

**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
MAY 10, 2010
LIST OF ARTICLES**

- 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. MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT FEASIBILITY STUDY**
- 7. AN ACT RELATIVE TO THE RIGHTS OF THE ACTON WATER DISTRICT TO ACQUIRE ANY WATER SOURCE IN THE TOWN OF BOXBOROUGH**
- 8. FIRE DEPARTMENT – BILL OF A PRIOR FISCAL YEAR**
- 9. POLICE DEPARTMENT – CAPITAL IMPROVEMENT – WATER HEATER**
- 10. FIRE DEPARTMENT – PERSONAL PROTECTIVE EQUIPMENT**
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- 12. CAPITAL IMPROVEMENTS – TOWN HALL AND POLICE STATION**
- 13. PUBLIC WORKS AND FIRE DEPARTMENTS – ADDITIONAL HOURS FOR ADMINISTRATIVE SUPPORT**
- 14. TOWN CLERK/BOS – NOTICE BOARD**
- 15. PICNIC STREET TRUST – TRANSFER CARE, CUSTODY AND CONTROL TO BOS**
- 16. CAPITAL IMPROVEMENTS - PLANNING FOR A NEW MUNICIPAL WATER SUPPLY**
- 17. AMEND WETLAND BYLAW**
- 18. AMEND DOG CONTROL BYLAW**
- 19. AMEND DOG LICENSING BYLAW**
- 20. CHANGE APPOINTING AUTHORITY OF RECREATION COMMISSION**
- 21. GENERAL BYLAW - PLANNING BOARD REGULATION OF STONE WALLS ALONG PUBLIC WAYS**
- 22. ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT**
- 23. ZONING BYLAW AMENDMENT – AMEND SECTION 8004 UNDER SITE PLAN APPROVAL**
- 24. ZONING BYLAW AMENDMENT – AMEND ZONING BYLAW SECTION 2100 DEFINITIONS AND SECTION 4107(1)(B)(2) ACCESSORY APARTMENT**
- 25. ACCEPT MGL CH 32B § 20 ESTABLISHMENT OF OPEB TRUST FUND****
- 26. REVOLVING FUND – COMMUNITY GARDENS****
- 27. CLOSE OUT OLD ARTICLES****
- 28. REVOLVING FUND - ELECTRICAL INSPECTION****

29. **REVOLVING FUND - PLUMBING AND GAS INSPECTION****
30. **REVOLVING FUND - FIRE ARMS PERMITS****
31. **REVOLVING FUND - LIBRARY FINES****
32. **REVOLVING FUND - DOG LICENSE FEES****
33. **REVOLVING FUND – STEELE FARM****
34. **REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM****
35. **REVOLVING FUND – CONSERVATION COMMISSION****
36. **REVOLVING FUND – GIS ASSESSOR MAPS****
37. **REVOLVING FUND – SENIOR VAN****
38. **REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE****
39. **PERSONAL REAL ESTATE EXEMPTIONS****
40. **CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM****

LEGEND

**** CONSENT AGENDA**



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, Massachusetts Avenue, Boxborough, MA on Monday, May 10, 2010 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 17th day of May, 2010 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 (4 – 0) to recommend all those articles on the Consent Agenda (#25 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 24.

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 three-year term

One Board of Selectman member, for a three-year term

One Board of Selectman member, for a two-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) member for a three-year term

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

Two Constables, each for a three-year term

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 2009 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 (4 – 0).

The Finance Committee recommends.

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 fiscal year beginning July 1, 2010 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$58,885.01/year
Town Clerk	\$38,403.27/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

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

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

The Finance Committee recommends.

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

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

Summary

Schedule B has been revised to reflect a 1% cost of living increase.

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

We support the Personnel Board's recommendation to give non-union, non-management employees a 1% salary increase.

The Finance Committee recommends (6 - 0).

The Personnel Board recommends (3 – 0).

FY 2011 Compensation of Positions - Schedule B

Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G
<u>Salaried (Exempt) Employees</u>							
Grade 60	55,088.50	57,016.60	59,012.18	61,077.61	63,215.32	65,427.86	67,717.83
Inspector of Buildings/Code Administration Officer							
Town Accountant							
Town Assessor							
Town Planner							
Town Treasurer							
Grade 50	47,903.00	49,579.60	51,314.89	53,110.91	54,969.79	56,893.73	58,885.01
Grade 40	42,768.23	44,265.12	45,814.39	47,417.90	49,077.53	50,795.24	52,573.07
Grade 30	38,189.36	39,525.99	40,909.40	42,341.23	43,823.17	45,356.98	46,944.48
Grade 20	34,094.27	35,287.57	36,522.63	37,800.92	39,123.96	40,493.29	41,910.56
Grade 10	31,000.68	32,085.70	33,208.70	34,371.01	35,573.99	36,819.08	38,107.75
<u>Hourly (Non-Exempt) Employees</u>							
Grade 60	\$26.48	\$27.41	\$28.37	\$29.36	\$30.39	\$31.45	\$32.55
Grade 50	\$23.04	\$23.84	\$24.68	\$25.54	\$26.44	\$27.36	\$28.32
Council on Aging Coordinator							
DPW Foreman							
Grade 40	\$20.56	\$21.28	\$22.03	\$22.80	\$23.60	\$24.42	\$25.28
Youth Services Librarian							
Conservation Agent							
Grade 30	\$18.36	\$19.00	\$19.67	\$20.36	\$21.07	\$21.81	\$22.57
DPW Worker							
Department Assistant							
Technical Services Librarian							
Grade 20	\$16.39	\$16.97	\$17.56	\$18.17	\$18.81	\$19.47	\$20.15
Bldg. & Grounds Maint. Worker							
DPW Semi-Skilled Worker							
Transfer Station Operator I							
Senior Library Assistant							
Grade 10	\$14.91	\$15.43	\$15.97	\$16.53	\$17.11	\$17.71	\$18.33
Library Assistant							
Secretary							
Van Dispatcher							
<u>Per Diem Schedule (No Steps)</u>							
Fire Lieutenant/EMT	17.59						
Call Fighter/EMT	15.98						
Call Firefighter	15.98						
Special Police Officer	15.98						
Dispatcher	15.98						
<u>Intermittent Schedule (No Steps)</u>							
Cemetery Superintendent	8,392.42	annually					
Cemetery Laborer	10.52						
Registrar Chairperson	900.34	annually					
Clerk of Elections	11.43						
Election Worker	10.17						
Registrar Member	270.12	annually					
Veterans' Agent	14.86						
Call Fire Chief	41.23						
Deputy Fire Chief	19.33						
Fire Captain	18.46						
Fire Lieutenant	17.60						
Call Firefighter/EMT	15.98						

Intermittent Schedule (No Steps) (continued)

Fire Department Chaplain	15.98
Call Building Inspector	41.23
Special Police Officer	15.98
Lock-up Attendant	14.31
Dispatcher	15.98
Seasonal Maintenance Worker	13.04
Snow Plower	20.66
Seasonal Conservation Worker	12.22
Assistant Building Inspector	25.42
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	10,577.83 annually
Assistant Dog Officer	10.36 4 hour call min
Animal Control Officer	2,576.66 annually
Animal Inspector	949.29 annually
Fence Viewer	40.00 annually
Field Driver	45.00 annually
Director of Summer Playground	18.60
Director of Gymnastics	17.92
Director of Winter Programs	17.92
Lead Counselor	13.55
Counselor	10.17
Counselor-in-Training	9.50
Intern (Town Hall)	10.17
Library Page	10.17
Junior Library Page	9.15
Van Driver	12.73

NOTE

*Fee maximum is 1% of FY10 levy (or \$158,907)

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

Department Heads

		FY 2010	FY 2011	
DPW Director	Contract expires 6/30/11	75,750.00	76,508.00	
Fire Chief	Contract expires 6/30/10	87,393.28	88,267.21	pending negotiations
Library Director	Contract expires 12/31/11	70,070.00	70,070.00	
Police Chief	Contract expires 2/28/10 (base) with Quinn Bill	97,241.00 116,689.20	95,000.00	
Town Administrator	Contract expires 6/30/13	88,691.00	90,021.37	

Union Employees

Police Sergeant (Steps 1-3)	28.06	28.57	29.07				
Police Officer (Steps A1/A2-F)	20.56	21.28	22.03	22.80	23.60	24.42	25.28
Fire Lieutenant (Step A)	27.14						
Firefighter/EMT (Steps A-F)	20.40	21.11	21.85	22.62	23.41	24.23	
Dispatch Supervisor (Steps A-F)	18.73	19.39	20.06	20.77	21.49	22.24	
Dispatcher (Steps A-F)	16.94	17.53	18.14	18.78	19.43	20.11	

Elected Positions

	FY 2010	FY 2011
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)	58,302.00	58,885.01
Town Clerk (Grade 50)	38,023.04	38,403.27

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2010; or take any other action relative thereto.

The Finance Committee recommends unanimously.

Please see the Finance Committee report in the back of the warrant for more detail.

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

The Board of Selectmen and the Finance Committee worked very hard to develop financially prudent budgets that provide a level of service we believe will serve the Town well. The only significant staffing change made on the Town side was the reduction of the police overtime budget by \$40,000, which is the equivalent of two shifts per week. We expect Chief Ryder to determine how to staff these shifts most effectively.

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
114 Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114 Total Other Expenses - Moderator	\$ 20	\$ 50	\$ 50	\$ -	0.00%
114 Total Moderator Expenses	\$ 20	\$ 50	\$ 50	\$ -	0.00%
119 Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119 Total Other Expenses - Town Constable	\$ 143	\$ 200	\$ 175	\$ (25)	-12.50%
119 Total Constable Expenses	\$ 143	\$ 200	\$ 175	\$ (25)	-12.50%
122 Total Salaries - Selectman	\$ 2,000	\$ 2,000	\$ 2,000	\$ -	0.00%
122 Total Other Expenses - Selectman	\$ 2,956	\$ 2,861	\$ 2,735	\$ (126)	-4.40%
122 Total Selectman Expenses	\$ 4,956	\$ 4,861	\$ 4,735	\$ (126)	-2.59%
123 Total Salaries - Town Administrator	\$ 88,691	\$ 88,691	\$ 90,022	\$ 1,331	1.50%
123 Total Other Expenses- Town Administrator	\$ 2,837	\$ 2,750	\$ 2,500	\$ (250)	-9.09%
123 Total Expenses - Town Administrator	\$ 91,528	\$ 91,441	\$ 92,522	\$ 1,081	1.18%
131 Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131 Total Other Expenses- Finance Committee	\$ 283	\$ 450	\$ 450	\$ -	0.00%
131 Total Expenses - Finance Committee	\$ 283	\$ 450	\$ 450	\$ -	0.00%
135 Total Salaries - Accountant	\$ 61,970	\$ 64,781	\$ 67,719	\$ 2,938	4.54%
135 Total Other Expenses- Accountant	\$ 24,718	\$ 24,936	\$ 24,936	\$ -	0.00%
135 Total Expenses - Accountant	\$ 86,688	\$ 89,717	\$ 92,655	\$ 2,938	3.27%
141 Total Salaries - Assessor	\$ 53,722	\$ 58,428	\$ 34,200	\$ (24,228)	-41.47%
141 Total Other Expenses-Assessor	\$ 12,798	\$ 9,975	\$ 13,025	\$ 3,050	30.58%
141 Total Expenses - Assessor	\$ 66,520	\$ 68,403	\$ 47,225	\$ (21,178)	-30.96%
145 Total Salaries - Treasurer	\$ 67,384	\$ 68,048	\$ 68,718	\$ 670	0.98%
145 Total Other Expenses-Treasurer	\$ 14,526	\$ 13,610	\$ 13,585	\$ (25)	-0.18%
145 Total Expenses - Treasurer	\$ 81,910	\$ 81,658	\$ 82,303	\$ 645	0.79%
146 Total Salaries - Tax Collector	\$ 58,725	\$ 59,302	\$ 59,886	\$ 584	0.98%
146 Total Other Expenses-Tax Collector	\$ 15,814	\$ 15,877	\$ 15,877	\$ -	0.00%
146 Total Expenses - Tax Collector	\$ 74,539	\$ 75,179	\$ 75,763	\$ 584	0.78%
151 Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151 Total Other Expenses-Legal	\$ 75,642	\$ 64,000	\$ 64,000	\$ -	0.00%
151 Total Expenses - Legal	\$ 75,642	\$ 64,000	\$ 64,000	\$ -	0.00%
152 Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152 Total Other Expenses-Personnel Board	\$ 260	\$ 260	\$ 260	\$ -	0.00%
152 Total Expenses - Personnel Board	\$ 260	\$ 260	\$ 260	\$ -	0.00%

