

**TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 12, 2008
LIST OF ARTICLES**

SPECIAL TOWN MEETING

1. **TRANSFER CARE, CUSTODY, MANAGEMENT & CONTROL OF FLAGG HILL LAND TO CONSERVATION COMMISSION^{##}**
2. **BYLAW REGARDING CH 40 B COMPREHENSIVE PERMITS^{##}**
3. **AMEND FY 2008 OPERATING BUDGET – SNOW & ICE**

ANNUAL TOWN MEETING

1. **CHOOSE TOWN OFFICERS**
2. **HEAR AND RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF OFFICERS**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES**
5. **TOWN OPERATING BUDGET**
6. **FIRE DEPARTMENT STAFFING - PROMOTION OF 2 FF/EMTS TO LIEUTENANTS**
7. **ENGINEERING CONSULTANT – ROUTE 111 TRAIL**
8. **CONSULTANT – FEASIBILITY STUDY – STOW ROAD PROPERTY AND EXISTING MUNICIPAL PROPERTY EVALUATION**
9. **POLICE DEPARTMENT – DEFIBRILLATORS**
10. **CONSULTANT – GASB 45 ACTUARIAL STUDY**
11. **CAPITAL IMPROVEMENTS – TOWN HALL EXTERIOR REPAIRS**
12. **CAPITAL IMPROVEMENTS – POLICE STATION COMPUTER ROOM**
13. **CAPITAL EQUIPMENT ACQUISITION – FIRE AND PUBLIC WORKS DEPARTMENTS**
14. **CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY**
15. **ESTABLISH AN AGRICULTURAL COMMISSION**
16. **AMEND WETLAND BYLAW**
17. **CODMAN HILL ROAD CONDO**
18. **ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS**
19. **ZONING BYLAW AMENDMENT – AMEND SECTION 8000 UNDER SITE PLAN APPROVAL**
20. **ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT AND ZONING MAP**

21. AMEND ZONING BYLAW TO ALLOW RE-ZONING FROM BUSINESS TO AG-RES DISTRICT CERTAIN PARCELS ON STOW/BURROUGHS ROADS^{##}
22. AMEND FINANCE COMMITTEE BYLAW**
23. AMEND HOUSING BOARD BYLAW**
24. ACCEPT MGL CH 32B §18**
25. CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS**
26. CLOSE OUT OLD ARTICLES**
27. DESIGNATE TRENCH SAFETY PERMITTING AUTHORITY**
28. REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE**
29. REVOLVING FUND - ELECTRICAL INSPECTION**
30. REVOLVING FUND - PLUMBING AND GAS INSPECTION**
31. REVOLVING FUND - FIRE ARMS PERMITS**
32. REVOLVING FUND - LIBRARY FINES**
33. REVOLVING FUND - DOG LICENSE FEES**
34. REVOLVING FUND – STEELE FARM**
35. REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**
36. REVOLVING FUND – CONSERVATION COMMISSION**
37. REVOLVING FUND – GIS ASSESSOR MAPS**
38. REVOLVING FUND – SENIOR VAN**
39. PERSONAL REAL ESTATE EXEMPTIONS**
40. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

LEGEND

- ** CONSENT AGENDA
PETITION ARTICLE



BOXBOROUGH SPECIAL TOWN MEETING

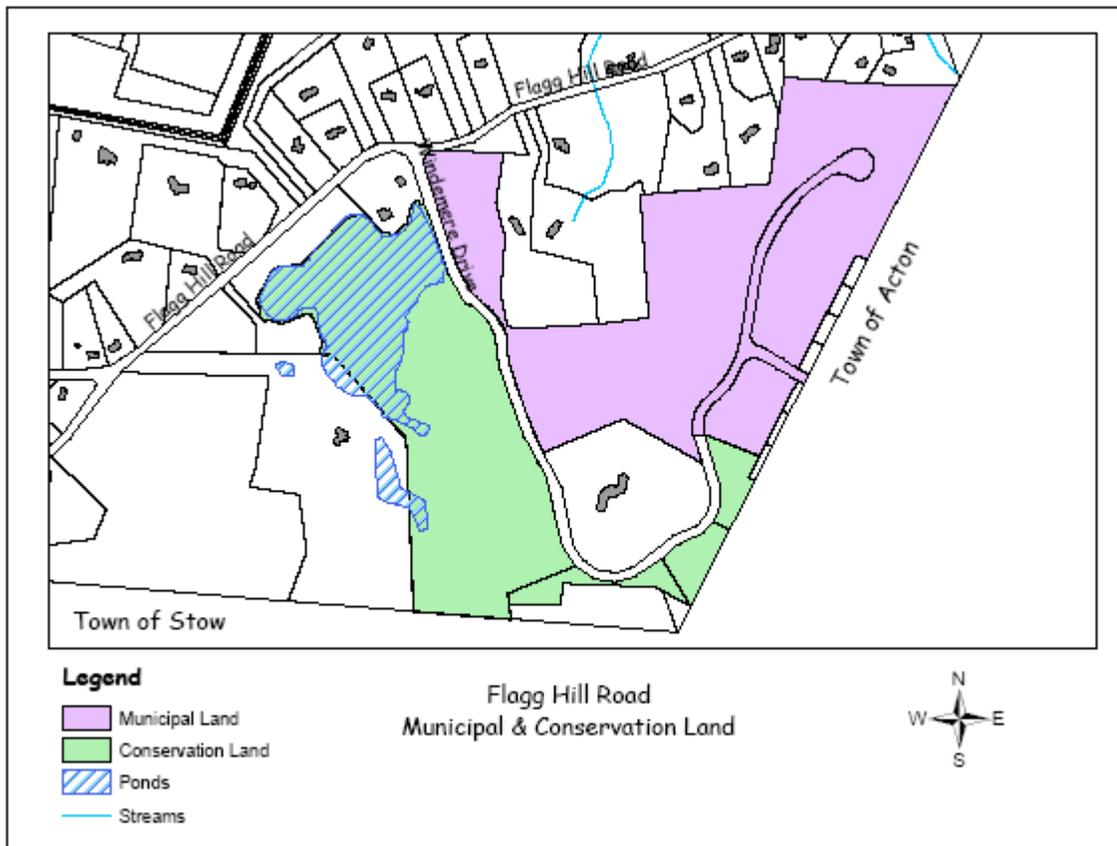
To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2008 at 7:00 p.m. to act on Articles 1 – 3 of this Special Town Meeting Warrant.

**ARTICLE 1 TRANSFER CARE, CUSTODY, MANAGEMENT & CONTROL OF FLAGG HILL
LAND TO CONSERVATION COMMISSION - SUBMITTED BY PETITION^{##}**

(Majority vote required)

To see if the town will vote to transfer from the Board of Selectmen to the Conservation Commission for conservation purposes set out under GL Ch. 40 Section 8C the care, custody, management and control of the following land located on Flagg Hill Road: lots 1 & 2, Lots 13-29 and Parcel A as shown on a plan entitled "Plan of Land in Boxborough, MA" prepared for Joseph V. Stuart 320 Flagg Hill Road Boxborough Ma, 01719 by Acton Survey & Engineering, a division of Lancewood Engineering, Inc. 277 Central Street, P.O. Box 666 Acton, Ma 01720, dated December 8, 1997 Scale 1" = 100' ."



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

While the board is empathetic to the concerns of the petitioner, we believe that it's important to maintain a healthy mix of both municipal and conservation land in town. For this reason, we firmly believe that it would not be in the best interest of the town to change the municipal portion of Flagg Hill to conservation land.

Based on Boxborough's Open Space and Recreation Plan, 53% of the land in town, both public and private, remains undeveloped. For many residents, this is one of the charms of living here. We're extremely fortunate that the town owns approximately half of this open space in a combination of conservation and municipal land. Some of the land has been purchased, and much of it has been donated by generous residents over the years.

We believe that it's important for the town to own both conservation and municipal parcels. Placing conservation restrictions on land ensures that no future development will occur on it. This protects our wetlands, wildlife and adds to our quality of life in many ways.

Municipal land is also an important asset. The town may choose to use it for new recreation areas, a cemetery, new town buildings, a waste water treatment facility or for any other unforeseen need. It can also be a saleable asset. The key is to keep our options open because we have no way of knowing what the future may hold. The current and near term financial situation of the Town is so strained as to make outright purchase of significant parcels extremely difficult, so the option of trading a municipal parcel for additional land of high potential value should be preserved.

Voters should remember that only town meeting can decide how a municipal parcel may be used, whether it be developed for town use or sold. Any proposed development or change in use would need to be thoroughly vetted and approved. In this way, the board believes that there are significant checks and balances in place to ensure that the town has the opportunity to make the decision that is best for the whole town.

The Finance Committee does not recommend (3-0)

Given the land's potential estimated value of \$5 Million or more the Finance Committee believes that we should not curtail our options for future needs. There are two members of the Finance Committee who have abstained from voting due to potential conflict of interest.

The Conservation Commission recommends (6 - 0).

In 1957 the state Conservation Commission Act gave the Conservation Commission the legal responsibility to protect, acquire and manage the town's open space. The Commission takes this responsibility very seriously and has continued to evaluate and rank all open space parcels as they become available. Our open space goals include preserving open space in all areas of town within walking distance of all residents and bringing to a town meeting for a vote those parcels with high conservation value. We use a Conservation Land Ranking Model to evaluate open space according to its conservation value. The criteria that the Commission considers are as follows: linkage to existing conservation areas, public accessibility, scenic value, wildlife habitat, ground water resources, passive recreation opportunities, agricultural value, size, and unique characteristics. We ranked the Flagg Hill parcel in 1998 and it received a very high score. The Commission found of particular note the variety of wildlife habitats including rare species habitat, an outstanding view shed, and that this parcel adds to a larger (200+acre) Conservation area in Boxborough and Stow. We recommend that this parcel be transferred to the care and management of the Conservation Commission so that it will be permanently protected.

The Council on Aging does not recommend.

The Council on Aging does not support this article. The original purpose for retaining half of the 72 acres of the Flagg Hill property as municipal land was so that it could benefit the residents of Boxborough at some future time. The Council on Aging supports maintaining flexibility for future options.

We urge you to vote **NO** on this article.

ARTICLE 3 AMEND FY 2008 OPERATING BUDGET

(Majority vote required)

To see if the town will vote to transfer from Free Cash the sum of Ninety-Four Thousand Five Hundred Thirty-Five Dollars (\$94,535), more or less, to provide for the operations and expenses of the town for the fiscal year beginning July 1, 2007 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 14, 2007 by adjusting the line items as indicated below; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM 5/14/07	Proposed Increase/ <Decrease> Appropriation	Total FY 08 Allocation
423	Total Salaries – Snow & Ice	\$46,507	\$20,655	\$67,162
423	Total Other – Snow & Ice	\$43,582	\$73,880	\$117,462
423	Total Expenses – Snow & Ice	\$90,089	\$94,535	\$184,624

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

We’ve certainly had a particularly snowy winter this year! Due to the icy conditions and the need for more-than-anticipated road plowing and sanding, the town has overspent the snow and ice budget significantly and we must backfill it. This figure will cover our 2007-2008 expenditures. This article proposes to fund the current deficit in the Snow and Ice account from Free Cash, since the alternative of taking it from the Reserve Fund would substantially deplete this fund and limit the Town’s ability to respond to contingencies for the balance of the fiscal year.

The Finance Committee recommends (5-0)

The Finance Committee believes that covering the cost of the overage with free cash is the right process to use. There is a concern that there might not be enough in the reserve fund at the time of this vote.

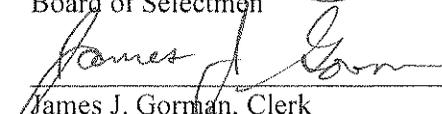
NOTES:

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.

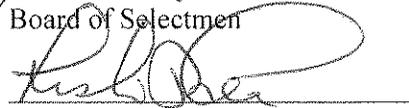
Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2008.



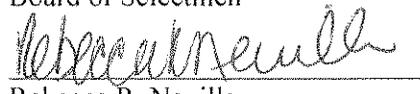
Kristin B. Hilberg, Chairman
Board of Selectmen



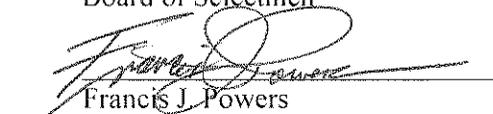
James J. Gorman, Clerk
Board of Selectmen



Leslie R. Fox
Board of Selectmen



Rebecca R. Neville
Board of Selectmen



Francis J. Powers
Board of Selectmen



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2008 at 7:00 p.m. to act on Articles 2 through 40 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 19th day of May, 2008 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#22 through #40, 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 before Town Meeting.

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

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

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

One Town Clerk for a one-year term

Two Board of Selectman members, each for a three-year term

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term

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

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

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 2007 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting; or take any other action relative thereto.

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

The Finance Committee recommends unanimously.

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, 2008 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$57,724.75/year
Town Clerk	\$37,646.57/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

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

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

The Finance Committee recommends by a majority (5 - 1).

NOTES:

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan by revising Article III. Definitions, Section 1; Article IV. Administration, Section 2 and Article XII. Benefits, Section 1, as well as by amending Compensation of Positions (Schedule B); or take any other action relative thereto.

Revise Article III. Definitions, Section 1 as follows:

~~“The Plan shall be administered by the Personnel Board consisting of ~~four~~ **five (5)** unpaid members residing in Boxborough, and a fifth unpaid member who shall be an employee of the Town but not necessarily a resident. The employee representative shall not be a Department Head or other such employee in a managerial capacity. The employee representative shall be a Regular Employee working no less than 20 hours per week and shall not be a member of a bargaining unit. The members **each of whom** shall be appointed by the Board of Selectmen for a term of three years.”~~

The section will now read “The Plan shall be administered by the Personnel Board consisting of five (5) unpaid members residing in Boxborough, each of whom shall be appointed by the Board of Selectmen for a term of three years.”

