TOWN OF BOXBOROUGH

Please bring this Warrant
to the Annual/Special Town Meeting

Commencing Monday, May 12, 2014, 7 PM
Blanchard Memorial School Gymnasium

Annual Town Election
Monday, May 19, 2014, 7 AM – 8 PM
Boxborough Town Hall

Many thanks to the third grade students at the Blanchard Memorial School for sharing their visions of Boxborough with us.

The young artists are from left to right, top to bottom:

Emily Robinson	Cassidy Xu	Max St. Louis	Sean Ryan	Maura Hashem	Marion Stuntz
Sam Shmukler	Estella Harmon	Ava Wong	Curtis Judson	Bella Costanzo	
Karynna Yeh	Celia Willis	Max Hurlbut-Lesk	Sofiya Lototska		
Ronan Reza	Janelle Lim	Chen Lucas Tan	Rafael Chavez	Meghan Lawson	
Aaron Stieglitz	Driscoll Rodman	Lily McKinley	Deva Welte		
Grace Russo	Nathan Kushner	Galen Xuan			
Gregory Bykhovsky	George Powell	Rishi Francis	Brendan Connolly		

TOWN OF BOXBOROUGH
SPECIAL/ANNUAL TOWN MEETING
MAY 12, 2014
LIST OF ARTICLES

SPECIAL TOWN MEETING

1. **LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER**
2. **FUND FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE**
3. **TRANSFER FROM INSURANCE PROCEEDS**
4. **AMEND FY 2014 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN**

ANNUAL TOWN MEETING

1. **CHOOSE TOWN OFFICERS**
2. **RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
4. **AMEND FY 2015 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN**
5. **TOWN OPERATING BUDGET**
6. **AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**
7. **WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**
8. **ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7**
9. **BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE**
10. **AUTHORIZATION TO DISPOSE OF REAL PROPERTY - 70-72 STOW ROAD**
11. **TRANSFER TO STABILIZATION FUND****
12. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND****
13. **GASB 45 ACTUARIAL CONSULTANT****
14. **TRANSFER AND APPROPRIATION OF BLANCHARD MEMORIAL SCHOOL REVOLVING FUND BALANCES****
15. **TRANSFER OF BLANCHARD MEMORIAL SCHOOL GIFTS AND GRANTS TO THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT****
16. **TRANSFER UNEXPENDED BALANCES IN PRIOR YEAR ARTICLES****
17. **RESCIND UNUSED BORROWING AUTHORITY****
18. **DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION****
19. **ESTABLISH REVOLVING FUND FOR GENERAL RECREATION PROGRAMS****

20. COST OF BOND ISSUANCE**

21. EXPANDED VETERANS SERVICES**

22. CAPITAL EQUIPMENT AND INFRASTRUCTURE

- **A. Town Hall Attic Insulation**
- **B. Town Hall Carpet Replacement**
- **C. Town Hall Grange Meeting Room Improvements**
- **D. Town-wide Computer Replacement & Software Upgrade**
- **E. Library – HVAC Control System Upgrade**
- **F. Steele Farm – Repairs to Barn**

23. STUDIES AND INITIATIVES

- **A. Town Clerk - Record Books Conservation**
- **B. Planning Board – Update Master Plan**
- **C. Public Safety – Space Needs Analysis**
- **D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields**
- **E. Steele Farm Management Plan**

24. CAPITAL IMPROVEMENT – ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM

25. CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS - FIRE DEPARTMENT

26. CAPITAL EQUIPMENT ACQUISITION – PUBLIC SAFETY RADIO SYSTEM UPGRADE

27. CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK

28. CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

29. AUTHORIZATION TO ACQUIRE REAL PROPERTY – 530 MASSACHUSETTS AVENUE

30. ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS

31. CONSERVATION TRUST FUND

32. PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR

33. ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900

34. ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/COMMON DRIVEWAYS

35. ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

36. SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER##

37. SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE.##

38. ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**

39. PERSONAL REAL ESTATE EXEMPTIONS**

40. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

LEGEND

SUBMITTED BY PETITION

**** 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 12, 2014 at 7:00 p.m. to act on Articles 1 through 4 of this Special Town Meeting Warrant.

ARTICLE 1 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER

(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2014, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to transfer from available funds or otherwise provide the sum of Eleven Thousand Four Hundred Dollars ($11,400), more or less, for the purpose of funding the first year of the renewed lease for the period July 1, 2014 through June 30, 2017, or take any other action relative thereto.

The Board of Selectmen recommends (4-1).

In May 2012 town meeting approved the first year funding of a two-year lease of the UCC Fellowship Hall for use as a Community Center, with term ending June 30, 2014. Funding for the second year was approved in the COA budget at ATM in May 2013. This article is to provide funding for a new three-year lease from July 1, 2014 to June 30, 2017. It is placed within the Special Town Meeting so that approved funds will be available for timely execution of the new lease.

During the past two years the town has made excellent use of the Community Center. It has provided a much-needed facility for a variety of seniors' activities and additional committee meeting space. Other venues (e.g., Grange meeting room and Library) are simply not feasible, considering schedules and food service needs. It should be noted that use of the facility is NOT restricted to senior activities. The facility has been and will continue to be an alternative venue for other activities, including overflow meeting space when Morse/Hilberg and the Grange room are occupied.

Terms for a new lease have been agreed with the UCC principals and the town, and are virtually identical with the current lease. The first year rent is $950/month (0.5 % increase) with increases of 2.6% and 2% in the second and third year, respectively. This equates to an average yearly increase of 1.7%. The town rent pays a portion of utility usage and maintenance for the facility.

The Selectmen recommend approval as a prudent use of funds to assure the UCC Fellowship Hall will continue to be available as a valuable and beneficial community resource.

The Finance Committee recommends unanimously (6-0).

The FinCom recommends this article as it provides a location to be used by the citizens of Boxborough. The original two-year lease with the United Church of Christ was voted and approved at STM on May 14, 2012 at a rate of $900 per month for FY2013 and $945 per month in FY2014. The lease renewal will be a three-year lease at $950 per month in FY2015, $975 per month in FY2016 and $995 per month in FY2017. Funding for FY2016 and FY2017 will be in the COA budget.

ARTICLE 2 FUND FIRST TWO YEARS OF COLLECTIVE BARGAINING AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Thirty-Eight Thousand Nine Hundred Dollars ($38,900), more ore less, to fund the first two years of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police (July 1, 2012 to June 30, 2015) or take any other action relative thereto.

Summary

This article is for funding of the first two years of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2012 – June 30, 2015. Funding for year three is included in the FY 2015 budget request under Article 5.

The Board of Selectmen recommends (4-0-1; one abstention).

At ATM in May 2013 funding was approved for new Fire and Dispatch contracts. At that time, negotiations had not been completed with Police. Subsequently, the Town and Police Union mutually agreed to mediation through the Joint Labor-Management Committee (JLMC). As a result we were able to reach agreement on a new contract. Approval of this article in the STM will provide retroactive funding for FY13 and FY14. Funding for FY15 is included in the FY15 budget within ATM.

As with the Fire and Dispatch negotiations, the Board of Selectmen kept the FinCom apprised of progress throughout. Terms of the final Police agreement are in line with those previously concluded for Fire and Dispatch. The Police will receive cost of living increases of 1.5%, 1.75% and 1.75% for FY 13, FY14 and FY 15 respectively, with no change to shift differentials.

The new Police Collective Bargaining Agreement is consistent with goals of the Selectmen and financial input from the Finance Committee. The Selectmen recommend approval of this article.

The Finance Committee recommends unanimously (6-0).

The Town and the Police Union reached a mediated settlement mediation and this article retroactively funds FY2013 and FY2014. FY 2015 funding will be part of the annual budget under Article 5 of the annual town meeting. The Police Agreement is consistent with FinCom budget advice to the negotiations team.

ARTICLE 3 TRANSFER FROM INSURANCE PROCEEDS

(Majority vote required)

To see if the Town will vote to transfer the sum of Fifteen Thousand One Hundred Sixty-Four Dollars ($15,164), more or less, from the Insurance Proceeds Account to the Reserve Fund, or take any other action relative thereto.

Summary

According to Massachusetts General Law, reimbursements received from insurance carriers in excess of $20,000 require appropriation. In 2013 and 2014, the town received insurance proceeds in the amounts of $26,526.34 and $28,900 respectively to reimburse for the loss of two vehicles. Replacement vehicles were purchased; however, in each instance, since only $20,000 could be expended from the insurance proceeds account, reserve fund transfers were required to enable the purchase of the replacement vehicles. This article requests the transfer of $15,164 to reimburse the reserve fund for the transfers out of the fund.

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

The Finance Committee recommends unanimously (6-0).

This is a housekeeping item to reimburse the reserve fund for expenditures made to replace two police cruisers in FY 2013 and FY 2014. Note any unexpended funds in the reserve account will flow through to free cash.

ARTICLE 4 AMEND FY 2014 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN

(Majority vote required)

To see if the Town will vote to amend the Personnel Plan, by striking out the present Schedule A - Classification of Positions and Schedule B - Compensation of Positions and inserting in place thereof a new Classification and Compensation Schedule, hereinafter set forth, to become effective July 1, 2013; and further, to amend the FY 2014 Operating Budget for the purpose of funding those changes by transferring the sum of Four Thousand Nine Hundred Seventeen Dollars ($4,917), more or less, from Department 192, Town Hall to other Town departments as indicated in the table that follows below; or take any other action relative thereto.

The Personnel Board unanimously recommends (5–0).

In 2013, the Town retained the services of a personnel consultant to conduct a comprehensive classification and compensation study for all non-union town personnel, i.e. those employees covered by Schedules A & B. Over the course of twelve months, the Consultant met with the Personnel Board, surveyed seventeen comparable communities, and reviewed the existing compensation and classification plan and job descriptions. The goal was to develop a systematic formalized plan with equitable job groupings and compensation levels. Considering the comparable wage data as well as the characteristics of each position and internal equity factors, the Consultant developed the classification and compensation schedule before you tonight.

At last year's town meeting, the voters approved an overall 2% increase for all employees, maintaining them in their current step while the Personnel Board determined a path forward for the future. Throughout the study, the goal was to provide an equitable salary for our non-union employees, while keeping those salaries within the 50th percentile. The schedule was prepared with the possibility of implementing retroactively to July 1, 2013.

The existing schedule has 7 (8, if we include G+) steps with 3.5% between each, and a range of approximately 25% from the minimum to the maximum. The new proposed schedule has 9 steps, with 2.5% between each, and a range of approximately 22%.

The Personnel Board recommends adopting the classification and compensation schedules retroactive to July 1, 2013. The schedules cover 30 regular and over 50 intermittent non-union personnel. No appropriation is being requested since the retroactive compensation can be absorbed in the operating budget approved at Town Meeting last May.

The Board of Selectmen recommends (4-1).

The Board of Selectmen believes this is the correct and equitable way to move forward. As mentioned in the Personnel Board recommendation no appropriation is being requested since the retroactive compensation can be absorbed in the operating budget approved at Town Meeting last May.

The Finance Committee recommends (3-2).

FinCom will present opinions for and against this article at Town Meeting.

FY 2014
CLASSIFICATION AND COMPENSATION SCHEDULE

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	69,864.48	71,618.40	73,414.08	75,251.52	77,130.72	79,051.68	81,035.28	83,060.64	85,127.76
15	Inspector of Buildings Information Systems Coordinator Town Accountant Town Assessor Town Planner Town Treasurer	63,516.96	65,103.84	66,732.48	68,402.88	70,115.04	71,868.96	73,664.64	75,502.08	77,381.28
14	Tax Collector (Elected) Town Clerk (Elected)	54,580.32	55,937.52	57,336.48	58,777.20	60,238.80	61,742.16	63,287.28	64,874.16	66,502.80
13	Council on Aging Coordinator (DPW) Foreman	25.14	25.77	26.41	27.07	27.75	28.44	29.15	29.88	30.63
12	Conservation Agent Youth Services Librarian	22.05	22.60	23.17	23.75	24.34	24.95	25.57	26.21	26.87
11	Department Assistant DPW Worker IT Support Technician Technical Services Librarian	19.50	19.99	20.49	21.00	21.53	22.07	22.62	23.19	23.77
10	Bldgs/Gnds Main Worker DPW Semi-Skilled Senior Library Assistant Transfer Station Operator	18.88	19.35	19.83	20.33	20.84	21.36	21.89	22.44	23.00
9	Library Assistant	17.16	17.59	18.03	18.48	18.94	19.41	19.90	20.40	20.91
8	Van Dispatcher	15.60	15.99	16.39	16.80	17.22	17.65	18.09	18.54	19.00

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly		
CIT	8.10	
Intern (Town Hall)	8.10	
Junior Library Page	8.10	
Library Page	8.51	
Counselor	9.41	
Election Workers	10.21	
Asst. Animal Control Officer - Dogs & Cats	10.77	4 hr min call
Laborer- Cemetery	10.95	
Clerk of Elections	11.79	
Seasonal Conservation Officer	12.46	
Media Production Technician	12.50	
Lead Counselor	12.66	
Van Driver	13.59	
Seasonal Maintenance Worker	13.88	
Lock Up Attendant	14.95	
Part Time Dispatcher	16.84	
Fire Department Chaplain	17.16	
Firefighter/EMT	17.16	
Special Police Officer	17.16	
Substitute Librarian	17.16	
Gym Director	18.54	
Winter Recreation Director	18.54	
Fire Lieutenant	18.88	
Summer Recreation Director	19.00	
Animal Ctl Officer	19.50	
Fire Captain	19.50	
Veterans Services Officer	19.50	
Snow Plow Operator	21.89	
Deputy Fire Chief	22.05	
Cemetery Superintendent	22.05	
Asst. Building Inspector	26.45	
Call Building Inspector	30.42	
Call Fire Chief	42.90	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	50,000 cap/yr	
Plumbing & Gas Inspector	15,000 cap/yr	
Fee max is 1% of FY 13 levy (or $167,162)		

FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS

Personal Contracts

Position	*Contract Expiry Date*	*FY 2013*	*FY 2014*
DPW Director	*Contract expires 6/30/14*	*$ 78,045.81*	*$ 80,400.00*
Fire Chief	*Contract expires 6/30/14*	*$ 88,880.00*	*$ 90,658.00*
Library Director	*Contract expires 6/30/16*	*$ 72,894.00*	*$ 74,352.00*
Police Chief	*Contract expires 6/30/14*	*$ 100,950.00*	*$ 102,969.00*
Town Administrator	*Contract expires 9/30/16*	*$ 95,095.00*	*$ 101,500.00*

Positions Governed by CBA's

Position							
Police Sergeant (Steps 1-3)	*$ 28.98*	*$ 29.50*	*$ 30.02*				
Police Officer (Steps A1/A2-F)	*$ 21.24*	*$ 21.98*	*$ 22.75*	*$ 23.54*	*$ 24.37*	*$ 25.22*	*$ 26.11*
Fire Lieutenant (Step A)	*$ 28.84*						
Firefighter/EMT (Steps A-F)	*$ 21.49*	*$ 22.24*	*$ 23.02*	*$ 23.83*	*$ 24.66*	*$ 25.52*	
Dispatch Supervisor (Steps A-F)	*$ 19.64*	*$ 20.32*	*$ 21.04*	*$ 21.77*	*$ 22.53*	*$ 23.31*	
Dispatcher (Steps A-F)	*$ 17.75*	*$ 18.37*	*$ 19.02*	*$ 19.69*	*$ 20.37*	*$ 21.09*	

Elected Officials

Position	*FY 2013*	*FY2014*
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	*$ - annually*	*$ - annually*
Moderator	*$ - per meeting*	*$ - annually*
Constable	*$ 3.00 /warrant posted/location*	*$ 3.00 /warrant posted/location*
Tax Collector	*$ 60,365.98 (Grade 50, G+)*	*$ 61,742.16 PROPOSED (Grade 14-6)*
Town Clerk	*$ 40,747.04 (Grade 50, G+)*	*$ 41,675.96 PROPOSED (Grade 14-6)*

Proposed Amendment to Operating Budget

Line Item	Description	Appropriated at ATM, 5/13/13	Transferred from Reserve Fund	Proposed Increase/ Decrease	Newly Recommended FY14
141	Total Salaries - Assessor	$39,700	$3,090	**$2,042**	$44,832
146	Total Salaries - Tax Collector	$62,574		**$169**	$62,743
161	Total Salaries - Town Clerk	$42,562		**$114**	$42,676
175	Total Salaries - Planning Board	$71,355		**$883**	$72,238
192	Total Salaries – Town Hall	$176,450		**<$4,917>**	171,533
541	Total Salaries – Council on Aging	$43,981		**$457**	44,438
610	Total Salaries - Library	$206,521		**$1,252**	207,773
		$643,143	$3,090	**0**	646,233

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2014.

Vincent M. Amoroso, Chairman
Board of Selectmen

Robert T. Stemple 3/31/14
Robert T. Stemple, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Raid Suleiman
Raid M. Suleiman
Board of Selectmen

BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2014 at 7:00 p.m. to act on Articles 2 through 40 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 19th day of May, 2014 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting 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 each of the Consent Agendas.

This year, there will be two Consent Agendas. The **Fiscal Consent** (Article #11 through #21, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #38 through 40 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 10 AND 37, RESPECTIVELY.

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article 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 from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling 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. Summaries are included under many of the articles printed in this warrant.

COMPILATION ARTICLES
CAPITAL EQUIPMENT and INFRASTRUCTURE & STUDIES and INITIATIVES

In an additional effort to streamline Town Meeting, we have compiled the majority of non-borrowing appropriations into two articles: Article 22, *Capital Equipment and Infrastructure* and Article 23, *Studies and Initiatives*. Each of these articles is comprised of several components (A – F) and (A-E) respectively, which may be moved as a group, or individually within each article. Any component of the article may be amended. Summaries have been included for each component of the articles.

Please carefully review the Warrant and do not hesitate to contact the Town Administrator by email to sshaw@boxborough-ma.gov or phone, 978-264-1712, with any questions regarding the articles or procedures.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator for a one-year term
Two Board of Selectmen members, each for a three-year term
One Board of Health member for a three-year term
One Board of Health member to complete a one-year unexpired term
Two Library Trustees, each for a three-year term
Two Planning Board members, each for a three-year term
One A-B Regional School Committee member for a three-year term, effective May 19, 2014
One A-B Regional School Committee member for a three-year term, effective July 1, 2014

As well as other Town Officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2013 Annual Town Report; or take any other action relative thereto.

