



BOARD OF SELECTMEN
Meeting Minutes
March 21, 2016

APPROVED: April 4, 2016

PRESENT: Les Fox, Member; Jim Gorman, Member and Robert Stemple Member

ABSENT: Vincent Amoroso and Susan Bak

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

The meeting was called to order at 7:02 P.M. in the Boxborough Community Center.

Member Fox nominated Member Gorman to serve as Chair Pro Tem for this meeting. Seconded by Member Stemple. **Approved 3-0.**

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.

ANNOUNCEMENTS

Chair Pro Tem Gorman read the announcements.

The Board took Agenda Items #7c, 7a & 5a, out of order.

NEW BUSINESS

- The Selectmen took up the Finance Comm.'s Reserve Fund Transfer Request. FinCom would like to bring in an intern (high school student) to assist in compiling data related to the potential public safety building project. It was noted that these are complex issues and the material may need a higher level of understanding. Member Stemple moved to forward to the Finance Committee for approval the request to transfer \$400 from the Reserve Fund to account #001-131-5115-0000 (Finance Committee Salary - Clerical) to enable the Finance Committee to hire an intern for 40 hours at \$10/hour to assist with a research project. Seconded by Member Fox. **Approved 3-0.**
- Member Fox moved to re-appoint Donald Morse as Veterans Agent for a term commencing April 1, 2016 and ending on March 31, 2017. Seconded by Member Stemple. **Approved 3-0.**

MINUTES

- Chair Pro Tem Gorman moved to accept the minutes for the regular session of March 7, 2016, as revised. Seconded by Member Stemple. **Approved 3-0.**

PUBLIC HEARINGS

- At 7:23 PM Chair Pro Tem Gorman opened the Public Hearing portion of the agenda. A list of those in attendance is attached and incorporated by reference.
 - Planner Duchesneau opened the discussion on the proposed discontinuance of Cunningham Road. He referred to a plan of the development to illustrate those portions of Cunningham Road that are being proposed for discontinuation. There was discussion about a similar 2003 Town Meeting Article that previously addressed some of these areas. It was noted that there has been some concern about the possible need for a vehicle turnaround at the end of the easterly portion of Cunningham Road if it is "dead-ended," and what would be involved. DPW Garmon provided his input. There was discussion as to why the easterly side of Cunningham Road was not being connected to Ward Road. It was suggested that the Town consider allowing public access, possibly an emergency access road or establishing walking trails. It was noted that the stonewalls in the discontinued portions would no longer be considered protected under the Scenic Roadways and/or Stonewall bylaws. It was also noted that it would be prudent if the Town ensures access to the stream that runs through these areas. The floor was opened for public comment – the overriding concern was that this closure would eliminate possible increased traffic on Hill Rd. that may occur if tenants were able to access the complex at Cunningham Road. The consensus was to support the closure of the westerly portion of Cunningham Road. Some abutters were also concerned about the care, maintenance and potential liability for the land adjacent to Cunningham Road if ownership reverts back from the Town to the abutters. There was discussion as to the possible plans for the open space east of the development that has been retained by Gutierrez Co. The

Jefferson at Beaverbrook signage will be placed at the Ward Road entrance on Mass. Ave. As there was no further discussion this portion of the hearing was closed at 7:53 PM.

- At 7:54 PM discussion was opened to consider new general bylaws, “Reconsideration of Vote Bylaw” and “Vote Counts by Moderator.” It was noted that a Reconsideration bylaw simply allows us to permanently adopt the motion that we have been voting at the beginning of Town Meetings in recent years. The rationale is similar for the proposed Vote Counts by Moderator. As there was no further discussion this portion of the hearing was closed at 7:55PM

APPOINTMENTS

- DPW Director Tom Garmon was present to continue the discussion regarding the transfer station and bulk permit fees. Dir. Garmon referred to the analysis report previously provided on March 7th and further updates regarding tonnage data provided this evening. After review of the presented data, the consensus of the Board was to eliminate bulk fees, but retain the current Transfer Station sticker fees for FY 17. Chair Pro Tem Gorman moved to reduce bulk permit fees to -0- for FY 17. Seconded by Member Stemple. **Approved 3-0.** Member Stemple moved to retain the FY 16 Transfer Station sticker fee schedule for FY 17. Seconded by Member Fox. **Approved 3-0.**
- There were no Citizens concerns.

MINUTES (Continued)

- Chair Pro Tem Gorman moved to accept the minutes for the Executive session of March 14, 2016, as written. Seconded by Member Fox. **Approved 3-0.**

SELECTMEN REPORTS

- There were no Selectmen Reports.

OLD BUSINESS

- The Board re-opened discussion on the FY 17 Budget.
 - Board members have met with the Town Administrator and they have agreed on salary and other expense compensation terms for FY 17. Member Fox moved to approve Department 123 - Town Administrator budget with a revised FY 17 salary of \$113,100 as negotiated by the Board and the Town Administrator, and other expenses of \$2,700. Seconded by Member Stemple. **Approved 3-0.**
 - The Building Inspector has requested that his budget be revised so he can acquire updated code books in FY 17. Member Stemple moved accept revision to #241- Building Dept. Total budget for \$83,426 in FY 17. Seconded by Member Fox. **Approved 3-0.**
 - The Minuteman Regional School District has notified us that they have lowered Boxborough’s assessment for FY 17. Member Stemple moved accept #310- Minuteman FY 17 budget at \$197,492. Seconded by Member Fox. **Approved 3-0.**
 - Member Stemple moved accept #422 - DPW FY 17 Salary Total at \$631,158. Seconded by Member Fox. **Approved 3-0.**
- The Board re-opened discussion on the annual town meeting - re-opening the warrant; continuing discussion of the articles and reviewing the Selectmen’s draft recommendations. It was confirmed that there will be no Special Town Meeting within the Annual, as the one proposed STM article has now been incorporated as a subsection of the related annual town meeting article. TA Shaw re-opened discussion on a potential increase in the Community Services Coordinator hours if the Town is successful in a grant application submitted for this purpose. As previously discussed, the increased hours would make the CS Coordinator eligible for health insurance benefit, so it would be prudent to have an article to cover the potential costs. This will be reviewed with FinCom at the Joint meeting on Tuesday night. It was suggested that it would also be prudent to eliminate the article to authorize the Minuteman District debt. As we are withdrawing from the District we are not obligated by this debt but we remain part of the District until 2017. By simply taking no formal action on this article, inaction would in effect be a de facto approval by the Town so that District can proceed with the project. The Finance Committee does not support the Transfer to Stabilization article, so as this fund is under their purview the article should be deleted from the warrant. The Town Administrator advised that Cemetery Commission has asked that the So. Cemetery stone wall article be deleted. Member Fox moved to re-open the annual town meeting warrant to include an article for the potential cost of health insurance benefits associated with the potential temporary increased hours for the position of Community Services Coordinator and to delete articles for Authorization of Minuteman debt, transfer to Stabilization Fund and stone wall at South Cemetery. Seconded by Member Stemple. **Approved 3-0.** It was determined that the warrant would stay open until articles can be discussed tomorrow night with the Finance Committee.
- The Board continued discussion of warrant articles and review of recommendations. There was discussion on how to clearly communicate the intent of “Does Not Recommend” concerning #7B O’Grady Skate Park. Article #9B has been retitled

“Rehabilitation” of Grange Meeting Room. TA Shaw will confer with the Treasurer regarding the information provided for #10 – OPEB Trust Fund Transfer. Member Stemple will provide input on the language in #11- Fraud Risk Assessment. The Summary is redundant in #15 and will be deleted. # 16 Library A/V is in process. Close out Articles #18, an additional article has been added. Still working on language for #20 – PEG Fund. There was discussion on #21 – Cable Infrastructure. There is no impact on taxpayers as this is funded out of the PEG funds. There was discussion on the plan that is being developed. BXB Video Production Supr. Dolak provided input. Member Fox will forward suggested language. It was noted that the amount for #22 Hill Rd. Easement Acquisition is just a preliminary estimate and we continue to firm up these numbers. As discussed earlier the Comm. Services Coord.-Health Ins. #24 would be discussed at tomorrow’s joint BoS/FinCom meeting. TA Shaw noted that the Town has filed for grant funding that could reduce the actual spending under #25 IT Upgrades. #26 – Town Hall Front recommendation is pending, the Board provided some suggestions. The purpose and the accessibility logistics regarding for #27 – Access Control System were discussed. The language had been revised and copies were provided. The Selectmen deferred voting on both #28 – Police – Building Repair/Maintenance and #29 – Police-Equipment until they could be discussed at tomorrow’s joint BoS/FinCom meeting. Member Gorman provided language that Chief White would like added to the Summary in #30 – Fire-Utility Truck. There was discussion on #31 – ACO Truck. So not to limit our choices, a specific make/model will not be specified. Discussion is on-going on this article. #33 – DPW Bucket Loader can no longer leave the DPW Yard and must be replaced. For #34- DPW Truck as noted with the ACO Truck reference to the make/model will be removed. There was discussion on the type of equipment and the proposed locations, for #35 – DPW Radios. This article will also be discussed at tomorrow’s joint BoS/FinCom meeting. #36 Hager Well – proposed language is fine. Still awaiting firm numbers for actual work. #37 – Public Safety Bldg. - Additional Research, will be discussed at tomorrow’s joint BoS/FinCom meeting. Articles #38-#44 are under the control of the Planning Board so the Selectmen need not comment. There was discussion as to the background and purpose of #47 - New – Reconsideration of Vote Bylaw. A recommendation is not required for #49 – Sense of the Meeting. There was additional discussion #51 – Discontinuing Cunningham Rd. There will be follow up discussions with the Town Planner and ZBA. Member Gorman offered to draft the summary.

NEW BUSINESS (Continued)

- TA Shaw opened discussion on the proposed intermunicipal agreements between the town of Boxborough and the towns of Littleton and Stow for the provision of animal control services. No action is being sought tonight, but she asked that the Selectmen review this agreement and provide any input. She reviewed those sections that have been revised for FY 17.

CONCERNS OF THE BOARD

- The Board was updated on the Phaneuf/Lawn Barber situation.

ADJOURN

- At 9:43 PM, Chair Pro Tem Gorman moved to adjourn. Seconded by Member Fox. **Approved 3-0.**

SELECTMEN'S ANNOUNCEMENTS

MARCH 21, 2016

- **Selectmen Agenda packets are available** from links on the Town's website, from the calendar or the Selectmen's webpage. <http://www.boxborough-ma.gov/board-of-selectmen>

- **The FY 2017 budget process is underway.** The current draft budget is available on the Town's website. You are encouraged to attend Selectmen, Finance Committee, Library Trustee and A-B School Committee meetings at all times, but especially during the budget season. Please check the web calendar for meeting dates. Your input is important.

- Boxborough's **Annual Town Meeting** will begin on Monday, May 9th at 7PM in the Blanchard School Gym.

- **Nomination papers are still available for elected town offices.** Nomination papers for Town offices on the May 16th Town Election ballot are due in the Town Clerk's office by 5pm on **Monday, March 28th**. Nomination papers are available from the town clerk. Candidates are required to provide twenty-five signatures from voters registered in Boxborough to qualify for the ballot.

- The offices on the ballot are:
 - Selectman**, 3-year term: 1 seat
 - School Committee**, 3-year term: 1 seat
 - Planning Board**, 3-year term: 2 seats
 - Library Trustees**, 3-year term: 2 seats
 - Board of Health**, 3-year term: 1 seat
 - Moderator**, 1-year term: 1 seat
 - Town Clerk**, 3-year term: 1 seat
 - Constable**, 3-year term: 1 seat

No one has yet taken out papers for the **open Board of Selectmen seat* or the second Planning Board seat.**

If you are interested in running for town office, please contact Liz Markiewicz, the Town Clerk, for more information.

- 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, in addition to the base license fee for each dog.** Applications can still be obtained at Town Hall or downloaded from the town website. Applications and proof of rabies vaccination should be delivered to the Town Clerk's office at Town Hall. Contact the Town Clerk, Liz Markiewicz if you have any questions.

- The Acton-Boxborough Regional School District is developing a Master Plan. To that end the District will be holding a **School Capital & Space Planning Community Meeting** on Tuesday, March 29th at 7:00PM at the Douglas School Cafeteria, 31 Elm Street, Acton. District Administrators will review Phase I and Phase II of their capital study and provide an overview of their efforts to identify the current and future capital needs of the district. There will also be a discussion on the potential involvement by the Mass. School Building Authority in future projects. All are welcome to attend. To learn more, go to the "About Us" page on the District's website, www.abschools.org.

- The Fire Department has implemented an **on-line system for issuing permits during Opening Burning Season** which runs until May 1st. Residents would go to the Fire Department's Burn Permit webpage on the day they wish to burn. Posted will be whether burning is allowed that day. If allowed, residents would follow the prompts to register for a Daily Permit. The Department's Open Burning Rules & Regulations are also posted. Alternatively, residents call the Fire Dept. at 978-264-1770 to activate a permit or for more information.

- **You can now apply and pay for Transfer Station Stickers and Bulk Item Disposal Vouchers on-line.** Go to the Transfer Station's webpage for more information.
 - If you are looking to **dispose of bulk items**, please consider donating your items to the local not-for-profit organization, Household Goods at www.householdgoods.org. They are happy to accept clean, functional items in good working condition. Please refer to the Transfer Station webpage or call the DPW for more information.

- The **Boxborough Historical Society will be meeting** on Sunday, April 3rd at 2:00 PM in the Morse/Hilberg Room at Boxborough Town Hall to learn about "A History of Boxborough Post Offices" presented by John Dubios. He along with the history of the Town's post offices he will also discuss how postal methods have changed over time and have on display several rare pieces sent either from or to Boxborough between 1832 and 1872. Admission is free and all are welcome.

➤ Friends of the Boxborough Library will hold their **Spring Book Sale** at the Sargent Memorial Library from 9:00 AM to 2:00 PM on Saturday, April 9th. A preview sale for members will take place Friday, May 8th from 7:00 PM to 9:00 PM (Memberships are always available at the door). The Friends of the Library would also ask that you to save your unwanted used books to donate to this sale during the week of April 4th through April 8th, during regular Library hours. The funds from this sale support many library programs that help to make the Library a special place.

➤ **Community Gardening Plots are available for the 2016 growing season.**

- Community Garden at Flerra Meadows plot applications are now being accepted. Applications and a copy of the Flerra Meadows Community Garden Rules & Regulations are available on the Town's website and in the Planning Office at Town Hall. Please contact Town Planner Adam Duchesneau if you have any questions.

- The Middle Road Community Garden at the intersection of Middle Road and Depot Road are also available. Contact Owen Neville at 978-263-3285 or middleroadgarden@gmail.com for more information and to reserve a plot.

More information on both Community Garden sites is available on the Agricultural Commission's webpage and under News & Announcements.

➤ We invite you to explore the Town's website www.boxborough-ma.gov. Information such as the **Transportation options** available for those living or working in Boxborough has been posted on our Town website's homepage on the left-hand side under Resources.

➤ **The Town's Video On Demand service**, which features Board of Selectmen meetings and recordings of other public meetings, can now be viewed by the following link from the Town website's homepage on the left-hand side under Resources: **BXB-TV On Demand**, <http://bxbtv.pegcentral.com/index.php>

➤ Are you 18 or older with two years or more of audio/video experience and are willing to work on an as-needed basis, then **BXB-TV**, our government channel broadcast provider, is looking for you. **Qualified candidates** would assist with the filming of various Town-related meetings and events. Please submit your resume to BXB-TV Video Production Supervisor Kirby Dolak at Littleton Cable TV, 37 Shattuck St., Littleton, MA 01460, or submit via email to kdolak@littletonma.org

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's webpage, 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 Board of Selectmen continues to look for volunteers willing to serve on the various **Town boards and committees**, many of which have openings: Acton-Boxborough Cultural Council (2), Conservation Commission (1), Design Review Board (1 at-large member), Energy Committee (1), Housing Board (1), Public Celebrations & Ceremonies Committee (2), Recreation Commission (1), Steele Farm Advisory Committee (2) and the Well-Being Committee has (2 at-large vacancies). Also, the Town Moderator is seeking two (2) volunteers to serve on the Finance Committee. Please consider participating on a Town board. You will find it to be a worthwhile and rewarding experience. No matter what your knowledge or interest is, we can use your help in making Town government work.

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



BOARD OF SELECTMEN
Meeting Agenda
March 21, 2016
Boxborough Community Center
30 Middle Road

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. PUBLIC HEARINGS

- a) To consider the discontinuance of Cunningham Road, 7:15 PM
- b) To consider new general bylaws, "Reconsideration of Vote Bylaw" and "Vote Counts by Moderator", 7:20 PM

4. APPOINTMENTS

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

- a) Tom Garmon, DPW Director, continued discussion regarding transfer station and bulk permit fees, 7:30 PM
- b) Citizens concerns

4. MINUTES

- a) Regular session, March 7, 2016
- b) Executive session, March 14, 2016

ACCEPT & POF

ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) FY 17 Budget
 - i. Department 123 (Town Administrator)
Move to approve Department 123 Town Administrator budget with revised FY 17 salary of \$113,100 as negotiated by the Board and the Town Administrator, and other expenses of \$2,700 **VOTE:**
 - ii. Further discussion on departmental budgets as needed (revised budgets for Dept. 241, Building Inspector; Dept. 310, Minuteman; Dept. 422, Public Works)
Move to approve as revised (read total salary and other expenses for each dept as appropriate) **VOTE:**
- b) Annual Town Meeting
 - i. Re-open warrant to add an article for potential benefit cost associated with potential temporary increased hours for Community Services Coordinator¹ and to delete articles: for authorization of Minuteman debt, transfer to stabilization fund and stone wall at S. Cemetery
¹*[This assumes that the Town is successful in its CHNA 15 grant application which would fund a needs assessment for the Town over the eighteen month period commencing 7/1/16]*
Move to re-open the Annual Town Meeting warrant to include an article for the potential cost of health insurance benefits associated with the potential temporary increased hours for the position of Community Services Coordinator and to delete articles for authorization of Minuteman debt, transfer to Stabilization fund and stone wall at South Cemetery **VOTE:**

ii. Continued discussion of warrant articles and review of recommendations

VOTE:

7. NEW BUSINESS

- a) Appointment of Veterans Agent, Donald Morse (April 1, 2016 – March 31, 2017)
Move to re-appoint Donald Morse as Veterans Agent for a term commencing April 1, 2016 and ending on March 31, 2017
- b) Review of proposed intermunicipal agreements between the town of Boxborough and the towns of Littleton and Stow for the provision of animal control services
- c) Reserve Fund Transfer – Finance Committee
Move to forward to the Finance Committee for approval the request to transfer \$300 from the Reserve Fund to account #001-131-5115-0000 (Finance Committee Salary - Clerical) to enable the Finance Committee to hire an intern at \$10/hour to assist with a research project

VOTE:

VOTE:

8. CORRESPONDENCE

ACCEPT & POF

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

9. PRESS TIME

10. CONCERNS OF THE BOARD

11. ADJOURN

Cunningham Road Discontinuance

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING
CUNNINGHAM ROAD DISCONTINUANCE**

The Board of Selectmen will hold a public hearing on Monday, March 21, 2016 at 7:15 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider the discontinuance of Cunningham Road.

All are welcome to attend.

Per Order
Board of Selectmen

**CUNNINGHAM RD.
LEGAL NOTICE
BOXBOROUGH BOARD OF
SELECTMEN
PUBLIC HEARING
CUNNINGHAM ROAD
DISCONTINUANCE**

The Board of Selectmen will hold a public hearing on Monday, March 21, 2016 at 7:15 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider the discontinuance of Cunningham Road.

All are welcome to attend.

Per Order
Board of Selectmen

AD#13400685
Acton Beacon 3/10/16



PROFESSIONAL STAMP

THE RESIDE
WARD I
IN
BOXBOROUGH
MASSACHUSETTS
(MIDDLESEX)

SITE PLAN
JULY 24,

REVISIONS:

NO.	DATE	DESC.

PREPARED BY:
THE GUTIERREZ
ONE WALL STREET
BURLINGTON, MASS
01802

BSC
15 Elkins Street
Boston, Massachusetts
02127

© 2005 BSC Group, Inc.
SCALE: 1" = 100'
0 50 100

FILE: Design\Drawings\Presental
DWG. NO.:
JOB. NO.: 2-2008.02

ISSUED FOR PERMITTING
NOT FOR CONSTRUCTION

21 March 2016

TO: Open letter to Boxborough Board of Selectman

RE: Future Disposition of Cunningham Road

Dear Boxborough BoS,

Thank you for requesting input into the Cunningham Road disposition process. Unfortunately I (Mike Matchett) am traveling out of town this week and unable to attend the announced meeting in person. Therefore please allow me to submit these notes and concerns.

1. Fair Disposition

Our first thought about the fair and equitable disposition of Cunningham road is to split it down in the middle and grant it back to abutters, with the addition to those grants where necessary for an easement for the existing (Gutierrez owned parcel on Cunningham) house to "install, access and maintain" a driveway east to Hill Rd.

2. Town Recreational Access/Easement

We do request in the town's wider interest that the Town reserve a town easement/conservation covenant for trail and access along the current length of Cunningham (Hill to 111) for pedestrian, biking, and equestrian access and use. This would someday support the potential for installing a formal trail as part of a bigger trail system.

- This should include and preserve a right for a trail crossing the new 40B development's driveway where it now crosses the currently public-owned Cunningham road.
- There are many reasons to consider preserving public access and a trail right of way in this area including neighborhood patterns of usage:
 - o State highway - Rt 111 isn't getting a frontage sidewalk installed in this area anytime soon and is quite dangerous to walk, bike along. The new 40b Development adds 500+ people without a local place to walk or bike, or a safe place for kids to enter/egress the property.
 - o Neighbors here walk down Cunningham all the time - both residents and commercial workers from the nearby office buildings.
 - o Cunningham provides save bike and foot traffic access to the gas station/donut/coffee shop, as well as getting to the fields by the Holiday Inn (and to the 495 bridge which could connect to other town fields on the west side of 495).
- The town should also look deeply at the recent progress on the Bruce Freeman (cycle) trail occurring in neighboring towns. Boxborough has now passed the CPA and should now consider at least a spur to the growing bike trail complex which taking shape across the state (Bruce Freeman connecting to Bay Circuit trail and other trail efforts). Inevitably we think the the town will want to provide safe way to, for example, bicycle across town - to get to the 495 bridge and beyond from scenic Hill road (which provides access and connection to other town trails and opportunities).

3. Historical Significance

Cunningham road is where the regional colonial minutemen (Harvard, since Boxborough wasn't yet formed at that time) mustered on that fateful day when the British marched to Concord. Recently, one of Boxborough's most historic properties, the historic 1729 Whitcomb house (on Cunningham), home of the captain of the local colonial militia, was shamefully allowed to fall into disrepair by the 40b developer (Gutierrez and shell companies, and a financial beneficiary of the pending disposal of the currently publicly owned asset of Cunningham road). But Boxborough need not carelessly throw away all ties to American history.

(*Note - This historic loss was enabled by the town BoS without serving abutter notice or seeking public comment on the demolish approval – and in spite of a standing offer by preservationist-minded firm to move the still solidly built house offsite for free.)

When it comes to irreplaceable history like this, it would behoove the town to maintain access rights to gather and “march” on Cunningham road for re-enactments, celebrations, and other future patriotic and historic reasons. We suggest a public monument, statue, or at least plaque in a small town memorial park on this road site would be more appropriate than further demolition and complete abandonment.

We also presume that the town stone wall and scenic roadway bylaws would no longer apply to the stone walls along Cunningham if it were disposed (the current by-laws only protect stone walls on public roadways). As it would be a shame to allow further destruction of this historic site, I suggest that it be brought before town meeting to extend the town's stone wall and scenic historic road protections to Cunningham, or possibly retain a historic covenant on the stone wall monuments running alongside during disposition.

4. Abutter Preferences

We have suggested that the new Taylor school could benefit from having an adjoining section of Cunningham road for temporary parking for inevitable school events – performances, fundraisers, etc. It is not safe to park on Hill road in that area due a blind curve and narrow roadway. As an aside, we missed the opportunity as a town to direct that the new school driveway exit through the Cunningham stone wall (as it might not much longer be a historic roadway). Note that this might still need to be reserved as an option for the school to possibly remediate the recent stone wall cut on Hill rd that is now under state investigation (re: conflicting surveys of Hill Rd stone walls).

We'd request that if there is a disposition of Cunningham as a public road that the actual intersection with Hill Rd be reduced to a simple “T” shape rather than it's current split into north/south connections onto Hill. The current wide (and effectively circular configuration) receives high traffic by even semi-trailers using it

as a quick turnaround (quite dangerously). We'd also presume this public turnaround usage is not compatible with the above suggested disposition options (private driveway, trail, memorial park, etc.), and would unnecessarily complicate snow removal and public road maintenance along Hill Rd if and when Cunningham is disposed.

Thank for your consideration and the opportunity to provide input into this process.