Revise Article IV. Administration, Section 2, by deleting the word “four” between “The” and “members” so the section will read:

“The members of the Board shall not be deemed employees of the Town.”

Revise Article XII. Benefits, Section 1, by replacing “eighty” and “80” with “seventy-five” and “75” respectively, so the section will read:

“Medical Insurance - The Town will continue to provide the following plans or their equivalents: an Indemnity Plan paid at fifty percent (50%) by the Town and an HMO plan paid at seventy-five percent (75%) by the Town.”

Summary

The revisions to Article III and IV reflect the elimination of an employee representative on the Personnel Board. When the compensation and classification study was prepared last year, the consultant advised the Board that it was inappropriate for an employee to serve on the Board, whose responsibilities include establishing personnel policy, dealing with employee relations as well as recommending rates of compensation. Town Counsel has also advised that participation by an employee on the Board can present a conflict of interest.

The revision to Article XII represents the last of three planned shifts in insurance coverage moving to a 75% - 25% town-employee share for the HMO plan.

Schedule A has been revised to reflect the proposed shared position between the school and town for the Communication and Technology Manager. Approval of Article 25, which would allow the consolidation of certain administrative functions, would enable the town and school to share this IT position. Although this position is not governed by Schedule A, it is listed for informational purposes.

Schedule B has been revised to reflect a four percent increase comprised of a 2.5% cost of living increase plus the final agreed-to 1.5% salary increase to compensate employees for taking on a larger burden of the health insurance costs.

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

The Board of Selectmen recommends the change in the Personnel Bylaw. A change in membership was recommended by Stone Associates, who the Town hired last year to review our Personnel Plan. The Personnel Board will no longer have an employee as a Board member. The Personnel Board will be made up of 5 citizens. Town employees are always welcome at any Personnel Board or Board of Selectmen meetings.

An adjustment in health insurance contribution from 80%:20% (Town: Employee) to 75%:25% (Town: Employee) is reflected in the budget and a corresponding final salary adjustment of 1.5% was made to the employees.

The Finance Committee recommends unanimously (6 - 0).

The Finance Committee recommends. We believe that the changes outlined make sense. We would like to point out that the School does not follow the town insurance plan. They are currently at an 80/20 split per the teacher contract.

NOTES:

FY2009 Classification of Positions - Schedule A

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Accountant
Assessor
Inspector of Buildings/Code Enforcement
Planner
Treasurer

Non-Exempt Employees

Secretary
Department Assistant
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
Department Assistant
Children's Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Van Dispatcher

PER DIEM SCHEDULE

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

INTERMITTENT SCHEDULE

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

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

DEPARTMENT HEADS

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

UNION EMPLOYEES

*Police Sergeant
Police Officer
Firefighter/EMT
Dispatch Supervisor
Dispatcher*

ELECTED POSITIONS

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

OTHER

Communication & Technology Manager (shared with School)

FY 2009 Compensation of Positions - Schedule B

<u>Position Title</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
<u>Salaried (Exempt) Employees</u>							
Grade 60	54,003.04	55,893.15	57,849.41	59,874.14	61,969.73	64,138.67	66,383.52
Inspector of Buildings/Code Enf.							
Town Accountant							
Town Assessor							
Town Planner							
Town Treasurer							
Grade 50	46,959.12	48,602.69	50,303.78	52,064.42	53,886.67	55,772.70	57,724.75
Grade 40	41,925.52	43,392.91	44,911.67	46,483.57	48,110.50	49,794.37	51,537.17
Grade 30	37,436.88	38,747.17	40,103.32	41,506.94	42,959.68	44,463.27	46,019.48
Grade 20	33,422.48	34,592.27	35,803.00	37,056.10	38,353.06	39,695.42	41,084.76
Grade 10	30,389.84	31,453.48	32,554.36	33,693.76	34,873.04	36,093.60	37,356.87
<u>Hourly (Non-Exempt) Employees</u>							
Grade 60	\$25.96	\$26.87	\$27.81	\$28.78	\$29.79	\$30.83	\$31.91
Grade 50	\$22.58	\$23.37	\$24.19	\$25.03	\$25.91	\$26.82	\$27.76
Council on Aging Coord.							
DPW Foreman							
Grade 40	\$20.16	\$20.87	\$21.60	\$22.35	\$23.13	\$23.94	\$24.78
Children's Librarian							
Conservation Agent							
Grade 30	\$18.00	\$18.63	\$19.28	\$19.96	\$20.66	\$21.38	\$22.13
DPW Worker							
Department Assistant							
Technical Services Librarian							
Grade 20	\$16.07	\$16.63	\$17.21	\$17.82	\$18.44	\$19.09	\$19.75
Bldg. & Grounds Maint. Worker							
DPW Semi-Skilled Worker							
Transfer Station Operator I							
Senior Library Assistant							
Grade 10	\$14.61	\$15.12	\$15.65	\$16.20	\$16.77	\$17.35	\$17.96
Library Assistant							
Secretary							
Van Dispatcher							
<u>Per Diem Schedule (No Steps)</u>							
Fire Lieutenant/EMT	17.25						
Call Fighter/EMT	15.66						
Call Firefighter	15.66						
Special Police Officer	15.66						
Dispatcher	15.66						
<u>Intermittent Schedule (No Steps)</u>							
Cemetery Superintendent	8,227.06	annually					
Cemetery Laborer	10.32						
Registrar Chairperson	882.61	annually					
Clerk of Elections	11.21						
Election Worker	9.97						
Registrar Member	264.80	annually					
Veterans' Agent	14.56						
Call Fire Chief	40.41						
Deputy Fire Chief	18.95						
Fire Captain	18.10						
Fire Lieutenant	17.25						
Call Firefighter/EMT	15.66						

Intermittent Schedule (No Steps) (continued)

Fire Department Chaplain	15.66
Call Building Inspector	40.41
Special Police Officer	15.66
Lock-up Attendant	14.03
Dispatcher	15.66
Seasonal Maintenance Worker	12.78
Snow Plower	20.26
Seasonal Conservation Worker	11.98
Assistant Building Inspector	24.92
Wiring Inspector	fees \$50,000 cap/yr (Selectmen & FinCom may modify if required)*
Plumbing and Gas Inspector	fees \$15,000 cap/yr (Selectmen & FinCom may modify if required)*
Dog Officer	10,369.40 annually
Assistant Dog Officer	10.16 4 hour call min
Animal Control Officer	2,525.89 annually
Animal Inspector	930.58 annually
Fence Viewer	40.00 annually
Field Driver	45.00 annually
Director of Summer Playground	18.24
Director of Gymnastics	17.57
Director of Winter Programs	17.57
Lead Counselor	13.29
Counselor	9.97
Counselor-in-Training	9.32
Intern (Town Hall)	9.97
Library Page	9.97
Junior Library Page	8.98
Van Driver	12.48

NOTE

*Fee maximum is 1% of FY08 levy (or \$148,780)

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

<u>Department Heads</u>		FY2008	FY2009
DPW Director	Contract expires 12/31/08	85,384.00	88,800.00
Fire Chief	Contract expires 12/31/08	83,200.00	86,528.00
Library Director	Contract expires 12/31/07	64,166.00	67,054.00
Police Chief	Contract expires 12/31/08 (base) with Quinn Bill	88,200.00 105,840.00	92,610.00 111,132.00
Town Administrator	Contract expires 12/31/08	85,280.00	88,691.00

<u>Union Employees</u>							
Police Sergeant (Steps 1-3)	27.64	28.14	28.64				
Police Officer (Steps A1/A2-F)	20.26	20.97	21.70	22.46	23.25	24.06	24.90
Firefighter/EMT (Steps A-F)	19.90	20.60	21.32	22.06	22.84	23.63	N/A
Dispatch Supervisor (Steps A-F)	18.27	18.91	19.57	20.26	20.97	21.70	N/A
Dispatcher (Steps A-F)	16.52	17.10	17.69	18.31	18.95	19.62	N/A

<u>Elected Positions</u>	FY 2008	FY 2009
Selectman	400.00 annually	400.00 annually
Board of Health Member	166.67 annually	166.67 annually
Planning Board Member	109.00 annually	109.00 annually
Library Trustee	0.00 annually	0.00 annually
Moderator	0.00 per meeting	0.00 annually
Constable	3.00 /warrant posted/location	3.00 /warrant posted/location
Tax Collector (Grade 50)	55,505.00	57,724.75
Town Clerk (Grade 50)	36,199.00	37,646.57

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, 2008; 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 '09 is \$18,926,067 exclusive of warrant articles. Adjustments due to the use of State Aid revenues and local receipts as well as the costs associated with warrant articles and maintaining an Overlay Reserve lead to an amount of \$15,377,886 more or less to be raised by taxation and an additional amount of \$328,491 from free cash. The estimated tax rate associated with the proposed levy limit is \$14.82 per \$1000 of valuation. This implies a tax bill of \$7,855 for the Department of Revenue estimated average single-family home FY '09 valuation of \$530,000. The median house price is expected to drop by 2 to 4% based on estimates from the town assessor. For the purpose of this analysis and to inform the Boxborough taxpayers with the best information available we have assumed a 3% decrease. The estimated FY '09 tax bill for the "average" single family home represents an increase of 0.73% from the tax bill for FY '08. Voters should be aware that the FY'08 numbers are as voted at the May 14, 2007 ATM.

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 FY2009 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.

The Board of Selectmen unanimously does not recommend as presented and will propose amendments on the floor of Town Meeting (5 – 0).

The Council on Aging does not recommend as presented.

The Council on Aging recommends that the town-funded hours of the Coordinator's salary remain at the same level as was approved in FY 08 and that Dept. 541, *Total Salaries – Council on Aging*, be increased by \$ 5,008 to accomplish this purpose.

NOTES:

<u>ACCOUNT NAME</u>		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>\$ Change</u>	<u>% Change</u>	<u>BoS to</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY09 VS</u>	<u>FY09 VS</u>	<u>Amend</u>
					<u>FY08</u>	<u>FY08</u>	<u>\$Inc/(Decr)</u>
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%	
114	Total Other Expenses - Moderator	\$ 31	\$ 75	\$ 50	\$ (25)	-33.33%	
114	Total Moderator Expenses	\$ 31	\$ 75	\$ 50	\$ (25)	-33.33%	
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%	
119	Total Other Expenses - Town Constable	\$ 169	\$ 100	\$ 200	\$ 100	100.00%	
119	Total Constable Expenses	\$ 169	\$ 100	\$ 200	\$ 100	100.00%	
122	Total Salaries - Selectman	\$ 1,800	\$ 2,000	\$ 2,000	\$ -	0.00%	
122	Total Other Expenses - Selectman	\$ 1,131	\$ 1,610	\$ 2,975	\$ 1,365	84.78%	
122	Total Selectman Expenses	\$ 2,931	\$ 3,610	\$ 4,975	\$ 1,365	37.81%	
123	Total Salaries - Town Administrator	\$ 81,086	\$ 85,280	\$ 88,691	\$ 3,411	4.00%	
123	Total Other Expenses- Town Administrator	\$ 1,523	\$ 2,425	\$ 2,525	\$ 100	4.12%	
123	Total Expenses - Town Administrator	\$ 82,609	\$ 87,705	\$ 91,216	\$ 3,511	4.00%	
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%	
131	Total Other Expenses- Finance Committee	\$ 440	\$ 450	\$ 450	\$ -	0.00%	
131	Total Expenses - Finance Committee	\$ 440	\$ 450	\$ 450	\$ -	0.00%	
135	Total Salaries - Accountant	\$ 55,109	\$ 57,571	\$ 61,970	\$ 4,399	7.64%	
135	Total Other Expenses- Accountant	\$ 20,760	\$ 20,710	\$ 24,718	\$ 4,008	19.35%	
135	Total Expenses - Accountant	\$ 75,869	\$ 78,281	\$ 86,688	\$ 8,407	10.74%	
141	Total Salaries - Assessor	\$ 59,519	\$ 53,454	\$ 55,894	\$ 2,440	4.56%	
141	Total Other Expenses-Assessor	\$ 8,994	\$ 11,015	\$ 13,390	\$ 2,375	21.56%	
141	Total Expenses - Assessor	\$ 68,513	\$ 64,469	\$ 69,284	\$ 4,815	7.47%	
145	Total Salaries - Treasurer	\$ 61,273	\$ 64,830	\$ 67,384	\$ 2,554	3.94%	
145	Total Other Expenses-Treasurer	\$ 12,887	\$ 12,155	\$ 13,885	\$ 1,730	14.23%	
145	Total Expenses - Treasurer	\$ 74,160	\$ 76,985	\$ 81,269	\$ 4,284	5.56%	
146	Total Salaries - Tax Collector	\$ 53,118	\$ 56,505	\$ 58,725	\$ 2,220	3.93%	
146	Total Other Expenses-Tax Collector	\$ 16,525	\$ 15,682	\$ 15,837	\$ 155	0.99%	
146	Total Expenses - Tax Collector	\$ 69,643	\$ 72,187	\$ 74,562	\$ 2,375	3.29%	