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

The Finance Committee recommends unanimously (6-0).

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2014 as follows:

Selectmen	$400.00 each member/year
Board of Health	$166.67 each member/year
Tax Collector	$64,087.27/year
Town Clerk	$43,258.91/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).

The Finance Committee recommends unanimously (6-0).

This includes an annual increase to the Tax Collector of $2,514 (4.1%) and an annual increase to the Town Clerk of $1,697 (4.1%). All other salaries to elected officials remain the same.

ARTICLE 4 AMEND FY 2015 PERSONNEL CLASSIFICATION AND COMPENSATION PLAN

(Majority vote required)

To see if the Town will vote to amend the Classification and Compensation Schedule as set forth below, to become effective July 1, 2014, or take any other action relative thereto.

Summary

This article establishes the compensation ranges for all employees of the Town, except for those covered by collective bargaining agreement, personal contract or elected officials. The rates shown for these latter categories have been included for informational purposes only.

The Personnel Board recommends unanimously (5-0).

The Personnel Board recommends amending the Classification and Compensation Schedule to provide for a 1.25% COLA over the FY 2014 Schedule described in Article 4 of the Special Town Meeting; employees would be placed on the appropriate step.

The Board of Selectmen recommends (4-1).

The Board of Selectmen and Personnel Board held a public hearing on March 17 on the proposed Classification and Compensation Schedule in FY 2015. The Board of Selectmen recommends for the reasons mentioned in the summary above.

The Finance Committee recommends unanimously (6-0).

This article implements the new Personnel Classification and Compensation plan. This provides for a 1.25% COLA increase over FY2014 with a 2.5% step increase where appropriate.

FY 2015
CLASSIFICATION AND COMPENSATION SCHEDULE

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES

GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	70,737.79	72,506.23	74,318.89	76,176.86	78,081.28	80,033.31	82,034.14	84,085.00	86,187.12
15	Inspector of Buildings	64,310.92	65,918.70	67,566.66	69,255.83	70,987.22	72,761.91	74,580.95	76,445.48	78,356.61
	Information Systems Coordinator									
	Town Accountant									
	Town Assessor									
	Town Planner									
	Town Treasurer									
14	Tax Collector (Elected)	55,262.25	56,643.81	58,059.90	59,511.40	60,999.18	62,524.16	64,087.27	65,689.45	67,331.69
	Town Clerk (Elected)									
13	Council on Aging Coordinator	25.45	26.09	26.74	27.41	28.10	28.80	29.52	30.26	31.01
	(DPW) Foreman									
12	Conservation Agent	22.33	22.88	23.46	24.04	24.64	25.26	25.89	26.54	27.20
	Youth Services Librarian									
11	Department Assistant	19.74	20.24	20.74	21.26	21.79	22.34	22.90	23.47	24.06
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.12	19.59	20.08	20.59	21.10	21.63	22.17	22.72	23.29
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.37	17.81	18.25	18.71	19.18	19.66	20.15	20.65	21.17
8	Van Dispatcher	15.80	16.19	16.59	17.01	17.43	17.87	18.32	18.78	19.24

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly		
CIT	8.10	
Intern (Town Hall)	8.10	
Junior Library Page	8.10	
Library Page	8.51	
Counselor	9.41	
Election Workers	10.33	
Asst. Animal Control Officer - Dogs & Cats	10.77	4 hr min call
Laborer- Cemetery	11.09	
Clerk of Elections	11.94	
Media Production Technician	12.50	
Seasonal Conservation Officer	12.62	
Lead Counselor	12.82	
Van Driver	13.76	
Seasonal Maintenance Worker	14.05	
Lock Up Attendant	15.14	
Part Time Dispatcher	17.07	
Fire Department Chaplain	17.37	
Firefighter/EMT	17.37	
Special Police Officer	17.37	
Substitute Librarian	17.37	
Gym Director	18.77	
Winter Recreation Director	18.77	
Fire Lieutenant	19.12	
Summer Recreation Director	19.24	
Animal Ctl Officer	19.74	
Fire Captain	19.74	
Veterans Services Officer	19.74	
Snow Plow Operator	22.16	
Deputy Fire Chief	22.33	
Cemetery Superintendent	22.33	
Asst. Building Inspector	26.45	
Call Building Inspector	30.80	
Call Fire Chief	42.90	
Stipends (Annual)		
Fence Viewer	40.00	
Field Driver	45.00	
Registrar Member	270.12	
Registrar Chairperson	900.34	
Animal Inspector	987.74	
Fees-based		
Wiring Inspector	$50,000 cap/yr	
Plumbing & Gas Inspector	$15,000 cap/yr	
Fee max is 1% of FY 14 levy (or $166,416)		

FOR INFORMATIONAL PURPOSES
PERSONAL CONTRACTS, CBA'S AND ELECTED OFFICIALS

Personal Contracts

Position	*Contract Expiry Date*	*FY 2014*	*FY 2015*
DPW Director	*Contract expires 6/30/14*	*$ 80,400.00*	*$ 82,812.00*
Fire Chief	*Contract expires 6/30/14*	*$ 90,658.00*	*$ 93,378.00*
Library Director	*Contract expires 6/30/16*	*$ 74,352.00*	*$ 86,583.00*
Police Chief	*Contract expires 6/30/14*	*$ 102,969.00*	*$ 115,000.00*
Town Administrator	*Contract expires 9/30/16*	*$ 101,500.00*	*$ 105,000.00*

Positions Governed by CBA's

Position							
Police Sergeant (Steps 1-3)	*$ 29.49*	*$ 30.02*	*$ 30.55*				
Police Officer (Steps A1/A2-F)	*$ 21.61*	*$ 22.36*	*$ 23.15*	*$ 23.95*	*$ 24.80*	*$ 25.66*	*$ 26.57*
Fire Lieutenant (Step A)	*$ 29.34*						
Firefighter/EMT (Steps A-F)	*$ 21.87*	*$ 22.63*	*$ 23.42*	*$ 24.25*	*$ 25.09*	*$ 25.97*	
Dispatch Supervisor (Steps A-F)	*$ 19.93*	*$ 20.62*	*$ 21.36*	*$ 22.10*	*$ 22.87*	*$ 23.66*	
Dispatcher (Steps A-F)	*$ 18.02*	*$ 18.65*	*$ 19.31*	*$ 19.99*	*$ 20.68*	*$ 21.41*	

Elected Officials

Position	*FY 2014*	*FY2015*
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	*$ - annually*	*$ - annually*
Moderator	*$ - per meeting*	*$ - annually*
Constable	*$ 3.00 /warrant posted/location*	*$ 3.00 /warrant posted/location*
Tax Collector	*$ 61,742.16 (Grade 14-6)*	*$ 64,087.27 (Grade 14-7)*
Town Clerk	*$ 41,675.96 (Grade 14-6)*	*$ 43,258.91 (Grade 14-7)*

ARTICLE 5 TOWN OPERATING BUDGET
(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2014; or take any other action relative thereto.

The Finance Committee recommends unanimously (6-0).

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
114	Total Salaries - Moderator	$ -	$ -	$ -	$ -	0.00%
114	Total Other - Moderator	$ 47	$ 50	$ 50	$ -	0.00%
114	Total Moderator Expenses	$ 47	$ 50	$ 50	$ -	0.00%
119	Total Salaries - Town Constable	$ -	$ -	$ -	$ -	0.00%
119	Total Other - Town Constable	$ 155	$ 175	$ 175	$ -	0.00%
119	Total Constable Expenses	$ 155	$ 175	$ 175	$ -	0.00%
122	Total Salaries - Selectmen	$ 2,000	$ 2,000	$ 2,000	$ -	0.00%
122	Total Other - Selectmen	$ 35,236	$ 2,149	$ 2,136	$ (13)	-0.60%
122	Total Selectman Expenses	$ 37,236	$ 4,149	$ 4,136	$ (13)	-0.31%
123	Total Salaries - Town Administrator	$ 95,095	$ 101,500	$ 105,000	$ 3,500	3.45%
123	Total Other - Town Administrator	$ 2,800	$ 2,825	$ 2,825	$ -	0.00%
123	Total Expenses - Town Administrator	$ 97,895	$ 104,325	$ 107,825	$ 3,500	3.35%
131	Total Salaries - Finance Committee	$ -	$ -	$ -	$ -	0.00%
131	Total Other - Finance Committee	$ 213	$ 450	$ 455	$ 5	1.11%
131	Total Expenses - Finance Committee	$ 213	$ 450	$ 455	$ 5	1.11%
135	Total Salaries - Accountant	$ 69,421	$ 70,810	$ 64,311	$ (6,499)	-9.18%
135	Total Other - Accountant	$ 25,665	$ 26,666	$ 26,968	$ 302	1.13%
135	Total Expenses - Accountant	$ 95,086	$ 97,476	$ 91,279	$ (6,197)	-6.36%
141	Total Salaries - Assessor	$ 39,522	$ 39,700	$ 64,311	$ 24,611	61.99%
141	Total Other Expenses-Assessor	$ 9,007	$ 9,023	$ 13,113	$ 4,090	45.33%
141	Total Expenses - Assessor	$ 48,529	$ 48,723	$ 77,424	$ 28,701	58.91%
145	Total Salaries - Treasurer	$ 70,421	$ 71,810	$ 65,311	$ (6,499)	-9.05%
145	Total Other -Treasurer	$ 14,718	$ 12,495	$ 8,350	$ (4,145)	-33.17%
145	Total Expenses - Treasurer	$ 85,139	$ 84,305	$ 73,661	$ (10,644)	-12.63%
146	Total Salaries - Tax Collector	$ 61,366	$ 62,574	$ 65,087	$ 2,513	4.02%
146	Total Other -Tax Collector	$ 16,761	$ 17,076	$ 20,118	$ 3,042	17.81%
146	Total Expenses - Tax Collector	$ 78,127	$ 79,650	$ 85,205	$ 5,555	6.97%
151	Total Salaries - Legal	$ -	$ -	$ -	$ -	0.00%
151	Total Other - Legal	$ 64,071	$ 64,000	$ 53,500	$ (10,500)	-16.41%
151	Total Expenses - Legal	$ 64,071	$ 64,000	$ 53,500	$ (10,500)	-16.41%
152	Total Salaries - Personnel Board	$ -	$ -	$ -	$ -	0.00%
152	Total Other - Personnel Board	$ 9,200	$ 260	$ 260	$ -	0.00%
152	Total Expenses - Personnel Board	$ 9,200	$ 260	$ 260	$ -	0.00%

141 - Total Salaries - Assessor - Increased hours to full-time
135 & 145 - Total Salaries - Accountant & Treasurer - New hires at lower step
151 - Total Other - Legal - Reduced costs due to expanded school regionalization

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
156	Total Salaries - Technology	$ -	$ -	$ -	$ -	0.00%
156	Total Other - Technology	$ -	$ -	$ 27,994	$ 27,994	100.00%
156	Total Expenses - Technology	$ -	$ -	$ 27,994	$ 27,994	100.00%
161	Total Salaries - Town Clerk	$ 41,747	$ 42,562	$ 44,259	$ 1,697	3.99%
161	Total Other - Town Clerk	$ 1,628	$ 2,320	$ 2,178	$ (142)	-6.12%
161	Total Expenses - Town Clerk	$ 43,375	$ 44,882	$ 46,437	$ 1,555	3.46%
162	Total Salaries - Elect & Regist	$ 5,991	$ 2,601	$ 4,762	$ 2,161	83.08%
162	Total Other - Elect & Regist	$ 5,978	$ 4,355	$ 6,070	$ 1,715	39.38%
162	Total Expenses - Elect & Regist	$ 11,969	$ 6,956	$ 10,832	$ 3,876	55.72%
171	Total Salaries - Conservation Comm	$ -	$ -	$ -	$ -	0.00%
171	Total Other - Conservation Comm	$ 2,150	$ 2,150	$ 2,150	$ -	0.00%
171	Total Expenses - Conservation Comm	$ 2,150	$ 2,150	$ 2,150	$ -	0.00%
175	Total Salaries - Planning Board	$ 69,966	$ 71,355	$ 73,307	$ 1,952	2.74%
175	Total Other - Planning Board	$ 4,497	$ 8,900	$ 5,775	$ (3,125)	-35.11%
175	Total Expenses - Planning Board	$ 74,463	$ 80,255	$ 79,082	$ (1,173)	-1.46%
176	Total Salaries - Zoning Board of Appeals	$ -	$ -	$ -	$ -	0.00%
176	Total Other - Zoning Board of Appeals	$ 175	$ 335	$ 335	$ -	0.00%
176	Total Expenses - Zoning Board of Appeals	$ 175	$ 335	$ 335	$ -	0.00%
179	Total Salaries - Agricultural Comm	$ -	$ -	$ -	$ -	0.00%
179	Total Other - Agricultural Comm	$ 10	$ 200	$ 200	$ -	0.00%
179	Total Expenses - Agricultural Comm	$ 10	$ 200	$ 200	$ -	0.00%
192	Total Salaries - Town Hall	$ 152,090	$ 176,450	$ 168,116	$ (8,334)	-4.72%
192	Total Other - Town Hall	$ 57,244	$ 58,582	$ 45,355	$ (13,227)	-22.58%
192	Total Expenses - Town Hall	$ 209,334	$ 235,032	$ 213,471	$ (21,561)	-9.17%
199	Total Salaries - Energy Committee	$ -	$ -	$ -	$ -	0.00%
199	Total Other - Energy Committee	$ 200	$ 200	$ 1,000	$ 800	400.00%
199	Total Expenses - Energy Committee	$ 200	$ 200	$ 1,000	$ 800	400.00%
	Total Salaries - Town Government	$ 607,619	$ 641,362	$ 656,464	$ 15,102	2.35%
	Total Other - Town Government	$ 249,755	$ 212,211	$ 219,007	$ 6,796	3.20%
	Total Expenses - Town Government	$ 857,374	$ 853,573	$ 875,470	$ 21,897	2.57%

156 - Total Other - Technology - Re-allocation from Town Hall, Police, Fire, DPW & Library
162 - Total Salaries & Total Other - Elections & Registrars - More elections planned in FY15
192 - Total Salaries - Town Hall - Change in staffing
192 - Total Other - Town Hall - Re-allocation to Technology (#156)
199 - Total Other - To provide recycling bins at rec. fields

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
210	Total Salaries - Police	$ 949,943	$ 952,389	$ 1,008,200	$ 55,811	5.86%
210	Total Other - Police	$ 149,101	$ 140,799	$ 137,290	$ (3,509)	-2.49%
210	Total Expenses - Police	$ 1,099,044	$ 1,093,188	$ 1,145,490	$ 52,302	4.78%
220	Total Salaries - Fire	$ 696,244	$ 739,496	$ 765,214	$ 25,718	3.48%
220	Total Other - Fire	$ 103,049	$ 105,703	$ 103,498	$ (2,205)	-2.09%
220	Total Expenses - Fire	$ 799,293	$ 845,199	$ 868,712	$ 23,513	2.78%
221	Total Salaries - Dispatch	$ 232,683	$ 249,037	$ 250,302	$ 1,265	0.51%
221	Total Other - Dispatch	$ 38,047	$ 36,910	$ 36,020	$ (890)	-2.41%
221	Total Expenses - Dispatch	$ 270,730	$ 285,947	$ 286,322	$ 375	0.13%
241	Total Salaries - Building Insp	$ 40,266	$ 65,427	$ 68,383	$ 2,956	4.52%
241	Total Other - Building Insp	$ 1,407	$ 2,442	$ 2,250	$ (192)	-7.86%
241	Total Expenses - Building Insp	$ 41,673	$ 67,869	$ 70,633	$ 2,764	4.07%
292	Total Salaries - Dog Officer	$ 10,791	$ 11,007	$ 11,292	$ 285	2.59%
292	Total Other - Dog Officer	$ 1,228	$ 1,625	$ 1,625	$ -	0.00%
292	Total Expenses - Dog Officer	$ 12,019	$ 12,632	$ 12,917	$ 285	2.26%
299	Total Salaries - Field Driver	$ 45	$ 45	$ 45	$ -	0.00%
299	Total Other - Field Driver	$ 14	$ 50	$ 50	$ -	0.00%
299	Total Expenses - Field Driver	$ 59	$ 95	$ 95	$ -	0.00%
	Tota Salaries - Protection	$ 1,929,972	$ 2,017,401	$ 2,103,436	$ 86,035	4.26%
	Total Other - Protection	$ 292,846	$ 287,529	$ 280,733	$ (6,796)	-2.36%
	Toatl Expenses - Protection	$ 2,222,818	$ 2,304,930	$ 2,384,169	$ 79,239	3.44%

210 & 220 - Total Other - Police & Fire - Re-allocation to Technology (#156)

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
300	Total Salaries - Blanchard School	$ 4,307,674	$ 4,485,616	$ -	$ (4,485,616)	-100.00%
300	Total Other - Blanchard School	$ 1,281,912	$ 1,312,704	$ -	$ (1,312,704)	-100.00%
300	Total Expenses - Blanchard School	$ 5,589,586	$ 5,798,320	$ -	$ (5,798,320)	-100.00%
310	Total Salaries - Minuteman Vocational HS	$ -	$ -	$ -	$ -	0.00%
310	Total Other - Minuteman Vocational HS	$ 227,929	$ 177,558	$ 147,254	$ (30,304)	-17.07%
310	Total Expenses - Minuteman Vocational HS	$ 227,929	$ 177,558	$ 147,254	$ (30,304)	-17.07%
320	Total Salaries - ABRS Assessment	$ -	$ -	$ -	$ -	0.00%
320	Total Other - ABRS Assessment	$ 5,630,114	$ 5,568,636	$ 10,594,577	$ 5,025,941	90.25%
320	Total Expenses - ABRS Assessment	$ 5,630,114	$ 5,568,636	$ 10,594,577	$ 5,025,941	90.25%
	Tota Salaries - Education	$ 4,307,674	$ 4,485,616	$ -	$ (4,485,616)	-100.00%
	Total Other - Education	$ 7,139,955	$ 7,058,898	$ 10,741,831	$ 3,682,933	52.17%
	Total Expenses - Education	$ 11,447,629	$ 11,544,514	$ 10,741,831	$ (802,683)	-6.95%

300 & 320 - Total Other - Blanchard School & ABRS Assessment - Expanded regionalization effective 7/1/14
310 - Total Other - Minuteman Vocational HS - Reduced enrollment