Regards,
The Matchetts
45 Hill Road

3b

Reconsideration of Vote Bylaw
Vote Counts by Moderator Bylaw

**LEGAL NOTICE
BOXBOROUGH BOARD OF SELECTMEN
PUBLIC HEARING
PROPOSED REVISIONS TO GENERAL BYLAWS**

The Board of Selectmen will hold a public hearing on Monday, March 21, 2016 at 7:20 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed new general bylaws, "Reconsideration of Vote Bylaw" and "Vote Counts by Moderator." The proposed bylaws will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

**SEL/RECONSIDERATION
LEGAL NOTICE
BOXBOROUGH BOARD OF
SELECTMEN
PUBLIC HEARING
PROPOSED REVISIONS TO
GENERAL BYLAWS**

The Board of Selectmen will hold a public hearing on Monday, March 21, 2016 at 7:20 p.m. in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, to consider proposed new general bylaws, "Reconsideration of Vote Bylaw" and "Vote Counts by Moderator." The proposed bylaws will be available for review on the Town's website at www.boxborough-ma.gov and on the bulletin board outside the Town Clerk's Office.

All are welcome to attend.

Per Order
Board of Selectmen

AD#13400683
Acton Beacon 3/10/16

Proposed New Bylaws – Annual Town Meeting 2016

Reconsideration of Vote

Any voter shall be permitted to move reconsideration of a vote taken at town meeting, subject to the limitation or exceptions set forth in succeeding subsections of this bylaw.

Once final action has been taken on an Article, and the next order of business has been taken up, or the session of Town Meeting has been adjourned, the Article may not be considered at that Town Meeting, unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

Vote Counts by Moderator

On Town Meeting matters requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15 (or as otherwise provided in these bylaws).

From: Vicki Franz [<mailto:vfranz@boxborough-ma.gov>]
Sent: Tuesday, March 08, 2016 10:21 AM
To: 'Jim Gorman'; les fox; Robert Stemple'; Susan Bak; 'Vince Amoroso'
Cc: 'Tom Garmon'
Subject: Tonnage at Transfer Station

Good Morning,
Tom asked that I send the numbers on the tonnage for the past three years.

The solid waste includes 2 compactors & the open top wood bin.

The recycling includes 2 compactors & the open top metal bin.

	CY2013	CY2014	CY2015
SOLID WASTE	946.19	921.74	947.92
RECYCLING	403.36	400.11	389.90
TOTAL TONS	1349.55	1321.85	1337.82

Regards,
Vicki Rzasa
Department Assistant DPW/Fire
Town of Boxborough
978-264-1793 Direct
978-844-8409 Cell
vfranz@boxborough-ma.gov



BOARD OF SELECTMEN
Meeting Minutes
March 7, 2016

APPROVED: _____

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

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

Chair Amoroso called the meeting to order at 7:03 P.M. in the Boxborough Community Center.

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.

ANNOUNCEMENTS

Chair Amoroso read the announcements.

Board took item #7a, out of order

OLD BUSINESS

- The Selectmen took up the Town's Prevention of Harassment and Discrimination Policy. The proposed revisions are primarily to simply clean up and update the policy's language. The Board also reviewed the process outlined in the Policy to escalate a complaint. Further to the recommendation of the Personnel Board, Member Bak moved to approve the updated "Prevention of Harassment and Discrimination Policy" as further revised by the Personnel Board on February 23, 2016. Member Stemple. **Approved 5-0.**

PUBLIC HEARING

- At 7:18 PM Chair Amoroso opened a Public Hearing.
The first matter to consider was Proposed Amendments to the Personnel Plan, Classification & Compensation Schedule. This portion of the public hearing was held jointly with the Personnel Board. Personnel Bd. Chair Anne Canfield opened discussion by reviewing the proposed revisions - including consolidating the Treasurer/Tax Collector position and adjusting the compensation commiserate with the additional responsibilities. It was confirmed that this is an appointed position. Also the Library Trustee would like to see an increase of the pay grade for the Youth Services Librarian re-aligning it on the Classification Schedule from Grade 12 to 15. The hours increased in FY17 and this person would also be the on-site administrator if the Library Director is not there. There was also discussion about wage adjustments to some positions on the intermittent schedule to align them with minimum wage guidelines. There was discussion on the proposed creation of a Full-time Fire Captain position; retaining position of "Call" Deputy Fire Chief on the Compensation Schedule, even if not currently staffed and potential chain of command issues at an incident if both positions were staffed. Personnel Bd Chair Canfield completed her presentation.

Town Planner, Adam Duchesneau presented the proposed amendments to the Stone Walls Bylaw for consideration. Duchesneau advised that currently if property owners, with a stonewall, need temporary access to their property where there is a stonewall they must go through a drawn-out formal hearing process. This amendment would allow property owners to seek permission for a temporary [maximum of one month] opening of their stonewall with just the filing of a statement that provides the project details as outlined in the proposed amendment. There was a review of the proposed language and revisions were suggested. Planner Duchesneau advised that he would present these suggestions to the Planning Board.

Chair Amoroso opened the portion of the Public Hearing to consider proposed amendments to the Annual Town Meeting Bylaw. He noted this revision would eliminate confusion that has existed as to which day of the week the Annual Town Election is held. Almost all elections are held on Tuesdays.

Resident Becky Neville asked if the public was going to be able to provide input during this public hearing. The Selectmen asked for comment(s). Neville advised that she did not want to see a change in the Annual Town Election. It has always been on a Monday. This is one of the things that makes us Boxborough. Another resident had questions on the Gym Director position listed on the Personnel Plan's Classification & Compensation Schedule. As there was no further input, Chair Amoroso closed the hearing at 7:44 PM.

APPOINTMENTS

- Jennifer Benson, State Representative, 37th Middlesex District and James Eldridge, State Senator, Middlesex & Worcester District. Members of the public were also present. Sen. Eldridge opened the discussion and spoke to the items outlined in his memorandum Legislative activities for 2015-2016, which he provided at table. Specifically Local Aid is going up 4/6% overall however Ch. 70 funding is only up 1.6% and that includes the regional school transportation component. Also the Governor has recommended increasing funding for Charter Schools. The Board expanded the discussion as to education related state funding specifically out-of-district transportation reimbursement. Rep. Benson advised that this funding has been "all over the map". It has been funded as high as 80% and then other times as low as 0%. It is too late in the budget season to do anything about the FY 17 apportionment but they will keep an on eye this issue. She further noted that they continue to push for \$50 per child increase in Ch. 70 local aid. Last year, they had a similar push but realized just a \$25 increase. She offered to provide a link to the State's Foundation budget site if the Board wanted additional information. Member Fox thanked Sen. Eldridge and Rep. Benson for their participation in a meeting that he and Planner Dushesneau had with MassDoT concerning the Mass Ave. culvert repairs. They learned at the meeting that the Army Corps of Engineers will need to be involved in this project. There was discussion on the conditions along this section of Mass. Ave./Route 111 and related items that will need to be addressed including the Town's proposed walkway. The Board inquired as to the status of State's CPA fund and their desire to see an increase in the local portion percentage. Sen. Eldridge is not seeing much traction towards an increase but he will keep an eye on this and will see if he can provide property sales tracking data that is related to CPA funding. In closing Sen. Eldridge and Rep. Benson advised that though some budget areas seem to be level funded or decreased this is primarily due to the fact that the State is still recovering for the previous budget issues and they are trying to "back-fill" the funding that had to re-allocated at the time.
- DPW Director, Tom Garmon was present to discuss Transfer Station fees and to update the Board on the paving of Town roadways. Dir. Garmon referred to the Transfer Station Revenue Analysis that had been prepared. The Board noted that Garmon is doing a good job at controlling costs. The issuance of stickers and bulk permit vouchers was down this year. There was discussion as to possible causes. Dir. Garmon pointed out that Transfer Station fees were never meant to cover operating costs. There was discussion about possibly eliminating the bulk permit fees, but still tracking usage. The Selectmen opened this question up for audience input. Some of the input received – voucher process is cumbersome; would rather see all Transfer Station fees incorporated into tax bill; people need to be responsible & cognizant of what they use and what they throw away; and usage seems to be down, just track usage/tonnage. It was noted that these matters are simply being discussed this evening. FY 17 usage fees will be set at a subsequent meeting. Dir. Garmon provided an update on roadway paving. We have quite a lot of roads that need attention. The bidding process was just concluded for the spring 2016 Picnic St., Patch Hill Rd. paving project. Nine bids were received and a contract was awarded. This is being funded by the 2015 ATM Paving article, not with Ch. 90 funds. The next project is the reconstruction of a retaining wall on the lower end of Hill Rd. This must be completed before any paving can occur. \$90,000-\$100,000 is the estimated cost for this work. The paving of Swanson Rd. would be the next project. They are hoping to put this out to bid in June/July. Ch. 90 funds are to be used for the retaining wall and Swanson Rd. projects. He next is looking at paving the east end of Burroughs Rd. and Robinson Rd. in FY 17. However, this may be delayed because of the anticipated MassDoT Rte. 111 culvert work which will detour traffic over these roadways. He advised that he has put forth a Paving Article, similar to the one approved for FY 16, but he is seeking \$400,000 this year. Data indicates it costs approximately \$300,000 per road mile to pave our roads. The audience provided their input. Maria Neyland commented that no paving schedule has been published, even on the website. The Town should be letting residents know well in advance of any paving projects so they can plan accordingly. Property owners are not allowed to do any projects that require "road cutting" for five years after a roadway is paved. She lives on Picnic St. and only recently learned about the April start date. Hugh Fortmiller suggested more lining on the Town's roadways. We have narrow, winding "country" roads and lining would improve safety, especially during poor weather. It was also noted that shoulder lining or "fog lines" could increase pedestrian safety. Currently only some of the Town's main thoroughfares are lined. An audience member suggested that we consider using the same type of reflected used on Rte. 2.
- There were no Citizens concerns.

MINUTES

- Member Gorman moved to accept the minutes for the Regular session of February 10, 2016, as revised. Seconded by Member Stemple. **Approved 5-0.**

- Member Gorman moved to accept the minutes for the Regular session of February 24, 2016, as written. Seconded by Member Stemple. **Approved 5-0.**

SELECTMEN REPORTS

- Member Fox reported that on Feb. 29th Sen. Eldridge, Rep. Benson, Planner Duchesneau and he met with representatives from MassDoT concerning the State Rte. 111 project to address the three culverts that need to be replaced. It was a very positive discussion. Best case is that the project starts before school opens in Sept. That is when the water table typically at its lowest, but could be pushed back to next year. The good news is that there does not seem to be any significant obstacles. However, one new element was introduced at this meeting. The Army Corps of Engineers has jurisdiction as to waterways all over the U.S. (including Guggins Brook), so they will need to sign-off on this before the project can move forward. This work is also important for one of the Town’s long term goal - to have a safe walkway from School to Liberty Square Rd. This project was initiated by the previous Town Planner. There was discussion as to the status of the Town’s latest MassWorks Grant application and the funds that have already been allocated for the walkway project.
- Member Stemple reported that he and TA Shaw attended a MMA legislative breakfast hosted last week. The legislators indicated that they there should be more local aide coming to Towns, but addressed nothing specific.
- Chair Amoroso reported that he attended an AB Regional School Oversight Comm. meeting. They meet every two months to review the costs and financial impact of the FY 15 School District merger. The anticipated savings are materializing; however the funding from outside sources has decreased, as a result the District had to recapitalize these savings. The decrease as to per pupil costs is on track.

He also reported that amendments to the Minuteman Agreement were approved by all 16 towns. The District will be delivering the Towns’ certified votes by hand to the DESE and the DESE has agreed to expedite their approval process. This should be ratified in time for the Minuteman School Comm. to vote to authorize the building project debt. Those five towns that voted to withdraw, including Boxborough, would be exempt from this debt obligation, and simply “Passover” the debt article. If any of the 16 towns votes down this debt article the District would have proceed with a popular “District-wide” ballot vote. He noted that Boxborough remains a member of the Minuteman District until June 30, 2017.

- Member Gorman reported that he and Member Fox attended a recent SNAG meeting where they reviewed floor plans that will be used for cost estimating. They will not have more detailed cost estimates ready before Town Meeting. He noted that SNAG does have an article seeking funding for additional study.

He reported that the communications antennas have now been replaced at the Museum. The communications system will soon be in place.

Member Gorman also announced that he will not be seeking re-election and encouraged those interested to pull nomination papers.

Board took item #7d, out of order

OLD BUSINESS (Continued)

- The Board opened discussion on the FY 17 Budget and began to vote departmental budgets.

	Moved	Seconded	Notes / Votes
100-199 Town Government			
123 Town Administrator			Hold - this may change based on a new contract.
156 Total Technology			There was a review of why the IT budget will increase significantly.
100-199 Total Town Government	Member Fox moved to approve all budgets under “Town Gov’t” except for #123	Member Bak	Approved 5-0
210-299 Protection			
210 Total Police			Historically we have bought cruiser every year (Operating). May want to make this clearer.
292 Total ACO Dog & Cat			This is only for our portion of the IMA.
210-299 Total Protection	Member Gorman moved to approve all budgets under “Protection”	Member Fox	Approved 5-0

	Moved	Seconded	Notes / Votes
310-320 Education			
310-320 Total Education	Chair Amoroso moved to approve all budgets under "Education"	Member Fox	It was noted that both the Minuteman and ABRSD assessments are up due to a significant decrease in State aid. Approved 5-0
422- 491 Public Works			
422 Total DPW			Hold - matters concerning salaries still under discussion.
425 Total Hager Well			Electricity increased this year. Necessary cleaning of water storage tank (Every 5-10 yrs) Appx. cost \$5,000.
429 Total Fuel			Fuel costs are down but our consumption is up – additional vehicles and some are SUVs. Budget based on actuals not per unit cost.
422-491 Total Public Works	Member Gorman moved to approve all budgets under "Public Works" except for #422	Member Stemple	Approved 5-0
505- 543 Health Services			
543 Total Veterans			Concern was voiced that the Veterans Agent may be underfunding this.
505-543 Total Health Services	Member Stemple moved to approve all budgets under "Health Services"	Member Gorman	Approved 5-0
610-699 Culture & Recreation			
670 Total Steele Farm			It was noted that the \$12,000 bump in FY 16 actuals was due to barn repair cost overruns.
610-699 Total Culture & Rec	Chair Amoroso moved to approve all budgets under "Culture & Recreation"	Member Bak	Approved 5-0
710- 945 Administration			
751 Total Debt Interest			Some debt has been retired so this is down.
710-945 Total Administration	Member Gorman moved to approve all budgets under "Administration"	Member Bak	Approved 5-0
132 Total Reserve Fund	Member Stemple moved to approve the "Reserve Fund" Budget	Chair Amoroso	Approved 5-0

- The Board took up the disbanding of the Vocational Education Advisory Committee (VEAC). Chair Amoroso thanked the members for their hard work. He further noted that their research proved helpful to the other town's that were seeking withdrawal. Member Bak moved to disband the Vocational Education Advisory Committee and to extend the Board's appreciation to VEAC for their tireless efforts in preparing their report to the Town on vocational education options. Seconded by Member Stemple. **Approved 5-0.**
- The Board re-opened discussion on Annual Town Meeting (and Special within the Annual); reviewing the list of proposed articles. Chair Amoroso read the titles of the articles and asked that members speak up if they wanted to discuss a particular article. The Board discussed the CPA Article block. #8A Recreation Comm's Liberty Fields proposal is just for planning not the actual development. #10C Town Hall Front Steps project is just for the steps the walkway/apron work is addressed under #28 Member Bak provided an update as to discussions and progress since BICAO Noel's presentation of Feb. 24th regarding both the steps and the walkway/apron work. CPC member John Neyland provided his input as to the historic restoration/appearance component. CPC member Hugh Fortmiller spoke as to the proposed surface materials and the railing placement. There was also discussion as to the placement of the existing war memorials. It was noted that individual amounts do not match the bottom line for the CPA section. Articles #11-25 fall under the Financial Consent Agenda. Article #15 – Soil testing 405

Middle Rd., is necessary as the FinCom declined to approve a RFT for this work; suggesting that it should be handled at Town Meeting. This test must occur so that Town can work on determining the value of the parcel and this can be done prior to any transfer to the Housing Board. Article #16 is simply the costs involved for bonding. Article # 19 is installing a boundary wall at So. Cemetery. The Cemetery Comm. does not consider this a “historic” project and therefore not eligible for CPA funding. Also the Cemetery Comm. did not apply for CPA funding for this work and the CPC had received quite a few historic related applications for this cycle. Article #26 – 1 BFD Promotion Lt. to Captain, it was suggested that this article could be removed as the Fire Chief has the authority to implement this, this can be addressed by preparing a notice for residents that this is occurring. The Board took up the Capital Equipment & Infrastructure Articles. Article #28 Town Hall walkway/apron it was further noted that this just a placeholder number for now, and we will have a firmer number before ATM. It was noted that FinCom has some concern that there are quite a few articles for new vehicles this year; there may be some follow up on this. The only discussions under Bylaw Amendment/Updates Articles were recent additions #49 and #50. Both would serve to permanently adopt, as Bylaws, process motions that we have voted at the opening of town meetings. Under the Consent Agenda (Other), Article #53 is also deals with process. It makes it clear, that if a voter registration deadline falls on a Saturday, the Clerk’s Office only needs to be open the Friday prior to that Saturday to be in compliance. TA Shaw advised that #54 is necessary as the current Hager “Tower” Lease is expiring and the terms of the lease require that the Town issue a new RFP and put it out to bid. TA Shaw provided background on a Sense of the Meeting Article that the Energy Committee would like to have on the warrant. The Board formally re-opened the warrant to add several proposed articles. Member Gorman moved to re-open the Annual Town Meeting warrant to include additional articles: Minuteman Debt Authorization, Library A/V Upgrade, Soil Testing for 405 Middle Rd., Public Safety Architecture/Site Plans, Reconsideration of Vote Bylaw, Vote Counts by Moderator Bylaw, and Sense of Meeting Motion submitted by the Energy Committee to promote reduced consumption, as well as to eliminate article transferring the care, custody and control of 405 Middle Road from the Board of Selectmen to the Housing Board and to also eliminate the Fire Lt to Captain Article. Seconded by Member Fox. **Approved 5-0.**

NEW BUSINESS

- Member Gorman moved to accept with utmost appreciation the generous gift in the amount of \$911 from the UCC, Congregational of Boxborough for the purpose of providing assistance to those in need, as determined by Community Services Coordinator, Lauren Abraham. Member Stemple. **Approved 5-0**
- Member Fox moved to accept a grant in the amount of \$3,497 for the Boxborough Police Department’s participation in the evidence inventory project funded under the “NIJ Postconviction Testing of DNA Evidence to Exonerate the Innocent Program”. Seconded by Member Gorman. **Approved 5-0.**

CONCERNS OF THE BOARD

- An Acton resident has written to the Selectmen suggesting Boxborough merge with Acton. The Selectmen invited residents to provide their input regarding this suggestion.
- Member Bak updated the Board on the Town Hall lift replacement. All of the related work must be completed before the state inspector will certify it for operation.
- To follow up on earlier Article discussions, TA Shaw advised that Historical Commission Chair, Alan Rohwer just communicated to her that projects at the So. Cemetery could be considered historic.

ADJOURN

- The meeting was adjourned at 10:25 PM.

**FY2017 Financial Model
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16
<u>Summary of Expenditures</u>				
Town Government	\$ 946,699	\$ 973,413	\$ (26,714)	-2.74%
Protection	\$ 2,564,974	\$ 2,483,808	\$ 81,166	3.27%
Public Works	\$ 1,061,949	\$ 1,015,664	\$ 46,285	4.56%
Health Services	\$ 128,170	\$ 123,247	\$ 4,923	3.99%
Culture & Recreation	\$ 422,222	\$ 407,926	\$ 14,296	3.50%
Subtotal - Town Government	\$ 5,124,014	\$ 5,004,058	\$ 119,956	2.40%
A/B Regional School	\$ 11,503,148	\$ 11,120,240	\$ 382,908	3.44%
Minuteman Technical	\$ 197,492	\$ 165,340	\$ 32,152	19.45%
Subtotal - Education	\$ 11,700,640	\$ 11,285,580	\$ 415,060	3.68%
Debt Service	\$ 1,122,858	\$ 1,173,438	\$ (50,580)	-4.31%
Employee Benefits	\$ 1,507,248	\$ 1,406,644	\$ 100,604	7.15%
Reserve Fund	\$ 185,000	\$ 185,000	\$ -	0.00%
Subtotal - Other	\$ 2,815,106	\$ 2,765,082	\$ 50,024	1.81%
Total Budget	\$ 19,639,760	\$ 19,054,720	\$ 585,040	3.07%
ATM 2017 Warrant Articles Within 2 1/2	\$ 1,570,340		\$ 1,570,340	
ATM 2016 Warrant Articles Within 2 1/2		\$ 1,494,500	\$(1,494,500)	0.05%
STM 2017 Warrant Articles Within 2 1/2	\$ -		\$ -	
STM 2016 Warrant Articles Within 2 1/2		\$ 75,000	\$ (75,000)	
ATM 2017 Warrant Articles CPC	\$ 244,020		\$ 244,020	
ATM 2016 Warrant Articles CPC		\$ 112,000	\$ (112,000)	117.88%
STM 2017 Warrant Articles CPC	\$ -		\$ -	
STM 2016 Warrant Articles CPC		\$ -	\$ -	
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Snow and Ice Deficit	\$ -	\$ -	\$ -	0.00%
Overlay Reserve (known after tax rate setting)	\$ 175,000	\$ 172,728	\$ 2,272	1.32%
Total Budget, Articles, Overlay	\$ 21,629,120	\$ 20,908,949	\$ 720,171	3.44%

**FY2017 Financial Model
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16
Sources of Funds				
Estimated State Aid	\$ 261,910	\$ 251,678	\$ 10,232	4.07%
State Aid (Cherry Sheet Assessments)	\$ (71,027)	\$ (66,372)	\$ (4,655)	7.01%
State Aid (Construction Reimbursement -school)	\$ 284,091	\$ 284,091	\$ -	0.00%
Total Estimated State Aid	\$ 474,974	\$ 469,397	\$ 5,577	1.19%
Estimated Local Receipts	\$ 1,325,000	\$ 1,437,000	\$ (112,000)	-7.79%
Total State Aid and Local Revenue	\$ 1,799,974	\$ 1,906,397	\$ (106,423)	-5.58%
Prior Year Levy Limit	\$ 18,468,545	\$ 17,823,559	\$ 644,986	3.62%
Allowed 2 1/2 Growth - Revenue Tax Increase	\$ 461,714	\$ 445,589	\$ 16,125	3.62%
Tax Rate				
New Growth (estimate determined by Town Policy Makers)	16.36 3,000,000		16.65 11,975,784	
Current Year Levy Limit	\$ 18,979,338	\$ 18,468,545	\$ 510,794	2.77%
One Time Capital Exclusion Articles	\$ -	\$ -	\$ -	0.00%
Exempt Debt Service (Net of State Reimbursement)	\$ 582,075	\$ 610,825	\$ (28,750)	-4.71%
Maximum Allowable Levy	\$ 19,561,413	\$ 19,079,370	\$ 482,044	2.53%
Exclude Allowable 2 1/2 Growth	\$ (461,714)	\$ (445,589)		
Adjusted Maximum Allowable Levy	\$ 19,099,700	\$ 18,633,781		
Total Available Funds (Excluding Allowable 2 1/2 Growth)	\$ 20,899,674	\$ 20,540,178	\$ 359,496	1.75%
Total Funds Required to meet Total Expenses (w Adjusted Tax Levy)	\$ 729,446	\$ 368,771	\$ 360,675	97.80%
For Tax Rate Calculation				
Operating Budget	\$ 19,639,760	\$ 19,054,720	\$ 585,040	3.07%
ATM 2017 Warrant Articles Within 2 1/2	\$ 1,570,340			
ATM 2016 Warrant Articles Within 2 1/2		\$ 1,494,500	\$ 75,840	
STM 2017 Warrant Articles Within 2 1/2	\$ -			
STM 2016 Warrant Articles Within 2 1/2		\$ 75,000	\$ (75,000)	

**FY2017 Financial Model
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16
ATM 2017 Warrant Articles CPC	\$ 244,020			
ATM 2016 Warrant Articles CPC		\$ 112,000	\$ 132,020	
STM 2017 Warrant Articles CPC	\$ -			
STM 2016 Warrant Articles CPC		\$ -	\$ -	
Overlay Reserve - raised on tax recap	\$ 175,000	\$ 172,728	\$ 2,272	1.32%
Snow and Ice Deficit - raised on tax recap	\$ -	\$ -		
Other Deficit Funds - raised on tax recap	\$ -	\$ -	\$ -	
Less: Funding Sources				
Available Funds - Free Cash (to reduce tax rate)	\$ -	\$ (532,577)	\$ 532,577	
Available Funds - Free Cash (amendments)	\$ -	\$ -	\$ -	
Available Funds - Free Cash (Warrant Articles)	\$ (450,340)	\$ (500,819)	\$ 50,479	
Available Funds - Overlay Surplus	\$ -	\$ -	\$ -	
Available Funds - CPA Funds	\$ (244,020)	\$ (112,000)	\$ (132,020)	
Available Funds - Transfer Unexpended Prior Year Articles	\$ -	\$ -	\$ -	
Available Funds - Unexpended Bond Proceeds	\$ -	\$ -	\$ -	
To be Borrowed	\$ (1,120,000)	\$ (1,201,000)	\$ 81,000	
State Aid (Cherry Sheets - Assessments)	\$ (190,883)	\$ (185,306)	\$ (5,577)	3.01%
State Aid (Construction Reimbursement - School)	\$ (284,091)	\$ (284,091)	\$ -	0.00%
Local Receipts	\$ (1,325,000)	\$ (1,437,000)	\$ 112,000	-7.79%
(Estimated) Amount to be Raised by Tax Levy	\$ 18,014,786	\$ 16,656,156	\$ 1,358,630	8.16%
Total Valuation (Assessor sets tax rate)	\$ 1,021,102,106	\$ 1,018,102,106	\$ 3,000,000	0.29%
Estimated tax rate	\$ 17.64	\$ 16.36	\$ 1.28	7.84%
Average Single Family Assessment FY16 Valuation	\$ 548,990	\$ 548,990		
Average Single Family Tax Bill at Proposed Rate	\$ 9,686	\$ 8,981		

