



BOARD OF SELECTMEN
Meeting Minutes
March 29, 2016

APPROVED: April 25, 2016

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

ABSENT: Susan Bak

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

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

Chair Amoroso called the meeting to order at 7:01 P.M. in the Grange Meeting Room of Boxborough Town Hall.

OLD BUSINESS

- The Selectmen re-opened discussion of matters related to Annual Town Meeting. Chair Amoroso reviewed the materials provided in the packet. Discussion opened on outstanding items:

Member Gorman reviewed the revisions/deletions submitted by Chief Ryder for Article #27- Police Dept.–Building Repairs & Maintenance. FinCom has communicated they can support the article, as revised.

| | | | | |
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| 27 | Police Dept.–Building Repairs & Maintenance | Fox moved to recommend as revised. | Seconded by Stemple | APPROVED 4-0. |
| A. | Carpeting | <i>Gone</i> | | |
| B. | Exterior Doors | | | |
| C. | Detention Cell | | | |
| D. | Lobby & Evidence Room | <i>Revised</i> | | |
| E. | Clapboards And Trim Replacement | | | |
| F. | Interior Lighting | <i>Gone</i> | | |
| G. | Exterior Lighting | | | |
| H. | Parking Lots And Walkways | <i>Revised</i> | | |

Member Gorman reviewed the revisions/deletion submitted by Chief Ryder for Article #28- Police Dept.– Equipment and FinCom’s issues with the training costs incorporated into the “taser” expense. It was noted that the Office Furniture item has been reduced to \$1,000.

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| 28 | Police Department – Equipment | Member Fox moved to recommend article now at \$93,600 | Seconded by Gorman | APPROVED 4-0 |
| A. | Tasers | | | |
| B. | Security Cameras & Video Server | | | |
| C. | Defibrillators (Replace 4) | | | |
| D. | Firearms | | | |
| E. | AFIS Fingerprinting | | | |
| F. | Photocopier Replacement | <i>Gone</i> | | |
| G. | Office Furniture | <i>Revised, now \$1,000</i> | | |

The Selectmen re-opened discussion on #30 - Animal Control (Dogs & Cats) Pickup Truck. The acquisition includes the cost of outfitting the truck with kennel equipment/fixtures - \$8,000. There was discussion about the Animal Control Intermunicipal Agreement, and what portion of the vehicle cost, if any, could be covered by the IMA fees. This vehicle shall only operate in the IMA communities. It was determined that prices for used trucks that could be fitted with the kennel equipment/fixtures would be researched and that the amount of the article would remain at “not to exceed \$40,000”, but could be amended at Town Meeting. There were suggested revisions to the recommendation. Member Gorman moved to recommend Article #30 - Animal Control (Dogs & Cats) Pickup Truck as revised. Seconded by Member Stemple. **Approved 4-0.**

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- The Selectmen re-opened discussion on proposed funding sources for articles. The Board reviewed the Finance Committee’s funding recommendations, to date. There was discussion of the projected tax liability increase; balances of the various available funding sources and the impact of the A-B Region fiscal five-year merger plan.

| <u>ANNUAL TOWN MEETING</u> | | FINCOM'S FUNDING RECOMMENDATION | MOVED | SECONDED | VOTE/COMMENT |
|---|---|---------------------------------|-------|----------|--------------|
| 1. | Choose Town Officers | | | | |
| 2. | Receive Reports | | | | |
| 3. | Set Salaries & Compensation of Elected Officials | | | | |
| 4. | Amend FY 2017 Personnel Plan Classification & Compensation Schedule | | | | |
| 5. | Town Operating Budget | | | | |
| <u>Community Preservation Fund</u> | | | | | |
| 6. | CPC Report & Establish FY 17 Reserves | | | | |
| 7. | Open Space (Including Recreation) | | | | |
| A. | Site Plan For Basketball & Tennis Courts At Liberty Fields | | | | |
| B. | T.J. O'Grady Skate Park Expansion | | | | |
| 8. | Community Housing | | | | |
| A. | Regional Housing Monitoring Services (Yr. 3) | | | | |