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
422	Total Salaries - Public Works	$ 457,791	$ 489,932	$ 505,987	$ 16,055	3.28%
422	Total Other - Public Works	$ 226,640	$ 227,040	$ 87,590	$ (139,450)	-61.42%
422	Total Expenses - Public Works	$ 684,431	$ 716,972	$ 593,577	$ (123,395)	-17.21%
423	Total Salaries - Snow & Ice	$ 53,954	$ 51,336	$ 53,121	$ 1,785	3.48%
423	Total Other - Snow & Ice	$ 101,395	$ 109,550	$ 107,765	$ (1,785)	-1.63%
423	Total Expenses - Snow & Ice	$ 155,349	$ 160,886	$ 160,886	$ -	0.00%
424	Total Salaries - Street Lighting	$ -	$ -	$ -	$ -	0.00%
424	Total Other - Street Lighting	$ 2,598	$ 3,000	$ 3,000	$ -	0.00%
424	Total Expenses - Street Lighting	$ 2,598	$ 3,000	$ 3,000	$ -	0.00%
425	Total Salaries - Hager Well Maintenance	$ -	$ -	$ -	$ -	0.00%
425	Total Other - Hager Well Maintenance	$ 17,587	$ 27,120	$ 22,400	$ (4,720)	-17.40%
425	Total Expenses - Hager Well Maintenance	$ 17,587	$ 27,120	$ 22,400	$ (4,720)	-17.40%
429	Total Salaries - Fuel	$ -	$ -	$ -	$ -	0.00%
429	Total Other - Fuel	$ 133,830	$ 97,250	$ 97,250	$ -	0.00%
429	Total Expenses - Fuel	$ 133,830	$ 97,250	$ 97,250	$ -	0.00%
431	Total Salaries - Hazardous Waste Coll	$ -	$ -	$ -	$ -	0.00%
431	Total Other - Hazardous Waste Coll	$ 9,882	$ -	$ 10,000	$ 10,000	100.00%
431	Total Expenses - Hazardous Waste Coll	$ 9,882	$ -	$ 10,000	$ 10,000	0.00%
433	Total Salaries - Transfer Station	$ -	$ -	$ -	$ -	0.00%
433	Total Other - Transfer Station			$ 140,850	$ 140,850	100.00%
433	Total Expenses - Transfer Station	$ 123,684.00	$ 142,000.00	$ 140,850	$ 140,850	99.19%
491	Total Salaries - Cemetery	$ 8,561	$ 8,733	$ 8,821	$ 88	1.01%
491	Total Other - Cemetery	$ 1,000	$ 1,000	$ 1,000	$ -	0.00%
491	Total Expenses - Cemetery	$ 9,561	$ 9,733	$ 9,821	$ 88	0.90%
	Total Salaries - Public Works & Facilities	$ 520,306	$ 550,001	$ 567,929	$ 17,928	3.26%
	Total Other - Public Works & Facilities	$ 492,932	$ 464,960	$ 469,855	$ 4,895	1.05%
	Total Expenses - Public Works - Facilities	$ 1,013,238	$ 1,014,961	$ 1,037,784	$ 22,823	2.25%

422 - Total Other - Public Works - Re-allocation to Technology (#156) & Transfer Station (#433)
425 - Total Other - Hager Well Maintenenance - Reduced based upon actual history
431 - Total Other - Hazardous Waste Collection - Held every other year; no collection in FY14
433 - Total Other - Transfer Station - Re-allocation from Public Works (#422) to review cost effectiveness of operations

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
510	Total Salaries - Landfill Monitoring	$ -	$ -	$ -	$ -	0.00%
510	Total Other - Landfill Monitoring	$ 1,685	$ 5,000	$ 3,600	$ (1,400)	-28.00%
510	Total Expenses - Landfill Monitoring	$ 1,685	$ 5,000	$ 3,600	$ (1,400)	-28.00%
511	Total Salaries - Board of Health	$ 500	$ 501	$ 500	$ (1)	-0.20%
511	Total Other - Board of Health	$ 16,253	$ 16,990	$ 16,990	$ -	0.00%
511	Total Expenses - Board of Health	$ 16,753	$ 17,491	$ 17,490	$ (1)	-0.01%
519	Total Salaries - Environmental Services	$ -	$ -	$ -	$ -	0.00%
519	Total Other - Environmental Services	$ 10,881	$ 10,492	$ 10,900	$ 408	3.89%
519	Total Expenses - Environmental Services	$ 10,881	$ 10,492	$ 10,900	$ 408	3.89%
522	Total Salaries - Nursing Services	$ -	$ -	$ -	$ -	0.00%
522	Total Other - Nursing Services	$ 4,871	$ 4,696	$ 4,900	$ 204	4.34%
522	Total Expenses - Nursing Services	$ 4,871	$ 4,696	$ 4,900	$ 204	4.34%
523	Total Salaries - Mental Health Srvices	$ -	$ -	$ -	$ -	0.00%
523	Total Other - Mental Health Services	$ -	$ -	$ -	$ -	0.00%
523	Total Expenses - Mental Health Services	$ -	$ -	$ -	$ -	0.00%
541	Total Salaries - Council on Aging	$ 43,119	$ 43,981	$ 46,051	$ 2,070	4.71%
541	Total Other - Council on Aging	$ 4,549	$ 15,890	$ 4,700	$ (11,190)	-70.42%
541	Total Expenses - Council on Aging	$ 47,668	$ 59,871	$ 50,751	$ (9,120)	-15.23%
543	Total Salaries - Veterans	$ 585	$ 670	$ 1,027	$ 357	53.28%
543	Total Other - Veterans	$ 355	$ 355	$ 355	$ -	0.00%
543	Total Expenses - Veterans	$ 940	$ 1,025	$ 1,382	$ 357	34.83%
599	Total Salaries - Inspect of Animals	$ 968	$ 988	$ 988	$ -	0.00%
599	Total Other - Inspect of Animals	$ 37	$ 100	$ 100	$ -	0.00%
599	Total Expenses - Inspect of Animals	$ 1,005	$ 1,088	$ 1,088	$ -	0.00%
600	Total Salaries - Animal Control Officer	$ 2,629	$ 2,682	$ 2,705	$ 23	0.86%
600	Total Other - Animal Control Officer	$ 493	$ 400	$ 400	$ -	0.00%
600	Total Expenses - Animal Control Officer	$ 3,122	$ 3,082	$ 3,105	$ 23	0.75%
	Total Salaries - Health Services	$ 47,801	$ 48,822	$ 51,271	$ 2,449	5.02%
	Total Other - Health Services	$ 39,124	$ 53,923	$ 41,945	$ (11,978)	-22.21%
	Total Expenses - Health Services	$ 86,925	$ 102,745	$ 93,216	$ (9,529)	-9.27%

510 - Total Other - Landfill Monitoring - Reduced based upon actual history
541- Total Other - Council on Aging - Renewal of Community Center Lease in article for FY15; will return to dept. budget in FY16
541- Total Salaries - Veterans - Aligned with Compensation Plan

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
610	Total Salaries - Library	$ 199,787	$ 206,521	$ 214,309	$ 7,788	3.77%
610	Total Other - Library	$ 115,650	$ 116,435	$ 119,012	$ 2,577	2.21%
610	Total Expenses - Library	$ 315,437	$ 322,956	$ 333,321	$ 10,365	3.21%
630	Total Salaries - Recreation Comm	$ 22,152	$ 25,954	$ 26,471	$ 517	1.99%
630	Total Other - Recreation Comm	$ 9,599	$ 9,600	$ 9,400	$ (200)	-2.08%
630	Total Expenses - Recreation Comm	$ 31,751	$ 35,554	$ 35,871	$ 317	0.89%
691	Total Salaries - Historical Comm	$ -	$ -	$ -	$ -	0.00%
691	Total Other - Historical Comm	$ 2,325	$ 3,169	$ 3,174	$ 5	0.16%
691	Total Expenses - Historical Comm	$ 2,325	$ 3,169	$ 3,174	$ 5	0.16%
692	Total Salaries - Public Celebration & Cerem	$ -	$ -	$ -	$ -	0.00%
692	Total Other - Public Celebration & Cerem	$ 815	$ 965	$ 965	$ -	0.00%
692	Total Expenses - Public Celebration & cerem	$ 815	$ 965	$ 965	$ -	0.00%
693	Total Salaries - Steele Farm	$ -	$ -	$ -	$ -	0.00%
693	Total Other - Steele Farm	$ 500	$ 500	$ 1,000	$ 500	100.00%
693	Total Expenses - Steele Farm	$ 500	$ 500	$ 1,000	$ 500	100.00%
699	Total Salaries - A/B Cultural Council	$ -	$ -	$ -	$ -	0.00%
699	Total Other - A/B Cultural Council	$ 1,144	$ 1,500	$ 1,500	$ -	0.00%
699	Total Expenses - A/B Cultural Council	$ 1,144	$ 1,500	$ 1,500	$ -	0.00%
	Total Salaries - Culture & Recreation	$ 221,939	$ 232,475	$ 240,780	$ 8,305	3.57%
	Total Other- Culture & Recreation	$ 130,033	$ 132,169	$ 135,051	$ 2,882	2.18%
	Total Expenses - Culture & Recreation	$ 351,972	$ 364,644	$ 375,831	$ 11,187	3.07%

693 - Total Other - Steele Farm - Additional minor maintenance & supplies

	ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
710	Total Salaries - Maturing Debt Principal	$ -	$ -	$ -	$ -	0.00%
710	Total Other - Maturing Debt Principal	$ 750,000	$ 745,000	$ 740,000	$ (5,000)	-0.67%
710	Total Expenses - Maturing Debt Principal	$ 750,000	$ 745,000	$ 740,000	$ (5,000)	-0.67%
751	Total Salaries - Maturing Debt Interest	$ -	$ -	$ -	$ -	0.00%
751	Total Other - Maturing Debt Interest	$ 483,546	$ 440,673	$ 162,897	$ (277,776)	-63.03%
751	Total Expenses - Maturing Debt Interest	$ 483,546	$ 440,673	$ 162,897	$ (277,776)	-63.03%
	Total Salaries - Debt Service	$ -	$ -	$ -	$ -	0.00%
	Total Other - Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
	Total Expenses - Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
830	Total Salaries - County Ret. Assessment	$ -	$ -	$ -	$ -	0.00%
830	Total Other - County Ret Assessment	$ 504,212	$ 592,504	$ 612,822	$ 20,318	3.43%
830	Total Expenses - County Ret Assessment	$ 504,212	$ 592,504	$ 612,822	$ 20,318	3.43%
912	Total Salaries - Other Benefit Insurance	$ -	$ -	$ -	$ -	0.00%
912	Total Other - Other Benefit Insurance	$ 66,684	$ 68,302	$ 60,279	$ (8,023)	-11.75%
912	Total Expenses - Other Benefit Insurance	$ 66,684	$ 68,302	$ 60,279	$ (8,023)	-11.75%
915	Total Salaries - Employee Benefits	$ -	$ -	$ -	$ -	0.00%
915	Total Other - Employee Benefits	$ 1,367,429	$ 1,322,710	$ 583,303	$ (739,407)	-55.90%
915	Total Expenses - Employee Benefits	$ 1,367,429	$ 1,322,710	$ 583,303	$ (739,407)	-55.90%
945	Total Salaries -Liability Insurance	$ -	$ -	$ -	$ -	0.00%
945	Total Other - Liability Insurance	$ 79,534	$ 90,000	$ 78,640	$ (11,360)	-12.62%
945	Total Expenses - Liability Insurance	$ 79,534	$ 90,000	$ 78,640	$ (11,360)	-12.62%
	Total Salaries - Employee Benefits	$ -	$ -	$ -	$ -	0.00%
	Total Other- Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
	Total Expenses- Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
132	Reserve Fund - Original Budget	$ -	$ 185,000	$ 185,000	$ -	0.00%
132	Reserve Fund - Transferred Out	$ (119,660)	$ -	$ -	$ -	0.00%
132	Reserve Fund - Net Balance	$ (119,660)	$ 185,000	$ 185,000	$ -	0.00%

751 - Total Other - Maturing Debt Interest - School Debt included in total ABRSD Assessment
912 - Total Other - Other Benefit Insurance - Decrease due to expanded school regionalization
915 - Total Other - Employee Benefits - Decrease due to expanded school regionalization
945 - Total Other - Liability Insurance - Decrease due to expanded school regionalization

ACCOUNT NAME	FY2013 ACTUAL	FY2014 BUDGET	FY2015 BUDGET	$ Change FY15 vs FY14	% Change FY15 vs FY14
SALARIES					
Town Government	$ 607,619	$ 641,362	$ 656,464	$ 15,102	2.35%
Protection	$ 1,929,972	$ 2,017,401	$ 2,103,436	$ 86,035	4.26%
Public Works & Facilities	$ 520,306	$ 550,001	$ 567,929	$ 17,928	3.26%
Health Services	$ 47,801	$ 48,822	$ 51,271	$ 2,449	5.02%
Cultural & Recreation	$ 221,939	$ 232,475	$ 240,780	$ 8,305	3.57%
Total Town	$ 3,327,637	$ 3,490,061	$ 3,619,880	$ 129,819	3.72%
Education	$ 4,307,674	$ 4,485,616	$ -	$ (4,485,616)	-100.00%
Employee Benefits	$ -	$ -	$ -	$ -	0.00%
Debt Service	$ -	$ -	$ -	$ -	0.00%
Reserve Fund	$ -	$ -	$ -	$ -	0.00%
Total Salaries	$ 7,635,311	$ 7,975,677	$ 3,619,880	$ (4,355,797)	-54.61%
OTHER EXPENSES					
Town Government	$ 249,755	$ 212,211	$ 219,007	$ 6,796	3.20%
Protection	$ 292,846	$ 287,529	$ 280,733	$ (6,796)	-2.36%
Public Works & Facilities	$ 492,932	$ 464,960	$ 469,855	$ 4,895	1.05%
Health Services	$ 39,124	$ 53,923	$ 41,945	$ (11,978)	-22.21%
Cultural & Recreation	$ 130,033	$ 132,169	$ 135,051	$ 2,882	2.18%
Total Town	$ 1,204,690	$ 1,150,792	$ 1,146,591	$ (4,202)	-0.37%
Education	$ 7,139,955	$ 7,058,898	$ 10,741,831	$ 3,682,933	52.17%
Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
Reserve Fund	$ (119,660)	$ 185,000	$ 185,000	$ -	0.00%
Total Other Expenses	$ 11,476,390	$ 11,653,879	$ 14,311,362	$ 2,657,483	22.80%
TOTAL EXPENSES					
Town Government	$ 857,374	$ 853,573	$ 875,470	$ 21,897	2.57%
Protection	$ 2,222,818	$ 2,304,930	$ 2,384,169	$ 79,239	3.44%
Public Works & Facilities	$ 1,013,238	$ 1,014,961	$ 1,037,784	$ 22,823	2.25%
Health Services	$ 86,925	$ 102,745	$ 93,216	$ (9,529)	-9.27%
Cultural & Recreation	$ 351,972	$ 364,644	$ 375,831	$ 11,187	3.07%
Total Town	$ 4,532,327	$ 4,640,853	$ 4,766,470	$ 125,617	2.71%
Education	$ 11,447,629	$ 11,544,514	$ 10,741,831	$ (802,683)	-6.95%
Employee Benefits	$ 2,017,859	$ 2,073,516	$ 1,335,044	$ (738,472)	-35.61%
Debt Service	$ 1,233,546	$ 1,185,673	$ 902,897	$ (282,776)	-23.85%
Reserve Fund	$ (119,660)	$ 185,000	$ 185,000	$ -	0.00%
TOTAL EXPENSES	$ 19,111,701	$ 19,629,556	$ 17,931,242	$ (1,698,314)	-8.65%
Budget Prior to Reserve Fund Calculation	$ 19,231,361	$ 19,444,556	$ 17,746,242	$ (1,698,314)	-8.73%

ARTICLE 6 AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

To see if the Town will vote, consistent with Section VII of the existing "Agreement with Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated "Regional Agreement" bearing the date of March 11, 2014 to the Board of Selectmen of each member town, or take any other action relative thereto.

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

Compared to the current MRSD Agreement, the Proposed Amended Regional Agreement would disadvantage Boxborough in many important respects.

1) **Voting:** It would change the current system, in which each of the sixteen member towns has an equal vote, and employ weighted voting for most School Committee actions, based on the four (4) year rolling average enrollment. **This would reduce our voting power from 1/16, or 6.25%, to 4.04%.**

2) **Borrowing:** It would change the current system, whereby a single community, voting at Town Meeting, has the power to block new borrowing. Instead, new borrowing could be authorized by a two-thirds (2/3) vote of all members, without regard for the weight of the vote. Dissenting members could avoid liability for the new debt **only** by a) disapproving of the debt by majority vote at a Town Meeting called for the purpose, **and** b) moving to withdraw from the region by a two-thirds (2/3) vote at a Town Meeting called for the purpose **within sixty (60) days** of the vote that approved the new debt. **This proposal would eliminate our ability to veto authorization for new borrowing, and make it extremely difficult to avoid liability for the new debt.**

3) **Withdrawal:** It would change the method for withdrawal. Now, a community may seek to withdraw at any time by a majority vote at its annual or special town meeting. Each of the other member towns must then vote on the request at a special town meeting called for the purpose, but in no case later than their next annual town meeting. In order to become effective, all member towns and the Commissioner of Elementary and Secondary Education must approve. The process can be completed within one year from the date the community votes to withdraw. The new method permits withdrawal only as of July 1 of a given fiscal year. The community seeking to withdraw must obtain a two-thirds (2/3) vote at Town Meeting no less than three (3) years before the desired July 1 withdrawal date. Withdrawal will only be allowed by approval of a majority of the remaining members and the Commissioner of Elementary and Secondary Education. We believe the Commissioner is unlikely to approve withdrawal absent a compelling reason to do so. *(See the related discussion in our Recommendation with respect to Article 7.)*

   The proposed change from unanimous approval to majority approval by the other member towns is a benefit that, in our judgment, is more than outweighed by the requirement that a withdrawal motion pass Town Meeting by a two-thirds (2/3) vote no less than 3 years before the desired July 1 withdrawal date.

