BOARD OF SELECTMEN
Meeting Minutes
March 24, 2014

Approved: April 28, 2014

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; Les Fox, Member; Raid Suleiman, Member and Jim Gorman, Member

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 Amoroso called the meeting to order at 7:34 P.M. in the Grange Meeting Room of Town Hall.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

APPOINTMENTS

- No one asked to speak under the Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the regular session of March 10, 2014, as revised and the executive session of March 17, 2014, as written. Seconded by Member Stemple. **Approved 4-0-1.**

SELECTMEN REPORTS

- Member Fox had nothing new to report.

- Member Suleiman reported on the Personnel Board. They met this morning at 7:00 AM. The Personnel Board would like to request that an article addressing retroactive FY 14 employee compensation be included in the Special Town Meeting Warrant. They are working on their recommendation. No votes were taken on anything else.

  He also reported that the Recreation Commission met on Tuesday and discussed field usage.

- Member Stemple reported that the Design Review Board met to review the UCC-Boxborough's application to construct a new sign for the Church; however the Board determined that their application was not detailed enough. Specifically as to details on the new proposed materials. The DRB will meet again once the supplemental information is received.

  He also reported that he and Member Fox met with DPW Director regarding his contract.

- Chair Amoroso reported that he met with FinCom members on the budget.

  He also reported that he had taken a ride around town to review the road conditions. He has spoken with DPW Dir. Garmon about his observations, specifically the conditions on Reed Farm Road. Dir. Garmon is in the process of obtaining paving bids and will be reporting back to the Selectmen.

- Member Gorman reported that he met with Veterans' Agent, Donny Morse, and discussed the proposed article.

  He also reported that he had met with Chief White to discuss the Department's vehicles and equipment.

OLD BUSINESS

The Selectmen took up discussion of the Special/Annual Town Meeting.

- Member Fox opened discussion on the proposal for the Regionalization of Animal Control Services and the requisite Town Meeting article. He reviewed Animal Control Officer Phyllis Tower's responsibilities and call procedures. She also provides these services for other surrounding towns so, essentially she already provides de facto regionalized Animal Control Services. The proposed article would provide us with an opportunity to formalize these arrangements and the funding. It is not unusual for her to be providing these services for more than 40 hours on any given week. There have been preliminary discussions with these other communities about entering into an Intermunicipal Agreement (IMA) for these services. Town Meeting already authorized investigating establishing an IMA for these services back in 2006. This would be a placeholder article to establishing a revolving fund for these services, if Boxborough is able to enter into such an IMA. She is a valuable resource and this would provide additional structure allowing her to better manage her workload.

The Board took Agenda Item #6a iii, out of order.

- Rita Grossman was present to continue the discussion on the articles on the adoption of the Community Preservation Act and the establishment of a Community Preservation Committee, including the surcharge and exemptions options. Chair Amoroso noted that the information available on the website, Community Perservation.org was very helpful. He was able to find the answers to many of the questions/concerns previously raised by the Selectmen. He provided this information. One specific concern was the use of CPA to fund work on recreation facilities. CPA can be used for the creation of certain recreation sites. Due to recent amendments, funds can now also be used for the rehabilitation or restoration of existing facilities; however normal maintenance costs are not an allowable use. This website also provides a searchable inventory of approved CPA projects. Grossman updated information that she previously provided with a PowerPoint presentation. Another concern raised is "using up" CPA funds. Grossman noted there is no legal precedent for "using up" CPA funds. However, even if the Town opts out of CPA, once received these funds remain with the Town but must be expended only on CPA uses; and "used up" pursuant to the CPA allocation criteria. There is precedent for using CPA to fund Housing or Conservation Trusts. There was discussion on the prior and current year capital projects that could have been funded using CPA – Recreation: O'Grady Skate Park & AB Athletic Field Lighting; Historical: Town Hall and Steele Farm restoration work; and Land: 2002 Patch Hill Conservation Land acquisition. There have also been missed opportunities – in 2009 Selectmen declined an option on 25 acres and no significant maintenance has been done at Steele Farm since it was acquired 20 years ago. As to funding, Grossman proposed that CPA be launched with a 1.5% surcharge and an exemption on the first $100,000 of value be applied to low and moderate income senior households only. She also advised that some in town would like to see CPA go into effect retroactively so we could start funding projects in FY 15 instead of waiting until next year. The CPA Committee would be under the purview of the Selectmen. The Selectmen provided their input. Even though it is not an actual "tax" it will effectively be viewed by taxpayers as same as a tax. The Selectmen still encouraged Grossman to develop a "cost/benefits" like analysis and a formal list of potential CPA projects. There is a concern that there is not a significant pool of significant eligible projects after the first five years. The Town could benefit from the CPA revenue stream, however, there are strings attached. The consensus of the Board was they could support: with an initial 1% surcharge and senior low-income homeowner value exemption. The Selectmen further noted that they were not in support of the retroactive FY 15 implementation. Chair Amoroso moved to approve the article for the adoption of the Community Preservation Act with a 1% surcharge; and exempt low-income senior residences, as identified by MGL. Further not to approve the retroactive implementation. Also to approve the article to establish a Community Preservation Committee. Seconded by Member Stemple. **Approved 4-1**.

- The Selectmen took up the voting of the articles related to the Personnel Plan – Classification and Compensation Schedules. There was a review of the proposed schedules and previous discussions. Several Selectmen noted that they still consider some positions incorrectly classified. The consensus was that though there are concerns about the mechanics of the analysis regarding these placements/classifications, moving forward the town needs a plan. Though this is not a perfect plan the Town can review the data and revise it in the future. We have good people working for us and the Town is best served when we have good employee morale. Compensation has to be equitable for all not just those represented by collective bargaining groups. There was support for the retroactive FY 14 adjustments. It was noted that if it was not approved it would put us a year behind market rate(s). This study cost the Town a significant amount and if we don't accept these findings we will have to spend more money while making non-union employees wait for an equitable result. The Town has agreed to retroactive compensation in collective bargaining unit (CBU) contracts and should provide the same consideration to non-union employees. Concerns with the structure are less important than supporting town employees and promoting morale. It was confirmed that the retroactive FY 14 compensation would be within the Special town Meeting and if approved would require "back fill" funding. There was support for retroactive component and overall plan even though there is still disagreement with the classification mechanics. There is never a perfect plan and we have to believe we can improve this once in place and moving forward. There was discussion as to the procedure of amending the terms of the plan on Town Meeting floor.

- The Selectmen moved on to review and vote all articles.

SPECIAL TOWN MEETING

1.	LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. **Approved 4-1.**
2.	MASSACHUSETTS COALITION OF POLICE, LOCAL 200, POLICE	Dollar amount will be taken from FY 15 proposed budget. Chair Amoroso moved to place article in warrant and to recommend, dollar amount inserted prior to publication. Seconded by Member Stemple. **Approved 4-0-1. (Suleiman abstained)**
3.	TRANSFER FROM INSURANCE PROCEEDS	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. **Approved 5-0.**
4.	FUND PROPOSED FY 2014 PERSONNEL CLASSIFICATION PLAN	Member Stemple moved to place article in warrant and to recommend, as presented. Seconded by Member Suleiman. **Approved 4-1.**

ANNUAL TOWN MEETING

1.	CHOOSE TOWN OFFICERS	N/A
2.	RECEIVE REPORTS	Pro-forma. Chair Amoroso moved to place article in warrant, and to recommend as written. Seconded by Member Fox. **Approved 5-0.**
3.	SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS	Chair Amoroso moved to place article in warrant, amounts to be revised to reflect Compensation Schedule and to recommend. Seconded by Member Stemple. **Approved 5-0.**
4.	PERSONNEL ADMINISTRATION PLAN CHANGES	Member Stemple moved to place article in warrant and to recommend, as presented. Seconded by Member Suleiman. **Approved 4-1.**
5.	TOWN OPERATING BUDGET	Passed over - Awaiting a voted budget from FinCom.
6.	AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT	Chair Amoroso reviewed previous discussions and referred to his analysis – does not recommend supporting this. Could send students as a non-member town. Doesn't make sense to stay for Boxborough or for Minuteman to keep us. Chair Amoroso moved to place article in warrant, as written. Seconded by Member Stemple. **Approved 5-0.** Chair Amoroso moved to disapprove this article and not to recommend. Seconded by Member Stemple. **Approved 0-5.**
7.	WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT	Chair Amoroso referred to his recommendation provided. Boxborough only makes up 1.5% of the current student body. More choices is better. Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Fox. **Approved 5-0.**
8.	ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH.44B §§3–7	Article language and placement was voted earlier in the evening. Chair Amoroso moved to recommend. Seconded by Member Stemple. **Approved 4-1.**
9.	BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE	Further revisions (inclusion of Capital Plan reference) were presented. Member Gorman moved to place article and to recommend, as revised. Seconded by Member Suleiman. **Approved 4-1.**
10.	DISPOSITION OF 72 STOW ROAD PROPERTY	Passed over – Awaiting review by Town Counsel.
11.	TRANSFER TO STABILIZATION FUND**	Pro forma. Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Chair Amoroso. **Approved 5-0.**
12.	TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**	Pro forma. Member Suleiman moved to place article in warrant and to recommend, as written. Seconded by