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| B. | Regional Housing Monitoring Services (Yr. 4) | | | | |
| C. | Boxborough Rental Voucher Program | | | | |
| 9. | Historic Resources | | | | |
| A. | Conservation of Historic Town Records | | | | |
| B. | Restoration of Grange Meeting Room | | | | |
| C. | Preservation & Restoration of Historic Town Hall Exterior Steps | | | | |
| <u>Financial Consent Agenda</u> | | | | | |
| 10. | Transfer To Other Post-Employment Benefits (OPEB) Trust Fund** | Stabilization | | | |
| 11. | Fraud Risk Assessment** | Free Cash | | | |
| 12. | Soil And Percolation Testing – 405 Middle Rd** | Free Cash | | | |
| 13. | Cost Of Borrowing & First Year's Interest ** | Free Cash | | | |
| 14. | Replacement Of 3 Town Hall HVAC Units** | Borrowing | | | |
| 15. | Repairs To Town Hall Chimney & Town Museum Roof** | Borrowing | | | |
| 16. | Upgrade Audio/Visual System at the Sargent Memorial Library** | Borrowing | | | |
| 17. | Capital Improvements - Historic Museum Basement (Dehumidifier & Storage Shelving Units) ** | Free Cash | | | |
| 18. | Close Completed Articles** | | | | |
| 19. | Departmental Revolving Funds - Re-Authorization & Increase Caps for Electrical & Gas/Plumbing Inspections** | | | | |
| 20. | Accept MGL Ch 44 § 53F ¾ - PEG Access & Cable Related Fund & Transfer Existing Monies** | <i>SPECIAL FUND</i> | | | |
| 21. | Cable Infrastructure Appropriation** | Free Cash | | | |
| 22. | Acquisition Of Easements For Roadway Purposes – Hill Road** | Free Cash | | | |
| 23. | Conservation Trust Fund | Free Cash | | | |
| <u>Capital Equipment & Infrastructure</u> | | | | | |
| 24. | Information Technology Hardware Upgrades | Free Cash | | | FinCom not supporting article because didn't make it onto Capital Plan |

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| 25. | Town Hall Front (Middle Road) Walkway & Signage | Stabilization | Chair Amoroso moved to recommend funding through Borrowing | Seconded by Member Stemple | Approved 4-0. FinCom not supporting article because didn't make it onto Capital Plan |
| 26. | Access Control System – Town Hall, Police & Fire | Borrowing | | | |
| 27. | Police Department – Building Repairs & Maintenance | Free Cash | Chair Amoroso moved to recommend funding through Borrowing | Seconded by Member Stemple | Approved 4-0. |
| A. | Carpeting | | | | |
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| H. | Parking Lots And Walkways | | | | |
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| A. | Tasers | Free Cash | | | |
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| C. | Defibrillators (Replace 4) | Free Cash | | | |
| D. | Firearms | Free Cash | | | |
| E. | AFIS Fingerprinting | Borrowing | | | |
| F. | Photocopier Replacement | | | | |
| G. | Office Furniture | Free Cash | | | |
| 29. | Fire Department – Replace Utility Truck | Borrowing | | | |
| 30. | Animal Control (Dogs & Cats) Pick-Up Truck | Borrowing | | | |
| 31. | DPW – Road Paving | Borrowing | | | |
| 32. | DPW - Replace Bucket Loader | Borrowing | | | |
| 33. | DPW – Replace Pick-Up Truck | Borrowing | | | |
| 34. | DPW – VHF Radios & Related Equipment | Borrowing | | | FinCom not supporting article because didn't make it on to Capital Plan. There will be further discussion with FinCom on this. |
| 35. | Hager Well – System Updates | Free Cash | | | |
| Studies And Initiatives | | | | | |
| 36. | Public Safety Building – Additional Site & Building Data | Stabilization | | | |
| Zoning Bylaw Amendments | | | | | |
| 37. | Zoning Bylaw Amendment – Amend Zoning Map | | | | |

