



**TOWN OF BOXBOROUGH  
SPECIAL/ANNUAL TOWN MEETING  
MAY 14, 2007  
LIST OF ARTICLES**

**SPECIAL TOWN MEETING**

- 1. MUNICIPAL AFFORDABLE HOUSING TRUST BYLAW**
- 2. TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 1)**
- 3. TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 2)**

**ANNUAL TOWN MEETING**

- 1. CHOOSE TOWN OFFICERS**  
**QUESTION 1 - REMOVAL OF SNOW AND ICE FROM PRIVATE WAYS**  
**QUESTION 2 - PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – BLANCHARD MEMORIAL SCHOOL SECURITY INFRASTRUCTURE**  
**QUESTION 3 - PROPOSITION 2 1/2 DEBT EXCLUSION – HAGER WELL HOUSE GENERATOR**  
**QUESTION 4 - PROPOSITION 2 1/2 DEBT EXCLUSION – EMERGENCY GENERATOR TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL**  
**QUESTION 5 - PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – PROMOTION OF 2 FF/EMTS TO LIEUTENANTS**  
**QUESTION 6 - PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – REPLACE TWO DUMPSTERS**  
**QUESTION 7 - PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS**  
**QUESTION 8 - PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – COUNCIL ON AGING OUTREACH WORKER**
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. CAPITAL IMPROVEMENTS – BLANCHARD MEMORIAL SCHOOL SECURITY INFRASTRUCTURE**
- 7. CAPITAL IMPROVEMENTS – HAGER WELL HOUSE GENERATOR**

8. CAPITAL IMPROVEMENTS – EMERGENCY GENERATOR TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL
9. CAPITAL IMPROVEMENTS - POLICE & FIRE STATIONS
10. FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS
11. CAPITAL IMPROVEMENTS – REPLACE TWO DUMPSTERS
12. CAPITAL IMPROVEMENTS - ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS
13. AERIAL DROP OF MOSQUITO LARVACIDE (BTI)
14. CAPITAL IMPROVEMENTS – GROUNDWATER SUPPLY TESTING
15. COUNCIL ON AGING STAFFING - OUTREACH WORKER
16. RESIDENCY REQUIREMENT BYLAW
17. STORMWATER BYLAW
18. ZONING BYLAW AMENDMENT – AMEND THE ZONING BYLAW TO ADD SECTION 4107 ACCESSORY APARTMENT
19. ZONING BYLAW AMENDMENT – AMEND THE SIGN EXEMPTIONS TO ALLOW AGRICULTURAL SIGNS
20. ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL
21. GENERAL BYLAW AMENDMENT – AMEND THE EARTH REMOVAL BYLAW
22. RESCIND UNUSED BORROWING AUTHORITY\*\*
23. CLOSE OUT OLD ARTICLES\*\*
24. ELECTED OFFICIALS GROUP INSURANCE\*\*
25. REVOLVING FUND – SENIOR VAN\*\*
26. REVOLVING FUND – GIS ASSESSOR MAPS\*\*
27. ACCEPTANCE OF MGL CHAPTER 59 §5 CLAUSE 22E - VETERANS’ EXEMPTIONS RESIDENCY REQUIREMENTS\*\*
28. REVOLVING FUND - ELECTRICAL INSPECTION\*\*
29. REVOLVING FUND - PLUMBING AND GAS INSPECTION\*\*
30. REVOLVING FUND - FIRE ARMS PERMITS\*\*
31. REVOLVING FUND - LIBRARY FINES\*\*
32. REVOLVING FUND - DOG LICENSE FEES\*\*
33. REVOLVING FUND – STEELE FARM\*\*
34. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM\*\*
35. REVOLVING FUND – CONSERVATION COMMISSION\*\*
36. ELDERLY TAX RELIEF – INCREASE IN EXEMPTIONS\*\*
37. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*

**LEGEND**

\*\* CONSENT AGENDA



## **BOXBOROUGH SPECIAL TOWN MEETING**

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 14, 2007 at 7:00 p.m. to act on Articles 1 through 3 of this Special Town Meeting Warrant.

## ARTICLE 1 MUNICIPAL AFFORDABLE HOUSING TRUST BYLAW

(Majority vote required)

To see if the Town will vote to adopt a general bylaw, *Municipal Affordable Housing Trust Bylaw*, as worded below, or take any other action relative thereto.

Section 1. Pursuant to the vote of the 2005 Annual Town Meeting accepting c. 491 of Acts of 2004, and the provisions of G.L. c. 44, sec. 55C, there is hereby established in the Town of Boxborough a Municipal Affordable Housing Trust (the "Trust"), having five Trustees (the "Trustees") to be appointed by the Board of Selectmen as follows:

One member of the Board of Selectmen to serve for a term of two years;

One at-large resident of the Town to serve for a term of two years;

One member of the Finance Committee to serve for an initial term of one year, and thereafter for a term of two years;

Two members of the Boxborough Housing Board, one to serve for an initial term of one year, and, thereafter, for a term of two years, and one to serve for a term of two years.

In the event that a vacancy shall occur on the Board of Trustees, the Board of Selectmen shall fill said vacancy for the unexpired term in accordance with this bylaw.

The Trustees are hereby authorized to execute a Declaration of Trust and Certificate of Trust for the Boxborough Affordable Housing Trust to be recorded with Middlesex South Registry of Deeds and filed with Middlesex South Registry District of the Land Court.

Section 2. The purpose of the Trust shall be to provide for the creation and preservation of affordable housing for the benefit of low and moderate income households, and to support the activities of the Boxborough Housing Board through grants of real and personal property.

Section 3. The Trustees shall have the following powers and duties:

- (1) to accept and receive personal property by gift, grant, devise, or transfer from any person, firm, corporation or other public or private entity, including without limitation grants of funds or other property tendered to the Trustees in connection with provisions of any zoning bylaw or any other bylaw or vote of Town Meeting. The Trustees shall have no authority to acquire, other than by the transfer pursuant to General laws c. 40, section 15A, an interest in real property; it being the intention of this bylaw that the Boxborough Housing Board be the principal board in the Town responsible for the acquisition of interests in real property for affordable housing purposes;
- (2) to purchase and retain personal property, including without restriction investments that yield a high rate of income or no income;
- (3) to sell, lease, exchange, transfer or convey any personal, mixed, or real property at public auction or by private contract for such consideration and on such terms as to credit or otherwise, and to make such contracts and enter into such undertaking relative to trust property as the Trustees deem advisable notwithstanding the length of any such lease or contract;
- (4) to execute, acknowledge and deliver deeds, assignments, transfers, pledges, leases, covenants, contracts, promissory notes, releases and other instruments sealed or unsealed, necessary, proper or incident to any transaction in which the Trustees engage for the accomplishment of the purposes of the Trust;
- (5) to employ advisors and agents, such as accountants, appraisers and lawyers as the Trustees deem necessary;

- (6) to pay reasonable compensation and expenses to all advisors and agents and to apportion such compensation between income and principal as the Trustees deem advisable;
- (7) to apportion receipts and charges between incomes and principal as the Trustees deem advisable, to amortize premiums and establish sinking funds for such purpose, and to create reserves for depreciation depletion or otherwise;
- (8) to participate in any reorganization, recapitalization, merger or similar transactions; and to give proxies or powers of attorney with or without power of substitution to vote any securities or certificates of interest; and to consent to any contract, lease, mortgage, purchase or sale of property, by or between any corporation and any other corporation or person;
- (9) to deposit any security with any protective reorganization committee, and to delegate to such committee such powers and authority with relation thereto as the Trustees may deem proper and to pay, out of Trust property, such portion of expenses and compensation of such committee as the Trustees may deem necessary and appropriate;
- (10) to carry property for accounting purposes other than acquisition date values;
- (11) to borrow money, subject to Town Meeting approval, on such terms and conditions and from such sources as the Trustees deem advisable, to mortgage and pledge Trust assets as collateral;
- (12) to make distributions or divisions of principal in kind;
- (13) to comprise, attribute, defend, enforce, release, settle or otherwise adjust claims in favor or against the Trust, including claims for taxes, and to accept any property, either in total or partial satisfaction of any indebtedness or other obligation, and subject to the provisions of this act, to continue to hold the same for such period of time as the Trustees may deem appropriate;
- (14) to manage or improve real property; and to abandon any property which the Trustees determine not to be worth retaining;
- (15) to hold all or part of the Trust property uninvested for such purposes and for such time as the Trustees may deem appropriate; and
- (16) to extend the time for payment of any obligation to the Trust.

**The Board of Selectmen recommends unanimously (4 – 0).**

In May 2005, Town Meeting voted to adopt Chapter 491 of the Acts of 2004, *An Act Establishing Municipal Affordable Housing Trust Funds*, as advised by Town Counsel, in order to comply with directives from the Massachusetts Department of Revenue (DOR) for towns to segregate and protect assets that are restricted to Chapter 40B uses, in accordance with municipal finance rules and procedures. Many of the provisions of the statutory Affordable Housing Trust duplicate powers already given to the Boxborough Housing Board through adoption of our Housing Board Bylaw at Town Meeting in October 2000. We need to clearly delineate the role and function of the Affordable Housing Trust to ensure no conflict arises with the Housing Board's responsibilities. After discussions with Town Counsel and the Housing Board, the Selectmen believe that the best course is to establish the Housing Trust as essentially a financing vehicle for the Housing Board's affordable housing programs and needs. In accordance with the enabling statute itself, Town Meeting must adopt a bylaw to establish a "customized" Affordable Housing Trust tailored to Boxborough's needs.

Boxborough has acquired significant monetary assets for affordable housing purposes through settlement of the Boxborough Meadows lawsuit. We need to create an Affordable Housing Trust, to give us a legal mechanism to access those funds for use by the Housing Board. The Housing Board would request the Board of Trustees to release funds for Housing Board projects and programs.

The proposed structure of the Affordable Housing Trust will allow us to meet the DOR mandates for good municipal finance operations and accountability, while ensuring that the Housing Board can continue to carry out its mission and duties under the Housing Board Bylaw. This will be further facilitated through the composition of the five-member Affordable Housing Trust Board of Trustees comprised of

- Two members of the Boxborough Housing Board
- One Selectman
- One member of the Finance Committee

- One member-at-large

This will confer the Housing Board with a persuasive plurality, but not an absolute majority, in the business of the Board of Trustees. We can apply the checks and balances of municipal financial oversight while ensuring that Boxborough's affordable housing needs are well-served.

**The Housing Board recommends unanimously (6-0).**

The Housing Board agrees with the Board of Selectmen and welcomes the establishment of a clear mechanism to spend the settlement monies for affordable housing.

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

**NOTES:**

**ARTICLE 2 TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 1)**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to execute the First Amendment to Tax Increment Financing Agreement (Site 1 Amendment 1) between the Town of Boxborough and Cisco Systems, Inc., and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents, and take such other and further action as may be necessary or appropriate to carry out the purposes of this article; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

The Boxborough/Cisco partnership has had extensive positive benefits for the Town in terms of new commercial tax revenue extending into the foreseeable future and near term infrastructure improvements paid directly by Cisco. As a result of employment growth at Cisco not meeting projections made at the time of the original agreement, it is necessary to amend that original agreement. The amendment formulated by Cisco and recommended by the BoS reduces the property tax exemption percentage from 15% to 4%, providing greater revenues for the Town than either the original agreement in June 2000 or the current situation in which the 15% exemption applies to Site 1 and a 0% exemption applies to site 2. Both articles presented at this Special Town Meeting must be passed to validate the ongoing productive partnership between Boxborough and Cisco.

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

**NOTES:**

**ARTICLE 3        TAX INCREMENT FINANCING AGREEMENT (CISCO SITE 2)**

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to execute the First Amendment to Tax Increment Financing Agreement (Site 2 Amendment II) between the Town of Boxborough and Cisco Systems, Inc., and any documents relating thereto, and to take such other actions as are necessary or appropriate to implement those documents, and take such other and further action as may be necessary or appropriate to carry out the purposes of this article; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

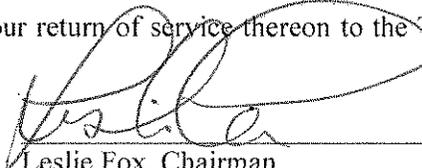
For the reasons outlined in the BoS recommendation under Article 2, we recommend an affirmative vote on this article in order to allow Cisco to retain the benefits of the TIF while holding the Town harmless for the amount of property tax revenue garnered from the combination of Sites 1 and 2.

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

**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 27, 2007.



Leslie Fox, Chairman  
Board of Selectmen



Kristin Hilberg Clerk  
Board of Selectmen



James J. Gorman  
Board of Selectmen



Rebecca R. Neville  
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 14, 2007 at 7:00 p.m. to act on Articles 2 through 37 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 21st day of May, 2007 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1 and Questions 1 through 8. The polls will be open continuously until 8:00 p.m. when they shall be closed.

---

### CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (4 – 0) to recommend all those articles on the Consent Agenda (#22 through #37, 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 21.

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

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

Please carefully review the list of articles proposed for each Consent Item.

**ARTICLE 1            CHOOSE TOWN OFFICERS**

(Majority vote required)

- One Moderator** for a one-year term
- One Town Clerk** for a one-year term
- One Board of Selectman** member for a three-year term
- One Board of Health** member for a three-year term
- Two Library Trustees**, each for a three-year term
- Two Planning Board** members, each for a three-year term
- One 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            REMOVAL OF SNOW AND ICE FROM PRIVATE WAYS**

(Majority vote required)

Shall the town vote to accept the provisions of section six C of chapter forty of the General Laws, which authorize cities and towns to appropriate money for the removal of snow and ice from private ways therein open to public use?

**QUESTION 2            PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION –  
BLANCHARD MEMORIAL SCHOOL SECURITY INFRASTRUCTURE**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Fifty Thousand Dollars (\$50,000) in real estate and personal property taxes for the purpose of acquiring and installing a security infrastructure system for the Blanchard Memorial School for the fiscal year beginning July first two thousand and seven?

**QUESTION 3            PROPOSITION 2 1/2 DEBT EXCLUSION – HAGER WELL HOUSE  
GENERATOR**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half so-called, the amounts required to pay for the bond issued in order to pay the costs of acquiring and installing an emergency generator at the Hager Well House, including the payment of all costs incidental and related thereto?

**QUESTION 4            PROPOSITION 2 1/2 DEBT EXCLUSION – EMERGENCY GENERATOR  
TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL**

(Majority vote required)

Shall the Town of Boxborough be allowed to exempt from the provisions of proposition two and one-half so-called, the amounts required to pay for the bond issued in order to pay the costs of acquiring and installing an emergency generator at the Blanchard Memorial School, including the payment of all costs incidental and related thereto?

**QUESTION 5                    PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – PROMOTION OF 2  
FF/EMTS TO LIEUTENANTS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Eighteen Thousand Nine Hundred and Fifty-Two Dollars (\$18,952) in real estate and personal property taxes for the purpose of funding the additional salary for the promotion of two current fulltime Firefighter/EMT's to the rank of Lieutenant for the fiscal year beginning July first two thousand and seven?

**QUESTION 6                    PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – REPLACE  
TWO DUMPSTERS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Nine Thousand Dollars (\$9,000) in real estate and personal property taxes for the purpose of acquiring two 30-yard open top containers (for metal and bulk waste) for the fiscal year beginning July first two thousand and seven?

**QUESTION 7                    PROPOSITION 2 1/2 CAPITAL EXPENDITURE EXCLUSION – ATHLETIC  
FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Twenty-Four Thousand Dollars (\$24,000) in real estate and personal property taxes for the purpose of paying the Town's proportional contribution for the Acton-Boxborough Regional School's Athletic Field Lighting Project, which includes adding athletic lighting to the varsity baseball field, practice soccer field, and five adjacent tennis courts for the fiscal year beginning July first two thousand and seven?