141 - Assessor Salaries - changed methodology for delivery of services

141 - Assessor Other - decreased vehicle maintenance and office supplies

<u>ACCOUNT NAME</u>		<u>FY2009</u>	<u>FY2010</u>	<u>FY2011</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY11 VS</u>	<u>FY11 VS</u>
					<u>FY10</u>	<u>FY10</u>
161	Total Salaries - Town Clerk	\$ 37,647	\$ 38,024	\$ 39,404	\$ 1,380	3.63%
161	Total Other Expenses-Town Clerk	\$ 1,499	\$ 2,192	\$ 2,000	\$ (192)	-8.76%
161	Total Expenses - Town Clerk	\$ 39,146	\$ 40,216	\$ 41,404	\$ 1,188	2.95%
162	Total Salaries - Elect & Regist	\$ 4,587	\$ 3,382	\$ 4,936	\$ 1,554	45.95%
162	Total Other Elect & Regist	\$ 4,961	\$ 4,056	\$ 5,202	\$ 1,146	28.25%
162	Total Expenses - Elect & Regist	\$ 9,548	\$ 7,438	\$ 10,138	\$ 2,700	36.30%
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Comm	\$ 2,150	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 66,929	\$ 67,593	\$ 68,263	\$ 670	0.99%
175	Total Other - Planning Board	\$ 3,760	\$ 4,013	\$ 4,522	\$ 509	12.68%
175	Total Expenses - Planning Board	\$ 70,689	\$ 71,606	\$ 72,785	\$ 1,179	1.65%
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board	\$ 290	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board	\$ 290	\$ 335	\$ 335	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ -	\$ 200	\$ 200	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 171,154	\$ 181,001	\$ 184,825	\$ 3,824	2.11%
192	Total Other - Town Hall	\$ 57,446	\$ 60,143	\$ 55,865	\$ (4,278)	-7.11%
192	Total Expenses - Town Hall	\$ 228,600	\$ 241,144	\$ 240,690	\$ (454)	-0.19%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ -	\$ -	\$ 200	\$ 200	100.00%
199	Total Expenses - Energy Committee	\$ -	\$ -	\$ 200	\$ 200	100.00%
Total Town Government - Salaries		\$ 612,809	\$ 631,250	\$ 623,773	\$ (7,477)	-1.18%
Total Town Government - Other Expenses		\$ 220,103	\$ 208,058	\$ 204,267	\$ (3,791)	-1.82%
Total Town Government - Total Expenses		\$ 832,912	\$ 839,308	\$ 828,040	\$ (11,268)	-1.34%

162 - Elections - planning extra election this year

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
210 Total Salaries - Police	\$ 948,981	\$ 969,621	\$ 923,419	\$ (46,202)	-4.76%
210 Total Other - Police	\$ 121,555	\$ 90,625	\$ 122,925	\$ 32,300	35.64%
210 Total Expenses - Police	<u>\$ 1,070,536</u>	<u>\$ 1,060,246</u>	<u>\$ 1,046,344</u>	<u>\$ (13,902)</u>	<u>-1.31%</u>
220 Total Salaries - Fire	\$ 678,604	\$ 708,025	\$ 693,596	\$ (14,429)	-2.04%
220 Total Other - Fire	\$ 90,327	\$ 110,569	\$ 95,900	\$ (14,669)	-13.27%
220 Total Expenses - Fire	<u>\$ 768,931</u>	<u>\$ 818,594</u>	<u>\$ 789,496</u>	<u>\$ (29,098)</u>	<u>-3.55%</u>
221 Total Salaries - Dispatch	\$ 206,188	\$ 220,857	\$ 227,002	\$ 6,145	2.78%
221 Total Other - Dispatch	\$ 25,219	\$ 31,721	\$ 26,821	\$ (4,900)	-15.45%
221 Total Expenses - Dispatch	<u>\$ 231,407</u>	<u>\$ 252,578</u>	<u>\$ 253,823</u>	<u>\$ 1,245</u>	<u>0.49%</u>
241 Total Salaries - Building Insp	\$ -	\$ 41,899	\$ 42,315	\$ 416	0.99%
241 Total Other - Building Insp	\$ 34,492	\$ 1,110	\$ 1,400	\$ 290	26.13%
241 Total Expenses - Building Insp	<u>\$ 34,492</u>	<u>\$ 43,009</u>	<u>\$ 43,715</u>	<u>\$ 706</u>	<u>1.64%</u>
292 Total Salaries - Dog Officer	\$ 10,369	\$ 10,474	\$ 10,578	\$ 104	0.99%
292 Total Other - Dog Officer	\$ 1,083	\$ 1,625	\$ 1,625	\$ -	0.00%
292 Total Expenses - Dog Officer	<u>\$ 11,452</u>	<u>\$ 12,099</u>	<u>\$ 12,203</u>	<u>\$ 104</u>	<u>0.86%</u>
299 Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299 Total Other - Field Driver	\$ 10	\$ 15	\$ 15	\$ -	0.00%
299 Total Expenses - Field Driver	<u>\$ 55</u>	<u>\$ 60</u>	<u>\$ 60</u>	<u>\$ -</u>	<u>0.00%</u>
Total Salaries - Protection	\$ 1,844,187	\$ 1,950,921	\$ 1,896,955	\$ (53,966)	-2.77%
Total Other - Protection	\$ 272,686	\$ 235,665	\$ 248,686	\$ 13,021	5.53%
Total Expenses - Protection	<u>\$ 2,116,873</u>	<u>\$ 2,186,586</u>	<u>\$ 2,145,641</u>	<u>\$ (40,945)</u>	<u>-1.87%</u>

210 - Police Salaries - reduction of OT shifts leaving approx. 2/week unfilled; decrease in Police Chief's salary
210 - Police Other - Police car in this year's budget, but not in last year's budget
220 - Fire - Other - decreased expenses based on current year's and past years' expenditures
221 - Dispatch - Other - FY2010 budget had a one time software upgrade expense

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
300 Total Salaries - Blanchard School	\$ 4,155,900	\$ 4,114,431	\$ 4,066,524	\$ (47,907)	-1.16%
300 Total Other - Blanchard School	\$ 1,117,501	\$ 1,219,159	\$ 1,294,066	\$ 74,907	6.14%
300 Total Expenses - Blanchard School	<u>\$ 5,273,401</u>	<u>\$ 5,333,590</u>	<u>\$ 5,360,590</u>	<u>\$ 27,000</u>	<u>0.51%</u>
310 Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310 Total Other - Minuteman Vocational HS	\$ 299,202	\$ 361,704	\$ 344,924	\$ (16,780)	-4.64%
310 Total Expenses - Minuteman Vocational HS	<u>\$ 299,202</u>	<u>\$ 361,704</u>	<u>\$ 344,924</u>	<u>\$ (16,780)</u>	<u>-4.64%</u>
320 Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320 Total Other - ABRS Assessment	\$ 5,732,440	\$ 5,838,090	\$ 5,889,123	\$ 51,033	0.87%
320 Total Expenses - ABRS Assessment	<u>\$ 5,732,440</u>	<u>\$ 5,838,090</u>	<u>\$ 5,889,123</u>	<u>\$ 51,033</u>	<u>0.87%</u>
Total Salaries - Education	\$ 4,155,900	\$ 4,114,431	\$ 4,066,524	\$ (47,907)	-1.16%
Total Other - Education	\$ 7,149,143	\$ 7,418,953	\$ 7,528,113	\$ 109,160	1.47%
Total Expenses - Education	<u>\$11,305,043</u>	<u>\$ 11,533,384</u>	<u>\$ 11,594,637</u>	<u>\$ 61,253</u>	<u>0.53%</u>

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
422 Total Salaries - Public Works	\$ 440,050	\$ 429,099	\$ 443,801	\$ 14,702	3.43%
422 Total Other - Public Works	\$ 215,122	\$ 220,293	\$ 223,896	\$ 3,603	1.64%
422 Total Expenses - Public Works	<u>\$ 655,172</u>	<u>\$ 649,392</u>	<u>\$ 667,697</u>	<u>\$ 18,305</u>	<u>2.82%</u>
423 Total Salaries - Snow & Ice	\$ 61,223	\$ 47,000	\$ 53,222	\$ 6,222	13.24%
423 Total Other - Snow & Ice	\$ 101,317	\$ 90,000	\$ 107,664	\$ 17,664	19.63%
423 Total Expenses - Snow & Ice	<u>\$ 162,540</u>	<u>\$ 137,000</u>	<u>\$ 160,886</u>	<u>\$ 23,886</u>	<u>17.44%</u>
424 Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424 Total Other - Street Lighting	\$ 2,762	\$ 3,191	\$ 3,191	\$ -	0.00%
424 Total Expenses - Street Lighting	<u>\$ 2,762</u>	<u>\$ 3,191</u>	<u>\$ 3,191</u>	<u>\$ -</u>	<u>0.00%</u>
425 Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425 Total Other - Hager Well Maintenance	\$ -	\$ 14,000	\$ 14,000	\$ -	0.00%
425 Total Expenses - Hager Well Maintenance	<u>\$ -</u>	<u>\$ 14,000</u>	<u>\$ 14,000</u>	<u>\$ -</u>	<u>0.00%</u>
429 Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429 Total Other - Fuel	\$ 59,119	\$ 60,000	\$ 67,000	\$ 7,000	11.67%
429 Total Expenses - Fuel	<u>\$ 59,119</u>	<u>\$ 60,000</u>	<u>\$ 67,000</u>	<u>\$ 7,000</u>	<u>11.67%</u>
431 Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431 Total Other - Hazardous Waste Coll	\$ 7,220	\$ 7,500	\$ 7,500	\$ -	0.00%
431 Total Expenses - Hazardous Waste Coll	<u>\$ 7,220</u>	<u>\$ 7,500</u>	<u>\$ 7,500</u>	<u>\$ -</u>	<u>0.00%</u>
491 Total Salaries - Cemetery	\$ 8,227	\$ 8,310	\$ 8,394	\$ 84	1.01%
491 Total Other - Cemetery	\$ 1,401	\$ 1,402	\$ 1,000	\$ (402)	-28.67%
491 Total Expenses - Cemetery	<u>\$ 9,628</u>	<u>\$ 9,712</u>	<u>\$ 9,394</u>	<u>\$ (318)</u>	<u>-3.27%</u>
Total Salaries - Public Works & Facilities	\$ 509,500	\$ 484,409	\$ 505,417	\$ 21,008	4.34%
Total - Other Public Works & Facilities	\$ 386,941	\$ 396,386	\$ 424,251	\$ 27,865	7.03%
Total Expenses - Public Works - Facilities	<u>\$ 896,441</u>	<u>\$ 880,795</u>	<u>\$ 929,668</u>	<u>\$ 48,873</u>	<u>5.55%</u>

423 - Snow and Ice - Both - increases were set based on an analysis of previous year's rates

429 - Fuel Other - expected increase in gasoline and diesel costs

491 - Cemetery - Other - Expenses were set based on run rates over last few years

ACCOUNT NAME	FY2009	FY2010	FY2011	\$ Change	% Change
	ACTUAL	BUDGET	BUDGET	FY11 VS FY10	FY11 VS FY10
510 Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510 Total Other - Landfill Monitoring	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	0.00%
510 Total Expenses - Landfill Monitoring	\$ 5,250	\$ 5,250	\$ 5,250	\$ -	0.00%
511 Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511 Total Other - Board of Health	\$ 15,501	\$ 16,990	\$ 16,990	\$ -	0.00%
511 Total Expenses - Board of Health	\$ 16,001	\$ 17,491	\$ 17,491	\$ -	0.00%
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	\$ -	\$ -	\$ -	0.00%
521 Total Expenses - Family Services	\$ 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	\$ 36,458	\$ 38,112	\$ 39,843	\$ 1,731	4.54%
541 Total Other - Council on Aging	\$ 2,620	\$ 2,725	\$ 3,050	\$ 325	11.93%
541 Total Expenses - Council on Aging	\$ 39,078	\$ 40,837	\$ 42,893	\$ 2,056	5.03%
543 Total Salaries - Veterans	\$ -	\$ 190	\$ 190	\$ -	0.00%
543 Total Other - Veterans	\$ 242	\$ 250	\$ 250	\$ -	0.00%
543 Total Expenses - Veterans	\$ 242	\$ 440	\$ 440	\$ -	0.00%
599 Total Salaries - Inspect of Animals	\$ 931	\$ 940	\$ 950	\$ 10	1.06%
599 Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%
599 Total Expenses - Inspect of Animals	\$ 931	\$ 940	\$ 950	\$ 10	1.06%
600 Total Salaries - Animal Control Officer	\$ 2,526	\$ 2,552	\$ 2,577	\$ 25	0.98%
600 Total Other - Animal Control Officer	\$ 321	\$ 330	\$ 330	\$ -	0.00%
600 Total Expenses - Animal Control Officer	\$ 2,847	\$ 2,882	\$ 2,907	\$ 25	0.87%
Total Salaries - Health Services	\$ 40,415	\$ 42,295	\$ 44,061	\$ 1,766	4.18%
Total - Other - Health Services	\$ 48,674	\$ 44,285	\$ 44,610	\$ 325	0.73%
Total Expenses - Health Services	\$ 89,089	\$ 86,580	\$ 88,671	\$ 2,091	2.42%