<u>ACCOUNT NAME</u>		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>\$ Change</u>	<u>% Change</u>	<u>BoS to</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY09 VS</u>	<u>FY09 VS</u>	<u>Amend</u>
					<u>FY08</u>	<u>FY08</u>	<u>\$Inc/(Decr)</u>
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%	
151	Total Other Expenses-Legal	\$ 135,655	\$ 64,000	\$ 64,000	\$ -	0.00%	
151	Total Expenses - Legal	\$ 135,655	\$ 64,000	\$ 64,000	\$ -	0.00%	
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%	
152	Total Other Expenses-Personnel Board	\$ 120	\$ 330	\$ 150	\$ (180)	-54.55%	
152	Total Expenses - Personnel Board	\$ 120	\$ 330	\$ 150	\$ (180)	-54.55%	
161	Total Salaries - Town Clerk	\$ 34,070	\$ 36,449	\$ 37,647	\$ 1,198	3.29%	
161	Total Other Expenses-Town Clerk	\$ 1,762	\$ 2,946	\$ 1,499	\$ (1,447)	-49.12%	
161	Total Expenses - Town Clerk	\$ 35,832	\$ 39,395	\$ 39,146	\$ (249)	-0.63%	
162	Total Salaries - Elect & Regist	\$ 3,499	\$ 5,889	\$ 3,997	\$ (1,892)	-32.13%	
162	Total Other Elect & Regist	\$ 4,081	\$ 5,880	\$ 4,961	\$ (919)	-15.63%	
162	Total Expenses - Elect & Regist	\$ 7,580	\$ 11,769	\$ 8,958	\$ (2,811)	-23.88%	
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%	
171	Total Other - Conservation Comm	\$ 4,650	\$ 2,150	\$ 2,150	\$ -	0.00%	
171	Total Expenses - Conservation Comm	\$ 4,650	\$ 2,150	\$ 2,150	\$ -	0.00%	
175	Total Salaries - Planning Board	\$ 59,490	\$ 62,216	\$ 66,929	\$ 4,713	7.58%	
175	Total Other - Planning Board	\$ 3,333	\$ 3,760	\$ 3,760	\$ -	0.00%	
175	Total Expenses - Planning Board	\$ 62,823	\$ 65,976	\$ 70,689	\$ 4,713	7.14%	
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%	
176	Total Other - Zoning Board	\$ 647	\$ 335	\$ 335	\$ -	0.00%	
176	Total Expenses - Zoning Board	\$ 647	\$ 335	\$ 335	\$ -	0.00%	
177	Total Salaries - Housing Board	\$ -	\$ -	\$ -	\$ -	0.00%	
177	Total Other - Housing Board	\$ 824	\$ 1,000	\$ -	\$ (1,000)	-100.00%	
177	Total Expenses - Housing Board	\$ 824	\$ 1,000	\$ -	\$ (1,000)	-100.00%	
192	Total Salaries - Town Hall	\$ 147,394	\$ 183,990	\$ 185,376	\$ 1,386	0.75%	
192	Total Other - Town Hall	\$ 88,595	\$ 75,965	\$ 66,290	\$ (9,675)	-12.74%	
192	Total Expenses - Town Hall	\$ 235,989	\$ 259,955	\$ 251,666	\$ (8,289)	-3.19%	
Total Town Government - Salaries		\$ 556,358	\$ 608,184	\$ 628,613	\$ 20,429	3.36%	
Total Town Government - Other Expenses		\$ 302,127	\$ 220,588	\$ 217,175	\$ (3,413)	-1.55%	
Total Town Government - Total Expenses		\$ 858,485	\$ 828,772	\$ 845,788	\$ 17,016	2.05%	

135 Other: Audit expense increase

141 Other: 2009 is a full revaluation year

<u>ACCOUNT NAME</u>		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>\$ Change</u>	<u>% Change</u>	<u>BoS to</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY09 VS</u>	<u>FY09 VS</u>	<u>Amend</u>
					<u>FY08</u>	<u>FY08</u>	<u>\$Inc/(Decr)</u>
210	Total Salaries - Police	\$ 844,517	\$ 919,505	\$ 944,300	\$ 24,795	2.70%	\$ 12,000
210	Total Other - Police	\$ 125,724	\$ 110,425	\$ 117,625	\$ 7,200	6.52%	\$ 4,000
210	Total Expenses - Police	\$ 970,241	\$ 1,029,930	\$ 1,061,925	\$ 31,995	3.11%	
220	Total Salaries - Fire	\$ 562,582	\$ 659,627	\$ 675,021	\$ 15,394	2.33%	
220	Total Other - Fire	\$ 85,472	\$ 96,784	\$ 108,234	\$ 11,450	11.83%	
220	Total Expenses - Fire	\$ 648,054	\$ 756,411	\$ 783,255	\$ 26,844	3.55%	
221	Total Salaries - Dispatch	\$ 189,881	\$ 200,818	\$ 221,004	\$ 20,186	10.05%	
221	Total Other - Dispatch	\$ 26,166	\$ 25,219	\$ 25,219	\$ -	0.00%	
221	Total Expenses - Dispatch	\$ 216,047	\$ 226,037	\$ 246,223	\$ 20,186	8.93%	
241	Total Salaries - Building Insp	\$ -	\$ -	\$ -	\$ -	0.00%	
241	Total Other - Building Insp	\$ 34,940	\$ 36,450	\$ 36,450	\$ -	0.00%	
241	Total Expenses - Building Insp	\$ 34,940	\$ 36,450	\$ 36,450	\$ -	0.00%	
291	Total Salaries -Emergency Mgt	\$ -	\$ -	\$ -	\$ -	0.00%	
291	Total Other - Emergency Mgt	\$ 454	\$ 100	\$ 100	\$ -	0.00%	
291	Total Expenses - Emergency Mgt	\$ 454	\$ 100	\$ 100	\$ -	0.00%	
292	Total Salaries - Dog Officer	\$ 9,624	\$ 9,971	\$ 10,370	\$ 399	4.00%	
292	Total Other - Dog Officer	\$ 1,857	\$ 1,625	\$ 1,625	\$ -	0.00%	
292	Total Expenses - Dog Officer	\$ 11,481	\$ 11,596	\$ 11,995	\$ 399	3.44%	
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%	
299	Total Other - Field Driver	\$ -	\$ 15	\$ 15	\$ -	0.00%	
299	Total Expenses - Field Driver	\$ 45	\$ 60	\$ 60	\$ -	0.00%	
200	Total Salaries - Protection	\$ 1,606,649	\$ 1,789,966	\$ 1,850,740	\$ 60,774	3.40%	
200	Total Other - Protection	\$ 274,613	\$ 270,618	\$ 289,268	\$ 18,650	6.89%	
200	Total Expenses - Protection	\$ 1,881,262	\$ 2,060,584	\$ 2,140,008	\$ 79,424	3.85%	

210 Salary: BoS plans to amend, to increase by \$12,000 to restore secretary back to 40 hours per week

210 Other: BoS plans to amend, to increase by \$4,000 due to costs of maintaining/repairing cruisers

220 Other: Ambulance expenses are included, per DOR rules and will be offset by revenue

221 Salary: Steps and overtime

<u>ACCOUNT NAME</u>		<u>FY2007</u> <u>ACTUAL</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY2009</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY09 VS</u> <u>FY08</u>	<u>% Change</u> <u>FY09 VS</u> <u>FY08</u>	<u>BoS to</u> <u>Amend</u> <u>\$Inc/(Decr)</u>
300	Total Salaries - Blanchard School	\$ 3,847,247	\$ 4,059,639	\$ 4,073,069	\$ 13,430	0.33%	
300	Total Other - School-Blanchard School	\$ 1,538,892	\$ 1,363,762	\$ 1,200,332	\$ (163,430)	-11.98%	
300	Total Expenses - Blanchard School	\$ 5,386,139	\$ 5,423,401	\$ 5,273,401	\$ (150,000)	-2.77%	
310	Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%	
310	Total Other - Minuteman Vocational HS	\$ 260,801	\$ 286,070	\$ 299,902	\$ 13,832	4.84%	
310	Total Expenses - Minuteman Vocational HS	\$ 260,801	\$ 286,070	\$ 299,902	\$ 13,832	4.84%	
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%	
320	Total Other - ABRS Assessment	\$ 5,473,054	\$ 5,676,295	\$ 5,732,440	\$ 56,145	0.99%	
320	Total Expenses - A/B RHS Assessment	\$ 5,473,054	\$ 5,676,295	\$ 5,732,440	\$ 56,145	0.99%	
	Total Salaries - Education	\$ 3,847,247	\$ 4,059,639	\$ 4,073,069	\$ 13,430	0.33%	
	Total Other - Education	\$ 7,272,747	\$ 7,326,127	\$ 7,232,674	\$ (93,453)	-1.28%	
	Total Expenses - Education	\$ 11,119,994	\$ 11,385,766	\$ 11,305,743	\$ (80,023)	-0.70%	

300: Decreased by \$150,000 offset by school CHOICE funds

<u>ACCOUNT NAME</u>		<u>FY2007</u> <u>ACTUAL</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY2009</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY09 VS</u> <u>FY08</u>	<u>% Change</u> <u>FY09 VS</u> <u>FY08</u>	<u>BoS to</u> <u>Amend</u> <u>\$Inc/(Decr)</u>
422	Total Salaries - Public Works	\$ 411,767	\$ 435,515	\$ 472,319	\$ 36,804	8.45%	
422	Total Other - Public Works	\$ 205,470	\$ 227,126	\$ 218,620	\$ (8,506)	-3.75%	
422	Total Expenses - Public Works	\$ 617,237	\$ 662,641	\$ 690,939	\$ 28,298	4.27%	
423	Total Salaries - Snow & Ice	\$ 34,200	\$ 46,507	\$ 47,000	\$ 493	1.06%	
423	Total Other - Snow & Ice	\$ 43,335	\$ 43,582	\$ 58,000	\$ 14,418	33.08%	
423	Total Expenses - Snow & Ice	\$ 77,535	\$ 90,089	\$ 105,000	\$ 14,911	16.55%	
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%	
424	Total Other - Street Lighting	\$ 2,553	\$ 3,191	\$ 3,191	\$ -	0.00%	
424	Total Expenses - Street Lighting	\$ 2,553	\$ 3,191	\$ 3,191	\$ -	0.00%	
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%	
429	Total Other - Fuel	\$ 54,104	\$ 49,200	\$ 61,500	\$ 12,300	25.00%	
429	Total Expenses - Fuel	\$ 54,104	\$ 49,200	\$ 61,500	\$ 12,300	25.00%	
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%	
431	Total Other - Hazardous Waste Coll	\$ 7,278	\$ -	\$ 7,500	\$ 7,500	100.00%	
431	Total Expenses - Hazardous Waste Coll	\$ 7,278	\$ -	\$ 7,500	\$ 7,500	100.00%	
491	Total Salaries - Cemetery	\$ 7,636	\$ 8,580	\$ 8,897	\$ 317	3.69%	
491	Total Other - Cemetery	\$ 459	\$ 1,402	\$ 1,402	\$ -	0.00%	
491	Total Expenses - Cemetery	\$ 8,095	\$ 9,982	\$ 10,299	\$ 317	3.18%	
	Total Salaries-Public Works & Facilities	\$ 453,603	\$ 490,602	\$ 528,216	\$ 37,614	7.67%	
	Total - Other Public Works & Facilities	\$ 313,199	\$ 324,501	\$ 350,213	\$ 25,712	7.92%	
	Total Expenses-Public Works - Facilities	\$ 766,802	\$ 815,103	\$ 878,429	\$ 63,326	7.77%	

422 Salary: Addition of salary for part time admin support

423 Other: Increased to cover expected average cost based on actual expense over last 5 years and adjusted for price increases

429 Other: "You all know why" and consistent with rising costs

<u>ACCOUNT NAME</u>		<u>FY2007</u> <u>ACTUAL</u>	<u>FY2008</u> <u>BUDGET</u>	<u>FY2009</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY09 VS</u> <u>FY08</u>	<u>% Change</u> <u>FY09 VS</u> <u>FY08</u>	<u>BoS to</u> <u>Amend</u> <u>\$Inc/(Decr)</u>
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%	
510	Total Other - Landfill Monitoring	\$ 4,766	\$ 5,000	\$ 5,000	\$ -	0.00%	
510	Total Expenses - Landfill Monitoring	\$ 4,766	\$ 5,000	\$ 5,000	\$ -	0.00%	
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%	
511	Total Other - Board of Health	\$ 8,292	\$ 1,765	\$ 30,765	\$ 29,000	1643.06%	\$ (15,000)
511	Total Expenses - Board of Health	\$ 8,792	\$ 2,266	\$ 31,266	\$ 29,000	1279.79%	
519	Total Salaries - Environmental Services	\$ -	\$ -	\$ -	\$ -	0.00%	
519	Total Other - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%	
519	Total Expenses - Environmental Services	\$ 9,345	\$ 9,345	\$ 9,345	\$ -	0.00%	
521	Total Salaries - Family Services	\$ -	\$ -	\$ -	\$ -	0.00%	
521	Total Other - Family Services	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.00%	
521	Total Expenses - Family Services	\$ 6,000	\$ 6,000	\$ 6,000	\$ -	0.00%	
522	Total Salaries - Nursing Services	\$ -	\$ -	\$ -	\$ -	0.00%	
522	Total Other - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%	
522	Total Expenses - Nursing Services	\$ 2,395	\$ 2,395	\$ 2,395	\$ -	0.00%	
523	Total Salaries - Mental Health Svices	\$ -	\$ -	\$ -	\$ -	0.00%	
523	Total Other - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ 7,000	\$ -	0.00%	
541	Total Salaries - Council on Aging	\$ 34,928	\$ 36,270	\$ 31,450	\$ (4,820)	-13.29%	\$ 5,008
541	Total Other - Council on Aging	\$ 2,726	\$ 3,064	\$ 3,119	\$ 55	1.80%	
541	Total Expenses - Council on Aging	\$ 37,654	\$ 39,334	\$ 34,569	\$ (4,765)	-12.11%	
543	Total Salaries - Veterans	\$ 286	\$ 190	\$ 190	\$ -	0.00%	
543	Total Other - Veterans	\$ 114	\$ 250	\$ 250	\$ -	0.00%	
543	Total Expenses - Veterans	\$ 400	\$ 440	\$ 440	\$ -	0.00%	
599	Total Salaries - Inspect of Animals	\$ 864	\$ 895	\$ 931	\$ 36	4.02%	
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%	
599	Total Expenses - Inspect of Animals	\$ 864	\$ 895	\$ 931	\$ 36	4.02%	
600	Total Salaries - Animal Control Officer	\$ 2,344	\$ 2,429	\$ 2,526	\$ 97	3.99%	
600	Total Other - Animal Control Officer	\$ 372	\$ 330	\$ 330	\$ -	0.00%	
600	Total Expenses - Animal Control Officer	\$ 2,716	\$ 2,759	\$ 2,856	\$ 97	3.52%	
	Total Salaries-Health Services	\$ 38,922	\$ 40,285	\$ 35,598	\$ (4,687)	-11.63%	
	Total - Other - Health Services	\$ 41,010	\$ 35,149	\$ 64,204	\$ 29,055	82.66%	
	Total Expenses-Health Services	\$ 79,932	\$ 75,434	\$ 99,802	\$ 24,368	32.30%	