**QUESTION 8                    PROPOSITION 2 1/2 LEVY LIMIT OVERRIDE – COUNCIL ON AGING  
OUTREACH WORKER**

(Majority vote required)

Shall the Town of Boxborough be allowed to assess an additional Nine Thousand Two Dollars (\$9,002) in real estate and personal property taxes for the purpose of funding the salary of a Council on Aging Outreach Worker for the fiscal year beginning July first two thousand and seven?

**NOTES:**

**ARTICLE 2 HEAR AND RECEIVE REPORTS**

(Majority vote required)

To receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2006 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously.**

**The Finance Committee recommends unanimously.**

**NOTES:**

**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, 2007 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$55,505.00 /year
Town Clerk	\$36,199.00 /year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

This article establishes the salaries for all elected members of Town Government.

**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 A - Classification of Positions to:

- remove the positions of Assistant Town Administrator and Custodian
- add the positions of Outreach Worker and Van Dispatcher under the Regular Part-time schedule
- change the position titles of “Secretary I” to “Secretary” and Secretary II to “Department Assistant”

(Changes are denoted by highlighting)

**Schedule A – Classification of Positions**

**REGULAR FULL-TIME SCHEDULE**

**Exempt Employees**

~~Assistant Town Administrator~~

Accountant

Assessor

Inspector of Buildings/Code Enforcement

Planner

Treasurer

**Non-Exempt Employees**

~~Secretary I~~

~~Secretary II~~ Department Assistant

~~Custodian~~

DPW Foreman

DPW Worker

DPW Semi-skilled Worker

Building & Grounds Maintenance Worker

**REGULAR REDUCED HOURS SCHEDULE**

COA Coordinator

Children's Librarian

Technical Services Librarian

Sr. Library Assistant

Library Assistant

DPW Worker

**REGULAR PART-TIME SCHEDULE**

~~Secretary I~~

~~Secretary II~~ Department Assistant

Children's Librarian

Technical Services Librarian

Sr. Library Assistant

Library Assistant

Transfer Station Operator I

Conservation Agent

~~Outreach Worker~~

~~Van Dispatcher~~

**PER DIEM SCHEDULE**

Fire Lieutenant/EMT

Call Firefighter/EMT

Call Firefighter

Special Police Officer

Dispatcher

**INTERMITTENT SCHEDULE**

Cemetery Superintendent

Cemetery Laborer

Registrar Chairperson

Clerk of Elections

Election Worker

Registrar Member

Veterans' Agent

Call Fire Chief

Deputy Fire Chief

Fire Captain

Fire Lieutenant

Call Firefighter/EMT

Fire Department Chaplain

Call Building Inspector

Special Police Officer

Lock-up Attendant

Dispatcher

Seasonal Maintenance Worker

Snow Plower

Seasonal Conservation Worker

Assistant Building Inspector

Wiring Inspector

Plumbing and Gas Inspector

Dog Officer

Assistant Dog Officer

Animal Control Officer

Animal Inspector

Fence Viewer

Field Driver

Director of Summer Playground

Director of Gymnastics

Director of Winter Programs

Lead Counselor

**INTERMITTENT SCHEDULE** continued

Counselor  
Counselor-in-Training  
Intern (Town Hall)  
Library Page

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

**DEPARTMENT HEADS**

*DPW Director  
Fire Chief  
Library Director  
Police Chief  
Town Administrator*

**UNION EMPLOYEES**

*Police Sergeant  
Police Officer (Step A1/A1)  
Firefighter/EMT  
Dispatch Supervisor  
Dispatcher*

**ELECTED POSITIONS**

*Selectman  
Board of Health Member  
Planning Board Member  
Library Trustee  
Moderator  
Constable  
Tax Collector  
Town Clerk*

And to amend Schedule B as follows, or take any other action relative thereto.

<b>Schedule B – Compensation of Positions</b>							
<b>Position Title</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>	<b>Step G</b>
<b><u>Salaried (Exempt) Employees</u></b>							
<b>Grade 60</b>	<b>51,926.00</b>	<b>53,743.00</b>	<b>55,624.00</b>	<b>57,571.00</b>	<b>59,586.00</b>	<b>61,671.00</b>	<b>63,830.00</b>
Inspector of Buildings/Code Enf.							
Town Accountant							
Town Assessor							
Town Planner							
Town Treasurer							
<b>Grade 50</b>	<b>45,153.00</b>	<b>46,734.00</b>	<b>48,369.00</b>	<b>50,062.00</b>	<b>51,815.00</b>	<b>53,628.00</b>	<b>55,505.00</b>
<b>Grade 40</b>	<b>40,313.00</b>	<b>41,724.00</b>	<b>43,184.00</b>	<b>44,696.00</b>	<b>46,260.00</b>	<b>47,879.00</b>	<b>49,555.00</b>
<b>Grade 30</b>	<b>35,997.00</b>	<b>37,257.00</b>	<b>38,561.00</b>	<b>39,911.00</b>	<b>41,308.00</b>	<b>42,754.00</b>	<b>44,250.00</b>
<b>Grade 20</b>	<b>32,137.00</b>	<b>33,262.00</b>	<b>34,426.00</b>	<b>35,631.00</b>	<b>36,878.00</b>	<b>38,169.00</b>	<b>39,505.00</b>
<b>Grade 10</b>	<b>29,221.00</b>	<b>30,244.00</b>	<b>31,302.00</b>	<b>32,398.00</b>	<b>33,532.00</b>	<b>34,705.00</b>	<b>35,920.00</b>
<b><u>Hourly (Non-Exempt) Employees</u></b>							
<b>Grade 60</b>	<b>24.96</b>	<b>25.84</b>	<b>26.74</b>	<b>27.68</b>	<b>28.65</b>	<b>29.65</b>	<b>30.69</b>
<b>Grade 50</b>	<b>21.71</b>	<b>22.47</b>	<b>23.25</b>	<b>24.07</b>	<b>24.91</b>	<b>25.78</b>	<b>26.69</b>
Council on Aging Coordinator							
DPW Foreman							
<b>Grade 40</b>	<b>19.38</b>	<b>20.06</b>	<b>20.76</b>	<b>21.49</b>	<b>22.24</b>	<b>23.02</b>	<b>23.82</b>
Children's Librarian							
Conservation Agent							
<b>Grade 30</b>	<b>17.31</b>	<b>17.91</b>	<b>18.54</b>	<b>19.19</b>	<b>19.86</b>	<b>20.55</b>	<b>21.27</b>
COA Outreach Worker							
DPW Worker							
Department Assistant							
Technical Services Librarian							
<b>Grade 20</b>	<b>15.45</b>	<b>15.99</b>	<b>16.55</b>	<b>17.13</b>	<b>17.73</b>	<b>18.35</b>	<b>18.99</b>
Bldg. & Grounds Maint. Worker							
DPW Semi-Skilled Worker							
Senior Library Assistant							
<b>Grade 10</b>	<b>14.05</b>	<b>14.54</b>	<b>15.05</b>	<b>15.58</b>	<b>16.12</b>	<b>16.69</b>	<b>17.27</b>
Library Assistant							
Secretary							
Van Dispatcher							
<b><u>Per Diem Schedule (No Steps)</u></b>							
Fire Lieutenant/EMT	<b>16.59</b>						
Call Fighter/EMT	<b>15.06</b>						
Call Firefighter	<b>15.06</b>						
Special Police Officer	<b>15.06</b>						
Dispatcher	<b>15.06</b>						
<b><u>Intermittent Schedule (No Steps)</u></b>							
Cemetery Laborer	<b>9.92</b>						
Registrar Chairperson	<b>848.66</b>	<b>annually</b>					
Clerk of Elections	<b>10.78</b>						
Election Worker	<b>9.59</b>						
Registrar Member	<b>254.62</b>	<b>annually</b>					
Veterans' Agent	<b>14.00</b>						
Call Fire Chief	<b>38.86</b>						
Deputy Fire Chief	<b>18.22</b>						
Fire Captain	<b>17.40</b>						
Fire Lieutenant	<b>16.59</b>						

**Intermittent Schedule (No Steps) (continued)**

Call Firefighter/EMT	15.06	
Fire Department Chaplain	15.06	
Call Building Inspector	38.86	
Special Police Officer	15.06	
Lock-up Attendant	13.49	
Dispatcher	15.06	
Seasonal Maintenance Worker	12.29	
Snow Plower	19.48	
Seasonal Conservation Worker	11.52	
Assistant Building Inspector	23.96	
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	9,970.58	annually
Assistant Dog Officer	9.77	4 hour call min
Animal Control Officer	2,428.74	annually
Animal Inspector	894.79	annually
Fence Viewer	40.00	annually
Field Driver	45.00	annually
Director of Summer Playground	17.54	
Director of Gymnastics	16.89	
Director of Winter Programs	16.89	
Lead Counselor	12.78	
Counselor	9.59	
Counselor-in-Training	8.96	
Intern (Town Hall)	9.59	
Library Page	9.59	
Junior Library Page	8.63	
Van Driver	12.00	

**NOTE**

\*Fee maximum is 1% of FY07 levy (or \$142,597)

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

**Department Heads**

		<b>FY 2007</b>	<b>FY 2008</b>
DPW Director	Contract expires 12/31/08	82,100.00	85,384.00
Fire Chief	Contract expires 12/31/08	80,000.00	83,200.00
Library Director	Contract expires 12/31/07	58,760.00	64,166.00
Police Chief	Contract expires 12/31/08 (base)	84,000.00	88,200.00
	with Quinn Bill	100,800.00	105,840.00
Town Administrator	Contract expires 12/31/08	82,000.00	85,280.00

**Union Employees**

Police Sergeant (Steps 1 – 3)	26.57	27.05	27.53				
Police Officer (Steps A1/A2 – F)	19.48	20.16	20.86	21.59	22.35	23.13	23.94
Firefighter/EMT (Steps A – F)	19.09	19.76	20.45	21.16	21.90	22.67	N/A
Dispatch Supervisor (Steps A – F)	17.57	18.18	18.82	19.48	20.16	20.87	N/A
Dispatcher (Steps A – F)	15.88	16.44	17.01	17.61	18.22	18.86	N/A

**Elected Positions**

	<b>FY 2007</b>		<b>FY 2008</b>	
Selectman	400.00	annually	400.00	annually
Board of Health Member	166.67	annually	166.67	annually
Planning Board Member	109.00	annually	109.00	annually
Library Trustee	0.00	annually	0.00	annually
Moderator	0.00	per meeting	0.00	annually
Constable	3.00	/warrant	3.00	/warrant posted/location
		posted/location		
Tax Collector (Grade 50)	52,117.60		55,505.00	
Town Clerk (Grade 50)	33,945.04		36,199.00	

**The Board of Selectmen recommends unanimously (4 – 0).**

Schedule A reflects the decision by the Board of Selectmen to eliminate the Assistant Town Administrator position and a request by the Council on Aging for a Van Dispatcher and an Outreach Worker.

Schedule B has been amended to reflect the recommendations of Stone Consulting, with whom the Selectmen contracted, after receiving support at last year's Town Meeting to conduct a town-wide classification and compensation study. Earlier this year, the Consultant presented the findings of the study to the Board of Selectmen and Personnel Board. The boards unanimously voted to implement the recommendations pending Town Meeting authorization. In addition to salary adjustments, the study recommended the use of a grade system for the regular full-time and part-time employees. The grading of positions allows for simpler salary administration and the ability to more easily monitor and ensure that positions of similar responsibility, effort, and skill are comparably paid.

**The Personnel Board recommends.**

The Town of Boxborough retained the services of Stone Consulting, Inc. to conduct a classification and compensation study. The executive summary is available on-line or from the Town Administrator's office.

The objectives of the study were to:

- Develop a job evaluation/classification system that ensures positions are paid equitably and fairly in relationship to one another
- Conduct a market survey of comparable communities to determine the competitiveness of pay
- Review/update and/or design a salary and wage structure for covered positions
- Develop and recommend an approach to implementing the study's results.
- Review and update job descriptions in compliance with the Americans with Disabilities Act and other state and federal statutes.

Staff participation was an integral part of the process.

The findings of the study were reviewed by the Personnel Board and Board of Selectmen who voted to implement subject to Town Meeting approval.

The Personnel Board is proposing the following modifications to Schedule A - Classification of Positions:

- "Secretary II" has been changed to "Department Assistant" and "Secretary I" has been re-titled "Secretary." The Consultant recommended the change in titles to more accurately describe the positions' responsibilities.
- Two new positions have been added - Van Dispatcher and Council on Aging Outreach Worker.
- Two positions have been eliminated – Assistant Town Administrator and Custodian.

The Personnel Board is recommending a revised format to Schedule B – Compensation of Positions to reflect the Consultant's recommended grade levels for full and part-time regular employees. Employees completed job description questionnaires, which were reviewed by Department Heads, the Town Administrator and the Consultant. Based upon this input, the Consultant recommended new grade levels that reflect a number of criteria including education, experience, judgment, supervision required, occupational risks.

The Consultant recommended target maximum salaries that were in line with the average level of the twenty-one communities surveyed. The proposed new salary structure includes a 1.5% increase to cover the additional health care cost now being borne by the employee as the town's share decreases from 85% to 80%, and a COLA adjustment of 2.1% resulting in a 3.6% increase and a possible step.

The Personnel Board voted to approve the proposed changes to Schedules A & B prior to the public hearing, which was opened on March 19, 2007. The Board of Selectmen voted to support the proposed changes after the public hearing was concluded on March 26.

**The Finance Committee recommends unanimously.**

**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, 2007; 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 total Town operating budget proposed for FY '08 is \$18,710,769. Adjustments due to the use of State Aid revenues and local receipts, as well as the costs associated with warrant articles and maintaining the Overlay Reserve, lead to an amount \$18,935,769 more or less, to be raised by taxation and the use of free cash. The estimated tax rate associated with the proposed levy limit is \$14.28 per \$1,000 of valuation. This implies a tax bill of \$7,797 for the Department of Revenue estimated average single-family home FY '08 valuation of \$545,900. The estimated FY '08 tax bill for the "average" single family home represents an increase of 3% from the tax bill for FY '07. Voters should be aware that the FY '07 numbers are as voted at the May 9, 2006 ATM and as amended at the October 23, 2006 STM. More detail can be found in the Finance Committee report in your warrant.

The Board of Selectmen has expressed intentions to amend the Police, Fire, Dispatch, and DPW salaries on town meeting floor, funding from free cash.

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 FY2008 Schedule B" of the Personnel Administration Plan, as reproduced under Article 4 above. Further details of the tax rate and tax bill implications of Article 5 and other warrant articles may be found in the Finance Committee Report at the end of the warrant.