541 - Council on Aging - Other - increase in expenses to aid in the increased number of senior citizens in Boxborough

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
610 Total Salaries - Library	\$ 173,494	\$ 181,772	\$ 189,934	\$ 8,162	4.49%
610 Total Other - Library	\$ 113,656	\$ 114,014	\$ 114,014	\$ -	0.00%
610 Total Expenses - Library	<u>\$ 287,150</u>	<u>\$ 295,786</u>	<u>\$ 303,948</u>	<u>\$ 8,162</u>	<u>2.76%</u>
630 Total Salaries - Recreation Comm	\$ 27,840	\$ 28,839	\$ 30,280	\$ 1,441	5.00%
630 Total Other - Recreation Comm	\$ 9,990	\$ 9,300	\$ 9,800	\$ 500	5.38%
630 Total Expenses - Recreation Comm	<u>\$ 37,830</u>	<u>\$ 38,139</u>	<u>\$ 40,080</u>	<u>\$ 1,941</u>	<u>5.09%</u>
691 Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691 Total Other - Historical Comm	\$ 3,325	\$ 3,129	\$ 3,164	\$ 35	1.12%
691 Total Expenses - Historical Comm	<u>\$ 3,325</u>	<u>\$ 3,129</u>	<u>\$ 3,164</u>	<u>\$ 35</u>	<u>1.12%</u>
692 Total Salaries - Public celebration	\$ -	\$ -	\$ -	\$ -	0.00%
692 Total Other - Public Celebration	\$ 612	\$ 665	\$ 665	\$ -	0.00%
692 Total Expenses - Public Celebration	<u>\$ 612</u>	<u>\$ 665</u>	<u>\$ 665</u>	<u>\$ -</u>	<u>0.00%</u>
693 Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693 Total Other - Steele Farm	\$ 500	\$ 500	\$ 500	\$ -	0.00%
693 Total Expenses - Steele Farm	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ 500</u>	<u>\$ -</u>	<u>0.00%</u>
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	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ 1,500</u>	<u>\$ -</u>	<u>0.00%</u>
Total Salaries - Culture & Recreation	\$ 201,334	\$ 210,611	\$ 220,214	\$ 9,603	4.56%
Total Other - Culture & Recreation	\$ 129,583	\$ 129,108	\$ 129,643	\$ 535	0.41%
Total Expenses - Culture & Recreation	<u>\$ 330,917</u>	<u>\$ 339,719</u>	<u>\$ 349,857</u>	<u>\$ 10,138</u>	<u>2.98%</u>

ACCOUNT NAME	FY2009	FY2010	FY2011	\$ Change	% Change
	ACTUAL	BUDGET	BUDGET	FY11 VS FY10	FY11 VS FY10
710 Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710 Total Other - Maturing Debt Principal	\$ 723,000	\$ 718,000	\$ 835,000	\$ 117,000	16.30%
710 Total Expenses - Maturing Debt Principal	\$ 723,000	\$ 718,000	\$ 835,000	\$ 117,000	16.30%
751 Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751 Total Other - Maturing Debt Interest	\$ 634,108	\$ 584,238	\$ 551,207	\$ (33,031)	-5.65%
751 Total Expenses - Maturing Debt Interest	\$ 634,108	\$ 584,238	\$ 551,207	\$ (33,031)	-5.65%
Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other - Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
Total Expenses - Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
830 Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830 Total Other - County Ret Assessment	\$ 408,903	\$ 467,683	\$ 488,729	\$ 21,046	4.50%
830 Total Expenses - County Ret Assessment	\$ 408,903	\$ 467,683	\$ 488,729	\$ 21,046	4.50%
912 Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912 Total Other - Other Benefit Insurance	\$ 68,442	\$ 69,594	\$ 75,472	\$ 5,878	8.45%
912 Total Expenses - Other Benefit Insurance	\$ 68,442	\$ 69,594	\$ 75,472	\$ 5,878	8.45%
915 Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915 Total Other - Employee Benefits	\$ 1,143,417	\$ 1,285,735	\$ 1,360,024	\$ 74,289	5.78%
915 Total Expenses - Employee Benefits	\$ 1,143,417	\$ 1,285,735	\$ 1,360,024	\$ 74,289	5.78%
945 Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945 Total Other - Liability Insurance	\$ 91,674	\$ 95,371	\$ 92,181	\$ (3,190)	-3.34%
945 Total Expenses - Liability Insurance	\$ 91,674	\$ 95,371	\$ 92,181	\$ (3,190)	-3.34%
Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other - Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
Total Expenses - Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
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%
Total Salaries - Reserved	\$ -	\$ -	\$ -	\$ -	0.00%
Total Other Expenses - Reserved	\$ -	\$ -	\$ -	\$ -	0.00%
Total Expenses - Reserved	\$ -	\$ -	\$ -	\$ -	0.00%

<u>ACCOUNT NAME</u>	<u>FY2009 ACTUAL</u>	<u>FY2010 BUDGET</u>	<u>FY2011 BUDGET</u>	<u>\$ Change FY11 VS FY10</u>	<u>% Change FY11 VS FY10</u>
SALARIES					
Town Government	\$ 612,809	\$ 631,250	\$ 619,973	\$ (11,277)	-1.79%
Protection	\$ 1,844,187	\$ 1,950,921	\$ 1,896,955	\$ (53,966)	-2.77%
Public Works & Facilities	\$ 509,500	\$ 484,409	\$ 505,417	\$ 21,008	4.34%
Health Services	\$ 40,415	\$ 42,295	\$ 44,061	\$ 1,766	4.18%
Cultural & Recreation	\$ 201,334	\$ 210,611	\$ 220,214	\$ 9,603	4.56%
Total Town	<u>\$ 3,208,245</u>	<u>\$ 3,319,486</u>	<u>\$ 3,286,620</u>	<u>\$ (32,866)</u>	<u>-0.99%</u>
Education	\$ 4,155,900	\$ 4,114,431	\$ 4,066,524	\$ (47,907)	-1.16%
Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
Federal ARRA Grant	\$ -	\$ -	\$ -	\$ -	0.00%
TOTAL SALARIES	<u>\$ 7,364,145</u>	<u>\$ 7,433,917</u>	<u>\$ 7,353,144</u>	<u>\$ (80,773)</u>	<u>-1.09%</u>
OTHER EXPENSES					
Town Government	\$ 220,103	\$ 208,058	\$ 208,067	\$ 9	0.00%
Protection	\$ 272,686	\$ 235,665	\$ 248,686	\$ 13,021	5.53%
Public Works & Facilities	\$ 386,941	\$ 396,386	\$ 424,251	\$ 27,865	7.03%
Health Services	\$ 48,674	\$ 44,285	\$ 44,610	\$ 325	0.73%
Cultural & Recreation	\$ 129,583	\$ 129,108	\$ 129,643	\$ 535	0.41%
Total Town	<u>\$ 1,057,987</u>	<u>\$ 1,013,502</u>	<u>\$ 1,055,257</u>	<u>\$ 41,755</u>	<u>4.12%</u>
Education	\$ 7,149,143	\$ 7,418,953	\$ 7,528,113	\$ 109,160	1.47%
Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
Federal ARRA Grant	\$ (146,690)	\$ -	\$ -	\$ -	0.00%
TOTAL OTHER EXPENSES	<u>\$11,129,984</u>	<u>\$ 11,838,076</u>	<u>\$ 12,170,983</u>	<u>\$ 332,907</u>	<u>2.81%</u>
TOTAL EXPENSES					
Town Government	\$ 832,912	\$ 839,308	\$ 828,040	\$ (11,268)	-1.34%
Protection	\$ 2,116,873	\$ 2,186,586	\$ 2,145,641	\$ (40,945)	-1.87%
Public Works & Facilities	\$ 896,441	\$ 880,795	\$ 929,668	\$ 48,873	5.55%
Health Services	\$ 89,089	\$ 86,580	\$ 88,671	\$ 2,091	2.42%
Cultural & Recreation	\$ 330,917	\$ 339,719	\$ 349,857	\$ 10,138	2.98%
Total Town	<u>\$ 4,266,232</u>	<u>\$ 4,332,988</u>	<u>\$ 4,341,877</u>	<u>\$ 8,889</u>	<u>0.21%</u>
Education	\$11,305,043	\$ 11,533,384	\$ 11,594,637	\$ 61,253	0.53%
Employee Benefits	\$ 1,712,436	\$ 1,918,383	\$ 2,016,406	\$ 98,023	5.11%
Debt Service	\$ 1,357,108	\$ 1,302,238	\$ 1,386,207	\$ 83,969	6.45%
Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
Federal ARRA Grant	\$ (146,690)	\$ -	\$ -	\$ -	0.00%
TOTAL EXPENSES	<u>\$18,494,129</u>	<u>\$ 19,271,993</u>	<u>\$ 19,524,127</u>	<u>\$ 252,134</u>	<u>1.31%</u>
Budget Prior to Reserve Fund Calculation	<u>\$18,494,129</u>	<u>\$ 19,086,993</u>	<u>\$ 19,339,127</u>	<u>\$ 252,134</u>	<u>1.32%</u>

**Blanchard Memorial School
FY 2011 Budget Account Summary**

ACCT.	CATEGORY	FY 08	FY 09	FY 10	FY 11	Increase/Decrease	
		Actual	Actual	Budget	Proposed	FY 10 - FY 11	
						\$	%
1100	School Comm.	\$ 19,649	\$ 7,443	\$ 10,838	\$ 10,838	\$ 0	0.00%
1200	Superintendent Office	\$ 173,602	\$ 184,726	\$ 184,740	\$ 214,762	\$ 30,022	16.25%
1400	Bus. Office	\$ 103,951	\$ 111,929	\$ 112,537	\$ 114,197	\$ 1,660	1.48%
2100	Special Ed Office	\$ 123,445	\$ 130,436	\$ 131,191	\$ 145,192	\$ 14,001	10.67%
2200	Prin Office	\$ 143,876	\$ 153,420	\$ 152,192	\$ 46,991	\$ (105,201)	-69.12%
2250	Tech Admin	\$ 116,041	\$ 122,551	\$ 124,180	\$ 115,332	\$ (8,848)	-7.13%
2300	Teaching	\$ 3,112,644	\$ 3,004,621	\$ 3,148,599	\$ 3,104,287	\$ (44,312)	-1.41%
2350	Prof. Development	\$ 64,577	\$ 71,407	\$ 79,149	\$ 68,100	\$ (11,049)	-13.96%
2400	Textbooks	\$ 37,850	\$ 31,801	\$ -	\$ 6,000	\$ 6,000	NOTE 1
2500	Media	\$ 59,235	\$ 59,623	\$ 61,769	\$ 67,375	\$ 5,606	9.07%
2700	Guidance/Psych	\$ 88,930	\$ 94,721	\$ 101,426	\$ 106,870	\$ 5,444	5.37%
3200	Health Services	\$ 52,317	\$ 53,862	\$ 54,787	\$ 55,978	\$ 1,191	2.17%
3300	Transportation	\$ 379,566	\$ 325,978	\$ 310,154	\$ 397,599	\$ 87,445	28.19%
3400	Food Services	\$ 33,152	\$ 38,623	\$ 37,585	\$ 38,138	\$ 553	1.47%
4130	Utilities	\$ 171,530	\$ 163,406	\$ 188,938	\$ 182,938	\$ (6,000)	-3.18%
4220	Maintenance	\$ 286,166	\$ 250,567	\$ 206,592	\$ 210,298	\$ 3,706	1.79%
4400	Technology	\$ 97,028	\$ 52,366	\$ 49,069	\$ 56,602	\$ 7,534	15.35%
5100	Retirement	\$ 83,383	\$ -	\$ -	\$ 49,229	\$ 49,229	NOTE 2
6300	Civic Activities	\$ 4,126	\$ 4,113	\$ 6,037	\$ 5,616	\$ (421)	-6.98%
7000	Capital Exp.	\$ 32,900	\$ 25,159	\$ 34,000	\$ 30,040	\$ (3,960)	-11.65%
9100	SPED Tuition	\$ 46,794	\$ 171,437	\$ 249,500	\$ 191,700	\$ (57,800)	-23.17%
9400	Collaborative	\$ 187,004	\$ 215,222	\$ 90,307	\$ 142,509	\$ 52,202	57.81%
						\$ -	0.00%
	TOTALS	\$ 5,417,766	\$ 5,273,411	\$ 5,333,590	\$ 5,360,590	\$ 27,000	0.51%
	¹ Textbooks	Zero funded in FY 2010					
	² Retirement	Zero funded in FY 2010					