| <u>ANNUAL TOWN MEETING</u> | | <u>FINCOM'S FUNDING RECOMMENDATION</u> | <u>MOVED</u> | <u>SECONDED</u> | <u>VOTE/COMMENT</u> |
|---|---|--|--------------|-----------------|---------------------|
| 38. | Zoning Bylaw Amendment – Amend Section 8102 Design Review Board | | | | |
| 39. | Zoning Bylaw Amendment – Amend Section 5002 Dimensional Schedule And Section 5003 Reduced Frontage Lots | | | | |
| 40. | Zoning Bylaw Amendment – Amend Section 9004 Penalty | | | | |
| 41. | Zoning Bylaw Amendment – Amend Section 2181 Structure | | | | |
| 42. | Zoning Bylaw Amendment – Amend Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, And Section 8003 Exemptions | | | | |
| 43. | 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 | | | | |
| <u>General Bylaw Amendments & New General Bylaws</u> | | | | | |
| 44. | General Bylaw Amendment – Stone Walls | | | | |
| 45. | General Bylaw Amendment – Annual Town Meeting | | | | |
| 46. | General Bylaw – New – Reconsideration Of Vote | | | | |
| 47. | General Bylaw – New – Vote Counts By Moderator | | | | |
| <u>Sense Of The Meeting</u> | | | | | |
| 48. | A Sense Of The Meeting Motion To Create A Greener Boxborough | | | | |
| <u>Non-Monetary Consent Agenda</u> | | | | | |
| 49. | Ch. 90 Highway Reimbursement Program** | | | | |
| 50. | Discontinuance of Cunningham Road** | | | | |
| 51. | Accept MGL Ch 41 § 110A – Office Hours On Saturdays** | | | | |

There was also a discussion about the Capital Plan process - submitting & updating items; the disconnect that seems to have occurred this year on several departmental capital items; FinCom's current position about not supporting capital articles that were previously not on Capital Plan; and going forward on how the Selectmen can be proactive in this process.

NEW BUSINESS

- The Selectmen took up several items concerning the upcoming Municipal Town Election.
 - The Town Clerk asked the Selectmen to formally change the polling location back to Town Hall. Further to the request of the Town Clerk, Member Fox moved to return the polling location to the Boxborough Town Hall for the municipal election to be held on Monday, May 16, 2016, and for all other subsequent elections until such time as the Selectmen vote otherwise. Seconded by Member Stemple. **Approved 4-0.**
 - Discussion was opened on the Town Clerk's recommendation to reduce the polling hours for the Annual Municipal Election as there are no contested races. There was discussion about possible "write-in" candidates. The Selectmen decided not to reduce the polling hours, keeping the hours at 7AM – 8PM.

ADJOURN

The meeting was adjourned at 8:48 PM.

SELECTMEN'S ANNOUNCEMENTS

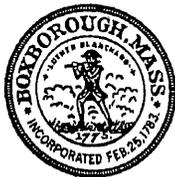
APRIL 25, 2016

- **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>.
- SAVE THE DATE.....Boxborough's **Annual Town Meeting** will begin on Monday, May 9th at 7PM in the Blanchard School Gym. A copy of the draft Warrant including the proposed FY 17 Budget is available on the Town's website.
- Please be aware there may be traffic delays and/or detours due to paving projects on **Picnic Street and Patch Hill Road**. Please contact DPW if you have any questions.
- Community Information Session concerning the proposed **Public Safety Building Project** is being held on Thursday, April 28th at 2:00 PM in the Boxborough Community Center. Go to the Town's website for more information.
- The Public Celebrations and Ceremonies Committee is now accepting nominations for the **2016 Golden Fife Award and Parade Marshal**. Nomination forms and a submission box are available in Sargent Memorial Library and Town Hall or you can submit your nomination on-line from the Town website. Nominations must be submitted by Tuesday, May 10th.
- The Fire Department has an **on-line system for issuing permits during Opening Burning Season** which runs until May 1st. Please go to the Boxborough Fire Department's webpage on the day you wish to burn, to review the Open Burning Rules & Regulations and follow the process. Alternatively, residents call the Fire Dept. at 978-264-1770 to activate a permit or for more information.
- **FY 17 Transfer Station Applications were mailed to residents in their recent property tax bill.** Consider applying on-line. Go to the Transfer Station's webpage for more information.
 - You can also apply & pay on-line for **Bulk Permit Disposal Vouchers**. If you are looking to dispose of bulk items, please consider donating your items to 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.