4) **Assessment:**
   a) Operating Costs: It would change the method of calculating our assessment of annual operating costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. **At a time of declining enrollment, this would increase our assessment by counting students who are no longer enrolled.**

b) Capital Costs: It would change the method of calculating our assessment of capital costs from the most recent year's enrollment share to a 4 year rolling average enrollment share. In addition, it would consider certain factors used in calculating Chapter 70 state aid. **In other words, it would add a wealth based formula to increase our assessment.**

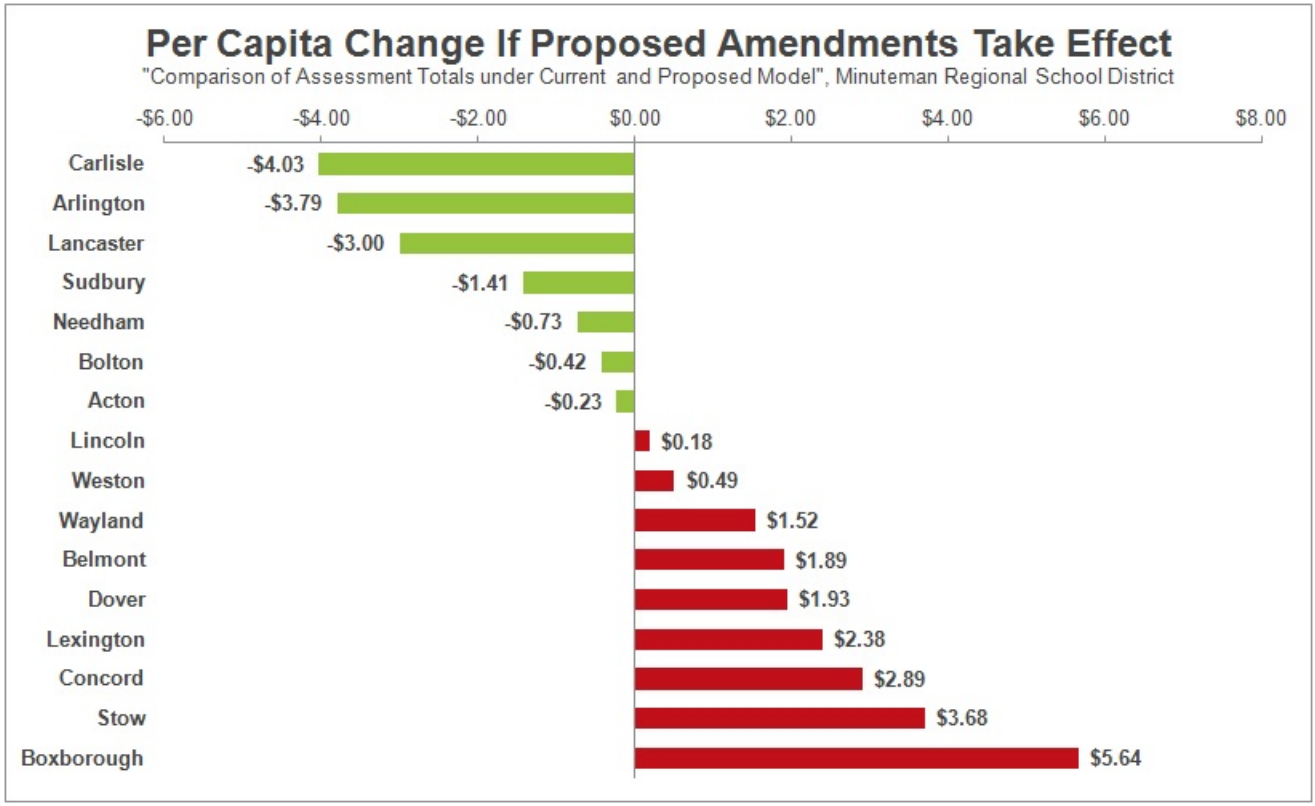
5) **Total Cost:** The proposed changes would decrease the assessments of seven towns and increase those of the remaining nine.

The result is that Boxborough would suffer by far the largest per capita increase of any member town:

Per Capita Change If Proposed Amendments Take Effect

TOWN	Change[1]	Enrollment[2]	Population[3]	Per Capita Increase
Carlisle	($19,545)	12	4,852	($4.03)
Arlington	($162,561)	153	42,844	($3.79)
Lancaster	($24,159)	26	8,055	($3.00)
Sudbury	($24,859)	19	17,659	($1.41)
Needham	($21,209)	34	28,886	($0.73)
Bolton	($2,071)	11	4,897	($0.42)
Acton	($4,988)	25	21,924	($0.23)
Lincoln	$1,168	5	6,362	$0.18
Weston	$5,545	4	11,261	$0.49
Wayland	$19,695	7.5	12,994	$1.52
Belmont	$44,003	30	23,291	$1.89
Dover	$10,782	1	5,589	$1.93
Lexington	$74,765	47	31,394	$2.38
Concord	$50,969	7	17,669	$2.89
Stow	$24,271	22	6,590	$3.68
Boxborough	**$28,194**	**4**	**4,996**	**$5.64**

[1] "*Comparison of Assessment Totals under Current and Proposed Model", Minuteman Regional School District*
[2] *Minuteman Regional School District, New Assessment Model, Capital Assessments*
[3] *2010 US Census*



The Finance Committee unanimously does <u>not</u> recommend (6-0).

Sixteen member towns formed the Minuteman Technical and Vocational Regional School District by Regional Agreement in 1970. Total student enrollment at Minutemen for the school year 2014 is 796, of which 440, or 55%, came from the 16 member towns and 356 from the 33 non-member towns. Boxborough's enrollment for the current 2013-2014 school year is 5 students. The chart below shows the 11-year history of enrollments. Noteworthy is the trend of declining member enrollments, including Boxborough:

School Year	2004	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014
Boxborough	14	14	12	12	12	12	13	12	7	5	5
Member Towns	492	522	520	479	479	438	430	445	430	403	440
Non-Member Towns	303	270	254	245	245	260	250	309	355	340	356
Total	795	792	774	724	724	698	680	754	785	743	796

Since 2009 Minutemen has been engaged in a building renovation process with the Massachusetts School Building Authority (MSBA) to address the failing school infrastructure, which has not had any major capital improvements since it was constructed in the early 1970s. The current estimated project cost is $120 million, of which some portion would be contributed by the state. Under **<u>both</u>** the current Regional Agreement and the revised Regional Agreement under consideration in this article, Minuteman would remain unable to charge non-member towns like Boston, Watertown, and Medford for the costs of the capital project, even those students from nonmember towns represent 45% of current enrollment.

After reviewing the proposed changes in the current Regional Agreement, including major changes in moderating approval provisions and providing town-enrollment weighted voting for the School Committee, the FinCom believes the proposed Amendment is unfair and biased in favor of the larger communities such as Arlington, Lexington, and Belmont. The direct financial impact of the proposed changes would be felt immediately as the complex cost formulas will shift capital costs from the member towns with larger enrollments to towns like Boxborough with lower enrollments. Boxborough and the other member towns are currently subsidizing the losses associated with the nonmember towns, and the proposed agreement exacerbates the problem.

Note that these proposed changes to the Regional Amendment will require approval by all members and the Commissioner of the DESE (Department of Elementary and Secondary Education). If the proposed Amendments pass, the Town's FY2015 Minuteman assessment of $147,254 would increase by $28,194, or 19%. Furthermore, Boxborough's assessments would likely more than double as a result of the substantial capital project under consideration.

ARTICLE 7 WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

To see if the Town will vote, consistent with Section IX of the existing "Agreement with Respect to the Establishment of a Technical and Vocational Regional School District" for the Minuteman Regional Vocational School District, to request that the Regional School Committee draw up an amendment to said Agreement setting forth the terms by which the Town may withdraw from the District, or take any other action relative thereto.

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

Boxborough has been a member of the Minuteman High School Regional School District for many years. Unfortunately, the time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining a member of the Region. Our enrollment has recently declined from 16 students to 4 students, or some 1/2% of total enrollment. We have little influence on the Region, which is understandable: it is not reasonable to expect that the Region would operate in a manner that optimizes Boxborough's experience when a town like Arlington provides 38% of member towns' enrollment. It is time to trade our meaningless voice for a meaningful choice.

Withdrawing from the Region will better serve our students. Because we are a member town, our students must attend Minuteman unless it does not offer the program they would like to pursue. As a non-member, our students could apply to attend other fine schools that are as close or closer, such as Nashoba Valley Technical School in Westford, or Assabet Valley Regional Technical High School in Marlborough. Of course, they could also apply to attend Minuteman on the same basis as students from other non-member towns, who currently account for nearly half its enrollment. This would be a meaningful choice.

Moreover, withdrawing from the Region will also be better financially. For many years we have paid more to educate our students at Minuteman than non-member towns. We have raised this issue with the Region many times, and have been rebuffed many times with the explanation that it is necessary to charge non-members less in order to keep enrollment at suitable levels. This disparity would only be worse if we adopt the proposed amendments, which would impose on Boxborough the largest per capita increase of any member. (See the related discussion in our Recommendation with respect to Article 6.) Withdrawing would end the discriminatory pricing Boxborough has experienced for years.

How likely is it that Boxborough will be allowed to withdraw? As discussed in our recommendation to Article 6, withdrawal is difficult. We will need the approval of all member towns and the Commissioner of Elementary and Secondary Education. Neither is likely to happen absent a compelling reason. However, the compelling reason exists to the extent that the other members and the Commissioner ever wish to amend the existing agreement. Boxborough will never have a greater voice in the Region than it does under the current agreement, which allows us to veto any changes. Boxborough will never be able to make a more compelling case for being allowed to withdraw than it can at this Town Meeting by voting against the proposed amendments and in favor of withdrawal.

The Finance Committee recommends unanimously (6-0).

The FinCom acknowledges that this may be largely a symbolic vote as it is unlikely that the other 15 member towns, as well the DESE (Dept. of Elementary and Secondary Education) would approve of Boxborough's withdrawal from Minuteman. We note that in the event that Boxborough is permitted to withdraw from Minuteman, our students would still have the ability to attend Minuteman on the same basis as the students from the 33 non-member communities and pay a tuition rate that would be approximately 80% of the current rate.

ARTICLE 8 ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7

(Majority vote required)

To see if the Town will vote to accept Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the preservation or rehabilitation of historic resources including historic buildings, artifacts and documents; the creation and support of community housing; the acquisition of open space such as land for the protection public drinking water supplies, wetlands, farm land, forests, marshes, scenic areas, wildlife preserves and other conservation areas, and the creation or rehabilitation of outdoor recreational facilities including parks, playgrounds and athletic fields; to approve a property tax surcharge in the amount of one percent (1%) of the taxes assessed annually on real property which shall be dedicated to the fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2014; and to exempt from the surcharge the following: property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town, as defined in Section 2 of Chapter 44B of the General Laws; or take any other action relative thereto.

The Board of Selectmen recommends (4-1).

The Community Preservation Act (CPA) is a financial tool that would bring Boxborough matching funds from the state to help us preserve our history and open space, build or restore outdoor recreational facilities, and create affordable housing.

Massachusetts pays matching funds to CPA communities every year. Last year the match rate was 52% and 148 communities shared $55 million.[1] Every community that borders Boxborough has accepted CPA and gotten matching funds. Since 2001 Stow has received $3,363,271.[2] Last year Harvard got $99,463.[3] Some of this money came from Boxborough's tax dollars. We have never gotten any CPA money because we voted against it years ago.

Now we have a second chance. Boxborough regularly spends money on projects that would qualify for CPA matching funds. This Warrant contains $164,347 worth of them, or about 1% of our real estate tax levy. The Board of Selectmen believes it would be smart financial planning to accept the Community Preservation Act and approve a 1% surcharge on real property. The state's matching funds would give us a return on that investment much higher than we could otherwise achieve, and help us fund projects we would otherwise pay for entirely on our own. This could allow us to achieve a lower tax rate in the future than we could without the surcharge.

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[1] *http://www.communitypreservation.org/content/trustfund*
[2] *http://www.stow-ma.gov/pages/StowMA_BComm/StowMA_CPC/State%20Match%20Details.pdf*
[3] *http://www.harvardpress.com/Home/All-Articles/State-CPA-raises-matching-funds.aspx*

The Finance Committee does <u>not</u> recommend (4-1).

Opinion in favor of CPA – A minority of the FinCom supports the establishment of the CPA pursuant to the affirmative recommendations made by the BoS and petitioning parties. The CPA can be an effective long range planning tool to address the Town's spending needs, and provides an effective discount on projects funded in the allowable categories of open space, housing, recreation and historical preservation. Also, while the historical levels of the State match have ranged from 28% to 100%, the additional monies will help increase the purchasing power of our tax dollars.

Opinion not in favor - A majority of the FinCom did not support the CPA. Our primary reservations are as follows:

First, we view Proposition 2 ½ as the "bedrock" tool used to limit increases in property taxes. This framework has been in place since 1982. The CPA surcharge is a taxing mechanism that works outside of the Proposition 2 ½

framework, which will lead to higher property taxes paid by the residential and commercial taxpayers. Whether these additional taxes are spent in a fashion that most voters would approve is less than obvious.

Second, we like the current system of defining the item to be funded first and voting specific appropriations only after the item is debated at Town Meeting. The CPA collects the money first and offers the state matching funds as an effective discount or incentive on qualifying items, leading to a situation where we are deciding how to spend money already collected. Since the money is already "in the bank" so to speak, it will be easier to fund qualifying projects, even if they do not enjoy the widest support. We do not believe that it is in the Town's interest to lower the bar necessary to obtain approval for appropriations.

Third, we estimate that under the proposed 1% surcharge scenario, the CPA will generate approximately $815k over the next five years and $1.6 million over the next decade from Boxborough's taxpayers. As of the writing of this warrant, we have visibility for several "allowable uses" related to historic property and recreational uses over the next 12-18 months but these levels are far below $800,000 to $1.6 million figures. We believe that many taxpayers would prefer to keep this "revenue" in their own pockets. There are no doubt additional projects that will be proposed, some of great merit, but we are being asked to approve a program that requires a steady stream of qualifying projects totaling more than $160K per year for it to be of benefit to Boxborough's taxpayers. We frankly doubt that such a stream of projects both qualifying and mustering a vast majority of voter support exists.

Lastly, there are other uncertainties worth noting. There is a state match and since the CPA was established that match has ranged from 28% to 100%, with the recent match being around 50%. There is no certainty as to the amount of future match, or, as we discovered with the Quinn Bill, that the state wouldn't divert the match. Another important unknown is the potential for new and unforeseen spending priorities that may compete for our taxpayers' dollars. The FinCom would prefer to maintain flexibility for future planning purposes aligned to the Town Master Plan.

The Conservation Commission recommends (5-0).

Approving the Community Preservation Act (CPA) would provide Boxborough with matching funds from the State for the protection of open space, historic preservation, affordable housing, outdoor recreation and other CPA permitted projects that would otherwise be entirely paid for out of the Town's budget. Traditional revenue sources available to the Town are typically dedicated to the day-to-day operating needs of safety, health, schools, roads, maintenance, etc. Until the CPA was enacted, there was no steady source of state matching funds for the preservation of Boxborough's character and quality of life. There are numerous CPA qualified projects in our past and future that are of high value to the Town including previous land acquisitions by the Town for conservation purposes that would have qualified for CPA funds if they had been available to the Town. Regardless of the type of projects the Town may target for CPA funds, passing the CPA will reduce the actual cost to the Town.

The Boxborough Housing Board recommends.

ARTICLE 9 BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE

(Majority Vote Required)

To see if the Town will vote to adopt the following as a general bylaw to establish The Community Preservation Committee or take any other action relative thereto.

CHAPTER 1: ESTABLISHMENT

1.1 There is hereby established a Community Preservation Committee, consisting of nine (9) voting members pursuant to M.G.L. Chapter 44B, §5(a).

1.2 With the exception of subsection c., which is appointed by the Planning Board, the members of the Committee shall be appointed by the Board of Selectmen as follows:

a. One member of the Conservation Commission as designated by such Commission.

b. One member of the Historical Commission as designated by such Commission.

c. One member of the Planning Board as appointed by such Board.

d. One member of the Recreation Commission as designated by such Commission.

e. One member of the Housing Board as designated by such Board.

f. One member of the Agricultural Commission as designated by such Commission.

g. One member to be designated by the Finance Committee (FC).

h. Two members to be appointed by the Board of Selectmen (BoS).

i. Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier.

j. For the first year, appointments will be staggered as follows:

i. Three at 1 year: Agricultural Commission designee; 1 BoS appointee; FC designee;

ii. Three at 2 years: 1 BoS appointee; Planning Board appointee; Recreation Commission designee;

iii. Three at 3 years: Conservation Commission designee; Housing Board designee; Historical Commission designee.

1.3 Should any of the officers, commissions, or boards who have appointment authority under this Chapter be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in his/her place.

1.4 Any member of the Committee may be removed for cause by his/her respective appointing authority after hearing.

CHAPTER 2: DUTIES

2.1 The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation pursuant to M.G.L. Chapter 44B. The Committee shall consult with

existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission and the Boxborough Housing Board in conducting such studies. In its study of the needs, possibilities and resources of the Town regarding community preservation, the Committee shall review the Town's Capital Plan, maintained by the Finance Committee, and identify such overlap as may exist between Capital Plan prescriptions and community preservation proposals. As part of its study, the Committee shall hold one or more public informational hearing annually on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper, or equivalent publication, of general circulation in the Town.

2.2 The Community Preservation Committee shall make recommendations to Town Meeting for the acquisition, creation and preservation of open space, for the acquisition, preservation, rehabilitation and restoration of historic resources, for the acquisition, creation, preservation, rehabilitation and restoration of land for recreational use, for the acquisition, creation, preservation and support of community housing and for the rehabilitation or restoration of open space and community housing that is acquired or created as provided in this section. With respect to community housing, the Community Preservation Committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites. The Committee shall, to the degree practicable in its recommendations to Town Meeting, conform its proposed expenditures to the long term capital spending profile outlined in the Town's Capital Plan, so as to moderate fluctuations in the Town's direct and debt service spending.

2.3 The Community Preservation Committee may include in its recommendation to Town Meeting a recommendation to set aside for later spending funds for specific purposes that are consistent with community preservation but for which sufficient revenues are not then available in the Community Preservation Fund to accomplish that specific purpose or to set aside for later spending funds for general purposes that are consistent with community preservation.

2.4 In every fiscal year, the Community Preservation Committee must recommend either that the Town Meeting spend or set aside for later spending, not less than 10% of the annual revenues in the Community Preservation Fund for each of (a) open space (not including land for recreational use), (b) historic resources, and, (c) community housing.