**NOTES:**

<u>Account Name</u>	<u>FY2006 ACTUAL</u>	<u>FY2007 BUDGET</u>	<u>FY2008 BUDGET</u>	<u>FY08 BUDGET VS FY07</u>	<u>% CHANGE FY08 VS FY07</u>	<u>% CHANGE FY08 VS FY06</u>	<u>BOS RECOMMENDED BUDGET</u>
114 Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
114 Total Other Expenses - Moderator	\$ 25	\$ 75	\$ 75	\$ -	0.00%	200.00%	
114 Total Moderator Expenses	\$ 25	\$ 75	\$ 75	\$ -	0.00%	200.00%	
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
119 Total Other Expenses - Town Constable	\$ 37	\$ 100	\$ 100	\$ -	0.00%	167.81%	
119 Total Constable Expenses	\$ 37	\$ 100	\$ 100	\$ -	0.00%	167.81%	
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%	0.00%	
122 Total Other Expenses - Selectman	\$ 1,583	\$ 1,810	\$ 1,610	\$ (200)	-11.05%	1.68%	
122 Total Selectman Expenses	\$ 3,583	\$ 3,810	\$ 3,610	\$ (200)	-5.25%	0.74%	
123 Total Salaries - Town Administrator	\$ 139,757	\$ 93,903	\$ 85,280	\$ (8,623)	-9.18%	-38.98%	
123 Total Other Expenses- Town Administrator	\$ 5,628	\$ 6,675	\$ 2,425	\$ (4,250)	-63.67%	-56.91%	
123 Total Expenses - Town Administrator	\$ 145,384	\$ 100,578	\$ 87,705	\$ (12,873)	-12.80%	-39.67%	
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
131 Total Other Expenses- Finance Committee	\$ 305	\$ 450	\$ 450	\$ -	0.00%	47.54%	
131 Total Expenses - Finance Committee	\$ 305	\$ 450	\$ 450	\$ -	0.00%	47.54%	
135 Total Salaries - Accountant	\$ 51,198	\$ 55,110	\$ 57,571	\$ 2,461	4.47%	12.45%	
135 Total Other Expenses- Accountant	\$ 22,164	\$ 20,900	\$ 20,710	\$ (190)	-0.91%	-6.56%	
135 Total Expenses - Accountant	\$ 73,362	\$ 76,010	\$ 78,281	\$ 2,271	2.99%	6.71%	
141 Total Salaries - Assessor	\$ 57,893	\$ 62,316	\$ 53,454	\$ (8,862)	-14.22%	-7.67%	
141 Total Other Expenses-Assessor	\$ 12,158	\$ 9,065	\$ 11,015	\$ 1,950	21.51%	-9.40%	
141 Total Expenses - Assessor	\$ 70,051	\$ 71,381	\$ 64,469	\$ (6,912)	-9.68%	-7.97%	
145 Total Salaries - Treasurer	\$ 56,995	\$ 61,274	\$ 64,830	\$ 3,556	5.80%	13.75%	
145 Total Other Expenses-Treasurer	\$ 11,983	\$ 13,235	\$ 12,155	\$ (1,080)	-8.16%	1.44%	
145 Total Expenses - Treasurer	\$ 68,978	\$ 74,509	\$ 76,985	\$ 2,476	3.32%	11.61%	
146 Total Salaries - Tax Collector	\$ 51,113	\$ 53,118	\$ 56,505	\$ 3,387	6.38%	10.55%	
146 Total Other Expenses-Tax Collector	\$ 14,013	\$ 16,525	\$ 15,682	\$ (843)	-5.10%	11.91%	
146 Total Expenses - Tax Collector	\$ 65,126	\$ 69,643	\$ 72,187	\$ 2,544	3.65%	10.84%	
Selectman Expenses							Removed appreciation event
Town Administrator Salaries							Change in management design from TA and Asst TA to TA only; salary change was made at STM and reallocated in the FY07 budget
Assessor Salaries and Expenses							Change in personnel and training requirements for new assessor

<u>Account Name</u>	<u>FY2006</u> <u>ACTUAL</u>	<u>FY2007</u> <u>BUDGET</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY08 BUDGET</u> <u>VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY06</u>	<u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u>
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
151 Total Other Expenses-Legal	\$ 72,772	\$ 64,000	\$ 64,000	\$ -	0.00%	-12.05%	
151 Total Expenses - Legal	\$ 72,772	\$ 64,000	\$ 64,000	\$ -	0.00%	-12.05%	
152 Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
152 Total Other Expenses-Personnel Board	\$ 120	\$ 330	\$ 330	\$ -	0.00%	175.00%	
152 Total Expenses - Personnel Board	\$ 120	\$ 330	\$ 330	\$ -	0.00%	175.00%	
161 Total Salaries - Town Clerk	\$ 33,567	\$ 33,946	\$ 36,449	\$ 2,503	7.37%	8.59%	
161 Total Other Expenses-Town Clerk	\$ 1,453	\$ 1,978	\$ 2,946	\$ 968	48.94%	102.75%	
161 Total Expenses - Town Clerk	\$ 35,020	\$ 35,924	\$ 39,395	\$ 3,471	9.66%	12.49%	
162 Total Salaries - Elect & Regist	\$ 2,122	\$ 4,874	\$ 5,889	\$ 1,015	20.82%	177.54%	
162 Total Other Elect & Regist	\$ 2,685	\$ 5,814	\$ 5,880	\$ 66	1.14%	118.98%	
162 Total Expenses - Elect & Regist	\$ 4,807	\$ 10,688	\$ 11,769	\$ 1,081	10.11%	144.83%	
171 Total Salaries - Conservation Comm	\$ 10,895	\$ -	\$ -	\$ -	0.00%	-100.00%	
171 Total Other - Conservation Comm	\$ 1,650	\$ 4,650	\$ 2,150	\$ (2,500)	-53.76%	30.30%	
171 Total Expenses - Conservation Comm	\$ 12,545	\$ 4,650	\$ 2,150	\$ (2,500)	-53.76%	-82.86%	
175 Total Salaries - Planning Board	\$ 57,218	\$ 59,599	\$ 62,216	\$ 2,617	4.39%	8.73%	
175 Total Other - Planning Board	\$ 3,747	\$ 3,759	\$ 3,760	\$ 1	0.03%	0.35%	
175 Total Expenses - Planning Board	\$ 60,965	\$ 63,358	\$ 65,976	\$ 2,618	4.13%	8.22%	
176 Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
176 Total Other - Zoning Board	\$ 128	\$ 335	\$ 335	\$ -	0.00%	161.74%	
176 Total Expenses - Zoning Board	\$ 128	\$ 335	\$ 335	\$ -	0.00%	161.74%	
177 Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
177 Total Other - Housing Board	\$ 135	\$ 1,000	\$ 1,000	\$ -	0.00%	638.50%	
177 Total Expenses - Housing Board	\$ 135	\$ 1,000	\$ 1,000	\$ -	0.00%	638.50%	
192 Total Salaries - Town Hall	\$ 156,906	\$ 202,803	\$ 183,990	\$ (18,813)	-9.28%	17.26%	
192 Total Other - Town Hall	\$ 92,416	\$ 88,857	\$ 75,965	\$ (12,892)	-14.51%	-17.80%	
192 Total Expenses - Town Hall	\$ 249,323	\$ 291,660	\$ 259,955	\$ (31,705)	-10.87%	4.26%	
Total Town Government - Salaries	\$ 619,664	\$ 628,943	\$ 608,184	\$ (20,759)	-3.30%	-1.85%	
Total Town Government - Other Expenses	\$ 243,003	\$ 239,558	\$ 220,588	\$ (18,970)	-7.92%	-9.22%	
Total Town Government - Total Expenses	\$ 862,666	\$ 868,501	\$ 828,772	\$ (39,729)	-4.57%	-3.93%	

Town Clerk Salaries and Expenses  
Elections and Registrations Salaries  
Conservation Commission Expenses  
Town Hall Salaries  
Town Hall Expenses

Salary increase was based on the salary survey; expenses are for additional training and conferences  
Additional election in FY08  
Lack of spending  
Shift in personnel and one time increase in FY07  
Decrease in IT expenses; decrease in printing of warrant and town report

<u>Account Name</u>	<u>FY2006</u> <u>ACTUAL</u>	<u>FY2007</u> <u>BUDGET</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY08 BUDGET</u> <u>VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY06</u>	<u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u>
210 Total Salaries - Police	\$ 733,898	\$ 846,575	\$ 897,467	\$ 50,892	6.01%	22.29%	\$919,505
210 Total Other - Police	\$ 126,433	\$ 126,576	\$ 110,425	\$ (16,151)	-12.76%	-12.66%	
210 Total Expenses - Police	\$ 860,331	\$ 973,151	\$ 1,007,892	\$ 34,741	3.57%	17.15%	
220 Total Salaries - Fire	\$ 557,157	\$ 618,730	\$ 636,184	\$ 17,453	2.82%	14.18%	\$659,627
220 Total Other - Fire	\$ 111,876	\$ 79,119	\$ 96,784	\$ 17,665	22.33%	-13.49%	
220 Total Expenses - Fire	\$ 669,033	\$ 697,849	\$ 732,968	\$ 35,118	5.03%	9.56%	
221 Total Salaries - Dispatch	\$ 189,245	\$ 199,992	\$ 180,799	\$ (19,193)	-9.60%	-4.46%	\$200,818
221 Total Other - Dispatch	\$ 21,357	\$ 26,219	\$ 25,219	\$ (1,000)	-3.81%	18.08%	
221 Total Expenses - Dispatch	\$ 210,602	\$ 226,211	\$ 206,018	\$ (20,193)	-8.93%	-2.18%	
241 Total Salaries - Building Insp	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
241 Total Other - Building Insp	\$ 32,696	\$ 40,236	\$ 36,450	\$ (3,786)	-9.41%	11.48%	
241 Total Expenses - Building Insp	\$ 32,696	\$ 40,236	\$ 36,450	\$ (3,786)	-9.41%	11.48%	
291 Total Salaries -Emergency Mgt	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
291 Total Other - Emergency Mgt	\$ -	\$ 500	\$ 100	\$ (400)	-80.00%	0.00%	
291 Total Expenses - Emergency Mgt	\$ -	\$ 500	\$ 100	\$ (400)	-80.00%	0.00%	
292 Total Salaries - Dog Officer	\$ 9,254	\$ 9,625	\$ 9,971	\$ 346	3.59%	7.75%	
292 Total Other - Dog Officer	\$ 1,253	\$ 1,553	\$ 1,625	\$ 72	4.64%	29.65%	
292 Total Expenses - Dog Officer	\$ 10,507	\$ 11,178	\$ 11,596	\$ 418	3.74%	10.36%	
299 Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%	0.00%	
299 Total Other - Field Driver	\$ 5	\$ 15	\$ 15	\$ -	0.00%	198.21%	
299 Total Expenses - Field Driver	\$ 50	\$ 60	\$ 60	\$ -	0.00%	19.93%	
200 Total Salaries - Protection	\$ 1,489,598	\$ 1,674,967	\$ 1,724,466	\$ 49,498	2.96%	15.77%	\$1,789,966
200 Total Other - Protection	\$ 293,621	\$ 274,218	\$ 270,618	\$ (3,600)	-1.31%	-7.83%	
200 Total Expenses - Protection	\$ 1,783,219	\$ 1,949,185	\$ 1,995,084	\$ 45,898	2.35%	11.88%	

Police Salaries

The BoS intends to amend salaries by adding up to an additional \$22,038, for a total of \$919,095, in order to adequately fund level services, maintaining the staffing of two police officers per shift.

Police Expenses

One time cruiser decrease for admin car; decreased maintenance

Fire Salaries

The BoS intends to amend salaries by adding up to an additional \$23,443, for a total of \$659,627, in order to continue to provide adequate staffing at the Fire Station.

Fire Expenses

Increased maintenance and equipment deferred from previous years

Dispatch Salaries

The BoS intends to amend by adding up to an additional \$20,019, for a total of \$200,818, in order to meet the requirements of adequately staffing the Dispatch Center.

Decreased overtime to match actual usage. Decreased training expenses.

<u>Account Name</u>	<u>FY2006 ACTUAL</u>	<u>FY2007 BUDGET</u>	<u>FY2008 BUDGET</u>	<u>FY08 BUDGET VS FY07</u>	<u>% CHANGE FY08 VS FY07</u>	<u>% CHANGE FY08 VS FY06</u>	<u>BOS RECOMMENDED BUDGET</u>
300 Total Salaries - Blanchard School	\$ 3,487,186	\$ 3,870,352	\$ 4,056,639	\$ 186,287	4.81%	16.33%	
300 Total Other - School-Blanchard School	\$ 1,677,888	\$ 1,533,360	\$ 1,366,762	\$ (166,598)	-10.86%	-18.54%	
300 Total Expenses - Blanchard School	\$ 5,165,074	\$ 5,403,712	\$ 5,423,401	\$ 19,689	0.36%	5.00%	
310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
310 Total Other - Minuteman Vocational HS	\$ 233,461	\$ 260,801	\$ 286,070	\$ 25,269	9.69%	22.53%	
310 Total Expenses - Minuteman Vocational HS	\$ 233,461	\$ 260,801	\$ 286,070	\$ 25,269	9.69%	22.53%	
320 Total Salaries - A/B RHS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
320 Total Other - A/B RHS Assessment	\$ 5,134,769	\$ 5,473,056	\$ 5,676,295	\$ 203,239	3.71%	10.55%	
320 Total Expenses - A/B RHS Assessment	\$ 5,134,769	\$ 5,473,056	\$ 5,676,295	\$ 203,239	3.71%	10.55%	
Total Salaries - Education	\$ 3,487,186	\$ 3,870,352	\$ 4,056,639	\$ 186,287	4.81%	16.33%	
Total Other - Education	\$ 7,046,118	\$ 7,267,217	\$ 7,329,127	\$ 61,910	0.85%	4.02%	
Total Expenses - Education	\$ 10,533,304	\$ 11,137,569	\$ 11,385,766	\$ 248,197	2.23%	8.09%	

Blanchard Expenses  
Minutemen Vocational HS

SPED expenses were decreased based on expected service needs.  
Assessment

<u>Account Name</u>	<u>FY2006 ACTUAL</u>	<u>FY2007 BUDGET</u>	<u>FY2008 BUDGET</u>	<u>FY08 BUDGET VS FY07</u>	<u>% CHANGE FY08 VS FY07</u>	<u>% CHANGE FY08 VS FY06</u>	<u>BOS RECOMMENDED BUDGET</u>
422 Total Salaries - Public Works	\$ 349,631	\$ 420,588	\$ 422,413	\$ 1,825	0.43%	20.82%	\$435,515
422 Total Other - Public Works	\$ 198,571	\$ 217,771	\$ 227,126	\$ 9,355	4.30%	14.38%	
422 Total Expenses - Public Works	\$ 548,201	\$ 638,359	\$ 649,539	\$ 11,180	1.75%	18.49%	
423 Total Salaries - Snow & Ice	\$ 31,707	\$ 46,507	\$ 46,507	\$ -	0.00%	46.68%	
423 Total Other - Snow & Ice	\$ 69,054	\$ 43,582	\$ 43,582	\$ -	0.00%	-36.89%	
423 Total Expenses - Snow & Ice	\$ 100,761	\$ 90,089	\$ 90,089	\$ -	0.00%	-10.59%	
424 Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
424 Total Other - Street Lighting	\$ 2,790	\$ 3,191	\$ 3,191	\$ -	0.00%	14.37%	
424 Total Expenses - Street Lighting	\$ 2,790	\$ 3,191	\$ 3,191	\$ -	0.00%	14.37%	
429 Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
429 Total Other - Fuel	\$ 56,357	\$ 49,500	\$ 49,200	\$ (300)	-0.61%	-12.70%	
429 Total Expenses - Fuel	\$ 56,357	\$ 49,500	\$ 49,200	\$ (300)	-0.61%	-12.70%	
431 Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
431 Total Other - Hazardous Waste Coll	\$ -	\$ 15,000	\$ -	\$ (15,000)	-100.00%	0.00%	
431 Total Expenses - Hazardous Waste Coll	\$ -	\$ 15,000	\$ -	\$ (15,000)	-100.00%	0.00%	
491 Total Salaries - Cemetery	\$ 7,747	\$ 8,355	\$ 8,580	\$ 225	2.69%	10.75%	
491 Total Other - Cemetery	\$ 940	\$ 1,458	\$ 1,402	\$ (56)	-3.84%	49.16%	
491 Total Expenses - Cemetery	\$ 8,687	\$ 9,813	\$ 9,982	\$ 169	1.72%	14.90%	
Total Salaries-Public Works & Facilities	\$ 389,085	\$ 475,450	\$ 477,500	\$ 2,050	0.43%	22.72%	\$490,602
Total - Other Public Works & Facilities	\$ 327,712	\$ 330,502	\$ 324,501	\$ (6,001)	-1.82%	-0.98%	
Total Expenses-Public Works - Facilities	\$ 716,797	\$ 805,952	\$ 802,001	\$ (3,951)	-0.49%	11.89%	
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
510 Total Other - Landfill Monitoring	\$ 3,956	\$ 5,500	\$ 5,000	\$ (500)	-9.09%	26.38%	
510 Total Expenses - Landfill Monitoring	\$ 3,956	\$ 5,500	\$ 5,000	\$ (500)	-9.09%	26.38%	
511 Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%	0.20%	
511 Total Other - Board of Health	\$ 168	\$ 1,765	\$ 1,765	\$ -	0.00%	953.23%	
511 Total Expenses - Board of Health	\$ 668	\$ 2,266	\$ 2,266	\$ -	0.00%	239.43%	
519 Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
519 Total Other - Environmental Services	\$ 9,073	\$ 9,345	\$ 9,345	\$ -	0.00%	3.00%	
519 Total Expenses - Environmental Services	\$ 9,073	\$ 9,345	\$ 9,345	\$ -	0.00%	3.00%	
521 Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
521 Total Other - Family Services	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.00%	0.00%	
521 Total Expenses - Family Services	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.00%	0.00%	

Hazardous Waste Collections Expenses  
Public Works Salaries

Hazardous waste day is removed for FY08, but planned for FY09  
The BoS intends to amend by adding up to an additional \$13,102, for a total of \$435,515 in order to continue to provide level services to the Town.

