto detailing garage, or like facility” that reads:

"Automobile Service Station shall mean any establishment where gasoline and other petroleum products are sold and may include accessory facilities for the sale of other retail products, but excluding any motor vehicle maintenance activities such as vehicle repair, or auto detailing."

“Repair garage, auto detailing garage, or like facility shall mean any establishment used for the maintenance, inspection, interior cleaning, repair, or servicing of motor vehicles.”

or take any action relative thereto.

**Explanation**

The proposed amendment would divide the automotive uses into two separate uses: “Automobile service stations” and “Repair garage, auto detailing garage or like facility.” Automobile service stations would be allowed only by special permit in the Office Park (OP) and Industrial-Commercial (IC) zoning districts. Repair garages and auto detailing garages would be allowed by special permit in the Business (B), Business-1 (B-1), Office Park (OP) and Industrial-Commercial (IC) Districts.

**The Planning Board recommends.**

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

**The Finance Committee unanimously does not recommend.**

The Finance Committee disagrees with the premise that automobile service stations are not appropriate in the B and B1 districts. These usages are currently allowed by right in the B and B1 districts; this change would completely ban automobile service stations and only allow a repair facility by special permit. This change may reduce commercial development in town and restrict the development of the town's commercial tax base.

**NOTES:**

**ARTICLE 33      ZONING BYLAW AMENDMENT – AMEND SECTION 2234  
 BUSINESS/INDUSTRIAL USES (USE SCHEDULE) AND SECTION 6200  
 DEFINITION OF SELF STORAGE FACILITY**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning By-laws, Section 2230. Use Regulation Schedule by adding a new use category entry: “Self Storage Facility” to Section 2234. Business/Industrial Uses as follows:

	<b>AR</b>	<b>R1</b>	<b>B</b>	<b>B1</b>	<b>OP</b>	<b>TC</b>	<b>IC</b>
Self Storage Facility	N	N	N	N	N	N	Y

and add a definition for Self Storage Facility that reads: “Self Storage Facility shall mean a building consisting of individual, small, self contained units that are leased or owned for the storage of business and household goods, automobiles, boats or contractors supplies.” or take any action relative thereto.

**Explanation**

Currently, Self Storage Facilities are not specified in the Zoning Bylaw. The amendment would define Self Storage Facilities and prohibit such use in all zoning districts except for in the Industrial-Commercial District where they would be allowed by right.

**The Planning Board recommends.**

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

**The Finance Committee recommends unanimously.**

This article defines a use that is currently absent from the zoning bylaws.

**NOTES:**

**ARTICLE 34      ZONING BYLAW AMENDMENT – AMEND SECTION 2300 DIMENSIONAL REQUIREMENTS BY CHANGING THE MAXIMUM NUMBER OF STORIES IN THE BUSINESS AND BUSINESS 1 DISTRICT FROM 3-STORIES TO 2-STORIES AND MAXIMUM BUILDING HEIGHT IN THE BUSINESS DISTRICT FROM 45 FEET TO 30 FEET**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning By-laws, Section 2310. Dimensional Schedule, by changing the entry under the “Maximum stories” column for the Business and Business-1 Districts from “3 stories” to “2 stories”; and by changing the entry under the “Maximum Building Height” column for the Business District from “45 feet” to “30 feet”; or take any action relative thereto.

**Explanation**

Currently, the businesses developed along Route 111 are no greater than 2–stories and do not exceed 30 feet in height. This bylaw change would ensure that new business development along Route 111 will be consistent with existing development.

**The Planning Board recommends.**

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

**The Finance Committee does not recommend.**

The current limitation of 3 stories and 45 feet is a reasonable limitation on development along Route 111. Reducing this to 2 stories and 30 feet may ultimately reduces commercial development in town and restricts the development of the town's commercial tax base. The Finance Committee does not share the view that this reduction in the size of buildings along Route 111 will provide a significant aesthetic improvement to the Town's future development.

**NOTES:**

**ARTICLE 35      AMEND FEES UNDER DOG LICENSING BYLAW**

(Majority vote required)

To see if the Town will vote to amend the Dog Licensing Bylaw by increasing said fees under section 2 as follows:

**Neutered** from \$6.00 to \$10.00

**Un-neutered** from \$10.00 to \$15.00

or take any other action relative thereto.