		Member Stemple. **Approved 5-0.**
13.	GASB 45 ACTUARIAL CONSULTANT**	This is to pay for a required study related to OPEB. Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. **Approved 5-0.**
14.	CONSERVATION TRUST FUND**	Article same as in years' past. Member Stemple moved to place article in warrant and to recommend, as written. Seconded by Chair Amoroso. **Approved 5-0.**
15.	TRANSFER OF BLANCHARD MEMORIAL SCHOOL SPECIAL REVENUE ACCOUNTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**	Passed over, but will be Pro forma.
16.	RESCIND UNUSED BORROWING AUTHORITY**	Pro forma. Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. **Approved 5-0.**
17.	DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION**	Pro forma. Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. **Approved 5-0.**
18.	CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE	This is a combined article. There was discussion on the new practice. Member Suleiman moved to place article in warrant and to recommend, as written. Seconded by Chair Amoroso. **Approved 5-0.**
	A. Town Hall Attic Insulation	
	B. Town Hall Carpet Replacement	
	C. Town Hall Grange Meeting Room Improvements	
	D. Town-wide Computer Replacement & Software Upgrade	
	E. Library – HVAC Control System Upgrade	
	F. Historical Museum – Chimney Repair	
	G. Steele Farm – Repairs to Barn	
19.	STUDIES AND INITIATIVES	This is a combined article. Chair Amoroso moved to place article in warrant and to recommend, as presented. Seconded by Member Fox. **Approved 5-0.** **Planning Board will provide their summary for publication.*
	A. Town Clerk - Record Books Conservation	
	B. Planning Board – Update Master Plan*	
	C. Public Safety – Space Needs Analysis	
	D. Recreation Commission - Survey and Design of Basketball and Tennis Courts at Liberty Fields	
	E. Steele Farm Management Plan	
20.	CAPITAL IMPROVEMENT – ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. **Approved 5-0.**
21.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT	Member Gorman moved to place article in warrant and to recommend, as written. Seconded. **Approved 5-0**.
22.	PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE	Discussion on consultant's recommendations. Reviewed new data provided. Still questions on re-use of equipment and on another option not previously discussed – do just public safety for now but install infrastructure for future DPW inclusion. Passed over – until March 31st.
23.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK	Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. **Approved 5-0.**
24.	CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK	Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. **Approved 5-0.**
25.	ACQUISITION OF PROPERTY – 530 MASSACHUSETTS AVENUE	Passed over - Still in discussion with owner.
26.	ACQUISITION OF PROPERTY – 593 MASSACHUSETTS AVENUE	Passed over - Still in discussion with owner.
27.	PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR	Member Gorman moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. **Approved 5-0.**
28.	EXPANDED VETERANS SERVICES	Member Gorman discussed – had lengthy discussions with VA Agent – VA willing to provide one hour of "office hours" per week and additional outreach – conclusion: amount could be reduced and willing to consider including additional service options. Member Gorman moved to place article in warrant, as revised and to recommend. Seconded by Member Fox **Approved 5-0.**

29.	ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900	Not purview of the Selectmen.
30.	ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/COMMON DRIVEWAYS	Not purview of the Selectmen.
31.	ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT	Not purview of the Selectmen.
32.	SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER##	Petition Article no vote required however Town Counsel has provided appropriate language.
33.	SUBMITTED BY PETITION - TOWN RESIDENTS VOTING FOR TAX COLLECTOR VS SELECTMEN APPOINTING SOMEONE OF THEIR CHOICE. ##	Petition Article no vote required however Town Counsel has provided appropriate language.
34.	ACCEPTANCE OF EASEMENT FOR POTABLE WATER AND WASTEWATER INFRASTRUCTURE	Withdrawn
35.	ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS	Chair Amoroso moved placement of article then seconded by Member Stemple. However motion rescinded and action was passed over until March 31st pending presentation of a number.
36.	ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**	Property owner has agreed. Member Gorman moved to place article in warrant and to recommend, as written. Seconded. **Approved 5-0**.
37.	PERSONAL REAL ESTATE EXEMPTIONS**	Pro forma. Member Suleiman moved to place article in warrant and to recommend, as written. Seconded by Member Stemple. **Approved 5-0.**
38.	CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**	Pro forma. Noted that we are anticipating around $200,000 in additional funding from the state. Hoping to see by April 14th so a meeting could be held. Chair Amoroso moved to place article in warrant and to recommend, as written. Seconded by Member Suleiman. **Approved 5-0.**

It was confirmed that the warrant will be closed at the Selectmen's March 31, 2014 meeting. TA Shaw introduced a new potential article. The Recreation Commission would like for the Town consider establishing a revolving fund to pay for Recreation Programs. The Selectmen noted that this could be supportable and they could discuss the actual article on March 31st.

- The Selectmen discussed the proposed funding of articles referring to a spreadsheet provided at table. Town Accountant Jennifer Barrett was present. No one from the Finance Committee was available for this discussion.

  Selectmen agreed with the proposal to fund all four of the STM Articles with Free Cash. Fire Chief White has advised that he believes that he may be able to absorb some his department's retroactive compensation funding under STM Article #4 from within their FY 14 budget.

  There was discussion on the proposed funding of Town Meeting articles. The Selectmen agreed with the funding sources as proposed except for some of the components of the Capital Equipment, Vehicles & Infrastructure article (#18) [Town Hall improvements: Insulation, Carpeting & Grange Room improvements and the Library HVAC upgrade – these will be funded with Free Cash not Stabilization, as proposed. It was noted that though some grant funding may come in for the Fire Dept.'s "Air-Paks" acquisition (#21) the Town still need to budget for the full amount. Funding for the possible acquisition of the two Mass. Ave. properties (#25 & #26) borrowing, however the actual amount(s) will be discussed in Executive Session. There was discussion as to the current market rates for borrowing and Boxborough favorable position. The total amount proposed this year's Town Meeting articles is approximately 2 million dollars more or less. Based on the current FY 15 budget model the Town could realize a reduction to the tax rate from $17.69 down to $17.25 per thousand. The Selectmen expressed their thanks to the TA Shaw, the Town Hall administration, Treasurer Dennehy and the members of the Finance Committee for the Town's position financial position.

- The Selectmen took up discussion the FY 2015 budget. Town Accountant Barrett remained for this discussion. There was a review of TA Shaw's Memorandum "FY 2015 Budget" [General Government and related FY 2015 budgets]. It was confirmed that the Town Assessor will be moving to a full-time schedule in FY 15. Town Hall has been running its budget tight for the past several years. Discussed turned to an overall discussion of the FY 15 budget. FinCom has advised that they intend to provide a summary to explain where FY 15 savings are coming from. There was discussion on newly created IT budget. Intention is to take out general IT hardware of individual dept. budgets. Items that were re-assigned were identified and discussed. Dept. specific software and consumables (i.e. printer cartridges) will remain with the respective departments. Guardian services are currently funded out of Cable funds. This allocation need to be reassessed in future years.

Town Accountant Barrett was asked if she had anything to share from FinCom's discussion. FinCom has voted all of the budgets and will be voting the warrant articles on Saturday.

NEW BUSINESS

- Though not on the Agenda, the Selectmen discussed the launching of the New Town Website, which will be live on April 1st. Some of the items discussed were who would be responsible to the "Items to Share" section; the need for an "active" button to "Pay online". Residents can email TA Shaw with their comments on the new site.

EXECUTIVE SESSION

- The Selectmen determined that there was no need for an executive session, at this time.

ADJOURN

- At 11:00 PM, it was moved and seconded to adjourn. **Approved 5-0.**

SELECTMEN'S ANNOUNCEMENTS

MARCH 24, 2014

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

- A reminder to our viewing audience - **Selectmen Agenda packets are available** from a link on the Town's website on the meeting calendar.

- **Save the Date.....Boxborough's Annual Town Meeting** will be held on **Monday, May 12th.** More details will be provided in the coming months.

- **The FY 2015 budget process has begun. The current draft budget is available on the Town's website (Home page, under "NEWS").** You are encouraged to attend Selectmen, Finance Committee, School Committee and Library Trustee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- **Nomination papers are now 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 19th. Offices that will be on this year's ballot are:

  Moderator
  Two positions on the Board of Selectmen
  Two positions on the Planning Board
  Two positions on the Library Board of Trustees
  Two positions on the School Committee - staggered terms
  and
  One position on the Board of Health.
  Monday, March 31st is the last day to file completed papers. Please contact the Town Clerk, Liz Markiewicz if you have any questions.

- All dogs in Massachusetts are required to be licensed annually. **March 10th was the deadline to renew your dog license.** If you have not already licensed your dog, you **will now be assessed a $75.00 fine, for each dog, in addition to the base license fee** of $10 for a spayed or neutered dog; $15 otherwise and there is *no license fee* for residents over seventy. Applications can still be obtained at Town Hall or downloaded from the town website. Applications along with proof of rabies vaccination should be delivered to the Town Clerk's office at Town Hall.

- Even though spring has arrived, winter is still with us, so we have included links to some helpful winter resources under the "NEWS" section of the Town's website - **DPW's Resident's Guide to Winter Snow Removal** and **MEMA's Winter Storm Tips.** Please help us so that the town roads can be traveled safely and cleared as quickly as possible during winter storms. You can also contact the DPW with any questions.

- Residents now need to obtain a voucher and pay additional fees for the **disposal of bulk items** at the Transfer Station. Vouchers can be purchased only at the Town Hall from the Tax Collector's office. Checks or exact amount in cash, please. Please refer to the Transfer Station webpage or call the DPW for more information.

- The **Boxborough Historical Society will hold its Annual Pot Luck Supper** on Sunday, March 30th at 5:00 PM in the Grange Room at Boxborough Town Hall. Boxborough's own Mary Fuhrer will be presenting "Old Towns in a New Country." A look at rural Massachusetts communities in the early 19th century. Admission is free and all are welcome. Please call John Fallon 978-264-0069 to volunteer to bring something to the Supper.

- The **Boxborough Museum** at 575 Middle Road will be open from 2:00 pm to 4:00 pm on Sunday, April 13th. Admission is free and all are welcome. Members of the Boxborough Historical Society will be on hand to discuss this and the other exhibits. Contact John Fallon for more information or to arrange for a private tour.