ARTICLE 6 MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT FEASIBILITY STUDY

(Two-thirds vote required)

To see if the Town will approve the \$725,000 borrowing authorized by vote of the Minuteman Regional Vocational Technical School District on March 30, 2010, for the purpose of paying costs of a feasibility study to consider options for making improvements to the District’s high school building located at 758 Marrett Road, Lexington, Massachusetts, which options shall include, but not be limited to renovating, reconstructing, expanding, remodeling and adding to the District’s high school, or any combination of the foregoing, said sum to be expended at the direction of the School Building Committee. Said vote provides as follows:

“That the Minuteman Regional Vocational Technical School District (the “District”) hereby appropriates the sum of \$725,000 (Seven Hundred Twenty-five Thousand Dollars) to pay costs of a feasibility study to consider options for making improvements to the District’s high school building located at 758 Marrett Road, Lexington, Massachusetts, which options shall include, but not be limited to renovating, reconstructing, expanding, remodeling and adding to the District’s high school, or any combination of the foregoing, said sum to be expended at the direction of the School Building Committee, and to meet this appropriation there is hereby authorized, under and pursuant to Chapter 71, Section 16(d) and Chapter 70B of the General Laws and the District Agreement, as amended, and any other enabling authority, the incurring of debt on the full faith and credit of the District in the amount of \$725,000 (Seven Hundred Twenty-five Thousand Dollars); that the District acknowledges that the Massachusetts School Building Authority’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any costs of the Project that the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District, and that the total amount of the borrowing authorized by this vote shall be reduced by any grant amount set forth in the Feasibility Study Agreement that may be executed between the District and the MSBA; provided, however, that no sums shall be borrowed or expended hereunder unless and until each member town of the District shall have expressed its approval of the debt authorized by this vote by June 30, 2010.”

Or take any other action relative thereto.

Summary

The individual member towns are each being asked to approve the total of the borrowing authorization necessary to fund a feasibility study. The assumption used in the table that follows is that the MSBA grant will provide for 40% of the costs, leaving the member communities to fund the remaining principal balance of \$435,000. Boxborough’s share, over five years, beginning in FY 2012 and continuing through FY 2016, is expected to total \$14,480 as indicated in the table that follows.

Minuteman Regional Vocational Technical School District
Debt Impact on member Communities of Feasibility Study Only

FISCAL YEAR	DEBT ISSUED	PRINCIPAL OUTSTAND.	INTEREST 2.00%	INTEREST 3.00%	DEBT SERVICE	DEBT REDUCTION	DEBT SERVICE	NET DEBT SVCT	RESID. TAX RATE	MEDIAN HOUSE	
2011	\$435,000	\$435,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0.0000	\$0.00	
2012	\$0	\$435,000	\$8,700	\$0	\$6,525	\$15,225	\$761	\$14,464	\$463	\$0.0005	\$0.18
2013	\$0	\$326,250	\$0	\$108,750	\$11,419	\$120,169	\$6,008	\$114,160	\$3,653	\$0.0039	\$1.46
2014	\$0	\$217,500	\$0	\$108,750	\$8,156	\$116,906	\$5,845	\$111,061	\$3,554	\$0.0038	\$1.42
2015	\$0	\$108,750	\$0	\$108,750	\$4,894	\$113,644	\$5,682	\$107,962	\$3,455	\$0.0037	\$1.38
2016	\$0	\$0	\$0	\$108,750	\$1,631	\$110,381	\$5,519	\$104,862	\$3,356	\$0.0036	\$1.34
			\$8,700	\$435,000	\$32,625	\$476,325	\$23,816	\$452,509	\$14,480		\$5.77

Assumptions: Feasibility \$725,000 MSBA Grant 40%

Impact calculated utilizing the 2010 Assessed Valuation (2009 for Sudbury) and Median Housing Value from 2000 Census \$371,000

Member Community Percentage as of October 1, 2009 Enrollments

Assume 1 year note to fund cash flow needs of study and period construction votes are taken up by Member Communities.

If construction authorization fails, feasibility study must be repaid over 5 year period from dated date of initial bond anticipation note.

The Finance Committee recommends (5 – 1).

Pro

The FinCom supports this request even though it maintains serious concerns about the high operating costs for the school.

The feasibility study is a collaborative effort between the Minuteman Regional Vocational Technical School District and the Massachusetts School Building Authority (MSBA) to explore solutions to the capital problems with the facility, which has not had any major refurbishment since it was originally constructed in 1974. The MSBA will provide a grant of 40% the cost of the study. Approval of this feasibility study is not an approval by the member towns to any future project.

The Minuteman School Committee has authorized the amount of debt for the feasibility study (\$725,000), but in order to proceed with the study, and the Minuteman District needs the approval of all of the sixteen (16) member towns in accordance with the District Agreement. If all towns do not approve the article, Minuteman will need to reapply for MSBA funds, will "lose its place in line," and the time line will be extended for any anticipated project.

Con

We're strongly encouraged by the progress that Superintendent Bouquillon has made in the last year at improving the educational and financial situation at the Minuteman Vocational High School. We also feel that he is taking the first steps towards addressing the extremely high cost structure at this institution. However, much more progress remains to be made. Minuteman currently has the highest cost per student and the highest average teacher salary. It also has had steadily decreasing enrollment that has resulted in a teacher/student ratio that is well below the norm established by the other local vocational high schools in the immediate area. These facts indicate that MM is an institution whose extremely high cost structure still has a long distance to go before it is satisfactory.

We also recognize that the infrastructure at Minuteman is old and in need of rehabilitation. However, the focus of the study that this Warrant Article funds is to fine tune the plan for an infrastructure project that could cost in the neighborhood of \$90 million not including a grant from the MSBA for up to 40%. Obviously, commencing on this path would result in new spending that would only greatly increase a budget at MM that is already unacceptable high. Before we approve funding for this study and embark a on major infrastructure improvement project , we would like to see much more progress, sustained over several years, that makes significant progress in reducing the cost structure at MM, before we approve any significant new spending projects.

Financial impact

This item would add \$0 per \$1,000 or \$1.51 to the tax bill for the median price of a house in Boxborough starting in FY2012 over five years, but is expected to be paid out of free cash.

ARTICLE 7 AN ACT RELATIVE TO THE RIGHTS OF THE ACTON WATER DISTRICT TO ACQUIRE ANY WATER SOURCE IN THE TOWN OF BOXBOROUGH

(Majority vote required)

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

An Act Relative to the Rights of the Acton Water District to Acquire Any Water Source in the Town of Boxborough

Section 1. Notwithstanding the provision of Chapter Three Hundred and Twenty-six of the Acts of Nineteen Hundred and Twelve or any act in amendment thereof to the contrary, the Water Supply District of Acton shall have no right to take, or acquire by purchase or otherwise, and hold, the waters of any pond or stream or any ground water supply source within the Town of Boxborough as of the effective date of this act.

Section 2. This act shall take effect upon its passage.

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

Or take any other action relative thereto.

Summary

In 1912, the legislature created the Acton Water District and authorized it to “take, or acquire by purchase or otherwise, and hold, the waters of any pond or stream or any ground sources of supply by means of driven, artesian or other wells within the town of Acton or in the Town of Boxborough, and the water rights connected with any such sources.” Subsequent acts of the legislature have placed limitations on the powers of the Water District with respect to Boxborough’s water by providing that such water could not be taken unless it was first determined by the Massachusetts Water Resource Commission that there were adequate sources of ground water to supply the future needs of Boxborough, and only then could the District take the excess water.

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

Although Boxborough could negotiate an agreement with the Water District to establish criteria under which the District would potentially have rights to the Town’s water, the Board of Selectmen and Board of Health firmly believe that the Water Supply District of Acton should not have rights to any existing or potential water source within the Town of Boxborough. In order to protect the Town’s water resources, the BOS recommends this article.

The Finance Committee recommends.

There is no immediate financial impact currently to the town, but there could be in the future if Acton chooses to pursue their rights to obtain water from Boxborough.

ARTICLE 8 FIRE DEPARTMENT – BILL OF A PRIOR FISCAL YEAR

(Four-fifths vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of One Thousand Five Hundred Fifty-Eight Dollars (\$1,558), more or less, for the purpose of paying Emerson Hospital an outstanding bill for ALS service; or take any other action relative thereto.

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

In the fall, the Fire Department was notified by Emerson Hospital, who, in the course of reconciling their ALS billings, found that there were bills totaling \$1,557.86 which remained unpaid by the Town. The Fire Department has confirmed that this amount is indeed outstanding and due to be paid to Emerson Hospital. Because the bill is for a prior fiscal year period, Town Meeting must by a four-fifths majority (nine-tenths in an STM), authorize payment of this bill.

The Finance Committee recommends.

We understand that bills must be paid even for prior years. This article will be paid by free cash, but the impact is essentially \$.81 to the tax bill for the median price of a house in Boxborough.

ARTICLE 9 POLICE DEPARTMENT – CAPITAL IMPROVEMENT – WATER HEATER

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Two Thousand Five Hundred Dollars (\$2,500), more or less, for the purpose of acquiring and installing a water heater for the Police Department; or take any other action relative thereto.

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

The existing water heater in the police station is a 22 year old, 40 gallon electric unit that draws 12 kW. Hot water is needed for prisoners and for hand washing and occasional showers for on-duty police officers. These combined requirements result in usage of hot water at the police station that is very sporadic and the current electric unit is very energy inefficient. State law requires hot water to be available in the police facility within a temperature range of 110 to 130 degrees within 2 minutes.

This article would provide \$2,500 for installation of a new tankless (i.e., on-demand) water heater. Both gas-fired and electric units are being considered. Installation details and costs are being evaluated for several potential locations in the facility.

Not only will installation of this new water heater avoid the potential of a failure of the existing very old unit (with considerable potential damage costs) but the energy savings associated with a new tankless unit should be substantial. Annual energy cost savings estimates associated with on-demand units range from 30-50% of current values.

The Finance Committee recommends.

This article will be paid by free cash, but the impact is essentially \$1.31 to the tax bill for the median price of a house in Boxborough.

ARTICLE 10 FIRE DEPARTMENT – PERSONAL PROTECTIVE EQUIPMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of acquiring ten sets of personal protective gear (turnout gear) for the Fire Department; or take any other action relative thereto.

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

The appropriation of these funds will enable the purchase of ten sets of personal protective equipment (PPE), also known as turnout gear, which are worn by our firefighters in the performance of their duties. Including the Chief, there are 5 full-time and 30 part-time members of the Department, requiring a total of 35 sets of turnout gear. In a department like ours, the gear has a useful life of 10 years.

An inventory shows that we have 10 members in gear that is 10 years of age or older. This is a safety concern and puts the lives of our firefighters in jeopardy. Additionally, we have a contractual obligation to replace the full-timers gear every 5 years.

The Finance Committee recommends.

The FinCom supports this article to replace personal protective gear (10 sets of turnout gear) in consideration of firefighter safety. The existing gear is over 10 years old and due for replacement based on the National Fire Protection Association Standard. This article would be paid out of free cash, but the impact is essentially \$.02 per \$1000 or \$10.46 to the tax bill for the median price of a house in Boxborough.

ARTICLE 11 FIRE DEPARTMENT – MOBILE NETWORKS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Twelve Thousand Dollars (\$12,000), more or less, for the purpose of acquiring hardware, support and training for two mobile laptop computers for the Fire Department, including switches, wireless client, racks, brackets, printer training and maintenance; or take any other action relative thereto.

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

Currently the Fire Department operates with no mobile computers. Changes to reporting regulations and the need for rapid data access make this equipment a must for the Department. The Fire Department has already purchased two mobile computers, one for Engine #63, the other for the ambulance. The appropriation of these funds will provide the necessary hardware, support and training for these units, including switches, wireless client, racks, brackets, printer for the ambulance, and maintenance to make these units operational. Our current software and hardware are completely compatible with these systems so the cost is minimized.

The Finance Committee recommends.

This article will provide support, hardware and training for two existing notebooks PC's. Currently the Fire Department operates with no mobile computers. Changes to reporting regulations and the need for rapid data access make this equipment a must for the Department. The Fire Department has already purchased two mobile computers, one for Engine #63, the other for the ambulance. The appropriation of these funds will provide the necessary hardware, support and training for these units, including switches, wireless client, racks, brackets, printer for the ambulance, and maintenance to make these units operational. Our current software and hardware are completely compatible with these systems so the cost is minimized.

This article would be paid out of free cash, but the impact is essentially \$.01 per \$1,000 or \$6.27 to the tax bill for the median price of a house in Boxborough.