- **Community Gardening Plots at Flerra Meadows and Middle Road are now available.**
 - Flerra Meadows gardening plot information and applications can be download from the Town’s website or contact Town Planner Adam Duchesneau.
 - The Middle Road Community Garden plot are also available. Contact Owen Neville at 978-263-3285 or middleroadgarden@gmail.com for more information and to reserve a plot.
- The **Boxborough Historical Society** will be meeting on Thursday April 28, 2016 at 7:00 PM in the Morse/Hilberg Room at Boxborough Town Hall to learn about “**The Pine Hawk Excavation: Native American Presence in Acton**” presented by Doug Halley. He will discuss the Native American presence that was found in Acton and remind people of cultures that existed long before most of we arrived. Admission is free and all are welcome.
- 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**.
- High School students and Adults with **audio/video experience** who are willing to be trained to work on an as-needed basis for **BXB-TV**, our government channel are being sought. Candidates would assist with the filming of various Town-related meetings and events. Please submit your information 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 - REVISED
April 25, 2016
Boxborough Town Hall
Grange Meeting Room

1. CALL TO ORDER, 7:00 PM

2. ANNOUNCEMENTS

3. APPOINTMENTS

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

- a) Francie Nolde, Energy Committee Chair, and members of the Energy Committee to discuss the Committee's 2016-18 goals, 7:05 PM
- b) Citizens concerns

4. MINUTES

- a) Regular session, March 29, 2016

ACCEPT & POF

5. SELECTMEN REPORTS

6. OLD BUSINESS

- a) Annual Town Meeting
 - i. Review guest editorial
Move to approve the guest editorial regarding Annual Town Meeting as written (... or as revised) VOTE:
 - ii. Review motions

7. NEW BUSINESS

- a) Reserve Fund Transfer – Street Lighting
Move to forward to the Finance Committee for approval the request to transfer \$1,500 from the Reserve Fund to account #001-424-5210-0000 (Street Lighting) VOTE:
- b) Boxborough District Minutemen Company - Request for Fifer's Day permits (field use, common victualler and wine and beer)
Move to approve the application of the Boxborough District Minuteman Company for a one-day wine and malt beverages license, subject to receipt of adequate insurance coverage, and to approve a temporary common victualler's license for Fifer's Day Festival, to be held on June 18, 2016 (rain date June 19, 2016), at Flerra Field; further to waive the fees associated with these licenses and for the athletic field permit VOTE:
- c) Appointment of Temporary Constable – Alan Rohwer (May 1 - 31, 2016)
Further to the request of the Town Clerk, move to appoint Alan Rohwer as a Temporary Constable, for a term effective May 1, 2016 and ending on May 31, 2016 VOTE:
- d) Proposed meeting schedule for period June 2016 – January 2017
Move to adopt the proposed schedule as written... as revised VOTE:

- e) Chapter 90 Project Request – Cold Planing, Paving and Line Painting – Swanson Road (from state pit to Cisco)

Move that the Board of Selectmen votes to authorize the Public Works Director to submit to Mass Department of Transportation a project request form for the cold planing, paving and line painting of Swanson Road (from the state pit to Cisco) as well as an environmental punch list for the project; further that the Board certifies under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

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

Boxborough Energy Committee

2016-18 GOALS (expenses to follow after research)

Goals for 2016 Fifer's Day

1. "Greening Boxborough" grocery bags with our logo: free
2. Community education: Put "Sense of meeting" document into action
3. LELD's Green Rewards Program

