



TOWN OF BOXBOROUGH

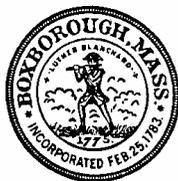


**Please bring this Warrant
to the Annual/Special Town Meeting**

**Commencing Monday, May 9, 2011, 7 PM
Blanchard Memorial School Gymnasium**

**Annual Town Election
Monday, May 16, 2011, 7 AM – 8 PM
Boxborough Town Hall**

Cover Artwork by Joseph F. Chalupa



**TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 9, 2011
LIST OF ARTICLES**

SPECIAL TOWN MEETING

1. AMEND FY 2011 OPERATING BUDGET

ANNUAL TOWN MEETING

- 1. CHOOSE TOWN OFFICERS**
- 2. HEAR AND RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF OFFICERS**
- 4. PERSONNEL ADMINISTRATION PLAN CHANGES**
- 5. TOWN OPERATING BUDGET**
- 6. SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - CONTINUE EXPLORATION
OF JOB SHARING^{ΔΔ}**
- 7. SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE – CONTINUE EXPLORATION
OF K - 12 REGIONALIZATION WITH ACTON^{ΔΔ}**
- 8. SENSE OF THE MEETING – HUNTING ON TOWN-OWNED LAND^{ΔΔ}**
- 9. AN ACT AMENDING CHAPTER 372 OF THE ACTS OF 1963 RELATIVE TO THE RIGHTS
OF THE WATER SUPPLY DISTRICT OF ACTON TO ACQUIRE ANY WATER SOURCE IN
THE TOWN OF BOXBOROUGH**
- 10. TRANSFER TO STABILIZATION FUND**
- 11. POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER**
- 12. CAPITAL EQUIPMENT ACQUISITION - TOWN HALL – PRINTER PLOTTER**
- 13. TOWN HALL - GASB 45 ACTUARIAL CONSULTANT**
- 14. CAPITAL IMPROVEMENTS – POLICE STATION**
- 15. CAPITAL EQUIPMENT ACQUISITION - TOWN HALL, DISPATCH, POLICE AND FIRE
TELEPHONE SYSTEMS**
- 16. CAPITAL EQUIPMENT ACQUISITION - FIRE DEPARTMENT COMMAND VEHICLE**
- 17. CAPITAL IMPROVEMENTS – FIRE DEPARTMENT – REPLACE ROOF AND INSULATION**
- 18. CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS -
LAWNMOWER & EQUIPMENT TRAILER**

19. CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS – ONE-TON DUMP TRUCK
20. CAPITAL EQUIPMENT ACQUISITION – REPLACE TWO DUMPSTERS
21. BLANCHARD MEMORIAL SCHOOL - FIRE SAFETY ENGINEERING CONSULTANT
22. CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL GYMNASIUM STAGE FLOORING
23. CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL – CLASSROOM CARPETING
24. CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL - PLAYGROUND SAFETY IMPROVEMENTS
25. CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING
26. ACQUISITION OF SIDEWALK EASEMENT
27. CONSERVATION TRUST FUND
28. AMEND NOTICE OF TOWN MEETING BYLAW
29. AMEND FINANCE COMMITTEE BYLAW
30. AMEND FIRE ALARMS AND PROTECTIONS SYSTEM BYLAW
31. ROAD ACCEPTANCE – WINDERMERE DRIVE
32. ADJUST SENIOR CITIZEN TAX WORK-OFF ABATEMENT**
33. CLOSE OUT OLD ARTICLES**
34. PERSONAL REAL ESTATE EXEMPTIONS**
35. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
36. REVOLVING FUNDS**

LEGEND

- ΔΔ** SENSE OF THE MEETING
****** CONSENT AGENDA



BOXBOROUGH SPECIAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2011 at 7:00 p.m. to act on Article 1 of this Special Town Meeting Warrant.

ARTICLE 1 AMEND FY 2011 OPERATING BUDGET

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Eighty-Two Thousand Dollars (\$82,000), more or less, to provide for the operations and expenses of the Town for the fiscal year beginning July 1, 2010 by amending the operating budget as voted under Annual Town Meeting Article 5 on May 10, 2010 by adjusting the line item as indicated below; or take any other action relative thereto.

Line Item #	Description	Appropriated at ATM 5/10/10	Proposed Increase/ <Decrease> Appropriation	Total FY 11 Allocation
300	Total Expenses – Blanchard School	\$5,360,590	\$82,000	\$5,442,590

The School Committee recommends unanimously (5 – 0).

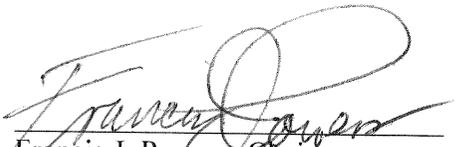
The Boxborough School Committee voted unanimously to support the appropriation of \$82,000 to be added to the FY '11 school operating budget to address an unexpected Special Education tuition and to fix the budget as some grants were inadvertently included twice in the FY2011 budget.

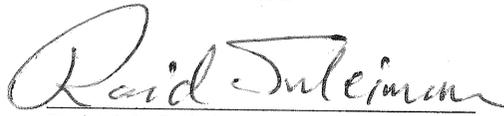
The Finance Committee recommends (5 - 0).

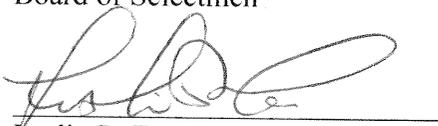
During the FY2011 budgeting process some grants were inadvertently included twice in the budget. This issue was discovered by the current business manager during the FY2012 budget process. We believe that this is a necessary expense. This item will be funded by free cash.

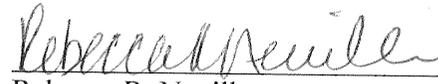
You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2011.


Francis J. Powers, Chairman
Board of Selectmen


Raid M. Suleiman, Clerk
Board of Selectmen


Leslie R. Fox
Board of Selectmen


Rebecca R. Neville
Board of Selectmen


Christine L. Robinson
Board of Selectmen



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2011 at 7:00 p.m. to act on Articles 2 through 36 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 16th day of May, 2011 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#32 through #36, 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 31.

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

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

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

Additionally, on this year's warrant are three sense of the meeting motions, indicated by a double triangle. It is intended that these motions will be discussed at the beginning of the second night of Town Meeting.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term

Two Board of Selectmen members, for a three-year term

One Board of Health member for a three-year term

Two Library Trustees, each for a three-year term

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

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

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 2010 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting; or take any other action relative thereto.

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

The Finance Committee recommends (8 – 0).

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, 2011 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$59,473.87/year
Town Clerk	\$40,144.86/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

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

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

The Finance Committee recommends (8 – 0).

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 with the exception of the following positions on the Intermittent Schedule, which are indicated by highlighting:

The compensation for Registrar Chairperson, Clerk of Elections, Election Worker and Registrar Member has been maintained at the FY 2011 level.

The compensation for Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page and Junior Library Page has been reduced to levels consistent with other Massachusetts communities.

In the past several years, the compensation for the above-mentioned positions had continued to increase at the same rate as all positions generally, and as a result, the compensation for these positions had grown out-of-step with the norm.

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

The Board of Selectmen recommends the proposed changes to the Personnel Plan. The BoS feels the 1% increase to the majority of positions is fair. We applaud the Personnel Board for researching and adjusting a number of seasonal and intermittent staff salaries.

The Finance Committee recommends (8 – 0).

The Personnel Board recommends (3 – 0).

FY 2012 Compensation of Positions - Schedule B

Position Title	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>	<u>Step G</u>
<u>Salaried (Exempt) Employees</u>							
Grade 60	55,639.39	57,586.76	59,602.30	61,688.38	63,847.47	66,082.14	68,395.01
Inspector of Buildings/Code Administration Officer							
Town Accountant							
Town Assessor							
Town Planner							
Town Treasurer							
Grade 50	48,382.03	50,075.40	51,828.04	53,642.02	55,519.49	57,462.67	59,473.87
Grade 40	43,195.91	44,707.77	46,272.54	47,892.08	49,568.30	51,303.19	53,098.81
Grade 30	38,571.25	39,921.25	41,318.49	42,764.64	44,261.40	45,810.55	47,413.92
Grade 20	34,435.21	35,640.45	36,887.86	38,178.94	39,515.20	40,898.23	42,329.67
Grade 10	31,310.69	32,406.56	33,540.79	34,714.72	35,929.73	37,187.27	38,488.83
<u>Hourly (Non-Exempt) Employees</u>							
Grade 60	\$26.74	\$27.68	\$28.65	\$29.65	\$30.69	\$31.76	\$32.88
Grade 50	\$23.27	\$24.08	\$24.93	\$25.80	\$26.70	\$27.64	\$28.61
Council on Aging Coordinator							
DPW Foreman							
Grade 40	\$20.77	\$21.49	\$22.24	\$23.02	\$23.83	\$24.66	\$25.53
Youth Services Librarian							
Conservation Agent							
Grade 30	\$18.54	\$19.19	\$19.86	\$20.56	\$21.28	\$22.02	\$22.79
DPW Worker							
Department Assistant							
Technical Services Librarian							
Grade 20	\$16.55	\$17.13	\$17.73	\$18.35	\$19.00	\$19.66	\$20.35
Bldg. & Grounds Maint. Worker							
DPW Semi-Skilled Worker							
Transfer Station Operator I							
Senior Library Assistant							
Grade 10	\$15.06	\$15.59	\$16.13	\$16.70	\$17.28	\$17.89	\$18.51
Library Assistant							
Secretary							
Van Dispatcher							
<u>Per Diem Schedule (No Steps)</u>							
Fire Lieutenant/EMT	17.77						
Call Fighter/EMT	16.14						
Call Firefighter	16.14						
Special Police Officer	16.14						
Dispatcher	16.14						
<u>Intermittent Schedule (No Steps)</u>							
Cemetery Superintendent	8,476.34						annually
Cemetery Laborer	10.63						
Registrar Chairperson	900.34						annually
Clerk of Elections	11.43						
Election Worker	10.17						
Registrar Member	270.12						annually
Veterans' Agent	15.01						
Call Fire Chief	41.64						
Deputy Fire Chief	19.52						
Fire Captain	18.64						
Fire Lieutenant	17.78						
Call Firefighter/EMT	16.14						

Intermittent Schedule (No Steps) (continued)

Fire Department Chaplain	16.14	
Call Building Inspector	41.64	
Special Police Officer	16.14	
Lock-up Attendant	14.45	
Dispatcher	16.14	
Seasonal Maintenance Worker	13.17	
Snow Plower	20.87	
Seasonal Conservation Worker	12.34	
Assistant Building Inspector	25.67	
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	10,683.61	annually
Assistant Dog Officer	10.46	4 hour call min
Animal Control Officer	2,602.43	annually
Animal Inspector	958.78	annually
Fence Viewer	40.00	annually
Field Driver	45.00	annually
Director of Summer Playground	18.79	
Director of Gymnastics	18.10	
Director of Winter Programs	18.10	
Lead Counselor	12.50	
Counselor	9.25	
Counselor-in-Training	min wage	[currently \$8.00]
Intern (Town Hall)	min wage	[currently \$8.00]
Library Page	min wage	+.50, i.e. 8.50
Junior Library Page	min wage	[currently \$8.00]
Van Driver	12.86	

NOTE

*Fee maximum is 1% of FY11 levy (or \$163,995.26)

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 2011	FY 2012
DPW Director	Contract expires 6/30/11	76,508.00	77,273.08
Fire Chief	Contract expires 6/30/12	88,267.21	TBD
Library Director	Contract expires 12/31/11	70,070.00	TBD
Police Chief	Contract expires 6/30/11	95,000.00	95,950.00
Town Administrator	Contract expires 6/30/13	90,021.37	91,000.00

Union Employees

Police Sergeant (Steps 1-3)	28.47	28.98	29.50				
Police Officer (Steps A1/A2-F)	20.87	21.60	22.35	23.14	23.95	24.79	25.65
Fire Lieutenant (Step A)	27.68						
Firefighter/EMT (Steps A-F)	20.81	21.54	22.29	23.07	23.88	24.71	
Dispatch Supervisor (Steps A-F)	19.06	19.72	20.42	21.13	21.87	22.63	
Dispatcher (Steps A-F)	17.23	17.83	18.46	19.11	19.77	20.47	

Elected Positions

	FY 2011	FY 2012
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)	58,885.01	59,473.87
Town Clerk (Grade 50)	38,403.27	40,144.86

ARTICLE 5 TOWN OPERATING BUDGET

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, or otherwise provide for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2011; or take any other action relative thereto.

The Finance Committee recommends (8 – 0).

The Finance Committee recommends this article unanimously. See the Finance committee report in the back of the warrant for more detail.

The Board of Selectmen recommends unanimously (5 – 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.