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

This action is consistent with the Selectmen’s policy to generally make fees for Town Hall services reflect the cost of providing those services.

**The Finance Committee recommends unanimously.**

The Finance Committee recommends unanimously.

**NOTES:**

**ARTICLE 36 INCREASED TOWN CLERK FEES**

(Majority vote required)

To see if the Town will vote to amend the schedule of fees of the Town Clerk by increasing said fees as follows:

**Certificate of Registration for Fuel Storage licenses** from \$10.00 to \$25.00

**Marriage licenses** from \$15.00 to \$25.00

**Raffle permits** from \$10.00 to \$25.00

**Auctioneer permits** from \$10.00 to \$25.00

**Vital Statistics** from \$5.00 to \$7.50

or take any other action relative thereto.

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

This action is consistent with the Selectmen’s policy to generally make fees for Town Hall services reflect the cost of providing those services.

**The Finance Committee recommends unanimously.**

This is a minimal increase in fees.

**NOTES:**

## **ARTICLE 37 ELECTED OFFICIALS AND GROUP INSURANCE**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation:

An Act Relative to the Group Insurance Program of the Town of Boxborough

Section 1. If, pursuant to paragraph (d) of section 2 of chapter 32B of the general laws, the Board of Selectmen of the town of Boxborough allows elected town officials whose duties require less than twenty (20) hours work per week as said Board may determine to participate in said town's group insurance program, such officials shall pay one hundred per cent (100%) of the premiums.

Section 2. Pursuant to section 14 of chapter 32B of the general laws the Board of Selectmen shall adopt such rules and regulations as may be necessary for the administration of said insurance.

Section 3. This act shall take effect upon its passage. The General Court may only make clerical or editorial changes of form to the bill, unless the Selectmen approve amendments to the bill before enactment by the General Court. The Selectmen are hereby authorized to approve amendments, which shall be within the scope of the general public objectives of the petition;

or take any other action relative thereto.

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

MGL 32B governs group health insurance. The definition of employee in the statute includes paid elected officials working under 20 hours a week. Absent the Special Act, MGL 32B allows elected officials to receive health care insurance with the town paying the same percentage contribution as for all other employees. Adoption of the special act will allow the town to control the cost of providing health care coverage to town elected officials who may choose to receive health insurance through the town's group policy. Adoption of the Act would require paid elected officials opting into the town health care insurance plans to pay 100% of the premiums out of pocket. Other towns have approved similar Special Acts.

### **The Finance Committee recommends unanimously.**

Approval of this Article will enable the town to petition the legislature for a Special Act enabling the Board of Selectmen to allow compensated elected town officials whose duties require less than 20 hours per week to participate in the town's group health insurance program with the official paying 100% of the premium instead of the town sharing in the co-payment of premiums as it does for all other employees. Pursuant to MGL 32B Section 2, municipalities are required to offer part time compensated elected officials health insurance. Passage of this article will create a different and less expensive solution for the town and put the town in compliance with state laws.

The cost impact to the Town will be minimal as the compensated elected officials will be required to pay 100% of the premium.

### **NOTES:**

## **ARTICLE 38 BYLAW FOR THE REMOVAL AND DISPOSAL OF CANINE WASTES**

(Majority vote required)

To see if the Town will vote to adopt the bylaw for the removal and Disposal of Canine Wastes as printed below; or take any other action relative thereto.

### **Section 1. Removal; Disposal**

It shall be the duty of each person who owns, possesses or controls a dog to remove and dispose of any feces left by his/her dog on any Town owned active recreational field, playground and other posted areas as determined by the Board of Selectmen. No person who owns, possesses, or controls such dog shall appear with such dog on any Town owned active recreational field, playground and other posted areas as determined by the Board of Selectmen without the means of removal of any feces left by such dog. For the purpose of this Section, the means of removal shall be any tool, implement, or other device carried for the purpose of picking up or containing such feces in a manner that such feces shall be unexposed to said person or the public. Disposal shall be accomplished by transporting such feces to a place suitable and regularly reserved for the disposal of human feces, specifically reserved for the disposal of canine feces, or as otherwise designated as appropriate by the Board of Health.