- **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 (2), BITcom (4), Design Review Board (1 at-large member), Public Celebrations & Ceremonies Comm. (2), the Steele Farm Advisory Committee (1), and the Conservation Commission has one vacancy for an unexpired term which runs until June 30, 2015. Also, the Town Moderator is seeking one volunteer to serve on the Finance Committee for an unexpired term which runs until June 30, 2014. 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 978-264-1700 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.

- Please contact the Town Clerk, Liz Markiewicz 978-264-1727 if you have any questions regarding **nomination papers, street census form or licensing your dog.**

- For more information on the **Resident's Guide to Winter Snow Removal or Winter Storm Tips** please go to the Town's website under NEWS or contact the DPW at 978-264-1790.

- For more information on **Bulk Item Disposal Vouchers** please go to the Town's website under NEWS, the Transfer Station's webpage or contact the DPW at 978-264-1790.

BOARD OF SELECTMEN
Meeting Agenda
March 24, 2014
Continuing March 25, 2014, 7:30, if necessary
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:30 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

[*Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier*]

a) Citizens concerns

4. MINUTES

a) Regular session, March 10, 2014 **ACCEPT & POF**
b) Executive session, March 17, 2014 **ACCEPT & POF**

5. SELECTMEN REPORTS

6. OLD BUSINESS

a) Special/Annual Town Meeting
   i. Regional Animal Control Services (Selectman Les Fox to lead discussion) **VOTE:**
   ii. Vote on Personnel Plan – Classification and Compensation Schedule **VOTE:**
   iii. Vote on Community Preservation Act (including surcharge and exemptions) **VOTE:**
   iv. Review and vote all articles **VOTE:**
   v. Review proposed funding of articles (members of FinCom may be present) **VOTE:**

b) FY 2015 budget
   i. Review of all budgets **VOTE:**

7. NEW BUSINESS

8. CORRESPONDENCE **ACCEPT & POF**

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. EXECUTIVE SESSION, TOWN ADMINISTRATOR'S OFFICE

a) To consider the purchase or value of real estate (593 and 530 Mass Ave.)

b) Strategy in preparation for negotiations with non-union personnel (Fire Chief and DPW Director)

c) Strategy with respect to collective bargaining (all CBA's)

Move to adjourn to executive session to consider the purchase of real estate; conduct a strategy session in preparation for negotiations with non-union personnel (Fire Chief and DPW Director); to discuss strategy with respect to collective bargaining and to adjourn immediately thereafter **ROLL CALL VOTE:**

[with respect to items a & c, the Chair shall note that an open meeting would have a detrimental effect on the negotiating and bargaining position of the BoS]

12. ADJOURN

4a

BOARD OF SELECTMEN
Meeting Minutes
March 10, 2014

Approved:_____

PRESENT: Vincent Amoroso, Chair; Robert Stemple, Clerk; and Jim Gorman, Member

ABSENT: Les Fox and Raid Suleiman

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

ANNOUNCEMENTS

- Chair Amoroso read the prepared announcements and further announced that two Selectman positions will be on the ballot in May and encouraged residents to consider serving.

APPOINTMENTS

- Police Chief Warren Ryder was present to introduce Robert J. Bielecki as a candidate for appointment as Police Officer. Chief Ryder explained his efforts to fill this vacancy and Bielecki's qualifications. Bielecki spoke to his background and experience. Further to the recommendation of Police Chief Ryder, Member Stemple moved to appoint Robert J. Bielecki as Police Patrol Officer for a probationary term commencing March 11, 2014 and ending on March 10, 2015. Seconded by Member Gorman. **Approved 3-0.**

- There were no concerns when Chair Amoroso opened the floor for Citizens' concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Executive sessions of February 10, 2014, Contract Negotiating Team (Police Chief) of February 20, 2014; and February 24, 2014; Contract Negotiating Team (Fire Chief) of February 24, 2014; and Contract Negotiating Team (Police Chief) of March 6, 2014, as written. Seconded by Member Stemple. **Approved 3-0.**

SELECTMEN REPORTS

- Member Gorman reported that the Well Being Comm. continues its efforts to put together an article to fund a reduced hours Social Service Coordinator position. The WBC has determined that there is a need for this type of support in Town and is looking to what is being provided in neighboring communities. The WBC will be presenting this proposal at the next Selectmen's meeting.

- Member Stemple reported that he and Member Fox have met with DPW Director Garmon regarding his contract.

- Chair Amoroso reported that he and Member Fox continue to meet with Police Chief Ryder on his contract.

- He also reported that Member Fox had attended a meeting of municipal officials at Minuteman High School on Friday. The meeting materials are being distributed.

- Chair Amoroso reported that he and Member Fox have met with the owner of a property on the south side of Route 111 about the Town possibly acquiring the property. He will brief the Selectmen during tonight's Executive Session.

OLD BUSINESS

- Member Gorman opened discussion on War memorials. Historical Commission Chair Alan Rohwer and others were present for this discussion. Member Gorman spoke to the memorandum he had provided regarding the placement and creation of a town war memorial site. He has been discussing this with Veterans Agent, Donnie Morse, for several months. He is also aware that others have been working on the creation of a memorial for the Town's Civil War fatality. He envisions that this site would recognize those who served during the French-Indian War through to today. He described the current condition of the memorials (WW I & WWII) out in front of Town Hall. The design of the World War I memorial – bronze plaque on a large boulder is a fitting model for other memorials. Donnie Morse has identified several boulders that would be suitable. He spoke about the various town owned properties which he had considered for this memorial. He has determined that the best location would be at the Town Common located at the intersection of Hill and Middle Road. This site has historic gravitas. These memorials would be placed in a circle and referred to his diagram. DPW could handle most of the necessary work, including the clearing of trees/brush and site preparation. He clarified that the Christmas Tree would be untouched as the memorial would be to the rear of the tree. The only significant expense would be for the creation of the memorial plaques. There is one other aspect to this - the identification and verification of those who served in prior to 1900. He would like the Historical Commission to spearhead this effort. Donnie Morse has a list that he uses for our Memorial Day observances. The Selectmen provided their input. Could several of these military conflicts be combined onto a single memorial stone? Would the Town be able to expand in the future? If the Town Common becomes the final site, it was suggested that parking be added to the lot so people can safely access the site. There was a discussion on options for the plaques such as – a single, solid casting versus mounting/affixing individual name plates. Member Gorman noted that this was a preliminary proposal and all options can be considered. BHC Chair Rohwer noted that the Town Common site would be a respectful place for this. Also the North Cemetery just across the street and is already a stop on the Memorial Day parade route. He did ask for some direction as to the research that Member Gorman has proposed. Rohwer also confirmed that the BHC is going forward with its plans to place a memorial sign for John Fletcher at the intersection of Flagg Hill & Summer Road in recognition of the 150th anniversary of the Civil War. Member Gorman closed discussion by noting the next step will be for him to meet with the Historical Commission and structure a plan.

- Chair Amoroso opened discussion on Special/Annual Town Meeting, specifically discussing the addition of an article to withdraw from Minuteman Regional School District. He reviewed the Selectmen's discussions with Minuteman's Asst. Supt. of Finance Kevin Mahoney that took place on February 24th and presented his analysis of the impact to Boxborough if the Minuteman District Agreement is revised. This analysis indicates that under a revised agreement Boxborough would have the largest increase, proportionally, than any other town. He discussed the inequity of the DESE determined out-of-district tuitions and Minuteman's practice of accepting out-of-district students. The revised agreement is not in Boxborough's best interest. He is proposing that an article to withdraw from the Minuteman District, pursuant to the terms of the existing agreement be added to the warrant. He discussed the current withdrawal process & the proposed revised process and DESE control over this process, adding this article will provide voters the opportunity to voice their concerns. Member Stemple moved to re-open the Annual Town Meeting warrant to include an article to request that the Minuteman Regional School Committee draws up an amendment to the Agreement setting forth the terms by which Boxborough may withdraw from the District. Seconded by Member Gorman. **Approved 3-0.**

- The Selectmen determined that they would discuss the FY 2015 budget at their next meeting.

- There was a review of the Town Meeting timeline. It was noted that the Personnel Board will be in on March 17th for the public hearing on the proposed Personnel Plan Classification & Compensation schedules.

NEW BUSINESS

- The Board passed over discussion of the Regional Animal Control Services.

- The Board took up approval of a Grant of Easement from Cynthia Wells, personal representative of the Estate of Leslie E. Gundersen to the Town of Boxborough, acting by and through its Conservation Commission. The easement is described as being: located at 430 Depot Road, Boxborough, Massachusetts, depicted as "10' Wide Access Easement" on the plan entitled: "Plan of Easement in Boxborough, Mass. Owned by Norman A. Gundersen," dated: March, 2012, and prepared by David E. Ross Associates, Inc., attached hereto as Exhibit A, and in those lands of Grantor depicted as Lot 6 on Land Court Plan 42703C]. Member Stemple moved to approve the grant of easement referenced above and accepted by vote of the Conservation Commission on March 5, 2014 and to authorize the Board of Selectmen Chair to execute on behalf of the Board. Seconded by Member Gorman. **Approved 3-0.**

- Member Stemple moved to accept with regrets and place on file the resignation of Sheila Bauer from the Public Celebrations and Ceremonies Committee effective immediately. Seconded by Member Gorman. **Approved 3-0.**

- Member Gorman moved to accept with regrets and place on file the resignation of Jeffrey Handler from the Boxborough Housing Board effective immediately. Seconded by Member Stemple. **Approved 3-0.**

- The Board took up the Boxborough Conservation Trust (BCTrust)'s request for a permit to serve wine and beer at the BCTrust Annual Meeting. Member Gorman moved to authorize the Boxborough Conservation Trust (BCTrust) to serve wine at its 2014 annual Meeting being held at the Sargent Memorial Library on April 6, 2014, subject to the conditions specified on the application and subject to approval by the Library Board of Trustees and further, to waive the fee. Seconded by Member Stemple. **Approved 3-0.**

- The Board took up the Boxborough District Minutemen Company's request for field use, common victualler and wine & beer permits for this year's Fifer's Day celebration. Chair Amoroso moved to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 21, 2014 (rain date June 22, 2014), at Flerra Field; further to waive the fees associated with these licenses and for the athletic field permit. Seconded by Member Stemple. **Approved 3-0.**

- The Selectmen took up the Massachusetts Alcoholic Beverages Control Commission annual request to provide an estimate of temporary population. Chair Amoroso moved to authorize the execution of a letter to the Alcoholic Beverages Control Commission stating that acting under authority granted in MGL ch138 §17 as amended, the Board of Selectmen estimates that there will be no temporary increase to the resident population of the Town of Boxborough as of July 10, 2014; the population will remain at approximately 5,000. Seconded by Member Gorman. **Approved 3-0.**

CORRESPONDENCE

There was no discussion regarding communication materials.