511 Other: Addition of funding for 2 aerial drops of mosquito larvacide

511 Other: BoS plans to amend, to decrease by \$15,000, estimated cost of one larvacide drop

541 Salary: BoS plans to amend (increase by \$5,008) to increase the CoA Coordinator's total hours from 30 to 35 per week with the additional 5 hours to be reimbursed by MART

<u>ACCOUNT NAME</u>		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>\$ Change</u>	<u>% Change</u>	<u>BoS to</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY09 VS</u>	<u>FY09 VS</u>	<u>Amend</u>
					<u>FY08</u>	<u>FY08</u>	<u>\$Inc/(Decr)</u>
610	Total Salaries - Library	\$ 145,753	\$ 164,033	\$ 175,538	\$ 11,505	7.01%	
610	Total Other - Library	\$ 97,360	\$ 105,756	\$ 113,658	\$ 7,902	7.47%	
610	Total Expenses - Library	\$ 243,113	\$ 269,789	\$ 289,196	\$ 19,407	7.19%	
630	Total Salaries - Recreation Comm	\$ 19,133	\$ 24,740	\$ 26,640	\$ 1,900	7.68%	
630	Total Other - Recreation Comm	\$ 9,877	\$ 10,880	\$ 10,800	\$ (80)	-0.74%	
630	Total Expenses - Recreation Comm	\$ 29,010	\$ 35,620	\$ 37,440	\$ 1,820	5.11%	
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%	
691	Total Other - Historical Comm	\$ 5,441	\$ 3,061	\$ 3,129	\$ 68	2.22%	
691	Total Expenses - Historical Comm	\$ 5,441	\$ 3,061	\$ 3,129	\$ 68	2.22%	
692	Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	0.00%	
692	Total Other - Public Celebration	\$ 429	\$ 665	\$ 665	\$ -	0.00%	
692	Total Expenses - Public Celebration	\$ 429	\$ 665	\$ 665	\$ -	0.00%	
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%	
693	Total Other - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%	
693	Total Expenses - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%	
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%	
699	Total Other - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%	
699	Total Expenses - A/B Cultural Council	\$ 1,500	\$ 1,500	\$ 1,500	\$ -	0.00%	
	Total Salaries - Culture & Recreation	\$ 164,886	\$ 188,773	\$ 202,178	\$ 13,405	7.10%	
	Total Other - Culture & Recreation	\$ 115,107	\$ 122,362	\$ 130,252	\$ 7,890	6.45%	
	Total Expenses - Culture & Recreation	\$ 279,993	\$ 311,135	\$ 332,430	\$ 21,295	6.84%	
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%	
710	Total Other - Maturing Debt Principal	\$ 678,452	\$ 728,000	\$ 723,000	\$ (5,000)	-0.69%	
710	Total Expenses - Maturing Debt Principal	\$ 678,452	\$ 728,000	\$ 723,000	\$ (5,000)	-0.69%	
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%	
751	Total Other - Maturing Debt Interest	\$ 696,244	\$ 678,415	\$ 608,569	\$ (69,846)	-10.30%	
751	Total Expenses - Maturing Debt Interest	\$ 696,244	\$ 678,415	\$ 608,569	\$ (69,846)	-10.30%	
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other - Debt Service	\$ 1,374,696	\$ 1,406,415	\$ 1,331,569	\$ (74,846)	-5.32%	
	Total Expenses - Debt Service	\$ 1,374,696	\$ 1,406,415	\$ 1,331,569	\$ (74,846)	-5.32%	

<u>ACCOUNT NAME</u>		<u>FY2007</u>	<u>FY2008</u>	<u>FY2009</u>	<u>\$ Change</u>	<u>% Change</u>	<u>BoS to</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY09 VS</u>	<u>FY09 VS</u>	<u>Amend</u>
					<u>FY08</u>	<u>FY08</u>	<u>\$Inc/(Decr)</u>
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%	
830	Total Other - County Ret Assessment	\$ 317,905	\$ 366,730	\$ 408,903	\$ 42,173	11.50%	
830	Total Expenses - County Ret Assessment	\$ 317,905	\$ 366,730	\$ 408,903	\$ 42,173	11.50%	
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	
912	Total Other - Other Benefit Insurance	\$ 48,919	\$ 67,932	\$ 69,295	\$ 1,363	2.01%	
912	Total Expenses - Other Benefit Insurance	\$ 48,919	\$ 67,932	\$ 69,295	\$ 1,363	2.01%	
913	Total Salaries - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Other - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	0.00%	
913	Total Expenses - Deferred Compensation	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Salaries - FICA	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Other - FICA	\$ -	\$ -	\$ -	\$ -	0.00%	
914	Total Expenses - FICA	\$ -	\$ -	\$ -	\$ -	0.00%	
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	
915	Total Other - Employee Benefits	\$ 1,075,360	\$ 1,186,500	\$ 1,232,100	\$ 45,600	3.84%	
915	Total Expenses - Employee Benefits	\$ 1,075,360	\$ 1,186,500	\$ 1,232,100	\$ 45,600	3.84%	
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%	
945	Total Other - Liability Insurance	\$ 89,799	\$ 100,000	\$ 97,000	\$ (3,000)	-3.00%	
945	Total Expenses - Liability Insurance	\$ 89,799	\$ 100,000	\$ 97,000	\$ (3,000)	-3.00%	
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	
	Total Other- Employee Benefits	\$ 1,531,983	\$ 1,721,162	\$ 1,807,298	\$ 86,136	5.00%	
	Total Expenses- Employee Benefits	\$ 1,531,983	\$ 1,721,162	\$ 1,807,298	\$ 86,136	5.00%	
131	Reserve Fund - Original Budget		\$ 185,000	\$ 185,000	\$ -	0.00%	
131	Reserve Fund - Transferred Out		\$ -	\$ -	\$ -	0.00%	
131	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	

<u>ACCOUNT NAME</u>	<u>FY2007 ACTUAL</u>	<u>FY2008 BUDGET</u>	<u>FY2009 BUDGET</u>	<u>\$ Change FY09 VS FY08</u>	<u>% Change FY09 VS FY08</u>	<u>BoS to Amend \$Inc/(Decr)</u>
SALARIES						
Town Government	\$ 556,358	\$ 608,184	\$ 628,613	\$ 20,429	3.36%	
Protection	\$ 1,606,649	\$ 1,789,966	\$ 1,850,740	\$ 60,774	3.40%	*
Public Works & Facilities	\$ 453,603	\$ 490,602	\$ 528,216	\$ 37,614	7.67%	
Health Services	\$ 38,922	\$ 40,285	\$ 35,598	\$ (4,687)	-11.63%	*
Cultural & Recreation	\$ 164,886	\$ 188,773	\$ 202,178	\$ 13,405	7.10%	
Total Town	\$ 2,820,418	\$ 3,117,810	\$ 3,245,345	\$ 127,535	4.09%	
Education	\$ 3,847,247	\$ 4,059,639	\$ 4,073,069	\$ 13,430	0.33%	
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%	
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%	
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%	
TOTAL SALARIES	\$ 6,667,665	\$ 7,177,449	\$ 7,318,414	\$ 140,965	1.96%	
OTHER EXPENSES						
Town Government	\$ 302,127	\$ 220,588	\$ 217,175	\$ (3,413)	-1.55%	
Protection	\$ 274,613	\$ 270,618	\$ 289,268	\$ 18,650	6.89%	*
Public Works & Facilities	\$ 313,199	\$ 324,501	\$ 350,213	\$ 25,712	7.92%	
Health Services	\$ 41,010	\$ 35,149	\$ 64,204	\$ 29,055	82.66%	*
Cultural & Recreation	\$ 115,107	\$ 122,362	\$ 130,252	\$ 7,890	6.45%	
Total Town	\$ 1,046,056	\$ 973,218	\$ 1,051,112	\$ 77,894	8.00%	
Education	\$ 7,272,747	\$ 7,326,127	\$ 7,232,674	\$ (93,453)	-1.28%	
Employee Benefits	\$ 1,531,983	\$ 1,721,162	\$ 1,807,298	\$ 86,136	5.00%	
Debt Service	\$ 1,374,696	\$ 1,406,415	\$ 1,331,569	\$ (74,846)	-5.32%	
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	
TOTAL OTHER EXPENSES	\$ 11,225,482	\$11,611,922	\$ 11,607,653	\$ (4,269)	-0.04%	
TOTAL EXPENSES						
Town Government	\$ 858,485	\$ 828,772	\$ 845,788	\$ 17,016	2.05%	
Protection	\$ 1,881,262	\$ 2,060,584	\$ 2,140,008	\$ 79,424	3.85%	*
Public Works & Facilities	\$ 766,802	\$ 815,103	\$ 878,429	\$ 63,326	7.77%	
Health Services	\$ 79,932	\$ 75,434	\$ 99,802	\$ 24,368	32.30%	*
Cultural & Recreation	\$ 279,993	\$ 311,135	\$ 332,430	\$ 21,295	6.84%	
Total Town	\$ 3,866,474	\$ 4,091,028	\$ 4,296,457	\$ 205,429	5.02%	
Education	\$ 11,119,994	\$11,385,766	\$ 11,305,743	\$ (80,023)	-0.70%	
Employee Benefits	\$ 1,531,983	\$ 1,721,162	\$ 1,807,298	\$ 86,136	5.00%	
Debt Service	\$ 1,374,696	\$ 1,406,415	\$ 1,331,569	\$ (74,846)	-5.32%	
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%	
TOTAL EXPENSES	\$ 17,893,147	\$18,789,371	\$ 18,926,067	\$ 136,696	0.73%	
Budget Prior to Reserve Fund Calculation	\$ 17,893,147	\$18,604,371	\$ 18,741,067	\$ 136,696	0.73%	

Blanchard Memorial School
FY-09
Budgets
Accounts Summary

ACCT.	CATEGORY	FY 06 Actual	FY 07 Actual	FY 08 Budget	FY 09 Proposed	Increase/Decrease FY 08 - FY 09	
						\$\$\$	%
1100	School Comm.	\$ 33,413	\$ 16,728	\$ 16,443	\$ 13,392	\$ (3,051)	-18.56%
1400	Bus. Office	\$ 95,028	\$ 98,992	\$ 105,482	\$ 110,517	\$ 5,035	4.77%
2100	Special Ed Office	\$ 110,218	\$ 119,311	\$ 125,011	\$ 128,883	\$ 3,872	3.10%
2200	Supt/Prin Office	\$ 292,931	\$ 298,931	\$ 317,944	\$ 334,973	\$ 17,029	5.36%
2250	Tech Admin	\$ 120,558	\$ 136,958	\$ 123,080	\$ 110,332	\$ (12,748)	-10.36%
2300	Teaching	\$ 2,835,846	\$ 3,019,719	\$ 3,120,581	\$ 3,041,196	\$ (79,385)	-2.54%
2350	Prof. Develop.	\$ 59,377	\$ 91,288	\$ 109,802	\$ 103,248	\$ (6,554)	-5.97%
2400	Textbooks	\$ 32,992	\$ 35,882	\$ 37,850	\$ 37,850	\$ -	0.00%
2500	Media	\$ 81,265	\$ 70,181	\$ 59,381	\$ 59,025	\$ (356)	-0.60%
2700	Guidance	\$ 44,060	\$ 48,014	\$ 52,081	\$ 46,250	\$ (5,831)	-11.20%
2800	Psychological	\$ 32,256	\$ 34,527	\$ 36,849	\$ 38,996	\$ 2,147	5.83%
3200	Health Services	\$ 46,236	\$ 49,533	\$ 53,489	\$ 53,934	\$ 445	0.83%
3300	Transportation	\$ 370,532	\$ 374,731	\$ 379,566	\$ 325,978	\$ (53,588)	-14.12%
3400	Food Services	\$ 25,416	\$ 27,382	\$ 33,478	\$ 36,970	\$ 3,492	10.43%
4130	Utilities	\$ 143,293	\$ 176,753	\$ 163,440	\$ 182,938	\$ 19,498	11.93%
4220	Maintenance	\$ 210,462	\$ 250,745	\$ 218,912	\$ 215,954	\$ (2,958)	-1.35%
4400	Technology	\$ 70,573	\$ 82,884	\$ 93,858	\$ 49,067	\$ (44,791)	-47.72%
5100	Retirement	\$ -	\$ 42,563	\$ 88,344	\$ -	\$ (88,344)	-100.00%
6300	Civic Activities	\$ 4,474	\$ 4,508	\$ 5,130	\$ 5,339	\$ 209	4.07%
7000	Capital Exp.	\$ 27,904	\$ 35,242	\$ 42,379	\$ 35,000	\$ (7,379)	-17.41%
9100	SPED Tuition	\$ 239,453	\$ 205,408	\$ 45,499	\$ 67,682	\$ 22,183	48.75%
9400	Collaborative	\$ 288,786	\$ 165,861	\$ 194,803	\$ 275,879	\$ 81,076	41.62%
TOTALS		\$ 5,165,074	\$ 5,386,141	\$ 5,423,402	\$ 5,273,402	\$ (150,000)	-2.77%

ARTICLE 6 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 Sixteen Thousand Six Hundred Thirty-Six Dollars (\$16,636), 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 Sixteen Thousand Six Hundred Thirty-Six Dollars (\$16,636) be transferred to FY 2009 Budget - Department 220, Total Salaries – Fire, or take any other action relative thereto.