**Revision Summary
Town of Boxborough**

	Prior Revision Total
Total Budget V4	19,650,382
Total Articles + Overlay V4	<u>2,103,560</u>
Total Budget to Fund V4	<u><u>21,753,942</u></u>

Rev 5
3/18/2016

			Previous Line Total	Changes This Revision	New Line Total
Avail Funds	Articles to Close	Updated with additional closures			
	123 Town Administrator	New Contract Salary Update	108,750	4,350	113,100
	241 Building Inspector	Office Supplies	10,415	800	11,215
	310 Minuteman	Version 6.3 Release 3/16	214,507	(17,015)	197,492
	422 DPW	Director Salary Update	82,812	1,243	84,055
			Total Budget Rev 5	<u>19,639,760</u>	

3/18/2016

			Previous Line Total	Changes This Revision	New Line Total
122	Stabilization	Remove transfer to use funds for reducing tax rate	100,000	(100,000)	-
220	Fire	Pickup Truck Reduced Quotes	50,000	(5,500)	44,500
491	Cemetery	Wall Repair removed per Cemetery Commission	15,000	(15,000)	-
529	Comm Svc	Health Insurance to cover potential increase in hours	-	6,300	6,300
			Total Articles + Overlay Rev 5	<u>1,989,360</u>	
			Total Budget to Fund Rev 5	<u><u>21,629,120</u></u>	

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual	
100 Total Salary	0	0	0	0%	0	0	0	FY15 Shown for History Purposes Only. Not calculated in totals below
100 Total Other	11,940	11,700	240	2%	6,825	11,400	11,400	
100 Total General Gov't	11,940	11,700	240	2%	6,825	11,400	11,400	
114 Total Salary	0	0	0	0%	0	0	0	
114 Total Other	50	50	0	0%	50	50	47	
114 Total Moderator	50	50	0	0%	50	50	47	
119 Total Salary	0	0	0	0%	0	0	0	
119 Total Other	145	175	(30)	-17%	0	175	57	
119 Total Town Constable	145	175	(30)	-17%	0	175	57	
122 Total Salary	2,000	2,000	0	0%	1,000	2,000	2,000	
122 Total Other	2,818	2,119	699	33%	2,504	2,136	1,927	
122 Total Selectmen	4,818	4,119	699	17%	3,504	4,136	3,927	
123 Total Salary	113,100	108,750	4,350	4%	50,114	105,000	105,000	
123 Total Other	2,700	2,875	(175)	-6%	1,437	2,825	2,800	
123 Total Town Administrator	115,800	111,625	4,175	4%	51,552	107,825	107,800	
131 Total Salary	0	0	0	0%	0	0	0	
131 Total Other	480	480	0	0%	341	455	226	
131 Total Town Finance Comm	480	480	0	0%	341	455	226	
135 Total Salary	69,609	66,908	2,701	4%	30,899	64,311	64,311	
135 Total Other	36,390	36,708	(318)	-1%	16,860	26,968	31,090	
135 Total Accountant	105,999	103,616	2,383	2%	47,759	91,279	95,401	
141 Total Salary	70,609	67,908	2,701	4%	31,899	64,311	64,311	
141 Total Other	13,990	17,964	(3,974)	-22%	16,391	13,113	12,259	
141 Total Assessor	84,599	85,872	(1,273)	-1%	48,290	77,424	76,570	
145 Total Salary	72,350	67,908	4,442	7%	32,673	65,311	65,311	
145 Total Other	16,745	8,350	8,395	101%	3,110	8,350	8,460	
145 Total Treasurer	89,095	76,258	12,837	17%	35,783	73,661	73,771	

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
146 Total Salary	0	67,676	(67,676)	-100%	0	65,087	66,683
146 Total Other	0	11,381	(11,381)	-100%	243	20,118	22,383
146 Total Collector	0	79,057	(79,057)	-100%	243	85,205	89,066
151 Total Salary	0	0	0	0%	0	0	0
151 Total Other	48,500	53,500	(5,000)	-9%	10,528	53,500	58,332
151 Total Legal	48,500	53,500	(5,000)	-9%	10,528	53,500	58,332
152 Total Salary	0	0	0	0%	0	0	0
152 Total Other	320	320	0	0%	200	260	320
152 Total Personnel Board	320	320	0	0%	200	260	320
156 Total Salary	0	0	0	0%	0	0	0
156 Total Other	123,312	95,319	27,993	29%	47,453	27,994	42,599
156 Total Technology	123,312	95,319	27,993	29%	47,453	27,994	42,599
161 Total Salary	47,823	46,006	1,817	4%	21,785	44,259	44,259
161 Total Other	2,043	2,120	(77)	-4%	638	2,178	1,822
161 Total Town Clerk	49,866	48,126	1,740	4%	22,422	46,437	46,081
162 Total Salary	6,400	4,028	2,372	59%	855	4,762	4,244
162 Total Other	6,312	5,632	680	12%	1,610	6,070	6,058
162 Total Elect. & Registr.	12,712	9,660	3,052	32%	2,465	10,832	10,302
171 Total Salary	0	0	0	0%	0	0	0
171 Total Other	2,150	2,150	0	0%	502	2,150	1,774
171 Total Conservation Comm	2,150	2,150	0	0%	502	2,150	1,774
175 Total Salary	70,154	67,453	2,701	4%	31,171	64,856	64,856
175 Total Other	6,445	7,330	(885)	-12%	4,929	5,775	7,384
175 Total Planning Board	76,599	74,783	1,816	2%	36,101	70,631	72,240
176 Total Salary	0	0	0	0%	0	0	0
176 Total Other	210	210	0	0%	20	335	90

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
176 Total ZBA	210	210	0	0%	20	335	90
179 Total Salary	0	0	0	0%	0	0	0
179 Total Other	200	100	100	100%	0	200	0
179 Total Ag Comm	200	100	100	100%	0	200	0
192 Total Salary	174,444	172,420	2,024	1%	75,898	168,116	148,575
192 Total Other	45,160	43,723	1,437	3%	33,974	45,355	44,116
192 Total Town Hall	219,604	216,143	3,461	2%	109,873	213,471	192,691
199 Total Salary	0	0	0	0%	0	0	0
199 Total Other	300	150	150	100%	127	1,000	917
199 Total Energy Comm	300	150	150	100%	127	1,000	917
Total Salaries - Town Government	626,489	671,057	(44,568)	-7%	276,294	648,013	629,550
Total Other - Town Government	320,210	302,356	17,854	6%	147,741	219,007	242,661
Total Town Government	946,699	973,413	(26,714)	-3%	424,035	867,020	872,211
	946,699	973,413	(26,714)	-3%	424,035	867,020	872,211
210 Total Salary	1,063,333	1,053,802	9,531	1%	513,361	1,008,200	1,053,407
210 Total Other	144,740	104,140	40,600	39%	61,384	137,290	144,814
210 Total Police	1,208,073	1,157,942	50,131	4%	574,745	1,145,490	1,198,221
215 Total Salary	285,936	279,984	5,952	2%	119,590	250,302	259,439
215 Total Other	36,395	36,420	(25)	0%	27,452	36,020	40,488
215 Total Dispatch	322,331	316,404	5,927	2%	147,042	286,322	299,926
220 Total Salary	819,259	804,221	15,038	2%	318,551	765,214	708,462
220 Total Other	109,480	107,980	1,500	1%	35,242	103,498	93,156
220 Total Fire	928,739	912,201	16,538	2%	353,793	868,712	801,617
241 Total Salary	72,211	69,863	2,348	3%	29,481	68,383	65,919
241 Total Other	11,215	9,775	1,440	15%	1,531	2,250	2,556
241 Total Building Insp	83,426	79,638	3,788	5%	31,011	70,633	68,475

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
245 Total Salary	0	0	0	0%	0	0	270
245 Total Other	0	0	0	0%	0	0	0
245 Total Electrical Insp	0	0	0	0%	0	0	270
291 Total Salary	2,787	2,746	41	1%	862	2,705	1,352
291 Total Other	545	450	95	21%	185	400	505
291 Total ACO	3,332	3,196	136	4%	1,047	3,105	1,857
292 Total Salary	14,158	11,507	2,651	23%	5,321	11,292	11,260
292 Total Other	4,850	2,850	2,000	70%	2,454	1,625	2,375
292 Total ACO Dog & Cat	19,008	14,357	4,651	32%	7,775	12,917	13,635
299 Total Salary	45	45	0	0%	45	45	45
299 Total Other	20	25	(5)	-20%	0	50	9
299 Total Field Driver	65	70	(5)	-7%	45	95	54
Total Salaries - Protection	2,257,729	2,222,168	35,561	2%	987,210	2,106,141	2,100,154
Total Other - Protection	307,245	261,640	45,605	17%	128,248	281,133	283,902
Total Protection	2,564,974	2,483,808	81,166	3%	1,115,458	2,387,274	2,384,056
	2,564,974	2,483,808	81,166	3%	1,115,458	2,387,274	2,384,056
310 Total Salary	0	0	0	0%	0	0	0
310 Total Other	197,492	165,340	32,152	19%	79,916	147,254	147,254
310 Total Minuteman	197,492	165,340	32,152	19%	79,916	147,254	147,254
320 Total Salary	0	0	0	0%	0	0	0
320 Total Other	11,503,148	11,120,240	382,908	3%	5,560,120	10,594,577	10,594,577
320 Total ABRSD	11,503,148	11,120,240	382,908	3%	5,560,120	10,594,577	10,594,577
Total Salaries - Education	0	0	0	0%	0	0	0
Total Other - Education	11,700,640	11,285,580	415,060	4%	5,640,036	10,741,831	10,741,831
Total Education	11,700,640	11,285,580	415,060	4%	5,640,036	10,741,831	10,741,831
	11,700,640	11,285,580	415,060	4%	5,640,036	10,741,831	10,741,831
422 Total Salary	537,008	521,287	15,721	3%	225,321	505,987	486,001

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
422 Total Other	94,150	89,500	4,650	5%	54,003	87,590	90,388
422 Total DPW	631,158	610,787	20,371	3%	279,325	593,577	576,389
423 Total Salary	62,881	60,739	2,142	4%	0	53,121	81,110
423 Total Other	105,875	106,610	(735)	-1%	34,268	107,765	166,832
423 Total Snow & Ice	168,756	167,349	1,407	1%	34,268	160,886	247,942
424 Total Salary	0	0	0	0%	0	0	0
424 Total Other	5,500	3,000	2,500	83%	1,812	3,000	3,000
424 Total Street Lighting	5,500	3,000	2,500	83%	1,812	3,000	3,000
425 Total Salary	0	0	0	0%	0	0	0
425 Total Other	27,800	22,400	5,400	24%	7,074	22,400	30,006
425 Total Hager Well	27,800	22,400	5,400	24%	7,074	22,400	30,006
429 Total Salary	0	0	0	0%	0	0	0
429 Total Other	75,300	72,075	3,225	4%	29,707	97,250	90,321
429 Total Fuel	75,300	72,075	3,225	4%	29,707	97,250	90,321
431 Total Salary	0	0	0	0%	0	0	0
431 Total Other	10,000	0	10,000	1000000%	0	10,000	9,275
431 Total Hazardous Waste	10,000	0	10,000	1000000%	0	10,000	9,275
433 Total Salary	0	0	0	0%	0	0	0
433 Total Other	133,350	130,100	3,250	2%	50,367	140,850	122,378
433 Total Transfer Station	133,350	130,100	3,250	2%	50,367	140,850	122,378
491 Total Salary	9,085	8,953	132	1%	3,580	8,821	8,820
491 Total Other	1,000	1,000	0	0%	11,800	1,000	455
491 Total Cemetery	10,085	9,953	132	1%	15,380	9,821	9,275
Total Salaries - Public Works	608,974	590,979	17,995	3%	228,902	567,929	575,931
Total Other - Public Works	452,975	424,685	28,290	7%	189,032	469,855	512,654
Total Public Works	1,061,949	1,015,664	46,285	5%	417,933	1,037,784	1,088,586
	1,061,949	1,015,664	46,285	5%	417,933	1,037,784	1,088,586

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
505 Total Salary	1,003	988	15	2%	494	988	494
505 Total Other	216	98	118	120%	144	100	100
505 Total Animal Inspector	1,219	1,086	133	12%	638	1,088	594
511 Total Salary	500	500	0	0%	250	500	500
511 Total Other	40,467	39,290	1,177	3%	8,491	36,390	38,939
511 Total BoH	40,967	39,790	1,177	3%	8,741	36,890	39,439
529 Total Salary	25,302	24,320	982	4%	10,187	0	8,163
529 Total Other	545	680	-135	-20%	0	25,000	3,397
529 Total Community Services	25,847	25,000	847	3%	10,187	25,000	11,560
541 Total Salary	50,034	47,908	2,126	4%	21,136	46,051	46,051
541 Total Other	5,675	5,100	575	11%	3,025	4,700	4,700
541 Total COA	55,709	53,008	2,701	5%	24,162	50,751	50,751
543 Total Salary	4,068	4,008	60	1%	962	1,027	39
543 Total Other	360	355	5	1%	0	355	33
543 Total Veterans	4,428	4,363	65	1%	962	1,382	73
Total Salaries - Health Services	80,907	77,724	3,183	4%	33,029	48,566	47,084
Total Other - Health Services	47,263	45,523	1,740	4%	11,660	41,545	43,773
Total Health Services	128,170	123,247	4,923	4%	44,689	90,111	90,857
610 Total Salary	243,191	234,065	9,126	4%	102,446	214,309	214,068
610 Total Other	134,700	129,329	5,371	4%	51,667	119,012	125,593
610 Total Library	377,891	363,394	14,497	4%	154,113	333,321	339,660
630 Total Salary	25,481	26,722	(1,241)	-5%	23,435	26,471	21,712
630 Total Other	10,840	9,800	1,040	11%	6,588	9,400	10,336
630 Total Rec Comm	36,321	36,522	(201)	-1%	30,024	35,871	32,048
670 Total Salary	0	0	0	0%	0	0	0

FY15 Shown for History
Purposes Only. Not
calculated in totals below

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
670 Total Other	1,500	1,500	0	0%	12,484	1,000	2,672
670 Total Steele Farm	1,500	1,500	0	0%	12,484	1,000	2,672
691 Total Salary	0	0	0	0%	0	0	0
691 Total Other	4,045	4,045	0	0%	383	3,174	9,478
691 Total Hist Comm	4,045	4,045	0	0%	383	3,174	9,478
692 Total Salary	0	0	0	0%	0	0	0
692 Total Other	965	965	0	0%	142	965	510
692 Total Public Celebr	965	965	0	0%	142	965	510
699 Total Salary	0	0	0	0%	0	0	0
699 Total Other	1,500	1,500	0	0%	0	1,500	1,192
699 Total AB Cultural Council	1,500	1,500	0	0%	0	1,500	1,192
Total Salaries - Culture & Rec	268,672	260,787	7,885	3%	125,881	240,780	235,780
Total Other - Culture & Rec	153,550	147,139	6,411	4%	71,264	135,051	149,780
Total Culture & Rec	422,222	407,926	14,296	4%	197,145	375,831	385,560
	422,222	407,926	14,296	4%	197,145	375,831	385,560
710 Total Salary	0	0	0	0%	0	0	0
710 Total Other	955,000	985,000	(30,000)	-3%	605,000	740,000	740,000
710 Total Retirement of LT Debt	955,000	985,000	(30,000)	-3%	605,000	740,000	740,000
751 Total Salary	0	0	0	0%	0	0	0
751 Total Other	167,858	188,438	(20,580)	-11%	99,283	162,897	162,883
751 Total Debt Interest	167,858	188,438	(20,580)	-11%	99,283	162,897	162,883
830 Total Salary	0	0	0	0%	0	0	0
830 Total Other	671,055	629,903	41,152	7%	629,903	612,822	612,822
830 Total County Retirement Assmt	671,055	629,903	41,152	7%	629,903	612,822	612,822
912 Total Salary	0	0	0	0%	0	0	0
912 Total Other	72,637	62,600	10,037	16%	44,473	60,279	60,759
912 Total Other Insurance	72,637	62,600	10,037	16%	44,473	60,279	60,759

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
915 Total Salary	0	0	0	0%	0	0	0
915 Total Other	677,800	632,750	45,050	7%	337,424	583,303	615,998
915 Total Employee Benefits	677,800	632,750	45,050	7%	337,424	583,303	615,998
945 Total Salary	0	0	0	0%	0	0	0
945 Total Other	85,756	81,391	4,365	5%	71,117	78,640	64,112
945 Total Liability Insurance	85,756	81,391	4,365	5%	71,117	78,640	64,112
Total Salaries - Administration	0	0	0	0%	0	0	0
Total Other - Administration	2,630,106	2,580,082	50,024	2%	1,787,199	2,237,941	2,256,574
Total Administration	2,630,106	2,580,082	50,024	2%	1,787,199	2,237,941	2,256,574
	2,630,106	2,580,082	50,024	2%	1,787,199	2,237,941	2,256,574
132 Total Salary	0	0	0	0%	0	0	0
132 Total Other	185,000	185,000	0	0%	52,846	185,000	168,078
132 Total Reserve Fund	185,000	185,000	0	0%	52,846	185,000	168,078
Total Salaries - Town Government	626,489	671,057	(44,568)	-7%	276,294	648,013	629,550
Total Salaries - Protection	2,257,729	2,222,168	35,561	2%	987,210	2,106,141	2,100,154
Total Salaries - Public Works	608,974	590,979	17,995	3%	228,902	567,929	575,931
Total Salaries - Health Services	80,907	77,724	3,183	4%	33,029	48,566	47,084
Total Salaries - Culture & Rec	268,672	260,787	7,885	3%	125,881	240,780	235,780
Total Salaries	3,842,771	3,822,715	20,056	1%	1,651,316	3,611,429	3,588,499
Total Other - Town Government	320,210	302,356	17,854	6%	147,741	219,007	242,661
Total Other - Protection	307,245	261,640	45,605	17%	128,248	281,133	283,902
Total Other - Public Works	452,975	424,685	28,290	7%	189,032	469,855	512,654
Total Other - Health Services	47,263	45,523	1,740	4%	11,660	41,545	43,773
Total Other - Culture & Rec	153,550	147,139	6,411	4%	71,264	135,051	149,780
Total Town Other	1,281,243	1,181,343	99,900	8%	547,945	1,146,591	1,232,771
Total Town Government	946,699	973,413	(26,714)	-3%	424,035	867,020	872,211

**FY2017 Budget Summary
Town of Boxborough**

	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual	
Total Protection	2,564,974	2,483,808	81,166	3%	1,115,458	2,387,274	2,384,056	
Total Public Works	1,061,949	1,015,664	46,285	5%	417,933	1,037,784	1,088,586	
Total Health Services	128,170	123,247	4,923	4%	44,689	90,111	90,857	
Total Culture & Rec	422,222	407,926	14,296	4%	197,145	375,831	385,560	
Total Town Expenses	5,124,014	5,004,058	119,956	2%	2,199,261	4,758,020	4,821,270	
Total Other - Education	11,700,640	11,285,580	415,060	4%	5,640,036	10,741,831	10,741,831	Reserve Fund Total Shown for History Purposes Only. Not calculated in totals below
Total Other - Administration	2,630,106	2,580,082	50,024	2%	1,787,199	2,237,941	2,256,574	
Total Reserve Fund	185,000	185,000	0	0%	52,846	185,000	168,078	
Total Other Costs	14,515,746	14,050,662	465,084	3%	7,480,082	13,164,772	13,166,483	
Total Expenses	19,639,760	19,054,720	585,040	3%	9,626,496	17,922,792	17,819,675	
								25,579 Encumbered

**FY2017 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
		<u>Special Town Meeting</u>		
	Total		-	
		<u>Annual Town Meeting</u>		
1		Choose Town Officers		
2		Receive Reports		
3		Set Salaries and Compensation of Elected Officers		
4		Amend FY17 Personnel Plan Classification and Compensation Schedule		
5		Town Operating Budget	19,639,760	
CPA				
6		Administrative and operating expenses 5%	8,000	CPA (FY17)
		Open Space Reserve 10% (increases balance to 56K)	20,000	CPA (FY17)
		Housing Reserve 10% (increases balance to 56K)	20,000	CPA (FY17)
		Historic Reserve 10% (increases balance to 56K)	20,000	CPA (FY17)
		FY17 Budget Reserve	112,000	CPA (FY17) Remaining Balance from 180K est
7A	630	Rec Comm: Liberty Fields Site Plan	5,500	CPA (Open Space Resrv)
B	630	Rec Comm: Skate Park	40,000	CPA (Open Space Resrv)
8A	177	Housing Bd: Reg Housing Svc Yr 3	5,465	CPA (Hsg Reserve)
B	177	Housing Bd: Reg Housing Svc Yr 4	6,000	CPA (Hsg Reserve)
C	177	Housing Bd: Rental Voucher Program	26,280	CPA (Hsg Reserve)
9A	161	Town Clerk: Conservation of Historic Records	11,000	CPA (Available Fund Balance)
B	192	Town Hall: Restoration of Grange Meeting Room	106,775	CPA (Hist Rsrv:21,000/ Avail Fund Bal:85,775)
C	192	Town Hall: Restoration of Front Steps - Supplemental Appropriation	35,000	CPA (Hist Reserve)
	Total		244,020	Appropriations Total
Financial Consent Agenda				
10	950	Transfer to OPEB Trust Fund	62,500	Free Cash
11	122	Fraud Risk Assessment	10,000	Free Cash

**FY2017 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
12	122	Soil Testing 405 Middle Rd	3,000	Free Cash
13	145	Borrowing Funds - Closing Costs/Long Term Interest Yr 1	50,000	Free Cash /Borrow
14	192	Town Hall: HVAC (remaining 3 units)	20,000	Free Cash
15	192/691	Town Hall: Repoint/Repair Chimney & Museum: Repair Roof	10,000	Free Cash
16	610	Library: A/V System Upgrade	9,995	Free Cash
17	691	Museum Basement: Dehumidification & Shelving for Storage	12,000	Free Cash
18	Multi	Close Completed Articles to General Fund		28,215.41
19	Multi	Departmental Revolving Funds Re-authorization		
	245	Electrical Inspections Revolving Cap Increase (from \$50,000) -One/Two year Only	\$150,000 Cap	
	243	Gas/Plumbing Inspections Revolving Cap Increase (from \$15,000) -One/Two year Only	\$100,000 Cap	
20	122	Accept MGL Ch44, Sec 53F3/4 - Cable RRA Account; Transfer Funds		
21	122	Cable Infrastructure Appropriation		Cable Fund
22	122	Acquisition of Easements - Hill Rd for Roadway Purposes		Free Cash
23	171	Transfer to Conservation Trust for Future Purchase	5,000	Free Cash
24	529	Community Services Coordinator - Health Insurance	6,300	Free Cash
Capital Equipment & Infrastructure				
25	156	Technology: Hardware/Software upgrades	72,500	Free Cash
26	192	Town Hall: Front Walkway & Signage	35,745	Free Cash
	192/210/			
27	220	Town Facilities: Access Control System	45,000	Free Cash
				Avail Funds 1537/
28	210	Police: Building/Grounds Maint	170,500	Borrowing/Free Cash
A		Carpeting		8,500
B		Exterior Doors		20,000
C		Detention Cell		15,000
D		Lobby & Evidence Room		25,000
E		Clapboards & Trim Replacement		12,000
F		Interior Lighting		15,000
G		Exterior Lighting		15,000
H		Parking Lots & Walkways		60,000
29	210	Police: Equipment	108,300	Free Cash
A		Tasers		7,000
B		Security Cameras & Video Server		40,000

**FY2017 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
C		Defibrillators (replacement)		12,000
D		Firearms		4,800
E		AFIS Fingerprinting		28,500
F		Photocopier Replacement		7,000
G		Office Furniture		9,000
30	220	Fire: Pickup Truck	44,500	Borrowing
31	292	Animal Control: Pickup Truck	40,000	Borrowing
32	422	DPW: Road Paving	400,000	Borrowing
				Avail Funds
33	422	DPW: Loader	200,000	1680.11/Borrowing
34	422	DPW: Pickup Truck	40,000	Borrowing
35	422	DPW: Radios	95,000	Borrowing
36	425	Hager Well: System Updates	50,000	Free Cash
Studies & Initiatives				
37	210	Public Safety Architecture/Site Plans	80,000	Free Cash/Borrowing
	Total		<u>1,570,340</u>	
Zoning ByLaw Amendments				
38	176	Zoning Bylaw Amendments - Zoning District Boundaries		
39	176	Zoning Bylaw Amendments - Design Review Board Membership		
40	176	Zoning Bylaw Amendments - Maximum Building Height		
41	176	Zoning Bylaw Amendments - Section 9004 Penalty		
42	176	Zoning Bylaw Amendments - Maximum Fence Height		
43	176	Zoning Bylaw Amendments - Accessory Structures		
44	176	Zoning Bylaw Amendments - W-District removed from Zoning Bylaw		
General ByLaw Amendments & New ByLaws				
45	176	General Bylaw Amendment - Stone Walls		
46	162	TM Bylaw Amendment - Local Election moved to 3rd Tuesday in May		
47	122	General Bylaw Addition - Reconsideration of Vote		
48	122	General Bylaw Addition - Vote Counts by Moderator		
Sense of the Meeting				
49	199	Energy Committee: Reduced Energy Consumption		

