



## TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719

Phone: (978) 264-1700 • Fax: (978) 264-3127

[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

### 2018 NEWSLETTER FOR NEW RESIDENTS

#### **Board of Selectmen**

*Susan Bak, Chair*

*Richard Barrett*

*Les Fox*

*Maria Neyland*

*Robert Stemple*

#### **Town Administrator**

*Selina Shaw*

#### **DPW Director**

*Edward Kukkula*

#### **Fire Chief**

*Randolph White*

#### **Library Director**

*Maureen Strapko*

#### **Police Chief**

*Warren Ryder*

#### **BOXBOROUGH FACTS AND FIGURES**

*Incorporated: 1783*

*Current Population: 5,000*

*Area: 10.4 square miles*

*Conservation/  
Open Space: 1,250 acres  
(20% of land area)*

*Median Household  
Income: \$101,500*

*Form of Government:  
Open Town Meeting.  
Annual Town Meeting  
starts the 2<sup>nd</sup> Monday of  
May at Blanchard School  
gym*

*Tax Rate (FY18): \$16.44*

*Commuter Rail available in  
South Acton and Littleton*

#### **WELCOME TO BOXBOROUGH: A RURAL, ENGAGED COMMUNITY FOR ALL**

This newsletter is designed to give new residents useful information about the Town, town government, and some of the resources available to residents and how to access them. We may be small, but we have a wealth of resources to offer our residents, and many opportunities to become involved in the operations of and planning for our town.

Love books and libraries? Visit the Sargent Memorial Library for story hours, events, and a full-service selection of print and digital books and media for you to peruse there, or check out to enjoy at home. Consider joining the Friends of the Library or becoming one of the elected Board of Trustees.

Enjoy communing with nature? Our proud history of land conservation and preserving open space for recreation is evident in the many trails and areas in Boxborough for walking, exercising your dog, or catching up with neighbors. Our Town website, [www.boxborough-ma.gov](http://www.boxborough-ma.gov), includes trail maps and GIS mapping for our conservation areas. The Boxborough Land Stewards and the Conservation Commission welcome your participation. For a less strenuous encounter with the outdoors, we invite you to visit our Colonial Herb Garden, which located on the site of the original Town Meeting House, where Middle and Hill Roads intersect.

Boxborough has many elected and appointed boards that govern our town. Residents can offer their time, expertise, and service to any number of boards and committees, from public celebrations, to recreation, to finance. All meetings are posted on our town website and are open to the public.

Boxborough operates under an Open Town Meeting form of government. Town Meeting is the purest form of democracy. All registered voters in Boxborough have a say and a vote in passing our budget and warrant articles that affect your tax rates, and contribute to public safety, our schools, conservation, and more. We encourage you to attend and participate in Town Meetings, which are held at the Blanchard Memorial School, in the gymnasium. Annual Town Meeting begins the second Monday in May. "Special" Town Meetings can take place at any time, as the need arises.

We hope that you find this newsletter to be a handy reference. Please feel free to contact any of us here at Town Hall if you have questions. And also be sure to visit our website [www.boxborough-ma.gov](http://www.boxborough-ma.gov) for more in-depth information on what is happening in Boxborough.



# GUIDE TO TOWN HALL DEPARTMENTS

## ASSESSOR

[www.boxborough-ma.gov/town-assessor](http://www.boxborough-ma.gov/town-assessor)

The Town Assessor is responsible for determining the fair and equitable value of all property within the Town for the purpose of taxation. This includes residential, commercial, industrial and personal property. The Assessor also has the authority to grant abatements on all property tax, including motor vehicle excise tax. Questions pertaining to the assessment on real estate, personal property, or motor vehicle excise, or regarding exemptions available to senior citizens, veterans, and others, should be directed to the Assessor's office. Basic information on the assessment process, excise tax, abatements, as well as forms to change a mailing address or apply for tax relief are available online.