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

Boxborough operates a combined Fire Department with a Chief, four full time Firefighter/EMTs, and a large number of call Firefighter/EMTs, who fill in shifts and respond to incidents. The full time Firefighter/EMTs have greater experience in use of equipment, procedures, and tactics than the call firefighters, who work and attend training a modest number of hours per month. The call fire service has a command structure that assists in determining responsibilities at an incident. The full-time fire service has, on the other hand, functioned for many years without any command structure below the Chief. This situation has become increasingly problematic as the total 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 full time officer will in this organization always be available to command an incident. 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 \$16,636 recommended here covers a 10% increment in pay for the Lieutenants over a top scale Firefighter/EMT, which is at the low end of such pay increments for surrounding towns and seems the minimum fair standard for the increased responsibilities required. The BoS believes that it is time to adopt a rational command structure in the Fire Department by this action.

The Finance Committee does not recommend by unanimous vote.

Some FinCom members do support the hierarchy, but we do not support the additional funding for the role. There is a financial impact to the town of \$.016 per \$1,000 or \$8.50 for the median house.

NOTES:

ARTICLE 7 ENGINEERING CONSULTANT – ROUTE 111 TRAIL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifteen Thousand (\$15,000), more or less, for the purpose of hiring a consultant to provide engineered construction drawings for the Route 111 trail project, from Sargent Memorial Library to Liberty Square Road; or take any other action relative thereto.

The Planning Board recommends unanimously (5 - 0).

The development of a corridor trail along the entire length of Route 111 is essential for public safety and was emphasized in the Town's 2001 Master Plan. In 2002, the Town received funding through the State and MAPC under Executive Order 418 for the development of a Conceptual Trail Plan from Harvard to Acton. The Town has been working with Mass Highway and MAPC on funding to construct Phase I of the trail, between the Blanchard Memorial School and Sargent Memorial Library. Phase II of the project would extend this pedestrian/bicycle trail to Liberty Square Road. Preparation of engineered construction drawings substantially increases a Town's ability to be awarded grant funds. The Planning Board acknowledges that there will be a financial impact to the town for construction costs and long-term maintenance of the trail and will continue to seek grant funding for construction. However, public safety concerns are paramount.

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

Rte 111 (Mass Ave), the main thoroughfare through Boxborough, for the most part lacks adequate safe walkways or trails for pedestrians and bicyclists. The town's Master Plan calls for the construction of a fully connected corridor trail system to address this important public safety matter. One section, from Blanchard School to Middle Road, was built in conjunction with the Boxborough Meadows development. The Planning Board is working with Mass Highway on a second section to connect Blanchard School and Sargent Memorial Library. This article would provide funds for the development of engineered construction drawings for a third section connecting Sargent Memorial Library to Liberty Square Road. The Selectmen support the trail system and applaud the Planning Board's efforts and diligence to improve public safety along Mass Ave.

The Finance Committee does not recommend (6 - 0).

The FinCom does not recommend. While we understand that there is some pedestrian traffic on 111 we worry about the true expense to the town of not just this engineering analysis, but the costs for construction and long term maintenance including snow and ice removal of a walkway. There is a financial impact to the town of \$.0145 per \$1,000 or \$7.66 for the median house.

NOTES:

ARTICLE 8 CONSULTANT – FEASIBILITY STUDY – STOW ROAD PROPERTY AND EXISTING MUNICIPAL PROPERTY EVALUATION

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of hiring a consultant to conduct a feasibility study of the potential municipal uses of 72 Stow Road and the adjacent land-locked parcel off of Burroughs Road, as well as to prepare an evaluation of existing municipal properties for town use or sale; or take any other action relative thereto.

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

Representatives of the owners of two parcels of land totaling approximately 14 acres along Stow Road have been in discussions with the Board of Selectmen to explore the town’s interest in purchasing them for town use. The parcels appear to be buildable land of high quality, and their proximity to the center of town suggests they may be suitable for a number of potential town uses to serve our needs as the town continues to grow. Such uses include a Town Hall Annex or extension, Senior/Community Center, and affordable housing focused on town needs, sponsored by the Boxborough Housing Board. The Selectmen recommend that a feasibility study be carried out by a civil engineering firm to see if the potential uses would be possible, considering matters of lot line setbacks, water supply and septic issues, wetlands, parking, access, and other matters relevant to construction feasibility of the mix of uses.

The parcels are described as follows:

- (1) a parcel of land containing 11.00 acres, more or less, being the land described in the deed recorded with the Middlesex South District Registry of Deeds in Book 22794, Page 187, shown as Assessors Map 6, Block 4, Lot 166.1.0, located at 72 Stow Road; and
- (2) a parcel of land containing 3.00 acres, more or less, being the land described in the deed recorded with said Deeds in Book 20996, Page 094, shown as Assessors Map 10, Block 4, Lot 207.1.0, located off Stow Road;

This article seeks partial funding to carry out the feasibility study. The total amount needed has been estimated based on preliminary quotes received. Since one of the component uses is for local-needs affordable housing, the Housing Board has asked the Affordable Housing Trust for up to \$10,000 to contribute toward the feasibility study. The Selectmen will evaluate the results of the feasibility study to determine whether to proceed with formal Purchase and Sale negotiations with the owners, subject to availability of funds and approval at a future town meeting.

Given the potential value of the subject parcels for future town needs, the Selectmen believe it is prudent to carry out a careful feasibility study now. As requested at several public forums, a significant portion of this study will be to evaluate potential uses and values of other municipal parcels.

The Finance Committee does not recommend by a majority.

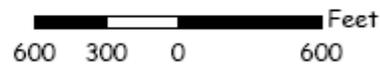
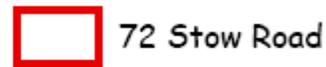
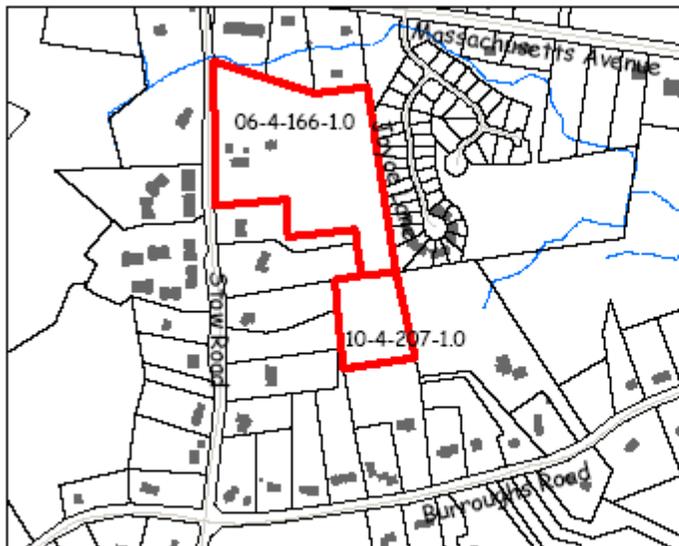
The actual cost for the study is between \$18,200 and \$20,000. Half of the funding is planned to come from the Affordable Housing Trust though at the time of this discussion the monies were not voted. We believe that the hiring of a consultant is premature. The town should be able to determine the potential uses for the property. There is a financial impact to the town of \$.0096 per \$1,000 or \$5.11 for the median house.

The Boxborough Housing Board recommends.

The Board supports this and has voted to recommend the transfer of \$10,000 from settlement funds for this purpose.

The Council on Aging recommends.

We believe that the study and possible acquisition of the 72 Stow Road property is vitally important for the future integrity of the town. This action could pave the way for needed Town Hall expansion, a municipal water supply and the construction of a centrally-located Community Center with plenty of parking. All future generations of Boxborough residents would greatly benefit by your voting **YES** on this article.



NOTES:

ARTICLE 9 POLICE DEPARTMENT – DEFIBRILLATORS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Ten Thousand Nine Hundred Fifty Dollars (\$10,950), more or less, for the purpose of acquiring four semi-automatic external defibrillators (SAEDs), or take any other action relative thereto.

Summary

A police cruiser is often the first emergency response vehicle to respond to a call. Approval of this article would provide for the placement of automated external defibrillators in each of the marked cruisers. No additional funds would be required for training.

Sudden Cardiac Arrest is a major health problem in the United States, causing up to 1,000 deaths per day and with a survival rate of just 5–10 percent. Automated external defibrillators can and have dramatically improved these survival metrics. SAEDs are the life-saving “shock boxes” that jump–start hearts that have gone into sudden cardiac arrest. The portable electronic devices detect abnormal heart rhythms, and, if necessary, allow the user to activate one or more electronic shocks to try to restore a normal heartbeat. Reducing time to defibrillation is critical because for every minute that goes by without defibrillation, the victim’s chance of survival drops by between 7 and 10 percent. Although not everyone can be saved from Sudden Cardiac Arrest, early defibrillation can dramatically improve survival rates.

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

Selectmen believe that ensuring the health and safety of residents is our most important duty. Making external defibrillators available in each patrol car is a cost-effective means of reducing the average response time and improving victim survivability in critical events, where this assistance is required. Each police officer is trained in emergency life support, and will be able to effectively use this lifesaving equipment when needed. The \$10,950 requested in this article will cover the cost of four external defibrillators of a type essentially identical to those carried on the ambulance and fire engines, providing the significant advantages of interoperability and economy of scale when purchasing the expendable accessories. The number of incidents requiring defibrillation is typically in the small single digits per year, although at the time of this writing there have already been three such incidents in 2008.

The Finance Committee does not recommend by a majority (5 - 1).

The FinCom does not support this article as written. There are just two cars on shift at a time. We do not understand or support all the available cars having a defibrillator when only 2 are needed per shift. The ambulance has one with trained operators. There is a financial impact to the town of \$.0106 per \$1,000 or \$5.59 for the median house.

NOTES:

ARTICLE 10 CONSULTANT – GASB 45 ACTUARIAL STUDY

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ten Thousand (\$10,000), more or less, for the purpose of hiring a consultant to provide an actuarial study in preparation for implementation of GASB 45; or take any other action relative thereto.

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

Under the new GASB 45 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost.

The Finance Committee recommends.

We believe that the actuarial study is required by the Government Accounting Standard Board. We are concerned about the cost, but understand that we need to do this study. We are being told that this effort is recurring event every few years. The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. This requirement called GASB 45 has been in place for several years but was phased in based on a community's total revenue. For those communities with revenue under \$10m in 1999 the required compliance date is FY2010. In order to evaluate the potential cost of post-retirement benefits other than pension cost, the town will need an actuarial study done in FY 2009. There is a financial impact to the town of \$.0096 per \$1,000 or \$5.11 for the median house.

NOTES:

ARTICLE 11 CAPITAL IMPROVEMENTS – TOWN HALL EXTERIOR REPAIRS

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

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Thirty-Six Thousand Dollars (\$36,000), more or less, for the purpose of replacing gutters and fascia boards on the original section of the town hall, repairing the cupola and replacing the weathervane; or take any other action relative thereto.

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

The condition of the gutters, trim boards and some siding on the older section of town hall has become critical. The gutters are wooden and leaks are apparent by inspection. Rot and deterioration is clearly visible and repairs have been made several times in past years. The gutters are 1960 vintage installations that have long exceeded their expected lifetime. To prevent further leakage and damage to town hall, repairs to the gutters, fascia boards and exterior trim are needed.

This project will replace approximately 250 feet of gutter, trim boards (including fascia, eaves, soffit and corner boards) along with repairs to damaged siding. Bids have been received from two qualified, licensed contractors; both bids were very close. This appropriation will cover the necessary work with a small (~10%) contingency for possible unexpected decay discovered when the old fascia and trim boards are removed.

In conjunction with the gutter replacement, repairs are needed to the cupola atop the town hall building. These include repairs replacement of damaged shingles and trim pieces. Finally, this project includes fabrication and installation of a new stainless steel weathervane shaft to match the original historic shaft as well as repair/replacement of all missing and broken components to the cardinal points (N, S, E, W).

The Finance Committee recommends by a majority (6 - 1).

The FinCom believes that maintenance of the Boxborough infrastructure must be maintained whenever possible. The repairs as described would protect town hall from water damage over time. There is a financial impact to the town of \$.0347 per \$1,000 or \$18.38 for the median house.

NOTES:

ARTICLE 12 CAPITAL IMPROVEMENTS – POLICE STATION COMPUTER ROOM

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Six Thousand Dollars (\$6,000), more or less, for the purpose of providing cooling improvements to the Police Station's computer room; or take any other action relative thereto.

Summary

The police station computer room requires additional cooling to maintain operational temperature for its emergency communications systems including dispatch, records systems, WAN, 911, radio systems and other Police and Fire Department servers and equipment.

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

The Town recently purchased a new server for the extensive and increasing Police Department, Fire and Dispatch essential computer functions. The existing cooling measures in the Police Station computer room are proving inadequate and threaten the reliability of the equipment investment. New cooling measures are needed, and the proposed effort covers the design and implementation of an updated cooling system. The \$6,000 represents a quotation for what is estimated to be the maximum capacity installation likely to be required. The design effort may show that a lesser installation and dollar amount will be sufficient, in which case, as always, appropriated funds in excess of the requirement will be returned to the Town general fund or applied to such purposes as Town Meeting may designate.

The Finance Committee recommends.

By providing the additional cooling, we are protecting the electronics in the computer room from early life failures. We do support the BIT Committee recommendation of alternative methods of cooling. There is a financial impact to the town of \$.0058 per \$1,000 or \$3.06 for the median house.

The Boxborough Information Technology Committee recommends (6 – 0).

The BITcom recommends the acquisition of additional cooling for the Police Department computer room to protect current investment and future enhancements. BITcom recommends looking at all methods of cooling mitigation, including but not limited to, rebalancing of existing air ducts, wall AC units, window AC units, and exterior AC units. BITcom will be available to review any implementation plans.

NOTES:

ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – FIRE AND PUBLIC WORKS DEPARTMENTS

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of One Million Two Hundred and Seventy-Seven Dollars (\$1,277,000), more or less, for the purpose of acquiring, replacing or refurbishing the following equipment:

- Tanker Truck and exhausted equipment - replacement (\$400,000)
- Hose Wagon - refurbishment (\$100,000)
- Fire Engine, equipped - additional (\$500,000)
- Bucket Truck - replacement (\$130,000)
- Dump Truck – replacement (\$122,000),

as well as costs incidental and related thereto, including approximately \$25,000 in bond issuance costs. In addition to the foregoing borrowing appropriation, to see if the Town will vote to raise and appropriate, borrow or otherwise provide the sum of Twenty-Five Thousand Five Hundred Forty Dollars (\$25,540), more ore less, for the purpose of paying the associated debt interest in FY 2009; or take any other action relative thereto.