### **Section 2. Penalties**

This bylaw may be enforced through the non-criminal disposition procedures established by the Enforcement Bylaw, dated September 13, 1990. Any person who violates or permits a violation of this Bylaw shall be subject to a fine of Fifty Dollars (\$50.00) to be assessed for each and every violation.

All fines shall be payable to the Town of Boxborough, through the Town Clerk's Office.

### **Section 3. Authorized Enforcement Personnel**

In addition to police officers, the following municipal positions shall be authorized enforcement personnel: the Dog Officer and designees, the Board of Health and designees, Department of Public Works employees, School Department employees, Conservation Agent and the Recreation Commission and designees.

### **Section 4.** To the extent that any particular provision of this bylaw is determined to be invalid, such invalidation shall not affect the validity of any other provision.

### **The Board of Selectmen recommends (4 – 1).**

The Board believes that there is no excuse for anyone to have to worry about potential mine fields of canine waste on our recreation fields or conservation trails. Requiring dog owners to be responsible for cleaning up their pet's bowel movements is a step in the right direction...rather than the resulting missteps if we continue to ignore this "matter." We applaud the Recreation Commission for writing this bylaw and bringing it to Town Meeting.

### **The Finance Committee unanimously does not recommend.**

While granting that a serious problem may exist with respect to canine waste on active recreation fields, the Finance Committee believes that there are significant flaws in the bylaw as written and reviewed. Additionally, we believe that non-punitive measures, such as signing, publicity, and provision of appropriate receptacles might be used in advance of a punitive bylaw to increase public awareness of this problem. It must be admitted that the issue addressed in the bylaw may be relatively unknown in the population not actively engaged in recreation programs. Enhanced public awareness and the provision of relatively convenient receptacles might prove sufficient to solve the canine waste problem by means of an alert civility among dog-owning citizens. Even if a non-punitive program might not in the end solve the problem, we believe that the bylaw presented must be modified or clarified in several areas with respect to: certification of covered areas, identification of offenders,

delegation of enforcement authority, practicality of disposal provisions, and appeal procedures for citizens who may be unfairly cited.

**NOTES:**

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 23, 2004.

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Donald R. Wheeler, Chairman  
Board of Selectmen

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Leslie Fox, Clerk  
Board of Selectmen

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David L. Birt  
Board of Selectmen

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Simon C. Bunyard  
Board of Selectmen

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Kristin Hilberg  
Board of Selectmen

## REPORT OF THE FINANCE COMMITTEE

Boxborough's Finance Committee is comprised of nine members appointed by the Moderator for individual three-year terms. We are tasked by Town Bylaw with the responsibility to consider "all matters of business included within the articles of any warrant for a Town Meeting" and "shall after due consideration report thereon in print its recommendation as to each article." We are responsible for initiating and managing the Town's budget process. This process of formulating the budget for a fiscal year beginning on July 1 typically begins the previous December, and culminates in the presentation of the Finance Committee recommendation for the operating budget under article 5 at Annual Town Meeting in May. Finally, the Finance Committee is dedicated to informing the voters of the key financial and operating issues within town government so as to develop informed debate at town meeting and other forums.

During 2003 the Finance Committee lost the services of Jane Soule who reached the end of her 3-year term. Replacing Jane is Tom Hanlon (2006). Returning for another year were Lorraine Carvalho (2006), James Gorman (2006), Michael Toups (2005), Keshava Srivastava (2004), Gary Kushner (2005), Kathy Klier (2004), Anton Reinert (2005), and Neal Hesler (2004). The Finance Committee on September 22, elected Gary Kushner as Chairman, Neal Hesler as Vice-Chairman, and Michael Toups as Secretary.

Fiscal year 2003 ended on June 30, 2003. Over the course of the fiscal year the Finance Committee approved \$132,909.51 in reserve fund transfers. These reserve fund transfers are proposed by department heads, approved by the BoS, and finally either approved or not by the Finance Committee. Reserve fund transfers are used to offset unexpected expenses, accidents, emergencies or other mishaps. Some of the larger reserve fund transfers included building inspector, salt expense, insurance for Med/Life/LTD and legal services.