## BUILDING INSPECTOR

[www.boxborough-ma.gov/building-department](http://www.boxborough-ma.gov/building-department)

The Boxborough Building Department is responsible for administering Massachusetts General Laws, Building, Electrical, Plumbing, and Gas Codes, Architectural Access Board regulations, and General and Zoning Bylaws of the Town of Boxborough as they relate to demolition, construction, reconstruction, and occupancy of buildings and structures. Many home improvement activities require a permit from the building department before work can begin. If you are unsure if work requires a permit, please contact the Building Department and we will be glad to assist, or check the Building Department webpage for more information.

## COMMUNITY SERVICES COORDINATOR

[www.boxborough-ma.gov/community-services-coordinator](http://www.boxborough-ma.gov/community-services-coordinator)

The Community Services Coordinator offers confidential social work and advocacy services to any Boxborough resident; there are no age or income restrictions for this free service. Residents experiencing crises or unexpected household changes may access follow-up support, as well as information and referral across a broad range of topics including, but not limited to: emergency and ongoing financial assistance, access to healthcare including behavioral health supports, affordable housing, assistance with state/federal program applications such as SNAP, WIC, fuel assistance, and more.

## COUNCIL ON AGING COORDINATOR

[www.boxborough-ma.gov/council-on-aging](http://www.boxborough-ma.gov/council-on-aging)

The Council on Aging (COA) and Friends of the Council on Aging (FCOA) share a common mission- to support and enhance the lives of our senior population. Both groups work together to provide a wide range services and information about service options. When the unexpected happens we may be able to provide concrete help. This may come in the form of durable medical equipment, insurance counseling, transportation, information and referral to state/federal agencies or emergency funds. The Council on Aging Coordinator can assist over the phone or arrange a home visit. All information is confidential and we listen with care. If you have a concern about a friend, neighbor or family member, please call the COA office at 978-264-1717.

## TAX COLLECTOR

[www.boxborough-ma.gov/tax-collector](http://www.boxborough-ma.gov/tax-collector)

Tax bills are mailed four times per year and due quarterly. The 1st quarter bills are mailed on or about June 30th and are due on August 1st. The 2nd quarter's are mailed on or about September 30 and are due on November 1. The 3rd quarter's are mailed on or about December 31st and are due on February 1st. The 4th quarter's are mailed on or about March 31st and due on May 1st. Excise tax bills are mailed annually. Bills can be paid by mail, in person, or online through the Online Payment service through the town's website: [www.boxborough-ma.gov/home/pages/online-payments](http://www.boxborough-ma.gov/home/pages/online-payments).

## TOWN CLERK

[www.boxborough-ma.gov/town-clerk](http://www.boxborough-ma.gov/town-clerk)

The Town Clerk is responsible for keeping and maintaining important records of the town. The Town Clerk implements the annual census, which is mailed to every household during the second week of January. The Clerk is responsible for issuing dog licenses and providing copies of vital records, such as birth, marriage, and death certificates. The Town Clerk manages all federal, state and local elections, as well as voter registration.

## TOWN PLANNER

[www.boxborough-ma.gov/town-planner](http://www.boxborough-ma.gov/town-planner)

The Town Planner acts as the primary liaison to the public on land use, zoning, and development matters. The Town Planner reviews all development projects in conjunction with the Building Department to ensure they are compliant with the Zoning Bylaw and, if they are not, what type of zoning approvals are required (Site Plan Approval, Special Permit, Variance, etc.). The Town Planner also provides technical assistance and advises Town boards and departments on issues relating to land use regulation, permitting, municipal planning, open space preservation, economic development, and affordable housing.

## VETERANS' AGENT

[www.boxborough-ma.gov/veterans-services](http://www.boxborough-ma.gov/veterans-services)

The Veterans' Services Agent holds office hours each Wednesday from 7:30AM-9:30AM at the Town Hall. The Veterans' Services Officer is also available by appointment. Contact Julie Pratt (978) 264-1726 for an appointment.