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS</u>	<u>FY12 VS</u>
					<u>FY11</u>	<u>FY11</u>
114	Total Salaries - Moderator	\$ -	\$ -	\$ -	\$ -	0.00%
114	Total Other Expenses - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
114	Total Expenses - Moderator	\$ 50	\$ 50	\$ 50	\$ -	0.00%
119	Total Salaries - Town Constable	\$ -	\$ -	\$ -	\$ -	0.00%
119	Total Other Expenses - Town Constable	\$ 97	\$ 175	\$ 175	\$ -	0.00%
119	Total Expenses - Constable	\$ 97	\$ 175	\$ 175	\$ -	0.00%
122	Total Salaries - Selectman	\$ 1,800	\$ 2,000	\$ 2,000	\$ -	0.00%
122	Total Other Expenses - Selectman	\$ 2,835	\$ 2,735	\$ 2,671	\$ (64)	-2.34%
122	Total Expenses - Selectman	\$ 4,635	\$ 4,735	\$ 4,671	\$ (64)	-1.35%
123	Total Salaries - Town Administrator	\$ 88,691	\$ 90,022	\$ 91,000	\$ 978	1.09%
123	Total Other Expenses- Town Administrator	\$ 2,625	\$ 2,500	\$ 2,550	\$ 50	2.00%
123	Total Expenses - Town Administrator	\$ 91,316	\$ 92,522	\$ 93,550	\$ 1,028	1.11%
131	Total Salaries - Finance Committee	\$ -	\$ -	\$ -	\$ -	0.00%
131	Total Other Expenses- Finance Committee	\$ 173	\$ 450	\$ 450	\$ -	0.00%
131	Total Expenses - Finance Committee	\$ 173	\$ 450	\$ 450	\$ -	0.00%
135	Total Salaries - Accountant	\$ 64,780	\$ 67,719	\$ 68,396	\$ 677	1.00%
135	Total Other Expenses- Accountant	\$ 24,935	\$ 24,936	\$ 25,736	\$ 800	3.21%
135	Total Expenses - Accountant	\$ 89,715	\$ 92,655	\$ 94,132	\$ 1,477	1.59%
141	Total Salaries - Assessor	\$ 36,838	\$ 34,200	\$ 34,200	\$ -	0.00%
141	Total Other Expenses-Assessor	\$ 9,225	\$ 13,025	\$ 9,600	\$ (3,425)	-26.30%
141	Total Expenses - Assessor	\$ 46,063	\$ 47,225	\$ 43,800	\$ (3,425)	-7.25%
145	Total Salaries - Treasurer	\$ 68,048	\$ 68,718	\$ 69,396	\$ 678	0.99%
145	Total Other Expenses-Treasurer	\$ 11,229	\$ 13,585	\$ 12,560	\$ (1,025)	-7.55%
145	Total Expenses - Treasurer	\$ 79,277	\$ 82,303	\$ 81,956	\$ (347)	-0.42%
146	Total Salaries - Tax Collector	\$ 59,302	\$ 59,886	\$ 60,475	\$ 589	0.98%
146	Total Other Expenses-Tax Collector	\$ 15,877	\$ 15,877	\$ 16,761	\$ 884	5.57%
146	Total Expenses - Tax Collector	\$ 75,179	\$ 75,763	\$ 77,236	\$ 1,473	1.94%
151	Total Salaries - Legal	\$ -	\$ -	\$ -	\$ -	0.00%
151	Total Other Expenses-Legal	\$ 62,719	\$ 64,000	\$ 64,000	\$ -	0.00%
151	Total Expenses - Legal	\$ 62,719	\$ 64,000	\$ 64,000	\$ -	0.00%
	141 - Assessor Other- Decrease in consulting fees					
	145 - Treasurer Other - Decrease in Tax Title Foreclosure					

	ACCOUNT NAME	FY2010 ACTUAL	FY2011 BUDGET	FY2012 BUDGET	\$ Change FY12 VS FY11	% Change FY12 VS FY11
152	Total Salaries - Personnel Board	\$ -	\$ -	\$ -	\$ -	0.00%
152	Total Other Expenses-Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
152	Total Expenses - Personnel Board	\$ 200	\$ 260	\$ 260	\$ -	0.00%
161	Total Salaries - Town Clerk	\$ 38,024	\$ 39,404	\$ 41,145	\$ 1,741	4.42%
161	Total Other Expenses-Town Clerk	\$ 2,182	\$ 2,000	\$ 2,250	\$ 250	12.50%
161	Total Expenses - Town Clerk	\$ 40,206	\$ 41,404	\$ 43,395	\$ 1,991	4.81%
162	Total Salaries - Elect & Regist	\$ 3,225	\$ 4,936	\$ 3,461	\$ (1,475)	-29.88%
162	Total Other - Elect & Regist	\$ 4,088	\$ 5,202	\$ 5,735	\$ 533	10.25%
162	Total Expenses - Elect & Regist	\$ 7,313	\$ 10,138	\$ 9,196	\$ (942)	-9.29%
171	Total Salaries - Conservation Comm	\$ -	\$ -	\$ -	\$ -	0.00%
171	Total Other - Conservation Comm	\$ 1,576	\$ 2,150	\$ 2,150	\$ -	0.00%
171	Total Expenses - Conservation Comm	\$ 1,576	\$ 2,150	\$ 2,150	\$ -	0.00%
175	Total Salaries - Planning Board	\$ 67,756	\$ 68,263	\$ 68,941	\$ 678	0.99%
175	Total Other - Planning Board	\$ 4,013	\$ 4,522	\$ 4,672	\$ 150	3.32%
175	Total Expenses - Planning Board	\$ 71,769	\$ 72,785	\$ 73,613	\$ 828	1.14%
176	Total Salaries - Zoning Board	\$ -	\$ -	\$ -	\$ -	0.00%
176	Total Other - Zoning Board	\$ 289	\$ 335	\$ 335	\$ -	0.00%
176	Total Expenses - Zoning Board	\$ 289	\$ 335	\$ 335	\$ -	0.00%
179	Total Salaries - Agricultural Comm	\$ -	\$ -	\$ -	\$ -	0.00%
179	Total Other - Agricultural Comm	\$ 175	\$ 200	\$ 200	\$ -	0.00%
179	Total Expenses - Agricultural Comm	\$ 175	\$ 200	\$ 200	\$ -	0.00%
192	Total Salaries - Town Hall	\$ 164,628	\$ 184,825	\$ 180,873	\$ (3,952)	-2.14%
192	Total Other - Town Hall	\$ 56,039	\$ 55,865	\$ 56,348	\$ 483	0.86%
192	Total Expenses - Town Hall	\$ 220,667	\$ 240,690	\$ 237,221	\$ (3,469)	-1.44%
199	Total Salaries - Energy Committee	\$ -	\$ -	\$ -	\$ -	0.00%
199	Total Other - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
199	Total Expenses - Energy Committee	\$ -	\$ 200	\$ 200	\$ -	0.00%
	Total Salaries - Town Government	\$ 593,092	\$ 619,973	\$ 619,887	\$ (86)	-0.01%
	Total Other - Town Government	\$ 198,327	\$ 208,067	\$ 206,703	\$ (1,364)	-0.66%
	Total Expenses - Town Government	\$ 791,419	\$ 828,040	\$ 826,590	\$ (1,450)	-0.18%
	162 - Elect & Regist Salaries - Decrease due to only 2 elections					
	162 - Elect & Regist Other - Increased technology cost					

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS.</u>	<u>FY12 VS.</u>
					<u>FY11</u>	<u>FY11</u>
210	Total Salaries - Police	\$ 920,901	\$ 923,419	\$ 930,272	\$ 6,853	0.74%
210	Total Other - Police	\$ 90,556	\$ 127,425	\$ 134,690	\$ 7,265	5.70%
210	Total Expenses - Police	\$ 1,011,457	\$ 1,050,844	\$ 1,064,962	\$ 14,118	1.34%
220	Total Salaries - Fire	\$ 709,158	\$ 693,596	\$ 712,641	\$ 19,045	2.75%
220	Total Other - Fire	\$ 100,158	\$ 95,900	\$ 96,550	\$ 650	0.68%
220	Total Expenses - Fire	\$ 809,316	\$ 789,496	\$ 809,191	\$ 19,695	2.49%
221	Total Salaries - Dispatch	\$ 220,177	\$ 227,002	\$ 226,978	\$ (24)	-0.01%
221	Total Other - Dispatch	\$ 31,720	\$ 26,821	\$ 34,287	\$ 7,466	27.84%
221	Total Expenses - Dispatch	\$ 251,897	\$ 253,823	\$ 261,265	\$ 7,442	2.93%
241	Total Salaries - Building Insp	\$ 32,367	\$ 42,315	\$ -	\$ (42,315)	-100.00%
241	Total Other - Building Insp	\$ 6,956	\$ 1,400	\$ 41,923	\$ 40,523	2894.50%
241	Total Expenses - Building Insp	\$ 39,323	\$ 43,715	\$ 41,923	\$ (1,792)	-4.10%
292	Total Salaries - Dog Officer	\$ 10,474	\$ 10,578	\$ 10,684	\$ 106	1.00%
292	Total Other - Dog Officer	\$ 1,596	\$ 1,625	\$ 1,625	\$ -	0.00%
292	Total Expenses - Dog Officer	\$ 12,070	\$ 12,203	\$ 12,309	\$ 106	0.87%
299	Total Salaries - Field Driver	\$ 45	\$ 45	\$ 45	\$ -	0.00%
299	Total Other - Field Driver	\$ -	\$ 15	\$ 10	\$ (5)	-33.33%
299	Total Expenses - Field Driver	\$ 45	\$ 60	\$ 55	\$ (5)	-8.33%
	Total Salaries - Protection	\$ 1,893,122	\$ 1,896,955	\$ 1,880,620	\$ (16,335)	-0.86%
	Total Other - Protection	\$ 230,986	\$ 253,186	\$ 309,085	\$ 55,899	22.08%
	Total Expenses - Protection	\$ 2,124,108	\$ 2,150,141	\$ 2,189,705	\$ 39,564	1.84%
	221- Dispatch Other - Increased training, teletype service, telephone and SW upgrade expenses					
	241 - Building Insp Other - Increase due to change from salaried emp to shared position with Groton					

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS.</u>	<u>FY12 VS.</u>
					<u>FY11</u>	<u>FY11</u>
300	Total Salaries - Blanchard School	\$ 4,056,398	\$ 4,066,524	\$ 4,237,917	\$ 171,393	4.21%
300	Total Other - Blanchard School	\$ 1,277,191	\$ 1,294,066	\$ 1,305,497	\$ 11,431	0.88%
300	Total Expenses - Blanchard School	\$ 5,333,589	\$ 5,360,590	\$ 5,543,414	\$ 182,824	3.41%
310	Total Salaries - Minuteman Vocational HS	\$ -	\$ -	\$ -	\$ -	0.00%
310	Total Other - Minuteman Vocational HS	\$ 361,704	\$ 344,924	\$ 367,906	\$ 22,982	6.66%
310	Total Expenses - Minuteman Vocational HS	\$ 361,704	\$ 344,924	\$ 367,906	\$ 22,982	6.66%
320	Total Salaries - ABRS Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
320	Total Other - ABRS Assessment	\$ 5,756,036	\$ 5,889,123	\$ 5,890,838	\$ 1,715	0.03%
320	Total Expenses - ABRS Assessment	\$ 5,756,036	\$ 5,889,123	\$ 5,890,838	\$ 1,715	0.03%
	Total Salaries - Education	\$ 4,056,398	\$ 4,066,524	\$ 4,237,917	\$ 171,393	4.21%
	Total Other - Education	\$ 7,394,931	\$ 7,528,113	\$ 7,564,241	\$ 36,128	0.48%
	Total Expenses - Education	\$ 11,451,329	\$ 11,594,637	\$ 11,802,158	\$ 207,521	1.79%