**FY2017 Proposed Articles
Town of Boxborough**

Article Count	Dept	Description	Amount	Funding Source
(Other) Consent Agenda				
50	422	Chapter 90 Highway Reimbursement Program		
51	176	Discontinance of Cunningham Rd		
52	122	Accept MGL Ch41, Sec110A - Town Hall Closure on Saturdays		

Available Funds	Current Balance	Used (Potentially)	New Balance
Free Cash	1,537,280.57	450,340.00	1,086,940.57
Stabilization	1,342,226.70	-	1,342,226.70
Borrowing		1,120,000.00	
Overlay Surplus	-	-	-
Warrant Article Surplus	25,686.68	-	25,686.68
Rescind Warrant Articles	-	-	-
CPA - Estimated FY17	180,147.86	42,965.00	137,182.86
Reserve Open/Rec	36,000.00	36,000.00	
Reserve Housing	36,000.00	32,280.00	
Reserve Historical	36,000.00	36,000.00	
Prior Year Reserve/Certified	106,530.00	96,775.00	
		<u>1,570,340.00</u>	FC, Stab, Borrow
		-	Other Sources
		<u>244,020.00</u>	CPA
		1,814,360.00	

**FY2017 Available Funds
Town of Boxborough**

	Amount	Original Source	
Unexpended Articles:			
ATM10, Art11	40.14	Free Cash	
ATM11, Art14	87.11	Free Cash	
ATM11, Art21	313.00	Free Cash	
ATM12, Art24	9,213.99	Free Cash	
ATM13, Art10	667.00	Free Cash	
ATM13, Art14	10,861.00	Free Cash	
ATM13, Art20	2,952.77	Free Cash	
STM14, Art2	2,081.08	Free Cash	
ATM14, Art20	416.33	Free Cash	
ATM14, Art22B	0.50	Free Cash	
ATM14, Art22E	80.79	Free Cash	
ATM14, Art23C	1.70	Free Cash	
ATM15, Art16	1,500.00	Free Cash	
	28,215.41		
ATM13, Art9	1,537.00	Borrowed	10yr
ATM08, Art13	1,680.11	Borrowed	15yr
	31,432.52		
ATM13, Art9	(157.00)	Free Cash	
Free Cash:			
FY14 Certification	1,940,414		
Additional Revenue (under-estimated)	447,574		
Unexpended Funds GF Budget	75,253		
Uses (Articles ATM15 & STM15)	(1,033,396)		
Additional Returns, Income, Transfers in	157,436		
	FY15 Certification	1,587,281	
	STM 2/24/16	(50,000)	
	Free Cash Available	1,537,281	
Stabilization:			
FY15 Balance	1,231,430		
Additions (ATM15)	100,000		
Uses	-		
Interest (Est)	16,000		
	FY16 Balance (estimated)	1,347,430	
Local Revenues:			
FY15 Estimates	1,380,000		
FY15 Actual	1,827,574		
FY16 Estimates	1,437,000	(Includes Year 1 Beaverbrook Bldg Permits)	
FY16 Actual (YTD 1/1/16)	802,093	(Includes Full Pmt Beaverbrook Bldg Permits)	
	FY17 Estimate	1,325,000	

**FY2017 Budget Worksheet
123-Town Administrator**

		FY17 Submitted Budget	FY16 Budget		FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
001-123-5111-0000	Town Administrator Salary	113,100	108,750		4,350	4.00%	50,114	105,000	105,000
001-123-5711-0000	Town Administrator Mileage	2,700	2,875		(175)	-6.09%	1,437	2,825	2,800
	Total Salary	113,100	108,750		4,350	4.00%	50,114	105,000	105,000
	Total Other	2,700	2,875		(175)	-6.09%	1,437	2,825	2,800
	Total Town Administrator	115,800	111,625		4,175	3.74%	51,552	107,825	107,800
Notes:									
Salary: Level funded until negotiated									
Mileage: 5,000 miles @ 54¢/mile									

FY2017 Budget Revision Form

123-Town Administrator

Total Submitted Budget (Bottom Line) FY17
111,450

Account	Account Name	Original Amount	New Amount	Change	Explanation
001-123-5111-0000	Town Administrator Salary	108750	113100	4,350	Newly Negotiated Contract
				-	
				-	
				-	
Date: 3/16/16				<u><u>115,800</u></u>	New Budget Total
				-	
				-	
				-	
Date:				<u><u>115,800</u></u>	New Budget Total
				-	
				-	
				-	
Date:				<u><u>115,800</u></u>	New Budget Total
				-	
				-	
				-	
Date:				<u><u>115,800</u></u>	New Budget Total

**FY2017 Budget Worksheet
241-Building Inspector**

		FY17 Submitted Budget	FY16 Budget		FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
001-241-5112-0000	Building Insp Salary	69,609	68,581		1,028	1.50%	29,481	65,919	65,919
001-241-5124-0000	Building Insp Salary Coverage	2,602	1,282		1,320	102.96%	0	2,464	0
001-241-5242-0000	Building Insp Vehicle Maint Svc	100	100		0	0.00%	0	100	85
001-241-5306-0000	Building Insp Consulting	7,500	7,500		0	0.00%	0		0
001-241-5599-0000	Building Insp Office Supplies	1,845	1,000		845	84.50%	366	700	1,082
001-241-5711-0000	Building Insp Mileage	270	300		(30)	-10.00%	190	300	584
001-241-5712-0000	Building Insp Training/Conferences	1,375	750		625	83.33%	850	960	690
001-241-5730-0000	Building Insp Dues	125	125		0	0.00%	125	190	115
	Other Misc Expenses -History								
	Total Salary	72,211	69,863		2,348	3.36%	29,481	68,383	65,919
	Total Other	11,215	9,775		1,440	14.73%	1,531	2,250	2,556
	Total Building Insp	83,426	79,638		3,788	4.76%	31,011	70,633	68,475
Notes:									
Salary: Grade 15, step 3 (New Hire w/COLA)									
Coverage: 80 hours @ 32.52/hr (Grade 15, Step 2)									
Consulting: Inspection/engineering associated with Jefferson at Beaverbrook (year 2 of 2); balanced by increased revenues to the general fund in FY16									
Office supplies: archive containers (\$310), code books (\$435) and misc supplies (\$300)									
Mileage: (personal vehicle) 500 miles @ 54¢/mile									
Training/Conferences: N.E. Building Officials @ Umass Amherst (\$330), MBCIA meetings (@ \$35-50/mtg) & Procurement training (\$695)									
Dues: MBCIA (\$75) & MW Building Officials (\$50)									

FY2017 Budget Revision Form

241-Building Inspector

Total Submitted Budget (Bottom Line)	FY17 82,626
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Account	Account Name	Original Amount	New Amount	Change	Explanation
001-241-5599-0000	Bldg Insp Other Supplies	1045	1845	800	Addtl Code Book Updates
				-	
				-	

Date: 3/16/16	83,426	New Budget Total
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				-	
				-	
				-	

Date:	83,426	New Budget Total
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				-	
				-	
				-	

Date:	83,426	New Budget Total
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				-	
				-	
				-	

Date:	83,426	New Budget Total
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**FY2017 Budget Worksheet
310-Minuteman**

		FY17 Submitted Budget	FY16 Budget		FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
001-310-5601-0000	Minuteman Assessment	197,492	165,340		32,152	19.45%	79,916	147,254	147,254
	Total Salary	0	0		0	0.00%	0	0	0
	Total Other	197,492	165,340		32,152	19.45%	79,916	147,254	147,254
	Total Minuteman	197,492	165,340		32,152	19.45%	79,916	147,254	147,254
Notes:									
Significant increase due to increased enrollment from 4(reg)+1 (PG) to 5(reg)+2(PG)									
Budget Draft Dec 10th; School Committee Presentation January 19th; estimated RJGrey percentages & enrollment									

FY2017 Budget Revision Form

310 - Minuteman

	FY17
Total Submitted Budget (Bottom Line)	226,171

Account	Account Name	Original Amount	New Amount	Change	Explanation
001-310-5601-0000		226,171	214,507	(11,664)	Adjust Debt Schedules & Aid
				-	
				-	

Date: 2/19/16	214,507	New Budget Total
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001-310-5601-0000		214,507	197,492	(17,015)	Adjust Debt for new Agreement
				-	
				-	

Date: 3/15/16	197,492	New Budget Total
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				-	
				-	
				-	

Date:	197,492	New Budget Total
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				-	
				-	
				-	

Date:	197,492	New Budget Total
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Minuteman High School
FY 2017 ASSESSMENT - Version 6.3
March 15, 2016

Based on Revised Regional Agreement Allocation Formula

Total Required Assessments:	
Budget Assessment	
Required Minimum Contribution	\$ 5,470,766
Operating Portion	\$ 3,549,349
Transportation	\$ 1,578,294
LESS: Reg. Trans. Reimb.	\$ (928,943)
Debt and Capital Portion	\$ 1,274,273
Total Budget Assessment	\$10,943,739
Special Programs Assessment ¹	\$ 568,729
Total All Assessments	\$11,512,468

Town/City	Operating Assessment										Total Debt & Capital Assessment	Total Budget Assessment	Special Programs Assessment ¹			Total All Assessments	FY16 Assessments	Change - FY16 over FY15	
	State Required Minimum Assessment ²					Transportation & Remaining Assessment Per District Agreement							Total Operating Assessment ⁴	Post-Grad Assessment	Middle School Assessment				Total Middle School Assessment
	State Foundation Enrollment ³	MM Foundation Budget @ \$17,474/Student	State-Mandated Municipal Contribution %	ESTIMATED State Required Minimum Assessment ²	Choice Adjustment Amount	Total Grade 9-12 Enrollment ³	Transportation & Operating Assessment Share	Transportation Assessment Share	Total Remaining Operating Assessment										
Acton	34	\$ 594,116	76.97%	\$ 457,288	\$ 5,000	25.5	6.64%	\$ 43,149	\$ 235,520	\$ 740,957	\$ 92,627	\$ 833,584	2	\$ 6,750	\$ 157,321	\$ 997,655	\$ 925,545	\$ 72,110	
Arlington	120	\$ 2,096,880	81.63%	\$ 1,711,783	\$ -	135.3	35.24%	\$ 228,859	\$ 1,249,181	\$ 3,189,823	\$ 449,401	\$ 3,639,224	3	\$ 10,125	\$ -	\$ 3,649,349	\$ 4,010,950	\$ (361,601)	
Belmont	26	\$ 454,324	82.58%	\$ 375,169	\$ -	29.0	7.56%	\$ 49,071	\$ 267,847	\$ 692,087	\$ 103,567	\$ 795,654	0	\$ -	\$ -	\$ 795,654	\$ 831,520	\$ (35,866)	
Bolton	9	\$ 157,266	83.98%	\$ 132,072	\$ -	9.8	2.54%	\$ 16,498	\$ 90,052	\$ 238,622	\$ 37,603	\$ 276,225	0	\$ -	\$ 122,585	\$ 398,810	\$ 428,949	\$ (30,140)	
Boxborough	7	\$ 122,318	84.41%	\$ 103,251	\$ -	4.5	1.17%	\$ 7,615	\$ 41,562	\$ 152,428	\$ 6,115	\$ 158,543	2	\$ 6,750	\$ 32,199	\$ 197,492	\$ 165,340	\$ 32,152	
Carlisle	5	\$ 87,370	85.33%	\$ 74,554	\$ -	8.5	2.21%	\$ 14,383	\$ 78,507	\$ 167,444	\$ 6,115	\$ 173,559	0	\$ -	\$ -	\$ 173,559	\$ 226,285	\$ (52,726)	
Concord	17	\$ 297,058	84.30%	\$ 250,424	\$ -	10.3	2.67%	\$ 17,344	\$ 94,670	\$ 362,438	\$ 54,256	\$ 416,694	2	\$ 6,750	\$ -	\$ 423,444	\$ 407,041	\$ 16,403	
Dover	2	\$ 34,948	84.98%	\$ 29,698	\$ -	2.0	0.52%	\$ 3,384	\$ 18,472	\$ 51,554	\$ 23,462	\$ 75,016	0	\$ -	\$ -	\$ 75,016	\$ 91,149	\$ (16,133)	
Lancaster	39	\$ 681,486	68.66%	\$ 467,876	\$ -	29.8	7.75%	\$ 50,340	\$ 274,774	\$ 792,990	\$ 108,471	\$ 901,461	0	\$ -	\$ 99,097	\$ 1,000,558	\$ 964,836	\$ 35,722	
Lexington	46	\$ 803,804	83.84%	\$ 673,939	\$ -	47.8	12.44%	\$ 80,799	\$ 441,023	\$ 1,195,761	\$ 174,938	\$ 1,370,699	2	\$ 6,750	\$ -	\$ 1,377,449	\$ 1,172,736	\$ 204,713	
Lincoln	11	\$ 192,214	83.99%	\$ 161,433	\$ -	5.8	1.50%	\$ 9,729	\$ 53,108	\$ 224,270	\$ 12,231	\$ 236,501	1	\$ 3,375	\$ -	\$ 239,876	\$ 150,972	\$ 88,904	
Needham	25	\$ 436,850	84.69%	\$ 369,989	\$ -	26.8	6.97%	\$ 45,264	\$ 247,065	\$ 662,318	\$ 100,368	\$ 762,686	1	\$ 3,375	\$ -	\$ 766,061	\$ 650,010	\$ 116,051	
Stow	13	\$ 227,162	84.47%	\$ 191,886	\$ -	19.5	5.08%	\$ 32,996	\$ 180,104	\$ 404,986	\$ 62,313	\$ 467,299	0	\$ -	\$ 110,278	\$ 577,577	\$ 618,680	\$ (41,103)	
Sudbury	25	\$ 436,850	83.92%	\$ 366,606	\$ -	20.8	5.41%	\$ 35,112	\$ 191,649	\$ 593,366	\$ 30,577	\$ 623,943	0	\$ -	\$ -	\$ 623,943	\$ 694,384	\$ (70,441)	
Wayland	2	\$ 34,948	85.06%	\$ 29,727	\$ -	5.3	1.37%	\$ 8,884	\$ 48,489	\$ 87,100	\$ 6,115	\$ 93,215	0	\$ -	\$ -	\$ 93,215	\$ 109,056	\$ (15,841)	
Weston	5	\$ 87,370	85.92%	\$ 75,071	\$ -	3.5	0.91%	\$ 5,923	\$ 32,326	\$ 113,320	\$ 6,115	\$ 119,435	1	\$ 3,375	\$ -	\$ 122,810	\$ 91,498	\$ 31,312	
TOTAL	386	\$ 6,744,964	81.11%	\$ 5,470,766	\$ 5,000	383.8	100.00%	\$ 649,350	\$ 3,544,349	\$ 9,669,465	\$ 1,274,274	\$ 10,943,738	14	\$ 47,250	\$ 521,480	\$ 11,512,468	\$ 11,538,951	\$ (26,483)	

Footnotes:

1. Special Programs Assessment provides funding for the Middle School Program to those communities that offer the program. Also includes 50% tuition costs for Post Graduate in-district students. Allocation of Middle School costs for Acton (83.01%) and Boxborough (16.99%) based on 10/1/15 enrollment at RJ Grey school.
2. The State Required Minimum Assessments are based on estimated DESE Ch. 70 funding INCLUDED IN Governor's State Budget - January 27,2016
3. All student enrollment numbers are based on most recent 4 year rolling average of enrollments as of October 1st. Per the New District Agreement, the minimum enrollment for capital expenses is 1 FTE students.
4. The Total Operating Assessment equals the sum of the State Required Minimum assessment, the Transportation assessment, the Choice adjustment, and the remaining allocated assessment per the District Agreement.

* Note: Reformatted by JBarrett (Boxborough) from pdf extract to excel. Rounding adjustments to be resolved before final draft

**FY2017 Budget Worksheet
422-Public Works**

Account Number	Account Name	FY17 Submitted Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD	FY15 Budget	FY15 Actual
001-422-5112-0000	DPW Salary -Director	84,055	82,812	1,243	1.50%	38,390	82,812	82,812
001-422-5114-0000	DPW Salary	385,210	373,037	12,173	3.26%	154,453	356,337	332,962
001-422-5115-0000	DPW Salary -Clerical	51,741	51,184	557	1.09%	23,639	50,238	50,237
001-422-5134-0000	DPW OT	16,002	14,254	1,748	12.26%	8,840	16,600	19,990
001-422-5210-0000	DPW Electricity	4,000	2,500	1,500	60.00%	1,326	2,250	4,930
001-422-5212-0000	DPW Heating	4,000	4,000	0	0.00%	398	3,000	4,029
001-422-5241-0000	DPW Bldg/Grounds Maint Svc	6,500	6,000	500	8.33%	4,407	6,000	14,002
001-422-5242-0000	DPW Vehicle Maint Svc	18,000	12,000	6,000	50.00%	11,414	12,000	22,542
001-422-5302-0000	DPW Medical Svc	1,000	900	100	11.11%	165	300	205
001-422-5331-0000	DPW Street Maint Supply	9,500	9,500	0	0.00%	5,678	9,500	5,652
001-422-5341-0000	DPW Cell Phones	3,000	2,500	500	20.00%	1,269	2,500	2,545
001-422-5399-0000	DPW Other Services	7,500	10,250	(2,750)	-26.83%	5,788	10,250	6,912
001-422-5441-0000	DPW Bldg/Grounds Maint Supply	7,000	7,000	0	0.00%	4,353	7,000	5,092
001-422-5442-0000	DPW Vehicle Maint Supply	17,000	19,000	(2,000)	-10.53%	11,525	19,000	10,211
001-422-5580-0000	DPW Tools/Equipment	8,000	8,000	0	0.00%	4,404	8,000	3,479
001-422-5591-0000	DPW Uniforms	6,800	6,000	800	13.33%	2,206	6,000	5,988
001-422-5599-0000	DPW Other Office Exp	750	750	0	0.00%	442	750	4,380
001-422-5712-0000	DPW Training/Conferences	500	500	0	0.00%	629	500	199
001-422-5730-0000	DPW Dues	200	200	0	0.00%	0	240	0
001-422-5731-0000	DPW Certification/License	400	400	0	0.00%	0	300	220
	Other Misc Expenses -History							
	Total Salary	537,008	521,287	15,721	3.02%	225,321	505,987	486,001
	Total Other	94,150	89,500	4,650	5.20%	54,003	87,590	90,388
	Total DPW	631,158	610,787	20,371	3.34%	279,325	593,577	576,389

FY2017 Budget Revision Form

422 - Public Works

Total Submitted Budget (Bottom Line)	FY17 480
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Account	Account Name	Original Amount	New Amount	Change	Explanation
001-422-5112-0000	DPW Director Salary	82812	84055	1,243	Per BoS review
				-	
				-	

Date: 3/15/16

1,723	New Budget Total
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				-	
				-	
				-	

Date:

1,723	New Budget Total
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				-	
				-	
				-	

Date:

1,723	New Budget Total
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				-	
				-	
				-	

Date:

1,723	New Budget Total
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**FY2017 Budget
422-Salary Worksheet**

FY2017					
Position	Name	Pay Step	\$/Hr	Hours	Total Wages
Director	Tom		\$40.26	2,088	\$84,055.00
Total Director Salary					\$84,055.00
Foreman	Scott	13-9	\$31.95	2,088	\$66,711.60
	Gillis	11-9	\$24.78	2,088	\$51,740.64
	Bo	11-9	\$24.78	2,088	\$51,740.64
	Jeff	11-9	\$24.78	2,088	\$51,740.64
	Ray	11-6	\$23.01	2,088	\$48,044.88
	Juan	10-9	\$23.99	2,088	\$50,091.12
	Larry	10-9	\$23.99	2,088	\$50,091.12
Part Time			\$0.00	832	\$0.00
Seasonal	Ed	Sch B	\$14.47	1,040	\$15,048.80
Total Regular Salary					\$385,210.00
Dept Asst	Vicki	11-9	\$24.78	2,088	\$51,740.64
Total Clerical Salary					\$51,741.00
	Scott	Overtime	\$47.93	65	\$3,115.13
	Gillis	Overtime	\$37.17	60	\$2,230.20
	Bo	Overtime	\$37.17	65	\$2,416.05
	Jeff	Overtime	\$37.17	50	\$1,858.50
	Ray	Overtime	\$34.52	65	\$2,243.48
	Juan	Overtime	\$35.99	65	\$2,339.03
	Larry	Overtime	\$35.99	50	\$1,799.25
Total Overtime					\$16,002.00
Total					\$537,008.00



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MINUTEMAN

A REVOLUTION IN LEARNING

March 16, 2016

Vince Amoroso, Chair, Board of Selectmen
Town of Boxborough
29 Middle Rd.
Boxborough, MA 01719

Dear Mr. Amoroso:

As indicated below, I am writing to inform the Boards of Selectmen of all of the member towns of the Minuteman Regional Vocational School District (hereinafter "the District") that the Minuteman Regional School Committee, at a meeting held on March 15, 2016, took the following vote pursuant to the agreement establishing the Minuteman Regional Vocational Technical School District and the provisions of Section 16(d) of Chapter 71 of the General Laws:

VOTE: That the Minuteman Regional Vocational Technical School District (the "District") hereby appropriates the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

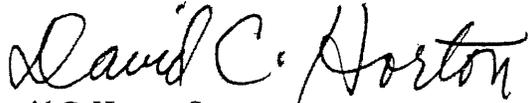
FURTHER VOTED: That within seven (7) days from the date on which this vote is adopted, the Secretary be and hereby is instructed to notify the Boards of Selectmen of each member town of the District as to the amount and general purposes of the debt herein authorized, as required by the District Agreement and by Chapter 71, Section 16(d) of the General Laws. The secretary is further instructed to send the draft warrant article language to the 16 Boards of Selectmen.

Please be advised that member towns **need not take any further action regarding the School Committee vote.** Your Board may choose to simply accept the School's Committee's decision to incur debt for this project. However, your Board may choose to bring this issue to Town Meeting if you believe your town may wish to indicate its disapproval of the School Committee's decision. If no member town votes its disapproval within 60 days of the School Committee vote, the debt will be deemed approved. No further votes in favor of the decision to incur the debt are actually required under the terms of Section 16(d) of M.G.L Chapter 71. The School Committee vote is binding on the District, unless at least one member town votes to disapprove within

60 days. We recognize that most Boards will choose to hear from Town Meeting. In the event you exercise this option, we have prepared a draft motion that we hope will be helpful to you.

Please contact Superintendent Ed Bouquillon at e.bouquillon@minuteman.org or ext. 7301, should you have any procedural questions or need further information.

Sincerely,

A handwritten signature in cursive script that reads "David C. Horton".

David C. Horton, Secretary
Minuteman District School Committee

CC: Selina Shaw, Town Administrator
Attachment: Suggested Article and Motion

Minuteman Regional Vocational School District
Suggested Forms of Article and Motion for Debt Issue Approval

Article: To see if the Town will approve the amount of \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

Motion: That the Town hereby approves the \$144,922,478 for the purpose of paying costs of designing, constructing and originally equipping a new district school, to be located at 758 Marrett Road, Lexington, Massachusetts, and for the payment of all other costs incidental and related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the School Building Committee. To meet this appropriation, the District is authorized to borrow said amount, under and pursuant to Chapter 71, Section 16(d) of the General Laws, and the District Agreement, as amended, or pursuant to any other enabling authority. The District acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA shall not exceed the lesser of (i) forty four and three quarters percent (44.75%) of eligible, approved Project costs, as determined by the MSBA, or (ii) the total maximum grant amount determined by the MSBA, and that the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.



**TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
MAY 9, 2016
LIST OF ARTICLES**

- 1. CHOOSE TOWN OFFICERS**
- 2. RECEIVE REPORTS**
- 3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**
- 4. AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE**
- 5. TOWN OPERATING BUDGET**

COMMUNITY PRESERVATION FUND

- 6. CPC REPORT AND ESTABLISH FY 17 RESERVES**
- 7. OPEN SPACE (INCLUDING RECREATION)**
 - A. Site Plan for Basketball and Tennis Courts at Liberty Fields**
 - B. T.J. O’Grady Skate Park Expansion**
- 8. COMMUNITY HOUSING**
 - A. Regional Housing Monitoring Services (Year 3 – calendar year 2016)**
 - B. Regional Housing Monitoring Services (Year 4 – calendar year 2017)**
 - C. Boxborough Rental Voucher Program**
- 9. HISTORIC RESOURCES**
 - A. Conservation of Historic Town Records**
 - B. Restoration of Grange Meeting Room**
 - C. Preservation and Restoration of Historic Town Hall Exterior Steps**

FINANCIAL CONSENT AGENDA

- 10. TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND****
- 11. FRAUD RISK ASSESSMENT****
- 12. SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD****
- 13. COST OF BORROWING AND FIRST YEAR’S INTEREST ****
- 14. REPLACEMENT OF 3 TOWN HALL HVAC UNITS****
- 15. REPAIRS TO TOWN HALL CHIMNEY AND TOWN MUSEUM ROOF****
- 16. UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY****
- 17. CAPITAL IMPROVEMENTS - HISTORIC MUSEUM BASEMENT (DEHUMIDIERS AND STORAGE SHELVING UNITS) ****
- 18. CLOSE COMPLETED ARTICLES****

19. DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS**
20. ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND AND TRANSFER EXISTING MONIES**
21. CABLE INFRASTRUCTURE APPROPRIATION**
22. ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD**
23. CONSERVATION TRUST FUND**
24. COMMUNITY SERVICES COORDINATOR – HEALTH INSURANCE**

CAPITAL EQUIPMENT AND INFRASTRUCTURE

25. INFORMATION TECHNOLOGY HARDWARE UPGRADES
26. TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE
27. ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE
28. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE
 - A. Carpeting
 - B. Exterior Doors
 - C. Detention Cell
 - D. Lobby & Evidence Room
 - E. Clapboards and Trim Replacement
 - F. Interior Lighting
 - G. Exterior Lighting
 - H. Parking Lots and Walkways
29. POLICE DEPARTMENT – EQUIPMENT
 - A. Tasers
 - B. Security Cameras & Video Server
 - C. Defibrillators (Replace 4)
 - D. Firearms
 - E. AFIS Fingerprinting
 - F. Photocopier replacement
 - G. Office Furniture
30. FIRE DEPARTMENT – REPLACE UTILITY TRUCK
31. ANIMAL CONTROL (DOGS & CATS) PICK-UP TRUCK
32. DPW – ROAD PAVING
33. DPW - REPLACE BUCKET LOADER
34. DPW – REPLACE PICK-UP TRUCK
35. DPW – VHF RADIOS AND RELATED EQUIPMENT
36. HAGER WELL – SYSTEM UPDATES

STUDIES AND INITIATIVES

37. PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

ZONING BYLAW AMENDMENTS

- 38. ZONING BYLAW AMENDMENT – AMEND ZONING MAP
- 39. ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD
- 40. ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS
- 41. ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY
- 42. ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE
- 43. ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS
- 44. ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP

GENERAL BYLAW AMENDMENTS AND NEW GENERAL BYLAWS

- 45. GENERAL BYLAW AMENDMENT – STONE WALLS
- 46. GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING
- 47. GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE
- 48. GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR

SENSE OF THE MEETING

- 49. A SENSE OF THE MEETING MOTION TO CREATE A GREENER BOXBOROUGH

NON-MONETARY CONSENT AGENDA

- 50. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**
- 51. DISCONTINUANCE OF CUNNINGHAM ROAD**
- 52. ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS**

LEGEND

- ** CONSENT AGENDA



BOXBOROUGH ANNUAL TOWN MEETING

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of M.G.L. Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, May 9, 2016 at 7:00 p.m. to act on Articles 2 through 52 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Monday the 16th day of May, 2016 at 7:00 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

CONSENT AGENDAS

In an effort to streamline Town Meeting and make it more inviting to voters, the Board of Selectmen will again use the Consent Agenda. This will speed the passage of articles which the Selectmen feel, after consulting with Town Counsel, the Moderator and the Finance Committee, should generate no controversy and can be properly voted without debate. The purpose of the Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate. The selectmen have voted unanimously (5 – 0) to recommend all those articles on each of the Consent Agendas.

This year, there will be two Consent Agendas. The **Fiscal Consent** (Article #10 through #24, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #50 through #52 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (**).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 9 AND 49, RESPECTIVELY.

At the call of each of the Consent Agendas, the Moderator will announce the number of each Article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word “Hold” in a loud voice when the number is called. The Article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. After calling the individual items in the Consent Agenda, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Summaries are included under many of the articles printed in this warrant.

COMMUNITY PRESERVATION FUND (Articles 6-9)

In 2014, Boxborough’s voters accepted Sections 3 to 7, inclusive of Chapter 44B of the General Laws, known as the Massachusetts Community Preservation Act and early in 2015 the Community Preservation Committee (CPC) was established. It is comprised of nine members representing the Conservation Commission, Historical Commission, Recreation Commission, Housing Board, Agricultural Commission, Finance Committee, Planning Board and two at-large members designated by the Board of Selectmen.

The Community Preservation Fund is a special revenue fund subject to appropriation. The CPC is tasked with receiving applications and making recommendations to Town Meeting before any monies can be expended from the fund for the particular community preservation purposes established by statute: open space (including recreational uses), historic resources, and community housing (low and moderate income housing for individuals and families, including low or moderate income senior housing). Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10 percent of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administration. “Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2017, under the local surcharge and the November state matching funds for the prior fiscal year.

For this year’s Town Meeting, the CPC has recommended the following appropriations:

- 1) 10% set asides each from FY 2017 estimated annual revenue for open space, historic resources and community housing, and a sum for administrative purposes (not to exceed 5% of the estimated annual revenue). Further details will be found under article 6.
- 2) Two open space (including recreation) projects, three community housing projects, and three historic resources projects. Further details about these projects will be found later in the warrant under articles 7 – 9.

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

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority vote required)

One Moderator, for a one-year term

One Town Clerk, for a three-year term

One Board of Selectmen member, for a three-year term

One Board of Health member, for a three-year term

Two Library Trustees, each for a three-year term

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

One Acton-Boxborough Regional School Committee member, for a three-year term

One Constable, for a three-year term

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 2015 Annual Town Report, or take any other action relative thereto.

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, 2016 as follows:

Selectmen	\$400.00 each member/year
Board of Health	\$166.67 each member/year
Town Clerk	\$46,822.58/year
Constables	\$3.00 each copy/warrant posted
Planning Board Members	\$109.00 each member/year

or take any other action relative thereto.

**ARTICLE 4 AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND
 COMPENSATION SCHEDULE**

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan Classification and Compensation Schedule by:

deleting the positions of Tax Collector (grade 14) and Town Treasurer (grade 15) and replacing with the combined position of Town Treasurer Collector (grade 15),

upgrading the position of Youth Services Librarian from grade 12 to grade 13, and

providing for a 1.5% wage adjustment of 1.5% over FY 16 for the majority of positions with the following exceptions:

retain the hourly rate of \$10/hour for the positions of CIT, Intern (Town Hall), and Junior Library Page on January 1, 2017, increase the hourly rate for Library Page, Counselor and Election Workers to \$11.00 per hour to reflect the state minimum wage in effect on that date.

Or take any other action relative thereto.

**FY 2017
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES										
GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	72,875.83	74,697.73	76,565.17	78,479.30	80,441.28	82,452.32	84,513.62	86,626.46	88,792.13
15	Inspector of Buildings	66,254.72	67,911.09	69,608.87	71,349.09	73,132.82	74,961.14	76,835.17	78,756.05	80,724.95
	Information Systems Coordinator									
	Town Accountant									
	Town Assessor									
	Town Planner									
	Town Treasurer/Collector									
14	Tax Collector (Elected)	56,932.55	58,355.86	59,814.76	61,310.13	62,842.88	64,413.95	66,024.30	67,674.91	69,366.78
	Town Clerk (Elected)									
13	Community Services Coordinator	26.23	26.88	27.56	28.24	28.95	29.67	30.42	31.18	31.96
	Council on Aging Coordinator									
	(DPW) Foreman									
	Youth Services Librarian									
12	Conservation Agent	23.00	23.57	24.16	24.77	25.39	26.02	26.67	27.34	28.02
	Youth Services Librarian									
11	Department Assistant	20.34	20.85	21.37	21.90	22.45	23.01	23.59	24.18	24.78
	DPW Worker									
	IT Support Technician									
	Technical Services Librarian									
10	Bldgs/Gnds Main Worker	19.69	20.18	20.69	21.21	21.74	22.28	22.84	23.41	23.99
	DPW Semi-Skilled									
	Senior Library Assistant									
	Transfer Station Operator									
9	Library Assistant	17.90	18.35	18.81	19.28	19.76	20.26	20.76	21.28	21.82
8	Van Dispatcher	16.27	16.68	17.09	17.52	17.96	18.41	18.87	19.34	19.82

PER DIEM AND INTERMITTENT EMPLOYEES

Hourly			
CIT	10.00		
Intern (Town Hall)	10.00		
Junior Library Page	10.00		
Library Page	10.25	**11.00	min wage 1/1/17
Counselor	10.50	**11.00	min wage 1/1/17
Election Workers	10.64	**11.00	min wage 1/1/17
Asst. Animal Control Officer - Dogs & Cats	11.09	4 hr min call	
Laborer - Cemetery	11.43		
Clerk of Elections	12.30		
Media Production Technician	12.88		
Seasonal Conservation Officer	13.00		
Lead Counselor	13.21		
Van Driver	14.18		
Seasonal Maintenance Worker	14.47		
Lock Up Attendant	15.60		
Part Time Dispatcher	17.59		
Fire Department Chaplain	17.90		
Firefighter/EMT	17.90		
Special Police Officer	17.90		
Substitute Librarian	17.90		
Gym Director	19.34		
Winter Recreation Director	19.34		
Fire Lieutenant	19.69		
Summer Recreation Director	19.82		
Animal Ctl Officer	20.34		
Fire Captain	20.34		
Veterans Services Officer	20.34		
Snow Plow Operator	22.83		
Deputy Fire Chief	23.00		
Cemetery Superintendent	23.00		
Asst. Building Inspector	27.25		
Call Building Inspector	31.73		
Call Fire Chief	44.19		
Stipends (Annual)			
Fence Viewer	40.00		
Field Driver	45.00		
Registrar Member	270.12		
Registrar Chairperson	900.34		
Animal Inspector	987.74		
Fees-based			
Wiring Inspector	\$150,000 cap/yr		
Plumbing & Gas Inspector	\$100,000 cap/yr		
Fee max is 1% of FY 16 levy (or \$166,562)			

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

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, 2016, or take any other action relative thereto.

[Budget will be inserted on pages 14 – 21]

**ARTICLE 6 COMMUNITY PRESERVATION FUND - CPC REPORT AND ESTABLISH
FY 17 RESERVES**

(Majority vote required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2017 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2017 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2017; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, historic resources and community housing purposes, and for a FY 2017 Budgeted Reserve;

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary

[to be added]

ARTICLE 7 COMMUNITY PRESERVATION FUND - OPEN SPACE (INCLUDING RECREATION)

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Forty-Five Thousand Five Hundred Dollars (\$45,500), more or less, for Community Preservation purposes, projects or acquisitions as follows:

7A	\$5,500	Site Plan for Basketball and Tennis Courts at Liberty Fields	Recreation Commission
7B	\$40,000	T.J. O’Grady Skate Park Expansion	Recreation Commission
TOTAL	\$45,500		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary
[to be added]

The Community Preservation Committee recommends.

ARTICLE 8 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Two Thousand Two Hundred Eighty Dollars (\$32,280), more or less, for Community Preservation purposes, projects or acquisitions as follows:

8A	\$5,465	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 3 (Calendar Year 2016) Services	Boxborough Housing Board
8B	\$6,000	Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 4 (Calendar Year 2017) Services	Boxborough Housing Board
8C	\$26,280	Boxborough Rental Voucher Program (BRVP)	Well-Being Committee and Boxborough Housing Board
TOTAL	\$37,745		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

8A and 8B

Summary

For the past two years, Boxborough has been a part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. The RHS has also prepared Boxborough’s Housing Production Plan. The services are provided by Metro West Collaborative Development, Inc. of Watertown, MA and will also include assistance with handling the Town’s responsibilities for the new Chapter 40B development, Jefferson at Beaver Brook.

Article 8A requests \$5,465.00 for the Town’s portion of Year 3 (Calendar Year 2016) of the RHS. Article 8B requests \$6,000 for the anticipated Year 4 (Calendar Year 2017) of the RHS. In both cases, funds will be transferred to Boxborough’s Affordable Housing Trust (AHT) to avoid difficulties related to differences in the funding cycles of the RHS and the Town, calendar year versus fiscal year, respectively. A Grant Agreement will legally constrain the AHT to use the funds only for the RHS.

Recommendations

The Community Preservation Committee recommends.

The Housing Board recommends.

The RHS has worked well and has significantly unburdened both Housing Board members and Administrative Staff.

8C

Summary

The Boxborough Rental Voucher Program (BRVP) will help very-low to moderately-low income residents with their rental-housing expenses. The Well-Being Committee and the Housing Board jointly support this program. A number of low-income Boxborough households are faced with financial stress due to high rent and the inability to obtain Federal and State rental-assistance. The BRVP will target households that have incomes that are lower than the incomes of those typically helped by a Chapter 40B development. In some cases, their circumstances have already brought them to the attention of our Community Services Coordinator. Similar programs, the Federal Section 8 Program or the Massachusetts Rental Voucher Program, are oversubscribed and have long waiting lists.

An outside organization will be used to help administer the program. Details such as eligibility rules, payment mechanics, and providing financial counseling to recipients are being finalized. An important objective of the BRVP will be to work with households to attain self-sufficiency; case management and other counseling as needed will be a requirement for participation.

Recommendations

The Community Preservation Committee recommends.

The Housing Board recommends.

The BRVP addresses a need that has been identified by a recent Housing Needs Assessment and the Housing Production Plan. The BRVP will help low-income members of our community with their housing expenses, help that is otherwise not readily available.

The Well-Being Committee recommends.

The Committee is convinced that there is significant need for rental assistance in the community and urges Town Meeting to support the Boxborough Rental Voucher Program as proposed.

ARTICLE 9 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Fifty-Six Thousand Dollars (\$56,000), more or less, and the sum of Ninety-Six Thousand Seven Hundred and Seventy-five Dollars (\$96,775), more or less, from the Community Preservation Fund Balance for Community Preservation purposes, projects or acquisitions as follows:

9A	\$11,000	Conservation of Historic Town Records	Town Clerk
9B	\$106,775	Restoration of Grange Meeting Room	Inspector of Buildings
9C	\$35,000	Preservation and rehabilitation of Historic Town Hall exterior steps	Inspector of Buildings
TOTAL	\$152,775		

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

Summary

[to be added]

The Community Preservation Committee recommends.

ARTICLE 10 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 Sixty-two Thousand Five Hundred Dollars (\$62,500), 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 dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund.

This year's proposed appropriation would enable the town to continue to fund the liability, but at a reduced rate to take into consideration the reduced liability due to the transfer of school employees to the AB Regional School District. (The OPEB liability attributable to staff at the Region is included in the Town's education budget, as part of the Town's assessment).

ARTICLE 11 FRAUD RISK ASSESSMENT**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of hiring a consultant to perform a risk assessment to identify, analyze, and manage the risk of asset misappropriation; or take any other action relative thereto.

Summary

The Town's independent financial auditor has recommended that Town management develop and implement a fraud risk assessment program to mitigate the risks associated with potential asset misappropriation. The consultant will assess areas determined to have an element of risk and will document potential fraud risks, controls already in place to mitigate the risks, and recommend areas and actions for preventing, detecting, and mitigating fraud.

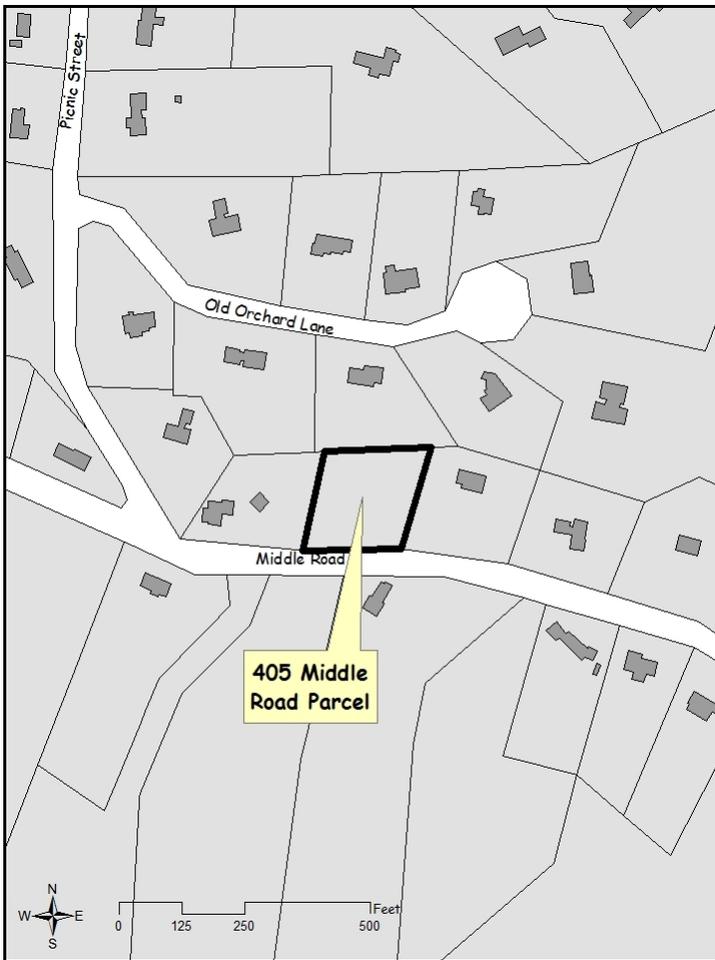
ARTICLE 12 SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Thousand Dollars (\$3,000), more or less, for the purpose of hiring a consultant to perform soil and percolation testing at 405 Middle Road, or take any other action relative thereto.

Summary

The property located at 405 Middle Road was acquired by the Town in the 1990's through the tax title/foreclosure process and is part of the Picnic Street Trust, which is under the care, custody and control of the Board of Selectmen. The testing will provide information necessary to be able to assess the viability of constructing a single-family dwelling on the property.



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

ARTICLE 13 COST OF BORROWING AND FIRST YEAR'S INTEREST**

(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 Fifty Thousand Dollars (\$50,000), more or less, for the purpose of paying the first year's interest and the cost of issuance for borrowing authorized by vote of Town Meeting in 2015 as well as for borrowing authorized at Town Meeting in 2016, or take any other action relative thereto.

ARTICLE 14 REPLACEMENT OF 3 TOWN HALL HVAC UNITS**

(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 Thousand Dollars (\$20,000), more or less, for the purpose of replacing one furnace and two air conditioning systems in the Town Hall, or take any other action relative thereto.

Summary

The Town Hall HVAC units are outdated and inefficient; close to thirty years old, they have exceeded their useful life. Just after the start of the fiscal year, two of the gas-fired furnaces/air conditioning units in the west side of Town Hall failed and were replaced. Four months later, one of the two remaining furnaces in the east end of Town Hall, which had been converted from an oil-fired furnace from the the original part of Town Hall, failed and was replaced. This article will provide for the replacement of the one furnace and two air conditioning units remaining on the east side of Town Hall with more energy efficient units, as well as balance the air flow in this section of Town Hall.

ARTICLE 15 REPAIRS TO TOWN HALL CHIMNEY AND TOWN MUSEUM ROOF**

(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 Ten Thousand Dollars (\$10,000), more or less, for the purpose of repairing the Town Hall chimney and the Town Museum roof, or take any other action relative thereto.

Summary

This article will provide for the repointing of the Town Hall chimney and fixing a leak in the museum's roof.

**ARTICLE 16 UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL
LIBRARY****

(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 Nine Thousand Nine Hundred Ninety-five Dollars (\$9,995), more or less, for the purpose of upgrading the existing library meeting room A/V system, or take any other action relative thereto.

The Library Board of Trustees recommends unanimously.

The Library Trustees unanimously recommend this necessary expenditure. Due to the age of the equipment of the existing A/V system as well as the audio visual standard moving from analog to digital it is our recommendation to upgrade the projector to an HD resolution projector which is standard today. In addition, the standard video output on most laptop computers is HDMI which does not exist on the ceiling mounted projector. Replacement parts and regular service, which insures reliable operation, are no longer available on the current equipment. With this upgrade of the Library Audio Visual system we will maintain our investment in this heavily used and important resource in our community.

**ARTICLE 17 CAPITAL IMPROVEMENTS - HISTORIC MUSEUM BASEMENT
(DEHUMIDIER AND STORAGE SHELVING UNITS) ****

(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 Twelve Thousand Dollars (\$12,000), more or less, for the purpose of acquiring a commercial dehumidifier and storage shelving for the Town's Historical Museum, or take any other action relative thereto.

Summary

[to be added]

ARTICLE 18 CLOSE COMPLETED ARTICLES**

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-eight Thousand One Hundred Twenty-eight Dollars and thirty Cents (\$28,128.30), more or less, as voted by past Town Meetings, and indicated in the table below:

	Description	Amount
May 2010 (ATM) Article 11	Fire Dept – Mobile Networks	\$40.14
May 2011 (ATM) Article 21	Blanchard Memorial School – Fire Safety Engineering Consultant	313.00
May 2012 (ATM) Article 24	Repair and Replace Blanchard Memorial School’s Exterior Mortar and Masonry	9,213.99
May 2013 (ATM) Article 10	Replacement Vehicle –Inspector of Buildings	667.00
May 2013 (ATM) Article 14	Replacement of Air-Paks – Fire Department	10,861.00
May 2013 (ATM) Article 20	Replacement of Windows – Blanchard Memorial School	2,952.77
May 2014 (STM) Article 2	Fund First Two Years of Collective Bargaining Agreement - Massachusetts Coalition of Police, Local 200, Police	2,081.08
May 2014 (ATM) Article 20	Cost of Bond Issuance	416.33
May 2014 (ATM) Article 22B	Town Hall Carpet Replacement	0.50
May 2014 (ATM) Article 22E	Library – HVAC Control System Upgrade	80.79
May 2014 (ATM) Article 23C	Public Safety - Space Needs Analysis	1.70
May 2015 (ATM) Article 16	Town Museum basement Re-painting	1500.00
	Total:	<u>\$28,128.30</u>

and further, to transfer the sum of One Hundred Fifty-seven (\$157.00), more or less, to pay off short term borrowing notes issued under the authorization granted under Article 9 of the May 2013 Annual Town Meeting (Town Hall Windows), or take any other action relative thereto.

ARTICLE 19 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 53E½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; library fees, fines and penalties; library photocopying fees; dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees (Steele Farm); fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); general fees from CoA sponsored programs; 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; athletic field permitting fees; Recreation Commission program fees; Animal Control services fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; and further, to increase the cap on the Electrical Inspection Revolving Fund from \$50,000 to \$150,000, increase the cap on the Plumbing and Gas Inspection Revolving Fund from \$15,000 to \$100,000 and change the spending authority for the Plumbing & Gas Inspection Revolving Fund from the Building Inspector to the Town Administrator, or take any other action relative thereto.

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000 \$150,000	Carryover to FY 2018 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	Building Inspector Town Administrator	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000 \$100,000	Carryover to FY 2018 to pay for inspections for permits not yet completed
Library Fines	Library Director	Library fees, fines & penalties	To defray costs of library material acquisitions/ services	\$7,500	Carryover to FY 2018 to pay for expenses not yet completed
Library Photocopying Machine Fees	Library Director	Fees from the use of the copier at the Sargent Memorial Library	To defray expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance	\$1,500	Carryover to FY 2018 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 2018 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
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 2018 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2018 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$32,000	Carryover to FY 2018 to pay for expenses not yet completed
General Council on Aging Programs	CoA Coordinator, in consultation with the Council on Aging	General fees from CoA sponsored programs	To pay expenses directly attributed to CoA programs	\$15,000	Carry over to FY 2018 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	\$10,000	Carryover to FY 2018 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 2018 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 2018 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Athletic field permitting fees	Management and care of athletic fields and permit administration	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed

Revolving Fund	Authority to Spend Funds	Revenue Source	Use of Funds	FY 17 Spending Limit	Disposition for FY 17 Fund Balance
Recreation Program Fees	Town Administrator	Recreation program fees	To pay expenses attributable to general programs sponsored by the Recreation Commission	\$5,000	Carryover to FY 2018 to pay for expenses not yet completed
Animal Control	Police Chief	Animal control services performed by the Animal Control Officer – Dogs and Cats, pursuant to Inter-municipal Agreement(s)	To pay a portion of the wages, benefits and expenses directly attributable to the provision of animal control services	\$60,000	Carry over to FY 2018 to pay for expenses not yet completed

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

The electrical inspection and plumbing & gas inspection revolving funds collect permit fees from electrical inspections and plumbing & gas inspections, respectively. Due to the increased number of inspections associated with the 244-unit Jefferson at Beaverbrook development, as well as with several planned smaller developments in town, it is necessary to temporarily increase the caps on these revolving funds. Because Massachusetts General Laws, Chapter 44, Section 53E½ restricts the spending limit under the direct control of any one board, department or officer to 1% of the prior year's levy (i.e., \$166,562), it is necessary to transfer the spending authority for the plumbing & gas inspection revolving fund from the Building Inspector to the Town Administrator. The monies collected in these revolving funds are used to pay the inspectors. There is no direct budgetary impact of increasing the caps.

