



BOARD OF SELECTMEN
Meeting Minutes
March 25, 2013

Approved: April 1, 2013

PRESENT: Les Fox, Chair; Member; Robert Stemple, Member; Frank Powers, Member; and Raid Suleiman, Member

ABSENT: Vincent Amoroso

ALSO PRESENT: Selina Shaw, Town Administrator and Cheryl Mahoney, Department Assistant

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Fox called the meeting to order at 7:30 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Fox read the announcements.

APPOINTMENTS

- Minuteman Regional School District Superintendent, Dr. Ed Bouquillon and Assistant Superintendent of Finance, Kevin Mahoney, were present to update the Selectmen on Minuteman's FY 14 budget; various projects and related matters. FinCom member, Susan Bak and Boxborough School Committee Chair, Maria Neyland were also present for this discussion. Dr. Bouquillon spoke to materials in his PowerPoint presentation. Boxborough's assessment for FY 14 is down from last year. Currently, Boxborough has six students attending Minuteman but overall enrollment has been steadily increasing; with a 10% increase in member town applications for the 2013-2014 school year. Minuteman's FY 14 budget has increased, however the FY 14 overall assessment is still less than it was five years ago. It was noted that the capital portion of the overall assessment is up by at least 40% for FY 14. Several years ago the Minuteman School Committee decided to initiate a revenue plan to steadily increase tuition for out-of-district students to the maximum allowed by the state under MGL Ch.74. Dr. Bouquillon explained the difference between School Choice "tuition" and the tuition that Minuteman is allowed to charge under MGL Ch. 74. There was discussion on current breakout of post-graduate tuition, student portion/town portion and why post-graduate (adult learner) charges are significantly lower than for high school students. The charging of tuition to post-graduate/adult learners from member towns was also approved, however this is being re-evaluated since there has been a marked drop in enrollment. The R.G. Grey curriculum program component was discussed. Dr. Bouquillon also provided updates on various other activities at Minuteman. Minuteman has the highest percentage of students with IEPs in the state. Conversely, last year Minuteman realized the highest SAT performance in Reading and Writing and one of the highest for Math of any other vocational technical school in Massachusetts. The current student to teacher ratio is 9:1.5; however this number is qualified because Minuteman maintains two separate and distinct faculties – academic and career education. Minuteman uses six indicators to determine which vocational programs to focus on. Dr. Bouquillon provided an update on the MSBA Building project. Minuteman is now involved in the Feasibility Study phase – part of MSBA's Module Three. There was discussion on the dual enrollment figures which MSBA is requiring Minuteman to use as a component of this phase. There is a concern about the viability of the school if the approved project was restricted to the lower enrollment figure. Dr. Bouquillon provided an update on the Sustainability Study currently underway – this working group's objective is to analyze the existing agreement and current practices to determine what terms are still essential & viable and what needs revising or updating. Dr. Bouquillon provided a summary on the previous efforts to revise the district agreement in recent years. He further noted that the work of this group has been made easier due to grant funding that the District has received. There was discussion on Minuteman's lobbying efforts at the state level. Dr. Bouquillon advised that he was recently informed that, due to the lobbying efforts of some "out-of-district" communities, DESE intends to reduce the Ch. 74 tuition maximum allowance by 8%. This could affect Minuteman's budget projections. Reducing an out-of-district community's obligation is also a disincentive for joining the District. Senate Bill No. 228 – to increase the percentage of MSBA reimbursement for both vocational and academic regional school building projects is being co-sponsored or supported by most of the District's legislators. There was also discussion on the effort to change the existing DESE regulations that bars the

District from being able to require a capital contribution from out-of-district communities. DESE Commissioner Chester has formed a group to study this issue, however progress has been slow. DESE has encouraged Minuteman to work directly with just the DESE on this concern. He confirmed that these concerns are factors being considered by the Sustainability Study working group. Dr. Bouquillon advised that Minuteman is participating in an SPED expenditure analysis underway at the DESE. There was discussion on Minuteman's SPED costs and the difference charged to district and out-of-district communities. The consensus was that the District will not have a successful building project without the resolution of these issues.

The Selectmen took Agenda Items # 4(a-d), out of order.

MINUTES

- The Selectmen passed over review of the executive session minutes of March 18, 2013
- Member Suleiman moved to accept the minutes for the executive sessions of [BoS Contract Negotiating Team re: Dispatch], March 20, 2013; [BoS Contract Negotiating Team re: Fire], March 21, 2013 and [BoS Contract Negotiating Team re: Police], March 21, 2013 all as written. Seconded by Member Stemple. **Approved 3-0-1 (Powers abstained)**

APPOINTMENTS (Continued)

- The Finance Committee was present to review the ATM/STM Articles. The newest FinCom member, Steve Ballard was introduced. There was general discussion as to the bonding and bundling of capital expenditures. The Selectmen and Finance Committee reviewed the list of articles to identify there funding sources.

STM

#	Department/Board	Nature of Article	Est. Appropriation	Funding Source	Notes
1.	Finance Committee	Police Contract – 1 st year funding	\$TBD	Free Cash	
2.	Finance Committee	Firefighter Contract – 1 st year funding	\$TBD	Free Cash	
3.	Finance Committee	Dispatch Contract – 1 st year funding	\$TBD	Free Cash	
4.	Police Department	Current year – 6 bulletproof vests			Deleted*
5.	Dog Officer	Prior year bill – to reimburse Dog Officer for purchase of modular kennel	\$200	Free Cash	
6.	DPW	Capital Improvements: Reconfigure transfer station (implementation) Balance from May 2012 ATM Article: <div style="text-align: right; margin-left: 20px;">\$14,380.34</div> Add'l appropriation req'd: \$10,000.00 Total estimated cost: \$24,380.34	\$10,000	Free Cash	

ATM

#	Department/Board	Nature of Article	Est. Appropriation	Funding Source	Notes
1.		Choose Town Officers			
2.		Receive Reports			
3.		Set Salaries and Compensation of Officers			
4.	Petition Article	Freeze wages, hiring, promotions			
5.	Personnel Board	Amendments to Personnel Plan and to Schedules A & B			
6.	Finance Committee	Town Operating Budget	\$TBD		
7.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$200,000	Overlay Surplus	
8.	Treasurer	Transfer \$ from Free Cash to OPEB Trust Fund	\$100,000	Overlay Surplus	
9.	Town Hall	Replace windows in the original section of Town Hall	\$35,000	Borrow	
10.	Town Hall	Replace Building Inspector's vehicle	\$20,000	Free Cash	
11.	Fire Department	Communications consultant & town share of radio grant	\$35,000	Free Cash	
12.	Fire Department	Replace 9-yr old command vehicle	\$50,000 \$47,500	Borrow +	\$\$ Adjusted
13.	Fire Department	Feasibility study for public safety building			Deleted **
14.	Fire Department	Replace 7 year old ambulance	\$220,000	Borrow +	***
15.	Fire Department	Replacement of Air-paks	\$11,214	Free Cash \$8,004.00	

ATM

#	Department/Board	Nature of Article	Est. Appropriation	Funding Source	Notes
				Old Article \$3,210.00	
16	DPW	Replace 200 TL70 farm tractor with new Roadside mower	\$100,000	Borrow	
17	DPW	Replace 2 – 40 yard closed top containers at Transfer Station	\$20,000	Borrow	
18	Police Department	HVAC Replacement/improvement	\$35,000	Borrow \$32,179.89 1. Old Auth \$1,342.00 2. Old Auth \$1,478.11	
19	Police Department	Replacement of (13) walkie-talkie and (4) mobile (cruiser) radio	\$38,340	Free Cash	
20	Police Department	Electronic control devices “tasers”	\$13,000	Overlay Surplus	
21	Boxborough School Committee	Windows, per building needs assessment	\$90,000	Borrow	
22	Boxborough School Committee	Security upgrades – master lock system replacement and access door controls and cameras	\$40,000	Borrow	
23	Boxborough School Committee & Library Board of Trustees	Concrete sidewalk replacement – front entrance areas	\$40,000 \$30,000	Free Cash	Adjustment to \$\$ being discussed
24	Board of Selectmen & Boxborough School Committee	Cell phone repeater @ Blanchard School	\$40,000	Stabilization	
25	Steele Farm Advisory Comm.	Steele Farm - Capital Improvements Painting and carpentry repairs	\$25,000	Free Cash	
26	Conservation Comm.	Transfer to ToB Conservation Trust Fund	\$5,000	Free Cash	
27	Planning Board	Amend Zoning Bylaw—Temporary Moratorium on Medical Marijuana Treatment Centers			
28	Planning Board	Amend Zoning Bylaw - Sections 4003(1) & 4300 and delete Section 5004			
29	Planning Board	Amend Zoning Bylaw – Amend Section 4107			
30	Finance Committee	Amend Finance Committee bylaw			
31	Board of Selectmen	Amend Dog Control Bylaw			
32	Board of Selectmen [Consent]	Personal real estate exemptions – increase in exemptions			
33	Board of Selectmen [Consent]	Chapter 90 appropriation (Reimbursable)			
34	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Blanchard Preschool Program (\$50,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 			

* Member Powers moved to remove STM Article #4 Police: Current year – 6 bulletproof vests (town’s share of grant). Seconded by Member Suleiman. **Approved 4-0.**

Member Powers moved to remove ATM Article #13 Fire: Feasibility Study Public Safety facility. Seconded by Member Stemple. **Approved 4-0.

- *** Article 14 Fire: Ambulance – there was discussion about investigating establishment of an account which ambulance revenue could be accumulated to be used to fund a future acquisitions.
- + A formal vote may be necessary to identify usable life of the vehicle.

There was a review of the total that would be needed to fund these articles and the break down as to each funding source.

STM Free Cash: \$ 10,200 +

ATM

Borrow (within 2 ½): \$ 584,680
 Unused bond Proceeds: \$ 2,820
 Balance in Old Articles: \$ 3,210
 Overlay Surplus: \$ 313,000
 Free Cash: \$ 161,344
 Stabilization Fund: \$ 40,000
 Total: **\$1,105,054**

SELECTMEN REPORTS

- Members Suleiman & Stemple advised that they had nothing to report.
- Chair Fox reported the Stow Road Concept Development Committee had asked that he and BHB Chair, Al Murphy draft an RFP to hire a consultant to assist the Town as the process to develop this property moves forward. TA Shaw is putting the final touches on the RFP.

He also reported that he attended a very interesting presentation on the history of the Fitchburg rail line at last night’s Historical Society dinner.

- Member Powers reported that the Negotiating Team met with all three unions last week. The process continues.

He also provided information on the Fitchburg line’s dual rail project as reported in the minutes of the MART Advisory Board. The work on the installation of new crossovers and the double tracking is scheduled for completion in June 2013. Littleton Station renovations are ahead of schedule and the So. Acton renovation plans are complete. The station renovations are scheduled to be completed in 2014.

OLD BUSINESS

- The Selectmen reviewed their usual process for approving the annual budget for town meeting. It was determined to that the Selectmen would pass over further discussion of the FY 2014 Budget until their meeting of April 1st.
- It was determined to that the Selectmen would pass over final approval of the Annual/Special Town Meeting warrant article language and recommendations until their meeting on April 1st.

NEW BUSINESS

- The Selectmen took up the re-appointment of Veterans Agent, Donald Morse. It was noted that the terms of this appointment are determined by Mass. Law and that is why it is done at this time of year rather than in June when most re-appointments are done. Member Suleiman moved to re-appoint Donald Morse as the Veterans Agent for a one year term commencing April 1, 2013 and ending on March 31, 2014. Seconded by Member Stemple. **Approved 4-0.**

EXECUTIVE SESSION

- At 10:00 PM, Member Powers moved to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601 and to adjourn immediately thereafter. Seconded by Member Suleiman. “To conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board.” **Approved 4-0, by Roll Call Vote: Fox “aye,” Powers “aye,” Stemple “aye,” and Suleiman “aye.”**

SELECTMEN'S ANNOUNCEMENTS

MARCH 25, 2013

The necessary contact information is available at the end of these announcements.

- Please excuse the **picture quality** on the Boxborough Government Channel. We are aware of the issues and are working to resolve the problem.
- **Boxborough's Annual Town Meeting** will be held on **Monday, May 13th**. The draft warrant and draft FY 14 budget are available on the Town's website (Home page, under "NEWS").
- In the coming weeks, it will be decided whether or not to move forward with a special town meeting to consider **expanding the Acton-Boxborough Regional School District** to include grades pre-K through 12. If it is decided to proceed, a special town meeting would most likely be held on Monday, June 3rd (not April 29th as had been previously announced).
- There will be a **Special State Primary Election** held on Tuesday, April 30th to select candidates for the office of Senator in Congress.
- **Nomination papers are still available for elected town offices** at the Town Clerk's office, Boxborough Town Hall, 29 Middle Road. The annual Town Election will be held May 20th. Offices that will be on this year's ballot are:
 - Board of Selectmen
 - Board of Health
 - Planning Board
 - Local and Regional School Committee
 - Town Clerk
 - Moderator
 - and ConstableThe last day to file completed papers is next Monday, April 1st at 5:00 PM.
- All dogs in Massachusetts are required to be licensed annually. **The deadline to renew your dog license for 2013 was March 10th**. If you have not already licensed your dog, you will now be charged a late fee of \$25.00. Applications can still be obtained at Town Hall or downloaded from the town website.

- The **winter parking ban** remains in effect until April 1st. On street parking is not allowed between the hours of 1:00 AM and 6:00 AM and at all times whenever inclement weather is forecasted. Also no overnight or weekend parking is allowed at any of the Town owned facilities, without permission. Unattended vehicles may be subject to towing. Please go to the Town's website under NEWS or contact the DPW for more information.

- The **127th Anniversary Meeting of the Boxborough Grange #131** has been rescheduled to **Friday, April 12th** at 7:30 pm. in the Grange Room of the Boxborough Town Hall. This meeting will feature various presentations including the annual Grange Community Service Award, which recognizes a deserving Boxborough citizen or group. The public is invited and admission is free but please RSVP if you plan to attend.

- **Save the Date and your used books....**the next Friends of the Boxborough Library Book Sale will be April 27th. As you begin your annual spring cleaning, the Friends of the Library would ask that you to save your unwanted used books to donate to this sale during the week of April 22nd. The funds from this sale support many library programs that help to make the Library a special place.

- The **Stow Road Concept Development Committee** continues its effort to reach out to residents to hear what you would like to see built at 72 Stow Road. To learn more or to provide your opinion, by completing a brief on-line survey, go to the Link on the Town's website under "NEWS".

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's web page, give them a call or stop in to chat. If you are unable to stop in during normal office hours, don't hesitate to call and make an appointment for a mutually convenient time outside of normal hours.

- The **Selectmen want to hear from you** and invite residents to contact them regarding issues of concern. The Board can be contacted via e-mail from the link on the Selectmen's webpage.

- The Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Airport Study Committee (1), ZBA (1 alternate member), Housing Board (1), BITcom (4), Design Review Board (1 at-large member), Energy Committee (1), Public Celebrations & Ceremonies Comm. (1) and the Steele Farm Advisory Committee (2). Also, the Town Moderator is seeking 2 volunteers to serve on the Finance Committee. Please consider participating on a town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

- Contact information is available on the town website: <http://www.town.boxborough.ma.us> or you may call Town Hall at 978-263-1116 if you have any questions.
- The Selectmen can be contacted directly at selectmen@town.boxborough.ma.us.
- If you wish to find out more about **volunteer opportunities** on Town boards or committees contact Town Administrator Selina Shaw Selina.shaw@town.boxborough.ma.us
- Board of Selectmen, Boxborough School Committee and Acton-Boxborough Regional School Committee **meetings are broadcast on both Comcast's Channel 9 and Verizon's Channel 39.** Residents can also tune-in and view the public meetings playback schedule, to find out when a particular meeting is scheduled for broadcast.
- For questions regarding **the Boxborough Firefighters Association's**100th Anniversary commemorative t-shirts please contact Lt. Jason Malinowski at jmalinowski@boxboroughfire.com.
- Please contact the Town Clerk, Liz Markiewicz 978-263-1116 x 117 if you have any questions regarding **nomination papers, street census form or licensing your dog.**
- For more information on the **winter parking ban** please go to the Town's website under NEWS or contact the DPW at 978-263-1600.
- Please call 978-263-2241 to RSVP if you plan to attend the **Boxborough Grange's Anniversary Meeting** on Friday, March 8th.