	<u>ACCOUNT NAME</u>	<u>FY2010</u> <u>ACTUAL</u>	<u>FY2011</u> <u>BUDGET</u>	<u>FY2012</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY12 VS.</u> <u>FY11</u>	<u>% Change</u> <u>FY12 VS.</u> <u>FY11</u>
422	Total Salaries - Public Works	\$ 421,477	\$ 459,059	\$ 463,071	\$ 4,012	0.87%
422	Total Other - Public Works	\$ 215,204	\$ 223,896	\$ 227,490	\$ 3,594	1.61%
422	Total Expenses - Public Works	\$ 636,681	\$ 682,955	\$ 690,561	\$ 7,606	1.11%
423	Total Salaries - Snow & Ice	\$ 32,010	\$ 53,222	\$ 53,853	\$ 631	1.19%
423	Total Other - Snow & Ice	\$ 105,631	\$ 107,664	\$ 107,033	\$ (631)	-0.59%
423	Total Expenses - Snow & Ice	\$ 137,641	\$ 160,886	\$ 160,886	\$ -	0.00%
424	Total Salaries - Street Lighting	\$ -	\$ -	\$ -	\$ -	0.00%
424	Total Other - Street Lighting	\$ 2,580	\$ 3,191	\$ 3,000	\$ (191)	-5.99%
424	Total Expenses - Street Lighting	\$ 2,580	\$ 3,191	\$ 3,000	\$ (191)	-5.99%
425	Total Salaries - Hager Well Maintenance	\$ -	\$ -	\$ -	\$ -	0.00%
425	Total Other - Hager Well Maintenance	\$ 14,000	\$ 14,000	\$ 20,000	\$ 6,000	42.86%
425	Total Expenses - Hager Well Maintenance	\$ 14,000	\$ 14,000	\$ 20,000	\$ 6,000	42.86%
429	Total Salaries - Fuel	\$ -	\$ -	\$ -	\$ -	0.00%
429	Total Other - Fuel	\$ 58,009	\$ 67,000	\$ 80,500	\$ 13,500	20.15%
429	Total Expenses - Fuel	\$ 58,009	\$ 67,000	\$ 80,500	\$ 13,500	20.15%
431	Total Salaries - Hazardous Waste Coll	\$ -	\$ -	\$ -	\$ -	0.00%
431	Total Other - Hazardous Waste Coll	\$ 5,678	\$ 7,500	\$ -	\$ (7,500)	-100.00%
431	Total Expenses - Hazardous Waste Coll	\$ 5,678	\$ 7,500	\$ -	\$ (7,500)	-100.00%
491	Total Salaries - Cemetery	\$ 8,309	\$ 8,394	\$ 8,477	\$ 83	0.99%
491	Total Other - Cemetery	\$ 4,610	\$ 1,000	\$ 1,000	\$ -	0.00%
491	Total Expenses - Cemetery	\$ 12,919	\$ 9,394	\$ 9,477	\$ 83	0.88%
	Total Salaries-Public Works & Facilities	\$ 461,796	\$ 520,675	\$ 525,401	\$ 4,726	0.91%
	Total Other - Public Works & Facilities	\$ 405,712	\$ 424,251	\$ 439,023	\$ 14,772	3.48%
	Total Expenses-Public Works - Facilities	\$ 867,508	\$ 944,926	\$ 964,424	\$ 19,498	2.06%
	425 - Hager Well Maintenance Other - Increase in maintenance supplies					
	429 - Fuel Other - Increased fuel costs					
	431 - Hazardous Waste Other - No collection day in FY 12					

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS</u>	<u>FY12 VS</u>
					<u>FY11</u>	<u>FY11</u>
510	Total Salaries - Landfill Monitoring	\$ -	\$ -	\$ -	\$ -	0.00%
510	Total Other - Landfill Monitoring	\$ -	\$ 5,250	\$ 6,000	\$ 750	14.29%
510	Total Expenses - Landfill Monitoring	\$ -	\$ 5,250	\$ 6,000	\$ 750	14.29%
511	Total Salaries - Board of Health	\$ 500	\$ 501	\$ 501	\$ -	0.00%
511	Total Other - Board of Health	\$ 16,666	\$ 16,990	\$ 16,990	\$ -	0.00%
511	Total Expenses - Board of Health	\$ 17,166	\$ 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%
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)	-100.00%
523	Total Expenses - Mental Health Services	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	-100.00%
541	Total Salaries - Council on Aging	\$ 38,112	\$ 39,843	\$ 41,652	\$ 1,809	4.54%
541	Total Other - Council on Aging	\$ 2,724	\$ 3,050	\$ 3,050	\$ -	0.00%
541	Total Expenses - Council on Aging	\$ 40,836	\$ 42,893	\$ 44,702	\$ 1,809	4.22%
543	Total Salaries - Veterans	\$ 177	\$ 190	\$ 190	\$ -	0.00%
543	Total Other - Veterans	\$ 205	\$ 250	\$ 250	\$ -	0.00%
543	Total Expenses - Veterans	\$ 382	\$ 440	\$ 440	\$ -	0.00%
599	Total Salaries - Inspect of Animals	\$ 940	\$ 950	\$ 959	\$ 9	0.95%
599	Total Other - Inspect of Animals	\$ -	\$ -	\$ -	\$ -	0.00%
599	Total Expenses - Inspect of Animals	\$ 940	\$ 950	\$ 959	\$ 9	0.95%
600	Total Salaries - Animal Control Officer	\$ 2,552	\$ 2,577	\$ 2,603	\$ 26	1.01%
600	Total Other - Animal Control Officer	\$ 393	\$ 330	\$ 330	\$ -	0.00%
600	Total Expenses - Animal Control Officer	\$ 2,945	\$ 2,907	\$ 2,933	\$ 26	0.89%
	Total Salaries-Health Services	\$ 42,281	\$ 44,061	\$ 45,905	\$ 1,844	4.19%
	Total Other - Health Services	\$ 38,728	\$ 44,610	\$ 38,360	\$ (6,250)	-14.01%
	Total Expenses-Health Services	\$ 81,009	\$ 88,671	\$ 84,265	\$ (4,406)	-4.97%
	510 - Landfill Monitoring Other - Increased					
	523 - Mental Health Services Other - FinCom voted to eliminate funding; Board of Health to recommend reinstatement in full at ATM					

	<u>ACCOUNT NAME</u>	<u>FY2010</u> <u>ACTUAL</u>	<u>FY2011</u> <u>BUDGET</u>	<u>FY2012</u> <u>BUDGET</u>	<u>\$ Change</u> <u>FY12 VS.</u> <u>FY11</u>	<u>% Change</u> <u>FY12 VS.</u> <u>FY11</u>
610	Total Salaries - Library	\$ 181,772	\$ 189,934	\$ 196,039	\$ 6,105	3.21%
610	Total Other - Library	\$ 113,991	\$ 114,014	\$ 113,000	\$ (1,014)	-0.89%
610	Total Expenses - Library	\$ 295,763	\$ 303,948	\$ 309,039	\$ 5,091	1.67%
630	Total Salaries - Recreation Comm	\$ 28,515	\$ 30,280	\$ 25,954	\$ (4,326)	-14.29%
630	Total Other - Recreation Comm	\$ 7,945	\$ 9,800	\$ 9,600	\$ (200)	-2.04%
630	Total Expenses - Recreation Comm	\$ 36,460	\$ 40,080	\$ 35,554	\$ (4,526)	-11.29%
691	Total Salaries - Historical Comm	\$ -	\$ -	\$ -	\$ -	0.00%
691	Total Other - Historical Comm	\$ 2,180	\$ 3,164	\$ 3,164	\$ -	0.00%
691	Total Expenses - Historical Comm	\$ 2,180	\$ 3,164	\$ 3,164	\$ -	0.00%
692	Total Salaries - Public Celebration	\$ -	\$ -	\$ -	\$ -	0.00%
692	Total Other - Public Celebration	\$ 481	\$ 665	\$ 665	\$ -	0.00%
692	Total Expenses - Public Celebration	\$ 481	\$ 665	\$ 665	\$ -	0.00%
693	Total Salaries - Steele Farm	\$ -	\$ -	\$ -	\$ -	0.00%
693	Total Other - Steele Farm	\$ 496	\$ 500	\$ 500	\$ -	0.00%
693	Total Expenses - Steele Farm	\$ 496	\$ 500	\$ 500	\$ -	0.00%
699	Total Salaries - A/B Cultural Council	\$ -	\$ -	\$ -	\$ -	0.00%
699	Total Other - A/B Cultural Council	\$ 1,499	\$ 1,500	\$ 1,500	\$ -	0.00%
699	Total Expenses - A/B Cultural Council	\$ 1,499	\$ 1,500	\$ 1,500	\$ -	0.00%
	Total Salaries - Culture & Recreation	\$ 210,287	\$ 220,214	\$ 221,993	\$ 1,779	0.81%
	Total Other- Culture & Recreation	\$ 126,592	\$ 129,643	\$ 128,429	\$ (1,214)	-0.94%
	Total Expenses - Culture & Recreation	\$ 336,879	\$ 349,857	\$ 350,422	\$ 565	0.16%
	610 - Library Salaries - FinCom recommends 1% increase in Director's salary; Library Trustees may recommend increase to 3% at ATM					

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS</u>	<u>FY12 VS</u>
					<u>FY11</u>	<u>FY11</u>
710	Total Salaries - Maturing Debt Principal	\$ -	\$ -	\$ -	\$ -	0.00%
710	Total Other - Maturing Debt Principal	\$ 718,000	\$ 835,000	\$ 827,500	\$ (7,500)	-0.90%
710	Total Expenses - Maturing Debt Principal	\$ 718,000	\$ 835,000	\$ 827,500	\$ (7,500)	-0.90%
751	Total Salaries - Maturing Debt Interest	\$ -	\$ -	\$ -	\$ -	0.00%
751	Total Other - Maturing Debt Interest	\$ 584,238	\$ 551,207	\$ 529,873	\$ (21,334)	-3.87%
751	Total Expenses - Maturing Debt Interest	\$ 584,238	\$ 551,207	\$ 529,873	\$ (21,334)	-3.87%
	Total Salaries - Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other - Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
	Total Expenses - Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
830	Total Salaries - County Ret. Assessment	\$ -	\$ -	\$ -	\$ -	0.00%
830	Total Other - County Ret Assessment	\$ 467,683	\$ 488,729	\$ 475,394	\$ (13,335)	-2.73%
830	Total Expenses - County Ret Assessment	\$ 467,683	\$ 488,729	\$ 475,394	\$ (13,335)	-2.73%
912	Total Salaries - Other Benefit Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
912	Total Other - Other Benefit Insurance	\$ 69,594	\$ 75,472	\$ 67,865	\$ (7,607)	-10.08%
912	Total Expenses - Other Benefit Insurance	\$ 69,594	\$ 75,472	\$ 67,865	\$ (7,607)	-10.08%
915	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
915	Total Other - Employee Benefits	\$ 1,267,332	\$ 1,365,757	\$ 1,467,500	\$ 101,743	7.45%
915	Total Expenses - Employee Benefits	\$ 1,267,332	\$ 1,365,757	\$ 1,467,500	\$ 101,743	7.45%
945	Total Salaries -Liability Insurance	\$ -	\$ -	\$ -	\$ -	0.00%
945	Total Other - Liability Insurance	\$ 83,712	\$ 92,181	\$ 85,732	\$ (6,449)	-7.00%
945	Total Expenses - Liability Insurance	\$ 83,712	\$ 92,181	\$ 85,732	\$ (6,449)	-7.00%
	Total Salaries - Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Total Other- Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
	Total Expenses- Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
131	Reserve Fund - Original Budget	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
131	Reserve Fund - Transferred Out	\$ -	\$ -	\$ -	\$ -	0.00%
131	Reserve Fund - Net Balance	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%

	<u>ACCOUNT NAME</u>	<u>FY2010</u>	<u>FY2011</u>	<u>FY2012</u>	<u>\$ Change</u>	<u>% Change</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>BUDGET</u>	<u>FY12 VS.</u>	<u>FY12 VS.</u>
					<u>FY11</u>	<u>FY11</u>
	SALARIES					
	Town Government	\$ 593,092	\$ 619,973	\$ 619,887	\$ (86)	-0.01%
	Protection	\$ 1,893,122	\$ 1,896,955	\$ 1,880,620	\$ (16,335)	-0.86%
	Public Works & Facilities	\$ 461,796	\$ 520,675	\$ 525,401	\$ 4,726	0.91%
	Health Services	\$ 42,281	\$ 44,061	\$ 45,905	\$ 1,844	4.19%
	Cultural & Recreation	\$ 210,287	\$ 220,214	\$ 221,993	\$ 1,779	0.81%
	Total Town	\$ 3,200,578	\$ 3,301,878	\$ 3,293,806	\$ (8,072)	-0.24%
	Education	\$ 4,056,398	\$ 4,066,524	\$ 4,237,917	\$ 171,393	4.21%
	Employee Benefits	\$ -	\$ -	\$ -	\$ -	0.00%
	Debt Service	\$ -	\$ -	\$ -	\$ -	0.00%
	Reserve Fund	\$ -	\$ -	\$ -	\$ -	0.00%
	TOTAL SALARIES	\$ 7,256,976	\$ 7,368,402	\$ 7,531,723	\$ 163,321	2.22%
	OTHER EXPENSES					
	Town Government	\$ 198,327	\$ 208,067	\$ 206,703	\$ (1,364)	-0.66%
	Protection	\$ 230,986	\$ 253,186	\$ 309,085	\$ 55,899	22.08%
	Public Works & Facilities	\$ 405,712	\$ 424,251	\$ 439,023	\$ 14,772	3.48%
	Health Services	\$ 38,728	\$ 44,610	\$ 38,360	\$ (6,250)	-14.01%
	Cultural & Recreation	\$ 126,592	\$ 129,643	\$ 128,429	\$ (1,214)	-0.94%
	Total Town	\$ 1,000,345	\$ 1,059,757	\$ 1,121,600	\$ 61,843	5.84%
	Education	\$ 7,394,931	\$ 7,528,113	\$ 7,564,241	\$ 36,128	0.48%
	Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
	Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
	Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
	TOTAL OTHER EXPENSES	\$ 11,585,835	\$ 12,181,216	\$ 12,324,705	\$ 143,489	1.18%
	TOTAL EXPENSES					
	Town Government	\$ 791,419	\$ 828,040	\$ 826,590	\$ (1,450)	-0.18%
	Protection	\$ 2,124,108	\$ 2,150,141	\$ 2,189,705	\$ 39,564	1.84%
	Public Works & Facilities	\$ 867,508	\$ 944,926	\$ 964,424	\$ 19,498	2.06%
	Health Services	\$ 81,009	\$ 88,671	\$ 84,265	\$ (4,406)	-4.97%
	Cultural & Recreation	\$ 336,879	\$ 349,857	\$ 350,422	\$ 565	0.16%
	Total Town	\$ 4,200,923	\$ 4,361,635	\$ 4,415,406	\$ 53,771	1.23%
	Education	\$ 11,451,329	\$ 11,594,637	\$ 11,802,158	\$ 207,521	1.79%
	Employee Benefits	\$ 1,888,321	\$ 2,022,139	\$ 2,096,491	\$ 74,352	3.68%
	Debt Service	\$ 1,302,238	\$ 1,386,207	\$ 1,357,373	\$ (28,834)	-2.08%
	Reserve Fund	\$ -	\$ 185,000	\$ 185,000	\$ -	0.00%
	TOTAL EXPENSES	\$ 18,842,811	\$ 19,549,618	\$ 19,856,428	\$ 306,810	1.57%
	Budget Prior to Reserve Fund Calculation	\$ 18,842,811	\$ 19,364,618	\$ 19,671,428	\$ 306,810	1.58%