ARTICLE 12 CAPITAL IMPROVEMENTS – TOWN HALL AND POLICE STATION

(Majority vote required)

To see if the Town will vote to transfer from remaining bond proceeds authorized by vote of Town Meeting on May 13, 2002 under Article 21, *Purchase of Affordable Housing Restrictions on Condominium Units*, or, in the alternative, raise and appropriate, transfer from available funds, or otherwise provide, the sum of Thirty Thousand Dollars (\$30,000), more or less, for the purpose of: 1) providing additional funds for the repair of the Town Hall cupola; 2) replacing the floor in the Grange Meeting Room of Town Hall; and 3) upgrading the booking area in the Police Station; or take any other action relative thereto.

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

At May 2002 Town Meeting voted to authorize bonding of \$200,000 for the *Purchase of Affordable Housing Restrictions on Condominium Units*. Using this funding authorization, the Housing Board has successfully completed the protection of five condominium units of affordable housing under its Condo Exchange Program. The Boxborough Housing Board has concluded that further condominium exchanges could be supported with the town's Affordable Housing Trust funds, which were not available at the program's inception. Consequently, the BHB has voted to release remaining funds to be used for other qualified purposes as may be authorized by Town Meeting. There are approximately \$79,000 bond proceeds remaining, which by law, may not be repaid early and is already part of the Town's existing debt. The Board of Selectmen would like Town Meeting to authorize the use of a portion of these remaining proceeds to be used for Town Hall and Police Station infrastructure improvements. The projects being recommended are:

1. \$13,000 for the cupola at Town Hall. In 2008, Town Meeting appropriated \$36,000 for repairs to the older portion of Town Hall, including replacement of gutters and trim boards as well as the repair of the cupola and replacement of the weathervane. The gutter and trim board project was completed this past fall, leaving approximately \$8,000 for the cupola repairs. The repairs to the cupola include scraping and painting, re-shingling, replacement of flashing, replacement of a column, repairs to the tin roof. The project also 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). A recent quote came in at \$21,000, leaving us short by \$13,000.
2. \$12,000 to replace the floor in the Grange Meeting Room. The floor has worn down to the point that it can no longer be sanded and re-finished; it must be replaced. The room is used most evenings by a number of town boards for meetings, by our seniors on a daily basis for exercise, line dancing and Tai Chi and for other functions.
3. \$5,000 to upgrade the booking area in the Police Station. The current booking area at the police station is an open area with a desk and chair, along with some equipment for finger-printing and breathalyzing suspects (if necessary). There is no physical separation between suspects and police officers; this requires the officers to handcuff suspects to the chair for some limited degree of control. The chair is not fixed and, as a result, an obstreperous suspect could become difficult for officers to handle during the booking process.

These funds would provide for construction of a counter, approximately 4' high and 6' long to provide physical separation between police officers and suspects. Installation of this counter will improve the physical safety of the officers in the process of booking suspects. It will also include storage space for items related to the booking of suspects, including blankets required by law for prisoners after booking.

The Finance Committee recommends.

The FinComm believes it is a good use of bonding already in place and meets MGL. There is essentially no new financial impact to the town as we are already paying principal and interest of these funds.

The Housing Board Recommends (4 – 1)

A majority of the Housing Board recommends and will provide additional background information at Town Meeting.

ARTICLE 13 PUBLIC WORKS AND FIRE DEPARTMENTS – ADDITIONAL HOURS FOR ADMINISTRATIVE SUPPORT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Nine Hundred Ninety-One Dollars (\$20,991) more or less, for the purpose of funding thirteen additional hours for the DPW/Fire Department Assistant; further that the sum of Fifteen Thousand Two Hundred and Fifty-Eight Dollars (\$15,258) be transferred to FY 2011 Budget – Department 422, Total Salaries – Public Works, and the sum of Five Thousand Seven Hundred Thirty-Three Dollars (\$5,733) be transferred to FY 2011 Budget – Employee Benefits; or take any other action relative thereto.

The Board of Selectmen recommends (3 – 1).

The DPW and Fire Department receive support from a shared department assistant currently working and budgeted at 19 hours/week. The Selectmen, DPW Director and Fire Chief have concluded that this level of support is inadequate to meet current needs and additional responsibilities in the DPW. Increasing the hours for the shared department assistant beyond 19 hours/week would make the position subject to employee benefits. In accordance with our conventional practice, this requires town meeting approval of a funding article in the first year. If this article is approved by voters, funding for the position would be moved to the regular expense budget (Article 5) in future years.

The Selectmen urge passage of this article to ensure adequate administrative support for the DPW and Fire Departments.

Background:

Previous to 2008, the DPW had a Director and two foremen, with administrative support obtained from a pool shared among Police, Fire and DPW. This was occasionally supplemented with ad hoc secretarial support from the Town Hall pool. Gradually, the shared administrative support became dedicated almost exclusively to the Police Department. In order to support the DPW and Fire Department, in FY2009, a shared department assistant was hired at 19 hours/week. For 2010, 11 hours/week were allocated to DPW and 8 /week to Fire. Judging from experience to date and anticipated workload, the Selectmen have concluded that both departments need more administrative support going forward. Realistically, the necessary support level for the Fire Department is 12-16 hours/week; at the DPW there has been a significant increase in responsibilities needing administrative support, as summarized below.

In hiring the new DPW Director in 2008/2009, the BoS concluded it would be best to hire a working DPW director and NOT backfill the open foreman position. Rather, it was our intent to provide additional direct budgeted administrative support for the department. The proposed incremental staffing in the warrant article would allow up to 32 hours total to be apportioned between DPW and Fire. The increased hours would make this position subject to benefits. Although it would add one benefit position to the department compared to FY2010, this is not increased over recent levels of 8 positions as shown in the following table.

Table 1. DPW funded positions subject to employee benefits

FY2007	FY2008	FY2009	FY2010	FY2011
8	8	8	7	8 - proposed

Increased workloads and responsibilities at DPW:

- DPW now responsible for Hager well operations and contract management, DEP compliance.
- Monitoring of town buildings, supervision of maintenance activities, contract coordination
- Cemetery records – burials and fees. We’ve revived the Cemetery Commission who need some admin support.

- Increased levels of federal and state compliance monitoring and reporting (we have been penalized in the past for not keeping up)
- Increased departmental phone coverage to respond to citizen inquiries and requests.
- Increased levels of town permit tracking, fleet records and cemetery records. We have not kept up here.
- More diligent pursuit of Ch 90 monies for road repair and capital equipment. We have fallen behind due to administrative load.
- Exploit state purchasing contracts for supplies and no-bid items
- Pursue MIAA loss control programs and grants, with attendant reporting. Missed \$5,000 opportunity in FY09.
- Pursue a number of grant opportunities in sustainability, energy efficiency/retrofit, and conservation.
- STRAP grants (Small Town Road Assistance Program) – a variety of design, planning and construction grants. Award levels to \$500,000. We've never had time to research, pursue.

Fire Department regular and ongoing:

- General organizing of records, files, correspondence
- Tracking of vehicle permits, registrations, inspections
- Payroll processing
- Ambulance billing tracking/reconciliation
- Invoice tracking, vendor payments. Work with Town Accountant, Treasurer.
- Track licenses and certifications
- Insure proper handling of paperwork and notices for FEMA, MEMA, DEP, MFIRS, and RTK agencies

New:

- Assist in preparation of Fire Department grants

The Finance Committee does not recommend (0 – 4 – 1).

The DPW and Fire Department currently share an admin position for 19 hours per week. This position was added in 2009 as per request of the DPW and Fire departments, particularly due to the Police Admin position gradually becoming an exclusively dedicated resource to the Police Department, where that resource should have been shared among the different departments. When this position was added in 2009, it was agreed the position will be budgeted for 19 hours per week so it is not subject to the Employee Benefits cost.

The Finance Committee is not against having Admin positions to support the different departments, but it is extremely sensitive to adding head count during very tough economic times, as well as extremely tight budgets where different departments, including Blanchard School, Town Hall and even the Cemetery Committee among many others, to cut as much as possible from their operating budget to make ends meet.

The Finance Committee believes, with the hiring of the new Chief of Police, it is a good opportunity to restructure the Police Department's Admin position to free up time to support the Fire Department's regular and on-going responsibilities, as well as assisting with any Grant research, and freeing up the necessary hours for the part time Admin position to focus on the DPW workload. The Police Admin position as mentioned before was supposed to be a shared resource, and it would be very prudent for the town to refocus this position at this time, and eliminate the need to add another \$20,991 expense including the Employee Benefits costs. The total cost of the position would become \$43,291 for 32 hours per week or \$26 per hour including benefits.

The \$20,991 does include benefits for the first year this article is put in to effect. This article would be paid out of free cash, but the impact is essentially \$.02 per \$1000 or \$10.98 to the tax bill for the median price of a house in Boxborough.

ARTICLE 14 TOWN CLERK/BOS – NOTICE BOARD

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of One Thousand Five Hundred Dollars (\$1,500), more or less, for the purpose of acquiring an outdoor weather protected notice board; or take any other action relative thereto.

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

On July 1, 2010 a new Open Meeting Law will go into effect. One of the stipulations in the new law is the requirement that meeting notices must be available to the public 24/7. Currently, notices are posted on a glass enclosed board inside Town Hall as well as on the Town's website. These methods will not be considered adequate when the new law becomes effective. If Town Meeting authorizes the appropriation, the Town will purchase a water-tight, glass enclosed board to be placed on an outside wall at Town Hall. The Board of Selectmen finds this new requirement to be yet one more unfunded mandate of the state; however, if a complaint were lodged and the Attorney General's Office were to find the Town in violation of the Open Meeting Law, the fine could be as much as \$1,000 for each meeting held in violation. Therefore, the Selectmen **reluctantly** support this article.

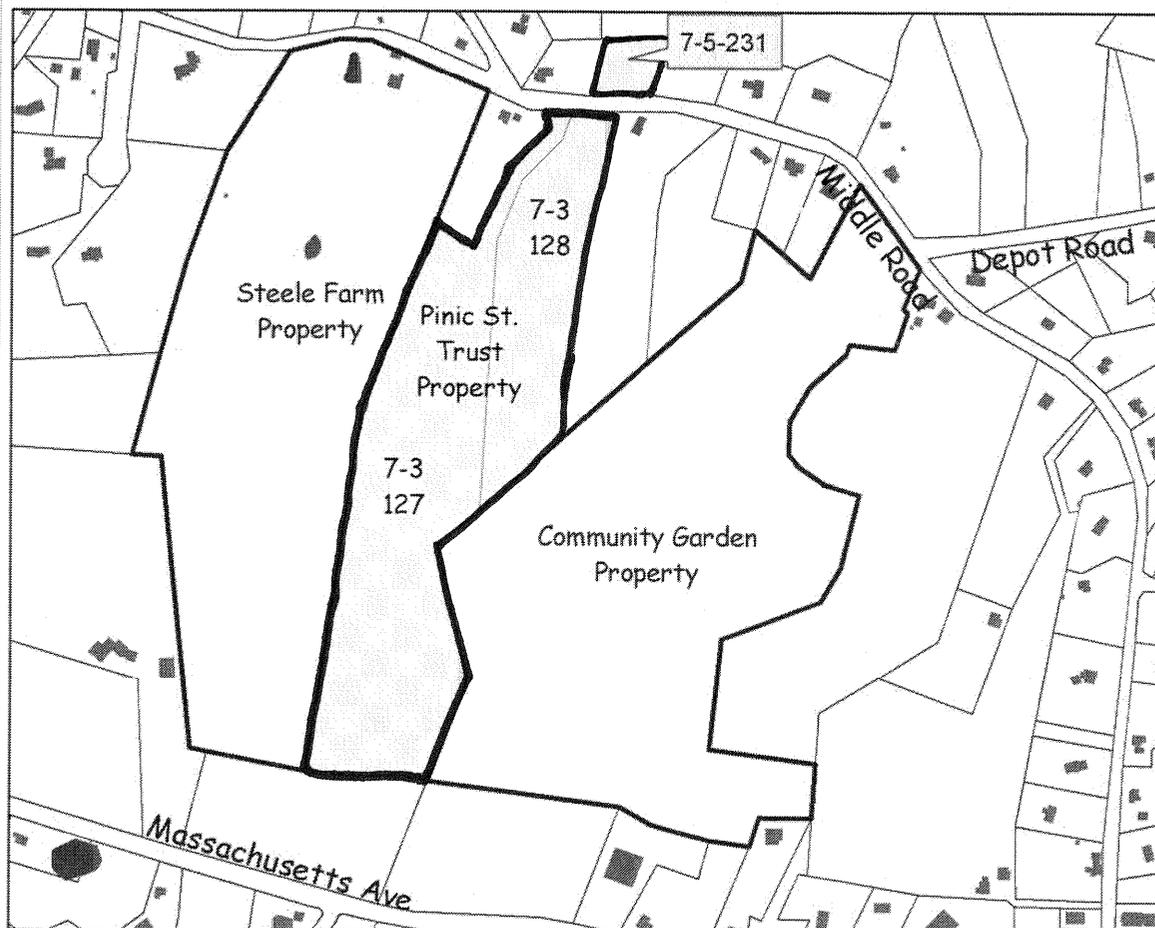
The Finance Committee recommends.