APPOINTMENTS (Continued)

- Jeffrey Landgren, president of MassCOPS Local 200, was present to execute a successor agreement. Chair Amoroso moved to ratify the terms of the successor agreement between the town, acting by and though its Board of Selectmen and the Massachusetts Coalition of Police, MCOP Local 200 for the term July 1, 2012 – June 30, 2015, subject to funding by town meeting, and further to execute the letter of understanding related to the successor agreement, dated March 10, 2014. Seconded by Member Stemple. **Approved 3-0.** The Selectmen and MassCOPS Local 200 President Landgren executed the agreement.

EXECUTIVE SESSION

- At 8:50 PM, *Chair Amoroso stated that* that with respect to items 1 & 3 an open meeting would have a detrimental effect on the Selectmen's negotiating and bargaining position. Chair Amoroso moved to adjourn to executive session to consider the purchase of real estate (593 and 530 Mass Ave.); conduct a strategy session in preparation for negotiations with non-union personnel (Police and Fire Chiefs and DPW Director); to discuss strategy with respect to collective bargaining and to adjourn immediately thereafter. He further noted Seconded by Member Stemple. **Approved 3-0 by a roll call vote: Gorman, aye; Stemple, aye; and Amoroso, aye.**

Selina S. Shaw

From: Vince Amoroso [amorosovm@gmail.com]
Sent: Sunday, March 23, 2014 11:30 AM
To: Board of Selectmen - General; Selina Shaw
Subject: CPA research

This is not for email discussion but to help prepare for our discussion and voting on our recommendation for this warrant article tomorrow night.

Here is an extremely helpful link to resources on the CPA:

http://www.communitypreservation.org/content/cpa-overview

Among its tools is a database that allows you to search by category and town to see what types of projects have been undertaken with CPA funds.

http://www.communitypreservation.org/projects/report

You will recall that I asked whether CPA funds could be used not only to build but to maintain or restore a recreational facility.

The site answers that question:

Projects are only eligible for CPA funding if they fit in a green box below.

	Open Space	Historic	Recreation	Housing
Acquire	Yes	Yes	Yes	Yes
Create	Yes	No	Yes	Yes
Preserve	Yes	Yes	Yes	Yes
Support	No	No	No	Yes
Rehabilitate and/or Restore	Yes, if acquired or created with CPA funds	Yes	Yes (new 7/8/2012)	Yes, if acquired or created with CPA funds

Chart adapted from "Recent Developments in Municipal Law", Massachusetts Department of Revenue, October 2012.

http://www.communitypreservation.org/content/chart-allowable-uses

Further detail is provided here:

Land For Recreational Use (Outdoor Recreation)

Section 2 also defines recreational use. The focus for CPA recreational projects is on **outdoor** passive or active recreation, such as (but not limited to) the use of land for:

- Community gardens

- Trails
- Noncommercial youth and adult sports
- Parks, playgrounds or athletic fields

CPA funds may not be spent on ordinary maintenance or annual operating expenses; only capital improvements are allowed. In addition, CPA funds may not be used for horse or dog racing facilities, or for a stadium, gymnasium, or similar structure. This prohibition has generally been interpreted to mean that CPA funds may be used only for outdoor, land-based recreational uses and facilities.

CPA funds may be used for the acquisition of land to be used for recreation, or for the creation of new recreational facilities on land a community already owns. **A 2012 amendment to CPA broadened the law to also allow for the rehabilitation of existing, outdoor recreational facilities. The amendment made it clear that with respect to land for recreational use, "rehabilitation" could include the replacement of playground equipment and other capital improvements to the land or the facilities thereon to make them more functional for their intended recreational use.**

Another change ushered in by the 2012 amendment was a prohibition on the use of CPA funds for the acquisition of artificial turf for athletic fields. Communities may still use their CPA funds for other aspects of a field project, but must appropriate non-CPA funds to acquire the artificial turf surface.

http://www.communitypreservation.org/content/chart-allowable-uses#recreation

Acton used CPA to resurface the Elm Street Tennis Courts last year:

http://www.communitypreservation.org/projects/report

Last year the state match rate was 52.23%:

http://www.communitypreservation.org/content/trustfund

Vincent M. Amoroso, Esq.
351 Liberty Square Road
Boxborough, MA 01719
h-978-263-7522
w-617-877-8076

Community Preservation Committee – Revised Language

To Include Consideration of the Town's Capital Plan

2.1 The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation pursuant to M.G.L. Chapter 44B. The Committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission and the Boxborough Housing Board. In its study of the needs, possibilities and resources of the Town regarding community preservation, the Committee shall review the Town's Capital Plan, maintained by the Finance Committee, and identify such overlap as may exist between Capital Plan prescriptions and community preservation proposals. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper, or equivalent publication, of general circulation in the Town.

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

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

SPECIAL TOWN MEETING

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

ANNUAL TOWN MEETING

1. **CHOOSE TOWN OFFICERS**
2. **RECEIVE REPORTS**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
4. **PERSONNEL ADMINISTRATION PLAN CHANGES**
5. **TOWN OPERATING BUDGET**
6. **AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**
7. **WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**
8. **ACCEPTANCE OF THE COMMUNITY PRESERVATION ACT - CH. 44B §§3 – 7**
9. **BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE**
10. **DISPOSITION OF 72 STOW ROAD PROPERTY**
11. **TRANSFER TO STABILIZATION FUND****
12. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND****
13. **GASB 45 ACTUARIAL CONSULTANT****
14. **CONSERVATION TRUST FUND****
15. **TRANSFER OF BLANCHARD MEMORIAL SCHOOL SPECIAL REVENUE ACCOUNTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT****
16. **RESCIND UNUSED BORROWING AUTHORITY****
17. **DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION****
18. **CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE**
    A. **Town Hall Attic Insulation**

B. **Town Hall Carpet Replacement**
C. **Town Hall Grange Meeting Room Improvements**
D. **Town-wide Computer Replacement & Software Upgrade**
E. **Library – HVAC Control System Upgrade**
F. **Historical Museum – Chimney Repair**
G. **Steele Farm – Repairs to Barn**

19. STUDIES AND INITIATIVES

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

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

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

22. PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE

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

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

25. ACQUISITION OF PROPERTY – 530 MASSACHUSETTS AVENUE

26. ACQUISITION OF PROPERTY – 593 MASSACHUSETTS AVENUE

27. PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR

28. EXPANDED VETERANS SERVICES

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

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

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

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

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

34. ACCEPTANCE OF EASEMENT FOR POTABLE WATER AND WASTEWATER INFRASTRUCTURE

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

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

37. PERSONAL REAL ESTATE EXEMPTIONS**

38. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

LEGEND

SUBMITTED BY PETITION

**** CONSENT AGENDA**

BOXBOROUGH SPECIAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 12, 2014 at 7:00 p.m. to act on Articles 1 through 4 of this Special Town Meeting Warrant.

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

(Majority vote required)

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

The Board of Selectmen…

The Finance Committee…

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

(Majority vote required)

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

Summary

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 3 TRANSFER FROM INSURANCE PROCEEDS

(Majority vote required)

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

Summary

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 4 FUND PROPOSED FY 2014 PERSONNEL CLASSIFICATION PLAN

(Majority vote required)

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

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

_____
Vincent M. Amoroso, Chairman
Board of Selectmen

_____
Robert T. Stemple, Clerk
Board of Selectmen

_____
Leslie R. Fox
Board of Selectmen

_____
James J. Gorman
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 12, 2014 at 7:00 p.m. to act on Articles 2 through 38 of this Annual Town Meeting Warrant.

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

CONSENT 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 Agendas. The Fiscal Consent (#11 through #17, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The Non-monetary Consent (#36 through 38 inclusive) will be taken up at the end of Town Meeting.** All of the articles to be taken up on the Consent Agenda are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 10 AND 35 RESPECTIVELY.

Please do your homework. If you have any questions about the consent articles or procedure, please feel free to call the Town Administrator, at 978-264-1712 or send an e-mail to selina.shaw@town.boxborough.ma.us before Town Meeting.

At the call of each of the Consent Agendas, 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 many of the articles printed in this warrant.

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

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

As well as other Town Officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS

(Majority vote required)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS

(Majority vote required)

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

Selectmen	$400.00 each member/year
Board of Health	$166.67 each member/year
Tax Collector	/year
Town Clerk	/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…

The Finance Committee…

ARTICLE 4 PERSONNEL ADMINISTRATION PLAN CHANGES

(Majority vote required)

To see if the Town will vote to amend the Personnel Plan, by striking out the present Schedule A - Classification of Positions and Schedule B - Compensation of Positions and inserting in place thereof a new Classification and Compensation Schedule, hereinafter set forth, to become effective July 1, 2014, or take any other action relative thereto.