BOARD OF SELECTMEN

Meeting Agenda

March 25, 2013

Boxborough Town Hall

Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

- a) Ed Boquillon, Minuteman Regional School District Superintendent, to provide update [Finance Committee will be present as well], 7:35 PM
- b) Finance Committee, to review funding for warrant articles, 8:05 PM
- c) Citizens concerns

4. MINUTES

- a) Executive session, March 18, 2013
- b) Executive session [BoS Contract Negotiating Team re: Dispatch], March 20, 2013
- c) Executive session [BoS Contract Negotiating Team re: Fire], March 21, 2013
- d) Executive session [BoS Contract Negotiating Team re: Police], March 21, 2013

ACCEPT & POF
ACCEPT & POF
ACCEPT & POF
ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) FY 2014 Budget – continued review
- b) Annual/Special Town Meeting - recommendations

VOTE:
VOTE:

7. NEW BUSINESS

- a) Appointment of Veterans Agent, Donald Morse (April 1, 2013 – March 31, 2014)
Move to re-appoint Donald Morse as the Veterans Agent for a one year term commencing April 1, 2013 and ending on March 31, 2014

VOTE:

8. CORRESPONDENCE

- a) Internal Communications
- b) Minutes, Notices & Updates
- c) General Communications

ACCEPT & POF

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION

- a) Strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601)
Move to adjourn to executive session to discuss strategy with respect to collective bargaining (Massachusetts Coalition of Police, Local 200A, Dispatch; Massachusetts Coalition of Police, Local 200, Police; Boxborough Professional Firefighters, Local 4601 and to adjourn immediately

ROLL CALL

thereafter

VOTE:

Chair shall state: "To conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board."

12. ADJOURN

presented by:
Dr. Edward A. Bouquillon
Superintendent-Director



MINUTEMAN FY 14 BUDGET Boxborough

March 25, 2013

Overall FY14 Budget

- Increase Member Assessments 3.4%
- Increase in Operating Budget 4.7%
- Increase in Overall Budget 7.5%

5 year average Overall Budget
increase 1.2%/year



[2]

Assumptions In FY14 Budget

- Governors Budget January 23, 2013
- Legislative Impacts Minimal
- FY14 MRGF 3.74% Estimated
- Chap 70 Aid 2% Increase
- Level Funded Regional Transportation
- Inflation Rate of 1.55% Estimated
- Teacher Contract COLA 2% for FY14

Budget Drivers for FY14

- Increase in Total Students (70+)
- Increase in Special Education Costs
- Increase in COLA in CBA Agreement (2%)
- Increase in Health Insurance (7%)
- Capital Repair as “bridge” to MSBA Project

Projected Capital Expenditures

SCOPE OF PROJECT WORK	ESTIMATED COST
TOTAL - Main Roof and Skylights	\$280,000
TOTAL - Boiler Room Roof	\$260,000
TOTAL - Graphic Wall Repair	\$70,000
TOTAL - Bathroom Projects	\$35,000
TOTAL - Hallway/Classroom Projects	\$35,900
TOTAL - Door Replacement/Rehab Project	\$17,000
TOTAL - Equipment	\$190,788
TOTAL - Capital Repairs/Improvements	\$888,688



[5]

Proposed FY14 Proposed Budget

ACCOUNT CODE	ACCOUNT DESCRIPTION	FY 2009 BUDGET	FY 2010 BUDGET	FY 2011 BUDGET	FY2012 BUDGET	FY2013 BUDGET	FY2014 PROPOSED	DIFFERENCE
1000	Administration	\$1,143,925	\$1,190,473	\$1,075,453	\$1,097,608	\$1,321,287	\$1,421,327	\$100,040
2000	Student Instructional Services	\$8,924,276	\$8,970,198	\$8,264,000	\$8,179,903	\$8,536,430	\$9,154,499	\$618,069
3000	Student Services	\$2,191,150	\$2,059,980	\$1,791,745	\$1,767,051	\$1,895,805	\$1,987,161	\$91,356
4000	Operation & Maintenance	\$1,887,120	\$2,043,378	\$1,523,387	\$1,740,683	\$1,755,494	\$1,659,520	(\$95,974)
5000	Insurance, Retirement, Leases	\$2,540,886	\$2,694,919	\$2,720,366	\$2,603,425	\$2,767,420	\$2,883,584	\$116,164
6000	Community Services	\$ -	\$ -	\$100,000	\$100,000	\$100,000	\$100,000	\$0
7000	Asset Acquisition & Improvement	\$310,378	\$523,309	\$501,099	\$507,930	\$433,688	\$888,688	\$455,000
8000	Debt Service	\$3,887	\$13,744	\$282,629	\$438,873	\$441,589	\$452,318	\$10,729
9000	Tuition Payments	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GENERAL FUND		\$17,001,622	\$17,496,001	\$16,258,679	\$16,435,473	\$17,251,713	\$18,547,098	\$1,295,385



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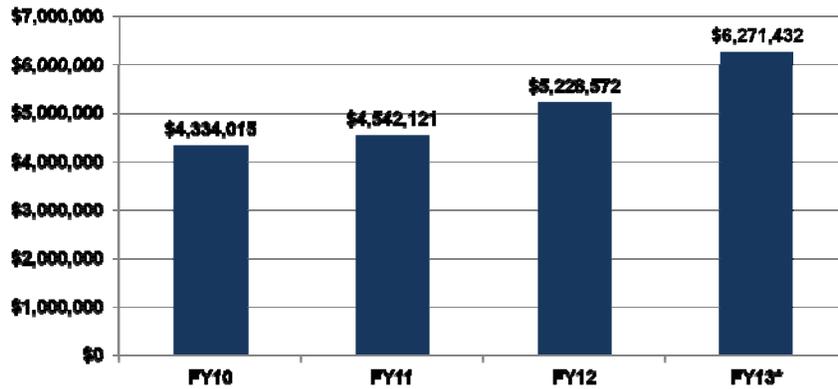
Estimated Revenue Plan FY14

	FY2010	FY2011	FY2012	FY2013	FY2014	FY13-FY14 DIFFERENCE
Assessments	\$9,974,116	\$8,680,359	\$9,178,552	\$9,572,041	\$9,891,196	\$319,155
Chapter 70 Aid	\$2,237,668	\$2,107,088	\$2,113,037	\$2,110,172	\$2,155,902	\$45,730
Transportation Reimbursement	\$475,657	\$495,000	\$550,000	\$600,000	\$600,000	\$0
Prior Year Tuition		\$2,888,748	\$2,793,400	\$3,700,000	\$5,100,000	\$1,400,000
Current Year Tuition	\$888,363	\$1,541,984	\$1,480,984	\$900,000	\$600,000	(\$300,000)
Special Education Tuition Increase		\$65,000	\$0	\$0	\$0	\$0
Post Grad Tuition			\$75,000	\$125,000	\$100,000	(\$25,000)
Current Year Medicaid	\$45,000	\$65,000	\$34,500	\$34,500	\$0	(\$34,500)
Current Year Interest	\$65,000	\$20,500	\$10,000	\$10,000	\$0	(\$10,000)
E & D Budget Appropriation	\$352,894	\$395,000	\$200,000	\$200,000	\$100,000	(\$100,000)
	\$14,038,698	\$16,258,679	\$16,435,473	\$17,251,713	\$18,547,098	\$1,295,385



* Does not include assessment for MS Program.

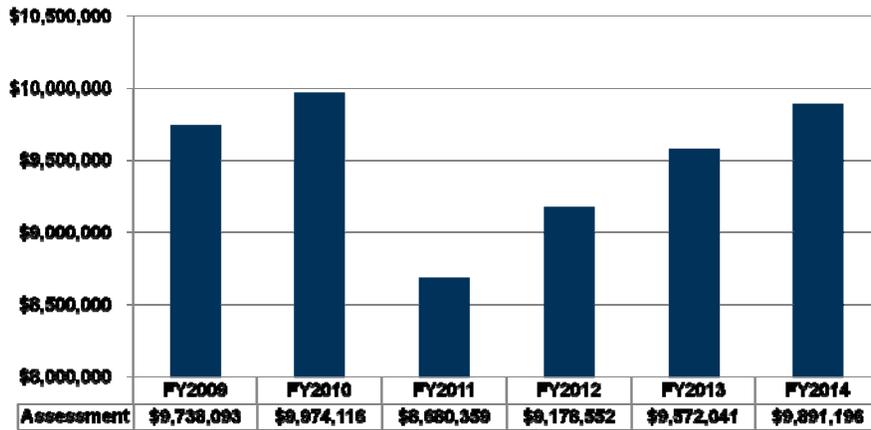
Out-of-District Tuition Revenue



*Estimated based on first semester invoices.

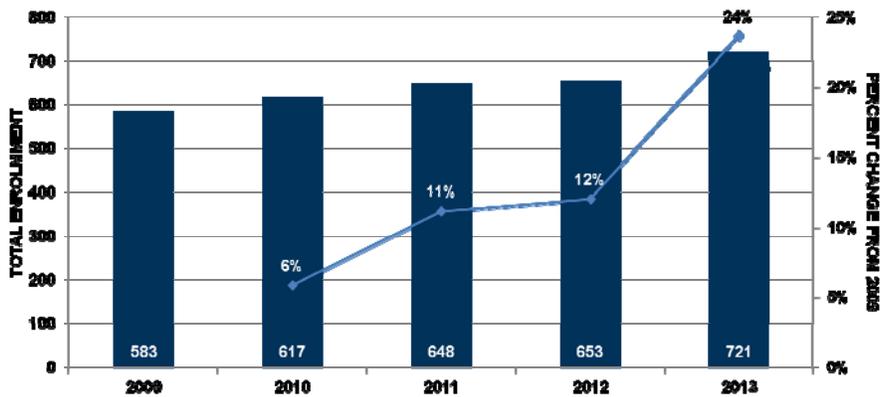


Assessments to Member Towns



[9]

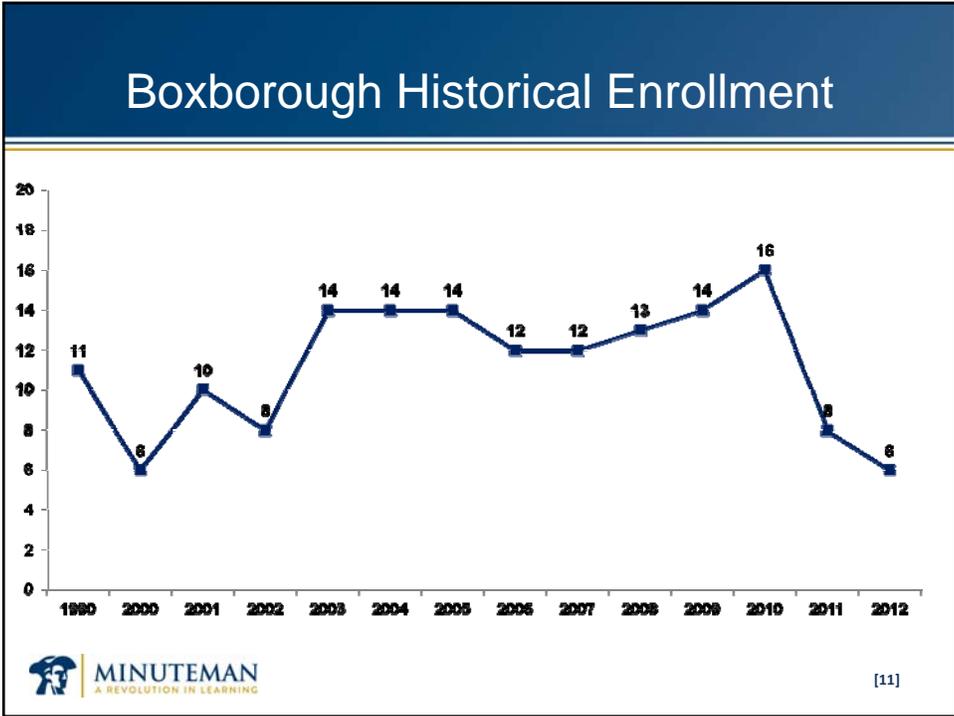
October 1 Enrollment: Grades 9-12



**Enrollment numbers do not include Half Day or PG students.
Enrollment represents total grades 9-12.
2013 is projected enrollment amount*



[10]



Boxborough Estimated Assessment

	Total FTE* Students	Assessment	Per Pupil HS Avg Cost	Per Pupil HS Avg Sped Cost	Transportation	Capital	Middle School	Choice	Total Assessment
2014	6	\$104,104	\$19,321	\$23,821	\$18,140	\$18,049	\$37,265		\$177,558
2013	8	\$153,342	\$19,865	\$24,365	\$22,430	\$14,892	\$37,265		\$227,929
2012	16	\$282,019	\$19,746	\$24,246	\$35,153	\$12,516	\$37,203		\$366,891
2011	14	\$252,115	\$15,807	\$20,307	\$41,509	\$13,963	\$36,708		\$344,295
2010	10	\$263,429	\$18,879	\$23,379	\$41,275	\$12,019	\$33,794	\$ 6,519	\$357,036

 **MINUTEMAN**
A REVOLUTION IN LEARNING

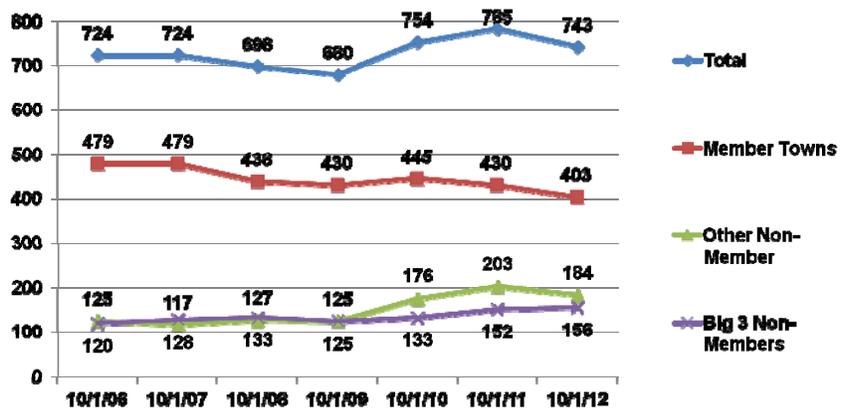
[12]



ENROLLMENT

A REVOLUTION IN LEARNING

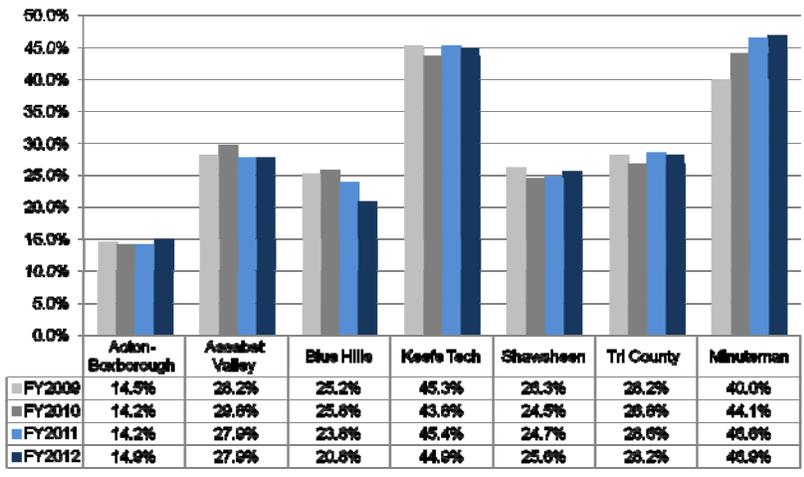
Overall Enrollment



Big 3 represent: Waltham, Watertown, and Medford

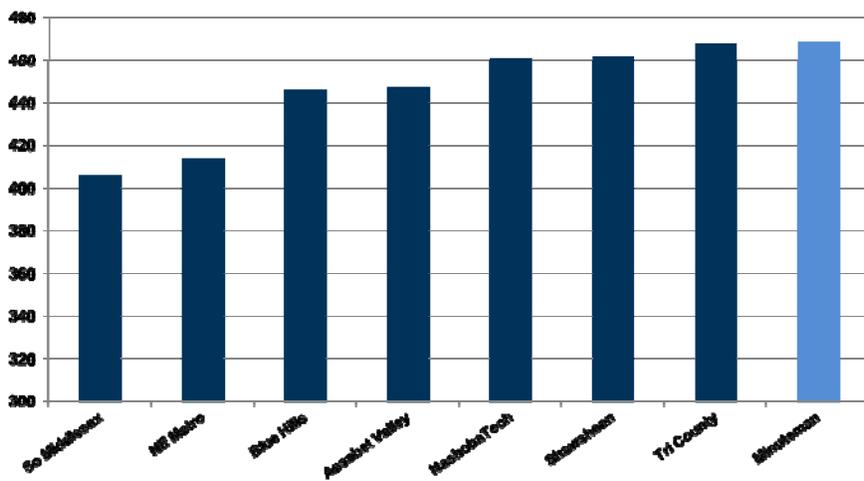


Special Education Enrollment



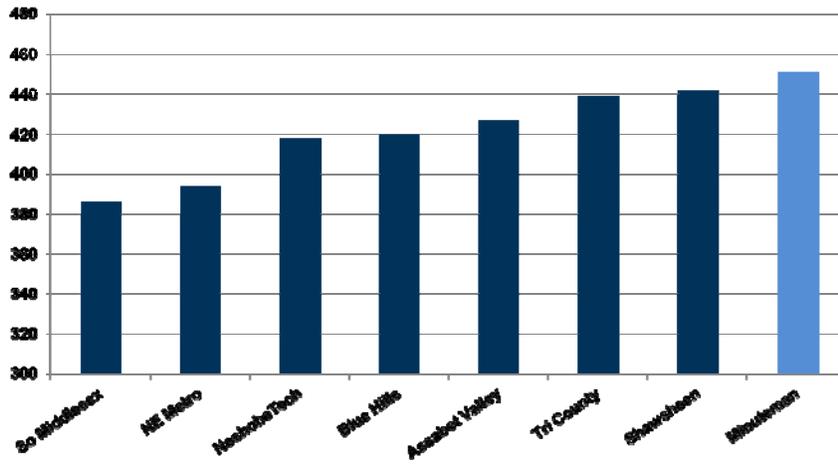
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SAT Performance – Reading (2011-12)