CHAPTER 3: REQUIREMENT FOR A QUORUM

3.1 The Community Preservation Committee shall comply with the provisions of the Open Meeting Law, M.G.L. c.39 §23B. The Community Preservation Committee shall not meet or conduct business without the presence of a quorum. A majority of the members of the Community Preservation Committee shall constitute a quorum. The Community Preservation Committee shall approve its actions by majority vote.

3.2 After receiving such recommendations from the Community Preservation Committee, Town Meeting shall then take such action and approve such appropriations from the Community Preservation Fund as set forth in section 7 of the Act, and such additional appropriations as it deems appropriate to carry out the recommendations of the Community Preservation Committee.

CHAPTER 4: COST ESTIMATES

4.1 Recommendations to Town Meeting shall include their anticipated costs and strategies for longer term financing within the provisions of the Community Preservation Act.

4.2 Town Meeting may appropriate money in any year from the Community Preservation Fund to the Affordable Housing Trust Fund.

CHAPTER 5: AMENDMENTS

5.1 This Bylaw may be amended from time to time by a majority vote of the Town Meeting, provided that the amendments would not cause a conflict to occur with M.G.L. Chapter 44B.

CHAPTER 6: SEVERABILITY

6.1 In case any section, paragraph or part of this Bylaw be, for any reason, declared invalid or unconstitutional by any court of last resort, every other section, paragraph or part shall continue in full force and effect.

CHAPTER 7: EFFECTIVE DATE

7.1 This Bylaw shall take effect upon the acceptance by the voters at the November 4, 2014 State Election and approval by the Attorney General of the Commonwealth, and after all requirements of M.G.L. c. 40 §32B have been met.

7.2 After notification of Attorney General's approval has been received, each appointing authority shall make their appointments within thirty (30) days.

The Board of Selectmen Recommends (4-1).

As discussed in our recommendation to Article 8, the Board of Selectmen believes it would be smart financial planning to accept the Community Preservation Act so we can get matching state funds that would help us pay for projects we would otherwise pay for entirely on our own. We do that by accepting The Community Preservation Act (CPA), creating a local Community Preservation Fund (CPF) to hold money we collect from a surcharge on real property plus matching state funds, and establishing a Community Preservation Committee (CPC). The CPC helps the Town decide how to spend funds in the CPF by making recommendations on specific projects that we then vote on at Town Meeting.

The motion under this article will include an amendment to the Finance Committee Bylaw to allow for a Finance Committee member to serve on the Community Preservation Committee. The Selectmen will have held a public hearing on the proposed amendment prior to Town Meeting.

The Finance Committee will defer its recommendation until Town Meeting.

The Conservation Commission recommends (5-0).

Article 9 proposes the Bylaw that is necessary to establish The Community Preservation Committee needed to administer the CPA if passed as described under Article 8.

ARTICLE 10 AUTHORIZATION TO DISPOSE OF REAL PROPERTY - 70 -72 STOW ROAD

(Majority vote required)

To see if the Town will vote to transfer the care, custody, management and control of those parcels of land and the improvements thereon located at 70 and 72 Stow Road, consisting of approximately 13.5 acres, and depicted on Town Tax Maps as Map 6, Block 4, Lot 166 1.0 and Map 10, Block 4, Lot 207 1.0, which property was conveyed to the Town and is more particularly described in the deed recorded with the Middlesex Registry of Deeds, Southern District, in Book 56124, Page 151, from the Boxborough Housing Board for such purposes as such land is presently held, to the Board of Selectmen for the purpose of conveyance, and further to authorize the Board of Selectmen to convey all or a portion of such land or interests in such land upon such terms and for such consideration as the Selectmen deem appropriate, which may include the execution of a satisfactory development agreement and the reservation of rights in the property, including an affordable housing restriction, and to enter into all agreements and take all other actions necessary or appropriate to carry out this transaction, or to take any other action relative thereto.

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

The purpose of this article is to authorize the Board of Selectmen to dispose of the Stow Road property as described below, when all is ready. We expect that the process outlined below will be underway before the next annual town meeting, hence the need for prior approval at this time so that development can proceed without hindrance.

Background:

In December 2010, the Boxborough Housing Board (BHB) purchased approximately 13.5 acres of land at 70 - 72 Stow Road. The BHB acquired the property with funds from Boxborough's Affordable Housing Trust (BAHT). The property will provide affordable housing in Boxborough, in accordance with requirements developed by the town.

The Board of Selectmen formed the ad hoc Stow Road Concept Development Committee (SRCDC) early in 2012 to gather community input on affordable housing preferences and recommend the best development option for the property.

The SRCDC completed its fact-finding and public outreach work in the fall of 2013. The committee recommended a community of diverse housing styles that will provide accessible housing to seniors and affordable housing to first-time homebuyers. The community will not be age-restricted, and will feature designs in which seniors or handicapped persons can easily live, such as single-story ranch homes. The designs will stress methods of construction to reduce cost of ownership, such as low-maintenance materials and energy efficiency.

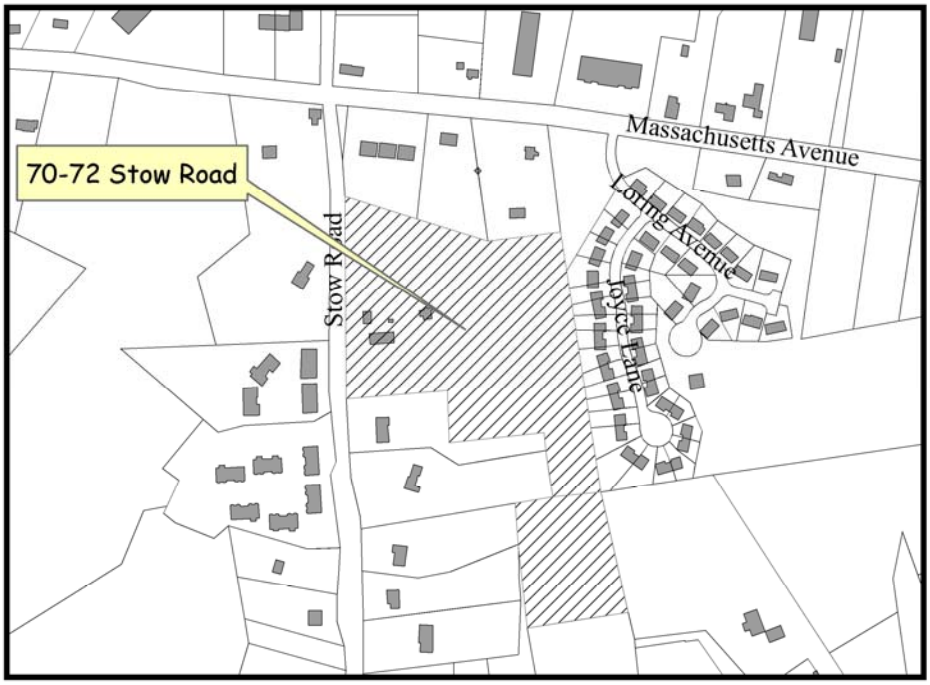
The Selectmen support the committee's recommendations and applaud their efforts to bring forward a concept for town-sponsored affordable housing aligned to Boxborough's needs and preferences.

With the assistance of Mass Housing Partnership, the SRCDC has prepared a Request for Proposals (RFP) for prospective developers. The developer selected via the RFP process will purchase the property and carry out the actual development, in accordance with the terms of a contract with the town. The BAHT expects to recoup a substantial portion of its original land acquisition cost. The RFP specifies home ownership housing so that in the end, Boxborough will not own any of the units.

Although the property was acquired with BAHT funds without need of Town Meeting authorization, the land is now an asset of the town, held by and through the Boxborough Housing Board. By law, town meeting must approve of the disposition of the property by conveyance to the developer. This will be done in accordance with a development contract and associated deed riders on the affordable units. The contracts and conveyance documents will approved by the Board of Selectmen pursuant to recommendations by counsel. The Selectmen will convey the property only if they are satisfied that all is in order.

The Housing Board recommends unanimously and will provide additional information at town meeting.

The Finance Committee recommends unanimously (5-0).



ARTICLE 11 TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars ($100,000), more or less, for the Stabilization Fund, or take any other action relative thereto.

The Finance Committee recommends unanimously (5-0).

The Town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town. Capital needs can be paid for by one or more of the following – free cash, stabilization fund or borrowing. The current balance of the stabilization fund is $1.1M. Capital funding requests for next year and cumulatively for the next three years are currently projected at $1.5 million and $1.9 million, respectively. The FinCom believes it is prudent to continue to reserve funds to support these upcoming requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's AAA bond rating from S&P. Expenditures from the Stabilization Fund require a higher level of scrutiny (2/3 vote of ATM) to utilize these funds which is appropriate for large expenditures.

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

This article continues our recent practice of making regular contributions to the Town's Stabilization Fund. A healthy balance in the Stabilization Fund (currently ~ 5% of yearly expenditures) is one of the attributes considered by bonding agencies in setting our bond rating and determining the cost to the Town of borrowing money.

ARTICLE 12 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) 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 One Hundred Thousand Dollars ($100,000), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

Summary

On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand was initially authorized by Town Meeting in 2012 to begin funding that liability. Last year, we continued that funding by transferring One Hundred Thousand Dollars to the OPEB Trust Fund. This transfer would enable the town to continue to fund the liability.

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

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small contribution to fund our liabilities for retirees' healthcare benefits. The town's FY 2015 unfunded liability, as reported in the June 30, 2011 actuarial study, amounts to $11,618,986 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our Standard and Poor's AAA credit rating.

The Finance Committee recommends unanimously (5-0).

The Town established an OPEB ("Other Post-Employment Benefits") Trust Fund in 2010 and the current balance is $177,027. The Town provides retired employees with healthcare and life insurance benefits and costs are accounted for on a "pay as you go" basis. While the Town is not legally required to prefund these future liabilities, the FinCom believes it is prudent to set aside reserves to begin to address the issue. Bonding authorities look favorably on setting aside reserves to fund the OPEB liability. Our initial actuarial study was completed in fiscal 2009 and updated in fiscal 2012 and provided the Town with a detailed analysis of the unfunded liability for both active and retired employees. The amount of the liability was $11,618,986. The amount we propose to set aside is slightly under 1% of that amount, or $100,000.

If this item had to be appropriated, it would add $0.11 per $1,000 of valuation, or $54.04 for the median house.

ARTICLE 13 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 study every three years. An actuarial study was last completed in 2012.

The Finance Committee recommends unanimously (5-0).

The actuarial study is required every three years by GASB (the Government Accounting Standards Board). GASB requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. In order to calculate our OPEB liability, the Town will need to hire a consultant to provide an actuarial study.

If this item had to be appropriated, there would be a financial impact to the town of $0.01 per thousand or $5.13 for the median house.

ARTICLE 14 TRANSFER AND APPROPRIATION OF BLANCHARD MEMORIAL SCHOOL REVOLVING FUND BALANCES**

(Majority vote required)

To see if the Town will vote to authorize the Town Treasurer in consultation with the Town Administrator to appropriate and transfer the balances in all revolving funds and the lunch fund currently maintained by the Blanchard Memorial School existing on or after July 1, 2014, to the Acton Boxborough Regional School District to be held (together with any interest thereon) by the District as a separate account and expended by the District at the Blanchard Memorial School for the same purposes as the prior revolving fund or lunch fund, as applicable, all in accordance with the Inter-Municipal Agreement between the Town and the District, a copy of which is on file with the Town Clerk, or take any other action relative thereto.

Summary

These funds include: Student Activities, School Choice, School Lunch, Extended Day Program, Full Day Kindergarten Program, Blanchard Early Childhood Program and School Meals Tax.

The Boxborough School Committee will provide a recommendation at Town Meeting.

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

The Board of Selectmen recommends the transfer of any unexpended balances in Blanchard's revolving and lunch funds to the Acton-Boxborough Regional School District. These funds will continue to be used for the benefit of the Blanchard Memorial School students on or after July 1, 2014.

The Finance Committee recommends unanimously (5-0).

ARTICLE 15 TRANSFER OF BLANCHARD MEMORIAL SCHOOL GIFTS AND GRANTS TO THE ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

(Majority vote required)

To see if the Town will, subject to all applicable terms and conditions of each grant and gift, and to any necessary judicial or other governmental approvals, vote to appropriate and authorize the Town Treasurer, in consultation with the Town Administrator, to transfer on or after July 1, 2014, to the Acton-Boxborough Regional School District ("District") the balance (if any) at the end of fiscal year 2014 of each gift and grant fund listed on the corresponding Exhibit to the Inter-Municipal Agreement between the Town and the District, each such amount to be held (together with any interest thereon) by the District pursuant to M.G.L. c. 44, § 53A, as a separate account and expended by the District for the same purpose as the purpose of the prior gift or grant to the Town, or take any other action relative thereto.

Summary

The gifts include the Blanchard Educational Gift Fund and the Patricia A. Hall Scholarship.

The grants include SPED 94-192 (FY 14); Title IIA Teacher Quality (FY 14); Title 1 Program (FY 14); SPED Early Childhood (FY 14); RTTT Grant (FY 14); SPED Program Improvement (FY 14); SPED ECP Program Improvement (FY14); LELD Grant; Mass Cultural Council Grant (Stars Program) and Education Circuit Breaker.

Additionally there may be a sum of money in the Blanchard School's Insurance Proceeds account.

The Boxborough School Committee will provide a recommendation at Town Meeting.

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

As with Article 14, this transfer is required as a result of the expansion of the Region and will provide for the transfer of gifts and grants to be used as the same purpose of the prior gift or grant to the Town.

The Finance Committee recommends unanimously (5-0).

ARTICLE 16 TRANSFER UNEXPENDED BALANCES IN PRIOR YEAR ARTICLES**

(Majority vote required)

To see if the Town will vote to appropriate and transfer the unexpended balances at June 30, 2014 in the following prior year articles for projects not yet completed by June 30, 2014 to the Acton Boxborough Regional School District to be expended by the District at the Blanchard Memorial School for the same purposes as authorized by Town Meeting, or take any other action relative thereto.

ATM 2011, Article 21, Blanchard Memorial School - Fire Safety Engineering Consultant

ATM 2012, Article 24, Capital Improvements – Repair and Replace Blanchard Memorial School's Exterior Mortar and Masonry

ATM 2012, Article 26, Capital Improvements - Replace Current Gym & Library Lighting at Blanchard Memorial School

The Boxborough School Committee will provide a recommendation at Town Meeting.

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

This article provides for the transfer of balances for work still to be completed under the prior year Town Meeting authorizations noted above.

The Finance Committee recommends unanimously (5-0).

ARTICLE 17 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

To see if the Town will vote to rescind the unused borrowing authority in the amount of One Hundred Seventy-Nine Dollars and Eighty-Nine cents ($179.89) granted under Article 17 of the May 2013 Annual Town Meeting (Replacement of Two HVAC Systems – Police Station), or take any other action relative thereto.

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

This article represents a housekeeping chore to clean up a small difference between the Town Meeting approved borrowing authority for a warrant article and the actual amount borrowed. The existence of unused borrowing authority on the Town's books represents a potential liability, which may in extreme cases adversely affect our bond rating.

The Finance Committee recommends unanimously (5-0).

Approval of this article will remove the Town's ability to borrow for this item since it is no longer necessary.

ARTICLE 18 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; fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); annual fire alarm service fees; rental of Community Gardens' plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; field permitting fees; 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 15 Spending Limit**	**Disposition for FY 15 Fund Balance**
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	$50,000	Carryover to FY 2016 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 2016 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 2016 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 2016 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 the Animal Control Officer – Dogs & Cats	$4,000	Carryover to FY 2016 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 2016 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 15 Spending Limit	Disposition for FY 15 Fund Balance
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 2016 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 2016 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 2016 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 2016 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 and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	$5,000	Carryover to FY 2016 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	$10,000	Carryover to FY 2016 to pay for expenses not yet completed

The Board of Selectmen recommends unanimously (5-0).
This is another housekeeping article, which renews the authority of the named departments to collect fees and disburse funds up to the indicated limit. These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

The Finance Committee recommends unanimously (5-0).

ARTICLE 19 ESTABLISH REVOLVING FUND FOR GENERAL RECREATION PROGRAMS**

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for purposes of receiving fees for general programs sponsored by the Recreation Commission and paying expenses directly attributable to those programs up to Five Thousand Dollars ($5,000), to be under the direction of the Town Administrator who shall approve all such expenditures; and further to provide that the balance remaining in the fund at the end of fiscal year 2015 be carried over into fiscal year 2016 to pay for expenses not yet completed, or take any other action relative thereto.

Summary

The revolving fund would serve as a repository for fees collected for new fitness-related programs (e.g., ski bus, exercise classes) as well as possible trips (e.g. Tanglewood, New England winery tour). The Recreation Commission is hoping to be able to offer new programs in the new fiscal year, i.e. after July 1, 2014. The cost of such programs is variable, and could include cost of instructors, transportation, equipment and venue rental. These would be paid through the revolving fund and a small appropriation that has been requested through the Recreation Commission budget.

The Recreation Commission recommends.

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

The Board of Selectmen recommends the establishment of a revolving fund for general recreational programs for the reasons mentioned in the summary above.

The Finance Committee recommends unanimously (5-0).

This article will create a revolving fund to be used to receive fees for programs and pay for services. The Town Accountant supports the establishment and use of the fund for the purposes stated.

ARTICLE 20 COST OF BOND ISSUANCE**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars ($40,000), more or less, for the purpose of paying the cost of issuance for borrowing authorized by vote of Town Meeting in 2012 and 2013 as well as for borrowing authorized at Town Meeting in 2014, or take any other action relative thereto.

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

The Finance Committee approves unanimously (5-0)

The bond issue will be used to finance a combination of warrant articles approved in the 2012 and 2013 ATM as well as selected warrant articles in this financial year. Estimated cost has been provided by Eastern Bank. Expected rate and timing remain to be determined.

ARTICLE 21 EXPANDED VETERANS SERVICES**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Thousand Dollars ($3,000), more or less, to provide additional hours for the Veterans Service Officer and/or contract labor hours for the services of a part-time Assistant Veterans Service Officer, or take any other action relative thereto.

Summary

These additional hours for the present Veterans Service Officer or a part time assistant are intended to provide public outreach and assistance to veterans for 3 – 5 hours per week for a trial period.