In addition to managing the Town's Reserve Fund, the Finance Committee was engaged in numerous activities that directly or indirectly affect the financial and stability of the town. Some of the key events or issues that the Finance Committee engaged in are documented below:

- Annual budget process for the Town of Boxborough for fiscal year 2004 was made more difficult with the reduction in state aid. A proposed proposition 2 1/2 override was not approved requiring town to go with a "B" budget. The agreement at the Boxborough Leadership Forum (BLF) was a 40/60 split between the town-side budget and the Blanchard School budget and no impact to the regional school budget. The Town operating budget was approved at a total amount of \$15,416,925.11 with \$11,750,969.46 raised by taxation, \$3,665,955.65 being anticipated in Cherry sheet aid and \$514,826.65 in local receipts. The tax rate was set at 13.32 per \$1000 of valuation.
- The Housing Board reviewed the Boxborough Meadows finances per the contract between the developer and the Town. The contract states that all profits above 20% go back to the Town for the express purpose of funding additional affordable housing. The Town and the developer are in litigation regarding a disagreement on the amount of profit from the project and are currently in negotiations to resolve the issues.
- The Capital Planning Bylaw was again discussed and again pulled from the warrant, as the language could not be agreed to between various boards in town. An effort will be made to complete a capital plan for 10 year and 20 years even if a bylaw can not be enacted.
- The Boxborough Summerfields agreement as an affordable housing development for seniors was reviewed by the Finance Committee and comments were submitted to the Housing Board. The inputs were reflected in the comprehensive permit. This resulted in better delineation of accountability and oversight.
- Three important events occurred during the year with the new Library project. A discussion occurred at Annual Town Meeting on whether to delay the start of the project until the state provided the matching

funds. The ATM voted to not delay the project. The second was the redesign of the project when the first set of bids came in well over budget. The library was redesigned at no cost to the Town and ground breaking occurred.

- Meetings were held between the Police Chief and the Finance Committee regarding the situations with the police fleet of cars. One of the cars needed a new engine. After much review it was determined that the best course of action was to replace the engine rather than rebuild. The present budget makes it difficult to remain on our previous course of buying a new car each year.
- Chief Clayton reported that the ladder truck was on its last legs and during the year it did indeed fail inspection. There was much discussion on whether to replace the ladder truck and if so with what kind of truck (ladder or combination of ladder and pumper). The decision was placed on hold until our new fire chief (Kevin Lyons) can review the situation and report back to the BoS and Finance Committee and finally to the Annual Town Meeting.
- A recurring theme during the Annual Town Meeting was Regionalization for high value services. Many residents spoke about the size of the Town and the need to regionalize rather than go it alone. A common example was the dispatch center. The cost of the dispatch center has exceeded the original estimate primarily due to salaries and overtime. The Finance Committee will work with the BoS on regionalization. A regionalization meeting was held with members of various towns represented including Maynard, Acton, Littleton, Hudson, Bolton, Harvard, and Stow. Everyone agreed that regionalization was a good idea, but other than some defacto decisions like mutual aid for DPW, fire and police not much was gained at this time. No further progress was achieved during the year.
- A solid waste sub-committee was set up with Lorraine Carvalho nominated to be the Finance Committee representative.

The Finance Committee continues to have active liaisons to many boards in town including the Boxborough School Committee, the AB Regional School Committee, the Library Trustees (and the Library Building Committee), the Housing Board, the Planning Board, the Fire Department, the Police Department, and the Boxborough Leadership Forum. These liaisons reviewed both the committee budgets and the warrant articles. There were a number of warrant articles including question 1 prop 2 1/2 general override (failed), question 2 snow removal equipment for \$21,000 (passed), question 3 pick-up truck for \$36,000 (passed at ATM, but overturned in town election), TJ O'Grady Memorial Skate Park for \$40,000 (passed at ATM, but overturned in town election). The ATM also closed out old articles resulting in \$15,666.65 being freed up for town expenses. The Finance Committee continues to provide feedback to the various committees in town.