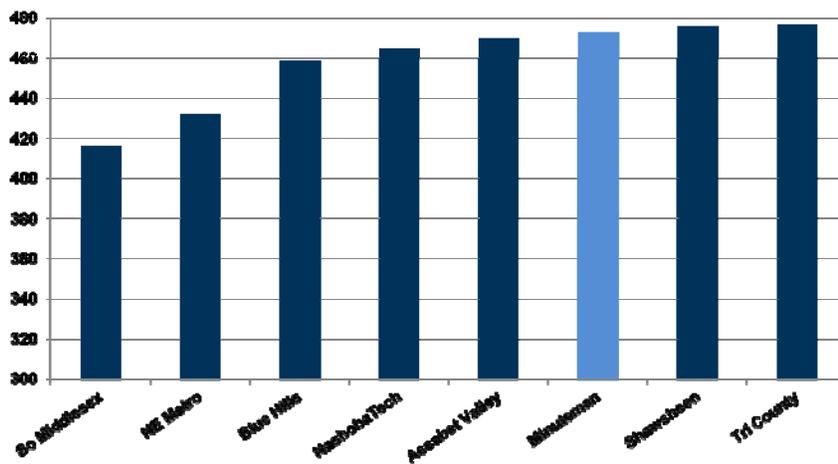
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SAT Performance – Writing (2011-12)



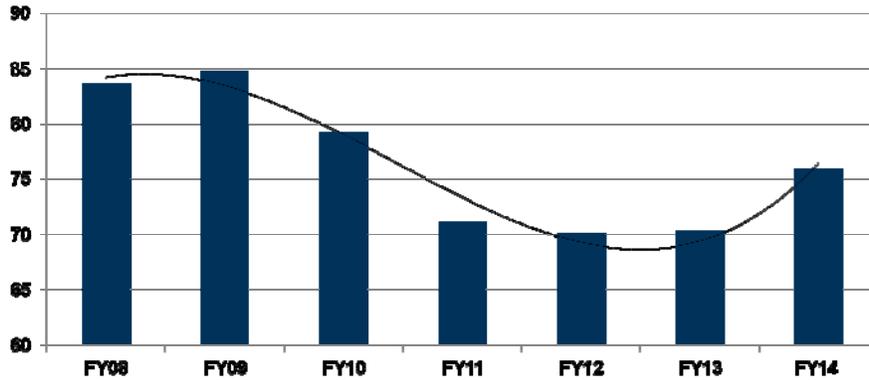
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SAT Performance – Math (2011-12)



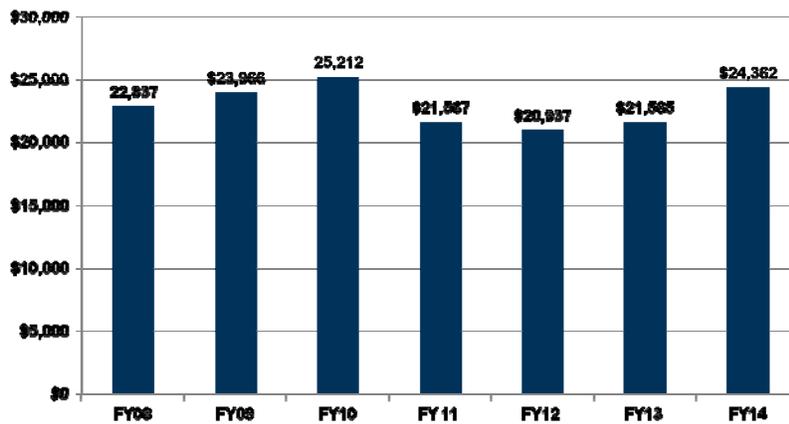
[18]

Minuteman Professional Staffing



[19]

Minuteman Per Pupil Expenditure*



*FY 08, 09, 10, 11 Audited. FY12, 13 and 14 are budgeted amounts.
TOTAL BUDGET INCLUDING CAPITAL, DEBT, SPECIAL ED & TRANSPORTATION.
Does not include Middle School Program Costs



[20]

MSBA Feasibility Study

- OPM ~ SKANSKA Hired Dec 2012
- Designer Selection Review January 28
- MSBA Selection of Designer Feb 19
- MSBA Interviews of Final 3 held March 5
- In Negotiations with Designer as of Mar 25
- Website launched:
<http://minutemanschoolbuilding.org/>
- Parallel work with DESE District Study

District Sustainability Study ~ \$50,000

- What are the Financial and Legal Impacts
 - Dissolving the District
 - Districts Leaving Full Membership
 - Developing Associate Membership
 - Cities/Towns Joining the District
 - Forming a CTE Charter School
- Revised Agreement to Town Meeting '14
 - Capital Assessment Formula
 - Rolling Averages
 - Proportional Representation
 - Brought into full compliance

Senate Bill No 228

An Act relative to regional school district capital project funding.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Clause (1) under the definition for "Total facilities grant" included in section 2 of chapter 70B of the General Laws, as appearing in the 2010 Official Edition, is hereby amended by inserting after the word "approved.", in line 102, the following sentence: - An additional 10 percentage reimbursement rate shall be added to a total facilities grant for academic regional school districts, and an additional 20 percent reimbursement rate shall be added to a total facilities grant for a regional vocational technical school district.



[23]



DISCUSSION

**Comparison of Assessments by Town
Boxborough**

	<u>FY13</u>	<u>FY14</u>	<u>Difference</u>	<u>% Chg.</u>
Enrollment	8	6	(2)	
% Share - Operating Assessment	1.87%	1.37%	-0.50%	-26.74%
% Share - Debt & Capital Assessment	1.83%	1.35%	-0.48%	-26.23%
Minimum Required Contribution	109,937	81,243	(28,694)	-26.10%
Transportation/Operating Assessment	65,835	41,001	(24,834)	-37.72%
Debt & Capital Assessment	14,892	18,049	3,157	21.20%
Sub-Total Assessment	190,664	140,293	(50,371)	-26.42%
PLUS: Middle School Assessment	37,265	37,265	-	0.00%
Total Assessment	227,929	177,558	(50,371)	-22.10%

6a
STM/ATM Articles – May 2013

STM

#	Department/Board	Nature of Article	Est. Appropriation	Funding Source
1.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police	\$TBD	
2.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601	\$TBD	
3.	Finance Committee	Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch	\$TBD	
4.	Board of Selectmen (Police Dept)	Town share of BPV grant for 6 bullet proof vests	\$2,585	
5.	Board of Selectmen (Dog Officer)	Prior year bill – reimburse Dog Officer for purchase of modular kennel	\$200	
6.	Board of Selectmen (DPW)	Capital Improvements: Reconfigure transfer station (implementation) Transfer unexpended balance from article 16, May 2012 ATM: \$14,380.34 Add'l appropriation req'd: \$10,000.00 Total estimated cost: \$24,380.34	\$10,000	

ATM

#	Department/Board	Nature of Article	Estimated Appropriation	Funding Source
1.		Choose Town Officers		
2.		Receive Reports		
3.		Set Salaries and Compensation of Officers		
4.	Petition Article	Freeze wages, hiring, promotions		
5.	Personnel Board	Amend Personnel Plan: 1) to allow flexibility in method to determine wage increases 2) to add language re: town detail and private detail pay for special police officers and per diem FF/EMT's 3) Amend Schedule A to add position of Media Production Technician and incorporate Dog Officer position into Animal Control Officer position 4) Amend Schedule B to add 2% COLA (employees will be frozen in FY13 step) and include Media Production Technician in intermittent/per diem pay schedule		

STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Funding Source
6.	Finance Committee	Town Operating Budget	\$TBD	
7.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund	\$TBD	
8.	Board of Selectmen (Treasurer)	Transfer \$ from Free Cash to OPEB Trust Fund	\$100,000	
9.	Board of Selectmen (Town Hall)	Capital Improvements: Replace windows in the original section of town hall (ball park est.; still awaiting quote)	\$35,000	
10.	Board of Selectmen (Town Hall)	Capital Equipment Acquisition: Replace Building Inspector's vehicle (lease or purchase of used being explored; re-purposing seems unlikely)	\$20,000	
11.	Board of Selectmen (Fire Dept)	Communications consultant and town share of fire department radio grant	\$35,000	
12.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 9-yr old command vehicle (acquire & equip)	\$50,000 \$47,500	
13.	Board of Selectmen (Fire Dept)	Capital Improvements: Feasibility study for public safety building	\$25,000	
14.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replace 7 year old ambulance (acquire & equip)	\$220,000	
15.	Board of Selectmen (Fire Dept)	Capital Equipment Acquisition: Replacement of Air-paks (town's share of grant)	\$11,214	
16.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Four wheel drive all terrain mower to replace 200 TL70 farm tractor	\$100,000	
17.	Board of Selectmen (DPW)	Capital Equipment Acquisition: Replace 2 – 40 yard closed top containers at Transfer Station	\$20,000	
18.	Board of Selectmen (Police Dept)	Capital Improvements: Replace 2 HVAC systems	\$35,000	
19.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Replacement of (13) Two-way radio and (4) mobile (cruiser) radio	\$38,340	
20.	Board of Selectmen (Police Dept)	Capital Equipment Acquisition: Electronic control devices ("tasers")	\$13,000	
21.	Boxborough School Committee	Capital Improvements: Windows, per building needs assessment	\$90,000	
22.	Boxborough School Committee	Capital Improvements: Security upgrades – master lock system replacement and access door controls and cameras	\$40,000	
23.	Boxborough School Committee & Library Board of Trustees	Capital Improvements: Concrete sidewalk replacement – front entrance areas	\$40,000	
24.	Board of Selectmen & Boxborough School Committee	Capital Improvements: Cell phone repeater @ Blanchard School	\$40,000	
25.	Steele Farm Advisory Committee	Capital Improvements: Steele farm barn painting and carpentry repairs	\$25,000	

STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation	Funding Source
26.	Conservation Commission	Transfer to ToB Conservation Trust Fund	\$5,000	
27.	Planning Board	Amend Zoning Bylaw — Add Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers		
28.	Planning Board	Amend Zoning Bylaw – Amend Section 4003(1) Residential Uses and Section 4300 Special Permits in Town Center District and delete Section 5004		
29.	Planning Board	Amend Zoning Bylaw – Amend Section 4107 Accessory Apartment		
30.	Finance Committee	Amend Finance Committee bylaw to: 1) change number of members from 9 to no less than 5 and no more than 9 2) list quorum requirement to be majority of the number of members serving		
31.	Board of Selectmen	Amend Dog Control Bylaw (to bring into compliance with changes in MGL re Animal Control)		
32.	Board of Selectmen	Amend Dog Licensing Bylaw (to change references of Dog Officer to Animal Control Officer)		
33.	Board of Selectmen	Establish Veterans Tax Work Off Program (acceptance of G.L. c.59 section 5N)		
34.	Board of Selectmen [Consent]	Personal real estate exemptions – increase in exemptions (purely housekeeping... each year need to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988)		
35.	Board of Selectmen [Consent]	Chapter 90 appropriation (Reimbursable)		
36.	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Blanchard Preschool Program (\$50,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) 		

STM/ATM Articles – May 2013

STM

Free Cash: \$12,785 +

ATM ONLY

Borrow (within 2 ½):	\$
Unused Bond Proceeds:	\$
Overlay Surplus:	\$
Free Cash:	\$
Stabilization Fund:	\$
Capital Exclusions:	\$
Prop 2 ½:	\$
Debt Exclusions:	\$
Total:	\$915,054 +

Finance Committee Recommendations on STM/ATM Articles – May 2013

STM

#	Department/Board	Nature of Article	Est. Appropriation
1.	Finance Committee	<p>Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200, Police</p> <p>Finance Committee defers until ATM or until the contract is approved. At the time of the printing of the warrant the collective bargaining contracts were not available.</p>	\$TBD
2.	Finance Committee	<p>Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601</p> <p>Finance Committee defers until ATM or until the contract is approved. At the time of the printing of the warrant the collective bargaining contracts were not available.</p>	\$TBD
3.	Finance Committee	<p>Appropriate amount needed to fund the cost items of the first year of the collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200A, Dispatch</p> <p>Finance Committee defers until ATM or until the contract is approved. At the time of the printing of the warrant the collective bargaining contracts were not available.</p>	\$TBD
4.	Board of Selectmen (Police Dept)	<p>Town share of BPV grant for 6 bullet proof vests</p> <p>Finance Committee recommends unanimously (7-0)</p>	\$2,585
5.	Board of Selectmen (Dog Officer)	<p>Prior year bill – reimburse Dog Officer for purchase of modular kennel</p> <p>Finance Committee recommends unanimously (7-0)</p>	\$200
6.	Board of Selectmen (DPW)	<p>Capital Improvements: Reconfigure transfer station (implementation) Transfer unexpended balance from article 16, May 2012 ATM: \$14,380.34 Add'l appropriation req'd: \$10,000.00 Total estimated cost: \$24,380.34</p> <p>Finance Committee recommends unanimously (7-0)</p>	\$10,000