Summary

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

The Personnel Board recommends unanimously (5-0).

The Board of Selectmen…

The Board of Selectmen and Personnel Board held a public hearing on March 17.

The Finance Committee…

INSERT NEW SCHEDULE

ARTICLE 5 TOWN OPERATING BUDGET
(Majority vote required)

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

The Finance Committee…

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

The Board of Selectmen may move to amend the following departmental budgets on Town Meeting floor:

Department #	Department Title

INSERT BUDGET

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

(Majority vote required)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 7 WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

(Majority vote required)

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

.

The Board of Selectmen…

The Finance Committee…

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

(Majority vote required)

To see if the Town will vote to accept Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act, by approving a surcharge on real property for the purposes permitted by said Act, including the preservation or rehabilitation of historic resources including historic buildings, artifacts and documents; the creation and support of community housing; the acquisition of open space such as land for the protection public drinking water supplies, wetlands, farm land, forests, marshes, scenic areas, wildlife preserves and other conservation areas, and the creation or rehabilitation of outdoor recreational facilities including parks, playgrounds and athletic fields; to approve a property tax surcharge in the amount of one and one-half percent (1.5%) of the taxes assessed annually on real property which shall be dedicated to the fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2014; and to exempt from the surcharge the following: property owned and occupied as a domicile by a person who would qualify for low income housing or low or moderate income senior housing in the town, as defined in Section 2 of Chapter 44B of the General Laws; or take any other action relative thereto.

The Board of Selectmen…

The Finance Committee…

ARTICLE 9 BYLAW TO ESTABLISH COMMUNITY PRESERVATION COMMITTEE

(Majority Vote Required)

To see if the Town will vote to accept the Bylaw as worded below to establish The Community Preservation Committee, or take any other action relative thereto.

CHAPTER 1: ESTABLISHMENT

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

1.2 With the exception of subsections c. and g., which are appointed by the Planning Board and Moderator, respectively, the members of the Committee shall be appointed by the Board of Selectmen as designated by the following:

a. One member of the Conservation Commission as designated by the Commission.
b. One member of the Historical Commission as designated by the Commission.
c. One member of the Planning Board as designated by the Board.
d. One member of the Recreation Commission as designated by the Commission.
e. One member of the Housing Board as designated by the Board.
f. One member of the Agricultural Commission as designated by the Commission.
g. One member to be appointed by the Town Moderator (TM).
h. Two members to be appointed by the Board of Selectmen (BoS).
i. Each member of the Committee shall serve for a term of three years or until the person no longer serves in the position or on the board or committee as set forth above, whichever is earlier.
j. For the first year, appointments will be staggered as follows:
   i. Three at 1 year: Agricultural Commission; BoS appointee; TM appointee
   ii. Three at 2 years: 1 BoS appointee; Planning Board appointee; Recreation Commission appointee
   iii. Three at 3 years: Conservation Commission; Housing Board; Historical Commission

1.3 Should any of the Commissions, Boards, or Committees who have appointment authority under this Chapter be no longer in existence for whatever reason, the Board of Selectmen shall appoint a suitable person to serve in their place.

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

CHAPTER 2: DUTIES

2.1 The Community Preservation Committee shall study the needs, possibilities and resources of the Town regarding community preservation pursuant to M.G.L. Chapter 44B. The Committee shall consult with existing municipal boards, including the Conservation Commission, the Historical Commission, the Planning Board, the Recreation Commission, the Agricultural Commission and the Boxborough Housing Board. As part of its study, the Committee shall hold one or more public informational hearings on the needs, possibilities and resources of the Town regarding community preservation possibilities and resources, notice of which shall be posted publicly and published for each of two weeks preceding a hearing in a newspaper, or equivalent publication, of general circulation in the Town.
[include consideration of town's Capital Plan]

2.2 The community preservation committee shall make recommendations to the legislative body for the acquisition, creation and preservation of open space, for the acquisition and preservation of historic resources, for the acquisition, creation and preservation of land for recreational use, for the creation, preservation and support of community housing and for rehabilitation or restoration of such open space, historic resources, land for recreational use and community housing that is acquired or created as provided in this section. With respect to community housing, the community preservation committee shall recommend, wherever possible, the reuse of existing buildings or construction of new buildings on previously developed sites.

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

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

CHAPTER 3: REQUIREMENT FOR A QUORUM

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

3.2 After receiving such recommendations from the Community Preservation Committee, the legislative body shall then take such action and approve such appropriations from the Community Preservation Fund as set forth in section 8 of Chapter 44 B of the General Laws, and such additional appropriations as it deems appropriate to carry out the recommendations of the Community Preservation Committee.

CHAPTER 4: COST ESTIMATES

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

4.2 Based on recommendations to the Town, Town Meeting, the legislative body, may appropriate money in any year from the Community Preservation Fund to the Affordable Housing Trust Fund.

CHAPTER 5: AMENDMENTS

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

CHAPTER 6: SEVERABILITY

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

CHAPTER 7: EFFECTIVE DATE

7.1 Provided that the Community Preservation Act, M.G.L. c. 44B is accepted at the 2014 State Election on November 4, this Bylaw shall take effect upon approval by the Attorney General of the Commonwealth and after requirements of M.G.L. c. 40 §32B have been met.

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 10 DISPOSITION OF 72 STOW ROAD PROPERTY

(Majority vote required)

Counsel to draft

The Board of Selectmen…

The Finance Committee…

ARTICLE 11 TRANSFER TO STABILIZATION FUND**

(Two-thirds vote required)

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

The Finance Committee…

The Board of Selectmen…

ARTICLE 12 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars ($100,000), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees; or take any other action relative thereto.

Summary

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

The Board of Selectmen…

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

The Finance Committee…

ARTICLE 13 GASB 45 ACTUARIAL CONSULTANT**

(Majority vote required)

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

The Board of Selectmen…

The Government Accounting Standard Board (GASB) requires that government entities disclose the potential cost of post-retirement benefits as a liability in their financial statements. Under the GASB 45 standards, government employers must account for, and report, the annual cost of employee benefits in the same way they report pensions. As a result, the annual benefits costs for most employers will be based on actuarially determined amounts rather than in the "pay-as-you-go" method. Therefore, the Town must hire a consultant to provide an actuarial study of the benefit cost. The town is required to update the study every three years. An actuarial study was last completed in 2012.

The Finance Committee…

The Governmental Accounting Standards Board (GASB) established a standard, known as GASB 45, which requires that government entities: 1) disclose the potential cost of post-retirement health care and life insurance benefits as a liability on their financial statements and 2) update the amount of the liability every three years. Our last actuarial study was completed in fiscal 2012 which provided the town with a detailed analysis of the unfunded liability for other post-employment benefits for active and retired employees and totaled $xxx. If approved, this article will be paid out of free cash.

ARTICLE 14 CONSERVATION TRUST FUND**

(Majority vote required)

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

Summary

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

Justification and Need

1. *The Conservation Trust Fund was established under the Conservation Commission Act in 1957 and is intended to provide funds for the following purposes:*

    - *Purchase of Land*
    - *Capital Improvement of Land*
    - *Expenses related to land purchase such as appraisals, title searches etc.*
    - *Improvement of conservation land.*
    - *Monitoring of Conservation restrictions.*
    - *Cost of preparing open space plans and maps.*

2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately $19,000. Previous discussions with the Finance Committee concluded that an estimated working balance of $30,000 is considered to be adequate for meeting anticipated expenses.*

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

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

4. *The Conservation Trust Fund has the following upcoming anticipated expenses:*

    - *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of $10,000 for appraisals, title searches, and engineering and/or environmental review.*

    - *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*

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

Background Information

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

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

3. *The last 3 year's (2011, 2012 and 2013) ATM approved an appropriation of $5000 each year.*

4. *Routine operations and maintenance are funded separately at approximately $1000 per year.*

5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

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

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

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

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

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

The Conservation Commission recommends (6 – 0).

The Board of Selectmen…

The Finance Committee…

ARTICLE 15 TRANSFER OF BLANCHARD MEMORIAL SCHOOL SPECIAL REVENUE ACCOUNTS TO ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT**

(Majority vote required)

WILL USE LANGUAGE SIMILAR TO ACTON WARRANT…

The Board of Selectmen…

The Finance Committee…

ARTICLE 16 RESCIND UNUSED BORROWING AUTHORITY**

(Majority vote required)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 17 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 15 Spending Limit**	**Disposition for FY 15 Fund Balance**
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	$50,000	Carryover to FY 2016 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	$15,000	Carryover to FY 2016 to pay for inspections for permits not yet completed
Firearms Permits	Police Chief	Firearms Permits fees	To defray expenses for cost of administering firearms licensing program	$2,000	Carryover to FY 2016 to pay for expenses not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	$7,500	Carryover to FY 2016 to pay for expenses not yet completed
Dog License Fees	Town Clerk	Dog licensing fees & penalties	To defray expenses related to licensing, damage to livestock and fowl, and penalties paid to the Animal Control Officer – Dogs & Cats	$4,000	Carryover to FY 2016 to pay for expenses not yet completed
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	$10,000	Carryover to FY 2016 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities	$20,000	Carryover to FY 2016 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 15 Spending Limit	Disposition for FY 15 Fund Balance
	Board of Selectmen, and by majority vote of the Commission		(excluding legal expenses)		
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	$4,000	Carryover to FY 2016 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	$4,100	Carryover to FY 2016 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	$2,000	Carryover to FY 2016 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	$5,000	Carryover to FY 2016 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Field permitting fees	Management and care of fields and permit administration	$20,000	Carryover to FY 2016 to pay for expenses not yet completed

The Board of Selectmen…

The Finance Committee…

ARTICLE 18 CAPITAL EQUIPMENT, VEHICLES AND INFRASTRUCTURE

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Two Hundred Fourteen Thousand Five Hundred Dollars ($214,500), more or less, for the purchase, replacement or improvement of facilities, vehicles and equipment as listed below, or take any other action relative thereto.