Aside from the increased caps for the electrical inspection and plumbing & gas inspection revolving funds, and the change in authority for the latter, this article simply renews the authority of the named departments to collect fees and disburse funds up to the indicated limit. These revolving funds were set up for the purpose of carrying out the departments' normal functions and defraying the routine, predictable expenses associated therewith.

The Library Board of Trustees recommends unanimously.

This article will permit the library to use fees and fines that are collected up to \$7,500 per year for the acquisition or replacement of materials and services provided by the library. Additionally, this article will permit the library to use up to \$1,500 in photocopying fees per year to defray expenses directly attributable to the use of the copier, e.g. copier supplies, maintenance

**ARTICLE 20 ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND
AND TRANSFER EXISTING MONIES****

(Majority vote required)

To see if the Town will vote to accept MGL Ch 44 § 53F¾ which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for FY 2017, which begins on July 1, 2016; further, to transfer the balances in the existing **cable special revenue accounts** to the PEG Access and Cable Related Fund, or take any other action relative thereto.

Summary

[to be added]

ARTICLE 21 CABLE INFRASTRUCTURE**

(Majority vote required)

To see if the Town will vote to appropriate the sum of **TBD Dollars (\$xx.xx)**, more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of paying for services rendered by LCTV for Boxborough's cable television operations as well as to provide for the acquisition and installation of **cable equipment**, or take any other action relative thereto.

Summary

[to be added]

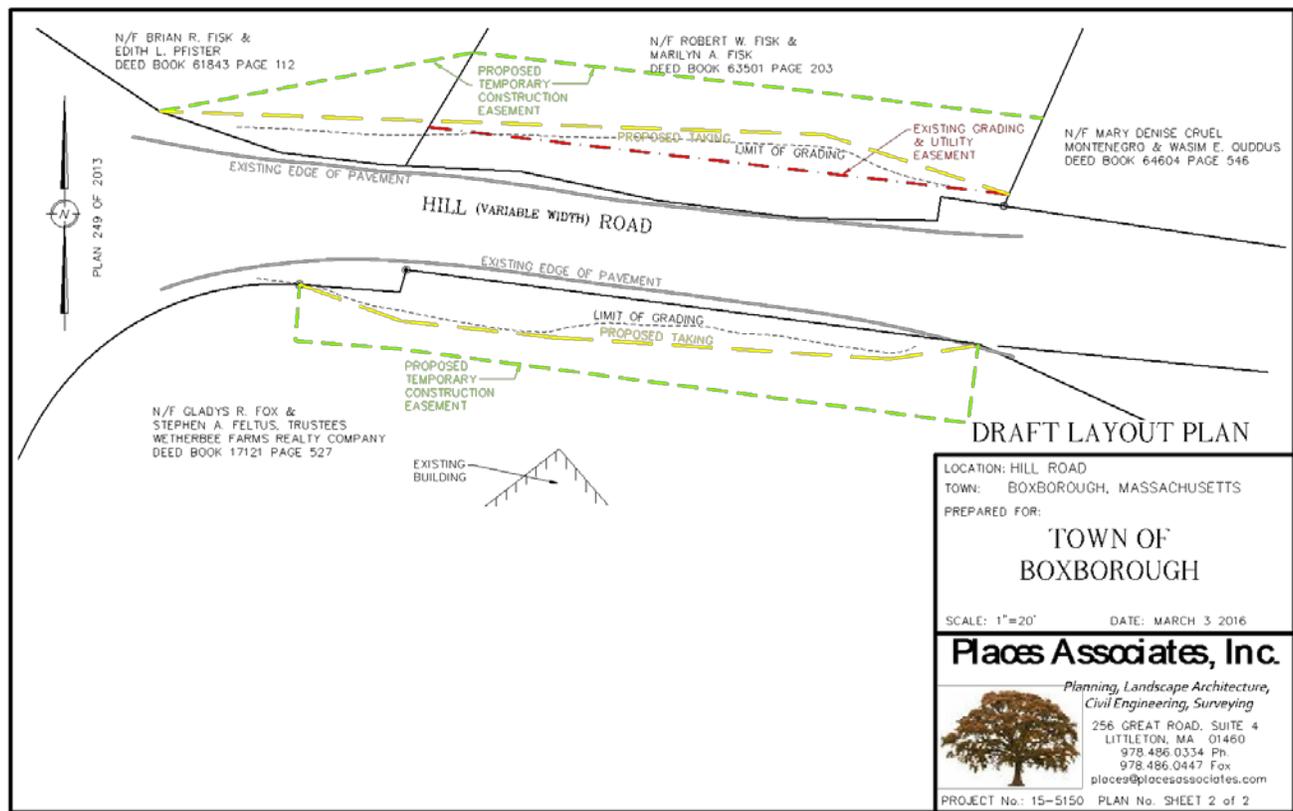
ARTICLE 22 ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD**

(Two-thirds vote required)

To see if the Town will vote to authorize the Board of Selectmen to acquire, by purchase, gift, or eminent domain, and upon such terms and for such consideration as the Selectmen deem appropriate, such permanent and temporary interests in those lands located at 187, 214 and 222 Hill Road in the locations approximately depicted on the plan entitled: “Draft Layout Plan, Location: Hill Road,” dated March 3, 2016, prepared by Places Associates, Inc., a copy of which has been placed on file with the Town Clerk, for roadway and roadway construction purposes, which purposes shall include, without limitation, the construction of guardrails and walls, sloping, and drainage improvements serving Hill Road, a public way in the Town, and further to raise and appropriate, transfer from available funds, or borrow a sum of money for the purpose of such acquisition and construction and all costs related thereto, and to enter into all agreements and take all other actions necessary or appropriate to carry out such acquisition and construction, or to take any other action relative thereto.

Summary

[to be added]



ARTICLE 23 CONSERVATION TRUST FUND**

(Majority vote required)

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

Summary

The appropriation is intended to fund anticipated capital needs related to the 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 \$15,000. 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 2016:*

Approximately \$9,000 for the purchase of 10 acres of land for conservation in partnership with and generous support from the Boxborough Conservation Trust.

Approximately \$2,000 for legal services associated with acquiring a Conservation Restriction on approximately 25 acres of land for conservation in cooperation with the Boxborough Conservation Trust.

Approximately \$5,800 for the cutting and treatment of invasive plants at Rolling Meadows.

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 5 years (2011 through 2015), ATM approved an appropriation of \$5,000 each year.*
4. *Routine operations and maintenance are funded separately at approximately \$1,000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

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

1. *Providing this appropriation to the Conservation Trust Fund is consistent with the Town’s current Capital Planning efforts and objectives.*
2. *The Conservation Trust Fund provides an immediate and dedicated source of money to pay for anticipated needs, and avoids the need for ad hoc funding out the town’s annual operating budget.*

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

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

The Conservation Commission recommends (6 – 0).

ARTICLE 24 COMMUNITY SERVICES COORDINATOR – HEALTH INSURANCE**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Five Thousand Dollars (\$6,300), more or less, for the purpose of paying the potential cost of health insurance benefits, contingent upon the award of a CHNA 15 Grant, or take any other action relative thereto.

Summary

The Town has applied for a CHNA 15 Planning Grant which, over the eighteen month period commencing July 1, 2016, would provide funding for the expenses associated with conducting a comprehensive needs assessment for the Town, which will identify under-served residents, facilitate focus groups and surveys reaching all town residents, and collaborate with local cultural and faith organizations to reach residents that have historically had low participation in previous assessment efforts. The Planning Grant process will also benefit from collaboration with various town departments including Police, Fire, Planning, Building, Recreation, Council on Aging, Community Services and the regional school system.

The grant funds would cover the wages for six additional hours per week for the period of July 1, 2016 – December 31, 2017 for the Community Services position; however, it would not cover benefits. The appropriation requested in this article would provide for the potential health insurance benefits for which the position would be eligible since it would exceed the twenty hour per week threshold. The appropriation requested is contingent upon the Town’s award of the CHNA 15 grant.

ARTICLE 25 INFORMATION TECHNOLOGY HARDWARE UPGRADES

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Seventy-two Thousand Dollars Five Hundred Dollars (\$72,500), more or less, to provide for replacement of: uninterrupted power supplies (UPS's), switches, one police department server, one ruggedized tablet for the police department, one desktop computer, one laptop computer, three printers and a portion of the aging town hall cable, or take any other action relative thereto.

Summary

This article provides for a phased approach to upgrading our network with a more robust, secure infrastructure. The Town's network infrastructure is comprised of CISCO network switches, which were donated to the Town by CISCO 5-7 years ago (at the time, the products were deemed "end of life" / obsolete by the local CISCO facility). The Town's existing core network is currently functioning but aging. Unsupported edge switches render it extremely vulnerable. Unfortunately, CISCO SmartNet (support) is not available for these switches, and thus they cannot be upgraded, or supported, and represent a serious exposure in terms of the Town's ability to deliver services. In the event of a hardware failure, ALL voice and data communication would abruptly cease, which would gravely impact our delivery of Public Safety services. Our environment needs to be upgraded with the addition of modern PoE (Power over Ethernet), edge switches.

[more to be added about the additional items... IT grant...]

ARTICLE 26 TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Thirty-five Thousand Seven Hundred Forty-five Dollars (\$35,745), more or less, to provide for replacement of the front (Middle Road) walkway at the the base of the Town Hall steps, as well as landscaping and signage, or take any other action relative thereto.

Summary

[to be added]

ARTICLE 27 ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty-five Thousand Dollars (\$45,000), more or less, to provide for an IP enabled secure card access control system for the Town Hall, and the Police and Fire stations, or take any other action relative thereto.

Summary

Secure card access control will eliminate the need for cumbersome lock-and-key systems, and their inherent drawbacks. This is particularly true for municipal facilities that need to provide access “after hours” to “non-employees” for public meetings. A building access control system will eliminate unauthorized access and loss of “physical” keys, while also providing an audit trail of who, when, and where.

The intent is to seek an appropriation to add the remaining Town facilities (DPW, Library and Museum) next year.

ARTICLE 28 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE

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

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 Seventy Thousand Five Hundred Dollars (\$170,500), more or less, to provide for the following building repairs and maintenance at the Police station:

	Purpose	Amount	Comment
A.	Carpeting	\$8,500	Carpeting was last replaced in 2008 and is on the capital plan for scheduled replacement in FY17. The carpets have been regularly maintained and cleaned; however, intense 24/7 traffic has worn them down past the state of repair.
B.	Exterior Doors	\$20,000	Exterior doors are original to the building are failing as they are rusting and the hinges; shock absorbers and mechanisms are worn. The frames are out of square and jam when humid.
C.	Detention Cell	\$15,000	Detention, Cell walls: The Dept. of Public Health has failed our inspection, citing porous walls and rusted fixtures.
D.	Lobby & Evidence Room	\$25,000	Lobby/Evidence to increase lobby area and secure evidence room; also need to replace broken heating unit.
E.	Clapboards and Trim Replacement	\$12,000	Clapboards and trim replacement (rot) and caulking is needed around all exterior gaps to prevent insect infestation.
F.	Interior Lighting	\$15,000	Many of lights have failed beyond bulb replacement and several inoperative switches need replacement.
G.	Exterior Lighting	\$15,000	Light poles original to building and rebuilt in 2008; many not working and rotted beyond repair. The far rear of property is not covered by illumination.
H.	Parking Lots and Walkways	\$60,000	Original to building. Item was passed over in 2012 when other town buildings were done; walkway heaves and has lifted causing trip hazards, and the area around generator needs regrading as snow melt causes a hazard all winter.

Or take any other action relative thereto.

ARTICLE 29 POLICE DEPARTMENT – EQUIPMENT

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

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 Eight Thousand Three Hundred Dollars (\$108,300), more or less, to provide for the following equipment for the Police Department:

	Purpose	Amount	Comment
A.	Tasers	\$7,000	To equip the part-time police officers.
B.	Security Camera & Video Server	\$40,000	Existing equipment is over 10 years old and is past end of life (EOL '13), low resolution/ poor quality and unable to record; should be tied to access control; additional cameras needed for coverage and plan to include Fire Dept doors and bays.
C.	Defibrillators (4)	\$12,000	4 units. One is out of service (10 years old, expected life is 5 to 7 years); they are out of warranty and not serviceable; FD/EMS recommends replacement as we are a Heart Safe Community
D.	Firearms	\$4,800	Firearms are end of life and worn; convert from .40 Cal to 9MM
E.	AFIS Fingerprinting	\$28,500	Current method (ink) is antiquated and problematic. This will provide instant, modern method for criminal identification and forensic analysis, Firearms Licensing, Sex Offender Registrations, Staff Security checks and audits and citizen requests for finger print authentication.
F.	Photocopier Replacement	\$7,000	Exceeds DoR useful lifespan; on the capital plan
G.	Office Furniture	\$9,000	Replace two aged desks and update report writing area with usable furniture

Or take any other action relative thereto.

ARTICLE 30 FIRE DEPARTMENT – REPLACE UTILITY TRUCK

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty-five Thousand Five Hundred Dollars (\$45,500), more or less, for the purpose of replacing the Fire Department’s current utility vehicle with a ¾ ton pickup truck, or take any other action relative thereto.

Summary

This article would fund a ¾ ton pickup truck, replacing the current utility vehicle. This pickup truck would aid in off road rescues (conservation land/trails) and would be outfitted with a plow, and a hydraulic lift gate. This would facilitate clearing dry-hydrants and plowing the parking lots at Fire and Police. In addition, it would be used for fire prevention activities, transporting equipment, personnel, portable generators, portable pumps, and the department’s trailers.

[Further details provided by the Chief which could be included in the summary or in a recommendation:

- The primary reason for this acquisition is to facilitate off road rescues. The Town has over 25 miles of trails providing access to several hundred acres of conservation and municipal land.
- Vehicle would be used on inspections and other department business to cut down on apparatus usage and wear and tear.
- Transporting members to from and from Mass Fire Academy classes.
- Transportation of members to and from prolonged incidents, as well as needed equipment and other resources during those incidents.
- Transportation of portable pumps to pump out water at residences, and transportation of portable generators.
- Currently there are no safe means of transporting either pumps, or generators.
- Vehicle would be used to keep the parking lots plowed at the fire and police stations, when DPW is unavailable.
- Presently, the hydrants are plowed when a vehicle becomes available from the DPW. Depending on the storm, this can take several days delaying hydrant clearing.
- The vehicle will be fitted with a hydraulic lift gate. This lift gate will allow us to transport a snow blower around town to assist in clearing hydrants. This will reduce the amount of required shoveling and less stress on the employees.
- This vehicle can be used to transport the trailers we currently own and the light tower to prolonged incidents.
- The vehicle will be used to pick up hose and similar equipment from scenes when they are over.]

ARTICLE 31 ANIMAL CONTROL (DOGS & CATS) PICK-UP TRUCK

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of acquiring and equipping a pick-up truck to be used for the provision of animal control services in the town of Boxborough and in the towns of Littleton and Stow as provided for in the respective Inter-Municipal Agreements between the town of Boxborough and the towns of Littleton and Stow, or take any other action relative thereto.

ARTICLE 32 DPW – ROAD PAVING

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Hundred Thousand Dollars (\$300,000), more or less, for the purpose of paving road in Boxborough, or take any other action relative thereto.

Last year’s recommendation for updating:

As most residents are aware, many roads in Boxborough are in deplorable condition. The Town receives between \$200,000 and \$300,000 annually from the Commonwealth under the Chapter 90 program, which monies are to be spent on repair and upkeep of roadways. Boxborough contains approximately 30 miles of roadways, and the average cost of repaving runs is approximately \$300,000 per mile. If we rely on Chapter 90 money alone to resurface roads in Town, it will take approximately 30 years to cycle through all the roads, which timespan exceeds the typical life of a roadway by a wide margin. The DPW has in effect been forced into a policy of triaging roads, in which the average condition of Boxborough’s roadways continues to deteriorate. This article proposes to augment Chapter 90 funds to the extent that on average we could resurface approximately 2 miles per year, instead of the 1 mile per year at steady state enabled by Chapter 90 funds. This level of overall repaving should allow to Town to catch up with the deteriorating road condition in concert with sealing and spot repairs of the worst roads in Town. We anticipate that this will be an ongoing request until such time that the general condition of roadways improves, or Chapter 90 funding allocations increase, to the point that we may be able to diminish the Town’s investment in repaving.

ARTICLE 33 DPW - REPLACE BUCKET LOADER

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

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 Thousand Dollars (\$200,000), more or less, for the purpose of replacing the DPW's vintage 1978 loader with a bucket loader, or take any other action relative thereto.

ARTICLE 34 DPW - REPLACE PICK-UP TRUCK

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of replacing the DPW Director's aging 1-ton pick-up truck with a new ¾-ton pick-up truck, or take any other action relative thereto.

Summary

The current vehicle, a one-ton 2008 F-350 pick-up truck, has 145,000 miles on it; the vehicle is becoming less reliable, the body is corroding, and costs to repair are becoming excessive. The vehicle is used for plowing and daily operations. The DPW is seeking to replace the aging vehicle with a more energy efficient three-quarter ton F-250 pick-up truck.

ARTICLE 35 DPW - VHF RADIOS AND RELATED EQUIPMENT

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ninety-five Thousand Dollars (\$95,000), more or less, for the purpose of acquiring eighteen new mobile VHF radios and related equipment for the DPW, or take any other action relative thereto.

ARTICLE 36 HAGER WELL - SYSTEM UPGRADES

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of providing system upgrades to the Hager Well infrastructure, or take any other action relative thereto.

ARTICLE 37 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty Thousand Dollars (\$80,000), more or less, for the purpose of ..., or take any other action relative thereto.

[need further clarification as to what is being sought for this article – further studies? Moving towards schematic design?]

Articles 38 – 44 Zoning Bylaw Amendments to be added:

- 38. ZONING BYLAW AMENDMENT – AMEND ZONING MAP**
- 39. ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD**
- 40. ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS**
- 41. ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY**
- 42. ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE**
- 43. ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS**
- 44. ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP**

**2016 Annual Town Meeting Warrant Articles
Planning Board**

ARTICLE 38 ZONING BYLAW AMENDMENT – AMEND ZONING MAP
(Two-thirds vote required)

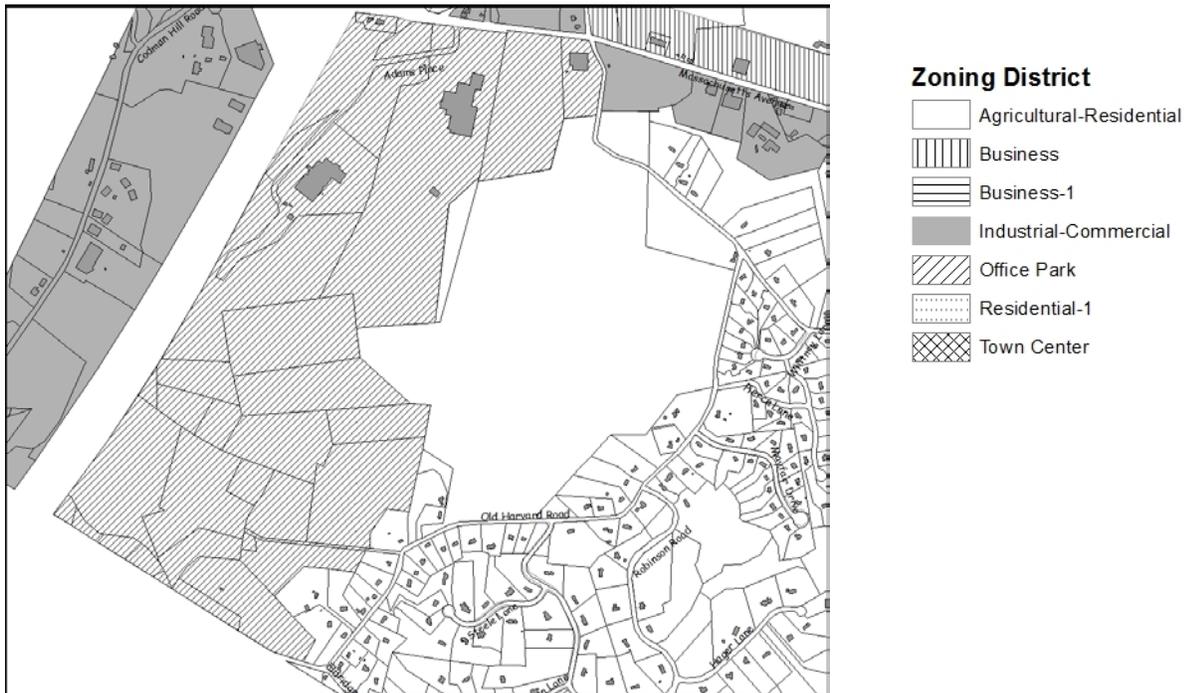
To see if the Town will vote to amend the Boxborough Zoning Bylaw by adopting an updated Zoning Map which incorporates the changes as discussed below and displayed in the following images of the Zoning Map:

Area 1: Moving the Agricultural-Residential zoning district further to the north and west on the north and west sides of 1150 Burroughs Road (Wolf Swamp) as well as the area northwest of Old Harvard Road.

EXISTING ZONING DISTRICT BOUNDARIES:

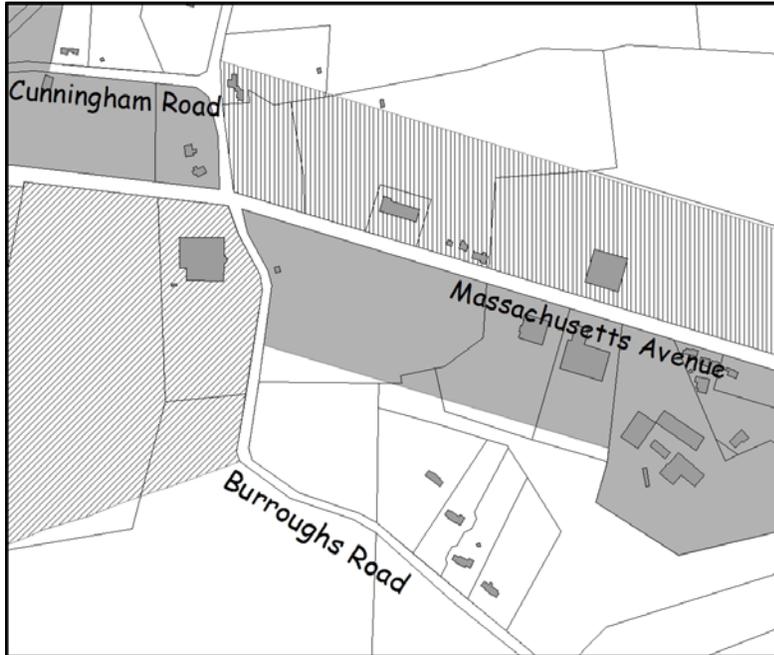


PROPOSED ZONING DISTRICT BOUNDARIES:



Area 2: Moving the Industrial-Commercial zoning district along the southern sides of 1223, 1170, and 1146 Massachusetts Avenue further south to their rear property boundaries. Additionally, this change involves moving the Agricultural-Residential zoning district further north to the northern boundary of 1103 Burroughs Road.