**Blanchard Memorial School
FY 2012 Budget Account Summary**

<u>Code</u>	<u>Description</u>	<u>FY2010 ACTUAL</u>	<u>FY2011 VOTED</u>	<u>FY2011 PROPOSED</u>	<u>FY2012 PROPOSED</u>	<u>\$ Change FY12 v. FY11</u>	<u>% Change FY12 v. FY11</u>
1100	School Committee	\$ 14,306	\$ 10,838	\$ 10,838	\$ 7,588	\$ (3,250)	-29.99%
1200	Superintendent Office	184,553	214,762	135,953	138,320	2,367	1.74%
1400	Business Office	114,139	114,197	114,193	113,726	(467)	-0.41%
2100	Special Ed Office	130,521	145,192	87,941	73,079	(14,862)	-16.90%
2200	Principal Office	149,772	46,991	183,050	185,976	2,926	1.60%
2250	Building Technology	125,598	115,332	56,103	36,798	(19,305)	-34.41%
2300	Teaching	3,672,281	3,538,410	3,538,410	3,647,223	108,813	3.08%
2300	Teaching-correct budget			165,245	-	(165,245)	-100.00%
2350	Prof. Development	81,303	68,100	67,800	83,550	15,750	23.23%
2400	Textbooks	8,316	6,000	6,000	-	(6,000)	-100.00%
2451	Instructional Tech.	44,160	-	59,229	111,387	52,158	88.06%
2500	Library & Media	61,187	67,375	67,375	70,778	3,403	5.05%
2700	Guidance/Psych	101,426	106,870	107,570	112,878	5,308	4.93%
3200	Health Services	53,921	55,978	55,978	58,210	2,232	3.99%
3300	Transportation	310,154	397,599	397,602	422,300	24,698	6.21%
3400	Food Services	58,849	38,138	38,138	38,230	92	0.24%
4130	Utilities	135,673	182,938	182,938	179,937	(3,001)	-1.64%
4220	Maintenance	240,711	210,298	210,298	233,070	22,772	10.83%
4400	Technology Admin	53,800	56,602	56,602	20,266	(36,336)	-64.20%
5100	Retirement	-	49,229	49,229	105,394	56,165	114.09%
6300	Civic Activities	5,410	5,616	5,616	5,714	98	1.75%
7000	Capital Exp.	41,940	30,040	30,040	31,240	1,200	3.99%
9000	Tuition to other districts	564,873	425,640	425,640	407,482	(18,158)	-4.27%
	TOTALS	\$ 6,152,893	\$ 5,886,145	\$ 6,051,788	\$ 6,083,146	\$ 31,358	0.52%
Less Funding sources:							
	School Choice	225,000	208,324	208,324	130,000	(78,324)	-37.60%
	Circuit Breaker	202,255	91,431	91,431	96,415	4,984	5.45%
	Grants	229,049	120,800	154,100	178,317	24,217	15.72%
	Fee Programs	163,000	105,000	129,000	135,000	6,000	4.65%
	Budget Freeze			26,343	-	(26,343)	-100.00%
	Totals	\$ 819,304	\$ 525,555	\$ 609,198	\$ 539,732	\$ (69,466)	-11.40%
	Town Appropriation	\$ 5,333,589	\$ 5,360,590	\$ 5,442,590	\$ 5,543,414	\$ 100,824	1.85%
STM Budget increase FY 2011				\$ 82,000			

**ARTICLE 6 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE - CONTINUE
EXPLORATION OF JOB SHARING^{ΔΔ}**

(Non-binding vote)

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

It is the sense of the town meeting that the Boxborough School Committee continues to explore job sharing opportunities for administrative/front office positions with the school district of another community.

Or take any other action relative thereto.

Summary

As presented to you at last year’s Town Meeting, the Boxborough School Committee is currently exploring changes to administrative structure of the Boxborough School District/Blanchard Elementary School. The School Committee is assessing three models:

- (1) The model that was in place for the 2009/2010 school year with the positions of Superintendent/Curriculum Director, Principal, Director of Pupil Services and a Business Manager
- (2) Job sharing some of the administrative/front office positions with another community where any positions that are shared would be partially funded by the Boxborough School District; a Union School Committee would be created to oversee the shared positions. The Boxborough School District would maintain control over all other aspects of its school district.
- (3) Regionalizing with Acton from kindergarten through 12th grade. Currently, we regionalize with Acton for 7th through 12th grade; this option would add in the kindergarten through 6th grades.

The Boxborough School Committee would like to get a sense of Town Meeting’s support to continue exploring job sharing opportunities.

The Finance Committee recommends (8 - 0).

**ARTICLE 7 SENSE OF THE MEETING – BOXBOROUGH SCHOOL DISTRICT/BLANCHARD
ELEMENTARY SCHOOL ADMINISTRATIVE STRUCTURE – CONTINUE
EXPLORATION OF K - 12 REGIONALIZATION WITH ACTON^{ΔΔ}**

(Non-binding vote)

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

It is the sense of the town meeting that the Boxborough School Committee continues to explore regionalization for kindergarten through 12th grade with Acton.

Or take any other action relative thereto.

Summary

As presented to you at last year’s Town Meeting, the Boxborough School Committee is currently exploring changes to the administrative structure of the Boxborough School District/Blanchard Elementary School. The School Committee is assessing three models:

- (1) The model in place for the 2009/2010 school year with a Superintendent/Curriculum Director, Principal, Director of Pupil Services and a Business Manager;
- (2) Job-sharing some of the administrative/front office positions with another community where any positions that are shared would be partially funded by the Boxborough School District; a Union School Committee would be created to oversee the shared positions. The Boxborough School District would maintain control over all other aspects of its school district
- (3) Regionalizing with Acton from kindergarten through 12th grade. Currently, we regionalize with Acton for 7th through 12th grade; this option would add in the kindergarten through 6th grades.

The Boxborough School Committee would like to get a sense of Town Meeting’s support to continue exploring regionalization for kindergarten through 12th grade with Acton.

The Finance Committee recommends (8 - 0).

ARTICLE 8 SENSE OF THE MEETING – HUNTING ON TOWN-OWNED LAND^{ΔΔ}

(Non-binding vote)

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

It is the sense of the town meeting that the Board of Selectmen continues to explore opening selected parcels of municipal land to deer hunting, and that the Conservation Commission explore opening selected parcels of conservation land to limited deer hunting, in an effort to reduce the town's deer herd, and to reduce the incidence of Lyme disease, the number of deer/vehicle collisions, and the damage to local crops and landscaping.

Or take any other action relative thereto.

Summary

In 2009, in response to concerns raised by the Agricultural Commission and the Board of Health, the Board of Selectmen established an ad hoc Deer Control Committee to better understand issues relating to the town's deer herd. The Committee held a number of meetings and heard from a number of experts, including the Mass. Division of Wildlife. As a result of these meetings, the Committee made several recommendations to the Selectmen, including:

- Set a goal to decrease the deer population to approximately 8 deer/forested square mile (current estimate is approximately 20), to reduce the incidence of deer/vehicle collisions and incidence of Lyme disease
- Increase education on deer, Lyme disease and other tick-borne diseases
- Improve trails in town to separate hikers from ticks
- Encourage hunting on private land in town
- Consider opening selected parcels of town land to controlled hunting

The Committee reviewed a number of alternatives, including fencing and deer birth control methods. These were not considered to be practical, as fencing is prohibitively expensive and no deer birth control method has received FDA approval.

Currently, hunting occurs in town on privately owned and on state land. However, hunting on town land is not presently allowed by policy of the Board of Selectmen and the Conservation Commission. The town has over the years purchased a number of parcels and the purchase has made those parcels off limits to hunting, reducing the land in town available to hunting as a means to control the town's deer herd. The purpose of this sense of the meeting discussion is to assist the selectmen in gauging the town's desire to open selected parcels of town land to controlled hunting.

The Finance Committee recommends (8 - 0).

ARTICLE 9 AN ACT AMENDING CHAPTER 372 OF THE ACTS OF 1963 RELATIVE TO THE RIGHTS OF THE WATER SUPPLY DISTRICT OF ACTON TO ACQUIRE ANY WATER SOURCE IN THE TOWN OF BOXBOROUGH

(Majority vote required)

To see if the Town will vote to rescind the authorization granted by Town Meeting under Article 7 on May 10, 2010 and to authorize the Board of Selectmen to petition the General Court for the purpose of adopting the following legislation:

An Act Amending Chapter 372 of the Acts of 1963 Relative to the Rights of the Water Supply District of Acton to Acquire Any Water Source in the Town of Boxborough

Section 1. Section 1 of Chapter 372 of the Acts of 1963 is hereby amended by deleting the text of said section and inserting in place thereof the following: Notwithstanding any provision of chapter three hundred and twenty-six of the acts of nineteen hundred and twelve, no ground water sources in the town of Boxborough shall be used by the Water Supply District of Acton until the district and the town of Boxborough, acting through its board of selectmen, jointly file a petition with the water resources commission for a finding, and the water resources commission so finds that there exists in said town a source or sources of ground water adequate for the future needs of said town. If such an adequate supply is found within said town, then said water supply district may use the excess for said district. The provisions of this section shall not prohibit any agreement by said town and said district to the contrary.

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.

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

Earlier acts of the legislature had granted rights to the Water Supply District of Acton to Boxborough's water resources, while excluding any input on the matter by the Town of Boxborough. At last year's town meeting, the voters authorized the BOS to petition the General Court for the purpose of adopting legislation that would effectively deny Acton any rights to Boxborough's water. As the BOS pursued this action, it became apparent that the constraints in the special legislation as originally proposed were unreasonably restrictive. For example, Acton would have been prohibited from buying water from Boxborough under any circumstances. The special legislation was opposed by Acton authorities and would very likely have failed to pass on Beacon Hill.

For those reasons, in the spirit of cooperation and taking into consideration the unique relationship between the towns of Acton and Boxborough, the selectmen sought input from Acton to develop language that would be acceptable to the two towns and at the same time would protect Boxborough's rights and sovereignty. Members of Acton and Boxborough's Board of Selectmen, the Water Supply District of Acton and the two Town Administrators met over a period of a few weeks to draft language that is agreeable to both towns. The language in the newly drafted special act provides an avenue for Acton's input and more importantly, gives Boxborough total control over its water resources. Additionally, the proposed language does not restrict Boxborough's ability to enter into an agreement with any other water district. The Board of Selectmen recommends this article fully as it offers Boxborough the needed protection and sovereignty over its resources.

The Finance Committee recommends (8 - 0).

ARTICLE 10 TRANSFER TO STABILIZATION FUND

(Two-thirds vote required)

To see if the Town will vote to transfer the sum of One Hundred Eight-Two Thousand Four Hundred and Twenty-one Dollars (\$182,421), more or less, from Free Cash to the Stabilization Fund; or take any other action relative thereto.

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

The Finance Committee recommends (8 - 0).

For the first time, the Town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements. It is prudent at this time to begin to reserve funds to support the capital requirements. A healthy stabilization fund protects the town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3 votes of ATM) to utilize these funds which is appropriate for large expenditures.