The FinComm understands that MGL requires the posting of information 24/7. This article would be paid out of free cash, but the impact is essentially \$.78 to the tax bill for the median price of a house in Boxborough.

ARTICLE 15 PICNIC STREET TRUST – TRANSFER CARE, CUSTODY AND CONTROL TO BOS

(Two-thirds vote required)

To see if the Town will vote to transfer the care, custody, control and management of the *Picnic Street Trust* parcel, located on Middle Road and further identified as lot 127 block 3 on Assessor's Map 7, lot 128 block 3 on Assessor's Map 7 and lot 232 block 5 on Assessor's Map 7 from the Town Treasurer, currently held for tax title sale purposes, to the Board of Selectmen to be held for general municipal purposes; or take any other action relative thereto.



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

For many years the Picnic Street Trust parcel adjoining Steele Farm and Community Gardens on Middle Road has been enjoyed by all as municipal land. The property was taken by the Tax Collector in 1992 for non-payment of taxes for the years 1982-1991. The taking process then proceeded in due course through Land Court, which issued a final decree in 1997, clearing the way for disposition by the Town. The purpose of this article is to ensure that the property is protected and maintained as a valuable addition to existing municipal land.

The Finance Committee recommends unanimously.

ARTICLE 16 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.

The Finance Committee does not recommend this article at this time (0 - 5).

The Board of Health has requested the authority to borrow \$250,000 to plan for a water supply and distribution system for Boxborough. The FinCom does not feel that the BoH has adequately explained the need for establishing a town-wide water supply system for Boxborough or how the \$250,000 would be expended. In addition, once this bond is approved, the BoH would need no further approvals before drawing down any of the \$250,000 bond and would not have to account to the town for how the funds are spent.

ARTICLE 17 AMEND WETLAND BYLAW

(Majority vote required)

To see if the Town will vote to amend sections 3.4 and 4.1 of the Wetland Bylaw as indicated by the highlighted text below; deletions are indicated by strikethrough and new text has been emboldened and italicized; or take any other action relative thereto.

Section 3.4

Any person who desires a determination as to whether this Bylaw applies to an area or to any activity proposed there shall submit a written Request for Determination of Applicability to the Conservation Commission signed by the owner of the area on a form obtainable from the Commission, together with plans showing the existing characteristics of the area and the nature and extent of the activities to be performed there. The plan or plans required need not be endorsed by a registered engineer. The information submitted shall also include: a list, certified by the Board of Assessors, of the names and addresses of all abutters ~~to~~ **and any property owner within 300 feet of the area, property line where the activity is proposed,** lot lines, town ways, the location of all wet areas and buffer zones, estimated distances, existing buildings and all changes proposed. The request for a determination shall be delivered to the Conservation Commission or its authorized representative together with a certification that all abutters ~~to the area subject to the determination~~ **and any property owner within 300 feet of the property line where the activity is proposed,** and the owner(s), if the person making the request is other than the owner, have been sent notice that a determination is being requested hereunder. **Notification shall be in writing and delivered by hand, or by certified mail, return receipt requested, or by certificate of mailing. Proof of such notification, with a copy of the notice mailed or hand delivered, shall be filed with the Conservation Commission.**

A person delivering this request by hand shall be given a dated receipt. The Commission shall send its Determination of Applicability to the applicant, and the owner of the site, if a person other than the applicant, by certified mail within twenty-one (21) days after it has received the request therefor. If the Conservation Commission shall determine that the ~~By-Law~~ **bylaw** applies to the activity proposed, the applicant must file a full Notice of Intent; but if the Commission fails to execute its Determination of Applicability within twenty-one (21) days, no Notice of Intent will be required.

Section 4.1

Notice of Intent: Unless the Conservation Commission shall have determined that this Bylaw does not apply to such activity pursuant to ~~the provision of~~ Section 3.4 above, every person who wishes to remove, fill, dredge or alter any wetland or buffer zone shall first file a written notice of intent with the Commission signed by the owner of the area on a form available from the Commission, together with a list, certified by the Board of Assessors, of the names and addresses of all abutters ~~to the area subject to such notice,~~ **and any property owner within 300 feet of the property line of the land where the activity is proposed,** and with such plans and additional information as the Commission may deem necessary to describe the nature of the activity proposed and its effect on the wetlands and buffer zones. The plans shall show the location of ~~the~~ wetland boundaries and shall be at a scale of 1" = 40' or any other scale that the Conservation Commission may approve. In addition, the notice of intent shall show lot lines, town ways, the names of all abutters **and any property owner within 300 feet of the property line of the land where the activity is proposed,** the location of all wet areas and buffers, estimated distances, existing buildings, and all changes proposed. **Notification of all abutters and any property owner within 300 feet of the property line of the land where the activity is proposed shall be at the applicant's expense, and shall state where copies of the notice of intent may be examined and obtained and where information regarding the date, time and location of the public hearing may be obtained. Notification shall be in writing and delivered by hand, or by certified mail, return receipt requested, or by certificate of mailing. Proof of such notification, with a copy of the notice mailed or hand delivered, shall be filed with the Conservation Commission.** In order to comply with the provisions of this Bylaw, each such notice must be complete as filed. No such Notice shall be sent before all permits, variances and approvals required by the Bylaws of the Town of Boxborough with respect to the proposed activity, which are obtainable at the time of such notice, have been applied for or obtained. Such notice shall include

any information submitted in connection with such permits, variances and approvals which is necessary to describe the effect of the proposed activity on the environment.

The Notice of Intent shall be sent by certified mail, or be hand delivered to the Conservation Commission or its authorized representative. A person filing a Notice of Intent by hand shall be given a dated receipt.

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

The BOS supports the Conservation Commission’s recommendation to amend the Wetland Bylaw to provide notification to abutters within 300 feet. This proposed bylaw amendment would simply bring the required abutter notification into alignment with that required by the Zoning Board of Appeals and the Planning Board and will also provide historical consistency, since the common practice of the Town has been to notify abutters within 300 feet.

The Finance Committee recommends.

There is no immediate financial impact to the town.

The Conservation Commission recommends unanimously.

This amendment will require notification of abutters within 300 ft. of the property subject to a Request for Determination of Applicability (RDA) or Notice of Intent (NOI) filing.

A recent challenge of the Bylaw concluded that the Town’s 300 ft. abutter notification requirement is not legally enforceable, and that the 100 ft. requirement under State Wetlands Protection Act (WPA), 310 CMR 10.05 (4) (a) is the controlling criteria for abutter notification. The 300 ft. requirement has been the Town’s standard practice for over 25 years and is consistent with similar abutter notifications required by the Zoning Board of Appeals and the Planning Board. By amending the Bylaw to specify 300 ft., the Town can continue with an abutter notification requirement that has been the Town’s unchallenged practice for over 25 years.

ARTICLE 18 AMEND DOG CONTROL BYLAW

(Majority vote required)

To see if the Town will vote to amend the Dog Control Bylaw as indicated by the highlighted text below; deletions are indicated by strikethrough and new text has been emboldened and italicized; or take any other action relative thereto.

A. Underlying Philosophy:

All citizens are entitled to fully enjoy their property and the public ways and lands. Those citizens who own or keep dogs are entitled to enjoy their animals, but only to the extent that such animals do not unreasonably impinge upon the activities of other persons.

B. Bylaw:

No person owning or keeping any dog in the Town of Boxborough shall permit the animal to go at large to the injury or nuisance of others.

C. Responsibility ~~For~~ **for** Enforcement:

Responsibility for enforcing the bylaw and the provisions of the General Laws **concerning dogs in Chapter 140** is vested with the Dog Officer, any police officer of the Town of Boxborough, in an emergency, or any other person so appointed by the Board of Selectmen. In order to carry out this responsibility effectively they are empowered to:

1. Consider all complaints that the bylaw or other provisions of the General Laws relating to dogs have been violated;
2. Catch and impound dogs, order dogs muzzled or restrained, dispose of dogs, issue citations for violations of the bylaw, or take such other actions as shall be necessary to enforce the bylaw and the provisions of the General Laws.
3. ***Any person may make a complaint in writing to the selectmen to request a public hearing concerning any dog owned or harbored within the Town of Boxborough that is a nuisance as defined in section E of this bylaw. The selectmen shall investigate, or cause to be investigated, such complaint, including an examination on oath of the complainant, and, after a hearing on the complaint, may make such order concerning the restraint or disposal of such dog as may be deemed necessary. Violations of such orders shall be subject to the enforcement provisions of section D of this bylaw.***

D. Fines

The provisions of Non-Criminal Disposition, General Law Chapter 40, Section 21D may be used to enforce this bylaw. The Dog Officer, any police officer of the Town of Boxborough or any other person so appointed by the Board of Selectmen may issue notices of violation of bylaw. The fines for such violations, **per dog**, shall be as follows:

First offense (in any calendar year):	Written warning, no fine
Second offense (in any calendar year):	Fifteen Dollars (\$15.00)
Third offense (in any calendar year):	Twenty-five Dollars (\$25.00)
Subsequent offenses (in any calendar year):	Fifty Dollars (\$50.00) for each offense.

Further, if the owner or keeper of a dog be a minor, the parent or guardian of such a minor shall be held liable for any violation of this bylaw.

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within

twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the commercial kennel or animal hospital a boarding charge of not less than ten dollars (\$10.00) per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

E. Good Behavior Abatement

After a period of three (3) years from the date of the last violation, any subsequent offenses will be treated as new offenses under Section D.

F. Definitions of Terms Used in Dog Control Bylaw

"Nuisance:" any dog shall be deemed a nuisance for having bitten or attacked or threatened the health or safety of any person when said dog is on property other than that of the owner or keeper; or for chasing, jumping upon, or running into any person on foot or on bicycle or in vehicle upon a public way open to public travel; or for having killed or maimed any domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper; or for having damaged or littered property other than that of the owner or keeper; or for running free on school property during school hours; except those animals certified to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.

"Go at large:" any dog shall be deemed at large if said dog is outside the boundaries of the property of its owner or keeper and not under the direct care and control of a person demonstrating the ability to properly care and control the animal.

"Nuisance:" any dog shall be deemed a nuisance for, but not limited to, the following reasons:

- biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper***
- excessive barking, howling, or other noises that disturb neighbors or others in close proximity***
- chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper***
- chasing or jumping upon any person or vehicle on a public way***
- attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper***
- damaging or defecating on property other than that of the owner or keeper***
- running free on school property during school hours; except those animals certified to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.***

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

The updates to the dog control bylaw are proposed in order to incorporate provisions of state laws requiring control of dogs and to include some specific measures for the town of Boxborough regarding control of inappropriate behavior by dogs and their owners. As such, these changes put more teeth in the existing Boxborough dog control bylaw. These control measures, including a revised fine structure, were discussed and agreed at a public hearing conducted on 22 March 2010. These updated measures will provide more flexibility to the dog officer and to the Board of Selectmen in dealing with complaints issued by citizens concerning nuisance behavior by dogs.

The Finance Committee recommends.

ARTICLE 19 AMEND DOG LICENSING BYLAW

(Majority vote required)

To see if the Town will vote to amend the Dog Licensing Bylaw as indicated by the highlighted text below; deletions are indicated by strikethrough and new text has been emboldened and italicized; or take any other action relative thereto.

Section 1. All dogs owned or kept in the Town of Boxborough shall be licensed by the Town Clerk beginning January 1st and not later than March 10th of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its owner's or keeper's property.

Section 2. Fees for dog licenses are:

Neutered	\$10.00
Un-neutered	\$15.00
Kennel up to 4 dogs	\$25.00
Kennel 5 to - 10 dogs	\$50.00
Kennel 11 + dogs and over	\$75.00

Pursuant to MGL c. 140, §139, which was accepted by vote of Town Meeting on May 12, 2003, no fee shall be charged for a license for a dog owned by a person aged 70 and older.

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog ***by the March 10 deadline*** ~~within the time prescribed by law in any year,~~ shall be subject to a penalty of five ~~(\$5.00)~~ ***dollars (\$5.00)*** to be payable to the Town Clerk ~~upon demand by the Dog Officer~~ in addition to the license fee; ~~and~~ said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.