<u>Account Name</u>	<u>FY2006 ACTUAL</u>	<u>FY2007 BUDGET</u>	<u>FY2008 BUDGET</u>	<u>FY08 BUDGET VS FY07</u>	<u>% CHANGE FY08 VS FY07</u>	<u>% CHANGE FY08 VS FY06</u>	<u>BOS RECOMMENDED BUDGET</u>
522 Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
522 Total Other - Nursing Services	\$ 2,325	\$ 2,395	\$ 2,395	\$ -	0.00%	3.01%	
522 Total Expenses - Nursing Services	\$ 2,325	\$ 2,395	\$ 2,395	\$ -	0.00%	3.01%	
523 Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
523 Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	0.00%	
523 Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	0.00%	
541 Total Salaries - Council on Aging	\$ 28,207	\$ 34,929	\$ 36,270	\$ 1,341	3.84%	28.59%	
541 Total Other - Council on Aging	\$ 2,650	\$ 2,730	\$ 3,064	\$ 334	12.23%	15.61%	
541 Total Expenses - Council on Aging	\$ 30,857	\$ 37,659	\$ 39,334	\$ 1,675	4.45%	27.47%	
543 Total Salaries - Veterans	\$ 50	\$ 50	\$ 190	\$ 140	280.00%	280.00%	
543 Total Other - Veterans	\$ 55	\$ 250	\$ 250	\$ -	0.00%	354.55%	
543 Total Expenses - Veterans	\$ 105	\$ 300	\$ 440	\$ 140	46.67%	319.05%	
599 Total Salaries - Inspect of Animals	\$ 830	\$ 864	\$ 895	\$ 31	3.59%	7.77%	
599 Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
599 Total Expenses - Inspect of Animals	\$ 830	\$ 864	\$ 895	\$ 31	3.59%	7.77%	
600 Total Salaries - Animal Control Officer	\$ 2,254	\$ 2,345	\$ 2,429	\$ 84	3.58%	7.76%	
600 Total Other - Animal Control Officer	\$ 256	\$ 330	\$ 330	\$ -	0.00%	28.93%	
600 Total Expenses - Animal Control Officer	\$ 2,510	\$ 2,675	\$ 2,759	\$ 84	3.14%	9.91%	
Total Salaries-Health Services	\$ 31,842	\$ 38,689	\$ 40,285	\$ 1,596	4.13%	26.52%	
Total - Other - Health Services	\$ 31,483	\$ 35,315	\$ 35,149	\$ (166)	-0.47%	11.64%	
Total Expenses-Health Services	\$ 63,325	\$ 74,004	\$ 75,434	\$ 1,430	1.93%	19.12%	

<u>Account Name</u>	<u>FY2006</u> <u>ACTUAL</u>	<u>FY2007</u> <u>BUDGET</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY08 BUDGET</u> <u>VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY06</u>	<u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u>
610 Total Salaries - Library	\$ 119,047	\$ 150,026	\$ 164,033	\$ 14,007	9.34%	37.79%	
610 Total Other - Library	\$ 82,914	\$ 98,536	\$ 105,756	\$ 7,220	7.33%	27.55%	
610 Total Expenses - Library	\$ 201,961	\$ 248,562	\$ 269,789	\$ 21,227	8.54%	33.58%	
630 Total Salaries - Recreation Comm.	\$ 18,506	\$ 23,881	\$ 24,740	\$ 859	3.60%	33.69%	
630 Total Other - Recreation Comm	\$ 8,815	\$ 10,880	\$ 10,880	\$ -	0.00%	23.43%	
630 Total Expenses - Recreation Comm	\$ 27,320	\$ 34,761	\$ 35,620	\$ 859	2.47%	30.38%	
691 Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
691 Total Other - Historical Comm	\$ 3,123	\$ 4,221	\$ 3,061	\$ (1,160)	-27.48%	-1.97%	
691 Total Expenses - Historical Comm	\$ 3,123	\$ 4,221	\$ 3,061	\$ (1,160)	-27.48%	-1.97%	
692 Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
692 Total Other - Public Celebration	\$ 477	\$ 665	\$ 665	\$ -	0.00%	39.42%	
692 Total Expenses - Public Celebration	\$ 477	\$ 665	\$ 665	\$ -	0.00%	39.42%	
693 Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
693 Total Other - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%	0.00%	
693 Total Expenses - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%	0.00%	
699 Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
699 Total Other - A/B Cultural Council	\$ 1,000	\$ 1,500	\$ 1,500	\$ -	0.00%	50.00%	
699 Total Expenses - A/B Cultural Council	\$ 1,000	\$ 1,500	\$ 1,500	\$ -	0.00%	50.00%	
Total Salaries - Culture & Recreation	\$ 137,552	\$ 173,907	\$ 188,773	\$ 14,866	8.55%	37.24%	
Total Other- Culture & Recreation	\$ 96,828	\$ 116,302	\$ 122,362	\$ 6,060	5.21%	26.37%	
Total Expenses - Culture & Recreation	\$ 234,381	\$ 290,209	\$ 311,135	\$ 20,926	7.21%	32.75%	
710 Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
710 Total Other - Maturing Debt Principal	\$ 501,000	\$ 678,000	\$ 728,000	\$ 50,000	7.37%	45.31%	
710 Total Expenses - Maturing Debt Principal	\$ 501,000	\$ 678,000	\$ 728,000	\$ 50,000	7.37%	45.31%	
751 Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
751 Total Other - Maturing Debt Interest	\$ 600,321	\$ 694,142	\$ 678,415	\$ (15,727)	-2.27%	13.01%	
751 Total Expenses - Maturing Debt Interest	\$ 600,321	\$ 694,142	\$ 678,415	\$ (15,727)	-2.27%	13.01%	
Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
Total Other - Debt Service	\$ 1,101,321	\$ 1,372,142	\$ 1,406,415	\$ 34,273	2.50%	27.70%	
Total Expenses - Debt Service	\$ 1,101,321	\$ 1,372,142	\$ 1,406,415	\$ 34,273	2.50%	27.70%	

Library Salaries  
Library Expenses

Library board of trustees increased salaries based on salary survey  
State library rules for accreditation require a specific percent increase in books/peripherals when budgets increase  
Based on actual utility usage

Historical Commission Expenses

<u>Account Name</u>	<u>FY2006</u> <u>ACTUAL</u>	<u>FY2007</u> <u>BUDGET</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY08 BUDGET</u> <u>VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY07</u>
830 Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
830 Total Other - County Ret Assessment	\$ 276,433	\$ 317,905	\$ 366,730	\$ 48,825	15.36%	32.67%
830 Total Expenses - County Ret Assessment	\$ 276,433	\$ 317,905	\$ 366,730	\$ 48,825	15.36%	32.67%
912 Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
912 Total Other - Other Benefit Insurance	\$ 51,957	\$ 87,628	\$ 67,932	\$ (19,696)	-22.48%	30.75%
912 Total Expenses - Other Benefit Insurance	\$ 51,957	\$ 87,628	\$ 67,932	\$ (19,696)	-22.48%	30.75%
913 Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
913 Total Other - Deferred Compensation	\$ 5,000	\$ -	\$ -	\$ -	0.00%	-100.00%
913 Total Expenses - Deferred Compensation	\$ 5,000	\$ -	\$ -	\$ -	0.00%	-100.00%
914 Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
914 Total Other - FICA	\$ 11,987	\$ 12,600	\$ 13,000	\$ 400	3.17%	8.45%
914 Total Expenses - FICA	\$ 11,987	\$ 12,600	\$ 13,000	\$ 400	3.17%	8.45%
915 Total Salaries - Med,Life, LTD Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
915 Total Other - Med,Life, LTD Insurance	\$ 988,045	\$ 1,112,931	\$ 1,173,500	\$ 60,569	5.44%	18.77%
915 Total Expenses - Med,Life, LTD Insurance	\$ 988,045	\$ 1,112,931	\$ 1,173,500	\$ 60,569	5.44%	18.77%
945 Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
945 Total Other - Liability Insurance	\$ 87,702	\$ 99,396	\$ 100,000	\$ 604	0.61%	14.02%
945 Total Expenses - Liability Insurance	\$ 87,702	\$ 99,396	\$ 100,000	\$ 604	0.61%	14.02%
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
Total Other- Employee Benefits	\$ 1,421,125	\$ 1,630,460	\$ 1,721,162	\$ 90,702	5.56%	21.11%
Total Expenses- Employee Benefits	\$ 1,421,125	\$ 1,630,460	\$ 1,721,162	\$ 90,702	5.56%	21.11%
131 Reserve Fund - Original Budget	\$ -	\$ 157,623	\$ 185,000	\$ 27,377	17.37%	0.00%
131 Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%
131 Reserve Fund - Net Balance	\$ -	\$ 157,623	\$ 185,000	\$ 27,377	17.37%	0.00%

County Retirement Assessment

Other Benefit insurance

Reserve Fund

Assessment

Reduction in the amount budgeted for unemp comp as the town decided to take more risk since there have been no cases in FY07 and none yet known for FY08.

Increased reserve fund to match Finance Committee recommended 1% of the budget

<u>Account Name</u>	<u>FY2006</u> <u>ACTUAL</u>	<u>FY2007</u> <u>BUDGET</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY08 BUDGET</u> <u>VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY07</u>	<u>% CHANGE</u> <u>FY08 VS FY06</u>	<u>BOS</u> <u>RECOMMENDED</u> <u>BUDGET</u>
<b>SALARIES</b>							
Town Government	\$ 619,664	\$ 628,943	\$ 608,184	\$ (20,759)	-3.30%	-1.85%	
Protection	\$ 1,489,598	\$ 1,674,967	\$ 1,724,466	\$ 49,498	2.96%	15.77%	\$1,789,966
Public Works & Facilities	\$ 389,085	\$ 475,450	\$ 477,500	\$ 2,050	0.43%	22.72%	\$490,602
Health Services	\$ 31,842	\$ 38,689	\$ 40,285	\$ 1,596	4.13%	26.52%	
Cultural & Recreation	\$ 137,552	\$ 173,907	\$ 188,773	\$ 14,866	8.55%	37.24%	
Total Salaries Reserved	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
<b>Total Town</b>	<b>\$ 2,667,741</b>	<b>\$ 2,991,956</b>	<b>\$ 3,039,208</b>	<b>\$ 47,252</b>	<b>1.58%</b>	<b>13.92%</b>	<b>\$ 3,117,810</b>
Education	\$ 3,487,186	\$ 3,870,352	\$ 4,056,639	\$ 186,287	4.81%	16.33%	
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
<b>TOTAL SALARIES</b>	<b>\$ 6,154,927</b>	<b>\$ 6,862,308</b>	<b>\$ 7,095,847</b>	<b>\$ 233,539</b>	<b>3.40%</b>	<b>15.29%</b>	<b>\$ 7,174,449</b>
<b>OTHER EXPENSES</b>							
Town Government	\$ 243,003	\$ 239,558	\$ 220,588	\$ (18,970)	-7.92%	-9.22%	
Protection	\$ 293,621	\$ 274,218	\$ 270,618	\$ (3,600)	-1.31%	-7.83%	
Public Works & Facilities	\$ 327,712	\$ 330,502	\$ 324,501	\$ (6,001)	-1.82%	-0.98%	
Health Services	\$ 31,483	\$ 35,315	\$ 35,149	\$ (166)	-0.47%	11.64%	
Cultural & Recreation	\$ 96,828	\$ 116,302	\$ 122,362	\$ 6,060	5.21%	26.37%	
<b>Total Town</b>	<b>\$ 992,647</b>	<b>\$ 995,895</b>	<b>\$ 973,218</b>	<b>\$ (22,677)</b>	<b>-2.28%</b>		
Education	\$ 7,046,118	\$ 7,267,217	\$ 7,329,127	\$ 61,910	0.85%	4.02%	
Employee Benefits	\$ 1,421,125	\$ 1,630,460	\$ 1,721,162	\$ 90,702	5.56%	21.11%	
Debt Service	\$ 1,101,321	\$ 1,372,142	\$ 1,406,415	\$ 34,273	2.50%	27.70%	
Reserve Fund	\$ -	\$ 157,623	\$ 185,000	\$ 27,377	17.37%	0.00%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -			
<b>TOTAL OTHER EXPENSES</b>	<b>\$ 10,561,210</b>	<b>\$ 11,423,337</b>	<b>\$ 11,614,922</b>	<b>\$ 191,585</b>	<b>1.68%</b>	<b>9.98%</b>	
<b>TOTAL EXPENSES</b>							
Town Government	\$ 862,666	\$ 868,501	\$ 828,772	\$ (39,729)	-4.57%	-3.93%	
Protection	\$ 1,783,219	\$ 1,949,185	\$ 1,995,084	\$ 45,898	2.35%	11.88%	\$ 2,060,584
Public Works & Facilities	\$ 716,797	\$ 805,952	\$ 802,001	\$ (3,951)	-0.49%	11.89%	\$ 815,103
Health Services	\$ 63,325	\$ 74,004	\$ 75,434	\$ 1,430	1.93%	19.12%	
Cultural & Recreation	\$ 234,381	\$ 290,209	\$ 311,135	\$ 20,926	7.21%	32.75%	
Total Salaries Reserved	\$ -	\$ -	\$ -	\$ -			
<b>Total Town</b>	<b>\$ 3,660,388</b>	<b>\$ 3,987,851</b>	<b>\$ 4,012,426</b>	<b>\$ 24,575</b>	<b>0.62%</b>	<b>9.62%</b>	<b>\$ 4,091,028</b>
Education	\$ 10,533,304	\$ 11,137,569	\$ 11,385,766	\$ 248,197	2.23%	8.09%	
Employee Benefits	\$ 1,421,125	\$ 1,630,460	\$ 1,721,162	\$ 90,702	5.56%	21.11%	
Debt Service	\$ 1,101,321	\$ 1,372,142	\$ 1,406,415	\$ 34,273	2.50%	27.70%	
Cherry Sheet Assessments	\$ -	\$ -	\$ -	\$ -	0.00%	0.00%	
Reserve Fund	\$ -	\$ 157,623	\$ 185,000	\$ 27,377	17.37%	0.00%	
<b>TOTAL EXPENSES</b>	<b>\$ 16,716,137</b>	<b>\$ 18,285,646</b>	<b>\$ 18,710,769</b>	<b>\$ 425,123</b>	<b>2.32%</b>	<b>11.93%</b>	<b>\$ 18,789,371</b>
Budget Prior to Reserve Fund Calculation	\$ 16,716,137	\$ 18,128,023	\$ 18,525,769	\$ 397,746	2.19%	10.83%	\$ 18,604,371