ATM

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
1.		Choose Town Officers	
2.		Receive Reports	
3.		Set Salaries and Compensation of Officers	
4.	Petition Article	Freeze wages, hiring, promotions Finance Committee defers until ATM	
5.	Personnel Board	Amend Personnel Plan: 1) to allow flexibility in method to determine wage increases 2) to add language re: town detail and private detail pay for special police officers and per diem FF/EMT's 3) Amend Schedule A to add position of Media Production Technician and incorporate Dog Officer position into Animal Control Officer position 4) Amend Schedule B to add 2% COLA (employees will be frozen in FY13 step) and include Media Production Technician in intermittent/per diem pay schedule	
6.	Finance Committee	Town Operating Budget Finance Committee recommends unanimously (7-0) See the Finance Committee report in the back of the warrant for more detail.	\$TBD
7.	Finance Committee	Transfer \$ from Free Cash to Stabilization Fund The Finance Committee recommends unanimously (7-0). The town has a comprehensive Capital Plan that allows a predictable estimate of future capital requirements across all areas of the Town and School. 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 \$904. Capital funding requests for next year and cumulatively for the next three years are currently projected to exceed \$1 million and \$3.8 million, respectively. The Finance Committee believes it is prudent to continue to reserve funds to support these upcoming capital requirements. A healthy stabilization fund protects the Town and is a strong factor in the Town's bond rating. Expenditures from the stabilization fund require a higher level of scrutiny (2/3rds vote of ATM) to utilize these funds, which is appropriate for large expenditures. This item will add \$.2105 per \$1,000 of valuation, or \$107.37 for an average priced house if not funded from available funds.	\$200,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
8.	Board of Selectmen (Treasurer)	<p>Transfer \$ from Free Cash to OPEB Trust Fund</p> <p>The Finance Committee recommends unanimously (7-0).</p> <p>The Town established an OPEB (“Other Post-Employment Benefits”) Trust Fund in 2010. In addition to pension benefits, the Town provides retired employees with health care and life insurance benefits; costs are accounted for on a pay-as-you-go basis. While the accounting standards under GASB 45 do not require pre-funding of these liabilities, the Finance Committee believes that it is prudent to start setting aside reserves to begin addressing the issue. Bonding authorities also look favorably upon putting aside funds to fund the OPEB liability. Our last actuarial study was completed in fiscal 2011 and provided the Town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees, which totaled \$10,900,000. The amount we propose to set aside is slightly under 1% of that amount, or \$100,000.</p> <p>This item will add \$.1053 per \$1,000 of valuation, or \$53.69 for an average priced house if not funded from available funds.</p>	\$100,000
9.	Board of Selectmen (Town Hall)	<p>Capital Improvements: Replace windows in the original section of town hall (ball park est.; still awaiting quote)</p> <p>The Finance Committee recommends unanimously (7-0)</p> <p>The plan to replace the town hall windows is in the capital plan and is part of an overall comprehensive plan to make town hall more energy efficient.</p> <p>This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.</p>	\$35,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
10.	Board of Selectmen (Town Hall)	<p>Capital Equipment Acquisition: Replace Building Inspector's vehicle (lease or purchase of used being explored; re-purposing seems unlikely)</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>This article is to replace an existing 1996 GMC Jimmy which has reached the end of its usable life. The new vehicle will be used by the Building Inspector / Facilities Manager.</p> <p>This item will add \$.0211 per \$1,000 of valuation, or \$10.74 for an average priced house if not funded from available funds or borrowing.</p>	\$20,000
11.	Board of Selectmen (Fire Dept)	<p>Communications consultant and town share of fire department radio grant</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>The amount requested includes \$15K for the study by the consultant and an additional \$20K for the town's share of the cost of radios in the event the grant application is approved. The consultant is expected to make recommendations on the location of a radio transmitter on the east side of town and on a console system to ensure interoperability of radio equipment between the fire and police.</p> <p>This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.</p>	\$35,000
12.	Board of Selectmen (Fire Dept)	<p>Capital Equipment Acquisition: Replace 9-yr old command vehicle (acquire & equip)</p> <p><u>Finance Committee recommends by a vote of 5 to 1 with 1 abstention.</u></p> <p><u>Majority opinion: The current vehicle is 9 years old with 126,000 miles on it. This item has been deferred twice in the past and the majority felt that this was something that was needed in the next fiscal year especially since maintenance costs for this vehicle are increasing. It is estimated the vehicle to cost (\$42K) and added equipment to cost (\$8K)</u></p> <p><u>Minority opinion: Not enough comparison data was presented to demonstrate the value of the vehicle against other</u></p>	<p>\$50,000</p> <p><u>\$47,500</u></p> <p>NEED TO RE-VOTE DUE TO AMOUNT CHANGE</p>

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
		<p><u>alternatives. A \$42K vehicle from a State Bid list is an expensive purchase and the Town of Boxborough should start looking at alternatives when purchasing such Capital items. Although maintenance have been mentioned as increasing on this vehicle, it might still be an option to consider increasing the maintenance budget slightly to cover this vehicle for another year.</u></p> <p>This item will add \$.05 per \$1,000 of valuation, or \$25.50 for an average priced house if not funded from available funds or borrowing.</p>	
13.	Board of Selectmen (Fire Dept)	<p>Capital Improvements: Feasibility study for public safety building</p> <p><u>Finance Committee does NOT recommend by a unanimous vote (6-0)</u> <u>The committee was of the opinion that this study did not include alternative options for determining space needs and would put the town in the position of having to consider a significant capital expense of a new building in the near future. The committee felt that there are less expensive options available to accommodate the space needs of the fire and police departments. It was recommended that other options should be specifically mentioned in the study requirements and not just a new building.</u></p>	\$25,000
14.	Board of Selectmen (Fire Dept)	<p>Capital Equipment Acquisition: Replace 7 year old ambulance (acquire & equip)</p> <p>Finance Committee recommends (4-2)</p> <p>Majority Opinion – Although the cost of this acquisition is significantly higher than the last time such a purchase was made, the payback is less than two years due to the revenue stream from its use. The current vehicle is 8 years old and is experiencing reliability problems which increase the risks of a breakdown during patient transport (which did happen once) but also reduce the revenue stream. Given the town’s location, reliable transport is important. The cost includes the option of a motorized device to load the stretcher into the vehicle which reduces the risk of injury to the emergency response team.</p> <p>Minority Opinion – It was felt that the cost was very high and not enough comparison data was presented to demonstrate the value of the vehicle against other alternatives.</p> <p>This item will add \$.2316 per \$1,000 of valuation, or \$118.11 for an average priced house if not funded from available funds or borrowing.</p>	\$220,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
15.	Board of Selectmen (Fire Dept)	<p>Capital Equipment Acquisition: Replacement of Air-paks (town's share of grant)</p> <p>Finance Committee recommends unanimously (6-0) The amount requested is the town's share in the event that the grant application is approved. If the grant is not approved, this money will not be spent.</p> <p>This item will add \$.0118 per \$1,000 of valuation, or \$6.02 for an average priced house if not funded from available funds or borrowing.</p>	\$11,214
16.	Board of Selectmen (DPW)	<p>Capital Equipment Acquisition: Four wheel drive all terrain mower to replace 200 TL70 farm tractor</p> <p>Finance Committee recommends unanimously (5-0)</p> <p>The DPW purchased a Tractor in 2001 (Article #22) with several attachments for a total of approximately \$47K. The Tractor has been used for road side mowing since that purchase, but the tractor was not the right equipment for the job. The current tractor has reached its age usefulness and the DPW is looking to replace it with an appropriate vehicle for the job needed, including a side mounted Boom arm and a covered cab for more safety protection.</p> <p>This item will add \$.1053 per \$1,000 of valuation, or \$53.69 for an average priced house if not funded from available funds or borrowing.</p>	\$100,000
17.	Board of Selectmen (DPW)	<p>Capital Equipment Acquisition: Replace 2 – 40 yard closed top containers at Transfer Station</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>The amount requested will replace 2 old containers purchased in 1996 that are falling apart and need regular welding and maintenance. The new containers will be bigger (45 yards) and a better fit for the new Transfer Station configuration.</p> <p>This item will add \$.0211 per \$1,000 of valuation, or \$10.74 for an average priced house if not funded from available funds or borrowing.</p>	\$20,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
18.	Board of Selectmen (Police Dept)	<p>Capital Improvements: Replace 2 HVAC systems</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>Two of the three HVAC units are original to the building, are 23 years old and in need of immediate replacement due to heavy repairs during 2012. This project was in the Capital Plan, and the Finance Committee supports it.</p> <p>This item will add \$.0368 per \$1,000 of valuation, or \$18.79 for an average priced house if not funded from available funds or borrowing.</p>	\$35,000
19.	Board of Selectmen (Police Dept)	<p>Capital Equipment Acquisition: Replacement of (13) Two-way radio and (4) mobile (cruiser) radio</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>The current communications equipment for the police force are discontinued equipment that are 13 years old, well past their useful lifetime. and need to be replaced. The Finance Committee supports this warrant article project.</p> <p>This item will add \$.0404 per \$1,000 of valuation, or \$20.58 for an average priced house if not funded from available funds or borrowing.</p>	\$38,340
20.	Board of Selectmen (Police Dept)	<p>Capital Equipment Acquisition: Electronic control devices (“tasers”)</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>This article is for the purchase of approximately 12 ECD units for the police force. These units are needed to provide a more effective and safer method of enforcing public safety in the town. This project is in the Capital Plan and the Finance Committee supports it.</p> <p>This item will add \$.0137 per \$1,000 of valuation, or \$6.98 for an average priced house if not funded from available funds or borrowing.</p>	\$13,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
21.	Boxborough School Committee	<p>Capital Improvements: Windows, per building needs assessment</p> <p>Finance Committee recommends unanimously (7-0)</p> <p>FinCom recommends funding to remove and replace the oldest areas of windows from 1975 with energy efficient aluminum windows.</p> <p>This item will add \$.0947 per \$1,000 of valuation, or \$48.32 for an average priced house if not funded from available funds or borrowing.</p>	\$90,000
22.	Boxborough School Committee	<p>Capital Improvements: Security upgrades – master lock system replacement and access door controls and cameras</p> <p>The Finance Committee recommends (7-0) FinCom recommends both initiatives to ensure greater security at Blanchard.</p> <p>This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.</p>	\$40,000
23.	Boxborough School Committee & Library Board of Trustees	<p>Capital Improvements: Concrete sidewalk replacement – front entrance areas</p> <p>The Finance Committee recommends unanimously (7-0) FinCom recommends replacing the concrete sidewalks at the entrance of both Blanchard and the Library due to the degrading sidewalks which poses a safety risk for pedestrians.</p> <p>This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.</p>	\$40,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
24.	Board of Selectmen & Boxborough School Committee	<p>Capital Improvements: Cell phone repeater @ Blanchard School</p> <p>Finance Committee does NOT recommend. (1-6)</p> <p>Majority Opinion: while cell phone access is important, not enough information was provided to support a large capital investment versus lower cost alternatives, including smaller repeaters that can be deployed inside the school, as well as commercial extenders that can work over a network. Also, it would be prudent to discuss the lack of coverage for the school with the Cell Phone Carriers, which was not done prior to submitting this Warrant Article.</p> <p><u>Minority Opinion</u> Blanchard is considered a shelter for the Town, but does not have any cell phone reception. What's more, if the school is in lockdown, it's critical to be able to communicate with others outside the school.</p> <p>This item will add \$.0421 per \$1,000 of valuation, or \$21.47 for an average priced house if not funded from available funds or borrowing.</p>	\$40,000
25.	Steele Farm Advisory Committee	<p>Capital Improvements: Steele farm barn painting and carpentry repairs</p> <p>The Finance Committee does not recommend (1-6)</p> <p>While Steele Farm certainly needs to be painted, given all of the other capital improvements slated for the FY2014, this capital improvement should be deferred at this time.</p> <p>This item will add \$.0263 per \$1,000 of valuation, or \$13.42 for an average priced house if not funded from available funds or borrowing.</p>	\$25,000

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
26.	Conservation Commission	<p>Transfer to ToB Conservation Trust Fund</p> <p>Finance Committee does NOT recommend (1-6)</p> <p>The majority of FinCom did not approve this article and feels that adding \$5K every year to the Conservation Trust Fund does not really address the Conservation Commission's goals for using such funds. There are enough monies in the Special Funds and Trust Fund accounts over which the Commission has control to fund any studies that the Commission wants to conduct. If approved, this article will be paid out of free cash. This item will add \$.0053 per \$1,000 of valuation, or \$2.68 for an average priced house if not funded from available funds or borrowing.</p>	\$5,000
27.	Planning Board	<p>Amend Zoning Bylaw — Add Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers</p> <p>Finance Committee recommends (6-1)</p>	
28.	Planning Board	<p>Amend Zoning Bylaw – Amend Section 4003(1) Residential Uses and Section 4300 Special Permits in Town Center District and delete Section 5004</p> <p>Finance Committee recommends unanimously (7-0)</p>	
29.	Planning Board	<p>Amend Zoning Bylaw – Amend Section 4107 Accessory Apartment</p> <p>Finance Committee recommends unanimously (7-0)</p>	
30.	Finance Committee	<p>Amend Finance Committee bylaw to:</p> <ol style="list-style-type: none"> 1) change number of members from 9 to no less than 5 and no more than 9 2) list quorum requirement to be majority of the number of members serving <p>Finance Committee recommends unanimously (7-0)</p>	
31.	Board of Selectmen	<p>Amend Dog Control Bylaw (to bring into compliance with changes in MGL re Animal Control)</p> <p>Finance Committee recommends unanimously (7-0)</p>	
32.	Board of Selectmen	<p>Amend Dog Licensing Bylaw (to change references of Dog Officer to Animal Control Officer)</p> <p>Finance Committee recommends unanimously (7-0)</p>	

Finance Committee Recommendations on STM/ATM Articles – May 2013

#	Department/Board	Nature of Article	Estimated Appropriation
33.	Board of Selectmen	Establish Veterans Tax Work Off Program (acceptance of G.L. c.59 section 5N) Finance Committee recommends unanimously (7-0)	
34.	Board of Selectmen [Consent]	Personal real estate exemptions – increase in exemptions (purely housekeeping... each year need to accept Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988) Finance Committee recommends unanimously (7-0)	
35.	Board of Selectmen [Consent]	Chapter 90 appropriation (Reimbursable) Finance Committee recommends unanimously (7-0)	
36.	Board of Selectmen [Consent]	Reauthorize Revolving Funds: <ul style="list-style-type: none"> • Electrical Inspection (\$50K) • Plumbing and Gas Inspection (\$15K) • Firearms Permits (\$2,000) • GIS Assessor Map (\$5,000) • Library Fines (\$7,500) • Dog License Fees (\$4,000) • Steele Farm (\$10,000) • Blanchard Preschool Program (\$50,000) • ConsComm Wetland Bylaw (\$20,000) • Senior Van (for expenses and revenues associated with operation of the van) (\$4,000) • Fire Alarm System Maintenance (\$4,100) • Community Gardens (\$2,000) • Recreation Field permit fees (\$20,000) Finance Committee recommends unanimously (7-0)	

Finance Committee Recommendations on STM/ATM Articles – May 2013

STM

Free Cash: \$12,785 +

ATM ONLY

Borrow (within 2 ½): \$

Free Cash: \$

Stabilization Fund: \$

Capital Exclusions: \$

Prop 2 ½: \$

Debt Exclusions: \$

Total: \$942,554 +

(Formerly) Article 13: Feasibility Study for Public Safety Building

Recommendation is to pull this article from this year's warrant for the following reasons:

- We had made some significant investments in both the fire and police buildings in recent years. As a consequence, there is no burning need to construct a new facility and abandon the existing fire and police buildings.
- In general, conducting this type of study is a good idea and a necessary precursor to implementing a new public safety building. BUT – a new public safety building is a MAJOR expense, likely to be a multi-million dollar project. Since this “project” is only a preliminary rough concept at this time, a feasibility study is considered to be premature at this juncture. IF the town decides to explore investing in a new public safety facility, then that would be an appropriate time to conduct a feasibility study.
- We are anticipating the output of the regionalization study (with Littleton and Stow) which may have a significant impact on our public safety organization. The results of the regionalization need to be received and digested before making any decision relative to imp[lementing a new public safety facility, and
- Finally, we have several major acquisitions already included in this year's warrant. Since there appears to be no overwhelming sense of urgency to this feasibility study, pulling this study article will reduce the pressure on the town's finances in light of other major proposed acquisitions



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 13, 2013 at 7:00 p.m. to act on Articles 1 through 6 of this Special Town Meeting Warrant.

**ARTICLE 1 FUND COST ITEMS OF FIRST YEAR 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 amounts necessary to fund the cost items of the first year 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 to take any other action relative thereto.

Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200, Police, for the term July 1, 2012 – June 30, 2015.

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

Contract negotiations had not been completed at the printing of the warrant. The Selectmen will move a specific funding request at town meeting, and make available information about the new agreement to inform voters. This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14.

**ARTICLE 2 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING
AGREEMENT - BOXBOROUGH PROFESSIONAL FIREFIGHTERS
ASSOCIATION, LOCAL 4601**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Boxborough Professional Firefighters Association, Local 4601 (July 1, 2012 to June 30, 2015); or take any other action relative thereto.

Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Boxborough Professional Firefighters Association, Local 4601, for the term July 1, 2012 – June 30, 2015.

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

Contract negotiations had not been completed at the printing of the warrant. The Selectmen will move a specific funding request at town meeting, and make available information about the new agreement to inform voters. This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14.

**ARTICLE 3 FUND COST ITEMS OF FIRST YEAR OF COLLECTIVE BARGAINING
AGREEMENT - MASSACHUSETTS COALITION OF POLICE, LOCAL 200A,
DISPATCH**

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the amounts necessary to fund the cost items of the first year of the collective bargaining agreement between the Town and the Massachusetts Coalition of Police, Local 200A, Dispatch (July 1, 2012 to June 30, 2015); or take any other action relative thereto.

Summary

Funding for cost items of the first year of collective bargaining agreements must be approved by town meeting. This article is for funding of the collective bargaining agreement with the Massachusetts Coalition of Police, Local 200A, Dispatch, for the term July 1, 2012 – June 30, 2015.