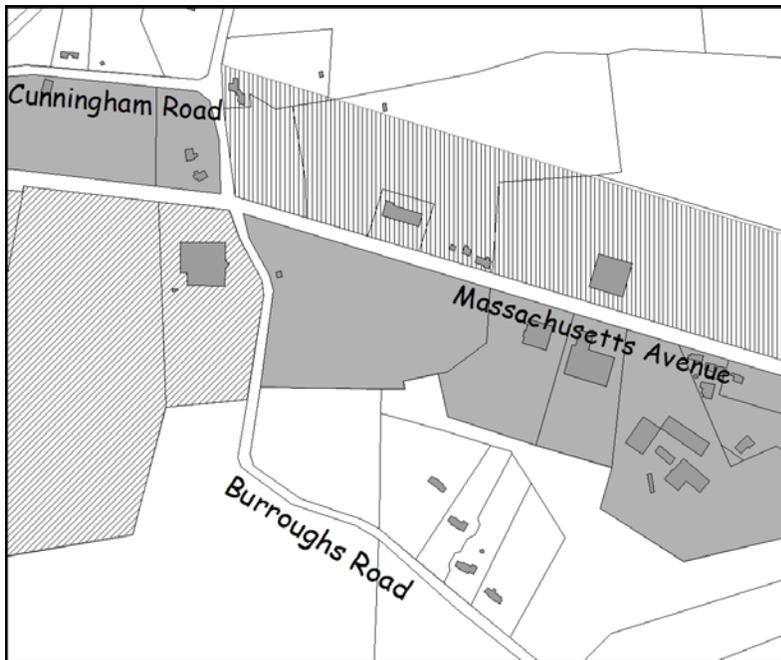
EXISTING ZONING DISTRICT BOUNDARIES:



Zoning District

-  Agricultural-Residential
-  Business
-  Business-1
-  Industrial-Commercial
-  Office Park
-  Residential-1
-  Town Center

PROPOSED ZONING DISTRICT BOUNDARIES:

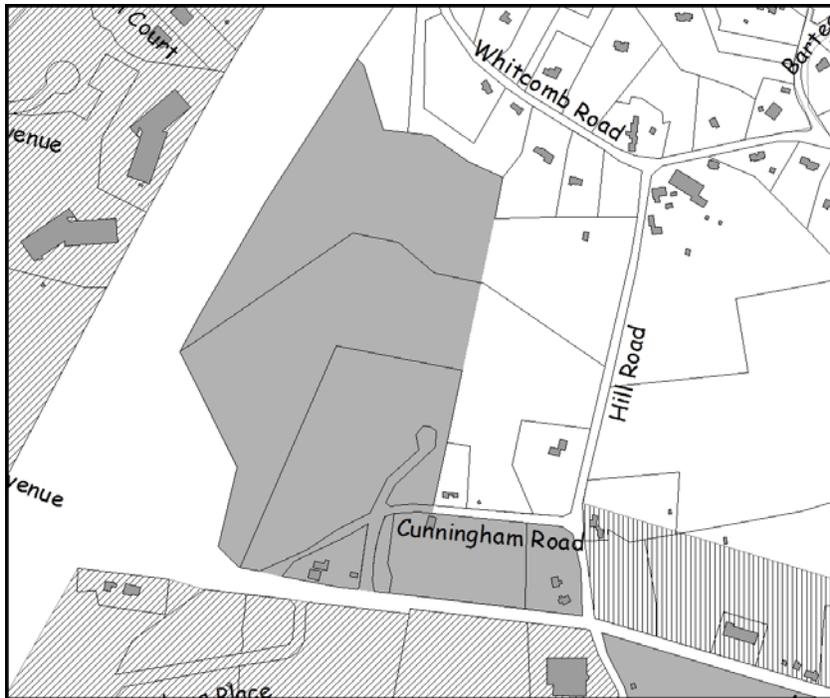


Zoning District

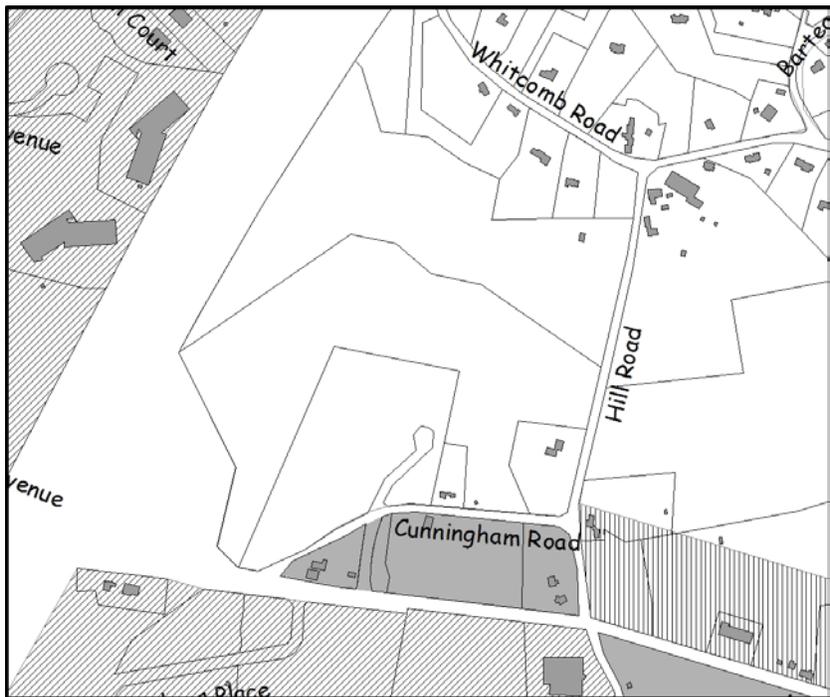
-  Agricultural-Residential
-  Business
-  Business-1
-  Industrial-Commercial
-  Office Park
-  Residential-1
-  Town Center

Area 3: Moving the Agricultural-Residential zoning district west of Hill Road and north of Cunningham Road, further west to Interstate 495.

EXISTING ZONING DISTRICT BOUNDARIES:



PROPOSED ZONING DISTRICT BOUNDARIES:



Area 4: Changing the Industrial-Commercial zoning district areas at 1165 Rear, 1175, and 1195 Hill Road to Agricultural-Residential.

EXISTING ZONING DISTRICT BOUNDARIES:



PROPOSED ZONING DISTRICT BOUNDARIES:



Or take any other action relative thereto.

The Planning Board Recommends (3-0).

In many places in town parcels are split by Zoning District boundaries. In most of these instances, the vast majority of the parcel is in one Zoning District and the significantly smaller, remaining portion of the parcel, is in another Zoning District. By slightly adjusting Zoning District boundaries, it will make it easier for Town Staff to provide clear Zoning Bylaw interpretations and provide a sounder basis for the Town Assessor when determining appropriate assessed values for properties. To this end, the Planning Board has begun this process by looking at parcels in the western portion of town, which does not address all of these instances in the community. As for the parcel on Hill Road near the Town of Littleton, the Planning Board feels changing this parcel from an Industrial-Commercial Zoning District to an Agricultural-Residential Zoning District would allow the property to be developed as a use, at a scale, and at an intensity, which is more aligned with the existing properties in the surrounding area.

ARTICLE 39 ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 8102 Design Review Board, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

8102 Design Review Board

The Design Review Board shall be composed of five residents of the town who shall be appointed by the Board of Selectmen for three-year terms as designated by the respective organizations as follows:

- (1) One member of the Planning Board or their designee;
- (2) One member of the Board of Selectmen or their designee;
- (3) One member of the Historical Commission or their designee; ***and***
- ~~(4) One member of the Permanent Building Committee or their designee; and~~
- ~~(5) One~~***Two*** members representing the community at-large, who shall be elected by the ~~four~~***three*** designees as listed above and brought forward to the Board of Selectmen for appointment.

Partial terms shall be designated by the respective board/commission, or elected in the case of the at-large member, and duly appointed by the Board of Selectmen.

Or take any other action relative thereto.

The Planning Board Recommends (3-0).

The Permanent Building Committee has not been active in a number of years and this proposed amendment would give the Design Review Board the flexibility to have two (2) at-large members from the community instead of just one (1). This amendment would not preclude a member of the Permanent Building Committee from being a part of the Design Review Board, but would simply provide the Board of Selectmen the ability to appoint up to two (2) at-large members instead of only one (1). The Planning Board feels this will make it easier for the Design Review Board to have a full complement of members as there are currently two (2) vacancies on the Board at this time.

ARTICLE 40 ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Sections 5002 Dimensional Schedule and 5003 Reduced Frontage Lots, by adding the following the language in bold italics and deleting the language indicated by strikethroughs:

5002 Dimensional Schedule

Maximum building height (ft. to top of plate)	45	45	45	30	45	45	45
-----------------------------------------------------------	----	----	----	----	----	----	----

5003 Reduced Frontage Lots

The Board of Appeals may permit construction on a reduced frontage lot pursuant to a special permit in accordance with Section 9200 of this Bylaw in accord with the intensity regulations and requirements set forth below. It is the intent of this section that the intensity regulations, set forth below, be used only at the discretion of the Board of Appeals in those cases where the use of the intensity regulations of Section 5000 will not serve the best interests of the Town. Such lots shall only be permitted in the Agricultural-Residential District.

- (1) The lot shall have a minimum of 120,000 sq. ft.
- (2) Where the lot has an area of at least 120,000 sq. ft., but not more than 200,000 sq. ft., the frontage requirement shall be 75 feet. Lots greater than 200,000 sq. ft. may have frontage of not less than 50 feet.
- (3) The building line shall be at least 150 ft.
- (4) Setbacks shall be 40 ft. for front yards, 30 ft. for side yards, and 40 ft. for rear yards.
- (5) No building shall exceed 3 stories or 45 ft. in height ~~to the top of the plate~~.
- (6) The minimum lot width from the street frontage to the building line shall at no point be less than the minimum frontage required.

The Planning Board Recommends (3-0).

The Zoning Bylaw defines “Building Height” with the definition below and this definition is how the Building Inspector has been enforcing the maximum allowable height of buildings when reviewing Building Permit applications. The words “to top of plate” in Sections 5002 and 5003 actually allow for taller buildings to be constructed than what is intended to be permitted in the Zoning Bylaw as defined in the term “Building Height” and by the designated heights in Section 5002 Dimensional Schedule. The words “to top of plate” indicate the height of a building should be measured from the ground to the point where the roofline meets the side walls of the building and does not take into account the additional height of the actual roofline which extends above the plate to the peak of the roof. This proposed amendment will make these sections of the Zoning Bylaw consistent with how building height should be measured as laid out in the definition of “Building Height” and with existing zoning enforcement practices.

2113 **Building Height** shall mean the vertical distance measured from the average finished grade at its point of intersection with the front wall of the building to the point specified below for the

particular roof type; provided, however, that no measurement to said point below, taken vertically from any point at finished grade along the foundation wall, shall exceed the building height by greater than ten (10) feet. Building height shall be measured to the:

- (1) Highest point of the roof of a flat roof;
- (2) Point one-half way between the junction of the top of the roof and the extension of the exterior wall, and the top of the ridge line of a gable or hip roof; provided that when the roof slope is greater than a ratio of one (1) foot vertical to one (1) foot horizontal, the measurement shall be taken at a point two-thirds ($\frac{2}{3}$) of the way up;
- (3) Point one-half ($\frac{1}{2}$) way between the intersection of the lower slope with the upper slope and the ridge line or top of a mansard or gambrel roof; or
- (4) Point two-thirds ($\frac{2}{3}$) of the distance up from the sill, plate or exterior wall extended to the top of the roof at that point, and the top of the ridge of a French roof or an A-frame roof.

Or take any other action relative thereto.

ARTICLE 41 ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 9004 Penalty, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

9004 Penalty

Whoever shall breach or violate any provision of this Zoning Bylaw and/or any of the decisions of the Board of Appeals *and Planning Board* of the Town of Boxborough *made under the provisions of said Bylaw*, shall be punished by a fine of not exceeding one hundred dollars for each offense or for each day of a continued offense, in the absence of an express provision for another penalty.

Or take any other action relative thereto.

The Planning Board Recommends (3-0).

The Planning Board, as well as the Zoning Board of Appeals, issues decisions under the provisions of the Boxborough Zoning Bylaw. This is simply an administrative amendment to make it clear that any breaches or violations of decisions rendered by either the Zoning Board of Appeals or the Planning Board under the provisions of the Zoning Bylaw are enforceable by fine. Additionally, this amendment will make this section of the Zoning Bylaw consistent with existing zoning enforcement practices.

ARTICLE 42 ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE
(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2181 Structure, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

2181 ***Structure*** shall mean anything constructed or erected, the use of which requires fixed location on or under the ground. Structure shall not include landscape features such as fences no greater than ~~six~~***seven (7)*** feet in height, stone walls or retaining walls no greater than four (4) feet in height, bird baths, driveways, detached stiles, open terraces, ornamental pools, outdoor fireplaces, planting boxes, shelters for household pets, tool houses having not more than 125 square feet of floor area, sculpture, residential lamp posts, mailboxes, fire suppression equipment and their appurtenances, and dry hydrants.

Or take any other action relative thereto.

The Planning Board Recommends (3-0).

The State Building Code indicates that fences up to seven (7) feet in height may be constructed without a Building Permit. This proposed change brings our local Zoning Bylaw into compliance with the State Building Code for ease of understanding and enforcement.

ARTICLE 43 ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, and Section 8003 Exemptions, by adding the following language in bold italics and deleting the language indicated by strikethroughs:

2130 Farm shall mean agricultural, silvicultural, horticultural, viticultural, or floricultural activity on a parcel of land of less than five (5) acres, including necessary accessory ***buildings***, structures, storage, and equipment, but excluding slaughterhouses, rendering plants, fur farms, or piggeries. Dwellings shall be permitted as accessory ~~structures~~***buildings*** only in the Agricultural/Residential, Residence 1, or Town Center Districts.

4003 Use Regulation Schedule

¹⁵ Dwellings shall be permitted as accessory ~~structures~~***buildings*** only in the Agricultural-Residential, Residential 1, and Town Center Districts.

4107 Accessory Apartment

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

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

The Building Inspector may grant a building permit and a Certificate of Use and Occupancy for an accessory apartment provided that:

- (a) The accessory apartment is attached to or within a single-family dwelling, or is within a detached accessory ~~structure~~***building*** in existence on or before March 8, 2007 and

8003 Exemptions

The following shall not require site plan approval:

- (1) In an Industrial-Commercial or Office Park District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of (500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area, including the basement, if applicable.
- (2) In a Business District construction, alteration or expansion of a building, provided that such building shall not have a gross floor area in excess of (500) square feet or a proposed expansion of ten (10) percent of the existing gross floor area, including the basement, if applicable.

- (3) In all zones, normal maintenance or repair of any building, ~~or~~ accessory *building, or* structure.

Or take any other action relative thereto.

The Planning Board Recommends (3-0).

At the 2015 Annual Town Meeting, the town voted to change the definition of “Accessory Structure” to “Accessory Building”. As part of that Warrant Article in 2015, other amendments were made to the Zoning Bylaw to make it consistent with this wording change. This new proposed amendment is simply an administrative amendment to capture additional changes which should have been made to the Zoning Bylaw at the 2015 Annual Town Meeting, but were overlooked.

ARTICLE 44 ZONING BYLAW AMENDMENT – DELETE SECTION 7100 WETLANDS AND WATERSHED PROTECTION DISTRICT (W-DISTRICT), DELETE SECTION 7200 LANDS BORDERING THE W-DISTRICT, AMEND VARIOUS OTHER SECTIONS WITH REFERENCES TO SECTIONS 7100 & 7200, AND DELETE THE WETLAND & WATERSHED OVERLAY DISTRICT FROM THE ZONING MAP

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw by deleting in their entirety Section 7100 Wetlands and Watershed Protection District (W-District) and Section 7200 Lands Bordering the W-District from the Zoning Bylaw, deleting all references to Sections 7100 and 7200 the Zoning Bylaw, deleting in its entirety the Wetland & Watershed Overlay District from the Zoning Map, deleting in its entirety Zoning Bylaw Appendix C, amending the following sections of the Zoning Bylaw by adding the following language in bold italics and deleting the language indicated by strikethroughs, and renumbering various sections accordingly throughout the Zoning Bylaw, all as follows:

2185 Upland Lot Area shall mean the contiguous area of the lot exclusive of (1) all wetlands as defined by the Wetlands Protection Act (MGL ~~ch~~**Chp.** 131, §40) and the Boxborough Wetlands Bylaw; **and** (2) the 100 foot wetlands buffer zone as defined in the Boxborough Wetlands Bylaw.; ~~(3) land in the W-District as defined in this Bylaw; and (4) land within 100 feet of the W-District boundary.~~

3001 Types of Districts

For the purpose of this Bylaw, the Town of Boxborough is hereby divided into the following types of districts:

- (1) Agricultural-Residential (AR)
- (2) Residential-1 (R1)
- (3) Business (B)
- (4) Business-1 (B1)
- (5) Office Park (OP)
- (6) Town Center (TC)
- (7) Industrial-Commercial (IC)
- (8) Aquifer Protection Overlay
- ~~(9) Wetlands and Watershed Protection Overlay~~
- ~~(10) Flood Plain Overlay~~
- ~~(11) Wireless Communication Facilities Overlay~~

3002 Location of Districts

Said Districts, with the exceptions of the Aquifer Protection, ~~Wetlands and Watershed Protection~~, Flood Plain, and Wireless Communication Facilities Districts, which are individually mapped, are located and bounded as shown on a map entitled “Zoning Map of Boxborough, Massachusetts” dated May 2008 and consisting of 12 sheets with an index sheet.

~~**7100 Wetlands and Watershed Protection District (W-District)**~~

~~*7101 Purpose*~~

~~The W District is intended to preserve and maintain the groundwater table and water recharge areas for water supply purposes; to protect against pollution and contamination of the water supply; to protect persons and property against hazards of floodwater inundation by assuring the continuation of the natural flow patterns of streams and other watercourses within the Town and~~

~~by preserving natural floodwater storage areas and other areas subject to seasonal or periodic flooding or which may provide safe floodwater storage capacity; to protect the community against the costs which may be incurred by the detrimental or unsuitable use or development of lands in or adjoining wetlands such as streams and other watercourses, swamps, marshes, bogs, ponds or areas subject to flooding; to conserve natural conditions, wildlife, open space and generally the amenities of the Town; and otherwise to preserve, protect, and promote the health, safety and welfare of the inhabitants of the Town and the public.~~

~~7102—Overlay District~~

~~The W District is an overlay district and shall be superimposed on the other Districts established by this Bylaw. Any land lying within the W District shall also be subject to the development and use regulations of the underlying District in which such land is situated but only to the extent not inconsistent with the regulations for the W District.~~

~~7103—Location of W District~~

~~Said District is located, bounded, and defined as all areas encircled and designated on a Map entitled “W District Map”, a series of twelve maps numbered 1 through 12 inclusive, prepared by the Planning Board of the Town of Boxborough, dated May 4, 1974, the original, or a true copy certified as such by the Town Clerk, to be kept permanently on file at the Office of the Town Clerk with and hereby made a part of the Official Town of Boxborough Zoning Map, said W District Map.~~

~~7104—Use Regulations~~

~~Symbols employed below shall mean the following:~~

- ~~Y—a permitted use, provided such use does not affect the natural flow patterns of any watercourse.~~
- ~~N—an excluded or prohibited use.~~
- ~~SP—a use authorized under special permit as provided under Section 9200 and herein.~~

a. Outdoor non commercial recreation, including play and sporting areas, nature study, non commercial boating, fishing and hunting where otherwise legally permitted	Y
b. Flower or vegetable gardens, lawns, pastures, forestry, grazing and farming, including nurseries, truck gardening, and harvesting of crops	Y
c. Duck walks, landings, foot, bicycle and/or horse paths and bridges, and small structures for non commercial recreational uses	Y
d. Conservation of soil, water, plants, and wildlife	Y
e. Buildings and structures accessory to the aforementioned uses permitted in this section provided that such buildings and structures shall occupy no greater than 125 square feet of ground floor area and that such building shall not be designed, intended, or used for sustained human occupancy	Y
f. Uses accessory to the aforementioned permitted uses provided that exterior, uncovered storage of leachable material including fertilizer, manure, humus, road salt, and other organic and chemical materials and any storage of hazardous materials is not permitted	Y
g. Any use permitted in the underlying District in which the land is situated subject to the same use and development restrictions as may otherwise apply thereto and subject to the requirements of Section 7107 and provided that all necessary permits, orders, and approvals required by local, state, or federal law shall have been obtained	SP
h. Any use permitted in the underlying District in which the land is situated subject to the same use and development restrictions as may otherwise apply thereto provided that	SP

<p>the land designated as being within the W-District is found by the Board of Appeals, after the matter has been referred to and reported on in writing by the Conservation Commission, not in fact to be a significant groundwater or water recharge area, not an area subject to seasonal or periodic flooding, and otherwise not an area which is important for water supply purposes.</p>	
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~~7105—Special Permits~~

~~The Special Permit Granting Authority shall be the Board of Appeals. The Board of Appeals may grant a special permit if it determines that the applicant has met the requirements set forth in Section 7107.~~

~~7106—Submittals~~

~~Applications for special permits shall be prepared and submitted to the Board of Appeals in accordance with the provisions of Section 9200 of this Bylaw.~~

~~7107—Design Requirements~~

~~For those uses which require a special permit, the Board of Appeals shall find that:~~

- ~~(1) The proposed use will not endanger any occupants thereof or the public;~~
- ~~(2) The floor levels of any areas used for human occupancy, including working space, shall be at a safe elevation;~~
- ~~(3) Furnaces, utility pipes, sewer pipes, sewer treatment sites, pedestrian ways, and access drives are safe from the effects of flooding;~~
- ~~(4) Structures will withstand the effects of flooding;~~
- ~~(5) Uses involving human occupancy will not be isolated in the event of flooding, and that all possible measures will be taken to insure that animals will not be isolated in the event of flooding;~~
- ~~(6) No materials, including chemicals, oils, acids, leachable salts, refuse, junk or other hazardous leachable or floatable metals will be used or stored on the premises so as to endanger human or animal life or property from either intermittent or continuous contact with moisture from any source;~~
- ~~(7) The proposed use, building, or structure will not obstruct or divert flow of flood waters, reduce natural ground or surface water storage, or increase storm water runoff so that water levels on adjacent lands are raised or substantially endangered from increased flooding;~~
- ~~(8) The proposed use will not otherwise be significantly in conflict with the purposes set forth in Section 7101, above and Article I of this Bylaw; and~~
- ~~(9) The portion of any lot which is in the W-District may be used to meet the development regulations for the District in which the land is located.~~

~~7108—Procedures~~

~~Prior to submitting an application to the Board of Appeals for a special permit hereunder, the applicant seeking such a permit shall consult with the Conservation Commission and shall submit written notice to the Commission of his intention to do any or all of the activities described in the first paragraph of MGL c. 131, § 40, if such notice is required by law, all in the manner requested by said Commission. Each application to the Board of Appeals for a special permit hereunder (copies of which shall also be delivered to the Planning Board, Conservation Commission and Board of Health) shall be accompanied by a copy of the Notice of Intent referred to above in the~~

~~form approved by the Conservation Commission and by a statement setting forth in detail the reasons why the proposed use will not be significantly in conflict with the purposes set forth in Section 7101. Prior to or at the public hearing before the Board of Appeals, the Conservation Commission, after consulting with the Planning Board and the Board of Health and with others as appropriate, shall submit its written recommendations and report to the Board of Appeals within 45 days of its receipt of the Notice of Intent which shall include but not necessarily be limited to the following:~~

- ~~(1) An evaluation and opinion of the Notice of Intent accompanying the application to the Board of Appeals; and~~
- ~~(2) An evaluation of the proposed use, including its probable effect or impact on the Town's water supply, the quality of water in the neighborhood, on the natural flow patterns of watercourses, on any nearby or pertinent floodwater storage areas or other areas subject to seasonal or periodic flooding, and on the general health, safety, and welfare of the neighbors and other inhabitants of the Town; and~~
- ~~(3) A recommendation as to the advisability of granting the special permit and as to any restrictions which should be imposed upon the proposed use as a condition of such permit.~~

~~7109—Decision~~

~~The application for a special permit may be approved where, in the opinion of the Board of Appeals, the proposal meets the design standards of Section 7107. The Board of Appeals shall give due consideration to the report of the Conservation Commission submitted to it pursuant to Section 7108, above, and where its decision differs from the recommendations of said Commission, shall state the reasons therefore in writing.~~

~~7110—Existing Uses in the W-District~~

~~The lawful use of any structure or land existing within the W-District on April 18, 1974, or for which a building permit had been issued on or before April 18, 1974 which does not conform to the regulations herein, shall not be subject to the provisions of Section 7100, inclusive; but no extension or enlargement of such a building, structure or use shall be permitted to occur.~~

7200—Lands Bordering the W-District

No buildings, structures, roads, parking areas or other paved surfaces, drainage facilities, sewage treatment plants, septic systems, leaching fields, refuse dumps, land fills, earth removal or similar works, storage of leachable material, or any other construction or site work other than in connection with uses allowed in Section 7104 shall be permitted in any District within one hundred feet (100') of the boundary of the W-District without first obtaining a special permit for exception by the Board of Appeals. In issuing such permit, the board shall find that the applicant has demonstrated to the Board's satisfaction that there is no feasible location on the site for the proposed use, building or structure outside the W-District buffer and that all measures have been taken to mitigate any adverse impacts to the W-District buffer and the wetlands. In establishing that no other feasible location exists, an applicant may rely only on engineering and watershed considerations. The Board of Appeals shall also find that the proposed use, building or structure shall not endanger the health and safety of occupants or of the public, and is consistent with the general purposes of the W-District as stated in Section 7101 of this Bylaw, and is not otherwise prohibited by this Bylaw.

9203 Application

- (7) In the case of a special permit authorizing a use within an aquifer protection district ~~or a wetlands and watershed protection district~~, evidence that all approvals required from

local boards or commissions, including, but not limited to, the Board of Health, Planning Board, Conservation Commission and/or Board of Selectmen, have been obtained prior to the issuance, if any, of a special permit.

Appendix C – Wetland & Watershed Overlay District Map

Or take any other action relative thereto.

The Planning Board Recommends (3-0).

The Wetlands and Watershed Protection District (W-District) was implemented at the 1974 Annual Town Meeting to help preserve, protect, and maintain a number of items related to groundwater, wetlands, and flooding through a fixed Zoning Overlay District. The Zoning Board of Appeals is charged with enforcing this district and the 100 foot buffer to the areas around it. In October of 1982, the Town's local Wetland Bylaw was adopted with the intent to preserve and protect the wetlands in town, as indicated in its purpose statement, as well as the 100 foot buffer areas around the wetlands. The Wetland Bylaw is administered by the Conservation Commission. Since 1982, these two bylaws have been operating together in a parallel and redundant process to regulate ground disturbances and development in and around the wetlands and waterways of the town. Applicants requesting to create a ground disturbance in or adjacent to a wetland area are first required to appear before the Conservation Commission to receive some type of approval such as a Notice of Intent (NOI) or an Abbreviated Notice of Resource Area Delineation (ANRAD). As part of this process, Applicants are subject to a number of application processing costs including an application fee, legal advertisement, abutter mailing list fee, abutter notice mailing fee, multiple copies of plans, a fee to record the decision at the Registry of Deeds, and, most significantly, the cost to hire a certified wetlands agent or engineer to map and delineate the wetland area in the field.