## QUICK REFERENCE GUIDE

### Boxborough Town Hall

978-264-1700  
29 Middle Rd

[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

General Hours: Monday-Thursday 8am-4pm  
Friday 8am-12pm

Town Administrator: Selina Shaw  
978-264-1712  
[sshaw@boxborough-ma.gov](mailto:sshaw@boxborough-ma.gov)

Assessor: Rebecca Boucher  
978-264-1720  
[rboucher@boxborough-ma.gov](mailto:rboucher@boxborough-ma.gov)

Community Services Coordinator:  
Lauren Abraham  
978-264-1730  
[labraham@boxborough-ma.gov](mailto:labraham@boxborough-ma.gov)

Council on Aging Coordinator:  
Laura Arsenault  
978-264-1717  
[larsenault@boxborough-ma.gov](mailto:larsenault@boxborough-ma.gov)

Inspector of Buildings: Gerry Noel  
978-264-1725  
[gnoel@boxborough-ma.gov](mailto:gnoel@boxborough-ma.gov)

Tax Collector: Patrick McIntyre  
978-264-1715  
[pmcintyre@boxborough-ma.gov](mailto:pmcintyre@boxborough-ma.gov)

Town Accountant: Jennifer Barrett  
978-264-1716  
[jbarrett@boxborough-ma.gov](mailto:jbarrett@boxborough-ma.gov)

Town Clerk: Liz Markiewicz  
978-264-1727  
[emarkiewicz@boxborough-ma.gov](mailto:emarkiewicz@boxborough-ma.gov)

Town Planner: Adam Duchesneau  
978-264-1723  
[aduchesneau@boxborough-ma.gov](mailto:aduchesneau@boxborough-ma.gov)

Veteran's Agent: Donald Morse  
Contact: Julie Pratt  
978-264-1726  
[jpratt@boxborough-ma.gov](mailto:jpratt@boxborough-ma.gov)

### Acton-Boxborough Regional Schools

978-264-4700

[www.abschools.org](http://www.abschools.org)

A-B Regional HS  
(Gr 9 – 12)  
978-264-4700

R.J. Grey Junior HS  
(Gr 7 & 8)  
978-264-4700 x3304

Elementary Schools (Pre-K – Gr 6)

Blanchard  
978-263-4569

Gates  
978-266-2570

Conant  
978-266-2550

McCarthy-Towne  
978-264-3377

Douglas  
978-266-2560

Merriam  
978-264-3771

### CrossTown Connect Van Service

978-844-6809

Serving seniors, aged 60 and above,  
and disabled residents

Hours: Monday-Friday 8:30am-4pm  
Reservations should be made at least 48  
hours in advance

**Emergency: DIAL 911**

**Department of Public Works:** 577 Massachusetts Ave.  
[www.boxborough-ma.gov/department-of-public-works](http://www.boxborough-ma.gov/department-of-public-works)

Phone: 978-264-1790

**Dispatch (non-Emergency and Animal Control)**

Phone: 978-264-1750

**Fire Department:** 502 Massachusetts Ave.  
[www.boxborough-ma.gov/fire-department](http://www.boxborough-ma.gov/fire-department)

Phone: 978-264-1770  
Administration: 978-264-1771

**Police Department:** 520 Massachusetts Ave.  
[www.boxborough-ma.gov/police-department](http://www.boxborough-ma.gov/police-department)

Phone: 978-264-1750  
Administration: 978-264-1751

**Sargent Memorial Library:** 427 Massachusetts Ave.  
[www.boxborough-ma.gov/sargent-memorial-library](http://www.boxborough-ma.gov/sargent-memorial-library)

Phone: 978-263-4680

Hours: Monday-Thursday: 10am-8pm  
Saturday: 10am-3pm (Closed Saturdays during summer)

**Transfer Station:** 520 Codman Hill Rd.  
[www.boxborough-ma.gov/transfer-station](http://www.boxborough-ma.gov/transfer-station)  
Open Wed. 11am-7pm, and Sat. 8am-4pm