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

Contract negotiations had not been completed at the printing of the warrant. The Selectmen will move a specific funding request at town meeting, and make available information about the new agreement to inform voters. This article is placed on the special town meeting warrant so that the funding, if approved, may be applied immediately to fund the agreement retroactively to the beginning of the contract in FY13. Funding for the FY14 portion of the contract will be included in the town operating budget for FY14.

ARTICLE 4 CAPITAL EQUIPMENT ACQUISITION - PROTECTIVE BODY ARMOR – POLICE DEPARTMENT

(Majority vote required)

To see if the Town will vote to transfer from Free Cash the sum of Two Thousand Five Hundred Eighty-Five Dollars (\$2,585) for the purpose of paying the Town's share under the Bulletproof Vest Partnership Grant for six bullet proof vests for the Police Department; or take any other action relative thereto.

Summary

Each police officer in Boxborough is issued a bulletproof vest designed to protect him or her from a threat at least equal to the firearm carried by the officer. These vests are purchased to specifications developed by the National Institute of Justice (NIJ Standard-0101.06), and are warranted by manufacturers for compliance to the NIJ Standard for a period of five (5) years. One vest is oversized and five vests have come to the end of the warranty period for the vests currently used by Boxborough's officers and require their replacement on both moral/ethical and practical liability grounds. The vests are worn by officers while on shift, which may be 16 hours per day. The police department has applied, and has been awarded for a 50% reimbursement of the cost for these six vests under the Federal Government Bulletproof Vest Partnership (BVP).

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

Replacement of police officers' bullet proof vests is a regular recurring expense, depending on age of the vests. This article will fund the town's portion of the replacement expense, the balance will be provided by a grant that has already been awarded. This article is placed on the special town meeting warrant in order to expend available funds from the police department FY13 budget.

ARTICLE 5 PRIOR YEAR BILL – DOG OFFICER

(Nine-tenth vote required)

To see if the Town will vote to transfer from Free Cash the sum of Two Hundred Dollars (\$200) for the purpose of reimbursing the Dog Officer for the acquisition of a modular kennel in FY 2012; or take any other action relative thereto.

Summary

This is a housekeeping article. Funding of a prior year's bill must be approved by town meeting. The expense was incurred by the Dog Officer in FY12.

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

ARTICLE 6 CAPITAL IMPROVEMENTS – RECONFIGURE TRANSFER STATION

(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of Fourteen Thousand Three Hundred Eighty Dollars and thirty-four cents (\$14,380.34) from Article 16 of the May 2012 Annual Town Meeting (*Reconfiguration of Transfer Station – Feasibility Study*) and to transfer from Free Cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of undertaking the implementation phase for the reconfiguration of the transfer station; or take any other action relative thereto.

Summary

At May 2012 ATM, the town approved \$18,000 for a Feasibility study to reconfigure the Transfer Station. The goal was to reduce hauling fees by installing a compactor to be used for the recyclable items, as was currently being done with the solid waste. As indicated in the FY12 article, the intention was to proceed with reconfiguration of the transfer station to take full advantage of savings on recyclables if the feasibility study was successful. The recycling compactor has been operational since mid September. We are averaging 4 hauls a month of compacted recyclables at a cost of \$720 in hauling fees. Previous to this, we were averaging 13 hauls a month at a cost of \$2,849. These savings speak for themselves. The experiment is a success and in fact exceeded expectations on savings and ROI, at a cost to date of only \$3620 for electrical fit-up and temporary structures. We have enough confidence to proceed now to full implementation which means installation of an additional compactor for recyclables and reconfiguration to accommodate the added equipment and improve traffic flow. Based on experience during the feasibility study, the DPW Director has concluded that the necessary work can be done at modest cost.

In addition, the DPW has been awarded a DEP sustainability grant of \$7,500 to be used towards the purchase of an additional recycling compactor. One of the conditions of the grant is that the compactor is in place and operating by the end of December 2013. We will fund the remainder of the cost of the compactor unit with the \$5,010 balance remaining in ATM 2011, Article 20 (Capital Equipment Acquisition – Replace Two Dumpsters) and the savings we have realized in trucking fees. The addition of a second compactor will continue to increase our savings, as we will be able to fill the compactors to full capacity before hauling.

The next step in the reconfiguration is to fill the recesses where the compactors now sit, creating one level area. Next, new pads will be poured, electrical hook up installed and the compactors shifted over, creating five single lanes for traffic. We plan to do this in stages so that we can keep the station operating with minimal inconvenience to our residents during the changeover.

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

The feasibility study on compacted recyclables has been a resounding success. The DPW is already saving money on trucking due to the new compactor currently being rented. The addition of a second compactor will improve overall efficiency and reliability of operations, and should generate even more savings. The second compactor will be purchased with funds from a DEP grant supplemented with available funds remaining from an FY11 article for dumpsters. Re-purposing the balance of funds from Article 16 of the May 2012 Annual Town Meeting, together with an additional \$10,000 from free cash will allow the DPW to complete all work. This article is placed on the special town meeting warrant so that, if approved, the funds may be expended immediately to begin work to ensure the December 2013 deadline of the DEP grant can be met.

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 26, 2013.

Leslie R. Fox, Chairman
Board of Selectmen

Vincent M. Amoroso, Clerk
Board of Selectmen

Francis J. Powers
Board of Selectmen

Robert T. Stemple
Board of Selectmen

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 13, 2013 at 7:00 p.m. to act on Articles 2 through 36 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 20th day of May, 2013 at 7:00 a.m. for the Election of Town Officers pursuant to Article 1. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDA

In an effort to streamline Town Meeting and therefore make it more inviting to voters, the Board of Selectmen has decided to continue the use of the Consent Agenda. This agenda speeds the passage of articles which the Selectmen feel, in consultation with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. **The selectmen have voted unanimously (5 – 0) to recommend all those articles on the Consent Agenda (#33 through #35, inclusive).** The articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDA WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE 32.

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

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

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

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

- One Moderator** for a one-year term
- One Town Clerk** for a three-year term
- One Board of Selectmen** member for a three-year term
- One Board of Health** member for a three-year term
- Two Library Trustees**, each for a three-year term
- Two Planning Board** members, each for a three-year term
- One Planning Board** member to complete a one-year unexpired term
- One School Committee (Local and of the Region)** member for a three-year term
- One School Committee (Local)** member for a three-year term
- One School Committee (Local)** member to complete a two-year unexpired term
- One Constable** for a three-year term
- One Constable** for a two-year term

As well as other Town Officers as may be necessary, and to vote on the following question:

QUESTION 1 CHANGE THE ELECTED POSITION OF TAX COLLECTOR TO APPOINTED

(Majority vote required)

Shall the town vote to have its elected Tax Collector become an appointed Tax Collector of the town?

Yes ___ No ___

ARTICLE 2 HEAR AND 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 2012 Annual Town Report; or take any other action relative thereto.

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

The Finance Committee recommends unanimously (9-0).

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, 2013 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Tax Collector	\$61,573.30/year
Town Clerk	\$41,561.97/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

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

This article establishes the salaries for Boxborough’s elected officials.

The Finance Committee [REDACTED]

[REDACTED]

ARTICLE 4 SUBMITTED BY PETITION

(Majority vote required)

This article that I am asking you to sign to be added to the town warrant for the forthcoming annual town meeting taking place on May 13, 2013 is as follows:

Due to our current \$17.69 Real Estate Tax Rate one of the highest in the state taking in just under \$20,000,000. In Real Estate Taxes. Article request's the following,

A twelve month/one year freeze on all new hiring of any new town employees, full or parttime each department. This article also requires an income freeze on all employees, both full and part time all departments in our community for one year. It also is to include any promotions to a higher position, title, etc. on their current job position for one year.

Due to the fact that our economy in Massachusetts is in deplorable conditions

Continued:

And retirees residing here are being forced into poverty as well as current residents many of whom are having difficulty with living costs, paying their bills, filing bankruptcy with no end in sight.

I am asking you as a registered voter to join with me to address this ever growing serious problem.

ARTICLE 5 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan by:

- 1) Striking the language in Article VI. The Pay Plan, Section 7. Merit Salary Adjustments in its entirety and replacing with the italicized language below.

(Current language)

~~Existing employees will move from Step to Step each July 1, if they have achieved overall performance rating of "meets requirements" or better.~~

~~New employees hired before January 1, move to the next step on the following July 1, if they have achieved an overall performance rating of "meets requirements" or better. New employees hired after January 1, move to the next step on the July 1, after completing a full year of employment and achieving an overall performance rating of "meets requirements" or better.~~

(Proposed language)

On an annual basis, the Board of Selectmen, in consultation with the Personnel Board, will determine whether step advancements will be granted to employees who are paid under the personnel plan. If after such review it is determined that step advancements will be granted for a given year, then employees with one (1) or more years of service who have achieved an overall performance rating of "meets requirements" or better will be advanced to the next step within their job classification on the following July 1. New employees who were hired before January 1 who have achieved an overall performance rating of "meets requirements" or better will also be advanced to the next step within their job classification on the following July 1. New employees who were hired after January 1 who have achieved an overall performance rating of "meets requirements" or better will move to the next step within their job classification on the July 1 that follows the employee's completion of a full year of employment.

- 2) Amending Article VIII. Other Forms of Pay by adding a new section 2, shown in italics, and re-numbering subsequent sections.

Section 2. Detail Pay

1. *Town Details. A Special Police Officer working a town detail will be compensated at one and a half (1.5) times the hourly rate established for Special Police Officer under Schedule B.*
2. *Private Details. A Special Police Officer or Per Diem Firefighter/EMT working a private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of four (4) hours. After four (4) hours worked, an employee working the private detail will be compensated at the rate of forty-five dollars (\$45) per hour, for a minimum of eight (8) hours. An employee working additional hours in excess of eight (8) hours will be compensated on an hour to hour basis at the rate of sixty-seven dollars and fifty cents (\$67.50) per hour for those hours in excess of eight (8) hours. All private details shall be billed to the contractor.*

Further by amending Classification of Positions (Schedule A) by:

- 1) Adding a new position of Media Production Technician to the Intermittent Schedule
- 2) Respectively re-naming the Intermittent Schedule positions of Dog Officer and Assistant Dog Officer to Animal Control Officer - Dogs & Cats and Assistant Animal Control Officer - Dogs & Cats.

- 3) Re-naming the Intermittent Schedule position of Animal Control Officer to Animal Control Officer – Other.

And by amending Compensation of Positions (Schedule B) by:

- 1) Adding a 2% wage adjustment factor (COLA) to all positions on Schedule B except for the following positions which will remain at the same level as in FY 13: Registrar Chairperson, Clerk of Elections, Election Worker, Registrar Member, Seasonal Conservation Worker, Fence Viewer, Field Driver, Director of Summer Playground, Director of Gymnastics, Director of Winter Programs, Lead Counselor, Counselor, Counselor-in-Training, Intern (Town Hall), Library Page, Junior Library Page
- 3) Adding wages for Media Production Technician @ \$12.50/hour

Or take any other action relative thereto.

Summary

The proposed change to Article VI, Section 7 will provide more flexibility to the Board of Selectmen and Personnel Board and will allow the freezing of employees covered by the town's personnel plan in their current steps, if so determined necessary in any given fiscal year. The proposed change also clarifies the meaning of existing vs. new employee, as well as makes clear that once an employee reaches the maximum step within his/her classification, then he/she essentially stays there and does not move to the steps that are in the next highest job classification.

The proposed language for Article VIII, Section 2 (Detail Pay) will formalize the practice of paying a different rate for in-town and private details performed by Special Police Officers and Per Diem Firefighters/EMT's.

The Personnel Board recommends unanimously (5-0).

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

The Finance Committee [REDACTED]

SCHEDULE A – CLASSIFICATION OF POSITIONS

REGULAR FULL-TIME SCHEDULE

Exempt Employees

Accountant
Assessor
Inspector of Buildings/ Code Administration Officer
Planner
Treasurer
Information Systems Coordinator

Non-Exempt Employees

Secretary
Department Assistant
DPW Foreman
DPW Worker
DPW Semi-skilled Worker
Building & Grounds Maintenance Worker

REGULAR REDUCED HOURS SCHEDULE

COA Coordinator
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
DPW Worker
Inspector of Buildings/ Code Administration Officer

REGULAR PART-TIME SCHEDULE

Secretary
Department Assistant
Youth Services Librarian
Technical Services Librarian
Sr. Library Assistant
Library Assistant
Transfer Station Operator I
Conservation Agent
Van Dispatcher
IT Support Technician

PER DIEM SCHEDULE

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

INTERMITTENT SCHEDULE

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

The following information is not part of Schedule A and is placed here for informational purposes only. These positions are governed by personal contract or collective bargaining agreement, or are elected.

DEPARTMENT HEADS

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

UNION EMPLOYEES

*Police Sergeant
Police Officer (Step A1/A1)
Firefighter/EMT
Dispatch Supervisor
Dispatcher*

ELECTED POSITIONS

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

Proposed FY 2014 Compensation of Positions - Schedule B

Position Title	Step A	Step B	Step C	Step D	Step E	Step F	Step G	G Plus
Salaried (Exempt) Employees								
Grade 60	\$ 56,752.18	\$ 58,738.50	\$ 60,794.35	\$ 62,922.15	\$ 65,124.43	\$ 67,403.78	\$ 69,762.92	\$ 70,809.36
Information Systems Coordinator								
Inspector of Buildings/Code								
Administration Officer								
Town Accountant								
Town Assessor								
Town Planner								
Town Treasurer								
Grade 50	\$ 49,349.67	\$ 51,076.91	\$ 52,864.60	\$ 54,714.86	\$ 56,629.88	\$ 58,611.93	\$ 60,663.35	\$ 61,573.30
Grade 40	\$ 44,059.83	\$ 45,601.92	\$ 47,197.99	\$ 48,849.92	\$ 50,559.67	\$ 52,329.25	\$ 54,160.78	\$ 54,973.19
Grade 30	\$ 39,342.68	\$ 40,719.67	\$ 42,144.86	\$ 43,619.93	\$ 45,146.62	\$ 46,726.76	\$ 48,362.19	\$ 49,087.63
Grade 20	\$ 35,123.91	\$ 36,353.25	\$ 37,625.61	\$ 38,942.51	\$ 40,305.50	\$ 41,716.19	\$ 43,176.26	\$ 43,823.90
Grade 10	\$ 31,936.90	\$ 33,054.70	\$ 34,211.61	\$ 35,409.02	\$ 36,648.33	\$ 37,931.02	\$ 39,258.61	\$ 39,847.49
Hourly (Non-Exempt) Employees								
Grade 60	\$ 27.27	\$ 28.23	\$ 29.22	\$ 30.24	\$ 31.30	\$ 32.39	\$ 33.53	\$ 34.03
Grade 50	\$ 23.74	\$ 24.57	\$ 25.43	\$ 26.32	\$ 27.24	\$ 28.19	\$ 29.18	\$ 29.61
Council on Aging Coordinator								
DPW Foreman								
Grade 40	\$ 21.19	\$ 21.93	\$ 22.69	\$ 23.49	\$ 24.31	\$ 25.16	\$ 26.04	\$ 26.43
Youth Services Librarian								
Conservation Agent								
Grade 30	\$ 18.91	\$ 19.57	\$ 20.26	\$ 20.97	\$ 21.70	\$ 22.46	\$ 23.25	\$ 23.59
DPW Worker								
Department Assistant								
IT Support Technician								
Technical Services Librarian								
Grade 20	\$ 16.88	\$ 17.47	\$ 18.08	\$ 18.72	\$ 19.37	\$ 20.05	\$ 20.75	\$ 21.06
Bldg. & Grounds Maint. Worker								
DPW Semi-Skilled Worker								
Transfer Station Operator I								
Senior Library Assistant								
Grade 10	\$ 15.36	\$ 15.90	\$ 16.46	\$ 17.03	\$ 17.63	\$ 18.24	\$ 18.88	\$ 19.17
Library Assistant								
Secretary								
Van Dispatcher								
Per Diem Schedule (No Steps)								
Fire Lieutenant/EMT	\$ 18.31							
Call Fighter/EMT	\$ 16.63							
Call Firefighter	\$ 16.63							
Special Police Officer	\$ 16.63							
Dispatcher	\$ 16.63							