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

The Town Boards and Committees responsible for financial issues have for many years been struggling to assemble a comprehensive Capital Plan to serve as a tool for rationally determining the timing of large capital purchases. Each of the major departments has a list of foreseeable items and the BoS and FinCom attempt to rationalize and allocate priorities, year to year. While this process is not as finely tuned as we might like, due to exigencies that crop up demanding our scarce attention, this capital acquisition article is the product of many years consideration of Town infrastructure needs.

The tanker truck and hose wagon are essential to the Fire Department’s ability to put water on a fire for extended periods in the absence of a distributed town water supply. The current vehicles are hybrids, assembled out of various vehicles and components in Boxborough’s historical “make do/improvisation” ethos. The tanker truck has, however, failed its roadworthiness inspection and the hose wagon needs extensive renovation.

The new fire engine is required to effectively employ our mixed full-time/call department, where it is essential to have vehicles able to carry multiple Firefighter/EMTs inside the vehicle to a scene. Our current “second” engine can only carry two Firefighter/EMTs to an incident. It is also worth noting that our “new” engine is almost ten years old. Should this article be approved, the two “new” engines will be the first line vehicles, and the current “second” engine will be retained as a spare to cover contingencies such as where one or another of the first-line vehicles might be unavailable or an extreme incident occurs. The question of whether to purchase this new engine now or in a couple of years may be asked, but the answer is that projected price increases and the non-recurring cost of floating another bond issue in a few years would add substantially to the cost of the engine (~20% if delayed 2-3 years). The ten year period since the last “new” engine also fits into a long-term replacement strategy.

The Town’s bucket truck failed its structural and electrical inspections this year and as a consequence the Town will be required to pursue expensive renting or leasing for the tree trimming, roof and lighting work, and other maintenance tasks requiring the elevation and reach of a bucket truck, if it is not replaced. The Selectmen discussed the option of a used bucket truck, but the age of such vehicles available and the corresponding cost/usable life ratio indicated that purchasing new for such safety critical equipment was the wiser course. The dump truck being replaced is more than 20 years old and would require extensive repairs to keep on the road, a

prospect that becomes more expensive every year. This vehicle will be used for the “heavy lifting” at the Highway Department and is one of the primary sanding/plowing vehicles in the winter months.

For all of the above stated reasons, the Selectmen believe it is in the Town’s best interest to purchase/refurbish these vehicles in order to provide the essential services indicated. These vehicle purchases will be bonded for no more than fifteen years. The out-year carrying cost of the bond from FY 2010 and beyond is approximately \$150,000/year.

The Finance Committee does not recommend by a majority (6 - 1).

The Finance Committee reviewed the article and the requested amounts. We have talked with the department heads. We do not recommend the full article, but do recommend a reduced amount of \$777,000. There is no actual need for a new fire engine at this time as the newest truck (engine 62) was put in service in 2001. We expect Engine 62 to continue as the front line engine for an additional 3 years.

There is a need for a replacement tanker truck, a refurbished hose wagon, a DPW bucket truck and a replacement dump truck. We understand the strategy of lumping items into one article, but can not support the full list of items. There is a short term savings by buying the fire engine this year versus in two to three years for both the borrowing fees and the changes in the cost of a new fire engine over 3 years. We believe that the delay is right for the town. There is a financial impact to the town for bonding of \$.0246 per \$1,000 or \$13.04 for the median house for the first year of the debt service. There is an additional long term cost to the town for the principal and interest over some period of time to be determined by the town treasurer. Assuming a 10-year bond at 4% the principal and interest would average approximately \$155,500 per year or .15 per \$1,000 or \$79.41 for the median house.

NOTES:

ARTICLE 14 CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, or borrow from the Massachusetts Water Pollution Abatement Trust, or otherwise provide the sum of Two Hundred Fifty Thousand Dollars (\$250,000), more or less, for the purpose of planning for a new municipal water supply to serve the Town of Boxborough; or take any other action relative thereto.

Summary

The Boxborough Water Resource Committee (WRC) has been working over the last several years to develop solutions and long term strategies for protection of the Town’s water resources. The WRC conducted a Water Resources Analysis Study (CDM, December 2002) which identified sites for potential groundwater supply. Since then, exploration of 6 sites has been evaluated by the installation of test wells and 3 have returned favorable results.

This Article is proposed to continue the groundwater supply exploration program. Test well installation would proceed at certain sites identified in “Figure 3 – Bedrock Fracture Trace Analysis and Potential Test Sites” of the Water Resources Analysis Study. It is intended to conduct additional testing in both overburden and bedrock deposits. The objective is to continue planning efforts to identify and protect high yielding sites favorable for potential groundwater supply development.

In order to work towards preservation and protection of these potential supply sources, one or more of the most favorable sites will be entered into the Massachusetts Department of Environmental Protection (MassDEP) New Source Approval Process. The availability of a supply source will lead to the consideration of a future distribution, as well as operation and management options.

The Town has applied for and been granted a low interest loan from the Drinking Water State Revolving Fund (SRF) for water system planning projects. The Town filed a Project Evaluation Form in August 2007 under the SRF program, which has been included on the 2008 Drinking Water State Revolving Fund Final Intended Use Plan (IUP). The Town at this time is requesting \$250,000. The interest rate for this loan is 2%.

Copies of all reports referred to above are available for review in the Board of Health office.

The Board of Selectmen defers its recommendation to ATM.

The Finance Committee defers its recommendation to ATM.

There is a financial impact to the town when and only when the actual money is appropriated. The borrowing amount is financed at 2%.

NOTES:

ARTICLE 15 ESTABLISH AN AGRICULTURAL COMMISSION

(Majority vote required)

To see if the town will vote to establish an Agricultural Commission to represent, enhance and sustain agriculture, farming and related activities within the town. The responsibilities of the commission shall include, but not be limited to:

- representing the interests of the agricultural community
- encouraging and sustaining the pursuit of agriculture
- preserving the rural character of the town
- researching, educating, negotiating and informing on farming and forestry issues
- advising town boards and commissions
- working with private individuals or organizations to enhance agricultural activities
- providing a forum for the discussion of agricultural questions and concerns
- advocating for the preservation, protection and restoration of farmlands and forests

The Commission shall be appointed by the Board of Selectmen and consist of five (5) members, each of whom has an interest in agriculture. At least three (3) of the members, one of whom may be a non-resident, shall be directly engaged in agriculturally related activities in the town. Each member shall serve for a term of three (3) years, except that the Selectmen may make initial appointments for staggered terms so that, as nearly as possible, an equal number of members shall be appointed each year.

Or take any other action relative thereto.

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

The Agricultural Commission steering committee has held a number of public meetings over the last year, exploring interest in the establishment of an Agricultural Commission for Boxborough. Boxborough's history is rooted in agriculture, and we are proud of our past filled with farms for the raising of crops and livestock. A great deal of our land is in designated agricultural use under Chapter 61A, and Boxborough still has an active Grange. We also enjoy our open spaces for passive recreation, and have a strong tradition of protecting them for conservation. An Agricultural Commission will provide a focus, a forum and a voice to Boxborough's agricultural interests. It will be a natural complement to our existing land preservation efforts. The Selectmen enthusiastically support and unanimously recommend this article.

The Finance Committee recommends by a majority (4 - 2).

We do question why we need a separate commission where we believe the Grange performs this function, but do provide our support. There is no financial impact to the town at this time.

Minority recommendation of the Finance Committee

We believe that Boxborough should maintain its position in the 21st century. We do not believe this commission is necessary.

NOTES:

ARTICLE 16 AMEND WETLAND BYLAW

(Majority vote required)

Revise Section 2.2 Buffer Zone by adding at the end:

“(also known as Adjacent Land Resource Area).” so the definition will now read:

“Land within 100 feet horizontally landward from the perimeter or outer border of any wetland (also known as Adjacent Land Resource Area).”

Revise Section 3.2 b) by adding to the end:

“, except when excavation is proposed in a Resource Area” so the section now reads:

“This Bylaw shall not apply to the following activities:

b) Maintenance, repair or replacement, without substantial change or enlargement, of existing lawfully located structures or facilities used to provide electric, gas, water, telephone, telegraph or other telecommunication services to the public, except when excavation is proposed in a Resource Area.”

Delete Section 3.2 d) in its entirety.

[Section currently reads “This Bylaw shall not apply to the following activities:

d) Maintenance and repair of existing public ways including the drainage patterns associated therewith.”]

Revise Section 4.6 Order of Conditions to read:

“All Orders of Conditions shall expire three (3) years after the date of issuance, unless renewed prior to their expiration...”

[Section currently reads, in part, “All Orders of Conditions shall expire one (1) year after the date of issuance, unless renewed prior to their expiration...”]

Or take any other action relative thereto.

The Board of Selectmen defers its recommendation to ATM.

The Finance Committee recommends.

The changes in the bylaw are mostly minor and housekeeping and are being put in place to match the state requirements. There is no financial impact to the town at this time.

The Conservation Commission recommends.

NOTES:

ARTICLE 17 CODMAN HILL ROAD CONDO

(Two-thirds vote required)

To see if the town will vote to transfer the care, custody, control and management of a parcel of land identified as lot 135.36F block 1 on Assessor's Map 1, being unit 36F of the Codman Hill Condominium located at 294 Codman Hill Road, from the Boxborough Housing Board to the Board of Selectmen to be held for the purpose of disposition and to further authorize the Board of Selectmen in consultation with the Boxborough Housing Board to dispose of said parcel on such terms and conditions as it deems appropriate; or take any other action relative thereto.

Summary

This condominium unit was taken by the town for non-payment of taxes and in July 2004, the land court issued a foreclosure decree on the property, which meant that the property came under town ownership. At the special town meeting held by the town on January 24, 2005, the town authorized the transfer of this parcel from the Town Treasurer to the Housing Board for the purpose of disposition. The intent was for the Housing Board to sell the unit to a suitably qualified buyer for affordable housing purposes and for the unit to be protected as part of the town's affordable housing stock. Necessary repairs were made to the unit. The Housing Board worked with Town Counsel and the Department of Housing and Community Development and developed a request for applications. Despite widespread outreach to the public, including advertising via newspapers, places of worship, housing groups, and holding a public information session and an open house, no applications were submitted for the purchase of this unit. The Housing Board is planning to try once again to offer the unit to a suitably qualified buyer for affordable housing purposes. Consistent with the current housing market, the price has been reduced. However, if the Housing Board is unable to sell the unit for affordable housing purposes, the Board would like options to be kept open so that the Board of Selectmen could dispose of the unit at market rate. Transferring the unit to the Selectmen's care, custody, control and management will enable this option.

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

STM on January 24, 2005 transferred the tax-foreclosure condominium to the Housing Board for sale as deed-restricted affordable housing. This allowed the foreclosed unit to be put into the Housing Board's ongoing Condo Exchange Program. Unfortunately there were significant procedural difficulties and delays caused by several factors. One unanticipated complexity was the need to follow the strictures of Ch 30B for sale or disposal of town property, which essentially constrained the Housing Board to issue RFP's to eligible affordable buyers. Another was the need to seek approval from the Department of Housing and Community Development for the RFP and solicitation process required by Ch 30B. By the time the Housing Board had worked through these issues, the condominium housing market was in a severe slump, with very few buyers or sales.

Unanticipated bureaucratic difficulties, inordinate process delays, and now a sagging housing market have conspired against our well-meaning intentions and plans. It is prudent to have the option to sell this unit at market rates if the Housing Board and Selectmen concur. In either case, net proceeds from the sale will be returned to the town's general fund. The Selectmen recommend approval of this article.

The Finance Committee recommends by a majority (4 - 2).

The FinCom supports this article. The Housing Board tried to sell the property, but had no buyers. The Town should sell the property and move the funds into free cash or preferably stabilization.

Finance Committee minority opinion

The purpose of the original transfer was to open the property for affordable housing and to make the unit a permanent part of the town affordable housing. By selling the property outright we are giving up a part of our progress towards our 40B commitment. The only time this transfer and sale would make sense is when Boxborough no longer has the threat of 40B projects.

The Boxborough Housing Board recommends.

ARTICLE 18 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 2100 Definitions by adding the following italicized language to Subsection 2176 Structure so that the definition will read as follows:

2176 Structure shall mean anything constructed or erected, the use of which requires fixed location on or under the ground. Structure shall not include landscape features such as fences no greater than six (6) feet in height, *stone walls or retaining walls no greater than four (4) feet in height*, bird baths, driveways, detached stiles, open terraces, ornamental pools, outdoor fireplaces, planting boxes, shelters for household pets, tool houses having not more than 125 square feet of floor area, sculpture, residential lamp posts, mailboxes, *fire suppression equipment and their appurtenances*, and dry hydrants.

Or take any other action relative thereto.

Summary

The Planning Board has found that with the development of more marginal land in town, there have been creative construction practices using retaining walls to create more level areas on a lot. In some cases, these walls have been over 15 feet high and placed only three feet from the property line.

The current definition specifically states dry hydrants are not considered structures and does not address other fire suppression equipment, such as cisterns and standpipes, which are typically constructed within the road right-of-way or front yard setback area of a lot. Amending the definition erases any ambiguity.

The Planning Board recommends unanimously (5 - 0).

The Planning Board held a duly noticed public hearing on March 24, 2008. The Planning Board voted unanimously to recommend that Town Meeting vote to amend the Boxborough Zoning Bylaw to amend Section 2100 Definitions, Subsection 2176 Structures.

The Finance Committee recommends unanimously.

There is no financial impact to the town at this time.