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

The historical budget allocation on Boxborough of approximately $1,000 per year provides reactive services to veterans who request assistance, and is the lowest in the area. The proposed appropriation of $3,000 will be used to fund additional hours for the present Veterans Service Officer and/or hours for a part time assistant to perform such outreach functions as: assisting veterans in applying for benefits, coordinating services with the VA medical system, processing unemployment claims, developing local warrior transition programs, and performing other similar outreach activities. The initial level of 3-5 hours per week will be evaluated as we go forward, to better determine the needs of Boxborough veterans and how the Town can best address those needs.

The Finance Committee recommends unanimously (5-0).

ARTICLE 22 CAPITAL EQUIPMENT AND INFRASTRUCTURE

(Two-thirds vote required if transferred from Stabilization Fund)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Two Hundred Twelve Thousand Five Hundred Dollars ($212,500), more or less, for the purchase, replacement, or improvement of facilities and equipment as listed below, or take any other action relative thereto.

A.	Town Hall Attic Insulation	$12,500
B.	Town Hall Carpet Replacement	20,000
C.	Town Hall Grange Meeting Room Improvements	60,000
D.	Town-wide Computer Replacement & SW Upgrade	30,000
E.	Library – HVAC Control System Upgrade	20,000
F.	Steele Farm – Repairs to Barn	70,000
	Total	**$212,500**

SUMMARIES

A. Town Hall Attic Insulation

There is very little insulation in the attic and what there is has settled or fallen from its intended location. There is significant heat loss through the attic, which this project would eliminate. It is anticipated that there will be a financial incentive to be received from the gas utility for our investment in this energy conservation project.

B. Town Hall Carpet Replacement

The carpeting in Town Hall was installed in 1990 when the rear addition was built and the other office space reconfigured. Twenty-four years worth of wear and tear have resulted in soiled and tattered carpets, seams that have opened up, and areas of rippled carpet that pose serious tripping hazards. The carpets have reached the point where they no longer can be cleaned and even seem to be contributing to respiratory irritation for some staff. According to DOR, the useful life of carpeting is seven (7) years.

This article proposes to replace all the carpeting in Town Hall. Specifically, all the offices and corridors on the lower level, the Morse-Hilberg room, and the hallways on the second floor from the Morse-Hilberg room over to the Grange meeting room.

C. Town Hall Grange Meeting Room Improvements

The original Town Hall was constructed in 1901. Since that time, wear and tear has taken a toll on the appearance of the hall. A suspended ceiling with inefficient fluorescent lighting has replaced the original plastered ceiling. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The stage, with its columns standing proud, was once a venue for local performances, and perhaps political orations, has for many years been used for municipal storage space.

In addition to looking at better space utilization, it is abundantly clear that we must catch up on maintenance in the Grange hall. This would also be an excellent opportunity to restore the hall to its early twentieth century appearance.

The floor, ceiling, and walls are in need of attention. Town meeting has already appropriated monies for the replacement of the hardwood floor. This article would provide funding for a new, plastered ceiling with energy efficient period lighting, and fresh paint on the walls. The construction of a new room behind the drapes on the stage is also recommended. The façade, including the front of the stage, the columns, and the curtains would be preserved. A large video screen would be mounted to the new wall (behind the curtain) to facilitate multimedia presentations by various boards or committees.

D. Town-wide Computer Replacement

The majority of computers across the town's operations are still running Windows XP, which will no longer be supported by Microsoft as of April 2014. There will be no further security updates or technical support for the Windows XP operating system. The town needs to remain compliant with state and federal security updates. Additionally, computers would be more vulnerable to be exploited by malware and susceptible to malicious attack.

This article would fund the acquisition and installation of eleven desktops, four laptops, monitors and peripheral equipment as well as fifteen upgraded Microsoft Word Suite licenses.

E. Library – HVAC Control System Upgrade

The HVAC Control system at the library is at the manufacturer's end-of-life. Funding for this article would enable the necessary upgrade to the control system. Without this upgrade, replacement parts and support will no longer be available for the current system. The upgrade should also improve energy efficiency.

The Library Board of Trustees unanimously recommends.

The Library Trustees unanimously recommend this necessary expenditure. The existing Honeywell network manager is not upgradeable and the manufacturer has announced end-of-life milestones and a migration from the R2 platform, which was introduced in 1999 to the latest platform known as AX. The AX platform offers the next generation of cyber security and enhanced experience across devices such as smart phones, tablets and browsers. This article also includes funds to add Demand Control Ventilation, which was recommended on the recent Town Energy Audit to increase energy efficiency in the system. With this upgrade of the Library HVAC system we will maintain our investment in this important resource in our community.

F. Steele Farm – Repairs to Barn

The Steele Farm Advisory Committee has developed a plan to renovate the barn. The primary focus of this project is to repair rotted structure, de-lead the exterior of the building, reestablish a weather tight building envelope, and paint the building. The basic structure of the building is sound, but peeling paint and rotted wood is allowing water to infiltrate the building causing significant damage. It would be advisable to proceed with this project as soon as feasible to lessen the damage.

This article would provide funding to replace the siding, windows, and doors of the Steele Farm barn with products of similar materials and appearance; repair rotted structural members and trim and prime and paint the entire exterior of building.

The Steele Farm Advisory Committee unanimously recommends.

In addition to badly needing repainting, the exterior of the Steele Farm barn displays much wood rot in the siding, windows and doors. The proposed renovations will leave the structure's exterior in condition to require only routine maintenance for some years to come. Replacement of all siding, rather than just rotted elements, will significantly reduce the cost of lead paint removal. Deferring this work will only increase the future cost.

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

The Board of Selectmen recommends the acquisition and the improvements in the facilities as described in the summaries above.

The Finance Committee voted to defer its recommendation until Town Meeting (5-0).

ARTICLE 23 STUDIES AND INITIATIVES

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Forty Thousand Eight Hundred and Forty-Seven Dollars ($140,847), more or less, for the purpose of implementing the programs listed below, or take any other action relative thereto.

A.	Town Clerk - Record Books Conservation	$29,347
B.	Planning Board – Update Master Plan	75,000
C.	Public Safety - Space Needs Analysis	25,000
D.	Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields	5,000
E.	Steele Farm Management Plan	6,500
	Total	**$140,847**

SUMMARIES

A. Town Clerk - Record Books Conservation

It is the obligation of cities and towns in the commonwealth to preserve their public records. Pursuant to Chapter 66 § 9 of the General Laws, "every person having custody of any public records books of the commonwealth… shall cause fair and legible copies to be seasonably made of any books which are worn, mutilated or are becoming illegible and cause them to be repaired, rebound or renovated."

We have 21+ volumes of records dating from 1830 forward that are in need of conserving. The funding requested under this article would provide for the deacidification, mending and reinforcement of paper as necessary, resewing, rebinding and processing into a CD for web access.

B. Planning Board – Update Master Plan

Pursuant to state Law, the Town is required to have a Master Plan. The last Master Plan for Boxborough was completed in January 2002, and after 12 years, it is no longer relevant. The demographics, economic viability and needs of the community have changed. At the 2012 Annual Town Meeting funds were appropriated for the completion of a town-wide build-out analysis, which is an essential component for updating the Master Plan. The consultant is finalizing the build-out analysis and the preliminary results show that by 2030, 40% of residents will be over 65 years old, up from 13% in 2010. It is time to determine through the Master Plan how the Town will deal with and foster the necessary changes to meet the needs of the community now and throughout the next 10 years, as well as maintain the required tax base. The Planning Board believes it is critical to look at the future economic development potential in the community to reduce the tax burden on residents, many of them on fixed incomes.

What does having an updated Master Plan mean for Boxborough? It means the community has reached a consensus on the direction it wants to follow on matters like land use, open space, housing, and economic development and the goals for the future. It means that we have set the vision and the action steps that various boards and committees will need to take to reach those goals. It means that the Town is more competitive for various state grants to assist in developing zoning amendments to foster the right change or grants for infrastructure improvements.

The Planning Board has worked hard with the regional planning agency, the Metropolitan Area Planning Council (MAPC), to focus the Master Plan Update scope of work to bring down the cost without compromising the vital public process and final product. To further assist the Town, MAPC has agreed to commit $7,000 in District Local Technical Assistance Grant funds.

The Planning Board unanimously recommends because a goal without a plan is just a dream.

C. Public Safety – Space Needs Analysis

The funding requested under this article would provide for professional consultant services to prepare a space needs assessment of Boxborough's Public Safety Departments (Dispatch, Police and Fire). This space needs assessment is an early, essential part of a comprehensive planning approach to achieving adequate needs for public safety facilities. Funding for this project will provide a preliminary detailed analysis defining the functional needs and scope of facilities, which will serve as a planning tool for the future.

The consultant's evaluation will include the square footage requirements for personnel, vehicles, apparatus, evidence, equipment and records storage, personnel parking, visitor parking and other associated requirements for the daily operations of each department. Also, the project will provide suggestions for improvements to existing facilities including the required site area of a parcel for potential new facilities, with the estimated cost of each, etc. Site selection is not a part of the scope of this project.

D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields

In 2013, the Recreation Commission, the Conservation Commission and the Planning Board started work on developing an Open Space and Recreation Plan, which is an essential element of the town's Master Plan, pursuant to Chapter 41 § 81D of the General Laws. An Open Use Space Survey was distributed to the residents of Boxborough. The top two recreational facilities, which survey respondents felt were lacking in the Town and should be addressed, were tennis courts and basketball courts. Currently our residents must travel to surrounding towns to use outdoor basketball and tennis courts as none exist in Boxborough.

Based on land use maps, the Recreation Commission believes there is sufficient room at Liberty Fields to accommodate one basketball court and one tennis court.

The $5,000 requested will provide for the surveying of the land, designing an initial layout and developing a construction document and cost estimate to enable the Recreation Commission to come back to Town Meeting in 2015 for funding to construct the courts.

The Recreation Commission recommends unanimously.

Liberty Field

E. Steele Farm Management Plan

The funding requested under this article would provide for the development of a management plan for the 36-acre Steele Farm conservation land, which will explore potential agricultural uses; explore stewardship strategies; assess wildlife management needs to the extent possible using existing data and limited field research; assess the existing trail systems and make recommendations for improvements if necessary; explore connections to adjacent open space; evaluate the ecosystem services provided by Steele Farm and the larger open space and provide recommendations for improvement if necessary; identify ways to protect and improve water quality; identity methods to enhance habitat and species diversity while maintaining appropriate recreational opportunities; determine appropriate recreational uses; investigate methods to manage illegal uses; evaluate access and circulation patterns including signs and parking needs; assess the potential for providing accessible destinations; explore how the land and buildings can serve as a classroom for educational and interpretive programs; identify existing and potential conflicts between human recreation and natural processes; improve wayfinding; research user demographics to the extent possible; provide mapping of invasive species and management recommendations using existing data and limited field research; and recommend scheduling of general maintenance.

The Steele Farm Advisory Committee unanimously recommends.

The Steele Farm municipal property has been permanently protected by the recently implemented Conservation and Historic Preservation restrictions. A professionally-prepared management plan is necessary to ensure that the day-to-day operation of the property will balance recreational access, protection of resources, both natural and historical, agricultural activities, and maintenance operations. Additionally the plan should provide a vision for the future of Steele Farm. The Conway School has prepared numerous plans for various municipalities and non-profits in Massachusetts, and does so at a reasonable cost.

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

This collection of funding requests is presented as one article with several distinct components. This is an experiment in efficiency intended to streamline a portion of town meeting business. If these requests were annual and recurring, they would be assigned to the familiar consent agenda. Although they are new requests, each one supports necessary due diligence work for prudent planning and management as described above. The Selectmen recommend funding for all listed components.

To recap the explanation in the summaries:

A. **Record Books Conservation.** Necessary for compliance with statutory requirements for preservation of public records.

B. **Update Master Plan.** The 2002 Master Plan is approaching 3 years past-due for a decennial update. The Open Space and Recreation Plan component must be current to enable access to state conservation grants.

C. **Public Safety – Space Needs Analysis.** To be prudent, we must assume Boxborough population will increase, and plan accordingly for eventual increases in public safety personnel, equipment and facilities.

D. **Survey and Design of Basketball and Tennis Courts at Liberty Fields.** The Council on Aging has determined that it does not have need of the bocce courts, and relinquished the area to the RecComm. This study will evaluate the feasibility of utilizing the space for tennis and basketball courts.

E. **Steele Farm Management Plan.** The town has approved and recorded the Steele Farm Conservation/Preservation Restriction, which calls for a management plan.

The Finance Committee voted to defer its recommendation until Town Meeting (5-0)

ARTICLE 24 CAPITAL IMPROVEMENT - ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Two Hundred Seventy-Five Thousand Dollars ($275,000), more or less, for the purpose of replacing asphalt paving at the Town Hall, DPW, and Historical Museum, including associated regrading and drainage work, or take any other action relative thereto.

Summary

The paving at these three facilities is in very poor condition, rendering travel and maintenance difficult. More importantly, the buckling of the Town Hall parking lot causes a safety risk to those walking from their vehicles to the building.

At each location, significant drainage improvements should be made to redirect sheet flow away from the buildings. This project would enable us to regrade these driveways and parking lots to better manage storm water, to keep it away from the buildings, while also providing a smooth and sound driveway/parking area.

Breakdown of cost by location is as follows:

Town Hall	*$115,000*
DPW Yard	*110,000*
Historical Museum	*50,000*

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

The above mentioned facilities are in poor condition and in need of paving and drainage improvements. Delaying any repair to these facilities might be more costly and will be unsafe for those using the parking lots.

The Finance Committee recommends unanimously (5-0).

ARTICLE 25 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Two Hundred Thirty-Two Thousand Dollars ($232,000) for the purpose of acquiring self-contained breathing apparatus (air-paks) for the Fire Department, or take any other action relative thereto.

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

We are required by US DoT regulation to replace all of the high pressure air cylinders in the Fire Department's self-contained breathing apparatus (SCBA or Air Paks) by mid 2015 due to service life limitations. Furthermore, the Board of Selectmen believes that it is essential for a number of reasons to replace at this time the Air Paks themselves, as well as the high pressure bottles. The current Scott Air Paks are at least 15 years old and do not meet current NFPA safety requirements. Our Air Paks have aged beyond the point at which it is even possible to upgrade the legacy systems to current safety standards. New SCBA systems are required to have trackers and heads-up displays, which free the firefighter from the distraction of checking life support status and reporting position while they are occupied by more pressing matters. Failing to provide NFPA compliant Air Paks places our firefighters at undue risk and exposes the Town to potential liability in the event of a serious casualty. The Fire Department is applying for federal grant funds to cover the cost of the SCBA replacement and, should the grant be awarded, the cost to the Town will be reduced to the specific grant co-pay requirement. In order to ensure timely replacement of the Air Paks, we must however appropriate the full cost at Annual Town Meeting.

The Finance Committee recommends unanimously (5-0).

The federal government mandates replacement of these air packs and oxygen bottles every 15 years. We are at the end of the use cycle for this critical life support equipment for our firefighters.

ARTICLE 26 CAPITAL EQUIPMENT ACQUISITION – PUBLIC SAFETY RADIO SYSTEM UPGRADE

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Four Hundred Fifteen Thousand One Hundred Ninety-Four Dollars ($415,194), more or less, for the purpose of acquiring an integrated communications network for the Police and Fire Department, and prepare the Public Works Department for a future upgrade, or take any other action relative thereto.

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

The current police and fire department radio systems are aged and problematic. Their older technology using leased telephone lines to connect to remote transmitters and repeaters has been problematic, unreliable and prone to failure. The police and fire radios operate on different bands without interoperability between departments. Coverage throughout the town is spotty with a number of dead zones. The situation is even worse with the older DPW truck radios.

In 2013 Town Meeting appropriated funds to conduct a study to specify a new integrated, interoperable town-wide public safety radio communications system to resolve current operational problems. The study has been completed and reviewed by the Police and Fire Chiefs and Board of Selectmen and judged to be thorough and complete. This article will fund implementation and deployment of the recommended systems for Police and Fire and the minimum required preparation work for the DPW system, which will be deferred until the next fiscal year.

The new system includes upgrade of the existing two towers with new UHF/VHF radio transmitter/repeaters. To improve coverage and eliminate dead zones, a third transmitter/repeater unit will be installed on the light pole at the museum on Middle Road. The three units will operate as a redundant simulcast communications infrastructure. The system upgrade also includes new equipment for dispatch consoles, control stations, point-to-point links and radio transmitters, receivers, antennas, voters, repeaters and other necessary equipment. The cost includes licensing, engineering and site work. Features of the new system include:

- Capability for the dispatcher to join dissimilar frequencies and bands together so that one department can speak directly to another, locally or regionally. This is important for multi-town or jurisdiction emergency responses.

- Whether it is in basement of house or within steel framed commercial site, emergency personnel will be able to communicate from a portable radio while away from their response vehicle. They will no longer be dependent on unreliable and problematic vehicle repeaters.

- Communications will no longer be interrupted by faulty or downed telephone lines.

Deployment of the new system will provide a much-needed improvement to the reliability and capability of radio communications for Boxborough's public safety operations.

The Finance Committee recommends unanimously (5-0).

Note we approved the hiring of a consultant last year to study the deficiencies in our public safety communications systems. After attending the consultant's presentation, we concur with the recommendations of the BoS and Police/Fire to improve our systems with expenditure of $415,194.

ARTICLE 27 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Fifty Thousand Dollars ($150,000), more or less, for the purpose of acquiring a brush truck for the Fire Department to replace the 1999 brush truck, or take any other action relative thereto.

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

The current Fire Department brush truck is built upon a Ford F350 SL chassis for a 2,000 lb. payload, manufactured in November of 1998. The vehicle is therefore approximately 15 years old and has been subjected to harsh service over the years in responding to Town and highway brush fires as well as towing trailers, such as the decontamination trailer, to events such as the Boston Marathon. The vehicle body has serious corrosion issues, which have been repaired piecemeal over the years, and suffers excessive suspension and drivetrain wear as a result of exceeding the design gross vehicle weight in its present configuration. The current brush truck is becoming a maintenance burden to the department. A special purpose brush truck is required in Boxborough because of the relatively inaccessible nature (to standard engines) of a large proportion of the Town's area that may be subject to brush fires. In addition, the brush truck carries special purpose hoses and other equipment that would displace more general-purpose equipment on a conventional fire engine, thus rendering it less useful for its main mission. New brush truck vehicles are manufactured to a better standard now (e.g. all-welded aluminum construction) than the essentially home-built 1999 current brush truck, leading to expected service lives of ~ 20 years. The old brush truck will be traded or auctioned to return its residual cash value to the Town.