Intermittent Schedule (No Steps)			
Cemetery Superintendent	\$ 8,732.32	annually	
Cemetery Laborer	\$ 10.95		
Registrar Chairperson	\$ 900.34	annually	
Clerk of Elections	\$ 11.43		
Election Worker	\$ 10.17		
Registrar Member	\$ 270.12	annually	
Veterans' Agent	\$ 15.46		
Call Fire Chief	\$ 42.90		
Deputy Fire Chief	\$ 20.11		
Fire Captain	\$ 19.21		
Fire Lieutenant	\$ 18.32		
Call Firefighter/EMT	\$ 16.63		
Fire Department Chaplain	\$ 16.63		
Call Building Inspector	\$ 42.90		
Special Police Officer	\$ 16.63		
Lock-up Attendant	\$ 14.88		
Dispatcher	\$ 16.63		
Seasonal Maintenance Worker	\$ 13.57		
Snow Plower	\$ 21.50		
Seasonal Conservation Worker	\$ 12.46		
Assistant Building Inspector	\$ 26.45		
Wiring Inspector	fees	\$50,000 cap/yr (Selectmen & FinCom may modify if required)*	
Plumbing and Gas Inspector	fees	\$15,000 cap/yr (Selectmen & FinCom may modify if required)*	
Animal Control Officer - Dogs & Cats	\$ 11,006.26	annually	
Asst. Animal Control Officer - Dogs & C	\$ 10.77	4 hour call min	
Animal Control Officer - Other	\$ 2,681.02	annually	
Animal Inspector	\$ 987.74	annually	
Fence Viewer	\$ 40.00	annually	
Field Driver	\$ 45.00	annually	
Director of Summer Playground	\$ 18.79		
Director of Gymnastics	\$ 18.10		
Director of Winter Programs	\$ 18.10		
Intermittent Schedule (No Steps) (continued)			
Lead Counselor	\$ 12.50		
Counselor	\$ 9.25		
Counselor-in-Training	min wage	[currently \$8.00]	
Intern (Town Hall)	min wage	[currently \$8.00]	
Library Page	min wage +.50,	i.e. 8.50	
Junior Library Page	min wage	[currently \$8.00]	
Van Driver	\$ 13.25		
Media Production Technician	\$ 12.50		

NOTE
*Fee maximum is 1% of F13 levy (or \$167,162)

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

<u>Department Heads</u>		FY 2013	FY 2014	
DPW Director	Contract expires 6/30/14	\$ 78,045.81	\$79,608**	**The Board of Selectmen may amend the FY
Fire Chief	Contract expires 6/30/14	\$ 88,880.00	\$90,658**	2014 salaries at ATM
Library Director	Contract expires 12/31/11	\$ 72,894.00	\$74,352	
Police Chief	Contract expires 6/30/14	\$ 100,950.00	\$102,969**	
Town Administrator	Contract expires 6/30/13	\$ 95,095.00	\$96,997**	
<u>Union Employees</u>				
Police Sergeant (Steps 1-3)	TBD			
Police Officer (Steps A1/A2-F)	TBD			
Fire Lieutenant (Step A)	TBD			
Firefighter/EMT (Steps A-F)	TBD			
Dispatch Supervisor (Steps A-F)	TBD			
Dispatcher (Steps A-F)	TBD			
<u>Elected Positions</u>				
Selectman		FY 2013	FY 2014	
Board of Health Member	\$ 400.00 annually	\$ 400.00	annually	
Planning Board Member	\$ 166.67 annually	\$ 166.67	annually	
Library Trustee	\$ 109.00 annually	\$ 109.00	annually	
Moderator	\$ - annually	\$ -	annually	
Constable	\$ - per meeting	\$ -	annually	
Tax Collector (Grade 50, G+)	\$ 3.00 /warrant posted/location	\$ 3.00	/warrant posted/location	
Town Clerk (Grade 50, G+)	\$ 60,365.98	\$ 61,573.30		
	\$ 40,747.04	\$ 41,561.97		

ARTICLE 6 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, 2013; or take any other action relative thereto.

ARTICLE 7 TRANSFER TO STABILIZATION FUND

(Two-thirds vote required)

To see if the Town will vote to transfer the sum of TBD Dollars (\$TBD), more or less, from Free Cash to the Stabilization Fund; or take any other action relative thereto.

The Finance Committee [REDACTED]

The Board of Selectmen [REDACTED]

ARTICLE 8 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND
(Majority vote required)

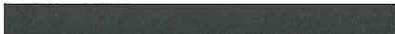
To see if the Town will vote to transfer the sum of One Hundred Thousand Dollars (\$100,000), more or less, from Free Cash to the OPEB Trust Fund; or take any other action relative thereto.

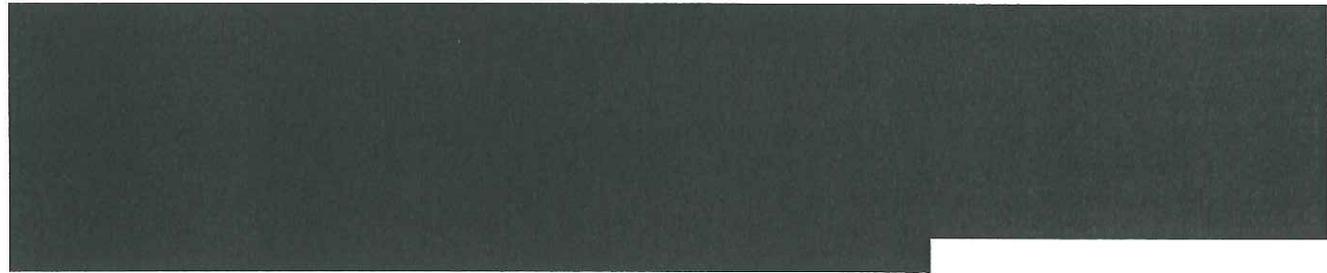
Summary

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 authorized by Town Meeting in 2012 to start funding that liability. 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 last year to make a small contribution to fund our liabilities for retirees' healthcare benefits. Our unfunded liability, as reported in the 2009 study, amounted to \$9,700,000 and the proposed amount is a small percentage of our total obligations. Not funding this obligation might, in the future, affect our AAA credit rating.

The Finance Committee 



**ARTICLE 9 CAPITAL IMPROVEMENTS – TOWN HALL REPLACEMENT WINDOWS
(ORIGINAL SECTION)**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow, or otherwise provide the sum of Thirty-five Thousand Dollars (\$35,000), more or less, for the purpose of replacing the windows in the original section of town hall with insulated, energy efficient windows; or take any other action relative thereto.

Summary

The windows in the original portion of town hall date back to its construction in 1901. They are in various stages of disrepair and are loose fitting and draughty. This appropriation would facilitate the installation of energy efficient windows that have insulated glass and proper weather stripping. As part of a comprehensive program to make the town hall more energy efficient, replacement of the windows will significantly reduce the heating and air conditioning costs.

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

The Finance Committee [REDACTED]

The Energy Committee recommends.

Energy efficiency saves money for the town in the long run. Energy efficiency also supports reducing carbon pollution, a known major contributor to climate change and global warming. Thus, the Energy Committee supports replacement of windows in Town Hall.

**ARTICLE 10 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT VEHICLE –
INSPECTOR OF BUILDINGS**

(Majority vote)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand (\$20,000), more or less, for the purpose of replacing the Building Inspector's seventeen year old vehicle; or take any other action relative thereto.

Summary

The Building Inspectors vehicle is seventeen years old and should be replaced as the integrity of the frame and mechanical systems are in doubt. The steering is loose and sloppy and the brakes are in need of significant repair work. This article would provide the funds to replace the seventeen year old vehicle with a new or slightly used vehicle.

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

The Finance Committee [REDACTED]

**ARTICLE 11 COMMUNICATIONS CONSULTANT AND TOWN SHARE OF FIRE
DEPARTMENT RADIO GRANT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-five Thousand (\$35,000), more or less, for the purpose of: 1) hiring a consultant to do a design study for an integrated, interoperable public safety radio communications system and, 2) providing the town's share of a grant-funded purchase of new radio equipment which will be used by the fire department as an essential element of the new integrated, interoperable public safety radio communications system; or take any other action relative thereto.

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

The radio system currently used by the Fire Department is outdated and is in serious need of upgrading.

This article will provide funding for two purposes:

1. Conduct of a study to specify the configuration of a new, integrated, interoperable public safety town-wide radio communications system, (There will be no equipment purchased under this study), and,
2. The town's share of a state grant for an initial complement of radio equipment that will resolve current operational problems and be integral components of the new future radio system.

The Fire Department currently uses radio equipment that operates primarily in what is called the Very High Frequency (VHF) low band (46.50 MHz). All other towns in Fire Service District 14 (our District) have updated their systems to use radios that operate in a higher frequency band, referred to as the Ultra High Frequency (UHF) band (471.6 MHz). Operation in the UHF band avoids the congestion and interference problems that occur in the VHF band. To enable communication with other towns, the Fire Department has a limited number of analog radios capable of operating in the UHF band. The proposed study (with a cost of \$15,000) will define an equipment configuration, including recommended transmitter and receiver locations and control equipment that will enable our Firefighters, Police, Dispatch and School personnel to communicate effectively over a common digital-capable radio system and to be interoperable with like entities in other towns.

The second part of this article will provide \$20,000 as the town's share of a regional grant from the state to equip the department with new, digital-capable radios that operate in the UHF band. These radios will enable effective interoperable radio communications with other town units as well as with units from other towns in emergency situations. It is emphasized that these radios will be central elements of the new integrated, interoperable radio system defined by the study referred to above in item 1. If we do not qualify for the grant, this portion of the article funding will be withdrawn and resubmitted next year.

The Finance Committee [REDACTED]

**ARTICLE 12 CAPITAL EQUIPMENT ACQUISITION - EMERGENCY RESPONSE COMMAND
VEHICLE - FIRE DEPARTMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of acquiring and equipping an emergency response command vehicle for the Fire Department; or take any other action relative thereto.

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

This article will provide funds to purchase and equip a new command vehicle for the Fire Department. The Fire Chief is the primary user of this vehicle and he requires this vehicle to fulfill his responsibility as the designated Emergency Management Director for the town of Boxborough. Major equipment items included in equipping the new command vehicle are: new digital-capable radios (replacements for the existing non-supportable, obsolete radios) and some new emergency medical equipment. Where feasible, existing medical equipment will be transferred from the old command vehicle to the new vehicle.

For the past 2 years, a request for replacement of the Fire Chief's command vehicle has been included on the ATM warrant but not executed. Two years ago, this item was passed over because the leadership of the department was in transition. Last year this replacement was defeated in the face of budget cuts. Meanwhile this vehicle has continued in service but has aged and maintenance costs have risen sharply. This vehicle, which the chief uses as a command center for emergency situations, is now 9 years old and has 125,000 miles on it. Maintenance expenses in FY 13 are already at \$2,000 and reliability is degrading as one would anticipate with an older vehicle such as this. The time has come to replace this vehicle with the planned SUV-type vehicle, equipped with incident command supplies to facilitate command operations at the scene of an emergency, including multi-band radios, Incident Command System vests, a medical kit, gas meter, and a defibrillator. The current command vehicle would be reassigned to Fire Prevention for conducting general inspections, transport to/from training activities and related department business.

The Finance Committee [REDACTED]

ARTICLE 13 CAPITAL EQUIPMENT ACQUISITION – REPLACE AMBULANCE

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Two Hundred Twenty Thousand Dollars (\$220,000) more or less, for the purpose of replacing (acquiring and equipping) the ambulance for the Fire Department; or take any other action relative thereto.

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

The purpose of this article is to provide funds for purchasing and equipping a new ambulance as a replacement for our existing, outdated ambulance. Major equipment items that will be fitted in the new ambulance include digital-capable radios, a power stretcher (enables automated raising and lowering a stretcher) and a battery-powered rescue tool (commonly referred to as the “Jaws of Life”).

Our current ambulance is now 7 years old and has 68,000 miles on it. Maintenance costs for our ambulance have been steadily increasing with \$6,700 expended in FY 13 just for the ambulance, approximately 50 % of the department’s total equipment maintenance budget. One consequence of increasing maintenance, and more specifically during the downtime associated with maintenance actions is the loss of revenue from ambulance runs. In FY 12 the town received approximately \$125,000 from ambulance revenue. FY 13 revenue is somewhat less and part of the reason for this is ambulance downtime during which ambulance revenues go to the town supporting us with ambulance service. It is very important to retain an available ambulance for several reasons: 1.) most importantly to minimize the response time in a medical emergency situation and, 2.) to serve the community and be able to collect revenue for that service.

Another factor dictating replacement of our ambulance is that when fully loaded (with medical equipment, EMTs, a patient and often an accompanying family member), our current vehicle exceeds U.S. Department of Transportation gross vehicle weight restrictions. The frame of this original ambulance was, unfortunately, not specified with adequate weight-handling capacity necessary for current ambulance operations.

In addition to the increasing maintenance expense and exceeding U.S. DOT weight restrictions, guidelines provided by the U.S. Fire Service Administration identify a typical ambulance replacement interval of 4.3 years, a figure that our ambulance has far exceeded. The current ambulance will be used in trade for a new ambulance to reduce the acquisition cost.

The Finance Committee [REDACTED]

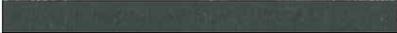
ARTICLE 14 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Eleven Thousand Two Hundred Fourteen Dollars (\$11,214), more or less, 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).

This article is to provide the town's share of a federal grant which will enable the replacement of all 27 air-paks and oxygen bottles for the fire department. The U.S. Department of Transportation requires replacement of these air-paks and bottles every 15 years. We are at year 14 of our use cycle of this equipment and have applied for a grant to assist us in this replacement action. If we receive the grant, the federal government will provide approximately \$215,000 for this purpose. If we do not receive this grant, we will withdraw this article and submit another grant request for next year.

Finance Committee 

ARTICLE 15 CAPITAL EQUIPMENT ACQUISITION – FOUR WHEEL DRIVE ALL TERRAIN MOWER – DPW DEPARTMENT

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of One Hundred Thousand Dollars (\$100,000), more or less, for the purpose of acquiring a Kubota four wheel drive all terrain mower for the DPW to replace the existing mower; or take any other action relative thereto.

Summary

The DPW uses a tractor-mounted flail mower to cut brush along roadsides and trails. The existing mower is mounted on a 2000 New Holland tractor. This equipment is used four days a week for seven months of the year and takes a beating. The New Holland is somewhat undersized for the flail mower which has some limitations in articulation and reach. Some of the parts, such as the flails and bushings, are obsolete or take months to acquire, as they are only available from overseas. We had to have bushings custom made in order to get through this past season. The New Holland has had transmission problems over the past three years. Repair costs over the past two years were \$7,606. Even so, the old mower is eligible for trade in.

The Kubota tractor and mower we wish to acquire has a two section articulated boom, which will increase maneuverability when reaching around stationary objects. The mid mounted joystick controls provide ease of operation and a clearer sightline for the driver, improving both operational efficiency and crew safety. The four-wheel drive will permit better off-road operations for maintenance of the town municipal and Conservation lands. This is a multipurpose machine that has a rear hook up for attaching a stump grinder, brush hog, or other accessories without having to remove the flail arm. It also has an enclosed cab, which allows for mowing during inclement weather. It also keeps brush, poison ivy and such from entering the cab.

This mower is available on State contract, which will keep the cost down and streamline the purchasing process.

The requested funding is net of the trade-in value of the current New Holland tractor/mower.

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

This is a sensible investment in DPW equipment that will improve efficiency of operations, permitting more work to be done in a given time, over more terrain and conditions than with the current mower. The vendor made the Kubota available for testing and evaluation in the field by the DPW crew in the summer of 2012. All were favorably impressed with the machine's ruggedness and capabilities in dealing with a massive infestation of bittersweet, bramble rose, grapevines and brush. This equipment is on the capital plan for the DPW.

The Finance Committee [REDACTED]

ARTICLE 16 CAPITAL EQUIPMENT ACQUISITION – DUMPSTERS – DPW DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of acquiring two replacement roll-off containers to be used at the Transfer Station, or take any other action relative thereto.

Summary

The Transfer Station currently has two solid waste compactor units in use. These units were purchased in 1996 and were scheduled for replacement. We have repeatedly welded pieces of scrap steel over the rusted out bottoms and sides. These containers are hauled on a weekly basis and we are required to assure that there is no leakage. We would like to replace them with two 45-yard octagonal roll-off containers. The tapered design allows for tighter compaction rates than our existing rectangular containers. These dumpsters are available on State contract.

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

This is to replace two container/dumpsters for solid waste (trash) recycling (not for recyclables). The existing dumpsters have been repeatedly repaired to keep them in service. It would be a waste of money to attempt continued repairs. It is time to replace them.