Section 4. Any person who ***by March 20*** fails to license a dog which is owned or kept in the Town of Boxborough ~~within ten (10) days after demand made by the Dog Officer~~ shall be subject to a penalty of twenty-five ~~(\$25.00)~~ ***dollars (\$25.00)*** to be collected as provided ~~by law, or take any other action in relation thereto in Section 3 of this bylaw.~~

Section 5. ***Any person who by March 30 still has failed to license a dog in accordance with this bylaw shall be sent a demand notice by certified mail by the Dog Officer. The owner or keeper of the dog shall be subject to a penalty of twenty-five dollars (\$25.00) in addition to the license fee and cost of certified postage. Any person who fails to license a dog after a demand notice is sent shall be subject to an enforcement action by the Boxborough Police Department which may include enforcement litigation brought in a court of competent jurisdiction.***

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

The changes to the dog licensing bylaw have been proposed in order to clarify and document what town policies for dog licensing have been for a number of years. Specific requirements for rabies vaccination (both town and state mandated) are included as are specific procedures that apply to required dates for licensing. These changes were identified and described in detail and agreed at the public hearing conducted on 22 March 2010.

The Finance Committee recommends.

ARTICLE 20 CHANGE APPOINTING AUTHORITY OF RECREATION COMMISSION

(Majority vote required)

To see if the Town will vote to change the appointing authority of the Recreation Commission as voted at a Special Town Meeting on December 16, 1963 from the Moderator to the Board of Selectmen; or take any other action relative thereto.

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

The Recreation Commission was established by Town Meeting in 1963 and grew out of a Water Safety Program Committee which, together with the Red Cross, jointly sponsored a summer water safety program at Walden Pond in Concord. The Town established the Commission to be under the appointing authority of the Moderator. Typically, the Moderator appoints members to a committee that must remain neutral to elected boards. A prime example is the appointment of the Finance Committee. Massachusetts general laws allows the establishment of a recreation commission to be under the Board of Selectmen, which seems to be a more appropriate authority given the operations of the Commission and its programs, which use resources that are under the jurisdiction of the BoS.

The Finance Committee recommends.

There is no immediate financial impact to the town.

**ARTICLE 21 GENERAL BYLAW - PLANNING BOARD REGULATION OF STONE WALLS
ALONG PUBLIC WAYS**

(Majority vote required)

To see if the Town will vote to adopt a general bylaw, *Planning Board Regulation of Stone Walls along Public Ways*, as worded below, to authorize the Planning Board to regulate stone walls along public ways; or take any other action relative thereto.

Section 1: AUTHORITY

This Bylaw is adopted pursuant to the Town’s Home Rule authority under Section 8 of Article 89 of the Amendments to the Massachusetts Constitution and the Town’s general powers under G.L. c. 40, §21(1).

Section 2: PURPOSE

The purpose of this Bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and character of public ways in the Town by regulating the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways. Additionally, this Bylaw is intended to set forth the process for obtaining Planning Board (the Board) approval for such activities.

Section 3: DEFINITIONS

The following terms contained in this Bylaw shall mean and be construed as follows:

3.1 Town Way

Shall mean the entire right-of-way of any way in the Town of Boxborough which has been either laid out and accepted as a public way by statutory process, or has been used by the general public and maintained by the Town as a public way, but shall not include State highways. When the boundary of the Town Way is uncertain, so that a dispute arises as to whether or not certain stone walls or portions thereof are within or on the boundary of the way, the stone walls shall be presumed to be within or on the boundary of the way unless the contrary is shown by survey.

3.2 Stone Wall

Shall mean a man-made continuous grouping of stones forming a straight or curved line.

3.3 Removal, Tearing Down, or Destruction of Stone Walls

Shall mean any act to remove stones; to move stones except for the purposes of repair or maintenance; to cover over stones with non-stone materials or paint; to bury stones; or any other act by which a stone wall or portion thereof is removed, broken down, relocated, or obscured with other materials.

3.4 Preservation

Shall mean the act or process of applying measures necessary to sustain the historic form, integrity and material of an existing stone wall.

3.5 Construction

Shall mean the act or process of creating, by means of new construction, a stone wall.

Section 4: APPLICABILITY

Preservation of existing stone walls shall be exempt from review and approval by the Board.

Prior written approval of the Board in accordance with the provisions of this Bylaw shall be required for:

- 4.1. The removal, tearing down, or destruction of stone walls or portions thereof within or on the boundary of any Town Way.
- 4.2. The construction of a new stone wall within or on the boundary of any Town Way.

Section 5: PROCEDURES

5.1 Application

Any person, organization, municipal agency, utility or other entity intending to undertake any of the activities described in Section 4 of this Bylaw shall, prior to proceeding with such activity, file a written application for approval with the Board, providing details about the proposed activity and its location.

5.2 Public Meeting and Notice

Upon receiving an application under this Bylaw, the Board shall promptly schedule a public meeting with a notice of the meeting sent to abutters within 300 feet and posted in the Town Hall at least fourteen days prior to the meeting. The meeting notice shall specify the time, date, place and purpose of the meeting, and shall include a brief description of the action proposed and its location. Copies of the meeting notice shall also be sent to the Board of Selectmen, the Public Works Director/Tree Warden, and the Building Inspector.

Conformance with the requirements of this Bylaw will not relieve the applicant from the necessity of complying with all other applicable Town and State laws including, but not limited to, the Boxborough Driveway Approach Bylaw, the Public Shade Tree law, G.L. c. 87, §1, et seq. and the Scenic Roads law, G.L. c. 40, §15C; provided, however, that the Board may consolidate its meeting under this Bylaw with any hearing required under the Scenic Roads law.

Section 6: COMPENSATORY ACTIONS

Since the purpose of this Bylaw is to protect the scenic quality and character of the Town Ways, the Board may require, as conditions of approval, measures to avoid or reduce visual impacts resulting from alteration of existing stone walls. Such measures may include, but are not limited to, requirements for the redesign or relocation of a proposed driveway entrance, the relocation or reconstruction of portions of stone walls which are proposed to be removed or torn down, or the repair or restoration of portions of stone walls which, although not proposed under the application to be removed or torn down, have fallen into disrepair or have been previously torn down, removed or destroyed.

Section 7: ENFORCEMENT

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

The Planning Board recommends.

The Finance Committee recommends.

There is no immediate financial impact to the town.

ARTICLE 22 ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 7300 Flood Plain District by amending Subsection 7302(1) Existing Regulations, Subsection 7304 Flood Plain District and Subsection 7305 Regulations and by inserting a new Subsection 7306 Notification of Watercourse Alteration as shown in bold italics:

7300 FLOOD PLAIN DISTRICT

7302 Existing Regulations

All development in the district including structural and nonstructural activities whether permitted by right or by special permit must be in compliance with the following regulations:

- (1) 780 CMR 2101.G0 (Flood Resistant Construction) of the Massachusetts State Building Code which address flood plain and coastal high hazard areas.

7304 Flood Plain District

The Flood Plain District includes all special flood hazard areas within the Town of Boxborough designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town are panel numbers 25017C0218E, 25017C0219E, 25017C0238E, 25017C0331E, 25017C0332E, 25017C0333E, 25017C0334E, 25017C0351E and 25017C0353E dated June 4, 2010. The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Inspector of Buildings.

~~Said district includes all special flood hazard areas designated as Zone A, A1-30 on the Boxborough, MA Flood Insurance Rate Maps (FIRM), and the Flood Boundary and Floodway Maps, dated May 8, 1978, and effective date September 15, 1978, revised on September 8, 1999, on file with the Town Clerk, Planning Board, and Inspector of Buildings. These maps as well as the accompanying Boxborough, MA Flood Insurance Study dated March 1978, and revised September 8, 1999, are incorporated herein by reference.~~

7305 Regulations

The following requirements apply in the Flood Plain District:

- (1) Within Zones A, ~~A1-30~~ and AE where the base flood elevation is not provided, the best available Federal, State, local, or other floodway data shall be used to determine the 100-year flood elevation.
- (2) In Zones A, ~~A1-30~~ and AE no encroachments, including fill, new construction, substantial improvements, or other development shall be made in such floodway unless certifications by a registered professional engineer or architect are provided by the applicant to the Inspector of Buildings proving that the proposed encroachment, construction, improvement or development will not result in any increase in the water surface elevation of the 100-year flood.

7306 Notification of Watercourse Alteration

In a riverine situation, Conservation Commission shall notify the following of any alteration or relocation of a watercourse:

- ***Adjacent Communities***

- *NFIP State Coordinator
Massachusetts Department of Conservation and Recreation*
- *NFIP Program Specialist
Federal Emergency Management Agency, Region I*

Or take any other action relative thereto.

Explanation

Participation in the National Flood Insurance Program (NFIP) is based on an agreement between local communities and the Federal Government that states if a community will adopt and enforce a floodplain management ordinance to reduce flood risks to new construction (or substantial improvements) in Special Flood Hazard Areas (SFHAs), the Federal Government will make flood insurance available within the community as financial protection against flood losses.

The Federal Emergency Management Agency (FEMA) has recently completed a Flood Insurance Study for Middlesex County as part of an update from paper Flood Insurance Rate Maps (FIRM) to digital maps and updated the NFIP regulations. Prior to June 4, 2010, Boxborough is required to adopt the new FIRM Maps and revised NFIP regulations.

If the Town does not adopt the effective maps and comply with these regulations, it will be suspended from the NFIP. If the Town is suspended, no federally backed flood insurance is available to residents or business owners. If required by lenders, insurance would have to be purchased on the private market where it will be 3-4 times higher. A community would no longer be eligible for financial assistance for the permanent repair or reconstruction of insurable buildings in the SFHA from the Federal Government if a Presidentially Declared disaster occurs as a result of flooding.

The Planning Board recommends.

The Finance Committee recommends.

There is no immediate financial impact to the town.

ARTICLE 23 ZONING BYLAW AMENDMENT – AMEND SECTION 8004 UNDER SITE PLAN APPROVAL

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 8004 Substantial Alteration to add the following paragraph at the end of said section:

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.

Explanation

This amendment helps clarify the circumstances under which Site Plan Review must take place as well as those instances where Site Plan is not necessary. The Planning Board is seeking to include this amendment because it provides a mechanism in which the Board may waive certain site alterations from Site Plan Review.

The Planning Board recommends.

The Finance Committee recommends.

There is no immediate financial impact to the town.

**ARTICLE 24 ZONING BYLAW AMENDMENT – AMEND ZONING BYLAW SECTION 2100
DEFINITIONS AND SECTION 4107(1)(B)(2) ACCESSORY APARTMENT**

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding the definition of “Habitable Space” and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, and to amend Section 4107(1)(b)(2) Accessory Apartment by replacing the words “Gross Floor Area” with the words “Habitable Space” as follows:

2136 *Habitable Space shall mean a space in a building for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility closets and similar areas are not considered habitable spaces.*

Section 4107(1)(b)(2)

2. The accessory apartment shall be a use secondary and incidental to the single-family dwelling on the lot, and shall contain no more than 600 square feet of ***Habitable Space*** ~~Gross Floor Area~~.

Or take any other action relative thereto.

Explanation

Since the passage of the accessory apartment bylaw in 2007, there have been issues with the calculation of the maximum area of the accessory apartment. Pursuant to the Building Code, Gross Floor Area is measured from the outside wall to outside wall of a structure. This can significantly reduce and limit the actual living area of the accessory apartment. The proposed Bylaw amendment provides better definition of the maximum square footage of the accessory apartment without significantly changing the original intent that accessory apartments are to be secondary and incidental to the single family use.

The Planning Board recommends.

The Finance Committee recommends.

There is no immediate financial impact to the town.

ARTICLE 25 ACCEPT MGL CH 32B § 20 ESTABLISHMENT OF OPEB TRUST FUND**

(Majority vote required)

To see if the Town will vote to accept the provisions of MGL c. 32B, §20, which will allow for the establishment of an Other Post Employment Benefits Liability Trust Fund (OPEB); or take any other action relative thereto.

Summary

The Governmental Accounting Standards Board (GASB) established a standard, known as GASB 45, which requires that government entities disclose the potential cost of post-retirement benefits as a liability on their financial statements. In 2009, an actuarial consultant prepared an actuarial study which provided the town with a detailed analysis of the unfunded liability of health care and other post-employment benefits. The establishment of this trust fund will provide a mechanism for housing the monies to fund the actuarial liability. Future Town Meetings may vote to appropriate amounts to be credited to the Trust Fund, for which the Town Treasurer shall be the custodian.

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

The Finance Committee recommends.