The brush truck replacement has been programmed into the Town Capital Plan for this year.

The Finance Committee recommends unanimously (5-0).

This item was included in the FY 15 Capital Plan.

ARTICLE 28 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Fifty Thousand Dollars ($150,000), more or less, for the purpose of acquiring a multi-body truck for the DPW to replace the 2001 dump truck, or take any other action relative thereto.

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

It is time to replace the thirteen year old DPW dump truck. Useful life for these vehicles is 8-10 years. It has 72,692 miles, needs a new transmission, and has a bent and rusting frame. The replacement is a new International 4300 series. This vehicle has a multi-body design that permits bodies to be switched in minutes. The purchase price includes a 4WD transmission, standard dump body, stainless steel sander body, steel box (for chipping and brush), and power angle plow. Effectively, this purchase gives us the utility of three trucks in one.

The Finance Committee recommends unanimously (5-0).

This item was included in the Capital Plan. The new multi-body truck will replace the current dump truck that has exceeded life expectancy. The new truck will reduce wear tear on existing vehicles.

ARTICLE 29 AUTHORIZATION TO ACQUIRE REAL PROPERTY - 530 MASSACHUSETTS AVENUE

(Two-thirds vote required if borrowing)

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, for general municipal purposes, all or a portion of the land and any improvements thereon located at 530 Massachusetts Avenue, consisting of approximately 3 acres, and depicted on Town Tax Maps as Map 10, Block 4, Lot 172 2.0 and Map 10, Block 4, Lot 172 3.0, which land is believed to be more particularly described in the deed recorded with the Middlesex Registry of Deeds, Southern District, in Book 17459, Page 354, upon such terms and for such consideration as the Selectmen deem appropriate, and further to raise and appropriate, transfer from available funds, or borrow or otherwise provide a sum of money not to exceed Two Hundred Fifty Thousand Dollars ($250,000), more or less, for the purpose of such acquisition and all costs related thereto, and to enter into all agreements and take all other actions necessary or appropriate to carry out this transaction, or to take any other action relative thereto.

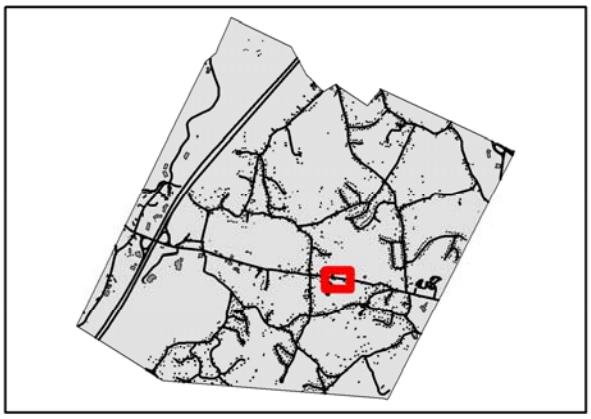
Summary

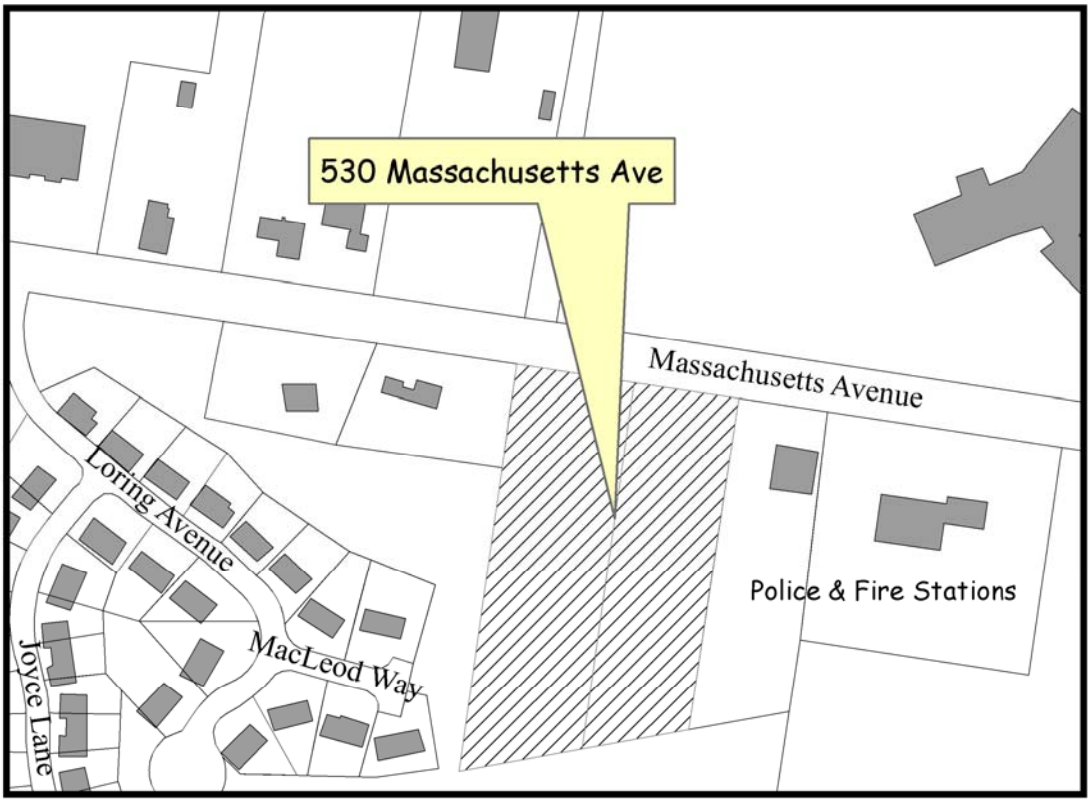
The police and fire departments occupy adjacent parcels of land that are bordered by wetlands to the east and south, Route 111 to the north, and parcel located at 530 Massachusetts Avenue to the west. This property consists of two parcels totaling approximately three acres fronting on Route 111 and contiguous to the police station. Although there is no immediate plan to expand the police or fire Departments, any future expansion of either department would be limited by the existing footprint. Acquiring this parcel would assure its availability to meet future expansion needs of the Town.

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

Given projected growth of the town and increased demands on public safety services, to be prudent we must provide for expanded facilities to house more personnel and equipment. Newer fire apparatus that will be purchased in the future may not fit in the existing fire station. Article 23 requests funds to quantify the future space needs for public safety operations. With the bordering wetlands there is no room to expand the current public safety footprint on the existing site. This property is adjacent to the police station and is the only land available for future expansion contiguous to the current site. We don’t know when such expansion will be unavoidable, but without access to the subject land, we will not even have that option. Acquisition of this property is a prudent municipal land banking strategy to support a defined future need. The negotiated purchase price is below current assessed value.

The Finance Committee will defer its recommendation until Town Meeting (5-0).




530 Massachusetts Ave
Massachusetts Avenue
Loring Avenue
MacLeod Way
Joyce Lane
Police & Fire Stations

ARTICLE 30 ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS

(Majority vote required)

To see if the Town will vote pursuant to the provisions of MGL c. 44, § 53E1/2 to authorize a revolving fund for the purpose of receiving fees for services performed by the Animal Control Officer – Dogs and Cats pursuant to an Inter-Municipal Agreement (IMA) between and among the town of Boxborough and neighboring towns and for paying a portion of the salary, benefits and expenses directly attributable to those services up to Sixty Thousand Dollars ($60,000), to be under the direction of the Chief of Police who shall approve all such expenditure; and further to provide that the balance remaining in the fund at the end of fiscal year 2015 be carried over into fiscal year 2016 to pay for expenses not yet completed; or take any other action relative thereto.

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

The Animal Control Officer (Dogs and Cats) has become increasingly busy. In addition to providing services to Boxborough, the ACO has of necessity been providing private ACO service to other towns on a personal basis to supplement income. Demands from other towns will probably increase due to recent changes in statute requiring towns to have the services of a Dog Officer that has received certified training.

The reality is that Boxborough has a de-facto shared resource but does not have the benefits of management and control. The time is right to rationalize and formalize the current ad-hoc arrangements through creation of an Inter-Municipal Agreement (IMA) with each of the service towns for use of Boxborough's ACO. Through use of IMAs for animal control services, we can improve efficiency and help with time management through centralized dispatching that would be provided by Boxborough Dispatch. The Police Chief is supportive and can offer centralized dispatch for multiple towns. Note: ACO budget is Dept 692 in Public Safety.

In 2006 town meeting approved authorization for the Selectmen to enter into IMA's for shared animal control services. The IMA's will lay out pricing and terms. Analysis of the current situation indicates we can expect to collect sufficient fees to pay for services and operations expenses. Negotiations with other towns are ongoing.

Approval of this article will authorize establishment of a revolving fund to receive fees for services under the IMA's, and disperse funds for expenses. The recommended cap level has been determined by analysis of expected revenues and cash flow.

The Finance Committee will defer its recommendation until Town Meeting (4-1).

ARTICLE 31 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 Dollars ($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 in 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 currently has an unencumbered funds balance of approximately $19,000. Previous discussions with the Finance Committee concluded that an estimated working balance of $30,000 is considered to be adequate for meeting anticipated expenses.*

3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2014:*

   - *$13,000 for Preparation of an updated Town Open Space and Recreation Plan (OSRP). The OSRP will serve as a guidance document for Town Boards and Commissions, and is a prerequisite for Town eligibility to apply for State grants targeting land acquisition for conservation or recreational purposes and other land management activity.*

4. *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 that is beyond routine operations and maintenance.*

   - *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

Background Information

1. *From 1990 to 1999 Town Meeting appropriated an average of $5,000/year to the Conservation Trust Fund.*

2. *There was one appropriation of $15,000 to "replenish" the fund in 2000.*

3. *The last 3 year's (2011, 2012 and 2013) ATM approved an appropriation of $5,000 each year.*

4. *Routine operations and maintenance are funded separately at approximately $1,000 per year.*

5. *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 provides 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 Conservation Commission recommends (6 – 0).

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

The Board of Selectmen supports the Commission in its request. 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 recommends (3-2)

The majority approves the article. The Conservation Commission has established an effective model for funding required projects as they arise, utilizing a revolving fund that periodically requires replenishment. Appropriate expenditures have depleted the Conservation Trust Fund to a level that merits funding as requested. If approved, the article will be paid out of free cash.

The minority of the FinCom did not approve this article and feels that adding $5,000 every year to the Conservation Trust Fund does not really address the Conservation Commissions goals for using such funds. There are ample monies in Special Funds and Trust accounts over which the Commission has control to fund any studies that the Commission wants to conduct.

ARTICLE 32 PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty–Five Thousand Dollars ($25,000), more or less, for the purpose of implementing a pilot program for community services coordination and outreach by hiring a part-time Community Services Coordinator or contracting said services, or take any other action relative thereto.

The Well Being Committee recommends unanimously.

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

Investigations by the Boxborough Well-Being Committee have confirmed the somewhat surprising fact that between 3% - 5% of Boxborough families seek assistance from local food pantries, reduced cost/free school lunch programs, SNAP (food stamps) and other government assistance programs, as a result of economic hardship. Addressing the needs of both identified and as yet unidentified residents with assistance issues is a complex process involving navigating through often opaque and overlapping federal and state assistance programs. This navigation of society's safety net normally requires internet access and a deep experience with the possibilities and prospects for these programs. In addition to the not-so-simple mechanics of applying for assistance, residents who require assistance often need simple communication with sympathetic and knowledgeable individuals who can identify issues and suggest potential solutions. The proposed Community Services Coordinator will be a contract licensed social worker, working from 8-12 hours per week, with a cap of $25,000 on the FY 15 expenditure. The value of such a Community Services Coordinator has been endorsed by Boxborough's Council on Aging Coordinator, the Police Chief and Fire Chief, as well as the Blanchard School and ABRS guidance counselors. The main theme of these endorsements is that intelligently focused assistance provided to families in need is a great investment in avoiding future societal problems that these individuals must deal with on a daily basis, often at great cost in resources.

The Finance Committee will defer its recommendation until Town Meeting (5-0).

ARTICLE 33 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 2100 Definitions, by adding a definition of "Registered Marijuana Dispensary" and to renumber the remaining definitions accordingly throughout the Zoning Bylaw, to amend Section 4003(4) Table of Uses Business/Industrial Uses to add Registered Marijuana Dispensary as a special permit use in the IC District, and to delete Section 7900 in its entirety, as follows:

Section 2100Definition

Registered Marijuana Dispensary: also known as a Medical Marijuana Treatment Center, means a not-for-profit entity registered under 105 CMR 725.100, to be known as a registered marijuana dispensary (RMD), that acquires, cultivates, possesses, processes (including development of related products such as edible MIPs, tinctures, aerosols, oils, or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to registered qualifying patients or their personal caregivers. Unless otherwise specified, RMD refers to the site(s) of dispensing, cultivation, and preparation of marijuana.

4003(4) **BUSINESS/INDUSTRIAL USES (Continued)**	**DISTRICTS**						
	AR	**R1**	**B**	**B1**	**OP**	**TC**	**IC**
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

~~**Section 7900 Temporary Moratorium On Medical Marijuana Treatment Centers**~~

~~*Section 7901Purpose*~~

~~By vote at the State election on November 6, 2012, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for medical purposes. The law provides that it is effective on January 1, 2013 and the State Department of Public Health is required to issue regulations regarding implementation within 120 days of the law's effective date. Currently under the Zoning Bylaw, a Medical Marijuana Treatment Center is not a permitted use in the Town of Boxborough and any regulations promulgated by the State Department of Public Health are expected to provide guidance to the Town in regulating medical marijuana, including Medical Marijuana Treatment Centers. The regulation of medical marijuana raises novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Medical Marijuana Treatment Centers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of medical marijuana treatment centers and other uses related to the regulation of medical marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Medical Marijuana Treatment Centers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to enact bylaws in a manner consistent with sound land use planning goals and objectives.~~

~~*Section 7902Definition*~~

~~"Medical Marijuana Treatment Center" shall mean a "not-for-profit entity, as defined by Massachusetts law only, registered by the Department of Public Health, that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses, or administers marijuana, products containing marijuana, related supplies, or educational materials to qualifying patients or their personal caregivers."~~

~~*Section 7903Temporary Moratorium*~~

~~For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Medical Marijuana Treatment Center. The moratorium shall be in effect through June 30, 2014. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of medical marijuana in the Town, consider the Department of Public Health regulations Regarding Medical Marijuana Treatment Facilities and related uses, and shall consider adopting new Zoning Bylaws to address the impact and operation of Medical Marijuana Treatment Centers and related uses.~~

Or take any other action relative thereto.

Explanation

Currently under the Town of Boxborough's Zoning Bylaw, a registered marijuana dispensary (RMD) is not a permitted use in the Town. The Town cannot ban RMDs entirely because as stated by the Attorney General "Such a complete ban would frustrate the purpose of Chapter 369 of the Acts of 2012, "An Act for the Humanitarian Medical Use of Marijuana" (enacted as Question 3 on the November 2012 state ballot), to allow qualifying patients, who have been diagnosed with a debilitating medical condition, reasonable access to such dispensaries."

The Department of Public Health Regulations has developed extensive regulations that govern things such as the operations, handling, dispensing, marketing and security requirements for RMDs. The Planning Board is proposing that RMDs be permitted in the Industrial-Commercial Zone District, but only by Special Permit. In conjunction with Department of Public Health Regulations, the Special Permit process would require notification to abutters, a public hearing and the ability to place reasonable conditions on the use, such as hours of operation, requirement that contact information for all management staff and keyholders be provided to the Town in case of problems, and copies of all licensing and reporting documents as may be required as part of the Department of Public Health Regulations.

The Planning Board recommends.

The Finance Committee will defer its recommendation until Town Meeting.

ARTICLE 34 ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/COMMON DRIVEWAYS

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 6104 Private/Common Driveways in the Agricultural-Residential (AR) District and Section 6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial to add the language in bold italics and delete the language as indicated by strikethroughs:

6104 Private/Common Driveways in the Agricultural-Residential (AR) Districts

(5) ***Applications for a*** Private/Common Driveway~~s~~ ***special permit*** in the AR District shall ***adhere to the extent feasible to those*** ~~meet the following~~ construction standards ***set forth in the Planning Board Private Common Driveway Guidelines. Such guidelines are for advisory purposes only and shall not be binding on the applicant or the Planning Board.***

~~(a) All topsoil shall be removed from the Private/Common Driveway.~~
~~(b) Private/Common Driveways shall be subgraded 15" below finished grade and inspected at this stage by the Superintendent of Streets or his designated agent.~~
~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 2 ½" of hot top extending a minimum distance of 25 feet from the junction with the roadway along the driveway.~~
~~(d) Private/Common Driveways shall be constructed to a minimum width of 16 feet.~~
~~(e) Private/Common Driveways shall have a minimum of a 3-foot shoulder on each side of the paved surface.~~
~~(f) Private/Common Driveways shall meet town roads as shown in the Driveway Approach Bylaw.~~
~~(g) Private/Common Driveways shall have drainage structures where needed.~~
~~(h) Private/Common Driveways shall not exceed a slope of 8%.~~
~~(i) Private/Common Driveways shall provide turning location within 100 feet of each house served to accommodate fire fighting equipment.~~
~~(j) Private/Common Driveways shall be no closer than ten (10) feet at any point from abutting lots not served by the Common Driveway.~~

6105 Private/Common Driveways in the Business, Business 1, Office Park, Town Center, and Industrial-Commercial Districts

(7) ***Applications for a*** Private/Common Driveway~~s~~ ***special permit*** in the B, B1, OP, TC, and IC Districts shall ***adhere to the extent feasible to those*** ~~meet the following~~ construction standards ***set forth in the Planning Board Private Common Driveway Guidelines. Such guidelines are for advisory purposes only and shall not be binding on the applicant or the Planning Board.***

~~(a) All topsoil shall be removed from the Private/Common Driveway.~~

~~(b) Private/Common Driveways shall be subgraded 15" below finished grade and inspected at this stage by the Director of Public Works or his designated agent.~~

~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 3½" of hot top (2" binder and 1½" top course).~~

~~(d) Private/Common Driveways shall be constructed to a minimum of a 20-foot width.~~

~~(e) Private/Common Driveways shall have a minimum of a 3-foot shoulder on each side of the paved surface.~~

~~(f) Private/Common Driveways shall have drainage structures where deemed necessary by the Planning Board.~~

~~(g) Private/Common Driveways shall not exceed a slope of 8%.~~

(h) ~~Adequate provisions for fire fighting equipment shall be made.~~

Or take any other action relative thereto.