A.	Town Hall Attic Insulation	$12,500
B.	Town Hall Carpet Replacement	20,000
C.	Town Hall Grange Meeting Room Improvements	60,000
D.	Town-wide Computer Replacement & SW Upgrade	30,000
E.	Library – HVAC Control System Upgrade	20,000
F.	Historical Museum – Chimney Repair	6,000
G.	Steele Farm – Repairs to Barn	70,000
	Total	**$214,500**

SUMMARIES

A. Town Hall Attic Insulation

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

B. Town Hall Carpet Replacement

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

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

C. Town Hall Grange Meeting Room Improvements

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

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

The floor, ceiling, and walls are in need of attention. Town meeting has already appropriated monies for the replacement of the hardwood floor. This article would provide funding for a new, plastered

ceiling with energy efficient period lighting, and fresh paint on the walls. The construction of a new room behind the drapes on the stage is also recommended. The façade, including the front of the stage, the columns, and the curtains would be preserved. A large video screen would be mounted to the new wall (behind the curtain) to facilitate multimedia presentations by various boards or committees.

D. Town-wide Computer Replacement

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

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

E. Library – HVAC Control System Upgrade

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

F. Historical Museum – Chimney Repair

The general condition of the chimney is poor, allowing water to infiltrate the structure and make its way into the building. Water is thought to be leaking in due to missing mortar and around the flashing at the roofline.

This article would provide funding for the necessary work, which would include cutting out and repointing the mortar from the roof up; cutting out and replacing all the lead flashing; replacing the chimney cap and applying commercial grade sealer.

G. Steele Farm – Repairs to Barn

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

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

The Board of Selectmen…

The Library Board of Trustees unanimously recommends the HVAC Control System Upgrade for the Library.

The Library Trustees unanimously recommend this necessary expenditure. The existing Honeywell network manager is not upgradeable and the manufacturer has announced End-of-Life milestones and a migration from the **R2** platform which was introduced in 1999 to the latest platform known as **AX.** The

AX platform offers the next generation of cyber security and enhanced experience across devices such as smart phones, tablets and browsers. With this upgrade of the Library HVAC system we will maintain our investment in this important resource in our community.

The Historical Commission…

The Steele Farm Advisory Committee unanimously recommends the repairs to the Steele Farm barn.

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

The Finance Committee…

ARTICLE 19 STUDIES AND INITIATIVES

(Majority vote required)

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

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

SUMMARIES

A. Town Clerk - Record Books Conservation

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

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

B. Planning Board – Update Master Plan

Planning Board to provide text

C. Public Safety – Space Needs Analysis

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

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

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

In 2013, the Recreation Commission, the Conservation Commission and the Planning Board started work on developing an Open Space and Recreation Plan in accordance with [insert MGL ref]. An Open Use Space Survey was distributed to the residents of Boxborough. The top two recreational facilities which survey respondents felt were lacking in the Town and should be addressed, were tennis courts and

basketball courts. Currently our residents must travel to surrounding towns to use outdoor basketball and tennis courts as none exist in Boxborough.

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

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

INSERT JPEG

E. Steele Farm Management Plan

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

The Board of Selectmen…

The Steele Farm Advisory Committee Unanimously Recommends the development of the Steele Farm Management Plan

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

The Finance Committee…

ARTICLE 20 CAPITAL IMPROVEMENT - ASPHALT PAVING – TOWN HALL, DPW AND HISTORICAL MUSEUM

(Two-thirds vote required if borrowing)

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

Summary

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

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

Breakdown of cost by location is as follows:

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 21 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF AIR-PAKS – FIRE DEPARTMENT

(Two-thirds vote required if borrowing)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 22 PUBLIC SAFETY/DPW RADIO SYSTEM UPGRADE

(Two-thirds vote required if borrowing)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Six Hundred Thousand Dollars ($600,000), more or less, for the purpose of acquiring an integrated communications network for the Police, Fire and Public Works Departments; or take any other action relative thereto.

The Board of Selectmen…

The Finance Committee…

ARTICLE 23 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF FIRE DEPARTMENT BRUSH TRUCK

(Two-thirds vote required if borrowing)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 24 CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

(Two-thirds vote required if borrowing)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 25 ACQUISITION OF 530 MASSACHUSETTS AVENUE

(Two-thirds vote required)

ARTICLE 26 ACQUISITION OF 593 MASSACHUSETTS AVENUE

(Two-thirds vote required)

ARTICLE 27 PILOT PROGRAM – COMMUNITY SERVICES COORDINATOR

(Majority vote required)

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

Summary

The Board of Selectmen…

The Finance Committee…

ARTICLE 29 ZONING BYLAW AMENDMENT – AMEND SECTION 2100 DEFINITIONS, SECTION 4003(4) TABLE OF USES BUSINESS/INDUSTRIAL USES, AND TO DELETE SECTION 7900

(Two-thirds vote required)

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

Section 2100 Definition

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

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

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

~~*Section 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 other action relative thereto.

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

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

The Planning Board recommends.

The Finance Committee…

ARTICLE 30 ZONING BYLAW AMENDMENT – AMEND SECTIONS 6104 AND 6105 PRIVATE/COMMON DRIVEWAYS

(Two-thirds vote required)

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

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

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

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

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

~~(c) Private/Common Driveways shall have 12" or more of gravel and shall have 2 ½" of hot top extending a minimum distance of 25 feet from the junction with the roadway along the driveway.~~

~~(d) Private/Common Driveways shall be constructed to a minimum width of 16 feet.~~

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

~~(f) Private/Common Driveways shall meet town roads as shown in the Driveway Approach Bylaw.~~

~~(g) Private/Common Driveways shall have drainage structures where needed.~~

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

~~(i) Private/Common Driveways shall provide turning location within 100 feet of each house served to accommodate fire fighting equipment.~~

~~(j) Private/Common Driveways shall be no closer than ten (10) feet at any point from abutting lots not served by the Common Driveway.~~

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

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

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

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

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

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

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

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

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

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

Or take any other action relative thereto.

Explanation

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

The Planning Board recommends.

The Finance Committee…

ARTICLE 31 ZONING BYLAW AMENDMENT – AMEND SECTION 7300 FLOOD PLAIN DISTRICT

(Two-thirds vote required)

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

7300 FLOOD PLAIN DISTRICT

7302 Existing Regulations

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

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

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

7304 Flood Plain District

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

7305 Regulations

The following requirements apply in the Flood Plain District:

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

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

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

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

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

a) such proposals minimize flood damage;

b) all public utilities and facilities are located and constructed to minimize or eliminate flood damage, and;

c) adequate drainage is provided to reduce exposure to flood hazards.

Or take any other action relative thereto.

Explanation

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

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

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

The Planning Board recommends.

The Finance Committee…

ARTICLE 32 SUBMITTED BY PETITION - TAX RELIEF FOR BOXBORO SENIORS AGE 65 AND OLDER

(Majority vote required)

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

Board of Selectmen Explanation

Town Counsel has advised that this petitioned article is not in proper legal form. The General Laws only permit real estate tax exemptions under limited circumstances as provided for in General Laws Chapter 59, section 5. Limited exemptions from property taxes for seniors and disabled persons are available upon adoption by Town Meeting of specific provisions of the statute and are subject to the limitations, including income, set forth therein.

ARTICLE 33 submitted by petition - town residents voting for tax collector vs selectmen appointing someone of their choice.

(Majority vote required)

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

Board of Selectmen Explanation

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

ARTICLE 34 ACCEPTANCE OF EASEMENT FOR POTABLE WATER AND WASTEWATER INFRASTRUCTURE

(Majority vote required)

To see if the Town will vote to accept the perpetual right and easements over, under and upon a certain portion of the land of the Grantor located at … and being shown as "…" on a plan entitled "…" dated … prepared for …

Summary

The Board of Selectmen…

The Finance Committee…

ARTICLE 35 ESTABLISH REVOLVING FUND FOR ANIMAL CONTROL OFFICER – DOGS AND CATS

(Majority vote required)

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

The Board of Selectmen…

The Finance Committee…

ARTICLE 36 ACCEPTANCE OF LIBERTY SQUARE ROAD FIRE CISTERN EASEMENT**

(Majority vote required)

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

The Board of Selectmen…

The Finance Committee…

ADD MAP

ARTICLE 37 PERSONAL REAL ESTATE EXEMPTIONS**

(Majority vote required)

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

Summary

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

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

Anyone with questions or who might wish to take advantage of these tax exemptions should contact the Town Assessor, Ruth Anderson, at 978-264-1720 or by e-mail to: ruth.anderson@town.boxborough.ma.us.

The Board of Selectmen…

The Finance Committee…

ARTICLE 38 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…

The Finance Committee…

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

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

_____
Vincent M. Amoroso, Chairman
Board of Selectmen

_____
Robert T. Stemple, Clerk
Board of Selectmen

_____
Leslie R. Fox
Board of Selectmen

_____
James J. Gorman
Board of Selectmen

_____
Raid M. Suleiman
Board of Selectmen

VMA Recommendations for Town Meeting Warrant Articles

Article 6: AMENDMENTS TO THE REGIONAL SCHOOL DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

The Board of Selectmen Does Not Recommend (5-0).