There is no immediate financial impact to the town by establishing an OPEB Trust Fund. In addition to pension benefits, the town provides retired employees with health care and life insurance benefits and costs are accounted for on a pay-as-you-go basis. While the new accounting standards under GASB 45 do not require pre-funding of these liabilities, we may elect to do so at some point in the future. In the event that the Town does elect to make these voluntary contributions, the funds set aside will be deposited in this Trust Fund. The recently completed \$1.3 MM Bond Offering has a disclosure that states that our unfunded OPEB liability as calculated by the actuary we hired in 2009 is \$7,300,000. It should be noted that this is based upon the assumption that all current employees will retire from the Town of Boxborough and take the town's health care and life insurance benefits.

ARTICLE 26 REVOLVING FUND – COMMUNITY GARDENS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for purposes of receiving fees from the rental of plots at the Community Gardens and paying expenses directly attributable to the management and care of those Community Gardens up to Two Thousand Dollars (\$2,000), to be under the direction of the Agricultural Commission 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 2011 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 (4 – 0).

The Finance Committee recommends.

There is no immediate financial impact to the town.

ARTICLE 27 CLOSE OUT OLD ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Two Thousand Thirteen Dollars and Ninety-four Cents (\$2,013.94), more or less, as voted by past Town Meetings, or take any other action relative thereto.

The articles to be closed are indicated below:

Article #		Description	Amount
Article 23	May 1995 (ATM)	Lay Out of South Cemetery	\$536.87
Article 8	May 2008 (ATM)	Consultant – Feasibility Study Stow Road property & Existing Municipal Property Evaluation	295.65
Article 10	May 2008 (ATM)	GASB45 Actuarial Study	500.00
Article 12	May 2008 (ATM)	Cap Imp – Police Station Computer Room	15.00
Article 11	May 2009 (ATM)	Public Works Dept. “Stander” Commercial Lawnmowers	666.42
			Total: <u> \$2,013.94</u>

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

The Finance Committee recommends.

This article closes out existing articles voted at previous town meetings and allows the unused funds to be used for future articles.

ARTICLE 28 REVOLVING FUND - ELECTRICAL INSPECTION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 29 REVOLVING FUND - PLUMBING AND GAS INSPECTION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 30 REVOLVING FUND - FIRE ARMS PERMITS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 31 REVOLVING FUND - LIBRARY FINES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012 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.

ARTICLE 32 REVOLVING FUND - DOG LICENSE FEES**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 33 REVOLVING FUND – STEELE FARM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 34 REVOLVING FUND – INTEGRATED PRESCHOOL PROGRAM**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 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 2011 be carried over into fiscal year 2012; 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.

ARTICLE 35 REVOLVING FUND – CONSERVATION COMMISSION**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 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 2011 be carried over into fiscal year 2012 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

The Conservation Commission recommends (5 – 0).

ARTICLE 36 REVOLVING FUND – GIS ASSESSOR MAPS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 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 2011 be carried over into fiscal year 2012 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 37 REVOLVING FUND – SENIOR VAN**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 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 2011 be carried over into fiscal year 2012 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

ARTICLE 38 REVOLVING FUND - FIRE ALARM SYSTEM MAINTENANCE**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to reauthorize 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 2011 be carried over into fiscal year 2012 to pay for inspections for permits not yet completed; or take any other action relative thereto.

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

The Finance Committee recommends.

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.

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

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

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

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

The Finance Committee recommends.

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 (4 – 0).

The Finance Committee recommends unanimously.

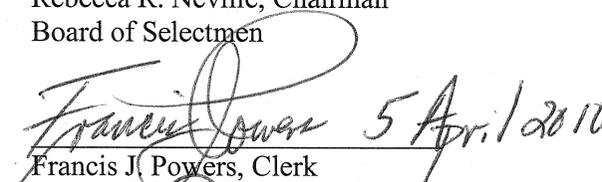
Passage of said article would enable the Town to raise and appropriate funds necessary to make highway improvements for roads throughout the Town under the authority of Massachusetts General Law Chapter 90. Said funds raised and appropriated by the Town would be reimbursed by the Commonwealth of Massachusetts.

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

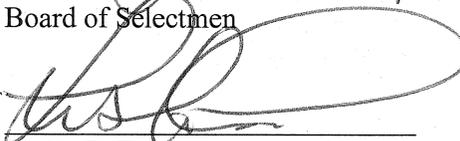
Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 23, 2010.



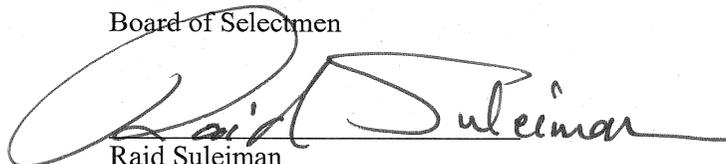
Rebecca R. Neville, Chairman
Board of Selectmen



Francis J. Powers, Clerk
Board of Selectmen



Leslie R. Fox
Board of Selectmen



Raid Suleiman
Board of Selectmen

REPORT OF THE FINANCE COMMITTEE

Overall Town Finances

The most important issues addressed by the Finance Committee and other Town officials in the first months of calendar 2010 was minimizing 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 a portion of the operating budget out of our “free cash.” A few key issues impacting the budget follow:

- Salaries including overtime have approximately stayed flat over three years.
- Employee benefits (largely health insurance) costs rising at 5.1% for this year.
- The Town budget includes assessments which are outside the direct control of Town officials including debt service (principal and interest), the Minuteman assessment, and the regional school assessment.
- A planned 4% decrease in state aid increases the portion of the total operating budget covered by the property tax levy.
- Low rate of new construction.
- Continued slow commercial development activity, shifting a greater burden to the residential property taxpayer.
- Continued low number of local permit receipts associated with slowed development activity, further increasing the burden on the property tax levy.
- A desire to generally maintain the current level of Town services to the community.

All of these issues combine to provide upward pressure on the tax rate. The median house price is forecasted to be unchanged at \$506,349 and combined with little new development equates to a flat town valuation. As will be described further on in greater detail, it is difficult to discern any trends in other revenue sources or new revenue sources that will reduce the upward pressure on the Town’s property tax levy in the coming years.

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

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

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

Before considering the FY '11 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 \$506,349).

Estimated Tax Rate and Average Tax Bill for FY '11 as Compared to FY '10

	FY '10	FY '11
Tax Levy	\$15,895,590	\$16,347,572
Valuation	\$961,330,741	\$968,330,741
Tax Rate	\$16.53	\$16.88
Avg. Valuation	\$506,349	\$506,349
Avg. Tax Bill *	\$7,868	\$8,548

*Median house – \$506,349 per Assessor best estimate

Current Estimates of FY '11 Operating Budget Categories

Budget Category

General Government	\$828,040
Protection	\$2,145,641
Blanchard School	\$5,360,590
Minuteman Technical School	\$344,924
A/B Regional School	\$5,889,123
Public Works	\$929,668
Cultural, Recreation, Library	\$349,857
Health	\$88,671
Reserve Fund	\$185,000
Debt Service	\$1,386,207
Employee Benefits	\$2,016,406
Total Operating Budget	\$19,524,127

ATM warrant article within 2 1/2	\$58,549
Overlay Reserve*	\$175,000

Total Budget including all warrant articles **\$19,757,676**

* Best estimate, not determined as of this report

We now turn to how the Town pays its bills. The sources of funds available to Boxborough are limited to the following categories, with the following estimated amounts for FY '11.

Current Estimated Revenues and Cash Contributions to Balance Operating Budget

Revenue Sources	Revenue
Maximum Allowable Tax Levy (Prop. 2 1/2)*	\$16,347,572
Net State Aid (less Cherry Sheet assessments)	\$1,483,007
State Aid (construction reimbursement)	\$284,092
Local Receipts (Excise tax, permits)	\$1,423,000
Bond Premium used to fund debt expense	\$0
Overlay Reserve released to fund budget	\$0
Stabilization fund – warrant articles	\$0
Free Cash	\$220,005
Total revenue source, operating budgets	\$19,757,676

* Estimated at Time of Writing

In addition to the operating budget issues outlined above, voters should be aware that there are \$58,549 “money” articles on the Annual Town Meeting warrant, over and above the operating budget requested in Article 5 along with a reallocation of funds from pre-existing bonds. A brief description of these articles, dollar amounts requested, and proposed sources of funding are shown on the following table:

Proposed Warrant Article Expenditures and Sources of Funds

Article	Description	Amount	Tax impact per \$1,000	Tax impact for median house	Funding Source
6	Borrowing authorization (feasibility study) for Minuteman ***	\$14,480	\$0	\$1.51	Free cash
8	Fire - bill from previous year	\$1,558	\$0	\$.81	Free cash
9	Police - station maintenance	\$2,500	\$0	\$1.31	Free cash
10	Fire – personal protective equipment	\$20,000	\$.02	\$10.46	Free cash
11	Fire – hardware, support and training for existing notebook PC’s	\$12,000	\$.01	\$6.27	Free cash
12	Town Hall/Police Station infrastructure improvements, to be funded by transferring a portion of remaining bond proceeds from affordable housing project	\$30,000*			Existing funds
15	Additional hours for DPW/Fire Admin support	\$20,991	\$.02	\$10.98	Free cash
16	Town clerk outdoor sign for posting notices per MGL	\$1,500	\$0	\$.78	Free cash
	Total	\$103,029			

***already funded and no impact to the tax rate**

**** paid out of free cash and no tax impact**

***** paid out over 5 years starting in FY 2012**

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 2010 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 should be reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article in the first year and then will be added to the operating budgets in follow-on years.
- The Finance Committee made an effort to keep all non-salary expenses flat in the FY2011 budget.

Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.
- FY2011 starts a new capital planning process and will happen each year ad infinitum.
- The warrant will include a 10-year rolling plan for projected capital needs.
- The table shows the projected item and the year in which the item is planned to be purchased.

Debt Management

- Debt service should not exceed 10% of revenues.

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

Conclusions

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

FY2011 Proposed Capital Plan

Dept.	FY2010	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017- FY2021
Town Hall	\$0	\$25,000	\$55,000	\$91,000	\$12,000	\$26,250	\$0	\$103,000
Police	\$90,800	\$40,500	\$40,000	\$53,000	\$46,000	\$35,000	\$38,000	\$207,000
Fire	\$0	\$32,000	\$100,000	\$750,000	\$200,000	\$80,000	\$0	\$1,000,000
Blanchard	\$124,000	\$5,000	\$17,500	\$160,000	\$10,000	\$35,000	\$70,000	\$310,000
Library	\$0	\$0	\$15,000	\$15,000	\$0	\$24,000	\$0	\$0
DPW	\$15,000	\$0	\$276,000	\$163,000	\$0	\$75,000	\$180,000	\$225,000
Transfer Station	\$0	\$0	\$14,000	\$0	\$0	\$0	\$0	\$0
Conservation	\$0	\$0	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Recreation	\$0	\$0	\$0	\$0	\$0	\$25,000	\$0	\$0
BOH	\$0	\$250,000	\$0	\$0	\$0	\$0	\$0	\$0
Cemetery	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Dispatch	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Historical Museum	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Housing	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Total	\$229,800	\$352,500	\$522,500	\$1,237,000	\$273,000	\$305,250	\$293,000	\$1,825,000

The capital planning summary above will provide Boxborough citizens with a glimpse of potential future capital expenditures for equipment and infrastructure improvements in the near-term (5 years) as well as a look further out to 2021. The plan will be reviewed and updated annually in conjunction with the Town's debt schedule, and will provide an essential tool to guide Town Meeting in future planning and decision making. It is intended to make citizens aware of the essential projects that may need to be deferred due to financial constraints. At May's Annual Town Meeting, the Finance Committee will provide a brief presentation and further detail about the components of the plan. The presentation will be available on the Town's website after Town Meeting.

TOWN OF BOXBOROUGH TOWN MEETING: A GUIDE FOR RESIDENTS

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

WELCOME TO TOWN MEETING.

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

Remember: YOU Are the Town Government.

What is Town Meeting?

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

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

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

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

What is the Warrant?

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

What about the Election?

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

Who Participates in Town Meeting?

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

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

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

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

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

Finance Committee: This branch of Town 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 Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

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

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

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

What Happens at Town Meeting?

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

Motion: First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken with regard to the article. The motion is then seconded. Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article 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 (on the Annual Town Meeting warrant), the operating budget for the Town, is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department’s budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the school budget is voted by Town Meeting.

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

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

Selected Common Parliamentary Motions:

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

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

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

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

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

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

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

Point of order: This is the one time that a speaker 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.

<input type="checkbox"/> I move to amend Article _____ by striking the words _____ _____ _____
and by substituting the words _____ _____ _____

<input type="checkbox"/> I move to amend Article _____ by striking in its entirety {Section Paragraph} # _____ and by substituting in its place the following: {Section Paragraph} # _____ _____ _____ _____
--

<input type="checkbox"/> 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.**