**Blanchard Memorial School**  
**FY-08**  
**Budgets**  
*Accounts Summary*

ACCT.	CATEGORY	FY05 Actual	FY 06 Actual	FY07 Budget	FY08 Proposed	Increase/Decrease FY 07 - FY 08	
						\$\$\$	%
1100	School Comm.	\$26,310	\$33,413	\$16,554	\$19,392	\$2,838	17.14%
1400	Bus. Office	\$79,315	\$95,028	\$99,695	\$105,482	\$5,787	5.80%
2100	Special Ed Office	\$102,591	\$110,218	\$121,044	\$122,062	\$1,018	0.84%
2200	Supt/Prin Office	\$262,574	\$292,931	\$300,299	\$317,944	\$17,645	5.88%
2250	Tech Admin	\$114,122	\$120,558	\$129,393	\$123,080	(\$6,313)	-4.88%
2300	Teaching	\$2,624,457	\$2,835,846	\$3,033,273	\$3,120,581	\$87,308	2.88%
2350	Prof. Development	\$52,737	\$59,377	\$109,744	\$109,802	\$58	0.05%
2400	Textbooks	\$10,389	\$32,992	\$36,740	\$37,850	\$1,110	3.02%
2500	Media	\$58,611	\$81,265	\$72,566	\$59,381	(\$13,185)	-18.17%
2700	Guidance	\$30,536	\$44,060	\$48,014	\$52,081	\$4,067	8.47%
2800	Psychological	\$30,087	\$32,256	\$34,527	\$36,849	\$2,322	6.72%
3200	Health Services	\$44,105	\$46,236	\$54,706	\$53,489	(\$1,217)	-2.22%
3300	Transportation	\$363,943	\$370,532	\$374,731	\$379,566	\$4,835	1.29%
3400	Food Services	\$5,346	\$25,416	\$27,382	\$33,478	\$6,096	22.26%
4130	Utilities	\$110,245	\$143,293	\$163,440	\$163,440	\$0	0.00%
4220	Maintenance	\$203,498	\$210,462	\$213,559	\$218,912	\$5,353	2.51%
4400	Technology	\$49,391	\$70,573	\$93,858	\$93,858	(\$0)	0.00%
5100	Retirement	\$6,150	\$0	\$42,563	\$88,344	\$45,781	107.56%
6300	Civic Activities	\$5,188	\$4,474	\$4,774	\$5,130	\$356	7.46%
7000	Capital Exp.	\$34,603	\$27,904	\$40,541	\$42,379	\$1,838	4.53%
9100	SPED Tuition	\$325,285	\$239,453	\$216,959	\$45,499	(\$171,460)	-79.03%
9400	Collaborative	\$214,915	\$288,786	\$169,349	\$194,803	\$25,454	15.03%
	<b>TOTALS</b>	<b>\$4,754,398</b>	<b>\$5,165,074</b>	<b>\$5,403,711</b>	<b>\$5,423,401</b>	<b>\$19,690</b>	<b>0.36%</b>

**ARTICLE 6            CAPITAL IMPROVEMENTS – BLANCHARD MEMORIAL SCHOOL SECURITY  
INFRASTRUCTURE**

(Majority vote required)

To see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of acquiring and installing a security infrastructure system for the Blanchard Memorial School, provided that no funds voted under this article shall be borrowed or expended unless the Town has first voted by ballot at a municipal election to assess an additional Fifty Thousand Dollars (\$50,000) in real estate and personal property taxes for said purpose for the fiscal year beginning July first two thousand and seven; or take any other action relative thereto.

**The School Committee recommends unanimously (5 - 0).**

Passage of Article 6 would enable the School Committee to purchase and install a security infrastructure system to help the Boxborough police and other law enforcement agencies (State Police, FBI, etc.) secure the school in the unlikely event that non-authorized personnel entered the school.

In today’s environment, unexpected and unfortunate events are occurring that can put our children in harm’s way. It is our responsibility as parents and citizens of Boxborough to insure that our children are safe while attending Blanchard. In the fall of 2006, the Boxborough Police Department surveyed the school’s hallways, stairwells, and other spaces and subsequently reported that it was impossible to accurately determine the location of intruders in the event that intruders entered the building. The Security Infrastructure System will provide law enforcement agencies with the ability to see within the building in an emergency.

- This article provides funding for:
- Front door video surveillance
  - Front door security
  - Cameras
  - Surveillance control system
  - Installation
  - Training

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

This article is for a security system to be installed at Blanchard Memorial School. We believe that in comparison with other elementary schools in the area the current security system is adequate and a need for an upgrade has not been demonstrated at this time. The increase in taxation would be \$.048 per \$1000 valuation, or \$26.34 for the average single-family home of \$545,900 valuation.

**NOTES:**

**ARTICLE 7 CAPITAL IMPROVEMENTS – HAGER WELL HOUSE GENERATOR**

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Sixty-Three Thousand Six Hundred Forty-Two Dollars (\$63,642), more or less, for the purpose of acquiring and installing an emergency generator at the Hager Well House, and provided that no funds voted under this article shall be borrowed or expended unless the Town has first voted by ballot at a municipal election to exempt from the provisions of proposition two and one-half, so-called, in accordance with Chapter 59, Section 21C(k) of the General Laws, the amounts required to pay for the bond issued for said purpose; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

The Hager well supplies water to the Blanchard School, Library, Police Station and Fire Station for drinking (subject to near term remediation), sanitary, and (in the case of the Library) fire suppression purposes. At present the well has no backup system to provide water in the event of a power failure, except for the gravity feed from the standpipe. This current “backup” would only last until the water in the standpipe were expended, and would in any event leave the Library without fire suppression due to insufficient pressure. The proposed generator will automatically kick in to provide water supply in the event of a power failure, using a diesel-powered source. The proposed funding of \$63,642 includes the quoted price for the generator, electrical and mechanical installation costs, and the initial charge of diesel fuel. The BoS believes that this is a necessary investment to ensure continuity of essential water supply to these key town buildings.

**The School Committee recommends unanimously (5-0).**

In the event that there is a loss of power in the pump house, there will be a limited supply of water in the standpipe, and once that supply is exhausted, then there will be no water for Blanchard Memorial School, Sargent Library, the police and fire stations. With over 500 people in the Blanchard School, the need to provide water is essential. In addition, since Blanchard Memorial is the evacuation point for the Town of Boxborough in case of emergency, the need to supply water during a prolonged loss of power is essential.

**The Finance Committee does not recommend.**

The Hager Pump house supplies water to the Fire Department, Police Department, Blanchard School and the Library. The existing 30,000 gallon cistern is designed to hold up to 2 days of water which is used for all non-drinking purposes including the protection of the Library. We believe the generator is insurance that is not necessary. This article would add \$.061 per \$1000 or \$33.52 for a median-priced house of \$545,900.

**NOTES:**

**ARTICLE 8 CAPITAL IMPROVEMENTS – EMERGENCY GENERATOR TO BE LOCATED AT THE BLANCHARD MEMORIAL SCHOOL**

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Two Hundred Fifty-Seven Thousand Eight Hundred Ninety-One Dollars (\$257,891), more or less, for the purpose of acquiring and installing an emergency generator at the Blanchard Memorial School; including costs incidental and related thereto, provided that no funds voted under this article shall be borrowed or expended unless the Town has first voted by ballot at a municipal election to exempt from the provisions of proposition two and one-half, so-called, in accordance with Chapter 59, Section 21C(k) of the General Laws, the amounts required to pay for the bond issued for said purpose; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

There are three distinct but related purposes for installing a generator at Blanchard School capable of taking up the entire electrical supply should there be a failure of the local or global power grid. These include, in approximate order of importance: 1) providing fire suppression for the school, since the fire pump supplying the sprinklers is dependent upon the school electrical supply, and is not currently backed-up, 2) providing adequate lighting in the event of a power failure either during winter months or in a crowded evening event, and 3) providing the infrastructure to qualify the Blanchard School as an emergency shelter in the event of natural disaster or hostile actions that would require citizens to be displaced from their homes. It is unfortunate that the proposed emergency generator was not included in the Blanchard renovation due to fiscal constraints at the time, and the BoS believes that it is time to rectify that error. The proposed cost of \$257,891 includes the quoted price for the generator, electrical and mechanical installation costs, and the initial charge of diesel fuel.

**The School Committee unanimously recommends (5-0).**

In the event of a power outage at Blanchard Memorial, the generator will provide the school with the necessary electricity to provide lighting, operate the fire suppression system, and heat during winter months. This is especially important since Blanchard Memorial is the evacuation point for the Town of Boxborough if there is natural disaster or hostile activities against the citizens of Boxborough.

**The Finance Committee does not recommend (5 - 1).**

The generator assures fire protection at the school during power outages – currently a well fills two 10,000 gallon cisterns which supply the water for the sprinkler system. In case of an emergency this generator would permit this system to maintain the water flow to potentially minimize overall property damage. This system is inoperative without LELD power. If a power outage occurs during the winter months the generator would be used in order to prevent pipes from freezing. In addition, it will supply power when the building is occupied (code requires building evacuation or a fire watch when the fire protection system is disabled or inoperative). In case of a major disaster, this generator would give the Town the ability to use the School as an emergency shelter. The shelter with the generator would be compliant with FEMA, MEMA and the Red Cross. There is an additional operating cost that would be added to the yearly budget for maintenance and fuel.

We do question the required need of the generator based on the lack of historical events that have required the use of the generator of this size. We are not aware of state or federal grants that would subsidize this project.

The financial impact to the town would be \$24.88 per \$1000 or \$135.88 for a median house price of \$545,900.

**NOTES:**

**ARTICLE 9 CAPITAL IMPROVEMENTS - POLICE & FIRE STATIONS**

(Majority vote required; third-thirds if from Stabilization Fund)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Sixty-Three Thousand Six Hundred Forty-Five Dollars (\$63,645), more or less, for the purpose of repairing the existing Police and Fire Stations as follows:

Police Station	Exterior lighting	\$5,000
	Carpet replacement	\$5,000
	Garage door replacement	\$4,000
Fire Station	Improved insulation and heating equipment to improve energy efficiency in apparatus bays	\$49,645
	<b>Total</b>	<b>\$63,645</b>

or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

These capital improvements are deemed necessary at this time for several reasons. In the police station, approximately \$14,000 is allocated to replacing or repairing garage doors, exterior lighting, and interior carpets that were installed in the building when constructed, almost 20 years ago. The garage door replacement is necessary to provide basic functionality and a reasonable level of energy efficiency. The exterior lighting has to a large degree been rendered inactive by weather/corrosion damage to the poles and fixtures, and will be replaced by building-mounted units. The carpet is in several places torn and is generally soiled beyond cleaning redemption. In the firehouse, the principal use of the approximately \$49,000 is to insulate the roof of the equipment bays and replace a hanging gas-fired heater to provide a reasonable level of energy efficiency. A small fraction of the expenditure is aimed at finishing the erstwhile single-bay garage into useful interior space for the expanded shift coverage authorized by Town Meeting. The BoS believes that this is a necessary consequence to the Town Meeting mandate of 2004 to increase the number of firefighters and improve shift coverage.

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

We recognize the desirability to improve the energy efficiency in this building, but we do not feel the return on fire station improvements makes economic sense. The current budget for heating gas is approximately \$11,400 annually. We believe that the payback period is between 15 and 25 years.

Due to limited funds in FY2008 we recommend that the Police Chief use existing FY2007 funds.

This article would add \$.0614 per \$1000 or \$33.52 for a median price house of \$545,900.

**NOTES:**

**ARTICLE 10 FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighteen Thousand Nine Hundred and Fifty-Two Dollars (\$18,952), more or less, for the purpose of funding the additional salary for the promotion of two current fulltime Firefighter/EMT's to the rank of Lieutenant; further that the sum of Eighteen Thousand Nine Hundred and Fifty Two Dollars (\$18,952) be transferred to FY 2008 Budget - Department 220, Total Salaries – Fire, and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Eighteen Thousand Nine Hundred and Fifty Two Dollars (\$18,952) in real estate and personal property taxes for said purpose for the fiscal year beginning July first, two thousand and seven; or take any other action relative thereto.

**Two members of the Board of Selectmen recommend passage of this article.**

The full-time fire service has functioned for many years without any command structure below the Chief. This situation has become increasingly problematic as the number of firefighters has increased, the complexity of situations encountered on fire calls has expanded, and the demands for documentation of chain of responsibility from the federal government have become more insistent. This proposal would ensure that there is a clear line of responsibility in the firehouse and at incidents, should the Chief be unavailable. A secondary benefit of the proposal is that it rewards in rank and pay those of our firefighters who have demonstrated superior skills and levels of responsibility, providing a differentiated career path. The BoS believes that it is time to adopt a rational command structure in the Fire Department by this action.

**Two members of the Board of Selectmen recommend against passage of this article.**

While we agree that there is merit to the staffing model as proposed by the Fire Chief, we do not believe it is fiscally prudent to expend the funds to initiate the change at this time.

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

We do not think these staffing changes make economic sense during a budget season in which we are trying to reduce the overall costs to the town. The current hierarchy in the department is based upon seniority and has apparently worked very well in the past. This article should be revisited if the department is considering an increase in full-time Firemen in the future. We do question if the requested sum includes sufficient amounts to cover overtime and benefits.

This article would add \$.0183 per \$1000 or \$9.93 for a median price house of \$545,900. This article would move the sum \$18,952 to the operating budget in the following years including the yearly percentage increases and would increase the costs for overtime and benefits.

**NOTES:**

**ARTICLE 11 CAPITAL IMPROVEMENTS – REPLACE TWO DUMPSTERS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Nine Thousand Dollars (\$9,000), more or less, for the purpose of acquiring two 30-yard open top containers (for metal and bulk waste), provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Nine Thousand Dollars (\$9,000) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and seven; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

These containers would replace the metal and bulk waste dumpsters at the Transfer Station. The current containers were purchased when the Transfer Station was originally built and are over 10 years old. The Highway Department has been repairing them as needed, and their condition continues to deteriorate. They can no longer be welded together to keep them intact and safe-for-transport.

**The Finance Committee recommends unanimously.**

These containers would replace two of the dumpsters at the Transfer Station used for metal and bulk waste. The existing containers are over ten years old and are falling apart; they can no longer be welded together to keep them intact. This article would add \$.0087 per \$1000 or \$4.74 for a median price house of \$545,900.

**NOTES:**

**ARTICLE 12 CAPITAL IMPROVEMENTS - ATHLETIC FIELD LIGHTING – ACTON-BOXBOROUGH REGIONAL SCHOOLS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of Twenty-Four Thousand Dollars (\$24,000), more or less, for the purpose of paying the Town’s proportional contribution for the Acton-Boxborough Regional School’s Athletic Field Lighting Project, which includes adding athletic lighting to the varsity baseball field, practice soccer field, and five adjacent tennis courts; further that the Town shall vote pursuant to Chapter 40 Section 40A of the General Laws to authorize the Board of Selectmen to enter into an agreement with the Town of Acton and the Acton-Boxborough Regional School District for such purpose and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Twenty-Four Thousand Dollars (\$24,000) in real estate and personal property taxes for said purposes for the fiscal year beginning July first two thousand and seven; or take any other action relative thereto.

**The Board of Selectmen does not recommend (3 – 1).**

**Majority:** While the Board of Selectmen can appreciate the need for lighting the tennis courts and contiguous fields located on the AB Regional High School campus, due to current economic circumstances we cannot in good faith expend the funds at this time.

**Minority:** The Town of Acton and the Acton-Boxborough Regional School System have committed to improving these facilities and Boxborough should be willing to contribute a fair share. Our residents, both young and old, make good use of the tennis courts and many children play youth sports on the contiguous fields. It makes both ethical and moral sense to contribute a portion of the funds to make these improvements. Although smaller in size than our Acton counterpart, Boxborough is still a half-partner in the Acton Boxborough Regional School System and with ownership comes responsibility.

**The Recreation Commission recommends.**

The Recreation Commission voted unanimously to support the efforts of ABYB and other supporting organizations for the lighting project. The proposed Boxborough contribution is reasonable, and represents a proportionate share for enhancements to a recreational asset used by both Acton and Boxborough communities.