ARTICLE 11 POLICE DEPARTMENT – ADDITIONAL POLICE OFFICER

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Three Thousand Four Hundred and Nine Dollars (\$3,409) more or less, said sum to be added to the amounts appropriated pursuant to Article 5 of the 2011 Annual Town Meeting for the purpose of funding an additional Police Officer for the Police Department; and further that the following adjustments be made to the FY 2012 budget:

Department 210, Total Salaries – Police: **Decrease** by the sum of Sixteen Thousand Four Hundred and Eighty Dollars (\$16,480),

Department 210, Total Other – Police: **Increase** by the sum of One Thousand Six Hundred and Fifty Dollars (\$1,650),

Department 915, Total Other - Employee Benefits: **Increase** by the sum of Eighteen Thousand Two Hundred and Thirty-nine Dollars (\$18,239);

or take any other action relative thereto.

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

One of the principal objectives of the Board of Selectmen for our new Police Chief was reduction in overtime expenses for the department. These overtime expenses have grown over a number of years to a level that is not sustainable. In response to this challenge, Chief Ryder has developed a plan to operate his department with one additional officer, making a complement of 10 officers supporting the Chief.

From a salary and overtime perspective, there are basically 3 configurations to operate the police department:

1. Keep the number of officers we now have (i.e., 9) and use overtime as needed to fill shift requirements. The “standard” shift complement is 2 officers per shift.
2. Reduce shift coverage from 2 officers per shift to 1 for select shifts.
3. Add an additional officer to provide a larger pool of available officers for shifts.

We have been operating for many years in configuration #1, using 9 officers and overtime as needed. Configuration #2 reduces shift coverage and, as a consequence, exposes the department and the town to potentially dangerous situations. The solution proposed by Chief Ryder is to change to configuration #3 by adding an additional officer, enabling the Chief to reduce the department’s overtime expenses while maintaining adequate shift coverage.

The economics of the new officer configuration are as follows:

- **Decrease** in police salaries (new officer salary and reductions in other salary items, including overtime): \$16,480
- **Increase** in other expenses: \$1,650
- **Net decrease** in operating costs: \$14,830

It is important to note that these figures do not include any employee benefits (i.e., health insurance, life insurance, long-term disability and Medicare). The “worst case” benefits scenario considers all of these elements including health care for a family rather than for an individual. This article identifies an appropriation of \$3,409 which accounts for the “worst case” total benefit amount, \$18,239 minus the net decrease in operating costs, \$14,830. In reality, the most likely situation is that a new officer would be provided a lower benefit amount and the result is actually likely to be a small cost savings rather than this appropriation amount. However, this figure of \$3,409 is included to ensure that the “worst case” situation would be covered.

In summary then, adding an additional officer is essentially a no-cost or very low cost action that improves Chief Ryder's ability to operate his department with adequate shift coverage and at the same time control his overtime expenses.

The Board of Selectmen therefore recommends an affirmative vote on this article.

The Finance Committee recommends (5 - 3).

Majority

The majority of the Police Department budget (87%) is the costs associated with staffing, with salary and overtime as the key cost components. Adding an additional police officer will decrease the FY12 Police compensation budget by \$16,500 or 2%. This is the result of an overtime reduction of \$57,900 (28%) partially offset by increased salary costs of \$44,500 (9%) reflecting the cost of the additional officer. However, it should be noted that the benefit costs associated with this additional position (which are reflected elsewhere in the town budget) will be slightly higher than reduced compensation costs.

Despite this slight increase in overall costs to the town, it is recommended that the town approve this proposal as it will enable Chief Ryder to more easily and productively "back fill" for officers that are away on earned time, testifying in court, attending training, etc. thereby reducing overtime costs. In addition, this proposal will allow the Chief to more efficiently deploy his officers to address the safety needs of the town.

Minority

The biggest cost to our Town is currently people cost, and being in the worst economic times we ever faced, adding head count is truly not the appropriate thing to do at this time. Although there is currently a reduction in the overtime budget to cover this position, there are increases in the expenses as well as benefits, and this is for the first year only. Projecting this position over the next 5 years, there will be automatic additions to the budget in the form of raises and expenses, and there are absolutely no guarantees that the overtime budget line will not increase. The solution in the future to deal with those increases will likely be layoffs, which, in our experience, is something the Town of Boxborough has not been willing to do.

If approved, this item will be funded by free cash.

ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - TOWN HALL – PRINTER PLOTTER

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Eleven Thousand Dollars (\$11,000), more or less, for the purpose of acquiring a printer plotter for the Town Hall; or take any other action relative thereto.

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

The Board of Selectman recommends the purchase of a new printer plotter to replace the current nine year old printer. This is a vital piece of equipment utilized by a number of town functions, including the land use boards and its departments, the Board of Selectmen and the Cemetery Commission. There have been many technological advances in the nine years since we purchased the existing unit. The additional processing memory will provide more flexibility related to the size and type of maps. In the long-term, the replacement will also enable us to print plans in-house, increasing productivity and decreasing outside vendor costs. Furthermore, the capability of this new printer plotter to digitize files will also help decrease paper files, therefore aiding the environment and decreasing paper storage needs at Town Hall.

The Finance Committee recommends (6 - 0).

The Finance Committee unanimously supports this request from the Town Planner to replace the existing printer/plotter which, after 9 years, is well past its useful life of 5 years. The new unit will be capable of the copying, scanning, printing and digitizing of large plans and maps to support many town boards and departments. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

The Planning Board recommends unanimously.

ARTICLE 13 TOWN HALL GASB 45 ACTUARIAL CONSULTANT

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Nine Thousand Five Hundred Dollars (\$9,500), more or less, for the purpose of hiring a consultant to provide an actuarial study for continued compliance with GASB 45; or take any other action relative thereto.

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

The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. Under the GASB 45 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost. The town is required to update the numbers every three years.

The Finance Committee recommends (6 - 0).

The Governmental Accounting Standards Board (GASB) established a standard, known as GASB 45, which requires that government entities: 1) disclose the potential cost of post-retirement health care and life insurance benefits as a liability on their financial statements and 2) update the amount of the liability every three years. Our last actuarial study was completed in fiscal 2009 which provided the town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees and totaled \$7,300,000. If approved, this article will be paid out of free cash.

ARTICLE 14 CAPITAL IMPROVEMENTS – POLICE STATION

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Five Thousand (\$5,000), more or less, for the purpose of painting the exterior of the police station and replacing gutters and fascia boards; or take any other action relative thereto.

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

There are three items included in this article: painting the police station, repairing/replacing rotted fascia boards as necessary and lastly replacing worn gutters on the front and back sides of the building. The gutters are the original ones on the building and are bent and leaking, causing rot on several fascia boards.

Our DPW will do the painting and fascia board replacement and will contract for the gutter replacement. This appropriation will cover the cost of paint and materials for the building and also the gutter replacement contract.

The Finance Committee recommends (8 - 0).

The exterior of the building’s fascia is rotting and the paint is worn and peeling. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION - TOWN HALL, DISPATCH, POLICE AND FIRE TELEPHONE SYSTEMS

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Seven Thousand Five Hundred Dollars (\$7,500) more or less, for the purpose of acquiring capital equipment necessary for conversion to voice-over-IP (VOIP) telephone systems for the Dispatch Center, Police and Fire Stations and Town Hall; or take any other action relative thereto.

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

This article will fund deployment of voice-over-IP (VOIP) systems at the Fire Department, Police Station, Dispatch Center and Town Hall to permit the town to realize further savings in cost of telephony services beyond what has already been achieved through the consolidated purchasing of departmental rate plans as recommended by the BITcom. The existing phone PBX phone switch serving Police and Dispatch must be replaced anyway as it is defective and causing electromagnetic interference with the emergency communications radio systems. This article will provide all necessary network switches and wiring, VOIP phones and accessory devices to maintain the same or better level of telephony and emergency response services while lowering future cost of operations – all at less capital outlay than would be required to replace the PBX switch alone to only eliminate the interference problem.

The Finance Committee recommends (8 - 0).

The Boxboro Information Technology Committee has done an extensive review of the Town's needs. This article starts the process of consolidating the Town's infrastructure which will bring the phone costs under control. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION - FIRE DEPARTMENT COMMAND VEHICLE

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

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of replacing the “Command Vehicle” for the Fire Department; or take any other action relative thereto.

The Board of Selectmen recommends (3 – 2).

Majority

A majority of the Board of Selectmen recommends this article to replace the current command vehicle which will be seven years old and have approximately 100,000 miles by July 1, 2011. The Fire Department plans to keep the current vehicle for command back-up, and to provide non-emergency services such as inspections and plugging out fire alarm master boxes. This will save wear and tear on the utility truck currently used for such work, extending its useful service life.

The command vehicle is a Fire Department resource that functions as the primary round-the-clock vehicle for the Fire Chief who is on call at all times to respond to major fires and other emergencies. As Boxborough’s Emergency Management Director, the Chief is responsible for on-site coordination of command and communications between Boxborough and responding emergency services from other communities and the state. It is essential that the command vehicle be in dependable mechanical condition.

Within the next few years, we may also need to replace the ambulance and provide the Police Department with a command vehicle capable of operating safely in severe winter weather (i.e., a 4x4 SUV). Given the current command vehicle’s age and mileage, it is prudent to replace it in FY12, as scheduled in the Capital Plan to smooth out our expected capital outlay. Purchase in FY 12 will reduce the risk of addition capital expenditures piling up over the next few years.

Minority

The current command vehicle is a Ford Expedition assigned to the Chief of the Department. It contains various pieces of Incident Command equipment to facilitate command operations at the scene of an emergency, including multi-band radios, ICS vests, a medical kit, gas meter, and defibrillator. In 2010, the Department has spent just over \$4,000 for repairs (front end work, power steering pump, and associated pulleys). If the replacement is deferred until July 2012, it is estimated that the vehicle would then have approximately 113,725 miles. Given the amount of money we spent in the last year for repairs, it is most likely that this vehicle will last beyond 2012. The Fire Chief will be retiring in June 2012 and we believe that it would make more sense for the new Chief to choose the replacement vehicle at that time. We strongly oppose this article and propose waiting until next year to purchase a new command vehicle.

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

The Finance Committee at this time does not recommend the expenditure of \$40,000 for the purchase of a new command vehicle for the Fire Department. The existing command vehicle, a 2004 Ford Expedition with approximately 100,000 miles, is still operational. The Committee believes that although the vehicle is six years old it maintains sufficient utility and we believe that the purchase of a new vehicle can be delayed. This item was on the FY2012 Boxborough Capital Plan. If approved, this item will be paid out of the stabilization fund.

ARTICLE 17 CAPITAL IMPROVEMENTS – FIRE DEPARTMENT – REPLACE ROOF AND INSULATION

(Majority vote required)

To see if the Town will vote to appropriate the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of replacing the flat roofs and insulation over the apparatus bays at the Fire Station, by transferring the sum of Forty-Seven Thousand Two Hundred and Seventy-eight Dollars and eleven cents (\$47,278.11) 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*, and to raise and appropriate, transfer from available funds, or otherwise provide the balance of Two Thousand Seven Hundred and Twenty-one Dollars and eighty-nine cents (\$2,721.89); or, in the alternative, raise and appropriate, transfer from available funds, or otherwise provide, the sum of Fifty Thousand Dollars (\$50,000), or take any other action relative thereto.

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

This article is to replace the old portion of the fire station roof, and is budgeted in the capital plan for FY12. The roof has developed significant leaks, and inspection revealed corrosion and failure of a number of metal panels, and water infiltration into the insulation. The insulation, metal panels and rubber membrane need to be replaced. During this necessary replacement, the two equipment bay heater chimney stacks will be relocated to provide more efficient heater operation. The central ventilation fan hood will also be eliminated and covered with flat continuous roof to eliminate that weakness and potential source of future leaks. With the recently installed Plymovent automatic exhaust extraction system, the old hood system and its roof vent are no longer needed.

The Finance Committee recommends (6 – 0).

The Finance Committee recommends the \$50,000 expenditure for the new roof. Recent leaks and the age of the existing roof provide sufficient evidence that a timely replacement is in order to prevent further damage and avoid even greater costs in the near future. This item was scheduled in the Capital Plan for FY2014, but the recent leaks require an acceleration of the scheduled event. If approved, this item will be paid out of unexpended bond proceeds and free cash.

**ARTICLE 18 CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS -
LAWNMOWER & EQUIPMENT TRAILER**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of acquiring an enclosed trailer to house the stander mowers, and grounds maintenance tools and equipment; or take any other action relative thereto.

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

The DPW is in need of an enclosed trailer, which will also allow the department to house the Stander mowers and all the tools and equipment necessary to perform the grounds maintenance. At this time, the DPW crew has to load and unload all items, mowers, rakes, shovels, chainsaws, gas cans, barrels, blowers, brooms, weed wackers, etc. every time they head out to work. An enclosed trailer will enable all items to be permanently stored in the trailer, eliminating wasted time; it will provide more stable transport to job sites, protection from weather and theft, and will allow for more storage room in the highway barn for other items. The existing trailer had to be modified in order to load the mowers; the gate is broken and frame is showing signs of stress. Additionally, the existing trailer no longer suits the needs of the DPW expanded duties.