Once approval is received from the Conservation Commission, Applicants are typically required to then go before the Zoning Board of Appeals to seek virtually an identical approval and are subject to the same costs as associated with Conservation Commission's approval process. In all instances researched by the Town Planner, there has not been one case where the Zoning Board of Appeals has added additional conditions to ensure a project remains in compliance or does not harm the subject resource area. In fact, when issuing a decision, the Zoning Board of Appeals simply references the conditions laid out by the Conservation Commission in their decision for the project. This is primarily due to the fact that the Zoning Board of Appeals is a Town board with no technical expertise in wetland or waterway regulatory matters. This redundant process places an undue financial burden on Applicants, who are many times residents, and subjects a proposed project to significant delays by having to appear before two different boards for the same approval. Additionally, the process is also confusing for Applicants as many times they have difficulty understanding why they need approvals from two different Town entities for the same aspects of the same project. In further examining the purpose of the W-District as described in Section 7101 of the existing Zoning Bylaw, all the resources which the W-District is intended to safeguard are already protected by the Wetland Bylaw, the Aquifer Protection District (adopted in 1984), the Federal Emergency Management Agency (FEMA) Flood Maps, and various other aspects of the Zoning Bylaw. Since the town's wetlands, waterways, water recharge areas, floodplains, and other water related resources are protected by other existing bylaws or regulations, and due to the duplicative nature with the Conservation Commission's permitting process, the Planning Board recommends removal of the W-District and its associated elements in their entirety from the Zoning Bylaw.

ARTICLE 45 GENERAL BYLAW AMENDMENT – STONE WALLS

(Majority vote required)

To see if the Town will vote to amend the Stone Walls General Bylaw by:

adding the following paragraph at the end of **Section 4: Applicability**:

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in stone walls as defined above, are permitted upon written approval of the Town Planner which may be granted upon provision of a photograph of the portion of stone wall to be impacted, a written statement that the wall will be returned to its original state, and the posting of a \$1,000.00 bond with the Town. The bond so posted will be released upon inspection and approval by the Town Planner that the stone wall has been substantially returned to its initial state.

and revising **Section 7: Enforcement** by adding the language in bold italics as shown below:

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board, ***excepting only temporary openings as outlined in Section 4.*** In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

The complete bylaw will then read as follows:

Section 1: AUTHORITY

This Bylaw is adopted pursuant to the Town’s Home Rule authority under Section 8 of Article 89 of the Amendments to the Massachusetts Constitution and the Town’s general powers under G.L. c. 40, §21(1).

Section 2: PURPOSE

The purpose of this Bylaw is to facilitate the preservation of stone walls and to protect the scenic quality and character of public ways in the Town by regulating the removal, tearing down, or destruction of stone walls and the construction of new stone walls within or on the boundary of Town Ways. Additionally, this Bylaw is intended to set forth the process for obtaining Planning Board (the Board) approval for such activities.

Section 3: DEFINITIONS

The following terms contained in this Bylaw shall mean and be construed as follows:

3.1 Town Way

Shall mean the entire right-of-way of any way in the Town of Boxborough which has been either laid out and accepted as a public way by statutory process, or has been used by the general public and maintained by the Town as a public way, but shall not include State highways. When the boundary of the Town Way is uncertain, so that a dispute arises as to whether or not certain stone walls or portions thereof are within or on the boundary of the way, the stone walls shall be presumed to be within or on the boundary of the way unless the contrary is shown by survey.

3.2 Stone Wall

Shall mean a man-made continuous grouping of stones forming a straight or curved line.

3.3 Removal, Tearing Down, or Destruction of Stone Walls

Shall mean any act to remove stones; to move stones except for the purposes of repair or maintenance; to cover over stones with non-stone materials or paint; to bury stones; or any other act by which a stone wall or portion thereof is removed, broken down, relocated, or obscured with other materials.

3.4 Preservation

Shall mean the act or process of applying measures necessary to sustain the historic form, integrity and material of an existing stone wall.

3.5 Construction

Shall mean the act or process of creating, by means of new construction, a stone wall.

Section 4: APPLICABILITY

Preservation of existing stone walls shall be exempt from review and approval by the Board.

Prior written approval of the Board in accordance with the provisions of this Bylaw shall be required for:

- 4.1. The removal, tearing down, or destruction of stone walls or portions thereof within or on the boundary of any Town Way.
- 4.2. The construction of a new stone wall within or on the boundary of any Town Way.

Temporary (less than one (1) month) openings, no greater than ten (10) feet in width in stone walls as defined above, are permitted upon written approval of the Town Planner which may be granted upon provision of a photograph of the portion of stone wall to be impacted, a written statement that the wall will be returned to its original state, and the posting of a \$1,000.00 bond with the Town. The bond so posted will be released upon inspection and approval by the Town Planner that the stone wall has been substantially returned to its initial state.

Section 5: PROCEDURES

5.1 Application

Any person, organization, municipal agency, utility or other entity intending to undertake any of the activities described in Section 4 of this Bylaw shall, prior to proceeding with such activity, file a written application for approval with the Board, providing details about the proposed activity and its location.

5.2 Public Meeting and Notice

Upon receiving an application under this Bylaw, the Board shall promptly schedule a public meeting with a notice of the meeting sent to abutters within 300 feet and posted in the Town Hall at least fourteen days prior to the meeting. The meeting notice shall specify the time, date, place and purpose of the meeting, and shall include a brief description of the action proposed and its location. Copies of the meeting notice shall also be sent to the Board of Selectmen, the Public Works Director/Tree Warden, and the Building Inspector.

Conformance with the requirements of this Bylaw will not relieve the Applicant from the necessity of complying with all other applicable Town and State laws including, but not limited to, the Boxborough Driveway Approach Bylaw, the Public Shade Tree law, G.L. c. 87, §1, et seq. and the Scenic Roads law, G.L. c. 40, §15C; provided, however, that the Board may consolidate its meeting under this Bylaw with any hearing required under the Scenic Roads law.

Section 6: COMPENSATORY ACTIONS

Since the purpose of this Bylaw is to protect the scenic quality and character of the Town Ways, the Board may require, as conditions of approval, measures to avoid or reduce visual impacts resulting from alteration of existing stone walls. Such measures may include, but are not limited to, requirements for the redesign or relocation of a proposed driveway entrance, the relocation or reconstruction of portions of stone walls which are proposed to be removed or torn down, or the repair or restoration of portions of stone walls which, although not proposed under the application to be removed or torn down, have fallen into disrepair or have been previously torn down, removed or destroyed.

Section 7: ENFORCEMENT

No removal, tearing down, or destruction of stone walls within or on the boundary of a Town Way shall occur without prior written approval from the Board, excepting only temporary openings as outlined in Section 4. In the event of unauthorized removal, tearing down or destruction of such stone walls, the Building Inspector may enforce this Bylaw by criminal prosecution, or by non-criminal disposition in accordance with G. L. c. 40, §21D. A violation of this Bylaw shall be subject to a fine of one hundred dollars (\$100.00) per offense, with each day that such violation continues constituting a separate offense.

Or take any other action relative thereto.

Summary

[to be added]

ARTICLE 46 GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING

(Majority vote required)

To see if the Town will vote to amend the Annual Town Meeting General Bylaw by changing the day of the election of town officers from the third Monday in May to the third Tuesday in May, so that the bylaw would read as follows:

The Annual Town Meeting for the election of town officers shall take place on the third **Tuesday** in May of each year and that the Annual Meeting for the transaction of other business shall take place on the second Monday in May of each year.

Or take any other action relative thereto.

ARTICLE 47 GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE

(Majority vote required)

To see if the Town will vote to adopt a new general bylaw entitled “Reconsideration of Vote” to read as follows:

Any voter shall be permitted to move reconsideration of a vote taken at town meeting, subject to the limitation or exceptions set forth in succeeding subsections of this bylaw.

Once final action has been taken on an Article, and the next order of business has been taken up, or the session of Town Meeting has been adjourned, the Article may not be considered at that Town Meeting, unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

or take any other action relative thereto.

ARTICLE 48 GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR

(Majority vote required)

To see if the Town will vote to adopt a new general bylaw entitled “Vote Counts by Moderator” to read as follows:

On Town Meeting matters requiring a two-thirds vote by statute, a count need not be taken unless the vote so declared by the Moderator is immediately questioned by seven or more registered voters as provided in General Laws, Chapter 39, Section 15 (or as otherwise provided in these bylaws).

or take any other action relative thereto.

ARTICLE 50 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

(Majority vote required)

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

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

This article authorizes the Town to spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts.

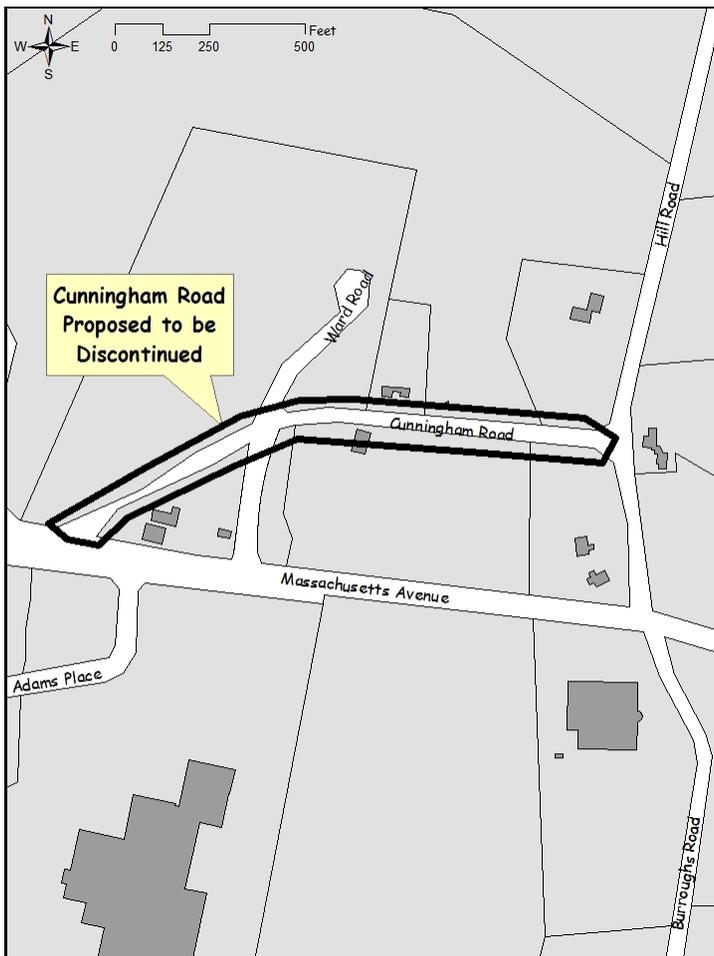
ARTICLE 51 DISCONTINUANCE OF CUNNINGHAM ROAD**

(Majority vote required)

To see if the Town will vote to discontinue Cunningham Road in its entirety, as a public way; or take any other action relative thereto.

Summary

[to be added]



ARTICLE 52 ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS**

(Majority vote required)

To see if the Town will vote to accept the provisions of MGL Ch 41 § 110A, which allows any public office to remain closed on any or all Saturdays to the same extent as if such Saturday were a legal holiday for the purposes of calculating the time frame for filing matters in that office, or to take any other action relative thereto.

Summary

This provision of Mass General Laws, which requires local acceptance, will change any voter registration deadline that falls on a Saturday to the preceding Friday. Under Mass General Laws, the Town Clerk's office must be open from 9:00am to 8:00pm for all voter registration deadlines, or make other arrangements. Acceptance of this Section will allow the voter registration deadline to fall on the preceding Friday, when there is staffing.

Chapter 41, Section 110A: *“Any public office in any city or town may remain closed on any or all Saturdays as may be determined from time to time, in a city by the city council, subject to the provisions of the city charter, or, in a town, by vote of the town at a special or regular town meeting, and the provisions of section nine of chapter four shall apply in the case of such closing of any such office on any Saturday to the same extent as if such Saturday were a legal holiday.”*

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before April 22, 2016.

Vincent M. Amoroso, Chairman
Board of Selectmen

Susan M. Bak, Clerk
Board of Selectmen

Leslie R. Fox
Board of Selectmen

James J. Gorman
Board of Selectmen

Robert T. Stemple
Board of Selectmen

7b

Littleton IMA
is exactly
the same.

INTERMUNICIPAL AGREEMENT
ANIMAL CONTROL SERVICES

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Stow, a municipal corporation with a principal office at Town Hall, 380 Great Road, Stow, MA 01775-2127 ("Stow").

Whereas, Stow is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Stow seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Stow.

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2016, through June 30, 2017, subject to appropriation of funding by Stow.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Stow Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Boxborough's Commitment to Provide ACO Services to Stow

5. Basic Services: Boxborough shall provide routine ACO services to Stow as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.
6. Emergency Services: For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Stow to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

Stow's Financial Commitment to Pay Boxborough for Animal Control Services

7. In consideration for the basic services provided under this Agreement, Stow shall pay Boxborough one third (1/3) of the total cost of the Animal Control Officer, including wages, fringe benefits, expenses and an administration fee which covers county retirement, workers compensation, payroll administration, supplies, veterinary expenses, and kennel lease, the total of which is broken down as follows:

Annual Wages (2088 hours @ \$20.34/hour)	\$42,469.92
Medicare (1.45% x \$42,469.92)	615.81
Estimated Medicare on additional compensation (1.45% x \$4,160)	60.32
Health insurance family plan	16,866.00
Mileage, estimated at 300 miles /week @ \$0.54/mile (2016 IRS rate)	8,456.40
Cell phone (@ \$55/month plus new phone)	760.00
Administration fee (10% x \$42,469.92)	4,247.00
	\$73,475.45

Stow's share of the annual expenses for the basic services provided under this Agreement for the period July 1, 2016 through June 30, 2017 shall be Twenty-four Thousand Four Hundred Ninety-one Dollars and Eighty-two Cents (\$24,491.82), to be paid in eleven monthly installments of Two Thousand Forty Dollars and Ninety-eight Cents (\$2,040.98) and one final installment of Two Thousand Forty-one Dollars and Four Cents (\$2,041.04).

8. In consideration for the emergency services provided under this Agreement, Stow shall pay Boxborough the sum of \$30.51 per hour, with a four hour minimum per call, for the period July 1, 2016 through June 30, 2017.
9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Stow Town Administrator, Boxborough's Treasurer will invoice Stow on a monthly basis, and Stow's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
10. Stow warrants and represents that it has appropriated funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.
11. For each Extended Term, Stow warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Stow's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Stow has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Fees, Licensing and Fines

12. Dog owner shall be responsible for paying the following fees directly to Boxborough:
 - a) \$10 Dog Pick-up fee
 - b) \$50 Dog picked up not displaying a valid license
 - c) \$40 Dog kenneling per day
13. Dog owner shall be responsible for paying licensing and fines directly to Stow.
14. In the event of non-payment, abandoned animal or unknown animal, Stow will be responsible for unpaid fees, which will be added to the monthly invoice.

Record Keeping

15. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

Personnel

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.
17. The ACO while engaged in performing ACO Services in Stow under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Stow.

Rights and Indemnities

18. By entering into this Agreement, Boxborough and Stow have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Stow are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Stow agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

Procedure to Request Services

20. If available, Stow Police shall provide initial response to all animal complaints in Stow and determine if ACO services are required.
21. If Stow Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.
22. Although rabid animals fall under the jurisdiction of the Stow Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Stow Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

Scope of ACO Services

23. ACO Services under this Agreement shall include the following:
 - a) Catching stray and/or injured dogs.
 - b) Seeking treatment for ill/injured impounded dogs as necessary.
 - c) Responding to complaints regarding stray or injured animals.

- d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.
 - e) Working with the Stow Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.
 - f) Verifying rabies and licensing status of impounded dogs.
 - g) Prosecuting violators of Stow's animal control bylaws.
 - h) Checking dead animals for microchip. Stow shall be responsible for final disposition.
 - i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Stow shall be responsible for cost.
 - j) Providing advice and information to residents regarding pest control options.
 - k) ACO shall pick up destroyed animals and arrange with Stow's Animal Inspector for testing if necessary. Stow shall be responsible for paying the testing fees and for final disposition of destroyed animals.
24. The ACO shall have enforcement jurisdiction in Stow under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.
25. ACO shall attend dog hearings as requested.
26. Stow Police should destroy severely injured dogs if possible and safe to do so.
27. Stow Police should destroy rabid animals if possible and safe to do so.
28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

Administration

29. The Boxborough Town Administrator and the Stow Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
30. The Boxborough Police Chief shall provide primary supervision of the ACO.
31. Stow shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

Termination

32. Either Boxborough or Stow, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments

owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 19 and 20 above.

Notices

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Board of Selectmen at the same address, and (b) the Stow Town Administrator, Town Hall, 380 Great Road, Stow, MA 01775-2127, with a copy to the Boxborough Board of Selectmen at the same address.

Assignment

34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

35. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2016.

Selina S. Shaw, Boxborough Town Administrator

William J. Wrigley, Stow Town Administrator

APPROVED BY: Board of Selectmen of
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of
Stow

Vincent M. Amoroso, Chair

Donald P. Hawkes, Chair

Susan M. Bak, Clerk

Brian P. Burke, Clerk

Leslie R. Fox

Charles Kern

James J. Gorman

Thomas E. Ryan III

Robert T. Stemple

James H. Salvie

7c



Reserve Fund Transfer Request

Date: 3/17/16

It is requested by the undersigned that the sum of \$ 300.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-131-5115-0000

(Fund # - Dept. # - Object - Detail)

Description (e.g. Selectmen's expenses) Finance Committee Salary - Clerical

The balance in **Total Other Expenses** as of 2/29/16 (Date) is \$ 139.00. An amount of \$ 480 was originally budgeted/appropriated. Additional funds are now requested for the reasons explained below. (Detailed explanation should include reasons for lack of funds, breakdown of known or estimated costs to be expended prior to June 30th, and any other pertinent information). Also, please list any previous requests for transfer during the fiscal year for this line item.

The Finance Committee is seeking to hire an intern @\$10/hour to conduct some research and compile data related to the cost of building a public safety facility. The RFT funding, combined with \$100 of the balance remaining in the departmental budget will allow for 10 hours for the project.

This request is for extraordinary or unforeseen expense and has been voted upon and approved by the majority of board or commission members, or in the case of a department, by the department head and Town Administrator, as indicated by the signatures below. Please also indicate name of board or commission.

	(Signature)	Selina Shaw, Town Administrator	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)
_____	(Signature)	_____	(Title)

On the dates listed below, it was voted by the Board of Selectmen/Finance Committee to transfer the sum of \$ _____ from the Reserve Fund to UMAS Acct. # _____ to be used for the purposes and in the amounts indicated above.

<u>Board of Selectmen</u>	<u>Date:</u>	<u>Finance Committee</u>	<u>Date:</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Copy to:	Initial Distribution Date Sent:	Notification of Finance Committee Action Date Sent:
Finance Committee	_____	_____
Department Head	_____	_____
Board of Selectmen	_____	_____
Town Administrator	_____	_____
Town Treasurer	_____	_____
Town Accountant	_____	_____

TOWN OF BOXBOROUGH MONTHLY EXPENDITURE REPORT

For the Period 07/01/2015 To 02/29/2016

<i>Account Number</i>	<i>Account Name</i>	<i>Original Budget</i>	<i>Budget Adjustments</i>	<i>Current Budget</i>	<i>Receipts To Date</i>	<i>Payments To Date</i>	<i>Net Expenses To Date</i>	<i>Available Balance</i>	<i>Percent Expended</i>
Finance Committee									
001-131-5712-0000	Finance Comm Conference	280.00	0.00	280.00	0.00	165.00	165.00	115.00	58.93%
001-131-5730-0000	Finance Comm Dues	200.00	0.00	200.00	0.00	176.00	176.00	24.00	88.00%
Sum	Finance Committee	480.00	0.00	480.00	0.00	341.00	341.00	139.00	71.04%

Selina Shaw

From: Dilip Subramanyam <Dilip_Subramanyam@beaver-visitec.com>
Sent: Tuesday, March 15, 2016 1:18 PM
To: Vince Amoroso
Cc: Ted Kail (tkail@sightlinesllc.com); Selina Shaw
Subject: RE: Question

Thanks Vince. Much appreciated.

Selina – could we fill in a RFT request prior to next Monday in the event this meets with everyone’s approval?

Dilip

From: Vince Amoroso [<mailto:amorosovm@gmail.com>]
Sent: Tuesday, March 15, 2016 10:28 AM
To: Dilip Subramanyam <Dilip_Subramanyam@beaver-visitec.com>
Cc: Ted Kail (tkail@sightlinesllc.com) <tkail@sightlinesllc.com>; Selina Shaw <sshaw@boxborough-ma.gov>
Subject: Re: Question

Hi Dilip,

I think that's a good idea, and I am very interested in developing a lower cost option to put before the town. I just spoke with Selina and told her I support it. We can take it up at our meeting Monday.

Regards,

Vince

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

On Tue, Mar 15, 2016 at 9:17 AM, Dilip Subramanyam <Dilip_Subramanyam@beaver-visitec.com> wrote:

Hi Vince,

In our discussion on warrant articles, we had what we thought was an excellent suggestion by Ted Kail who is trying to do research on the subject of the cost of the Public Safety Building. The FinCom would like to consider hiring a high school student – junior or senior to help him with some research. We have about \$140 left in our budget and were wondering if we could consider an RFT for an additional \$300



Internal Communications and Outgoing Communications
March 21, 2016

1. Communications from xfinity [Comcast] Mgr. of Gov't & Regulatory Affairs, Michael Galla, Sr. dated March 9, 2016, to the Selectmen:
 - a. Letter and confirmation of electronic payment of their 2015 Licensing Fee Payment (\$330.00). Also included - a copy of Comcast's policies & procedures, sample subscriber bill and rate & channel line-up information for Boxborough.
 - b. Letter advising of Programming Changes.
- 2.
3. Copy of Letter from DESE Commissioner, Dr. Mitchell Chester, dated March 11, 2016, to Minuteman School District Supt. Edward Bouquillon, notifying him that the DESE has found the amended agreement to be in compliance with applicable law and regulation and therefore he approves the most recent amendments to the Minuteman Regional Vocational-Technical School District Agreement. *
4. Email Communication from DOR Dir. Of Accounts, Mary Jane Handy, dated March 16, 2016, advising the certifying the Excess & Deficiency for the A-B School District, as of July 1, 2015 as \$1,950,365 (General Fund).#
5. Letter from Town Counsel, Lee Smith, Kopelman & Paige, PC, dated March 14, 2016, to TA Shaw regarding the Campbell Property Conservation Restriction. [Off of Depot Road].



2

*²

Massachusetts Department of Elementary and Secondary Education

75 Pleasant Street, Malden, Massachusetts 02148-4906

Telephone: (781) 338-3000
TTY: N.E.T. Relay 1-800-439-2370

Mitchell D. Chester, Ed.D.
Commissioner

March 11, 2016

Edward A. Bouquillon, Superintendent
Minuteman Regional Vocational-Technical School District
758 Marrett Road
Lexington, MA 02421-7313

Dear Superintendent Bouquillon:

The Department of Elementary and Secondary Education has received the district's amended agreement and copies of the votes of the member towns of the Minuteman Regional Vocational-Technical School District, certifying that they have approved the amendment to the regional school district agreement. The amendment provides comprehensive changes and updates to the language of your agreement. The amendment further allows for the withdrawal of the Towns of Carlisle, Sudbury, Wayland, Lincoln, Boxborough and Weston. The above-named towns, through separate votes, have approved their withdrawal from the Minuteman Regional School District, effective July 1, 2017.

We have found this amended agreement to be in compliance with applicable law and regulation. I, therefore, approve this most recent amendment to the Minuteman Regional Vocational-Technical School District Agreement. The amended agreement will be effective upon my approval. As noted, the effective date of the withdrawal of the above-named towns will be July 1, 2017 in accordance with the town votes and 603 CMR 41.03.

My best wishes for continued success in all your future endeavors.

Sincerely,

A handwritten signature in black ink, appearing to read "Mitchell D. Chester".

Mitchell D. Chester, Ed.D.
Commissioner of Elementary and Secondary Education

c: Debra Comfort
Christine M. Lynch

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Minutes, Notices and Updates
March 21, 2016

Minutes

1. Zoning Board of Appeals minutes for the meeting of February 2, 2016

Notices

1. Notice of a Well-Being Committee meeting held March 15, 2016
2. Notice of ABR School Committee meetings:
 - a. Comparative Communities Subcommittee meeting held March 16, 2016
 - b. Policy Subcommittee meeting held March 16, 2016
 - c. Budget Subcommittee meeting held March 16, 2016
 - d. Regular School Committee meeting held March 17, 2016
 - e. Negotiations Subcommittee [Executive Session] meetings:
 - i. to be held March 21, 2016
 - ii. to be held March 23, 2016
3. Notice of a Board of Selectmen/Finance Committee meeting to be held March 22, 2016
4. Planning Dept.'s Review Request Notification regarding Site Plan Approval application of Phaneuf Realty RT *dba Lawn Barber, Inc.* - 1034 & 1102 Mass. Ave. #
5. Legal Notice from the Board of Appeals for a Public Hearing to be held April 5, 2016 to consider an application received from Special Permit application for a proposed creation of two reduced frontage lots on Silas Taylor Farme Road, a proposed subdivision off 223 Flagg Hill Road.