NOTES:

ARTICLE 19 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 amending Subsection 8002 Applicability and Subsection 8003 Exemptions as shown in italics by inserting a new subsection 8004 Substantial Alteration as follows, and by renumbering the remaining subsections accordingly:

8002 Applicability

Site plan approval shall be required for commercial, business, industrial, office, multiple dwelling residential structures, municipal, institutional, utility, fraternal, or recreational purposes. No permit for construction, exterior alteration, relocation, occupancy, or change in use of any building *or lot that results in the substantial alteration of an existing building or lot* shall be given and no existing use shall be extended unless site plan approval has been granted by the Planning Board. Site plan approval shall also be required for the resumption of any use discontinued for more than two years or for the expansion of any existing use. Expansion shall include any increase in floor space of twenty-five percent or more within a ten year period.

Upon a written request by the applicant and review by the Planning Board, the Board may vote to waive the applicant’s need to submit an application for Site Plan Approval under these provisions if the Board determines the proposed changes to the building or lot are minimal and do not require site plan approval.

8003 Exemptions

The following shall not require site plan approval:

- (1) In an Industrial-Commercial or Office Park District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of *(500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area* ~~2,000 square feet~~, including the basement, if applicable.
- (2) In a Business District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of *(500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area* ~~1,000 square feet~~, including the basement, if applicable.
- (3) In all zones, normal maintenance or repair of any building or accessory structure.
- (4) Customary home occupations.
- (5) The construction or enlargement of any single-family dwelling or building accessory to such dwelling.

8004 Substantial Alteration

For purposes of this Section 8000, substantial alteration to a building means an alteration of a single building or a group of buildings under one ownership on the same lot or contiguous lots that results in an increase in gross floor area of either five hundred (500) square feet or ten (10) percent of the existing gross floor area, whichever is less. The calculation of substantial alteration shall be determined based upon the aggregate of all expansions undertaken within a consecutive five-year period.

Substantial alteration to areas for parking, loading or vehicular access shall mean a change in the layout or location of parking spaces, an increase in pavement area of more than three hundred (300) square feet, or any relocation, addition or change in driveways. Resurfacing shall not be construed as a substantial alteration unless it involves a change of surface material.

Or take any other action relative thereto.

Summary

The proposed amendments clarify the circumstances under which site plan review must take place as well as those instances where site plan is not necessary. The proposed amendment further defines the triggers for site plan review, to explicitly state exemptions to site plan review, and to define what is meant by substantial alteration.

The Planning Board recommends unanimously (5 - 0).

The Planning Board held a duly noticed public hearing on March 24, 2008. The Planning Board voted unanimously to recommend that Town Meeting vote to amend the Boxborough Zoning Bylaw Section 8000 Site Plan Approval by amending Subsection 8002 Applicability and Subsection 8003 Exemptions, insert a new subsection 8004 Substantial Alteration, and renumber the remaining subsections.

The Finance Committee recommends.

There is no financial impact to the town at this time.

NOTES:

ARTICLE 20 ZONING BYLAW AMENDMENT – ZONING BYLAW AMENDMENT AND ZONING MAP

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw by adopting an updated Zoning Map, by deleting Appendix A Definition of Districts, by amending Subsection 3002 Location of Districts in the manner shown below in order to reference the updated Zoning Map, and by amending Subsection 4003(1) Footnote 13 as follows:

3002 Location of Districts

Said Districts, with the exceptions of the Aquifer Protection, Wetlands and Watershed Protection, Flood Plain, and Wireless Communication Facilities Districts, which are individually mapped, are located and bounded as shown on a map entitled “Zoning Map of Boxborough, Massachusetts” dated **May 2008 and consisting of 12 sheets with an index sheet** ~~March 11, 1969, as amended~~ and on file in the office of the Town Clerk. ~~The Zoning Map with all explanatory matter is hereby made part of this Bylaw.~~

Subsection 4003(1) Footnote 13

¹³ Such use shall only be located in ***the Industrial/Commercial Zone District along Codman Hill Road*** ~~District 11.~~

Or take any other action relative thereto.

Summary

None of the District boundaries have been altered from previous Town Meeting approvals. They are now just shown more clearly and correctly. The Definition of Districts included in Appendix A of the Zoning Bylaw was developed in 1965 when the original Zoning Map was adopted. The Definitions make references to specific property owners and Assessor Parcel Numbers that have and will continue to change over time, as well as physical monuments like “a pile of stones”. Furthermore, since 1965 there have been numerous Zoning District Boundary Amendments that have each been adopted by Town Meeting as map changes and/or as separate individual changes using an outdated Assessor base map and incorporated by reference. There have also been Zoning District Boundary changes that were adopted by Town Meeting, but never reflected in a new Zoning Map. This amendment incorporates reference to the updated Zoning Map to show all of the boundary changes adopted by previous Town Meetings and will utilize the GIS Assessor map as the basis for the Zoning Map. This is a significant improvement in clarity from the 1965 map. There is no negative impact to the Town’s budget.

The Planning Board recommends unanimously (5 to 0).

The Planning Board held a duly noticed public hearing on March 24, 2008. The Planning Board voted unanimously to recommend that Town Meeting vote to amend the Boxborough Zoning Bylaw by deleting Appendix A Definition of Districts, by amending Subsection 3002 Location of Districts with the adoption of a new Zoning Map, and by amending Subsection 4003(1) Footnote 13.

The Finance Committee recommends.

There is no financial impact to the town at this time.

NOTES:

**ARTICLE 21 AMEND ZONING BYLAW TO ALLOW RE-ZONING FROM BUSINESS TO AG-
RES DISTRICT CERTAIN PARCELS ON STOW/BURROUGHS ROADS##**

(Two-thirds vote required)

To determine whether the Town will vote to rezone the property located at 72 Stow Road, an adjacent parcel off Burroughs Road and portions of additional adjacent residential parcels from Business (B) District to Agricultural Residential (AR) District and to amend the Boxborough Zoning Map accordingly.

The property to be rezoned includes the following parcels or portions thereof as shown on the exhibit below.

Address:	Assessors Lot
72 Stow Road	Lot 6-4-166-1.0
120 Stow Road (rear portion)	Lot 6-4-166-2.B
130 Stow Road (rear portion)	Lot 6-4-166-1.B
132 Stow Road (rear portion)	Lot 6-4-165-1.A
140 Stow Road (rear portion)	Lot 6-4-165-3.A
160 Stow Road (rear portion)	Lot 6-4-165-2.A
441 Burroughs Road (rear portion)	Lot 6-4-210-0.0
425 Burroughs Road (rear portion)	Lot 6-4-209-0.0
391 Burroughs Road (rear portion)	Lot 10-4-207-0.0
Off Burroughs Road	10-4-207-1.0

Summary

This Article would rezone the aforementioned land to Agricultural Residential, consistent with the zoning of abutting properties. Many of the properties to be rezoned are located partially in the AR zone and partially in the B zone. This Article would also update the zoning map to reflect the rezoning of these parcels to Agricultural Residential, consistent with the associated rezoning of these parcels of land. Rezoning of land to AR will require a 2/3 vote of Town Meeting to approve the geographic location of the zone.

The Planning Board will hold a duly noticed public hearing on April 28, 2008.

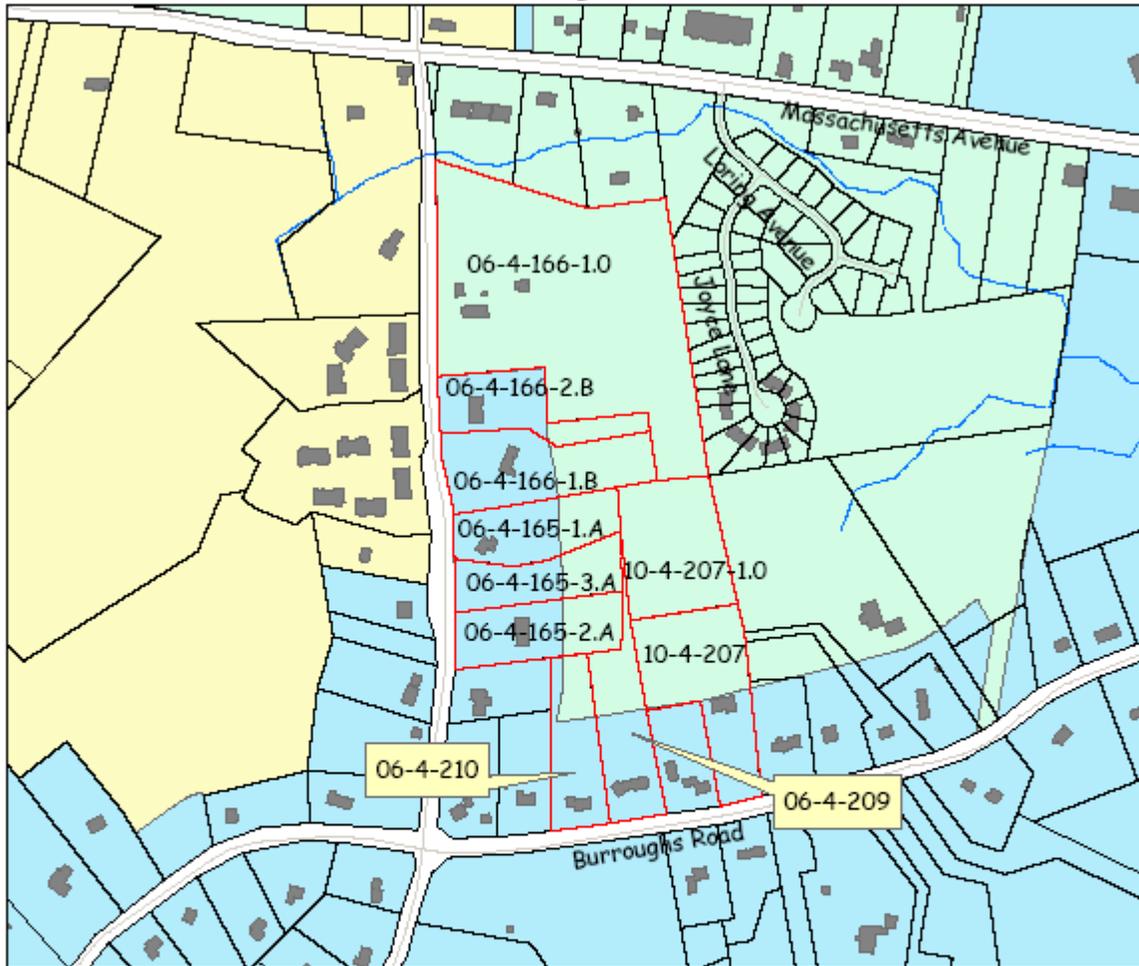
The Finance Committee defers its recommendation to ATM.

The Planning Board had not yet reviewed the article in public session at the time of the warrant.

The Board of Selectmen defers its recommendation to ATM.

NOTES:

Parcels to be Rezoned
from
Business to Ag/Residential

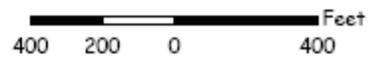


Legend

- Zoning District**
- AGRICULT/RES
 - BUSINESS
 - BUSINESS 1
 - INDUST/COMM
 - OFFICE PARK
 - RESIDENTIAL 1
 - TOWN CENTER



Parcels
to be
Rezoned



ARTICLE 22 AMEND FINANCE COMMITTEE BYLAW**

(Majority vote required)

To see if the Town will vote to amend the Finance Committee Bylaw as follows:

Revise the fourth sentence in Section 1 to read:

“Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, ~~or the Capital Budget Committee,~~ **Affordable Housing Trust or a building or public works committee** shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee.”

[Section 1, fourth sentence, currently reads, “Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board or the Capital Budget Committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee.”]

Or take any other action relative thereto.

Summary

This amendment would allow a Finance Committee member to remain on the Committee while also serving as a voting member of a building committee or the Affordable Housing Trust.

The Finance Committee recommends unanimously.

There have been a number of building projects in town including the Blanchard School, the library and the regional schools where the FinCom have attended, but have been unable to vote. We would like to make this modification to allow the Finance Committee representative to have a vote. We are also considering long-term needs of the town by adding in public works projects.

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

With the Board of Selectmen and the School Committee, the Finance Committee is one of the key elements of Town Government, shaping financial policy and providing recommendations on articles at Town Meeting. The present provisions of the Finance Committee Bylaw prohibit its members from serving as voting members on any other committee except the Personnel Board and Capital Budget Committee. The situation in Town has changed since the current Bylaw was drafted, in that an Affordable Housing Trust has been created to manage the extensive funds accruing from recent affordable housing development. Furthermore, the Town has built a school addition and Library, with Finance Committee members only serving in ex officio capacity, unable to lend positive or negative votes on specific proposals which clearly affect the Town’s financial situation and budget realities. The Selectmen believe it is prudent to provide the Finance Committee with a real voice on both the Affordable Housing trust and any future Building Committee, and enthusiastically recommend this article.

NOTES:

ARTICLE 23 AMEND HOUSING BOARD BYLAW**

(Majority vote required)

To see if the Town will vote to amend the Housing Board Bylaw as follows:

Revise the second sentence of Section 1.1 by deleting “registered voters” and replacing with “residents” so the sentence will now read:

“The members of the Board shall consist of not less than five voting members who shall be residents of the Town of Boxborough appointed by the Board of Selectmen for staggered three-year terms, such appointments to be made annually on or before June thirtieth.”

Or take any other action relative thereto.

Summary

Consistent with the Residency Requirement Bylaw, approval of this amendment would enable residents who are not registered voters to serve on the Boxborough Housing Board. As originally written, the Housing Board Bylaw does not allow membership of residents who are not registered voters, thereby excluding a portion of the population who could make valuable contributions in the service of town government.

The Board of Selectmen recommends (4 - 1).

This article would revise the language of the Housing Board Bylaw to be consistent with the Residency Requirement Bylaw. At last year’s Annual Town Meeting, the town approved adoption of the Residency Requirement Bylaw which, after much discussion on town meeting floor was amended to require only residency for membership on appointed boards unless otherwise stipulated by enabling legislation. The initially proposed citizenship (registered voter) requirement was stricken.