The Finance Committee recommends (6 – 0).

The FinCom supports the request from the DPW for a covered trailer. Currently the DPW stores the Town's large lawnmowers in an open shed where other materials are stored. Due to shortage in storage space, these lawnmowers are often moved and not kept in a safe storage location. Also, when needed, this equipment is moved onto a truck for transport to the different fields around town. The proposed trailer will be used as a permanent storage location for all the lawn mowing equipment, solving the storage issue, as well as allowing the DPW to be more efficient when this equipment is in need, as it will be already loaded into the trailer. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – DEPARTMENT OF PUBLIC WORKS – ONE-TON DUMP TRUCK

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

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of acquiring a one-ton dump truck for the DPW to replace the Department’s one-ton pick-up truck; or take any other action relative thereto.

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

The one-ton dump truck will replace the 2001 Ford F350 which was purchased used in 2006. This 10-year old one-ton pick up is showing considerable rust and has needed frequent repairs; most recently, the leaf springs had to be replaced. The transmission was replaced in January of 2008 and will most likely need to be replaced again as this truck is used to plow snow. We have spent over \$8,000 on repairs since we obtained this vehicle in 2006.

The Selectmen believe that replacing this vehicle with a new, gas driven, one-ton dump truck will be a wise choice. A dump truck will be a more versatile piece of equipment, in part due to the larger capacity, dumping capability and stronger durability. We have two other dump trucks, one of which has a spreader, the other tows the chipper. A dump truck will enable the DPW to transport trees, brush, stone, soil, patch and other necessary job related items in a more efficient manner (less man power off loading).

The Finance Committee recommends (4 - 2).

Majority

The FinCom supports the request for the one-ton dump truck. This new dump truck will replace a 2001 F150 utility truck that is currently showing a good level of wear and tear. DPW over the past year or so has spent \$7,000 in repairs on the current truck and foresee additional repairs in the near future. The current F150 truck is not an industrial grade truck and does not satisfy all the needs of the DPW. Having the dump truck will allow the DPW to be more productive in its use, particularly in the winter.

Minority

The town has been very supportive of the DPW in recent years as evidenced by the purchase of vehicles in 2006 (backhoe and dump truck), 2007 (pick-up truck), 2008 (pick-up truck) and 2009 (dump truck and bucket truck). These trucks have a lot of useful life left on them. The town currently has two dump trucks that are operational. The stated reason for the purchase of the third dump truck is to replace a pickup truck that does not have dumping capability. This is a luxury and does not prevent the department from effectively carrying out its duties. We therefore believe that in the current environment, it would be prudent to hold back this year on the purchase of yet another dump truck.

This item was on the FY2012 Boxborough Capital Plan. If approved, this item will be paid out of the stabilization fund.

ARTICLE 20 CAPITAL EQUIPMENT ACQUISITION – REPLACE TWO DUMPSTERS

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of replacing two 50-yard dumpsters at the Transfer Station; or take any other action relative thereto.

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

Four of the six 30-yard barn top recycling containers at the Transfer Station were purchased in 1996. The bottoms are rusted and require frequent welding to stop leakage. These containers are hauled to recycling centers approximately every two weeks. We are required to provide sealed containers so that no spillage occurs during transport. The DPW would like to replace all of the dumpsters over time, starting with the two worst ones.

The Finance Committee recommends (6 - 0).

The FinCom supports the request from the DPW for the purchase of the dumpsters for the Transfer Station. The new dumpsters will be replacing 2 old ones that are currently rusting, particularly from the bottom. The new dumpsters are larger than the existing dumpsters. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**ARTICLE 21 BLANCHARD MEMORIAL SCHOOL - FIRE SAFETY ENGINEERING
CONSULTANT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Twenty Thousand (\$20,000), more or less, for the purpose of hiring a consultant to evaluate and make recommendations on the safe operation of the fire suppression chamber at the Blanchard Memorial School and to implement emergency repairs to the fire suppression chamber and/or equipment; or take any other action relative thereto.

The School Committee recommends unanimously (5 – 0).

The Boxborough School Committee supports this article based on the seriousness of the concern, the safety needs of the Blanchard community, and input from the Boxborough Fire Department. Further, we are concerned about spending large sums of money year after year to address immediate problems without a longer-term understanding of ways to properly maintain the fire suppression chamber and safety equipment. Approval of this article will enable us to hire a consultant to provide a professional recommendation as to the repairs that need to take place immediately and guidance on our longer-term options, which will ensure safety and fiscal responsibility.

The Finance Committee recommends (8 – 0).

The chamber is underground and the mechanisms are failing. The consultant will provide guidance to the School Committee on a long term fix. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

**ARTICLE 22 CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL
GYMNASIUM STAGE FLOORING**

(Majority vote required)

To see if the Town will vote to transfer the sum of Seven Thousand Five Hundred Dollars (\$7,500), more or less from remaining bond proceeds authorized by vote of Town Meeting on May 9, 2006 under Article 9, *Capital Expenditure – Blanchard Memorial School - Renovations*, or, in the alternative, raise and appropriate, transfer from available funds, or otherwise provide, the sum of Seven Thousand Five Hundred Dollars (\$7,500), more or less, for the purpose of removing and replacing the flooring of the Blanchard Memorial School gymnasium stage; or take any other action relative thereto.

The School Committee recommends unanimously (5 – 0).

The Boxborough School Committee unanimously supports this article. The stage flooring is currently peeling up and presents a safety hazard to the students. As the stage is routinely used by the Blanchard community, this improvement will allow us to continue to use this resource and prevent future injuries.

The Finance Committee recommends (6 – 0).

The Blanchard School was renovated back in 1995. At that time the stage floor in the gym was redone with linoleum tile rather than with ceramic tile. The current tiles are starting to peel up and could cause a tripping hazard to the students. We believe the right course of action is to replace the floor. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be funded out of unexpended bond proceeds.

**ARTICLE 23 CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL –
CLASSROOM CARPETING**

(Majority vote required)

To see if the Town will vote to appropriate the sum of Twelve Thousand Five Hundred Dollars (\$12,500), more or less, for the purpose of removing and replacing classroom carpeting at the Blanchard Memorial School, by transferring the sum of Nine Thousand Nine Hundred and Ninety-Nine Dollars (\$9,999) from remaining bond proceeds authorized by vote of Town Meeting on May 9, 2006 under Article 9, *Capital Expenditure – Blanchard Memorial School - Renovations*, and to raise and appropriate, transfer from available funds, or otherwise provide the balance of Two Thousand Five Hundred and One Dollars (\$2,501); or, in the alternative, raise and appropriate, transfer from available funds, or otherwise provide, the sum of Twelve Thousand Five Hundred Dollars (\$12,500); or take any other action relative thereto.

The School Committee recommends unanimously (5 – 0).

The Boxborough School Committee unanimously supports maintaining our classrooms appropriately by replacing classroom carpeting.

The Finance Committee recommends (6 – 0).

There are a number of carpets in Blanchard that have worn out. The carpets are in need of replacement. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be funded out of unexpended bond proceeds of \$9,999 and free cash of \$2,501.

**ARTICLE 24 CAPITAL IMPROVEMENTS - BLANCHARD MEMORIAL SCHOOL -
PLAYGROUND SAFETY IMPROVEMENTS**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Ten Thousand (\$10,000), more or less, for the purpose of implementing playground safety recommendations at the Blanchard Memorial School as provided in the *MIAA Playground Inspection Report*, dated December 8, 2010; or take any other action relative thereto.

The School Committee recommends unanimously (5 – 0).

Based on the professional assessment provided by the MIAA playground safety report, the Boxborough School Committee believes that the recommended improvements are necessary to improve the safety of the playground to prevent injuries.

The Finance Committee recommends (8 – 0).

The Finance Committee has limited information, but understands that MIAA has issued a report which recommends improvements to address safety needs to the playground. If approved, this article will be paid out of free cash.

ARTICLE 25 CAPITAL IMPROVEMENTS – SARGENT MEMORIAL LIBRARY - PAINTING

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, borrow, or otherwise provide the sum of Twenty-Five Thousand (\$25,000), more or less, for the purpose of power washing and painting the exterior of the Sargent Memorial Library; or take any other action relative thereto.

The Library Board of Trustees recommends unanimously.

The Library Trustees voted unanimously to recommend the appropriation of \$25,000 for the purpose of power washing and painting the exterior of the library. The library was last painted in 2004; the surface has mildew and is peeling. The Trustees feel it is very important to maintain and protect this important town asset.

The Finance Committee does not recommend (5 – 1).

Majority

After inspecting the building the majority of the FinCom does not believe that painting is required. They do believe that a power washing will do as well as minor touch up to the existing paint.

Minority

When the library was built using wood siding rather than brick, we knew that we would be required to paint the building every 5 to 7 years. The building has not been painted since it was built and a minority of the FinCom believes that the Town should paint the building in FY2012 rather than wait another year.

ARTICLE 26 ACQUISITION OF SIDEWALK EASEMENT

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain, or otherwise, an easement for sidewalk purposes as shown on a plan entitled *Easement Exhibit, #709 Massachusetts Avenue, Boxborough, Massachusetts*, dated 3/31/11 and prepared by Goldsmith, Prest & Ringwall, Inc.; or take any other action relative thereto.

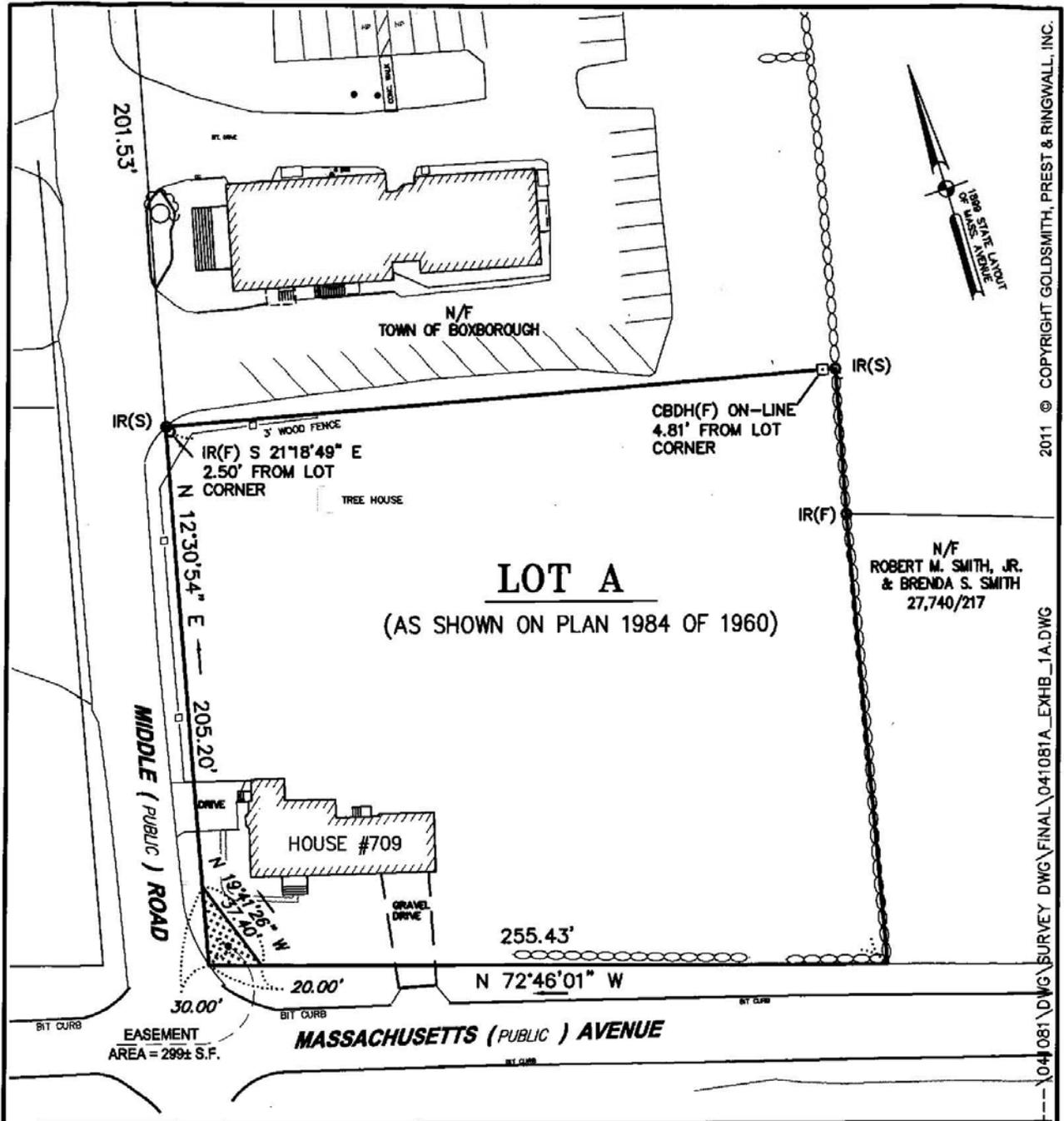
Summary

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

The Town has received a permit extension from MassDoT for the installation of crosswalks in both of these locations. As part of the Planning Board's effort for safe pedestrian walkways along Massachusetts Avenue, the Board will be working with the Selectmen and the Department of Public Works on the installation of the two crosswalks and a new sidewalk along Middle Road to the Town Hall. To accommodate the sidewalk at the northeast corner of Massachusetts Avenue and Middle Road, the property owners have offered to gift to the Town an easement. The Planning Board is supportive of this warrant article and thankful that the property owners have offered the easement.