Phone: 978-263-3578

## CELEBRATE WITH US!

**WINTERFEST:** Annual winter festival held the last Sunday in January at Steele Farm, 484 Middle Road

**MEMORIAL DAY PARADE:** Annual parade to honor veterans on the Monday of Memorial Day weekend

**FIFER'S DAY:** Fifer's Day is Boxborough's Town Fair. It is sponsored by the Boxborough Minutemen and held at Flerra Field, 338 Stow Rd., on the third Saturday of June

**HARVEST FAIR:** A celebration of Boxborough's rural heritage held at Town Hall on the second Saturday in September

**TREE LIGHTING:** Annual Tree Lighting celebration, with band concert and refreshments, held on the first Saturday of December on the Old Town Common, at the corner of Middle and Hill Roads

## COUNCIL ON AGING ACTIVITIES

The Council on Aging (COA) provides a wide range of services to residents aged 60 years and over. The COA sponsors discounted fitness classes, wellness clinics, movie nights, monthly luncheons, and much more to keep seniors fit, active, and engaged. The COA publishes a monthly newsletter, "The Boxborough Buzz" detailing upcoming activities and news of interest to seniors ([www.boxborough-ma.gov/council-on-aging/pages/coa-newsletters](http://www.boxborough-ma.gov/council-on-aging/pages/coa-newsletters)). The COA also provides van transportation services to seniors and residents with disabilities through CrossTown Connect.

## RECREATIONAL OPPORTUNITIES

Boxborough Recreation Commission Programs

[www.boxborough-ma.gov/recreation-commission](http://www.boxborough-ma.gov/recreation-commission)

Acton-Boxborough Community Education [abce.abschools.org/](http://abce.abschools.org/)

Acton-Boxborough Youth Soccer [www.abys.org/](http://www.abys.org/)

Acton-Boxborough Youth Baseball [abyb.org/](http://abyb.org/)

Acton-Boxborough Youth Softball [absoftball.com/](http://absoftball.com/)

Acton-Boxborough Youth Lacrosse  
[leagueathletics.com/?org=ABLAX.ORG](http://leagueathletics.com/?org=ABLAX.ORG)

Acton-Boxborough Youth Basketball  
[abce.abschools.org/winter-basketball-league](http://abce.abschools.org/winter-basketball-league)

Boy Scouts Troop 1 Boxborough [waynerich@aol.com](mailto:waynerich@aol.com)

Girl Scouts [abgirlscouts.scoutlander.com/](http://abgirlscouts.scoutlander.com/)

Town conservation trails and playing fields  
[www.boxborough-ma.gov/conservation-commission/pages/conservation-trail-maps](http://www.boxborough-ma.gov/conservation-commission/pages/conservation-trail-maps)

Flerra Playground	Liberty Field	Fifer's Field
338 Stow Rd	1124 Liberty Square Rd	900 Beaverbrook Rd

## UTILITIES

### Cable

Comcast 877-218-1053

Verizon 800-837-4966

### Telephone

Verizon 800-837-4966

### Electric

Littleton Electric Light Department  
978-540-2222

Hudson Light and Power Department  
978-568-8736

### Natural Gas Service

National Grid 800-266-2278

### Water: Private wells

### Sewer: No town sewer

## HOW TO:

### REGISTER TO VOTE

[www.boxborough-ma.gov/town-clerk/webforms/voter-registration-information](http://www.boxborough-ma.gov/town-clerk/webforms/voter-registration-information)

If you are an American citizen, aged 18 or older, you are eligible to register to vote. Voter registration has never been easier! You can register in person at Boxborough Town Hall, 29 Middle Road, you can download a voter registration form and mail it in, you can register at the Registry of Motor Vehicles, or you can register online. The webpage listed above gives detailed instructions and links.

### PAY BILLS ONLINE

[www.boxborough-ma.gov/home/pages/online-payments](http://www.boxborough-ma.gov/home/pages/online-payments)

Boxborough offers residents the opportunity to pay real estate, personal property, and excise tax bills online. You can also apply and pay online for dog licenses, transfer station stickers, and copies of vital records.