The Housing Board Bylaw preceded the Residency Requirement Bylaw and still contains language requiring citizenship for appointment. The discussion at the 2007 ATM highlighted the desirability of allowing non-citizen residents of Boxborough to make valuable contributions to civic life through participation on boards and commissions. The Selectmen concur with the sentiments of last year's town meeting and support this article making the necessary change to language of the Housing Board Bylaw.

The Finance Committee recommends unanimously.

The changes in the bylaw are mostly minor and housekeeping. There is no financial impact to the town at this time.

The Boxborough Housing Board recommends.

NOTES:

ARTICLE 24 ACCEPT MGL CH 32B §18**

(Majority vote required)

To see if the Town will vote to accept the provisions of MGL c. 32B, §18, requiring that all retirees, their spouses and dependents who are enrolled in Medicare Part A at no cost to a retiree, their spouse or dependents, or eligible for coverage thereunder at no cost to retiree, their spouse or dependents be required to enroll in a medicare health benefits supplement plan offered by the town; or take any other action relative thereto.

Board of Selectmen recommends unanimously (5 - 0).

MGL Ch 32B, Section 18 would mandate that all retirees enroll in Medicare Part B. It allows a community to shift a meaningful portion of its retiree health care cost to the federal Medicare program. The retiree sees no loss in benefits. This provision will also be mandated if at sometime in the future Boxborough decides to join the State Group Insurance Commission (GIC) program.

The Finance Committee recommends unanimously.

There is a financial benefit to the town by accepting the Mass General Law. There is a potential reduction over time in the benefits budget.

NOTES:

ARTICLE 25 CONSOLIDATION OF ADMINISTRATIVE FUNCTIONS**

(Majority vote required)

To see if the Town will vote to adopt the provisions of MGL c.71, §37M, which allows for the consolidation of administrative functions, including but not limited to information technology, financial, personnel, and maintenance functions of the school committee with those of the town, provided however, that such consolidation may occur only upon a majority vote of both the School Committee and the Annual Town Meeting; or take any action relative thereto.

The Board of Selectmen and the School Committee both recommend unanimously (5 - 0).

The acceptance of MGL Ch 71, Section 37M is required to allow the School and Town to, where appropriate, share services. Initially, the Communication & Information Technology Director/Manager will be a shared position. The School needs a .8 FTE and the Town needs a .2 FTE. Going forward there may be other areas where the Town and School can share services. Given the current fiscal situation it makes sense to share services where possible.

The Finance Committee recommends.

There is a favorable financial impact to the town. This is a direction that the FinCom believes makes sense. There are many functions that we believe can be consolidated over time, but should be done with a great deal of thought and discussion. In the past the FinCom has discussed waste management, children’s librarian, business operations, custodial, technology, etc. Not all might make sense, but should be explored.

NOTES:

ARTICLE 26 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 Twelve Thousand Four Hundred Eighty Dollars and Forty-three Cents (\$12,480.43), 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:

Article #		Description	Amount
Article 22	May 2001 (ATM)	DPW Truck, Tractor & Equipment	\$4,003.43
Article 13	May 2006 (ATM)	Town-wide Classification & Compensation Study	6,075.00
Article 11	May 2007 (ATM)	Transfer Station Dumpsters	2,402.00
Total:			<u><u>\$12,480.43</u></u>

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

The Finance Committee recommends.

The current expectation is that the sum of \$12,480.43 will be added to free cash.

NOTES:

ARTICLE 27 DESIGNATE TRENCH SAFETY PERMITTING AUTHORITY**

(Majority vote required)

To see if the Town will, pursuant to MGL c. 82A, §2, vote to designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits for the purpose of creating a trench as that term is defined by MGL c. 82A, §4 and 520 CMR 14.00, or take any other action relative thereto.

Summary

Pursuant to the statute and the regulations, municipalities must designate an officer or board as the local “permitting authority,” who will be responsible for the issuance of the required trench permits, collections of optional permit fees, and the enforcement of the requirements for protection of the general public that are include in the regulations.

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

The Finance Committee recommends.

There is no financial impact to the town at this time.

NOTES:

ARTICLE 28 REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to establish a revolving fund for purposes of receiving annual fire alarm service fees and paying expenses related to the operation and maintenance of the fire alarm monitoring systems up to Four Thousand One Hundred Dollars (\$4,100), to be under the direction of the Fire Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends unanimously.

There is no financial impact to the town at this time.

NOTES:

ARTICLE 29 REVOLVING FUND - ELECTRICAL INSPECTION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Electrical Inspector for inspections conducted by him up to Fifty Thousand Dollars (\$50,000), to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 – 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 10. This article has no tax rate implications to the Town.

NOTES:

ARTICLE 30 REVOLVING FUND - PLUMBING AND GAS INSPECTION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving fees and paying the Plumbing/Gas Inspector for inspections conducted by him up to Fifteen Thousand Dollars (\$15,000) to be under the direction of the Building Inspector who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for inspections for permits not yet completed; or take any other action relative thereto.

The Board of Selectmen recommends unanimously (5 - 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 10. This article has no tax rate implications to the Town.

NOTES:

ARTICLE 31 REVOLVING FUND - FIRE ARMS PERMITS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for Fire Arms Permits up to Two Thousand Dollars (\$2,000) to be under the direction of the Police Chief who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends unanimously.

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 08 (\$2,000) and has no tax rate implications to the Town.

NOTES:

ARTICLE 32 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 the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 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 33 REVOLVING FUND - DOG LICENSE FEES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for the purpose of receiving dog licensing fees and that all licensing fees and penalties be deposited in said fund to pay for costs up to a maximum of Four Thousand Dollars (\$4,000) annually relating to the licensing, damage to livestock and fowl, and penalties paid to the Dog Officer, to be under the direction of the Town Clerk who shall approve all such expenditure; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010.

The Board of Selectmen recommends unanimously (5 - 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 08 and has no tax rate implications to the Town.

NOTES:

ARTICLE 34 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 the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends unanimously.

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 35 REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of M.G.L. Chapter 44, Section 53E1/2 to reauthorize a revolving fund for purposes of receiving monies and paying expenses for the Integrated Preschool Program up to Forty-Four Thousand Dollars (\$44,000), to be managed by the Blanchard Memorial School Business Manager, who under the direction of the Boxborough School Committee and Blanchard Memorial School Superintendent, shall approve all such expenditures; and further to provide that the monies remaining in the fund at the end of fiscal year 2009 be carried over into fiscal year 2010; 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 to be 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 36 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 the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends by a majority vote.

The Conservation Commission recommends.

NOTES:

ARTICLE 37 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 reauthorize 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 the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

NOTES:

ARTICLE 38 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 reauthorize 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 the monies remaining in the fund at the end of the fiscal year 2009 be carried over into fiscal year 2010 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends unanimously.

NOTES:

ARTICLE 39 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

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

Summary

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

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

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

The Finance Committee recommends unanimously.

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 \$1.53 for the median price of a house.

NOTES:

ARTICLE 40 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

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

The Finance Committee recommends unanimously.

Passage of Article 40 would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Department of Revenue through the Commonwealth of Massachusetts.

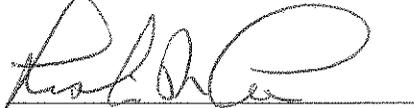
NOTES:

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.

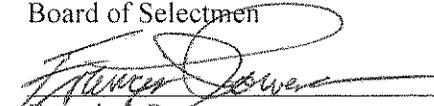
Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2008.


Kristin B. Hilberg, Chairman
Board of Selectmen


James J. Gorman, Clerk
Board of Selectmen


Leslie R. Fox
Board of Selectmen


Rebecca R. Neville
Board of Selectmen


Francis J. Powers
Board of Selectmen

REPORT OF THE FINANCE COMMITTEE

Overall Town Finances

The most important problem addressed by the Finance Committee and other Town officials in the first months of calendar 2008 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 6.7% over three years.
- Employee benefits (largely health insurance) costs rising at 3.8% for this year.
- Regional School Assessment increasing at around 1% for this year, exclusive of debt service costs.
- Current debt service costs running about 7% 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. There is an estimated 3% decrease in the median house price which equates to a decrease in the town valuation and will potentially increase the tax rate to \$14.82. 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 '09 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 \$530,900 (was \$545,900 last year).

Estimated Tax Rate and Average Tax Bill for FY '09 as Compared to FY '08

	FY '08	FY '09
Tax Levy	\$14,879,200	\$15,377,886
Valuation	\$1,052,195,628	\$1,037,855,197
Tax Rate	\$14.14	\$14.82
Avg. Valuation	\$545,900	\$530,000
Avg. Tax Bill *	\$7,797	\$7,855

* Median house - \$530,000 per Assessor best estimate

Current Estimates of FY '09 Operating Budget Categories

Budget Category

General Government	\$ 845,788
Protection	\$ 2,140,008
Blanchard School	\$ 5,273,401
Minuteman Technical School	\$ 299,902
A/B Regional School	\$ 5,732,440
Public Works	\$ 878,429
Cultural, Recreation, Library	\$ 332,430
Health	\$ 99,802
Reserve Fund	\$ 185,000
Debt Service	\$ 1,331,569
Employee Benefits	\$ 1,807,298
Total Operating Budget	\$18,926,067
ATM warrant article within 2 1/2	\$ 130,126
Overlay Reserve	\$ 210,000
Total budget**	\$19,136,067
Total Budget including all warrant articles ***	\$19,266,193

** Best estimate, not determined as of this report

*** Excludes Warrant Articles covered 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 '09.

Current Estimated Revenues and Cash Contributions to Balance Operating Budget

Revenue Sources	Revenue
Maximum Allowable Tax Levy (Prop. 2 1/2)*	\$15,377,886
State Aid (net of assessments)	\$1,676,724
State Aid (construction reimbursement)	\$284,092
Local Receipts (Excise tax, permits)	\$1,524,000
Bond Premium used to fund debt expense	\$0
Overlay Reserve released to fund budget	\$75,000
Free Cash	\$198,365
Total revenue source, operating budgets**	\$19,136,067

* 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 \$128,586 “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

Article	Description	Amount	Tax impact per \$1000	Tax impact for median house	Funding Source
6	Promotion of 2 FF/EMT to Lieutenants	\$ 16,636	.016	\$ 8.50	Free cash
7	Consultant to provide engineered construction drawings for route 111 trail project from Sargent Memorial library to Liberty Square Road	\$ 15,000	.0145	\$ 7.66	Free cash
8	Consultant to provide feasibility study for potential uses of 72 Stow Road	\$ 10,000	.0096	\$ 5.11	Free cash
9	Purchase 4 defibrillators	\$ 10,950	.0106	\$ 5.59	Free cash
10	Consultant to provide actuarial study for GASB 45	\$ 10,000	.0096	\$ 5.11	Free cash
11	Capital improvements for Town Hall	\$ 36,000	.0347	\$18.38	Free cash
12	Replace air conditioning unit in server	\$ 6,000	.0058	\$ 3.06	Free cash
13	Capital equipment acquisition for Fire Department and DPW	\$ 25,540	.0246	\$13.04	Split between free cash and article
Total Proposed Free Cash Draw		\$ 130,126			

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.

TOWN OF BOXBOROUGH TOWN MEETING: A GUIDE FOR RESIDENTS

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

WELCOME TO BOXBOROUGH'S ANNUAL TOWN MEETING!

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

Remember: YOU Are the Town Government.

What is Town Meeting?

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

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

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

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

What is the Warrant?

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

What about the Election?

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

Who Participates in Town Meeting?

Voters: Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law-making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of

Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

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

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

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

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

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

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

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

What Happens at Town Meeting?

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

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

Debate: Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. Any registered voter may speak to an article, ask questions, voice comments or criticism, or offer information. With one exception, speakers on the floor cannot be interrupted by others

from the floor. Remarks must be limited to the content of the article and be civil and respectful to others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator is for a voter to stand and raise a “point of order”.

Open and full debate is the hallmark of the New England Town Meeting. Many Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough has no such restrictions. However, brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being over-long or repetitious can actually hurt a speaker’s case.] When no more debate is offered, or debate is ended by “Moving the Previous Question”, a vote is taken.

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

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

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

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

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

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

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

Selected Common Parliamentary Motions:

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

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

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

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

I move that debate on the pending motion be limited to ___minutes or ___minutes per speaker: This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone by a motion to “**extend debate**” which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

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

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

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

Selected Quotes:

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

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

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

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



TOWN OF BOXBOROUGH AMENDMENT WORK SHEET

Select the appropriate sections below by marking the box.
Please print neatly and cross through all words that do not apply.

I move to amend Article ____
by striking the words _____

and by substituting the words _____

I move to amend Article ____
by striking in its entirety {Section | Paragraph} # _____
and by substituting in its place the following: {Section | Paragraph} # _____

I move to amend Article ____
by adding the following {words | sentence | paragraph} _____

after the words _____

Name (printed): _____ Signature: _____
Street: _____ Date: _____

See instructions and information on reverse

Continuation

Instructions for using this form:

- ❑ Neatly print all information.
- ❑ Select the appropriate section to be used by marking the check box.
- ❑ In the selected section, cross through all words that are not to be part of the amendment.
- ❑ Fill in the identification information and signature at the bottom of the form.
- ❑ Request to be recognized by the Moderator and then move the amendment by reading the completed form.
- ❑ Present the completed and signed form to the Moderator.

General Information:

- ❑ An amendment may be made to modify either the main motion already on the floor or another amendment that has been previously moved.
- ❑ All motions to amend must be presented to the Moderator in writing.
- ❑ All amendment must keep the amended motion within the general scope of the originally posted warrant article. This is referred to as “within the four corners” of the article.
- ❑ Town Counsel may be asked to review an amendment and present an opinion on the legality of the amendment prior to being accepted by the Moderator for consideration by town meeting.
- ❑ Amendments should (if possible) be carefully written and reviewed prior to town meeting.
- ❑ **It is strongly recommended that the Moderator be made aware of the intention to present an amendment well before the start of Town Meeting or as soon as possible within Town Meeting.**