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

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

2) Borrowing: It would change the current system, whereby a single community, voting at Town Meeting, has the power to block new borrowing. Instead, new borrowing could be authorized by a 2/3 vote of all members, without regard for the weight of the vote. **This would eliminate our ability to veto authorization for new debt.**

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

4) Assessment:

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

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

5) Total Cost: The proposed changes would decrease the assessments of seven towns and increase those of the remaining nine. **The result is that Boxborough would suffer by far the largest per capita increase of any member town:**

TOWN	Increase	Enrollment	Population	Per	Capita Increase
Lincoln	1,168	5	6,362	$0.18	
Weston	5,545	4	11,261		$0.49
Wayland	19,695	8	12,994	$1.52	
Belmont	44,003	30	23,291	$1.89	
Dover	10,782	1	5,589	$1.93	
Lexington	74,765	47	31,394	$2.38	
Concord	50,969	7	17,669	$2.89	
Stow	24,271	22	6,590	$3.68	
Boxborough	**28,194**	**4**	**4,996**	**$5.64**	

Article 7: WITHDRAWAL FROM MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

The Board of Selectmen Recommends Unanimously (5-0).

Boxborough has been a member of Minuteman for many years. Unfortunately, for many years it has paid a disproportionate cost to educate its students at Minuteman compared to non-member towns, who pay a lesser amount. We have raised this with the administration many times, and have been rebuffed many times with the explanation that it is necessary to charge non-members less in order to keep enrollment at suitable levels. This inequity would only be made worse by adoption of the proposed amendments which would result in Boxborough seeing by far the largest per capita increase of any member. Withdrawing will put an end to the discriminatory pricing Boxborough has experienced for years. Moreover, it will better serve Boxborough students, who will then be able to choose to attend other fine schools that are as close or closer, such as Assabet Valley Regional Technical High School in Marlborough, Nashoba Valley Technical School in Westford, or Montachusett Regional Vocational Technical School in Fitchburg. Of course, they could also attend Minuteman on the same basis as students from other non-member towns.

The time has come to recognize that the interests of Boxborough and its students are no longer best served by remaining in the Minuteman High School Regional School District. Our enrollment has declined from sixteen students to four students in the last few years. We currently account for about half of one percent of the total enrollment of some 750 students. It is not reasonable to expect that Minuteman should operate in a manner that optimizes Boxborough's experience when towns like Arlington provide nearly a third of the total enrollment.

How likely is it that Boxborough will be allowed to withdraw? As discussed in our recommendation to Article 6 above, withdrawal is difficult under the present rules. In our judgment, it would be even more difficult under the proposed amendments. The impediments to withdrawal are obtaining approval of all the member towns and the Commissioner of Elementary and Secondary Education. Neither is likely to happen absent a compelling reason. However, the compelling reason exists to the extent that the other members and the Commissioner ever wish to amendment the existing agreement. Boxborough will never have a greater voice in the operation than it does under the current agreement, because the current agreement allows it to veto any changes. Boxborough will never be able to make a more compelling case for being allowed to withdraw than it can at this Town Meeting by voting against the proposed amendments and in favor of withdrawal.

Article 24: CAPITAL EQUIPMENT ACQUISITION – REPLACEMENT OF DPW (2001) DUMP TRUCK

(TBD)

Article 25: <u>ACQUISITION OF PROPERTY #1</u>

The Board of Selectmen defers its recommendation pending completion of negotiations.

The Police and Fire departments occupy adjacent parcels of land that are bordered by wetlands to the East and South, Route 111 to the North, and the Property #1 to the West. This property consists of two parcels totaling (3.1?) acres fronting on Route 111 and contiguous to the Police station. Although there is no immediate plan to expand the Police or Fire Departments, any future expansion of either department would be limited by the existing footprint. Acquiring Property #1 would be to assure its availability to meet future expansion needs of the Town.

Article 38: <u>CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM</u>

The Board of Selectmen Recommends Unanimously (5-0).

Seriously, have you driven Reed Farm Road? Hill Road? C'mon, man!

Selina S. Shaw

From: James Gorman [jgorman@tritonsys.com]

Sent: Sunday, March 23, 2014 9:25 PM

To: selectmen@town.boxborough.ma.us; selina.shaw@town.boxborough.ma.us

Subject: Warrant Article Recommendations

Folks,

Attached find my warrant article recommendations, for consideration at tomorrow's meeting. You will see that I have rewritten Article 28 somewhat (Expanded Veterans' Services). I spent a couple of hours today with Donny Morse, talking with him about the veterans services and what might be accomplished if some additional funding and hours were made available. His current modus operandi is reactive and provides services when asked, but he agrees that there may be some benefit in being more proactive with outreach. Donny is willing to spend an afternoon per week doing outreach and/or holding office hours. I do not think we can hire an assistant veterans service officer without giving him a change to try a more expanded role. Also I do not think we can jump from the current $1050/year to $6000 per year without running a trial for a few months to see how it goes and how much in the way of increased veterans services may be required. If we find out that there is an underlying need that exceeds the total level of ~ $4000 per year ($1050 budget plus $3000 warrant article) then we can add funds via STM or reserve fund.

Jim

Jim G. Recommendations for Town Meeting Warrant Articles

Article 11 - Transfer to Stabilization Fund

The Board of Selectmen Recommends by a vote of 5-0

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

Article 16 – Rescind Unused Borrowing Authority

The Board of Selectmen Recommends by a vote of 5-0

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

Article 17 – Departmental Revolving Funds Re-Authorization

The Board of Selectmen Recommends by a vote of 5-0

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

Article 21 – Capital Equipment Acquisition – Replacement of Air Packs – Fire Department

The Board of Selectmen Recommends by a vote of 5-0

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

grant funds to cover the cost of the SCBA replacement and, should the grant be awarded, the cost to the Town will be reduced to the specific grant co-pay requirement. In order to ensure timely replacement of the Air Paks, we must however appropriate the full cost at Annual Town Meeting.

Article 23 – Capital Equipment Acquisition – Replacement of Fire Department Brush Truck

The Board of Selectmen Recommends by a vote of 5-0

The current Fire Department brush truck is built upon a Ford F350 SL chassis for a 2,000 lb. payload, manufactured in November of 1998. The vehicle is therefore approximately 15 years old and has been subjected to harsh service over the years in responding to Town and highway brush fires as well as towing trailers, such as the decontamination trailer, to events such as the Boston Marathon. The vehicle body has serious corrosion issues, which have been repaired piecemeal over the years, and suffers excessive suspension and drivetrain strains as a result of the heavy loads it is required to support, which at present equal or exceed the design gross vehicle weight. The current brush truck is becoming a maintenance burden to the department, and has suffered reliability issues when components unexpectedly failed. Having a reliable and suitable vehicle available to respond to brush fires in difficult terrain is an important part of the Fire Department's operational strategy and minimizes the need to respond to small fires with a larger engine. The brush truck replacement has been programmed into the Town Capital Plan for this year.

Article 27 – Pilot Program – Community Services Coordinator

The Board of Selectmen Recommends by a vote of 5-0.

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

Article 28 – Expanded Veterans Services

(Majority vote required)
To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of ~~Five~~ Three Thousand Dollars ($~~5~~3,000), more or less, to provide additional hours for the Veterans Service Officer and/or contract- labor hours for the services of a part-time Assistant Veterans Services Officer. These additional hours for the present Veterans Service Officer or a part time assistant are intended to provide public outreach and assistance to veterans for a trial period of 3 – 5 hours per week; or take any other action relative thereto.

The Board of Selectmen Recommends by a vote of 5-0

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

Article 36 – Acceptance of Liberty Square Road Fire Cistern Easement

The Board of Selectmen Recommends by a vote of 5-0

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

Town of Boxborough
Potential Warrant Articles
FY2015

Art #	Dept		Amount	Description	Proposed Funding Source
				Special Town Meeting	
1	541	$	11,400	New Lease Community Center	Free cash
2		$	38,800	Police CBA - FY13 & 14 retro (estimated)	Free cash
3		$	15,164	Transfer $ from Insurance Proceeds (re: police vehicles) to reserve fund	-
4		$	14,868	Personnel Plan - FY 14 retro	Free cash
	TOTAL	**$**	**65,068**	**+**	
				Annual Town Meeting	
	100	$	100,000	Transfer to Stabilization Fund	P.Y. Articles & Overlay Surplus
	122	$	9,500	GASB45 Study - OPEB Re-valuation	Free cash
	122		TBD	Potential land acquisition - 530 Massachusetts Avenue	Borrow
	122		TBD	Potential land acquisition - 593 Massachusetts Avenue	Borrow
	161	$	29,347	Town Clerk - Record Books Conservation (3 year project, average 11K per year)	$20,248.52 (P.Y.Art) & $9,098.42 (FC)
	171	$	5,000	Conservation -Transfer to Conservation Trust for Future Purchase	Free cash
	175	$	75,000	Update Master Plan	Free cash
	192	$	12,500	Updated ~~Energy Audit &~~ Insulation (Town Hall)	~~Stabilization~~ Free Cash
	192	$	20,000	Town Hall - Carpeting	~~Stabilization~~
	192	$	60,000	Grange Meeting Room improvements(lighting, ceiling, walls)	~~Stabilization~~
	192/422/ 591	$	275,000	Paving [Town Hall ($115k); DPW Yard ($110k); Museum ($50k)]	Borrow
	192/210/ 220/422	$	30,000	Computers - Town-wide	Free cash
	210/220	$	25,000	Public Safety - Space Needs Analysis	Free cash
	210/220/422	$	600,000	Public Safety/DPW Radio System Upgrade	Borrow
	220	$	232,000	Fire - Replace SCBA Units - Mandatory January 2015	Borrow
	220	$	150,000	Fire - Brush Truck	Borrow
	422	$	150,000	DPW - Replace 2001 Dump Truck	Borrow
	525	$	25,000	Pilot Program - Community Services Coordinator	Free cash
	543	$	3,000	Expanded Veterans Services	Free cash
	610	$	20,000	Library - HVAC System upgrade (end of life)	~~Stabilization~~ Free Cash
	630	$	5,000	Rec Comm - Survey and design of basketball and tennis courts at Liberty Fields	Free cash
	691	$	6,000	Historical Musem Chimney Repair	Free cash