**The Finance Committee recommends (5 - 2).**

The Finance Committee believes that the article supports a wide array of the residents of Boxborough, but the formula to calculate the dollar amount is incorrect. There are currently no lighted facilities in either town to support evening activities. Based on the regional agreement for construction costs, Boxborough pays 21.58% minus 5% or 16.58%. This equates to \$18,400. This article would add \$.0178 per \$1000 or \$9.69 for a median price house of \$545,900.

**NOTES:**

**ARTICLE 13      AERIAL DROP OF MOSQUITO LARVACIDE (BTI)**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Fifteen Thousand Dollars (\$15,000), more or less, for the purpose of contracting with Central Mosquito Control Program to provide up to two aerial drops of mosquito larvacide; or take any other action relative thereto.

**The Board of Health recommends unanimously (3 – 0).**

With the increased occurrence of incidents, the BOH is interested in reducing the potential public exposure to EEE, West Nile Virus and other diseases transmitted through mosquitoes. In addition, the mosquitoes present a continuous nuisance factor throughout the warm weather months, which can cause secondary issues such as skin infections. Currently the Central Mass Mosquito Control Project (CMMCP) serves Boxborough, as well as 36 other towns in this effort by providing manual land applications of larvacide (Bti) to accessible wet areas and catch basins. In addition, some spraying is employed on a routine basis, which involve synthetic ‘adulticides’. The BOH wants to add an aerial element to this ‘mosquito battle’, which drops (via helicopter) the same Bti material in wet areas not as easily accessible to achieve a greater reduction in the mosquito population. This effort will further reduce direct disease exposure as well as secondary affects from the nuisance bites themselves. This will also reduce the reliance on the synthetic products to mitigate mosquitoes. A two-application approach will include a spring drop to address the tremendous population of the one-generation spring mosquitoes. The second application would follow a significant rain event later in the season to directly impact the later hatching disease transmitting type. The primary focus areas for these applications are the areas where the greatest population is involved in outside activities (school, recreation fields).

**The Finance Committee recommends unanimously.**

The Finance Committee supports this article to protect the population of Boxborough from mosquito-borne disease. This article would add \$.0145 per \$1000 or \$7.90 for a median price house of \$545,900.

**NOTES:**

**ARTICLE 14 CAPITAL IMPROVEMENTS – GROUNDWATER SUPPLY TESTING**

(Majority vote required; two-thirds, if from Stabilization Fund)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eighteen Thousand Dollars (\$18,000), more or less, to supplement the funding voted under Article 17 of the May 9, 2005 Annual Town Meeting for the purposes of installing exploration wells and all associated costs; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

This article will provide funding for well testing on a portion of Steele Farm/Picnic Trust close to Route 111. As the town continues to grow, we must consider our future water needs. The Selectmen believe it is important to be proactive and search out possible future water supplies before they become either developed or otherwise compromised. This location could be a potential valuable resource because it is located close to Route 111, a natural conduit for providing water to a majority of the town.

**The Water Resources Committee recommends unanimously.**

As the town becomes more populated, lots with development potential can impact the DEP's required "radius of protection" around potential future public water supply wellheads. We are identifying these areas and are being pro-active in the attempt to continue the process of ensuring the safety of the town's drinking water supply for future generations. The WRC will make a formal presentation at Town Meeting, provide handouts, and have additional information on their website.

**The Finance Committee recommends.**

The Finance Committee as a whole supported the article. A minority did not support using stabilization funds for this purpose.

**NOTES:**

**ARTICLE 15 COUNCIL ON AGING STAFFING - OUTREACH WORKER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Nine Thousand Two Dollars (\$9,002), more or less, for the purpose of funding the salary of a Council on Aging Outreach Worker; further that the sum of Nine Thousand Two Dollars (\$9,002) be transferred to FY 2008 Budget - Department 541, Total Salaries – Council on Aging, and provided that no funds voted under this article shall be expended unless the Town has first voted by ballot at a municipal election to assess an additional Nine Thousand Two Dollars (\$9,002) in real estate and personal property taxes for said purpose for the fiscal year beginning July first, two thousand and seven; or take any other action relative thereto.

**The Board of Selectmen unanimously does not recommend (4 – 0).**

The Board of Selectmen believes that the needs of our senior citizens are currently being met in an appropriate and fiscally responsible manner. While we understand that our senior population is growing, the majority of the growth appears to be centered on those just entering their senior years. The CoA has instituted a volunteer Friendly Visitor program as well as a volunteer visiting nurse. We would encourage them to continue to expand these volunteer services wherever possible.

The Council on Aging should be commended for their continued hard work as well as the many improvements to our senior programs.

**The Council on Aging recommends unanimously.**

The CoA recommends the funding of a part time (10 hours/week) Outreach Worker in order to provide outreach services to Boxborough senior residents and their families. The Board bases this recommendation on Boxborough’s rapidly expanding senior population, coupled with state guidelines (MA Dept of Elder Affairs) for providing support for senior citizens.

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

This article is for the implementation of an Outreach Worker to assist the Council on Aging with house visits, to provide information about available services, to document the needs and client status and to assist with the daily operations of the council offices. It should be mentioned that there was an increase in the COA’s 2007 budget. The COA Coordinator’s hours were increased from 27 hours to 30 hours and 5 hours of secretarial hours were added as well. We believe that the need for an Outreach Worker can be fulfilled with the increased hours, volunteer resources, Minuteman services, Nashoba Nursing Services and senior work off program. The increase in taxation would be \$.0087 per \$1000 valuation, or \$4.74 for the “average” single-family home of \$545,900 valuation.

**NOTES:**

## **ARTICLE 16 RESIDENCY REQUIREMENT BYLAW**

(Majority vote required)

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

All persons appointed to boards, committees, commissions and authorities shall be residents of the Town of Boxborough who are eligible to be or who are registered to vote in the Town of Boxborough; provided, however, that this bylaw shall not apply to appointments to those boards, committees, commissions or authorities whose charge or enabling legislation specifically allows for or requires appointment of non-resident members. If an appointed member of a board, committee, commission or authority shall remove from the Town, such member shall, after a hearing held by the Board of Selectmen, be deemed to have vacated his office. If an appointed member of a board, committee, commission or authority moves within the Town, notice shall be provided to the Board of Selectmen within 30 days of such move.

Applicants for appointment and reappointment to municipal boards, committees, commissions and authorities shall provide to the appointing authority proof of residence in the Town. For purposes of this bylaw, proof of residence shall include, but not be limited to, a driver's license, recent utility bill, rent receipt on a landlord's printed letterhead, lease, duplicate copy of a voter registration affidavit, or any other government-issued printed identification which contains the person's name and address. The appointing authority may require provision of additional evidence of residence.

### **The Board of Selectmen recommends unanimously (4 – 0).**

This bylaw would require that members of boards and commissions appointed by the Board of Selectmen be residents of Boxborough, unless as stated in their charter or organizational bylaw, there are provisions for non-resident members.

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

There is no financial impact to the town.

### **NOTES:**

## **ARTICLE 17      STORMWATER BYLAW**

(Majority vote required)

To see if the Town will vote to adopt a general bylaw, *Discharges into Storm Drains*, as worded below, to govern discharges into storm drains, or take any other action relative thereto.

### **DISCHARGES INTO STORM DRAINS**

#### **SECTION 1. PURPOSE**

Increased and contaminated stormwater runoff is a major cause of impairment of: water quality and flow in lakes, ponds, streams, rivers, wetlands and groundwater; contamination of drinking water supplies; alteration or destruction of aquatic and wildlife habitat; and flooding.

Regulation of illicit connections and discharges to storm drains is necessary for the protection of the town's water bodies and groundwater, and to safeguard the public health, safety, welfare and the environment.

The objectives of this bylaw are:

1. to prevent pollutants from entering storm water;
2. to prohibit illicit connections and unauthorized discharges to storm drains;
3. to require the removal of all such illicit connections;
4. to comply with state and federal statutes and regulations relating to stormwater discharges; and
5. to establish the legal authority to ensure compliance with the provisions of this bylaw through inspection, monitoring, and enforcement.

#### **SECTION 2. DEFINITIONS**

For the purposes of this bylaw, the following shall mean:

**AUTHORIZED ENFORCEMENT AGENCY:** The Boxborough Board of Health, its employees or agents, or any town appointed board official or municipal employee or contractor designated by the Board to enforce this bylaw.

**BEST MANAGEMENT PRACTICE (BMP):** An activity, procedure, restraint, or structural improvement that helps to reduce the quantity or improve the quality of stormwater runoff.

**BOARD:** The Boxborough Board of Health

**CLEAN WATER ACT:** The Federal Water Pollution Control Act (33 U.S.C. Â§ 1251 et seq.) as hereafter amended.

**DISCHARGE OF POLLUTANTS:** The addition from any source of any pollutant or combination of pollutants into a storm drain or into the waters of the United States or Commonwealth from any source.

**GROUNDWATER:** Water beneath the surface of the ground.

**ILICIT CONNECTION:** A surface or subsurface drain or conveyance, which allows an illicit discharge into a storm drain, including without limitation sewage, process wastewater or wash water, and any connections from indoor drains, sinks, or toilets, regardless of whether said connection was previously allowed, permitted, or approved before the effective date of this bylaw.

**ILICIT DISCHARGE:** Direct or indirect discharge to a storm drain that is not composed entirely of stormwater, except as exempted in Section 8.

**IMPERVIOUS SURFACE:** Any material or structure on or above the ground that prevents water infiltrating the underlying soil. Impervious surface includes without limitation roads, paved parking lots, sidewalks, and rooftops.

**NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORM WATER DISCHARGE PERMIT:** A permit issued by United States Environmental Protection Agency or jointly with the State that authorizes the discharge of pollutants to waters of the United States.

**NON-STORMWATER DISCHARGE:** Discharge to a storm drain not composed entirely of stormwater.

**PERSON:** An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**POLLUTANT:** Any element or property of sewage, agricultural, industrial or commercial waste, runoff, leachate, heated effluent, or other matter whether originating at a point or nonpoint source, that is or may be introduced into any sewage treatment works or waters of the Commonwealth. Pollutants shall include without limitation:

- 1) paints, varnishes, and solvents;
- 2) oil and other automotive fluids;
- 3) non-hazardous liquid and solid wastes and yard wastes;
- 4) refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- 5) pesticides, herbicides, and fertilizers;
- 6) hazardous materials and wastes; sewage, fecal coliform and pathogens;
- 7) dissolved and particulate metals;
- 8) animal wastes;
- 9) rock, sand, salt, soils;
- 10) construction wastes and residues; and
- 11) noxious or offensive matter of any kind.

**PROCESS WASTEWATER:** Water which, during manufacturing or processing, comes into direct contact with or results from the production or use of any material, intermediate product, finished product, or waste product.

**RECHARGE:** The process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**STORM DRAIN:** Any publicly or privately owned system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise a storm drain

**STORMWATER:** Storm water runoff, snow melt runoff, and surface water runoff and drainage.

**SURFACE WATER DISCHARGE PERMIT.** A permit issued by the Department of Environmental Protection (DEP) pursuant to 314 CMR 3.00 that authorizes the discharge of pollutants to waters of the Commonwealth of Massachusetts.

**TOXIC OR HAZARDOUS MATERIAL or WASTE:** Any material, which because of its quantity, concentration, chemical, corrosive, flammable, reactive, toxic, infectious or radioactive characteristics, either separately or in combination with any substance or substances, constitutes a present or potential threat to human health, safety, welfare, or to the environment. Toxic or hazardous materials include any synthetic organic chemical, petroleum product, heavy metal, radioactive or infectious waste, acid and alkali, and any substance defined as Toxic or Hazardous under G.L. Ch.21C and Ch.21E, and the regulations at 310 CMR 30.000 and 310 CMR 40.0000.

**WATERCOURSE:** A natural or man-made channel through which water flows or a stream of water, including a river, brook or underground stream.

**WATERS OF THE COMMONWEALTH:** All waters within the jurisdiction of the Commonwealth, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, costal waters, and groundwater.

**WASTEWATER:** Any sanitary waste, sludge, or septic tank or cesspool overflow, and water that during manufacturing, cleaning or processing, comes into direct contact with or results from the production or use of any raw material, intermediate product, finished product, byproduct or waste product.

### **SECTION 3. APPLICABILITY**

This bylaw shall apply to flows entering any storm drains located in the Town of Boxborough.

### **SECTION 4. AUTHORITY**

This bylaw is adopted under the authority granted by the Home Rule Amendment of the Massachusetts Constitution and the Home Rule Procedures Act, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34.

### **SECTION 5. RESPONSIBILITY FOR ADMINISTRATION**

The Board shall administer, implement and enforce this bylaw. Any powers granted to or duties imposed upon the Board may be delegated in writing by the Board to employees or agents of the Board, or to any town appointed board official or municipal employee designated by the Board to enforce this bylaw.

### **SECTION 6. REGULATIONS**

The Board may promulgate rules and regulations to effectuate the purposes of this bylaw. Failure by the Board to promulgate such rules and regulations shall not have the effect of suspending or invalidating this bylaw.

### **SECTION 7. PROHIBITED ACTIVITIES**

**Illicit Discharges.** No person shall dump, discharge, cause or allow to be discharged any pollutant or non-stormwater discharge into a storm drain, into a watercourse, or into the waters of the Commonwealth.

Illicit Connections. No person shall construct, use, allow, maintain or continue any illicit connection to a storm drain, regardless of whether the connection was permissible under applicable law, regulation or custom at the time of connection.

Obstruction of Storm Drain. No person shall obstruct or interfere with the normal flow of stormwater into or out of a storm drain without prior written approval from the Board.

## **SECTION 8. EXEMPTIONS**

The following non-stormwater discharges or flows are exempt from the prohibition of non-stormwater provided that the source is not a significant contributor of a pollutant to the municipal storm drain system:

- 1) Waterline flushing;
- 2) Flow from potable water sources;
- 3) Springs;
- 4) Natural flow from riparian habitats and wetlands;
- 5) Diverted stream flow;
- 6) Rising groundwater;
- 7) Uncontaminated groundwater infiltration as defined in 40 CFR 35.2005(20), or uncontaminated pumped groundwater;
- 8) Water from exterior foundation drains, footing drains (not including active groundwater dewatering systems), crawl space pumps, or air conditioning condensation;
- 9) Discharge from landscape irrigation or lawn watering;
- 10) Water from individual residential car washing;
- 11) Discharge from dechlorinated swimming pool water (less than one ppm chlorine) provided the water is allowed to stand for one week prior to draining and the pool is drained in such a way as not to cause a nuisance;
- 12) Discharge from street sweeping;
- 13) Dye testing, provided verbal notification is given to the [the Board] prior to the time of the test;
- 14) Non-stormwater discharge permitted under an NPDES permit or a Surface Water Discharge Permit, waiver, or waste discharge order administered under the authority of the United States Environmental Protection Agency or the Department of Environmental Protection, provided that the discharge is in full compliance with the requirements of the permit, waiver, or order and applicable laws and regulations;
- 15) Discharge for which advanced written approval is received from the Board as necessary to protect public health, safety, welfare or the environment;
- 16) Discharge from the routine application of salt and sand by the Town's Department of Public Works; and

- 17) Discharge from agricultural or lawn care fertilizer products which have been applied in accordance with manufacturer's specifications.
- 18) Discharge or flow resulting from fire fighting activities.

## **SECTION 9. EMERGENCY SUSPENSION OF STORM DRAINAGE SYSTEM ACCESS**

The Board may suspend storm drain access to any person or property without prior written notice when such suspension is necessary to stop an actual or threatened discharge of pollutants that presents imminent risk of harm to the public health, safety, welfare or the environment. In the event any person fails to comply with an emergency suspension order, the Authorized Enforcement Agency may take all reasonable steps to prevent or minimize harm to the public health, safety, welfare or the environment.