The Finance Committee [REDACTED]

**ARTICLE 17 CAPITAL IMPROVEMENTS – REPLACEMENT OF TWO HVAC SYSTEMS –
POLICE STATION**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Five Thousand Dollars (\$35,000), more or less, for the purpose of installing heating, ventilation and air conditioning units at the Police Station; or take any other action relative thereto.

Summary

The HVAC systems currently in use at the police station consist of three separate units. Two of these units are 23 years old and are original to the building. During the summer of 2012 there were several breakdowns and necessary repairs to the aging systems. Technicians strongly suggested replacing both units at that time. Preliminary quotes have come in ranging from \$21,000 to \$30,000. This funding would be used to research, engineer and install the most cost effective and energy efficient systems available.

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

These old HVAC systems are a maintenance liability and at end of life. They need to be replaced.

The Finance Committee [REDACTED]

The Energy Committee recommends.

Energy efficiency saves money for the town in the long run. Energy efficiency also supports reducing carbon pollution, a known major contributor to climate change and global warming. Thus, the Energy Committee supports replacement of the Police Station HVAC.

ARTICLE 18 CAPITAL EQUIPMENT ACQUISITION – RADIOS - POLICE DEPARTMENT

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirty-Eight Thousand Three Hundred Forty Dollars (\$38,340), more or less, for the purpose of acquiring two-way radios and related equipment necessary for the installation and operation thereof for the Police Department; or take any other action relative thereto.

Summary

The Police Department needs to replace its current supply of 13 year old Motorola two way radios, as they are outdated/discontinued models that are unreasonable to repair. All of the Police Department radios are years beyond their suggested useful lifespan and are becoming less reliable and problematic. These radios are often the only means of direct communication between police officers in the field and the dispatch center or neighboring towns. This article will fund approximately 13 portable (walkie-talkie) and 4 mobile (car) two-way radios, as well as the miscellaneous batteries, clips, chargers etc. necessary for the installation and operation of the units.

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

The current radios need to be replaced. The technical requirements for the police radios are known and specific to police department needs. They will be an integral part of the town's evolving public safety communications system. The study being requested by the Fire Chief under a separate article will address selection and optimum placement of stationary radio transmitter and receiver stations to ensure radio coverage for both departments throughout town.

The Finance Committee [REDACTED]

**ARTICLE 19 CAPITAL EQUIPMENT ACQUISITION – ELECTRONIC CONTROL DEVICES -
POLICE DEPARTMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Thirteen Thousand Dollars (\$13,000), more or less, for the purpose of acquiring electronic control devices (“tasers”) for the Police Department; or take any other action relative thereto.

Summary

The current traditional law enforcement response to resistance is fists, kicks, batons or chemical spray leading to not only a likely suspect injury but an officer injury. More safer and effective technologies have been developed in lieu of pain and injury methods. The American Medical Association finds that electronic control devices (ECD’s), when used appropriately, can save lives during interventions that would have otherwise involved the use of deadly force. These devices are used by over 17,000 agencies in over 100 countries that report dramatic decreases in injuries to the officer and the public. Currently about 50% of Massachusetts law enforcement agencies are using ECD’s to not only prevent injuries or death but, reduce liability and workers compensation claims. This article will fund approximately 12 electronic control devices as well as the miscellaneous holsters, supplies etc. necessary for the deployment and operation of the units.

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

ECD’s (“tasers”) provide a humane tool for officers to use in controlling belligerent or violent suspects without resorting to more drastic and potentially deadly means.

The Finance Committee [REDACTED]

ARTICLE 20 CAPITAL IMPROVEMENTS – REPLACEMENT OF WINDOWS - BLANCHARD MEMORIAL SCHOOL

(Two-thirds vote required, if borrowing)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Ninety Thousand Dollars (\$90,000), more or less, for the purpose of removing and replacing windows at the Blanchard Memorial School; or take any other action relative thereto.

The Boxborough School Committee recommends unanimously (5–0).

The School Committee unanimously recommends the replacement of windows as part of the capital plan and to ensure the integrity of the school building. The windows addressed by this warrant article are leaking, are energy inefficient and are compromising the integrity of the building where they are located.

Russo Barr Associates prepared the Condition Survey report on the Building Envelope, January 31, 2012, a copy of which is on file at the Blanchard Memorial School. This survey assessed roofs, windows and exterior masonry to assist in scheduling the future repairs and replacements needed within the town's capital planning. The report prioritized recommendations as Priority 1, 2, or 3. With the scheduled completion of the Roof section replacement and masonry repairs in FY13, the remaining Priority 1 item is the replacement of certain windows.

This article is to seek funding to remove and replace the oldest areas of windows (aluminum frames dating from 1975) with energy efficient aluminum windows, matching the white aluminum framed windows installed in 1997. The windows are mill finished (non painted), aluminum frames, and include fixed and hopper style operable windows. It appears that the frames of these windows may date from a 1975 addition, however the glazing units may have been replaced during the 1997 renovation. The original frames appear to have a relatively inefficient thermal break (if any exists), and the replaced insulated glazing units are less than ½" thick, providing poor thermal and energy performance.

The Finance Committee [REDACTED]

ARTICLE 21 CAPITAL IMPROVEMENTS – SECURITY UPGRADES AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of installing upgraded security systems at the Blanchard Memorial School; or take any other action relative thereto.

The Boxborough School Committee recommends unanimously (5 – 0).

The School Committee unanimously recommends this article to fund safety and security upgrades at the Blanchard School.

Following the tragic events in Newtown, CT all school districts across the Commonwealth and nation have been vigilant in reviewing their current school safety policies, plans and procedures. At Blanchard, concerned parents/guardians provided their thoughts and ideas about school safety to Dr. Bates. The Blanchard Memorial School Council members, the Blanchard Leadership Team, Boxborough School Committee, Boxborough Police Chief, Boxborough Fire Chief, and Boxborough Building Inspector have met to assure that student safety is paramount. We are not only spending time reviewing our current practices but reflecting on improvements that might be needed. After much discussion and consideration, we recommend the following two school safety/security upgrades for the Blanchard Memorial School:

- Update the master lock system in the school with small format interchangeable cores to improve classroom security, by allowing any teacher to lock any classroom from the inside. Further, acquire new locks and hardware as required to update the school's interior and exterior locks for a new master lock system.
- Install camera-monitored door access electronic control at five exterior doors. This includes the purchase and installation of the base software and hardware package for a security center, and equipment to provide door access control for five exterior doors, including electronic access and camera installation. Integrated security software allows up to five people at a time to monitor the entry doors from their workstations, thereby ensuring coverage at all times school is in session.

The Finance Committee [REDACTED]

ARTICLE 22 CAPITAL IMPROVEMENTS – REPLACEMENT OF CONCRETE SIDEWALKS AT BLANCHARD MEMORIAL SCHOOL AND SARGENT MEMORIAL LIBRARY

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of replacing concrete sidewalks at the entrances of the Blanchard Memorial School and the Sargent Memorial Library; or take any other action relative thereto.

The Boxborough School Committee recommends unanimously (5 – 0).

The School Committee unanimously recommends this article to replace the cracked and crumbling concrete sidewalks in the front of the building to correct what has become a safety issue.

The concrete apron at the base of the front stairway of the Blanchard School is degrading, with multiple cracks. Efforts to fill gaps and crumbled areas before winter for student and pedestrian safety were only temporary and are already failing.

The School Business Manager and Library Director are coordinating their efforts with the assistance of the Inspector of Buildings to address similar concerns at both the School and Library in an effort to combine this work into one bid to gain efficiencies.

The Library Board of Trustees recommends unanimously (6 – 0).

The concrete on the sidewalk in front of the library has degraded, with multiple cracks and broken pieces. The surface is no longer level and presents a hazard for patrons and staff, particularly for those who are less stable walking or who use walking aides. Efforts to patch the gaps and crumbled areas have lasted only a short time and are once again failing. A recent insurance safety inspection highlighted the hazard and recommended that the Library address the issue as soon as possible. Moreover, with the Blanchard Memorial School addressing a similar issue at the same time, we anticipate a more efficient process hiring one contractor and potentially realizing a cost savings due to the economy of scale.

The Finance Committee

ARTICLE 23 CAPITAL IMPROVEMENTS – CELL PHONE REPEATER AT BLANCHARD MEMORIAL SCHOOL

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of installing a cell phone repeater at the Blanchard Memorial School; or take any other action relative thereto.

The Boxborough School Committee recommends unanimously (5 – 0).

The School Committee unanimously recommends this article to fund a cell phone repeater at the Blanchard school as part of a safety and security upgrade.

There currently is very limited cell phone service coverage on the Blanchard School property. Cell phone service within the Blanchard School building itself is not available. On a daily basis, this is an annoyance. In the case of an emergency at the School, or in the event the Blanchard School is used as the Town's designated emergency shelter, the lack of cell service creates a safety issue. In fact, as part of the recent security review the lack of cell phone coverage in at the Blanchard School was raised as a concern. The installation of a cell phone repeater would ensure that cell service is available and would allow a second (or backup in case the landlines were down) line of communication with emergency personnel, as well as general communication.

The Finance Committee [REDACTED]

ARTICLE 24 CAPITAL IMPROVEMENTS – STEELE FARM BARN

(Majority vote required)

To see if the Town will vote to raise and appropriate, or borrow or otherwise provide the sum of Twenty-five Thousand Dollars (\$25,000), more or less, for the purpose of providing for restorative carpentry work (including siding repairs, doors, and windows) and painting of the Steele Farm barn; or take any other action relative thereto.

Summary

The barn at Steele Farm is in need of routine carpentry repairs and a coat of paint. The doors and windows are in rough shape and there are areas of clapboard siding that need to be replaced. This appropriation will enable work to be performed to re-establish weather-tightness and safeguard the building from further water damage. Following the completion of the repairs the building will be properly prepared and painted.

The Steele Farm Advisory Committee recommends.

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

The Finance Committee [REDACTED]

ARTICLE 25 CONSERVATION TRUST FUND

(Majority vote required)

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

Summary

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

Justification and Need

1. The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:
 - Purchase of Land
 - Capital Improvement of Land
 - Expenses related to land purchase such as appraisals, title searches etc.
 - Improvement of conservation land.
 - Monitoring of Conservation restrictions.
 - Cost of preparing open space plans and maps.
2. The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$14,000. 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 2013:
 - \$3,200 for land survey, and an easement plan and description for a new trail easement on the Fabian Property.
 - \$851.98 for electric fence materials for use in control of invasives at Rolling Meadows.
 - \$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 2 year's (2011 and 2012) 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 (7 – 0).

The Board of Selectmen [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 26 ZONING BYLAW AMENDMENT – ADD SECTION 7900 TEMPORARY MORATORIUM ON MEDICAL MARIJUANA TREATMENT CENTERS

(Two-thirds vote required)

To see if the Town will vote to amend the Town’s Zoning Bylaw by adding a new Section 7900, Temporary Moratorium On Medical Marijuana Treatment Centers, that would provide as follows, and further to amend the Table of Contents to add Section 7900, “Temporary Moratorium on Medical Marijuana Treatment Centers:”

Section 7900 Temporary Moratorium on Medical Marijuana Treatment Centers

Section 7901 Purpose

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 7902 Definition

“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 7903 Temporary 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 action relative thereto.

The Planning Board [REDACTED]

ARTICLE 27 ZONING BYLAW AMENDMENT – AMEND SECTION 4003(1) RESIDENTIAL USES AND SECTION 4300 SPECIAL PERMITS IN TOWN CENTER DISTRICT AND DELETE SECTION 5004

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 4003(1) Residential Uses to change two-family dwellings reserved exclusively for elderly occupancy from an allowed use to a special permit use in the Town Center District, as follows:

4003(1) RESIDENTIAL USES	DISTRICTS						
	AR	R1	B	B1	OP	TC	IC
Two-family dwelling, reserved exclusively for elderly occupancy	SP	N	N	SP ¹	N	SP P	N

and further to amend Sections 4301, 4302, and 4303 of the Boxborough Zoning Bylaw to add the *bold, italicized* language and delete the strikethrough language as follows:

4301 Single-Family Dwellings and Two-Family Dwellings Reserved Exclusively for Elderly Occupancy in the Town Center District

In order to promote mixed uses in the Town Center District and to discourage the conversion of a majority of undeveloped Town Center land to residential uses, single-family dwellings *and/or two-family dwellings reserved exclusively for elderly occupancy* shall only be permitted *in the Town Center District* by special permit in conjunction with *non-residential commercial* development in a Mixed Use Development.

4302 Applicability

The Planning Board shall be the special permit granting authority for single-family dwellings *and two-family dwellings reserved exclusively for elderly occupancy* in the Town Center *District*. Single-family dwellings in existence prior to the effective date of this Bylaw shall not be subject to this Bylaw nor shall any extension or alteration to any existing single-family dwelling or a single-family dwelling previously approved under this Bylaw, provided that such extension or alteration complies with the applicable dimensional requirements of the Zoning Bylaw. Building permits for new single-family dwellings *and/or two-family dwellings reserved exclusively for elderly occupancy* may be withheld unless *the* dwellings comply with the provisions of the Bylaw and any special permit rendered hereunder.

New single-family dwellings *and/or two-family dwellings reserved exclusively for elderly occupancy* may only be permitted *in the Town Center District* as part of a Mixed Use Development. Mixed Use Developments may include any use permitted as of right in the Town Center District, or any use for which a special permit has been granted by the Board of Appeals. ~~as well as single-family dwellings.~~

4303 Criteria

Prior to the issuance of a special permit for single-family dwellings, *and/or two-family dwelling reserved exclusively for elderly occupancy* in a Mixed Use Development, the Planning Board shall find the following:

- (1) The proposal is consistent with the current Master Plan;
- (2) The proposal meets all the applicable dimensional requirements of the Zoning Bylaw;
- (3) The proposed commercial uses are compatible with *the* ~~single family~~ residential uses;
- (4) No more than 30 percent of the Gross Floor Area of the Mixed Use development may be used for *residential* ~~single family~~ purposes;
- (5) The commercial development will be constructed at the same or greater pace than the residential development on a square footage basis;

(6) Each single-family dwelling is located on its own lot;

(7) Buildings meet the architectural standards in Section 8006(9) for the Town Center District.

and further to delete subsection (1) of Section 5004 of the Boxborough Zoning Bylaw, as follows:

~~5004~~ *Supplementary Intensity Regulations*

~~(1) For multi-family dwelling in TC district reserved exclusively for elderly occupancy, density not to exceed 10 units/80,000 sq. ft. land area.~~

Or take any action relative thereto.

The Planning Board [REDACTED]

The Finance Committee [REDACTED]

Insert Map of Town Center District

ARTICLE 28 ZONING BYLAW AMENDMENT – AMEND SECTION 4107 ACCESSORY APARTMENT

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Section 4107 Accessory Apartment by adding the ***bold, italicized*** language and deleting the strikethrough language as follows:

4107 Accessory Apartment

As provided herein, the ***Building Inspector*** Planning Board may grant ~~in the 1st year up to 20 permits and thereafter~~ a total of 5 permits each calendar year for accessory apartments meeting the requirements set forth herein. An additional dwelling unit may be allowed as an accessory apartment in a single-family dwelling or existing accessory building located on a lot with a single-family dwelling for the purpose of providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town; increasing the range of housing accommodations; encouraging a greater diversity of population; and encouraging a more efficient and economic use of existing housing stock by enabling owners of single-family dwellings larger than required for their present needs to share space while maintaining the single-family appearance and character of buildings, the neighborhood, and the Town.