Town of Boxborough
Potential Warrant Articles
FY2015

Art #	Dept		Amount	Description	
	693	$	6,500	Management Plan - Steele Farm	Free cash
	693	$	70,000	Steele Farm - Repairs to Barn	Stabilization
	942	$	100,000	Transfer to OPEB Trust Fund	Free cash
Sub-Total		**$**	**2,008,847**		
TOTAL ARTICLES			**2,073,915**		

Town of Boxborough
Potential Warrant Articles
FY2015

Available Funds	**Available for Approp**	**Proposed**	**Additions**	**Balance after TM**
Free Cash	$ 1,428,917.00	$ 364,166.42		$ 1,064,750.58
Stabilization, balance at 12/31/13	$ 1,112,739.00	$ 182,500.00	$ 100,000.00	$ 1,030,239.00
Overlay Surplus	$ 45,000.00	$ 45,000.00		$ -
Transfer balance from prior year articles				
ATM May 13, Art 11 - Radio Study	$ 15,000.00	$ 15,000.00		$ -
ATM May 13, Art 22 - Library/School Concrete	$ 5,218.50	$ 5,218.50		$ -
ATM May 12, Art 17 - Town Hall Painting	$ 55,000.00	$ 55,000.00		$ -
ATM May 12, Art 28- Blanchard - 2-way radios	$ 29.27	$ 29.27		$ -
ATM May 12, Art 29- Blanchard - MTRS	$ 0.75	$ 0.75		$ -
Balance from Articles	$ 75,248.52	$ 75,248.52		$ -
	$ 2,661,904.52	**$ 666,914.94**	**$ 100,000.00**	**$ 2,094,989.58**

Borrowing (excl land acquisition)	$ 1,407,000.00
Total Articles (excl land acquisition)	**$ 2,073,914.94**

$ 2,073,915

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ADMINISTRATION

Memo

To: Board of Selectmen
From: Selina Shaw, Town Administrator
Cc: Finance Committee
Re: FY 2015 Budget
Date: March 24, 2014

I am pleased to present the "General Government" and related budgets for the fiscal year commencing July 1, 2014. Budgets are still being reviewed and tweaked; this memo is based upon revision 8 of the budget, dated March 21. The General Government budget for FY 2015 is currently proposed at $874,490, an **increase** of 2.45%, or about $21,000 over the current fiscal year. Town Hall department heads have conscientiously continued to strive to submit zero, needs-based budgets.

Salaries, at $655,483, make up the majority of the General Government budget, with other expenses comprising the balance of $219,007. Absent knowledge of how the compensation study would come in and if it would be approved, all departments were told to use a bogie of 4% to calculate salaries for FY 2015.

Town Hall, Department # 192, is the largest of the twenty departments in General Government and its expenses represent just under a quarter of the General Government budget. Salaries account for $170,726 of the $216,081 budget.

Town Hall continues to be staffed primarily by part-time personnel. While ensuring that the level of services to Boxborough's residents will be maintained, I continue to review the number of hours actually worked by part-time support staff, and have budgeted hours to a level that I think is reasonable. With the departure of two part-time support positions this fiscal year, previously budgeted at 12 and 19 hours respectively, I have combined the positions at one 19 hour/week support position to provide back-up and administrative support to the Accountant and Assessor. This change in staffing as well as a lower step for the newly hired Department Assistant who supports the Inspector of Buildings and Board of Health has resulted in a decrease in Town Hall support staff salaries of almost $6,000 or 3.25%.

Although not reflected directly in the budget, Town Hall operations have been ably supported by the contributions of Boxborough seniors who participate in the senior tax work-off program. In the past work-off year, which runs from December 1 through November 30, seniors have worked just over 1108 hours, or just over .5 FTE. In total, these seniors receive a credit on their real estate tax bills of $11,000. The comparable equivalent wage for an hourly employee would be approximately $17,000.

"Other expenses" comprise the remaining $45,355 of the Town Hall budget. The decrease of $13,227 is largely attributable to the reallocation of technology related expenses to a new town-wide technology budget (dept #156) The major cost items in the Town Hall budget are highlighted in the table below in the order in which they appear on the budget worksheet:

Line Item	**FY 15 Proposed**	**FY 14**	**FY 15 vs. FY 14**	**FY 15 vs. FY 14**	**Comments**
			$ Change	**% Change**	
Electricity	$ 8,300	$ 8,400	<100>	-1.19%	Reviewed consumption since FY 2011 when there was an upswing, largely due to data room. Has been leveling off.
Heating	$ 4,100	$ 4,000	100	2.5%	Calculated based upon historical therms usage (3-yr average) @ current rates. Use has been running pretty much on par with prior years.
Repairs & Maintenance	$ 1,500	$ 1,500	0	0%	May need to re-think looking at YTD (FY 14 plumbing and heating issues)… Major repair would require RFT
Copier Lease	$ 3,306	$ 3,306	0	0%	Last year of 3-year lease
Maint. Agree/Postal	$ 3,425	$ 3,026	399	13.19%	First year of new lease
Network Admin Support	$ 0	$1,080	<1,080>	-100%	Moved to technology budget
Website Hosting	$ 0	$1,825	<1,825>	-100%	Moved to technology budget
Telephone Expense	$ 0	$ 3,720	<3,720>	-100%	Moved to technology budget
Postage Expense	$ 5,100	$ 5,000	100	2 %	Based on actual use and increased postage.
Town Hall Printing	$4,000	$4,600	-600	-13.04%	Town Report and warrants
Other Office (Supplies) Expense	$1,525	$700	$825	117.86%	General supplies @$700 plus AED batteries (need to be replaced every 3 years)
Copy Paper/Supplies	$ 2,300	$ 2,440	<140>	-5.74%	Based on historical usage.
Software	$ 1,500	$ 5,500	<4,000>	-72.73%	Moved all but ARC GIS to technology budget
Training	$ 1,745	$ 1,905	<160>	-8.4%	Not attending ICMA seminar this year, etc.
Lodging and Meals – In State	$720	$1300	<580>	-44.62%	Last year ICMA was in MA… This year it will be out-of-state, but I will not be attending since conf is only 2 weeks before vacation
Dues	$1,078	$1,030	48	4.66%	Prof assn… dues based on sal
Technology Related	$0	$ 2,100	<2,100>	0	Hardware and peripherals – moved to technology budget

Other General Government Budgets

- **Department # 135, Accountant.** Overall decrease in this budget of almost 10%, primarily due to new hire at a lower step. The budget also reflects a modest increase in conferences and related travel and lodging, to which the prior Accountant did not avail himself.

- **Department #141, Assessor**: This budget has increased $27,616 over FY 14, primarily attributable to moving back to a full-time position. FY 14 had initially been budgeted at 3 days a week, and was increased to 4 earlier this year. Moving to a full-time position will enable the office to be appropriately staffed at a level to keep inspections up-to-date as well as make improvements that will ultimately provide better service and resources to the taxpayers of Boxborough while ensuring that the value added to the tax base is not understated. Other expense have increased just under $1,100 primarily due to an update of the Assessor's maps which will be more user friendly and will include on-line access to our property record cards.

- **Department #145, Town Treasurer**: The FY 15 budget reflects a decrease form the current year of 12.84%, or $10,644. Just over 60% of the decrease is attributable to the new Treasurer who will take over the reins from Margaret Dennehy, who is retiring in May. The decrease in other expenses of $just over $4,100 is due to decreased payroll fees, due to the transfer of Blanchard employees to the AB Regional School District.

- **Department 146, Tax Collector**: Other expenses account for an increase of almost 18% over FY 14, and are due to the increased licensing fees for Point software. The software must be upgraded to be compatible with the new Windows operating system that will be installed in July or thereabouts.

- **Department 151, Legal**: Legal fees are projected to decrease due to regionalization. The proposed service level for FY 15 was estimated based on average legal services, excluding the school and the high and low year, since 2005.

- **Department 156, Technology:** This newly created budget was developed by reallocating expenses from Town Hall, Police, Fire, DPW and Library budgets associated with town-wide VoIp, Website hosting, hardware and software that is used by all departments (e.g. MS Office Suite, anti-virus). Specialty software items, i.e. those particular to a department (Vadar for the Accountant, Harpers payroll for the Treasurer, Assesspro for the Assessor, etc) have remained in those departments.

- **Department #162, Elections & Registrar**: Contrasted to FY 14, when the budget reflected only an annual municipal election, in FY 15 there will be a September state primary, a November state election and the annual municipal election in May. The increased number of elections coupled with an increase in voting machine related software has resulted in the increased budget request of $2,081 in salaries and $1,715 in other expenses.

8 2

Internal Communications and Outgoing Communications
March 24, 2014

1. Letter from Dartmouth Mass. Select Board, dated February 26, 2014, to the "Chief Municipal Official" urging support of small businesses specifically in regards to proposed modifications to the State's Commercial & Industrial business tax classification.

8b

Minutes, Notices and Updates
March 24, 2014

Minutes

1. Minutes of the Finance Committee meetings held March 10, 2014.

Notices

1. Notice of a Personnel Board meeting to be held March 24, 2014.

2. Notice of a Finance Committee meeting to be held March 24, 2014.

3. Notice of Acton-Boxborough Transitional School Committee – Possible Quorum Notice at an Acton Selectmen's meeting to be held March 24, 2014.

4. Notice of a Public Ceremonies & Celebrations Committee meeting to be held March 26, 2014.

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General Correspondence
March 24, 2014

NONE