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

The Finance Committee recommends (8 – 0).



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PLAN REF: 1984 OF 1960 FROM THE MIDDLESEX COUNTY SOUTH DISTRICT, REGISTRY OF DEEDS

SCALE: 1" = 50'

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#709 MASSACHUSETTS AVENUE
BOXBOROUGH, MASSACHUSETTS

EASEMENT EXHIBIT

JOB: 041081-A
BY: DSB | CHK: DEM
DATE: 3/31/11
EXHB-1

ARTICLE 27 CONSERVATION TRUST FUND

(Majority vote required)

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

Summary

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

Justification and Need

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
 - Purchase of Land
 - Capital Improvement of Land
 - Expenses related to land purchase such as appraisals, title searches etc.
 - Improvement of conservation land.
 - Monitoring of Conservation restrictions.
 - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund has the following upcoming anticipated expenses:
 - Review of Land Acquisition Opportunities - There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.
 - Control of Invasive Plants on Conservation Land - Implementation of invasive control plans will involve the cost of contracted labor and equipment.
 - Improve the Monitoring of Conservation Restrictions - Preparation and recording of baseline documentation will involve the cost of contracted consultant services.
3. The Conservation Trust Fund currently has a balance of approximately \$25,000. An estimated working balance of \$30,000 is proposed in order to adequately meet the anticipated expenses.

Background Information

1. From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.
2. From 2000 to 2010 only one appropriation for \$15,000 was made.
3. Operations and maintenance are funded separately.
4. Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.

Arguments in Favor of a \$5,000 appropriation to the Conservation Trust Fund:

1. Providing this appropriation to the Conservation Trust Fund is consistent with the town's current Capital Planning efforts and objectives.

2. The Conservation Trust Fund will provide an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town's annual operating budget.

Arguments Against a \$5,000 appropriation to the Conservation Trust Fund

1. The anticipated expenses are uncertain, and should be considered and paid as the needs arise.

The Board of Selectmen recommends (5 – 0).

The Board of Selectmen supports the Commission in its request to increase the fund by \$5,000 to a level of \$30,000. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

The Finance Committee does not recommend (5 – 1).

The majority of FinCom did not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission's goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. This item was on the FY2012 Boxborough Capital Plan. If approved, this article will be paid out of free cash.

The Conservation Commission recommends (4 – 0).

ARTICLE 28 AMEND NOTICE OF TOWN MEETING BYLAW

(Majority vote required)

To see if the Town will vote to amend the *Notice of Town Meeting Bylaw* by striking the last sentence as shown below:

The Board of Selectmen shall give notice of all Town Meetings by posting attested copies of the Warrant calling the same, in not less than five (5) public places in the Town at least fourteen (14) days before the time of holding the Meeting. ~~The Selectmen shall also cause to be delivered or mailed to each place of residence in the Town where one or more registered voter resides, a summary of the Warrant for each Town Meeting, fourteen (14) days at least before the time named in the Warrant for holding such Meeting.~~

or take any other action relative thereto.

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

The Board of Selectmen recommends amending the *Notice of Town Meeting Bylaw*. The printing and mailing of the annual town meeting warrant costs about \$5,000. Town residents would be informed several weeks before town meeting of the date warrants would be available. At least fourteen days prior to the start of town meeting, the warrant would be posted electronically on the town’s website and printed copies would be made available to anyone who requests one. Printed copies would also be available at the Town Hall and Sargent Memorial Library. We currently print 1,900 copies of the warrant, mailing approximately 1,650, and would be able to reduce that number significantly. Along with the financial benefit to the town, there is also an environmental benefit of not printing and mailing all the warrants.

The Finance Committee recommends (8 - 0).

This article has a positive financial impact to the town as we do not need to print and mail the copies.

ARTICLE 29 AMEND FINANCE COMMITTEE BYLAW

(Majority vote required)

To see if the Town will vote to amend section 4 of the *Finance Committee 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 4. The Finance Committee shall consider all matters of business included within the articles of any Warrant for a Town Meeting, and shall after due consideration report thereon in **writing, which report shall include the Finance Committee's recommendation as to each article. The Board of Selectmen shall include in the Warrant the Finance Committee report.** ~~print its recommendation as to each article. The Finance Committee shall cause its report to be delivered or mailed to each place of residence in Town where at least one (1) registered voter resides at least fourteen (14) days in advance of a Town Meeting. The said delivery or mailing of this report shall not constitute a legal prerequisite for any Town Meeting or affect the validity of any other action taken thereat.~~ The report shall state the total amount of the appropriations on the entire warrant and the approximate effect on the tax rate based on such appropriations. The report shall also state the same information with regard to the warrant articles receiving their affirmative recommendation. The report for the annual Town Meeting shall contain a statement of the doings of the Committee during the year, with such recommendations or suggestions as it may deem advisable on any matters pertaining to the welfare of the Town. It may issue recommendations on referenda and other matters on any ballot other than the choice of individuals for offices.

The Finance Committee recommends (8 - 0).

This article has a positive financial impact to the town as we do not need to print and mail the copies.

ARTICLE 30 AMEND FIRE ALARMS AND PROTECTIONS SYSTEM BYLAW

(Majority vote required)

To see if the Town will vote to amend Sections 1, 4, 10 and 12 of the *Fire Alarms and Protection System* 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

The proliferation of fire alarm systems monitored by the Boxborough Fire Department has imposed an increasing burden on said Department. In addition, the erroneous and mistaken use of fire alarm systems and those that are not installed, maintained or operated properly has resulted in increased **service calls responses and associated costs** by the Boxborough Fire Department and is creating a hazard to the members of said Department and to the general public. The purpose of this chapter is to regulate the use of said alarm systems and to reduce the incidence of false alarms.

Section 4

After due notice and a public hearing, the Board of Selectmen, upon recommendation from the Fire Chief, may from time to time adopt and amend a fee schedule associated with this bylaw, a copy of which shall be filed in the office of the Town Clerk **and posted on the town's website**. Said schedule shall include registration and permit fees, annual fire alarm service fees, reconnection fees, penalties for false alarms and fines associated with violations of any provisions of this bylaw.

Section 10

- (b) The following fines and charges shall be imposed upon the alarm system permit holder for activation of an alarm system by error, mistake or malfunction, as the case may be, in violation of subsection (a) hereof:
- (1) Up to ~~four (4)~~ **three (3)** such false fire alarms may occur in ~~any calendar year~~ **a one year period** without the imposition of a penalty.
 - (2) The ~~fifth (5th)~~ **fourth (4th)** such false alarm and every such subsequent false fire alarm during any ~~calendar year~~ **one year period** shall result in a fine per false alarm in an amount specified in the *Schedule of Fees and Penalties*.
 - (c) ~~After~~ **As soon as possible after** the ~~third (3rd)~~ **second (2nd) such** false alarm, ~~when and if~~ time permits, a registered written warning shall be sent by the Department to the alarm system permit holder.
 - (d) ~~After~~ **Upon occurrence of** the ~~fourth (4th)~~ **third (3rd)** such false alarm, a written order from the Department **requiring the alarm system to be inspected and the Department notified of corrective action taken** shall be issued to the alarm system permit holder. ~~requiring the alarm system to be inspected and the Department notified of corrective action taken.~~

Section 12

- (a) A written notice (~~ticket~~) will be issued by the Fire Chief to the offender. The notice shall include the following:
- (1) direct the offender to appear before the clerk-magistrate of the local district court within twenty-one (21) days;
 - (2) as an alternative, pay a specified fine within twenty-one (21) days; or
 - (3) as an alternative, request a hearing on the violations.

Hearings will be held either before a judge, a clerk or assistant clerk. The Town will present its case and a decision will be rendered by the court.

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

The proposed changes to the Fire Alarms and Protections System Bylaw will place increased onus on owners of fire alarm systems to properly maintain and operate them to minimize the number of accidental, non-intentional false alarms, which have been occurring at an increasing rate in recent years. The penalty amounts for false alarms can set at the discretion of the Fire Chief, but a Bylaw change is required to lower the false-alarm penalty threshold from four incidents to three in one year. Minor changes to language will also clarify the process for proper notifications and owner responsibilities for corrective action. Approval of the Bylaw amendments will improve the ability of the Fire Chief to address the problem of too many false alarms.

A duly noticed public hearing on the proposed amendments was held on March 28, 2011.

The Finance Committee recommends (8 - 0).

This item does have a positive financial impact to the town.

ARTICLE 31 ROAD ACCEPTANCE – WINDERMERE DRIVE

(Majority vote required)

To see if the Town will vote to accept as a public way Windermere Drive, laid out by the Board of Selectmen as shown on the plan endorsed by the Planning Board “Subdivision Approval Not Required,” entitled Plan of Land in Boxborough , MA, dated June 22, 1998, recorded with the Middlesex South District Registry of Deeds as Plan No. 646 of 1998 (two sheets) in Book 28741, Page 193, which plan has been filed with the Town Clerk; or take any other action relative thereto.

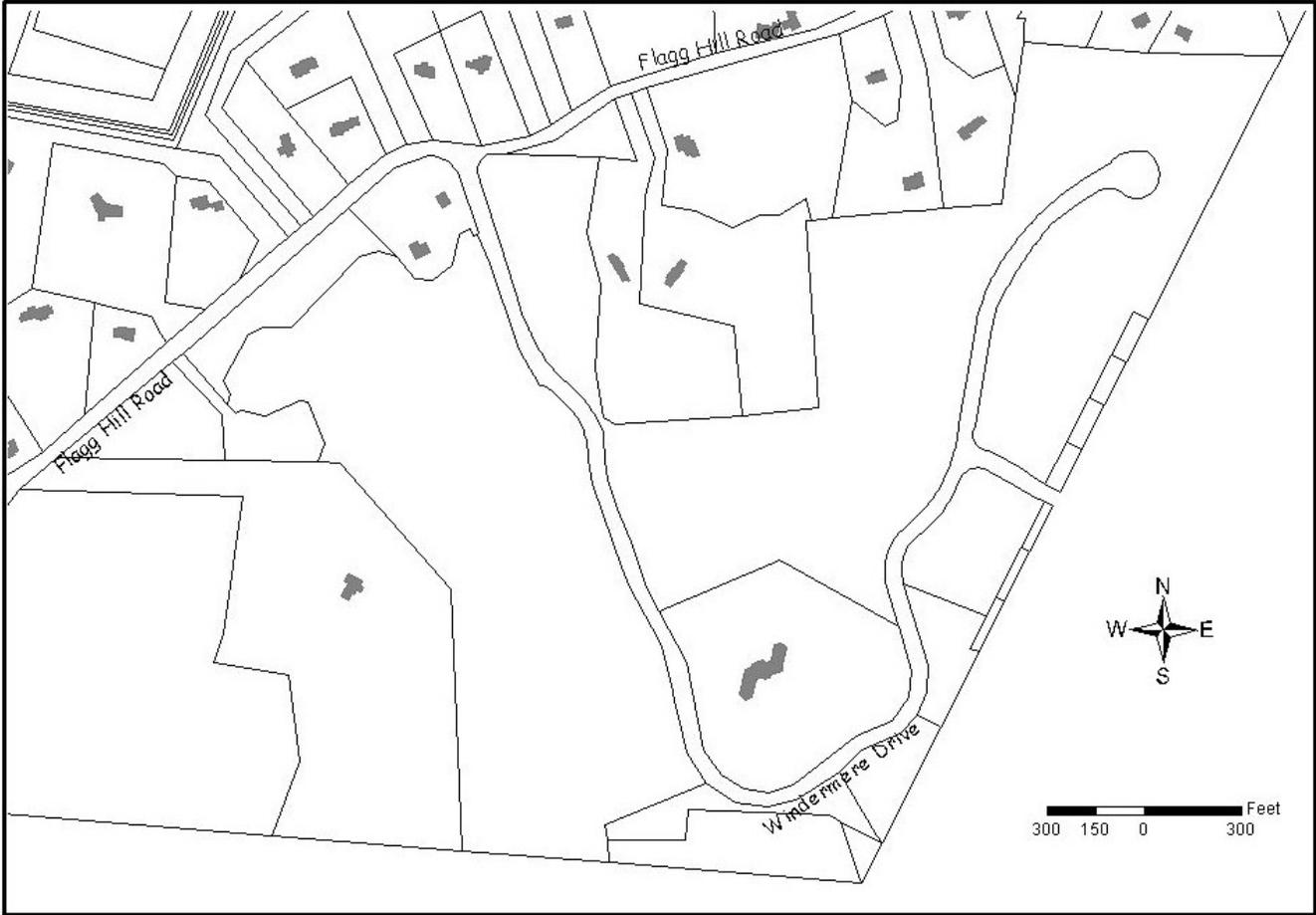
The Board of Selectmen recommends (4 – 1).