## **SECTION 10. NOTIFICATION OF SPILLS**

Notwithstanding other requirements of local, state or federal law, as soon as a person responsible for a facility or operation, or responsible for emergency response for a facility or operation has information of or suspects a release of materials at that facility or operation resulting in or which may result in discharge of pollutants to a storm drain or waters of the Commonwealth, the person shall take all necessary steps to ensure containment, and cleanup of the release. In the event of a release of oil or hazardous materials, the person shall immediately notify the municipal fire and police departments and the Board, as well as the appropriate state and federal agencies as may be required by law. In the event of a release of non-hazardous material, the reporting person shall notify the Authorized Enforcement Agency no later than the next business day. The reporting person shall provide to the Authorized Enforcement Agency written confirmation of all telephone, facsimile or in-person notifications within three business days thereafter. If the discharge of prohibited materials is from a commercial or industrial facility, the facility owner or operator of the facility shall retain on-site a written record of the discharge and the actions taken to prevent its recurrence. Such records shall be retained for at least three years.

## **SECTION 11. ENFORCEMENT**

The Board or an authorized agent of the Board shall enforce this bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations; provided, however, that the Board is not authorized to take any enforcement action under this section unless and until the Board shall have taken a sample of the discharge, and has determined through appropriate testing protocol that the discharge contains a Pollutant.

**Civil Relief.** If a person violates the provisions of this bylaw, regulations, permit, notice, or order issued thereunder, the Board may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

**Orders.** The Board or an authorized agent of the Board may issue a written order to enforce the provisions of this bylaw or the regulations thereunder, which may include: (a) elimination of illicit connections or discharges to a storm drain; (b) performance of monitoring, analyses, and reporting; (c) that unlawful discharges, practices, or operations shall cease and desist; and (d) remediation of contamination in connection therewith.

If the enforcing person determines that abatement or remediation of contamination is required, the order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that,

should the violator or property owner fail to abate or perform remediation within the specified deadline, the town may, at its option, undertake such work, and expenses thereof shall be charged to the violator.

In the event that the violator or property owner fails to abate or remediate within the specified deadline, and within thirty (30) days after the Town completes all measures necessary to abate the violation or to perform remediation, the violator and the property owner will be notified of the costs incurred by the town, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within thirty (30) days following a decision of the Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, 57 after the thirty-first day at which the costs first become due, or if a protest is filed, on the date at which the adjudicated costs have been determined by the Board or a court of competent jurisdiction.

**Criminal Penalty.** Any person who violates any provision of this bylaw, regulation, order or permit issued thereunder, shall be punished by a fine of not less than \$100, and not more than \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

**Non-Criminal Disposition.** As an alternative to criminal prosecution or civil action, the town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, section 21D, in which case the Board of Health or any police officer of the Town shall be the Authorized Enforcing Agent. The penalty for the 1st violation shall be \$100. The penalty for the 2nd violation shall be \$200. The penalty for the 3rd and subsequent violations shall be \$300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

**Entry to Perform Duties under this Bylaw.** To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Board, its agents, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys or sampling as the Board deems reasonably necessary.

**Appeals.** Any person aggrieved by any decision or order by the Board under this bylaw shall have the right to request a hearing before the Board, which, after such hearing, shall issue a written decision explaining the reasons for its decision. Such written decision shall be final. Further relief shall be to a court of competent jurisdiction.

**Remedies Not Exclusive.** The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

## **SECTION 12. SEVERABILITY**

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

## **SECTION 13. TRANSITIONAL PROVISIONS**

Residential property owners shall have sixty (60) days from the effective date of the bylaw to comply with its provisions provided good cause is shown for the failure to comply with the bylaw during that period.

**The Board of Health recommends unanimously (3 – 0).**

This bylaw will give our town a tool to protect its citizens from unlawful discharge of contaminants and also protect our water resources.

**The Finance Committee recommends unanimously.**

We believe that this is the right process to utilize to protect the town. There is no financial impact to the town.

**NOTES:**

**ARTICLE 18      ZONING BYLAW AMENDMENT – AMEND THE ZONING BYLAW TO ADD  
SECTION 4107 ACCESSORY APARTMENT**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw to add a new Section 4107 Accessory Apartment as follows:

*4107 Accessory Apartment*

As provided herein, the Planning Board may grant a total of 5 permits each calendar year for accessory apartments. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot in the Agricultural-Residential Zoning District with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

*(1) Accessory Apartments Allowed By Special Permit*

The Planning Board may grant a Special Permit for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and
- (b) provided that all of the following additional requirements are met:
  - 1. No more than one accessory apartment may be located on the lot.
  - 2. The accessory apartment shall be a use secondary and incidental to the single-family dwelling on the lot, and shall contain no more than 600 square feet of Gross Floor Area.
  - 3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
  - 4. Either the single-family dwelling or the accessory apartment shall be occupied by the owner of the lot. For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
  - 5. The private water and on-site sewage disposal system shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
  - 6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
  - 7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
  - 8. Two (2) off-street parking spaces shall be provided for the accessory apartment.
  - 9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
  - 10. The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.
  - 11. The number of occupants in the accessory apartment shall be limited to three people.

Or take any other action relative thereto.

**Explanation**

An accessory apartment provides a small additional dwelling unit with a separate kitchen without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood or the Town. It increases the range of housing accommodations, encourages a greater diversity of population, and a more efficient and economic use of existing housing stock.

By limiting the number of permits, bedrooms, and occupants, the Town is able to minimize the impact on the school population and on town services due to the creation of accessory apartments. Five permits a year represents only ¼ of 1% of the number of households in Town.

There are approximately 2,285 households in Town; 10% affordable under Chapter 40B requires the creation of 229 affordable units. It would take two years and 10 accessory apartments to raise the 10% requirement by 1 unit to 230 units. Therefore, the creation of an accessory apartment will not significantly impact our affordable housing requirement.

**The Planning Board recommends unanimously (3 – 0).**

The Planning Board recommends that Town Meeting vote to amend the Boxborough Zoning Bylaw by adding a new Section 4107 to allow accessory apartments.

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

**NOTES:**

**ARTICLE 19 ZONING BYLAW AMENDMENT – AMEND THE SIGN EXEMPTIONS TO ALLOW AGRICULTURAL SIGNS**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw, Section 6300 Signs by adding to the Section 6305 list of signs which are exempt from sign permit requirements the following new Section 6305(7):

- (7) Signs associated with an agricultural use as defined in MGL c.40A, §3, offering for sale produce and other products, provided the following:
  - (a) The sign may indicate only the name of the farm, products for sale and/or the price of said products;
  - (b) The sign is designed to be portable, such as an A-frame, H-frame or T-frame sign placed on the surface of the ground or temporarily staked into the ground;
  - (c) Only two such signs may be located on a property without a sign permit;
  - (d) The sign is located on the same property on which the agricultural use is conducted;
  - (e) The sign is displayed only when the agricultural use is open to the public for purchase of products;
  - (f) The sign is not illuminated or inflatable.

Or take any other action relative thereto.

**Explanation**

Currently, the Bylaw does not provide any mechanism for local agricultural operations to advertise their seasonally available produce or products for sale.

**Planning Board recommends unanimously (3-0).**

The Planning Board recommends that Town Meeting vote to amend the Boxborough Zoning Bylaw to add a new Section 6305(7) for exempt signs associated with an agricultural use.

**The Finance Committee recommends unanimously.**

We support the bylaw, but noted that there is no size limitation on the sign. There is no financial impact to the town.

**NOTES:**

**ARTICLE 20      ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 8000 Site Plan Approval by deleting Subsection 8004 Procedures in its entirety and substituting there for the following new Subsection 8004:

***8004 Procedures***

Applications shall be filed by the petitioner *in accordance with the specifications set forth in the Boxborough Planning Board Rules & Regulations for Site Plan Approval.*

Or take any other action relative thereto.

**Explanation**

Currently, Section 8004 of the Bylaw contains procedural items dealing with the filing of an application and fees that should not require a vote of Town Meeting to amend. This Section currently reads:

***8004 Procedures***

Applications shall be filed by the petitioner with the Town Clerk and a copy of said application including the date and time of filing certified by the Town Clerk shall be filed forthwith by the petitioner with the Planning Board. Applications shall be filed with seven (7) prints of the plans.

(1) Upon receipt of the site plan application, the Planning Board shall transmit one copy each to the Inspector of Buildings, the Selectmen, the Police Chief, the Fire Chief, the Conservation Commission, the Superintendent of Streets, and any other department the Planning Board deems appropriate. Such agency shall, within twenty-five (25) days of receiving such copy, report to the Planning Board about their concerns and questions. Agencies may recommend conditions or remedial measures to accommodate or to mitigate the expected impacts of the development. Failure of such agency to respond within 25 days shall be construed as non-opposition by that agency. The Planning Board shall not render a decision until it has received all board reports or said 25 days has elapsed.

(2) Public Hearing. The Planning Board shall conduct a public hearing on the site plan within thirty-five (35) days after receipt thereof. Notice of the public hearing shall be given by publication in a newspaper of general circulation in Boxborough once, not less than seven (7) days before the day of such hearing. Notice shall also be given, by mail, postage prepaid, to the applicant, abutters, owners of land directly opposite on any public or private street or way, and abutters to abutters within three hundred feet of the property of the applicant as they appear on the most recent applicable tax list. The notice shall contain all of the information specified in G.L. c. 40A, s. 11, para. 2, as may be amended. Costs of providing notice shall be borne by the applicant. A decision regarding the site plan shall be rendered within thirty (30) days of the close of the public hearing. The Planning Board shall notify the applicant, in writing, of its decision. The decision of the Planning Board shall be upon a majority vote of those present. The required time limits for a public hearing and for said action may be extended by written agreement between the applicant and the Planning Board.

These items are included in the Site Plan Rules & Regulations, which can be amended at a noticed public hearing of the Planning Board.

**The Planning Board recommends unanimously (3 – 0).**

The Planning Board recommends that Town Meeting vote to amend the Boxborough Zoning Bylaw to delete the procedural and administrative items from Section 8004 Site Plan Approval.

**The Finance Committee recommends unanimously.**

There is no financial impact to the town.

**NOTES:**

**ARTICLE 21 GENERAL BYLAW AMENDMENT – AMEND THE EARTH REMOVAL BYLAW**

(Majority vote required)

To see if the Town will vote to amend the Boxborough Earth Removal Bylaw as follows:

1. In Section I. Definitions, amend Subsection C by deleting the existing definition of the term “abutters” and inserting a new definition of “abutters” to read as follows:

C. For the purpose of this Bylaw, “abutters” shall ***be parties of interest as defined in MGL c. 40A, § 11.***

2. In Section II. Earth Removal Procedure, amend Subsections C, D and E to read as follows:

C. Any person wishing to obtain a permit or to renew a permit to remove earth material from a property in the Town, or to use any public way within the Town for transporting such material from one part of a property to another part, shall file ***an application pursuant to the Rules & Regulations as most recently adopted by the Board.***

D. No permit for the removal of earth, and no renewal thereof, shall be issued until a public hearing has been held by the Board ***as defined in MGL c. 40A, § 11***, except in those cases specifically exempted in Section III-B.

E. No earth removal permit can be granted pursuant to this By-Law until the applicant shall have paid a fee ***as established in the Earth Removal Rules & Regulations.***

3. In Section V. Standards and Requirements Subsection A. Operation Standards by amending Paragraphs 2, 4, and 5 as follows:

2. Operations shall be conducted during the hours 7:30 A.M. to 5:00 P.M., Monday through Friday. ***No earth is to be excavated or removed on Saturdays, Sundays or Massachusetts legal holidays. These hours of operation may be altered only upon written authorization of the Planning Board. Loaded trucks shall leave the premises only during permitted hours.*** All loaded vehicles shall be suitably covered to prevent dust and contents from spilling and blowing from the load.

4. All trucking routes and methods shall be subject to approval by the Chief of Police and the ***Director of Public Works.***

5. All access roads leading to public ways shall be treated with ***a*** suitable material approved by the Planning Board for a distance of at least 200 feet back from the public way, and shall be maintained so as to confine dust and mud to the premises.

4. In Section VI. General Administration, amend Subsection B as follows:

B. Upon petition and payment of applicable filing fee by the owner, permit holder, abutters, or upon the vote of the Board, the Planning Board may hold a new hearing and/or reissue or modify an existing permit subject to any regulations not in conflict with this Bylaw. The filing fee shall be reimbursed by the permit holder if it is determined that a violation of the conditions of the permit has occurred.

and

5. In Section VII. Violations, amend Subsection B to read as follows:

B. If a permit holder or other offender persists in such violation, the Board shall seek an imposition of penalties authorized by ***MGL c. 40, §21, of \$50 for the first offense, \$100 for the second offense, and \$200 for each subsequent offense,*** or seek to obtain a court order to compel compliance with this Bylaw. Each day in violation of the provisions of this Bylaw, after warning thereof, shall be considered a separate offense unless the operator shall initiate immediate actions to bring the operation to compliance with this Bylaw. This Bylaw may also be enforced through the non-criminal disposition procedures set forth in MGL c. 40 § 21D. The enforcing officer under this Bylaw shall be the Building Inspector or any police officer of the Town of Boxborough.

Or take any other action relative thereto.

## **Explanation**

Currently, the Bylaw contains procedural items dealing with the filing of an application and fees that should not require a vote of Town Meeting to amend from time to time. These Sections currently read:

### **I. Definitions.**

- C. For the purpose of this Bylaw, “abutters” shall mean the owners and/or resident tenants of property which: (1) has one or more boundaries, or parts thereof, in common with the property upon which there is, or is proposed to be an earth removal operation; or (2) has frontage on the opposite side of a public or private way, such frontage lying wholly, partly, or within three hundred (300) feet opposite the street line bounding the earth removal operation; or (3) is deemed by the Planning Board to be affected by the earth removal operation.

### **II. Earth Removal Procedure.**

- C. Any person wishing to obtain a permit or to renew a permit to remove earth material from a property in the Town, or to use any public way within the Town for transporting such material from one part of a property to another part, shall file a completed Form ER-1 together with any required supporting data and maps with the Planning Board. A filing fee of one hundred dollars (\$100.00) shall accompany the application Form ER-1 when a hearing is required.
- D. No permit for the removal of earth, and no renewal thereof, shall be issued until a public hearing has been held by the Board except in those cases specifically exempted in Section III-B. Notice of said hearing shall be given at least fourteen (14) days in advance in a newspaper commonly used for such notices by the Town, and the posting of copies thereof on municipal bulletin boards. The applicant, and all abutters as determined from the most recent tax list and annual street listing, shall be notified of the purpose, date, time and place of the hearing by registered mail.
- E. No earth removal permit can be granted pursuant to this By-Law until the applicant shall have paid a fee measured by five hundred dollars (\$500.00) for each acre of land described in said permit as well as five hundred dollars (\$500.00) for each partial acre of land described therein; except that the following fee schedule shall apply where the entire area to be excavated is less than one acre:

Area of 0 to 1/4 acre to be excavated \$125.00

Area of 1/4 to 1/2 acre to be excavated \$250.00

Area of 1/2 to 3/4 acre to be excavated \$375.00

Area of 3/4 to 1 acre to be excavated \$500.00

except that no fee shall be required if the volume of earth to be excavated is less than 1,000 cubic yards.

The Planning Board may amend the foregoing fee schedule from time to time after a public hearing.

### **V. Standards and Requirements.**

#### **A. Operation Standards.**

- 2. Operations shall be conducted during the hours 7:30 A.M. to 5:00 P.M., Monday through Friday, or as permitted by the Planning Board. Loaded trucks shall leave the premises only during permitted hours. All loaded vehicles shall be suitably covered to prevent dust and contents from spilling and blowing from the load.
- 4. All trucking routes and methods shall be subject to approval by the Chief of Police and the Highway Surveyor.
- 5. All access roads leading to public ways shall be treated with oil, stone or other suitable material approved by the Planning Board for a distance of at least 200 feet back from the public way, and shall be maintained so as to confine dust and mud to the premises.