Explanation

The purpose of the Zoning Bylaw is to regulate the use of land, building and structures. To include construction standards for common driveways is not appropriate. Currently, any amendments to the construction standards can only happen as a part of Town Meeting with a two-thirds vote. The Planning Board is proposing to convert such standards to guidelines, thereby allowing the Board the flexibility to adjust the standards based on common engineering practices and input from the Town's consulting engineer and Public Works Director, and to fashion appropriate construction standards as required for each special permit application.

The Planning Board recommends.

The Finance Committee will defer its recommendation until Town Meeting.

ARTICLE 35 ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 7300 Flood Plain District by amending Subsection 7302 Existing Regulations, Subsection 7304 Flood Plain District and Subsection 7305 Regulations to add the language in bold italics and delete the language as indicated by strikethroughs:

7300 FLOOD PLAIN DISTRICT

7302 Existing Regulations

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

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

(3) ***310***~~02~~ CMR ***13***~~6~~.00, Adopting Inland Wetlands ~~Restrictions, DEP~~ Orders.

7304 Flood Plain District

The Flood Plain District includes all special flood hazard areas within the Town of Boxborough designated as Zone A and AE, on the Middlesex County Flood Insurance Rate Map (FIRM) issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The map panels of the Middlesex County FIRM that are wholly or partially within the Town are panel numbers 25017C0218E ***dated June 4, 2010; and 25017C0219F, 25017C0238F, 25017C0331F, 25017C0332F, 25017C0333F, 25017C0334F, 25017C0351F and 25017C0353F dated July 7, 2014***~~.25017C0218E, 25017C0219E, 25017C0238E, 25017C0331E, 25017C0332E, 25017C0333E, 25017C0334E, 25017C0351E and 25017C0353E dated June 4, 2010.~~ The exact boundaries of the District may be defined by the 100-year base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated ***July 7, 2014*** ~~June 4, 2010~~. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board and Inspector of Buildings.

7305 Regulations

The following requirements apply in the Flood Plain District:

~~(1) Within Zones A and AE where the base flood elevation is not provided, the best available Federal, State, local, or other floodway data shall be used to determine the 100-year flood elevation.~~

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

(2) Base flood elevation data is required for subdivision proposals or other developments greater than 50 lots or 5 acres, whichever is the lesser, within unnumbered A zones.

(3) In Zones A and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways in accordance with Section 7305(1).

(4) All subdivision proposals must be designed to assure that:

a) such proposals minimize flood damage;
b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage, and;
c) adequate drainage is provided to reduce exposure to flood hazards.

Or take any other action relative thereto.

Explanation

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

The Federal Emergency Management Agency (FEMA) has recently completed a Flood Insurance Study for the Concord River Watershed in Middlesex County. Prior to July 7, 2014, Boxborough is required to adopt the new FIRM Maps and revised NFIP regulations for compliance.

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

Adoption of the revised maps has nothing to do with the recent media coverage regarding flood insurance rates. The changes to flood insurance rates is a result of Congress passing the Biggert-Waters Flood Insurance Reform Act of 2012 which reauthorized the National Flood Insurance Program (NFIP) and made several changes to the program, including several that alter the way premium rates are calculated.

The Planning Board recommends.

The Finance Committee will defer its recommendation until Town Meeting.

ARTICLE 36 SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER

(Majority vote required)

This Article is to grant a 10% Reduction in Real Estate TAXES for SENIORS Age 65 yrs. AND OLDER with a minimum of 5 yrs. or more of TOWN Residency. AND 15% reduction for SENIORS WHO ARE PERMANTLY DISABLED.

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

Town Counsel has advised that this petitioned article is not in proper legal form. The General Laws only permit real estate tax exemptions under limited circumstances as provided for in General Laws Chapter 59, section 5. Limited exemptions from property taxes for seniors and disabled persons are available upon adoption by Town Meeting of specific provisions of the statute and are subject to the limitations, including income, set forth therein. In addition, the Town already provides the maximum statutory exemption permitted by law for senior citizens and other qualifying individuals, and the Board of Selectmen urges the Town to continue that practice by voting for Article 39.

The Finance Committee unanimously does not recommend (5-0).

ARTICLE 37 SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE.

(Majority vote required)

THIS ARTICLE TO BE PLACED ON ANNUAL TOWN WARRENT is TO RETURN TO VOTE TO TOWN RESIDENTS OPPORTUNITY.TO VOTE FOR TAX COLLECTORS POSITION. SINCE THE INCEPTION OF TOWN OF BOXBORO, MA. in 1783 OVER 230 YRS. AGO THIS POSITION HAS Always BEEN BY TOWN VOTERS AND NOT BY APPOINTMENT. TOWN WILL ALWAYS BENEFIT MORE BY TOWN VOTE vs BY APPOINTMENT.

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

Town Counsel has advised that this petitioned article is not in proper legal form. Although G.L. c. 41, s. 1B enabled the Town to change the office of Tax Collector from elected to appointed, there is no corresponding process in the General Laws to change the position back to elected. Accordingly, a special act of the Legislature would be required.

The Finance Committee unanimously does not recommend (5-0).

ARTICLE 38 ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**

(Majority vote required)

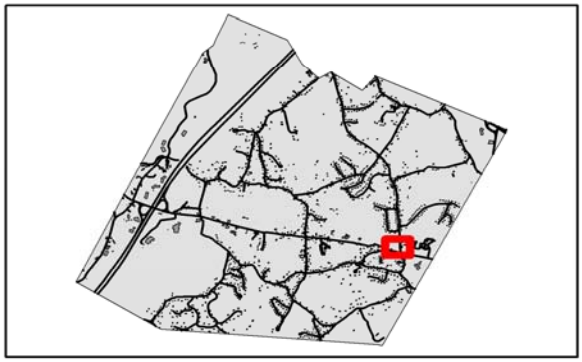
To see if the Town will vote to accept the perpetual right and easements over, under and upon a certain portion of the land of the Grantor situated in the westerly side of Liberty Square Road in said Boxborough and being shown as "Future Installation of Fire Cistern & Appurtenances" ("Easement Area") on a plan entitled "Easement Plan, 211 Massachusetts Avenue" dated August 7, 2013 prepared for John Anderson by Acton Survey & Engineering, Inc. and recorded with the Middlesex South District Registry of Deeds as Plan No. 614 of 2013 ("Easement Plan"), to which plan reference may be had for a more particular description of said Easement Area, for the purpose of accessing, placing, installing, constructing, and maintaining a fire protection cistern; and as described in the Grant of Easement as conveyed by JA Boxboro Realty, LLC; and further to authorize the Board of Selectmen to acquire by purchase, eminent domain, gift or otherwise for the intended purpose the easement; or take any action relative thereto.

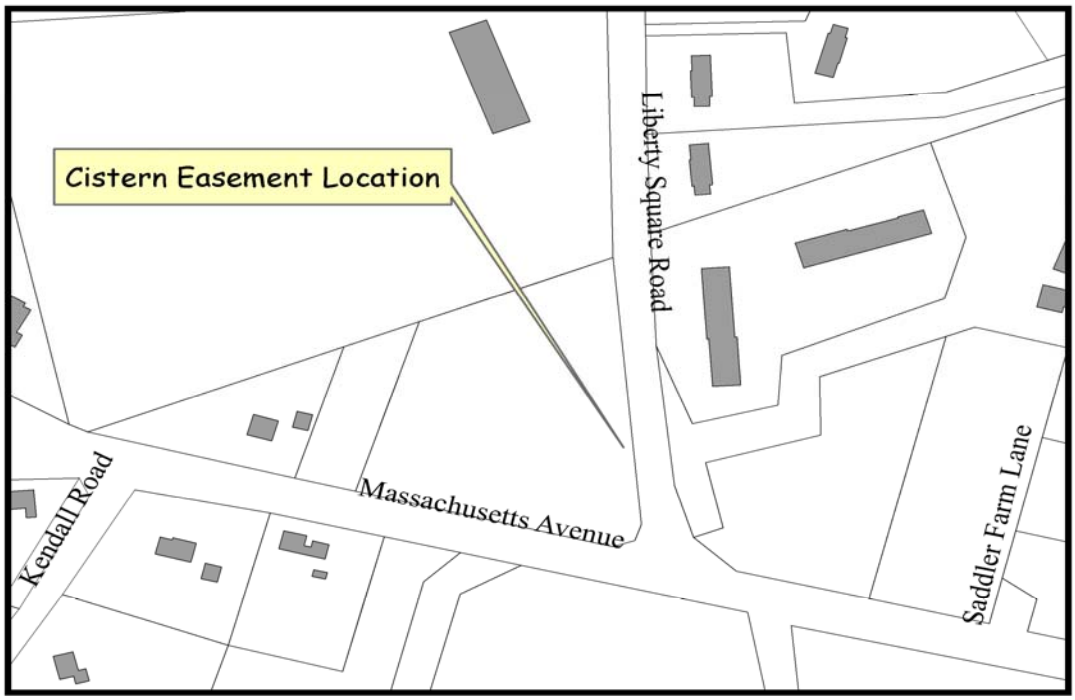
The Board of Selectmen recommends unanimously (5-0).

In the absence of a Town water supply, the system of fire cisterns and fire ponds maintained by the Fire Department is an essential element in Boxborough's ability to effectively fight fires in residential and commercial structures, by providing a large and ready source of water. Accepting this easement will allow for the potential future construction of a new fire cistern, should one be required, in the vicinity of the Massachusetts Avenue and Liberty Square intersection.

The Finance Committee recommends unanimously (5-0).

LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT





ARTICLE 39 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

To see if the Town will vote to continue 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, Ruth Anderson, at 978-264-1720 or by e-mail to: randerson@boxborough-ma.gov.

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

This simply is a housekeeping article; each year we must reconsider and accept this article so that our senior citizens, disabled veterans, and others who qualify can continue to receive the property tax relief the Town has traditionally provided them. Chapter 73 allows a Town to grant these exemptions at its discretion, but limits the amount of the exemption to no more than twice the statutory amount. We are not required to grant these exemptions, but we do so because we think it is right. Moreover, Boxborough traditionally grants the maximum exemption allowed by law. We urge the Town to continue that practice.

The Finance Committee recommends unanimously (5-0).

ARTICLE 40 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

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

Accepting these funds will assist us in making necessary repairs to several town roads.

The Finance Committee recommends unanimously (5-0).

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 25, 2014.

Vincent M. Amoroso, Chairman
Board of Selectmen

3/31/14
Robert T. Stemple, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Raid M. Suleiman
Board of Selectmen

REPORT OF THE FINANCE COMMITTEE

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

Overall Town Finances

The most important issues addressed by the Finance Committee and other Town officials in the first months of calendar 2014 were minimizing increases to the property tax rate. For the third time in as many years we are able to fund the operating budget without a large infusion of "Free Cash." A few key issues impacting the budget follow:

- A decrease in the ABRS assessment arising from regionalization of K-6.
- Warrant articles totaling almost $1.9 million before the town including the possibility of adoption of the CPA.
- Employee benefits (largely health insurance) costs are down for this year, due to lowered rates and regionalization.
- 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 AB Regional School assessment.
- A planned decrease in state aid arising from regionalization of K-6 schools is balanced by the savings due to regionalization.
- 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.
- A decrease in debt service.

Many of these issues combine to provide pressure on the tax rate. The average single family house price is forecast to be $510K and revaluations combined with little new development equates to a stable to slightly higher 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 FY2015 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 $510K).

Estimated Tax Rate and Average Tax Bill for FY2015 as Compared to FY2014

	FY 14 Actual	FY 15 Estimated
Tax Levy	$16,641,560	~ $16,291,140
Valuation	$940,732,633	~ $943,732,633
Tax Rate	$17.69	$17.25
Avg. Valuation	$505,250	$510,000
Avg. Tax Bill *	$8,939	$8,798

*Average single family house – $510k per Assessor best estimate

Current Estimates of FY2015 Operating Budget Categories

Budget Category	**Expenses**
General Government	$875,470
Protection	$2,384,169
Blanchard School	moved to Region
Minuteman Technical School	$147,254
A/B Regional School	$10,594,577
Public Works	$1,037,784
Health	$93,216
Cultural, Recreation, Library	$375,831
Reserve Fund	$185,000
Debt Service	$902,897
Employee Benefits	$1,335,044
Total Operating Budget	**$17,931,242**
ATM warrant articles within 2 ½	$2,108,041
STM warrant articles within 2 ½	$50,300
Overlay Reserve	$175,000
Total Budget including all warrant articles	**$20,264,583**

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 FY2015.

Current Estimated Revenues and Cash Contributions to Balance Operating Budget

Revenue Sources	**Revenue**
Tax Levy*	$16,284,081
Net State Aid (less Cherry Sheet assessments)	$158,069
State Aid (construction reimbursement)	$284,092
Local Receipts (Excise tax, permits)	$1,380,000
Overlay Surplus	$45,000
Stabilization fund – warrant articles	$ 70,000
Free Cash – operating budget	$0
Free Cash – warrant articles	$495,898
Bonding – warrant articles	$1,472,194
Unexpended prior year articles	$75,249
Total revenue sources	**$20,264,583**

* Estimated at Time of Writing

Town Cash Reserves

Source of Funds	**Prior to ATM**	**Post ATM**	**% of Operating budget**
Stabilization	$1,112,740	$1,142,740	6.4%
Free Cash	$1,428,917	$ 933,019	5.2%
Total	$2,541,657	$2,075,759	11.6%

In addition to the operating budget issues outlined above, voters should be aware that there are $1,858,041 "money" articles on the Annual Town Meeting warrant, over and above the operating budget requested in **Article 5**. This year all warrant articles are paid out of Free Cash, borrowing, transfer from unexpended balances in prior year articles, Overlay Surplus or the stabilization fund. 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	Funding Source	If Appropriated, Tax impact per $1,000	If Appropriated, Tax impact for Avg house
11	Transfer to Stabilization Fund	100,000	Overlay Surplus ($45,000) & Transfer balance from prior yr. article ($55,000)	$0.11	$54.04
12	Transfer to OPEB Trust Fund	100,000	Transfer balances from prior yr. articles ($20,248.52) & Free Cash ($79,751.48)	$0.11	$54.04
13	GASB45 Study - OPEB Re-valuation	9,500	Free Cash	$0.01	$5.13
20	Bond Issuance Costs	40,000	Free Cash	$0.04	$21.62
21	Expanded Veterans Services	3,000	Free Cash	$0.00	$1.62
22A	Town Hall - Insulation	12,500	Free Cash	$0.01	$6.76
22B	Town Hall - Carpeting	20,000	Free Cash	$0.02	$10.81
22C	Grange Meeting Room Improvements (lighting, ceiling, walls)	60,000	Free Cash	$0.06	$32.42
22D	Computers - Town-wide	30,000	Free Cash	$0.03	$16.21
22E	Library - HVAC System Software/Hardware Upgrade	20,000	Free Cash	$0.02	$10.81
22F	Steele Farm - Repairs to Barn	70,000	Stabilization	$0.07	$37.83
23A	Town Clerk - Record Books Conservation (3 year project, average 11K per year)	29,347	Free Cash	$0.03	$15.86
23B	Update Master Plan	75,000	Free Cash	$0.08	$40.53
23C	Feasibility Study - Public Safety Combined Facility	25,000	Free Cash	$0.03	$13.51
23D	Rec Comm - Survey and Design of Basketball and Tennis Courts at Liberty Fields	5,000	Free Cash	$0.01	$2.70
23E	Management Plan - Steele Farm	6,500	Free Cash	$0.01	$3.51
24	Paving [Town Hall ($115k); DPW Yard ($110k); Museum ($50k)]	275,000	Borrow	$0.29	$148.61
25	Fire - Replace SCBA Units - Mandatory January 2015	232,000	Borrow	$0.25	$125.37
26	Public Safety Radio System Upgrade	415,194	Borrow	$0.44	$224.37
27	Fire - Brush Truck	150,000	Borrow	$0.16	$81.06
28	DPW - Replace 2001 Dump Truck	150,000	Borrow	$0.16	$81.06
29	Land Acquisition – 530 Mass Ave.	250,000	Borrow	$0.26	$135.10
31	Conservation - Transfer to Conservation Trust for Future Purchase	5,000	Free Cash	$0.01	$2.70
32	Pilot Program - Community Services Coordinator	25,000	Free Cash	$0.03	$13.51

General Financial Policies

Policies adopted by the Finance Committee in recent years 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 2014 Annual Town Meeting. These policy guidelines address three broad areas of municipal finance: the General Fund, Capital Planning, and Debt Management.

1. 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.
- 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 level in the FY2015 budget.

2. Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.
- FY2010 started 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.

3. 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.

Capital Plan Summary

	FY2015	FY2016	FY2017	FY2018	FY2019	FY2020-2024
Town Wide	-	8,000	-	-	-	-
Conservation	5,000	5,000	5,000	5,000	5,000	25,000
Housing	-	-	-	-	-	-
Town Hall	203,876	-	13,000	72,000	-	208,000
Police	130,216	38,000	82,000	38,000	40,000	244,000
Fire	670,000	960,000	-	20,000	6,000	674,000
Dispatch	-	-	-	-	-	-
Blanchard	-	-	-	-	-	-
Minuteman	-	-	-	-	-	-
ABRS	-	-	-	-	-	-
Public Works	255,000	220,000	190,000	305,000	105,000	978,500
Transfer Station	65,000	-	-	-	-	38,000
Cemetery	-	-	-	-	-	5,000
Board of Health	-	-	-	-	-	-
Library	14,000	26,000	-	5,000	75,000	101,000
Recreation	-	-	-	-	-	-
Historical Museum	87,500	-	-	-	-	10,000
Steele Farm	80,000	15,000	-	15,000	-	39,000
Total	1,510,592	1,272,000	290,000	460,000	231,000	2,322,500

Total Existing Debt	898,142	861,242	829,329	758,104	404,167

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). 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.

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.

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 <u>motion</u> 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 limitations 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: 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 regional school assessment 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.

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

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

Town of Boxborough
29 Middle Road
Boxborough, MA 01719

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