(1) *Accessory Apartments Allowed By Building Permit and Certificate of Use and Occupancy*

The ***Building Inspector*** ~~Planning Board~~ may grant a ***building permit and a Certificate of Use and Occupancy*** ~~Special Permit~~ for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory structure in existence on or before March 8, 2007 and,
- (b) provided that all of the following additional requirements are met:
 1. No more than one accessory apartment may be located on the lot.
 2. The accessory apartment shall be a use secondary and incidental to the single family dwelling on the lot, and shall contain no more than 600 square feet of habitable space.
 3. The accessory apartment shall contain no more than 3 rooms, excluding hallways, bathrooms and closets.
 4. ~~Either~~ The single-family dwelling ~~and/or~~ the accessory apartment shall be occupied by ***either*** the owner of the lot, ***the owner's family members, or in-home care providers for said owner or their family members.*** For the purposes of this section, the "owner" shall be one or more individuals holding legal or beneficial title to said lot and for whom the dwelling is the primary residence for voting and tax purposes.
 5. The private water and on-site sewage disposal systems shall be adequate to serve both the existing single-family dwelling and the accessory apartment.
 6. Any entrance required by the inclusion of an accessory apartment shall be clearly secondary to the main entrance of the primary dwelling unit.
 7. Any modification to the existing entrances on the front facade of the single-family dwelling shall result in the appearance of a single main entrance.
 8. Two (2) off-street parking spaces shall be provided for the accessory apartment.
 9. Curb cuts for the lot shall be limited to those already in existence on or before March 8, 2007, or for new construction, shall be limited to one.
 - ~~10. The accessory apartment shall be occupied only by the owner(s) of the lot, their family members, or in-home care providers for said owner(s) or their family members.~~

~~101.~~ The number of occupants in the accessory apartment shall be limited to three people.

Or take any action relative thereto.

The Planning Board [REDACTED]

The Finance Committee [REDACTED]

ARTICLE 29 GENERAL BYLAW AMENDMENT – AMEND FINANCE COMMITTEE BYLAW
(Majority vote required)

To see if the Town will vote to amend Section 1 of the Finance Committee Bylaw by adding the ***bold, italicized*** language and deleting the strikethrough language as follows:

Section 1. There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of ***no less than five (5) and no more than nine (9) members, all of whom shall be citizens registered voters*** of the Town, ~~other than Town officers, appointed or elected.~~ ***No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee.*** ***Commencing on the effective date of this bylaw, the*** ~~The Moderator shall appoint nine (9) members the first year, three (3) for a term of three (3) years, three (3) for a term of two (2) years, and three (3) members for a term of one (1) year, and thereafter three (3) members to staggered terms each year for a term of three (3) years, the terms of said members to expire on the last day of June.~~ ***A quorum of the Finance Committee shall be a majority of the number of members currently serving.*** No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

As amended, Section 1 shall read:

There shall be a Finance Committee, as authorized by the General Laws, Chapter 39, section 16, consisting of no less than five (5) and no more than nine (9) members, all of whom shall be registered voters of the Town . No appointed or elected official of the Town, except for a member serving on the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee, shall be eligible to serve simultaneously on the Finance Committee. Commencing on the effective date of this bylaw, the Moderator shall appoint members to staggered terms. A quorum of the Finance Committee shall be a majority of the number of members currently serving. No committee member shall serve for more than three (3) consecutive terms. Any member of said Committee who shall be appointed or elected to Town office or a committee or board other than the Personnel Board, Capital Budget Committee, Affordable Housing Trust or a building or public works committee shall forthwith upon his qualification in such office, and any member who shall remove from the Town shall upon such removal, cease to be a member of said Committee. Members absent from one-third of the regular meetings in any calendar year may be removed by a two-thirds vote of the other members, present and voting. Said Committee shall choose its own officers. The members of said Committee shall serve without salary.

Or take any action relative thereto.

The Finance Committee...

Second offense: ~~Fifteen Dollars (\$15.00)~~ **Fifty Dollars (\$50.00)**
 Third offense: ~~Twenty-five Dollars (\$25.00)~~ **Sixty Dollars (\$60.00)**
 Subsequent offenses: ~~Fifty Dollars (\$50.00)~~ **One Hundred Dollars (\$100.00)** for each offense.

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

Fines shall be paid to the Town of Boxborough before redemption of the dog, if impounded, or within twenty-one (21) days of issuance of the imposed fine when impoundment has not occurred. An owner or keeper of any dog so impounded for violation of this bylaw shall, in addition to any applicable fees and penalties, pay the ~~commercial kennel or animal hospital~~ **Animal Control Officer – Dogs and Cats** a boarding charge of not less than ~~ten dollars (\$10.00)~~ **forty dollars (\$40.00)** per day while such animal is impounded, nor more than the actual cost for the boarding and care of such animal in any commercial kennel or animal hospital.

E. Violation Abatement or Good Behavior Abatement

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

F. Definitions of Terms Used in Dog Control Bylaw

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

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

- ~~• biting, attacking or threatening the health or safety of any person while said dog is on property other than that of the owner or keeper~~
- ~~• exhibiting a vicious disposition or excessive barking or other disturbance~~
- ~~• chasing, jumping upon, or running into any person on foot, on bicycle or on other non-motorized conveyance on property other than that of the owner or keeper~~
- ~~• chasing or jumping upon any vehicle on a public way~~
- ~~• attacking, killing or maiming any pet, domestic animal, farm animal, livestock, fowl or protected wild game while said dog is on property other than that of the owner or keeper~~
- ~~• damaging property other than that of the owner or keeper~~
- ~~• defecating on property other than that of the owner or keeper, unless said owner or keeper promptly picks up after the dog~~
- ~~• running free on school property during school hours; except those animals certified by the Massachusetts Commission for the Blind or the Director of the Office of Deafness to assist the visually or hearing impaired, which shall be deemed to be exempt from this provision.~~

Or take any action relative thereto.

Summary

The proposed amendment brings the Animal Control Bylaw into compliance with recent changes to the Commonwealth's animal control laws.

ARTICLE 31 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW

(Majority vote required)

To see if the Town will vote to amend the Dog Licensing Bylaw by adding the *bold, italicized* language and deleting the strikethrough language as follows:

Section 1. All dogs *six months or older* in the Town of Boxborough shall be licensed by the Town Clerk *annually* beginning January 1st and not later than March 10th of each calendar year. Upon receipt of payment of the licensing fee, the Town Clerk shall issue a license and a tag. The tag, along with current rabies tag, shall be worn by the dog on a collar or harness when the dog is off its ~~owner's~~ *owners* or keeper's property. *The License Period shall be January 1 to December 31 of each calendar year.*

Section 2. Fees for dog licenses are:

<i>Spayed/Neutered</i>	\$10.00
Un-neutered <i>Intact</i>	\$15.00
Kennel up <i>Up to 4 dogs</i>	\$25.00
Kennel 5 - 10 dogs	\$50.00
Kennel 11+ dogs	\$75.00

Section 3. Any person who is the owner or keeper of a dog in the Town of Boxborough and who fails to license said dog by the March 10 deadline in any year, shall be subject to a penalty of ~~five (\$5.00)~~ *fifty dollars (\$50.00) per dog* to be payable to the Town Clerk upon demand by the ~~Dog Officer~~ *Animal Control Officer – Dogs and Cats*, in addition to the license fee; ~~and said penalty is to be paid to the Dog Officer as compensation by the Town Clerk.~~ *Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.*

Section 4. Any person who by March 20 fails to license a dog which is owned or kept in the Town of Boxborough shall be subject to a penalty of ~~twenty-five (\$25.00)~~ *seventy-five dollars (\$75.00)* to be collected as provided in ~~Section 3 of this bylaw~~ *per dog to be payable to the Town upon demand by the Animal Control Officer – Dogs and Cats*, in addition to the license fee. *Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.*

Section 5. Any person who by March 30 fails to license a dog which is owned or kept in the Town of Boxborough shall receive a demand from the ~~Dog Officer~~ *Animal Control Officer – Dogs and Cats* by certified *and regular* mail for immediate payment of the license fee, ~~\$25~~ *one hundred dollars (\$100.00)* fine *per dog* and the cost of the postage. *Any penalties collected pursuant to this section shall be deposited into the Dog License Fees Revolving Fund and may be paid to the Animal Control Officer – Dogs and Cats as compensation.* Those who continue to fail to comply with the provisions of this bylaw will have their names turned over to the Boxborough Police for enforcement and possible court action.

Or take any action relative thereto.

Summary

The proposed amendment brings the Animal Licensing Bylaw into compliance with recent changes to the Commonwealth's animal control laws and clarifies some existing language.

ARTICLE 32 ESTABLISH VETERANS TAX WORK OFF PROGRAM

(Majority vote required)

To see if the Town will vote to accept G.L. c. 59, Section 5N, authorizing the Board of Selectmen to establish a program to allow Veterans who qualify for participation to volunteer to provide services to the Town in exchange for a reduction in the real property tax obligations of that veteran on the veteran's tax bills, in addition to any exemption or abatement to which that person is otherwise entitled, not to exceed \$1,000.00 and not to exceed the current minimum wage of the Commonwealth per hour; and further to see if the Town will vote to adjust the exemption by

- 1) allowing an approved representative for persons physically unable to provide such services to the Town;
or
- 2) allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given year, rather than \$1,000.00;

or take any other action relative thereto.

Summary

Last May, the Legislature created a new local option by which cities and towns may establish programs to allow qualified veterans to volunteer to provide services to that city or town in exchange for a reduction in real property tax obligations, in addition to any exemption or abatement to which that person may otherwise be entitled. This is similar to the tax work off program for senior citizens that has been very successful in Boxborough. The maximum exemption allowed under the program would be based upon 125 volunteer service hours calculated at the current minimum wage, which is currently \$8/hour.

The Board of Selectmen...

The Finance Committee...

ARTICLE 33 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

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

Summary

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

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

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

The Board of Selectmen [REDACTED]

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

The Finance Committee [REDACTED]

ARTICLE 34 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

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

The Finance Committee recommends unanimously (8-0).

ARTICLE 35 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; preschool tuition; 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 14 Spending Limit	Disposition for FY 14 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000	Carryover to FY 2015 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 2015 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 2015 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 2015 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 2015 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 2015 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 14 Spending Limit	Disposition for FY 14 Fund Balance
Preschool Program	Blanchard Memorial School Business Manager under direction of Boxborough School Committee & Blanchard Memorial School Superintendent	Tuition	To defray Program expenses	\$50,000	Carryover to FY 2015
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 2015 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 2015 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 2015 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 2015 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 2015 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	\$20,000	Carryover to FY 2015 to pay for expenses not yet completed

The Finance Committee [REDACTED]

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 26, 2013.

Leslie R. Fox, Chairman
Board of Selectmen

Vincent M. Amoroso, Clerk
Board of Selectmen

Francis J. Powers
Board of Selectmen

Robert T. Stemple
Board of Selectmen

Raid M. Suleiman
Board of Selectmen

Additional BoS Recommendations since Rev032513 (Distributed in Packet)

ARTICLE 25 CONSERVATION TRUST FUND

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

The Board of Selectmen supports the Commission in its request to increase the fund by \$5,000 to a level of approximately \$32,000. The Conservation Trust Fund enables the Conservation Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

ARTICLE 30 GENERAL BYLAW AMENDMENT – AMEND DOG CONTROL BYLAW

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

The Board of Selectmen held a public hearing on March 18, 2013. The town must bring its local bylaws into compliance with enabling statutes. The language changes and new schedule of fines is in accordance with new language in relevant sections of M.G.L. Ch 140.

ARTICLE 31 GENERAL BYLAW AMENDMENT – AMEND DOG LICENSING BYLAW

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

The Board of Selectmen held a public hearing on March 18, 2013. The town must bring its local bylaws into compliance with enabling statutes. The language changes and new schedule of fees and penalties is in accordance with relevant sections of M.G.L. Ch 140.

8a

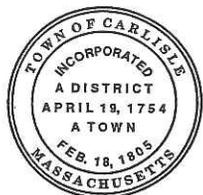


Internal Communications and Outgoing Communications
March 25, 2013

1. Correspondence from Comcast's Senior Manager of Government & Community Relations, Karin Mathiesen, dated March 18, 2013, to the Board of Selectmen concerning:
 - a. Price Adjustment Information – Installation & Equipment
 - b. Grandfathered Cable Packages

2. Copy of a letter a letter from Carlisle Board of Selectmen Chair, Peter Scavongelli, dated March 15, 2013, to Dr. Edward Bouquillon, Superintendent of Minuteman Regional High School regarding the Feasibility Study and District's Sustainability Study, both currently underway.*

* Indicates that the item is included in the agenda packet as well as in the general notebook.



Town Administrator
Tel. (978) 371-6688

Town of Carlisle

Office of
BOARD OF SELECTMEN
66 WESTFORD STREET
CARLISLE, MASSACHUSETTS 01741
TEL. (978) 369-6136



Fax. (978) 318-0098

March 15, 2013

received
3-21-2013

Dr. Edward Bouquillon, Superintendent
Minuteman Regional School District
758 Marrett Road
Lexington, MA 02421

Superintendent Bouquillon:

This is a critical decision-making juncture regarding a new facility for the Minuteman Technical High School. You have been working diligently on this process for several years and we are all hopeful that your efforts will result in the improvements to the facilities that are so obviously necessary. From the standpoint of the town of Carlisle there are two aspects of this process that I would like to emphasize with this letter. One involves the Feasibility Study which is currently underway regarding the facility. The other relates to the District Sustainability Study that is also underway.

Facility Feasibility Study

As we understand it, the Feasibility Study will look at two options: a facility of up to 800 students and a smaller facility of approximately 450 students roughly sized to the approximate number of current students from member towns. This study will involve the expenditure of substantial funds (over \$700,000) and should be eligible for partial reimbursement from the MSBA. The ultimate product of this study will be a specific and detailed proposal for a facility that will be put before the member towns for approval.

The town of Carlisle agrees with the suggestion put forward by the town of Belmont, i.e. that the member communities should be given a specific voice in the definition of the size of the potential facility before the expenditure of the bulk of the funds for the detailed design.

I will re-emphasize the point that both the Carlisle Board of Selectmen and the Carlisle Finance Committee cannot and will not support a project that is designed for a student population well beyond that coming from member towns if the mechanism by which non-member towns sending students pay their proportional share of facility expenses is not first clearly defined. While the decision regarding approving a new facility will ultimately be made by Town Meeting and the ballot, you should be clearly aware of the position and resolve of our Town officials regarding this matter.

The feasibility study process should allow the member towns the opportunity to consider and vote on the targeted population of the school before the substantial part of the funds for detailed design is expended. The possibility of having a useful and reimbursable feasibility study is a unique opportunity. It is to our collective advantage to settle on a size that has a good probability of being approved by the member towns.

District Sustainability Study

We are extremely pleased that this study is underway. A study of this nature is well overdue. Hopefully it will shed light on the structural issues that are making this process so difficult and provide a potential path for restructuring the district in a manner that makes moving forward with a new facility possible. The current regional structure worked reasonably well for many years. But when faced with an absolute need for major facilities work at a time when almost half the student population comes from non-member towns, however, the current structure simply does not work.

The importance of this study is significant. It will be outlining potential options for towns that have real and significant financial implications. It will also have profound implications for potential Minuteman students in current member towns and for potential students in current non-member towns who could thrive at the school.

Therefore, I respectfully request that when a working draft report of the study has been produced, it be distributed to all member towns for review by the appropriate town committees (Selectmen, Finance Committee and School Committee). Comments should be produced in a defined timeframe that is reasonable but timely. I believe that the Committee studying this issue should have the benefit of comments from all member towns that are inclined to provide them. As any changes to the District agreement will need to be approved by all member towns, I also believe that the approval process will work more smoothly if the towns have the opportunity to provide feedback on the initial draft. Such a process seemed to work effectively with the recent study regarding the financial operations impact of non-member town students.

The town of Carlisle is highly appreciative of the educational opportunities that are afforded to many of our students by the Minuteman Technical High School. We acknowledge that substantial renovation or replacement of the facility is necessary. We are very hopeful that the two studies that are underway can provide a way to move forward. That way, however, must make financial sense for our town. I hope you will consider the two suggestions outlined herein. Thank you for all your hard work on behalf of Minuteman and our students there.

Respectfully,



Peter Scavongelli, Chairman
Carlisle Board of Selectmen

cc: Board of Selectmen of Member Towns ✓
Minuteman School Committee
Carlisle Minuteman Representative



**Minutes, Notices and Updates
March 25, 2013**

Minutes

1. Minutes of the Finance Committee meetings held March 5, 2013 and March 13, 2013.

Notices

1. Notices of Board of Selectmen meetings:
 - a. Regular Session to be held March 25, 2013.
 - b. Contract Negotiating Team [Executive Session]
 - i. To be held March 21, 2013 [Police]
 - ii. To be held March 26, 2013 [Dispatch] – Cancelled
 - iii. To be held March 26, 2013 [Fire]
 - iv. To be held April 2, 2013 [Police]
 - v. To be held April 3, 2013 [Fire]
2. Finance Committee meetings:
 - a. Held March 23, 2013.
 - b. To be held March 25, 2013.
3. Notice of a Boxborough Emergency Reserve Corps meeting to be held March 26, 2013.
4. Notice of a MART Advisory Board meeting to be held March 26, 2013.