### **FY 2005 Operating Budget**

The Finance Committee worked with the BoS and School Committee during the year to put together a budget for FY05 that did not require an operating override. The BoS ran a process with the budgets under their control to determine what a minus 5% budget and a 0% budget did to each of their departments.

Residents should be aware that this proposed FY05 budget, while maintaining essential services at the level of recent years continues to be scrubbed to eliminate unnecessary expenditures. A review of the following table will show that with three exceptions, the budgetary increases have been held to less than, and in most cases significantly less than 6%.

If we exclude the Minuteman Tech line from the discussion due to the smallness of the dollar amount, the critical budget drivers between FY04 and FY05 are the A/B Regional School assessment, the cultural/recreation budget, and Employee Benefits. The A/B regional assessment is composed of both budgetary and the increased proportion of Boxborough students at the region. Boxborough has little recourse to alter this assessment, short of precipitating a joint Town Meeting with Acton. The new library opens for business at the beginning of FY05.

With the new layout of the library some changes are required with the staffing hours and there are higher operating costs associated with the larger facility. The Employee Benefits increase is principally driven by Health Insurance costs, which most residents must surely appreciate.

<b>Budget Category</b>	<b>FY '04 Level</b>	<b>FY '05 Level</b>	<b>% Difference</b>
General Government	\$849,377	\$850,847	+0.17
Protection	\$1,563,807	\$1,616,695	+3.38
Blanchard School	\$4,542,774	\$4,791,317	+5.96
A/B Regional School	\$4,326,696	\$4,788,708	+10.66
Minuteman Technical School	\$121,596	\$174,774	+43.7
Public Works	\$616,483	\$652,484	+5.84
Cultural and Recreation	\$158,424	\$195,932	+23.68
Health	\$58,223	\$59,888	+2.86
Reserve Fund	\$146,000	\$146,000	0.00
Debt Service	\$1,420,052	\$1,112,066	-21.69
Employee Benefits	\$1,235,310	\$1,345,604	+8.93
Total Operating Budget	\$15,113,121	\$15,733,685	+4.11
ATM warrant article within 2 1/2	\$21,000	\$22,270	+6.0
Overlay surplus	\$222,000	\$200,000	-9.9
Total budget	\$15,377,532	\$15,955,955	+3.8

With this budget out of the way, we must 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 '05.

<b>Revenue Sources</b>	<b>Revenue</b>
Maximum Allowable Tax Levy (Prop. 2 1/2)	\$11,932,211
State Aid	\$1,846,276
Local Receipts (Excise tax, permits)	\$1,315,566
Bond Premium used to fund debt expense	\$29,740
Overlay Reserve released to fund budget	\$68,036
Free Cash	\$764,126
Total revenue source	\$15,955,955

The projected shortfall can only be covered by use of the Town's cash reserves and/or by a Proposition 2 1/2 override. The Board of Selectmen, School Committee, and Finance Committee have discussed this situation at length, and have concluded that a proposition 2 1/2 override will not be required this year. To balance the budget free cash will be used. With an estimate 3% growth in the total valuation of the town from FY04's \$882 Million, the estimated tax rate for FY05 will be approximately \$13.28 per \$1000 valuation or \$1,328 per \$100,000 of property value.

As we approach Town Meeting on May 10, 2004 the figures outlined above may change slightly, but the general effects and conclusions outlined above cannot be escaped.

## **GENERAL FINANCIAL POLICIES**

Policies adopted by the Finance Committee in FY '96 continue to guide the budget process as we enter the new millennium. It may help the voters' decision-making process to understand these policies as they review the town operating budget and warrant articles prior to the 2004 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,
- 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,
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.

### **Capital Planning**

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.

### **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**

While we do not wish to be alarmist concerning Boxborough's financial future, it is essential that voters recognize the basic change that is taking place regarding the "bubble" of additional revenues we have enjoyed in the past ten years or so. The bubble has burst, the state is cutting several categories of local aid, and we must be more vigilant in identifying and prioritizing any new expenditures.

The most important thing that voters can do at this time is to make themselves familiar with the financial situation of the Town, by reviewing the information presented here and in the Article 5 description. Whatever the outcome of votes on specific budgetary lines and on the override ballot questions, 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.