### LICENSE YOUR DOG

[www.boxborough-ma.gov/town-clerk/pages/dog-license-information](http://www.boxborough-ma.gov/town-clerk/pages/dog-license-information)

All dogs must be licensed annually. Dogs must have an up-to-date rabies vaccine in order to be licensed. License applications can be obtained in person at Town Hall or you can download an application. You can also use our Online Payments service.

### GET A TRANSFER STATION STICKER

[www.boxborough-ma.gov/transfer-station](http://www.boxborough-ma.gov/transfer-station)

Boxborough does NOT provide curbside trash pick-up. Residents are free to contract with local garbage collection companies or, with the purchase of a Transfer Station sticker, you can use the Town's transfer station. The stickers cost \$150 (free to seniors aged 65 and above) and can be purchased at Town Hall or online via our Online Payments service.

## **GET INVOLVED!**

Boxborough provides many opportunities to get involved. Since we are a small town of only 5,000 residents, volunteers willing to give their time and expertise are vital to the smooth operation of the town. Town boards and committees are how things get done in Boxborough. All board and committee meetings are open to the public and attending a meeting is a good way to learn about what's happening in town. The guide below is intended to give you an overview of the major boards and committees in town, some of which are appointed, and others elected at the annual town election in May. A more complete description of each board/committee, their current membership, as well as meeting dates, times, and agendas are posted online at [www.boxborough-ma.gov](http://www.boxborough-ma.gov).

## **GUIDE TO APPOINTED TOWN BOARDS AND COMMITTEES**

### **ACTON-BOXBOROUGH CULTURAL COUNCIL**

The Acton-Boxborough Cultural Council was established in 1980 to promote the arts in the Acton-Boxborough community and to award and administer the Massachusetts Cultural Council grant funds. The council may consist of up to 22 members from Acton and Boxborough. Current membership is 10 members. The Boxborough members of the Acton-Boxborough Cultural Council are appointed by the Boxborough Board of Selectmen to a three-year term.

### **AGRICULTURAL COMMISSION**

The Agricultural Commission is a 5-member board whose mission is to represent, enhance and sustain agriculture, farming and related activities in Boxborough.

### **BOXBOROUGH HOUSING BOARD**

The Boxborough Housing Board is a five-member board that advocates for the development of affordable housing in Boxborough.

### **COMMUNITY PRESERVATION COMMITTEE**

The Community Preservation Committee is responsible for evaluating proposals for the use of Community Preservation Act funds and for making recommendations to Annual Town Meeting for which projects to fund.

### **CONSERVATION COMMISSION**

The Conservation Commission spends a majority of its time administering the Massachusetts Wetlands Protection Act and the Boxborough Wetland Bylaw. The Commission is also responsible for managing the Town's conservation lands, including oversight of the twenty-five miles of trails maintained by the Boxborough Land Stewards.

### **COUNCIL ON AGING**

The Council on Aging is a seven-member board that focuses on the needs of Boxborough residents aged 60 and older. The COA publishes a monthly newsletter sent to all seniors detailing the month's activities. The COA also oversees the work of the Council on Aging Coordinator.

### **ENERGY COMMITTEE**

The Energy Committee is a nine-member board that advises the Board of Selectmen on developing and implementing a town energy strategy. Their mission is to help the Town reduce its carbon footprint and to educate residents about energy conservation.

### **FINANCE COMMITTEE**

The primary responsibility of the Finance Committee is the preparation of the town budget, which is presented to the voters as the operating budget under Article 5 at the Annual Town Meeting. Ideally, the committee membership is representative of the various town constituencies and serves at the "fiscal conscience" of the town.

### **HISTORICAL COMMISSION**

The Historical Commission is a three-member board that oversees the preservation, protection and development of historical assets of the town.

### **PERSONNEL BOARD**

The Personnel Board is comprised of five members appointed by the Board of Selectmen to assist and advise the Board of Selectmen and the Town Administrator in matters that relate to Boxborough's non-union personnel.