VII. Violations.

- A. If a violation is determined, a notice shall be sent by certified mail ordering the cessation of earth removal activities.
- B. If a permit holder or other offender persists in such violation, the Board shall seek an imposition of penalties authorized by Paragraph 17, Section 21 of Chapter 40 of the Massachusetts General Laws, or seek to obtain a court order to compel compliance with this Bylaw. The penalty for removing earth for the first offense after the first warning; not more than one hundred dollars (\$100.00) for the second offense; and not more than two hundred dollars (\$200.00) for any subsequent offense. Each day in violation of the provisions of this Bylaw, after warning thereof, shall be considered a separate offense unless the operator shall initiate immediate actions to bring the operation to compliance with this Bylaw.

Additionally, the Bylaw references text from Massachusetts General Law that if amended would require further Town Meeting action to remain consistent. The hours of operation are proposed to be changed to be consistent with the more specific language included in the Earth Removal Rules & Regulations.

**The Planning Board recommends unanimously (3 – 0)**

The Planning Board recommends that Town Meeting vote to amend the Boxborough Earth Removal General Bylaw.

**The Finance Committee recommends unanimously.**

There is no financial impact to the town.

**NOTES:**

**ARTICLE 22      RESCIND UNUSED BORROWING AUTHORITY\*\***

(Majority vote required)

To see if the Town will vote to rescind the unused balance of the borrowing authority authorized under Article 16 of the Annual Town Meeting on May 9, 2006 for the replacement of a sand/salt mix shed, said amount being Thirty-Four Thousand Dollars (\$34,000), or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

The Sand/Salt mix shed has been completed by the DPW, at less material costs than originally anticipated, so we do not need to borrow the full amount authorized in 2006. By rescinding, we avoid additional taxes to pay for bonds that will not be needed.

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 23            CLOSE OUT OLD ARTICLES\*\***

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-One Thousand Three Hundred Twenty-Six Dollars and Forty-Four Cents (\$21,381.75), more or less, as voted by past Town Meetings, 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 25	May 2002 (ATM)	Capital Improvements - South Cemetery Shed	\$5,046.00
Article 11	May 2005 (ATM)	Capital Expenditure – Radio Alarm Boxes	180.44
Article 15	May 2005 (STM)	Town Hall – Architectural Design Consultant	16,100.00
Article 8	May 2006 (ATM)	Payment of Prior Year Bills	55.31
Total:			<u>\$21,381.75</u>

**The Board of Selectmen recommends unanimously (4 – 0).**

The purposes of these articles have been achieved – no more expenditures are required against the original town meeting authorizations. The unexpended funds will be transferred to the General Fund, producing a positive effect on our free cash position for the FY09 budget.

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 24 ELECTED OFFICIALS 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 compensated 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 (4 – 0).**

MGL c. 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 c. 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.

Town meeting approved this action in May 2004, and the Selectmen submitted the petition as authorized. Our petition became bogged down in Legislative committee reviews and readings in 2005 and 2006 with no action taken. We have been advised that the Town must re-authorize and resubmit the petition due to the length of time that has passed. We are asking town meeting to once again authorize the Selectmen to proceed. A successful outcome will close a loophole that would otherwise allow elected officials to unfairly participate in the town's group insurance policy at reduced premiums as though they were regular full-time employees.

**The Finance Committee recommends unanimously.**

This article allows our part time elected officials to obtain insurance at group rates. There is no financial impact to the town.

**NOTES:**

**ARTICLE 25                    REVOLVING FUND – SENIOR VAN\*\***

(Majority vote required)

To see if the town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fares and reimbursement from Montachusett Regional Transit Authority (MART) and paying expenses associated with the operations of the senior van up to Four Thousand Dollars (\$4,000) to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

The October 2006 Special Town Meeting approved the addition of a Senior Van service. The service is being funded by an initial donation from Middlesex Savings Bank and then reimbursement through MART (Montachusett Regional Transit Authority). This is simply an accounting mechanism to handle the revenues and expenses generated by the service.

**The Council on Aging recommends unanimously.**

The establishment of a revolving fund will not impact the town financially in any way. Revenues received will be placed in the fund and will be used to pay the expenses associated with operating the van.

**The Finance Committee recommends unanimously.**

This article is required to authorize the revolving fund established to pay expenses from the fees collected for the indicated purpose. This article has no tax rate implications to the Town.

**NOTES:**

**ARTICLE 26                    REVOLVING FUND – GIS ASSESSOR MAPS\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to authorize a revolving fund for purposes of receiving fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and that all such fees be deposited in said fund to pay for costs up to Five Thousand Dollars (\$5,000) associated with the updating of the GIS Assessor maps, to be under the direction of the Town Administrator, who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 27      ACCEPTANCE OF MGL CHAPTER 59 §5 CLAUSE 22E - VETERANS'  
EXEMPTIONS RESIDENCY REQUIREMENTS\*\***

(Majority vote required)

To see if the Town will vote to accept the provisions of the final paragraph of Chapter 59 §5 clause 22E, which authorizes exemptions available under Chapter 59 §5 clauses 22, 22A, 22B, 22C, 22D and 22E to be granted to otherwise eligible persons who have resided in the commonwealth for one year prior to the date of filing for exemptions under the applicable clause, to be effective for exemptions granted in fiscal year 2008, or take any other action relative thereto.

**Summary**

State law requires that veterans must either have lived in Massachusetts for six months prior to entering service or for the five years prior to applying for the exemption. This local option, if accepted will reduce the 5-year requirement to 1 year. At present, this would affect only one applicant. The potential impact to the town would be a maximum of \$725 per year per applicant.

The Town has previously approved all other local options available to maximize all exemptions, but this one was apparently overlooked.

**The Board of Selectmen recommends unanimously (4 – 0).**

The Board of Selectmen recommends unanimously. The acceptance of this local option will allow veterans to take a property tax exemption after having lived in Boxborough one year instead of five years. The Town has previously accepted all other local options available to maximize deductions.

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 28                    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 in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 – 0).**

**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 FY 09. This article has no tax rate implications to the Town.

**NOTES:**

**ARTICLE 29                    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 in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for inspections for permits not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**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 FY 09. This article has no tax rate implications to the Town.

**NOTES:**

**ARTICLE 30                    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 in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

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

**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 07 (\$2,000) and has no tax rate implications to the town.

**NOTES:**

**ARTICLE 31                    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 Seven Thousand Five Hundred Dollars (\$7,500), to be under the direction of the Library Director who shall approve all such expenditure; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Library Trustees recommends unanimously.**

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library.

**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:**

**ARTICLE 32                    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 in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**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 FY 07 and has no tax rate implications to the Town.

**NOTES:**

**ARTICLE 33                    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 Ten Thousand Dollars (\$10,000), 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 in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

**The Board of Selectmen recommends unanimously (4 - 0).**

**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:**

**ARTICLE 34                    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 in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009; or take any other action relative thereto.

**The Boxborough School Committee recommends.**

The Boxborough School Committee unanimously recommends the reauthorization of a revolving account for the Integrated Preschool. A revolving account allows the Blanchard School to accept tuitions for typically developing Boxborough students and for out-of-district Special Education students. The revolving account will be used for payment of expenses associated with the Preschool program.

**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 35                    REVOLVING FUND – CONSERVATION COMMISSION\*\***

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E and 1/2 to reauthorize a revolving fund for purposes of receiving fees associated with the regulation of the local Wetland Bylaw and that all fees be deposited in said fund to pay for expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses), up to a maximum of Twenty Thousand Dollars (\$20,000), to be under the direction of the Conservation Commission within the administrative procedures established by the Board of Selectmen; the Commission shall approve all such expenditures by majority vote; and further to provide that in the event that the revolving fund is reauthorized for FY 2009, the monies remaining in the fund at the end of the fiscal year 2008 may be carried over into fiscal year 2009 to pay for expenses not yet completed; or take any other action relative thereto.

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

**The Conservation Commission recommends.**

**The Finance Committee recommends unanimously.**

**NOTES:**

**ARTICLE 36 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 of 100% in certain property tax exemptions for qualifying senior citizens, disabled veterans and other individuals; or take any other action relative thereto.

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

This simply is a housekeeping article; each year we must reconsider and accept this article in order to allow senior citizens, disabled veterans and others who qualify to take advantage of property tax relief opportunities. Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Will Naser, at 263-1116, Ext. 109 or by e-mail to: [william.naser@town.boxborough.ma.us](mailto:william.naser@town.boxborough.ma.us).

**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. This equates to \$.0029 per \$1,000 or \$1.62 for the median price of a house.

**NOTES:**

**ARTICLE 37                    CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

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

**The Board of Selectmen recommends unanimously (4 – 0).**

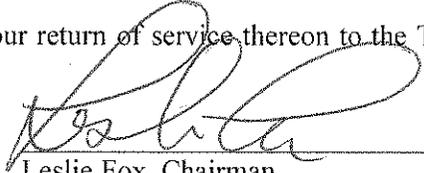
**The Finance Committee recommends unanimously.**

Passage of this article 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 Commonwealth of Massachusetts.

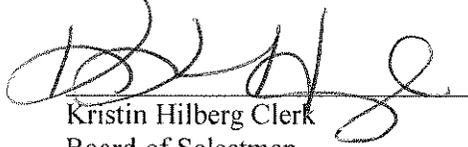
**NOTES:**

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 27, 2007.



Leslie Fox, Chairman  
Board of Selectmen

 4/9/07

Kristin Hilberg Clerk  
Board of Selectmen



James J. Gorman  
Board of Selectmen



Rebecca R. Neville  
Board of Selectmen

## REPORT OF THE FINANCE COMMITTEE

### Overall Town Finances

The most important problem addressed by the Finance Committee and other Town officials in the first months of calendar 2007 was the effort to minimize increases to the property tax rate. There continues to be a disparity between the rate of growth of operating expenses and our ability to raise revenue within the limits of Proposition 2 1/2. We are continuing to support the operating budget out of our “free cash”. There are several reasons for this situation, including principally:

- Salaries including overtime have increased by 15% over two years.
- Employee benefits (largely health insurance) costs rising at 5.56% for this year.
- Regional School Assessment increasing at around 3.71% for this year, exclusive of debt service costs.
- Current debt service costs running about 5% of total budget for projects or acquisitions that were approved by past town meetings.
- A Town budget in which approximately 50% of the operating expenses are outside the direct control of Town officials (e.g. health insurance, debt service, Minuteman Assessment, and the regional school assessment).
- Flat state aid which increases the portion of the total operating budget covered by the property tax levy.
- Low rate of new construction
- Continued slowness of commercial development activity, shifting a greater burden to the residential property taxpayer.
- Continued low number of local permit receipts associated with slowed development activity, further increasing the burden on the property tax levy.

All of these issues combine to force upward pressure on the tax rate assuming that the town wants to continue to provide level town services. As will be described in greater detail, it is difficult to discern any trends in other revenue sources that will reduce the upward pressure on the Town’s property tax levy in the coming years. All we can continue to do is rely on increased aid from the state or large commercial development opportunities.

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

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

- In addition to these definitions, associated with the Proposition 2 1/2 statutes and regulations, voters will see the budget at various points in the warrant and in the discussion at Town Meeting described as Article 5.

Before considering the FY '08 budget in some detail, voters should be aware of the overall picture of Town Finances. The following table shows (assuming Article 5 is approved as presented at ATM) the currently estimated values of tax levy, tax rate, and average tax bill for the single-family home having a valuation of approximately \$545,900 (was \$545,900 last year and expected to remain flat).

**Estimated Tax Rate and Average Tax Bill for FY '08 as Compared to FY '07**

	FY '07	FY '08
Tax Levy	\$14,261,017	\$14,803,057
Valuation	\$1,028,095,223	\$1,036,393,869
Tax Rate	\$13.87	\$14.28
Avg. Valuation	\$545,900	\$545,900
Avg. Tax Bill	\$7,572	\$7,797

\*Median house - \$554,900 per Assessor best estimate

**Current Estimates of FY '08 Operating Budget Categories**

**Budget Category**

General Government	\$828,772
Protection	\$1,995,084
Blanchard School	\$5,423,401
Minuteman Technical School	\$286,070
A/B Regional School	\$5,676,295
Public Works	\$802,001
Cultural, Recreation, Library	\$311,135
Health	\$75,434
Reserve Fund	\$185,000
Debt Service	\$1,406,415
Employee Benefits	\$1,721,162
Total Operating Budget	\$18,710,769
ATM warrant article within 2 1/2	\$15,000
Overlay Reserve	\$210,000
Total budget**	\$18,935,769
Total Budget including all warrant articles ***	\$19,449,901

\* Best estimate, not determined as of this report

\*\*Excludes Warrant Articles covered by other means

\*\*\* Warrant articles of \$514,132 are proposed to be funded by other means

We now turn to how the Town pays its bills. The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY '08.

**Current Estimated Revenues and Cash Contributions to Balance Operating Budget**

<b>Revenue Sources</b>	<b>Revenue</b>
Maximum Allowable Tax Levy (Prop. 2 1/2)*	\$14,803,058
State Aid	\$1,664,212
State Aid (construction reimbursement)	\$374,472
Local Receipts (Excise tax, permits)	\$1,523,000
Bond Premium used to fund debt expense	\$35,487
Overlay Reserve released to fund budget	\$102,248
Free Cash	\$418,292
<b>Total revenue source, operating budgets**</b>	<b>\$18,920,769</b>

\* Estimated at Time of Writing

\*\*Excludes Warrant Articles covered by free cash and Stabilization Fund

In addition to the operating budget issues outlined above, voters should be aware that there are \$514,132 “money” articles on the annual town meeting warrant, over and above the operating budget requested in Article 5. The subject of these articles, dollar amounts requested, and proposed sources of funding are shown on the following table:

**Proposed Warrant Article Expenditures and Sources of Funds**

<b>Article</b>	<b>Description</b>	<b>Amount</b>	<b>Tax impact per \$1000</b>	<b>Tax impact for median house</b>	<b>Funding Source</b>
6	Capital improvements for security at Blanchard	\$50,000	\$.048	\$26.34	Capital Exclusion
7	Generator for Hager Pump house	\$63,642	\$.061	\$33.52	Debt exclusion
8	Generator for Blanchard School	\$257,891	\$24.88	\$135.88	Debt exclusion
9	Fire/police department improvements	\$63,645	\$.0614	\$33.52	Stabilization
10	Promotion of 2 FF/EMT to lieutenants	\$18,952	\$.0183	\$9.93	Prop 2 1/2 override
11	2 heavy collection dumpsters	\$9,000	\$.0087	\$4.74	Capital exclusion
12	Recreation field lighting	\$24,000	\$.0232	\$12.64	Capital exclusion
13	Mosquito control	\$15,000	\$.0145	\$7.90	Free cash
14	Ground water supply testing	\$18,000	\$.0174	\$9.48	Stabilization
15	Outreach worker	\$9,002	\$.0087	\$4.74	Prop 2 1/2 override
Total Proposed Free Cash Draw		\$15,000			

## **General Financial Policies**

Policies adopted by the Finance Committee in FY '96 continue to guide the budget process. It may help the voters' decision-making process to understand these policies as they review the town operating budget and warrant articles prior to the 2007 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: the General Fund, Capital Planning, and Debt Management.

### **General Fund**

- Current operating expenses should be paid with current operating revenues, and a prudent use of free cash.
- Free cash should be maintained at 3 - 5% of total expenses.
- Free cash in excess of policy should be reserved for emergency expenses or added to the Stabilization Fund for future capital projects.
- In each annual budget, at least 2% of revenues should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- In each annual budget, 20% of the property taxes from new growth should be allocated to current capital expenses or to the Stabilization Fund. We have not followed this policy in the last few years, but it continues to be monitored.
- Fees and user charges are reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article the first year and then will be added to the operating budgets in follow-on years.

### **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**

The most important thing that voters can do at this time of the year 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, 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.