Approval of this article will close out an incomplete action that should have taken place years ago, but fell through the cracks. The town and public will benefit from approval of this article.

Windermere Drive leads from Flagg Hill Road to a private residence and set of town trail systems accessing the Flagg Hill conservation land. The town currently owns the road right-of-way (“fee in the road”), and over the years has been plowing it in the interest of public safety, according to policy of the Selectmen. Although Windermere Drive was designed and established under the Subdivision Control Law the road was never presented to town meeting for acceptance as a public way. On March 14, 2011, as a first step in due process to reach closure, the Selectmen voted to formally lay out the road by reference to the June 22, 1998 ANR (Approval Not Required) plan. The layout order has been delivered to the Town Clerk, and this acceptance article placed on the warrant. Since the town already owns the road fee and the selectmen have approved the layout, acceptance by town meeting is all that remains. No funds are required to complete the acceptance.

Acceptance of Windermere Drive as a public way will increase the road mileage and therefore annual highway funds credited to Boxborough under Chapter 90. More importantly, it will allow the town to legally and properly maintain the roadway in the interest of public safety, and to make desirable improvements to parking areas servicing the Flagg Hill conservation lands.

The Finance Committee recommends (7 – 1).



ARTICLE 32 ADJUST SENIOR CITIZEN TAX WORK-OFF ABATEMENT**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of clause 2 of Section 43 of Chapter 188 of the Acts of 2010, amending Chapter 59 Section 5K of the General Laws, to adjust the maximum abatement allowed under the senior citizen property tax work-off program established by the Board of Selectmen, to be based upon 125 volunteer service hours in a given tax year; or take any other action relative thereto.

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

Boxborough has been using the senior tax write-off program since 2001 when the state granted municipalities the opportunity to implement this program. In summary, we allow seniors to conduct necessary work projects for various departments in the town and in return, their taxes are reduced. The effective rate of “pay” for seniors is minimum wage (\$8 per hour). Until recently, the maximum limit for any senior’s tax write-off in a given year was \$750. In 2010, the state law was modified to increase this limit subject to approval by individual municipalities to be based upon 125 maximum number of service hours, which is \$1,000, at the current minimum wage.

Our COA Coordinator manages this program and ensures that the program is administered fairly to provide optimal benefit to both seniors and to the town. She evaluates support requests from Department Heads and allocates tasks to seniors who have volunteered. This program has been tremendously worthwhile in Boxborough, benefiting BOTH the town (saving roughly \$10,000 per year) and the participating seniors. In general, most participating seniors accrue a tax benefit well below the current limit (\$750) but, in a few cases, there is a bona fide need to use seniors with special skill sets (e.g., a strong information technology background or a strong accounting/finance background) to a greater extent than the current limit. For that reason we propose to increase the program to the maximum service hours allowed by the state, i.e. 125 hours. The COA Coordinator will ensure that this new maximum limit will be used only for those seniors who have legitimate special skills warranting extra work assignments.

The Finance Committee recommends (8 - 0).

ARTICLE 33 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 One Thousand Seven Hundred Sixty-One Dollars and fifty-four Cents (\$1,761.54), 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 9	May 2008 (ATM)	Police Dept - Defibrillators	\$261.40
Article 8	May 2010 (ATM)	Fire Dept. – Prior year bill	.14
Article 14	May 2010 (ATM)	Town Clerk – Notice Board	1,500.00
Total:			<u>\$1,761.54</u>

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

The Finance Committee recommends (8 - 0).

ARTICLE 34 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

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

Summary

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

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

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

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

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

The Finance Committee recommends (8 - 0).

ARTICLE 35 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

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

The Finance Committee recommends.

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.

ARTICLE 36 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**

(Majority vote required)

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

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 12 Spending Limit	Disposition for FY 12 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2013 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000	Carryover to FY 2013 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	\$2,000	Carryover to FY 2013 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2013 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to Dog Officer	\$4,000	Carryover to FY 2013 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2013 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 12 Spending Limit	Disposition for FY 12 Fund Balance
Integrated Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$44,000	Carryover to FY 2013
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2013 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels	To defray expenses associated with the updating of the GIS Assessor maps	\$5,000	Carryover to FY 2013 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$4,000	Carryover to FY 2013 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$4,100	Carryover to FY 2013 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2013 to pay for expenses not yet completed

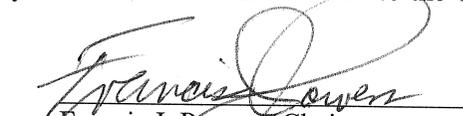
The Board of Selectmen recommends unanimously (5 - 0).

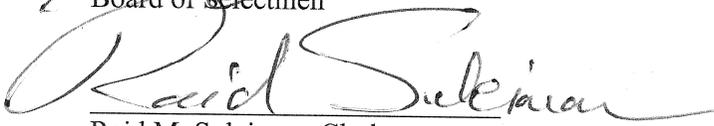
The Finance Committee recommends (8 - 0).

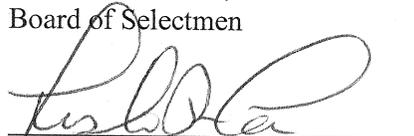
Town Meeting – May 9, 2011

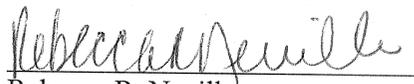
You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Town Hall, at the Sargent Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2011.


Francis J. Powers, Chairman
Board of Selectmen


Raid M. Suleiman, Clerk
Board of Selectmen


Leslie R. Fox
Board of Selectmen


Rebecca R. Neville
Board of Selectmen


Christine L. Robinson
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 2011 were 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:

- Employee benefits (largely health insurance) costs rising at 15% 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 10% 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 \$509,000 and combined with little new development equates to a flat town valuation. As will be described further on in greater detail, it is difficult to discern any trends in other revenue sources or new revenue sources that will reduce the upward pressure on the Town’s property tax levy in the coming years.

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

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

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

Before considering the FY '12 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 \$509,000).

Estimated Tax Rate and Average Tax Bill for FY '12 as Compared to FY '11

	FY '11	FY '12
Tax Levy	\$16,403,459	\$16,843,269
Valuation	\$943,586,088	\$ 946,000,000
Tax Rate	\$17.38	\$17.80
Avg. Valuation	\$506,349	\$509,000
Avg. Tax Bill *	\$8,548	\$9,062

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

Current Estimates of FY '12 Operating Budget Categories

Budget Category

General Government	\$826,590
Protection	\$2,189,705
Blanchard School	\$5,543,414
Minuteman Technical School	\$367,906
A/B Regional School	\$5,890,838
Public Works	\$964,424
Cultural, Recreation, Library	\$350,422
Health	\$84,265
Reserve Fund	\$185,000
Debt Service	\$1,357,373
Employee Benefits	\$2,096,491
Total Operating Budget	\$19,856,428
ATM warrant articles within 2 1/2	\$550,830
Overlay Reserve*	\$175,000

Total Budget including all warrant articles \$20,582,258

* 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 '12.

Current Estimated Revenues and Cash Contributions to Balance Operating Budget

Revenue Sources	Revenue
Maximum Allowable Tax Levy (Prop. 2 1/2)*	\$16,843,269
Net State Aid (less Cherry Sheet assessments)	\$1,300,070
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	\$115,000
Free Cash – operating budget	\$180,997
Free Cash – Warrant articles	\$371,053
Unexpended bond proceeds	\$64,777
Total revenue source, operating budgets	\$20,582,258

* Estimated at Time of Writing

In addition to the operating budget issues outlined above, voters should be aware that there are \$550,830 “money” articles on the Annual Town Meeting warrant, over and above the operating budget requested in Article 5 including a reallocation of funds from pre-existing bonds. This year all warrant articles are paid out of Free Cash, unexpended bond proceeds or stabilization. There is no impact to the tax rate for any warrant article. A brief description of these articles, dollar amounts requested, and proposed sources of funding are shown on the following table:

Proposed Warrant Article Expenditures and Sources of Funds

Article	Description	Amount	Tax impact per \$1,000	Tax impact for median house	Funding Source
STM 1	Blanchard School budget correction	\$82,000	0	0	Free Cash
10	Transfer from Free Cash to Stabilization	\$182,421	0	0	Free Cash
11	Additional police officer	\$3,409	0	0	Free Cash
12	Printer/Plotter	\$11,000	0	0	Free Cash
13	Consultant for GASB 45 actuarial study	\$9,500	0	0	Free Cash
14	Police Station Improvements	\$5,000	0	0	Free Cash
15	Phone Replacement (VOIP)	\$7,500	0	0	Free Cash
16	Fire emergency vehicle	\$40,000	0	0	Stabilization
17	Fire Station roof	\$50,000	0	0	Unexpended bond proceeds and free cash
18	Lawnmower trailer for DPW	\$10,000	0	0	Free Cash
19	One-ton dump truck	\$50,000	0	0	Stabilization
20	Transfer Station dumpsters	\$20,000	0	0	Free Cash

Article	Description	Amount	Tax impact per \$1,000	Tax impact for median house	Funding Source
21	Blanchard School water proof suppression chamber study	\$20,000	0	0	Free Cash
22	Replace Blanchard School gym stage floor	\$7,500	0	0	Unexpended bond proceeds
23	Blanchard School carpets	\$12,500	0	0	Unexpended bond proceeds and free cash
24	Blanchard School playground	\$10,000	0	0	Free Cash
25	Sargent Memorial library painting	\$25,000	0	0	Stabilization
27	Conservation Commission trust fund	\$5,000	0	0	Free Cash

General Financial Policies

Policies adopted by the Finance Committee in FY '96 continue to guide the budget process. It may help the voters' decision-making process to understand these policies as they review the town's operating budget and warrant articles prior to the 2011 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 FY2012 budget.

Capital Planning

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

Debt Management

- Debt service should not exceed 10% of revenues.

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

Conclusions

The most important thing that voters can do at this time of the year is to familiarize themselves with the financial situation of the Town, by reviewing the information presented here and in the Article 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.

FY2012 Proposed Capital Plan

	FY2011	FY2012	FY2013	FY2014	FY2015	FY2016	FY2017	FY2018-2022
TOWN WIDE	-	-	397,500	-	-	-	-	8,000
CONSERVATION	-	5,000	-	-	-	-	-	-
HOUSING								
TOWN HALL	25,000	18,500	119,000	12,000	26,250	-	18,000	126,000
POLICE	40,500	44,500	63,000	46,000	35,000	38,000	45,000	217,000
FIRE	32,000	90,000	-	200,000	80,000	265,000	-	1,000,000
DISPATCH	-	-	30,000	-	-	-	-	-
BLANCHARD	5,000	50,000	20,000	12,500	5,000	165,000	225,000	140,000
MINUTEMAN	-	-	-	-	-	-	-	-
ABRS	-	-	-	-	-	-	-	-
PUBLIC WORKS	-	60,000	118,000	180,000	75,000	180,000	80,000	145,000
TRANS. STATION	-	20,000	15,600	7,800	-	-	-	17,000
CEMETERY	-	-	-	-	-	-	-	-
BD OF HEALTH	-	-	-	-	-	-	-	-
LIBRARY	-	25,000	15,000	-	24,000	-	-	-
RECREATION	-	-	-	-	-	10,000	-	-
HIST. MUSEUM	-	-	-	22,500	15,000	-	-	10,000
STEELE FARM								
Total	102,500	313,000	778,100	480,800	260,250	658,000	368,000	1,663,000

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 2022. The plan will be reviewed and updated annually in conjunction with the Town's debt schedule, and will provide an essential tool to guide Town Meeting in future planning and decision making. It is intended to make citizens aware of the essential projects that may need to be deferred due to financial constraints. At May's Annual Town Meeting, the Finance Committee will provide a brief presentation and further detail about the components of the plan. The presentation will be available on the Town's website after Town Meeting.

TOWN OF BOXBOROUGH TOWN MEETING: A GUIDE FOR RESIDENTS

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

WELCOME TO TOWN MEETING.

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

Remember: YOU Are the Town Government.

What is Town Meeting?

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

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

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

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

What is the Warrant?

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

What about the Election?

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

Who Participates in Town Meeting?

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

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

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

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

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

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

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

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

What Happens at Town Meeting?

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

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

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

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

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

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

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

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

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

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

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

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

Selected Common Parliamentary Motions:

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

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

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

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

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

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

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

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

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

Selected Quotes:

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

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

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

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