### **PUBLIC CELEBRATIONS AND CEREMONIES COMMITTEE**

The Public Celebrations and Ceremonies Committee works in conjunction with other town committees and organizations to coordinate certain public ceremonies and celebrations for the town. The three major events are the Memorial Day Parade, Fifer's Day in June, and the Annual Tree Lighting in December.

### **RECREATION COMMISSION**

The Recreation Commission is a seven-member commission responsible for the development and implementation of recreational programs for Boxborough residents of all ages.

## **STEELE FARM ADVISORY COMMITTEE**

The Steele Farm Advisor Committee is a five-member board established to make recommendations to the Board of Selectmen on the management and preservation of the historic Steele Farm property and buildings at 484 Middle Road.

## **WELL-BEING COMMITTEE**

The Well-Being Committee works with the Community Services Coordinator to identify and address human service needs in Boxborough. The committee looks for ways to improve the health and well-being of all town residents.

## **ZONING BOARD OF APPEALS**

The Zoning Board of Appeals (ZBA) is a five-member board, appointed by the Board of Selectmen. The ZBA's primary powers include hearing and deciding applications for Special Permits; to hear and decide appeals or petitions for Variances; to hear and decide appeals from decisions of the Inspector of Buildings; and to hear and decide applications for Comprehensive Permits for the construction of low or moderate income housing.

# **GUIDE TO ELECTED TOWN BOARDS AND COMMITTEES**

Some town boards and committees are elected by the registered voters of the town at the Annual Town Election in May. Only registered voters of the town are eligible to run for elected office. Terms of office are typically three years. In order to get on the ballot, candidates must obtain Nomination Papers from the Town Clerk, get the signatures of twenty-five registered Boxborough voters, and return the completed papers to the Town Clerk by the filing deadline.

## **BOARD OF SELECTMEN**

The Board of Selectmen is the executive branch of town government and is comprised of five members. The Board of Selectmen oversees the spending of the money which has been appropriated by Town Meeting and is responsible for hiring professional staff. The Board of Selectmen must ensure that the Town follows all state statutes pertaining to town government. The Board particularly focuses on policy matters, leaving execution and details to the paid staff of the Town, most importantly through the Town Administrator. As the chief elected officers of the town, the Board also tries to bridge communications across the other independently elected or appointed offices, as well as community and business groups.

## **BOARD OF HEALTH**

The Boxborough Board of Health consists of three members elected to three-year terms of office. The Board works to ensure, maintain and improve the health and well-being of the residents of Boxborough, in accordance with applicable state and local laws and regulations.

## **BOARD OF LIBRARY TRUSTEES**

The Board of Library Trustees is an elected six-member board that oversees the operation of the Sargent Memorial Library. The Trustees provide support for and oversight of the Library Director, who manages the operations and programming of the Library. The Trustees approve the library's annual operating budget, and present articles for any additional funding needs at Town Meeting. All Trustee meetings are open to the public, and we welcome your input and questions.

## **PLANNING BOARD**

The Planning Board is an elected five-member board with a term length of three years. The Planning Board is supported by the Town Planner who offers administrative assistance as well as guidance on the technical and theoretical aspects of planning. The Planning Board has several different responsibilities involving land use planning and development that cover the following topics as well as other items. The Planning Board administers the Rules & Regulations Governing the Subdivision of Land, meaning the Board reviews and makes decisions to determine whether subdivision proposals are approved, approved with conditions, or denied. The Board is the Special Permit Granting Authority for particular items as described in the [Boxborough Zoning Bylaw](#), meaning the Board reviews and makes decisions on applications for certain Special Permits. Additionally, the Planning Board proposes zoning amendments to Town Meeting and plays a role in reviewing proposed amendments before they are put on the Town Meeting Warrant.

## **SCHOOL COMMITTEE**

Boxborough belongs to the Acton-Boxborough Regional School District, which includes Pre-K- High School. The Acton-Boxborough Regional School Committee is elected by the voters to oversee the education of the children of Acton and Boxborough. Typically, the committee meets once a month on Thursdays to review programs and procedures, establish goals for the school system, and develop and monitor the budget. There are four Boxborough and seven Acton members.