Goals for 2016-18

1. LED lights: Priority #1
 - A. Library
 - B. Police, Fire, Town Hall: interior and exterior lighting
(C. Street lights: already in LELD's plan)
2. LELD 2017 Grants
3. Recycling: Priority #2
 - A. Building recycling audit for all municipal buildings
 - B. PAYT
 - C. Swap Shed/Swap days
 - D. Compost plan: wet garbage, lawn residue, etc.
 - E. DEP Recycling Dividends Program
4. Solar farm on municipal land to cover town's electricity cost: Priority #3
 - A. MAPC 18-town consortium collaboration
 - B. Library



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| H. | Parking Lots And Walkways | Revised | | |

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| 4. Amend FY 2017 Personnel Plan Classification & Compensation Schedule | | | | |
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| <u>Community Preservation Fund</u> | | | | |
| 6. CPC Report & Establish FY 17 Reserves | | | | |
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| 10. | Transfer To Other Post-Employment Benefits (OPEB) Trust Fund** | Stabilization | | | |
| 11. | Fraud Risk Assessment** | Free Cash | | | |
| 12. | Soil And Percolation Testing – 405 Middle Rd** | Free Cash | | | |
| 13. | Cost Of Borrowing & First Year's Interest ** | Free Cash | | | |
| 14. | Replacement Of 3 Town Hall HVAC Units** | Borrowing | | | |
| 15. | Repairs To Town Hall Chimney & Town Museum Roof** | Borrowing | | | |
| 16. | Upgrade Audio/Visual System at the Sargent Memorial Library** | Borrowing | | | |
| 17. | Capital Improvements - Historic Museum Basement (Dehumidifier & Storage Shelving Units) ** | Free Cash | | | |
| 18. | Close Completed Articles** | | | | |
| 19. | Departmental Revolving Funds - Re-Authorization & Increase Caps for Electrical & Gas/Plumbing Inspections** | | | | |
| 20. | Accept MGL Ch 44 § 53F ¾ - PEG Access & Cable Related Fund & Transfer Existing Monies** | <i>SPECIAL FUND</i> | | | |
| 21. | Cable Infrastructure Appropriation** | Free Cash | | | |
| 22. | Acquisition Of Easements For Roadway Purposes – Hill Road** | Free Cash | | | |
| 23. | Conservation Trust Fund | Free Cash | | | |
| <u>Capital Equipment & Infrastructure</u> | | | | | |
| 24. | Information Technology Hardware Upgrades | Free Cash | | | FinCom not supporting article because didn't make it onto Capital Plan |

| <u>ANNUAL TOWN MEETING</u> | | FINCOM'S FUNDING RECOMMENDATION | MOVED | SECONDED | VOTE/COMMENT |
|--------------------------------|--|---------------------------------|--|----------------------------|--|
| 25. | Town Hall Front (Middle Road) Walkway & Signage | Stabilization | Chair Amoroso moved to recommend funding through Borrowing | Seconded by Member Stemple | Approved 4-0. FinCom not supporting article because didn't make it onto Capital Plan |
| 26. | Access Control System – Town Hall, Police & Fire | Borrowing | | | |
| 27. | Police Department – Building Repairs & Maintenance | Free Cash | Chair Amoroso moved to recommend funding through Borrowing | Seconded by Member Stemple | Approved 4-0. |
| 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 | | | | |
| 28. | Police Department – Equipment | | Member Gorman moved to recommend funding through Stabilization | Seconded by Chair Amoroso | Approved 4-0 |
| A. | Tasers | Free Cash | | | |
| B. | Security Cameras & Video Server | Borrowing | | | |
| C. | Defibrillators (Replace 4) | Free Cash | | | |
| D. | Firearms | Free Cash | | | |
| E. | AFIS Fingerprinting | Borrowing | | | |
| F. | Photocopier Replacement | | | | |
| G. | Office Furniture | Free Cash | | | |
| 29. | Fire Department – Replace Utility Truck | Borrowing | | | |
| 30. | Animal Control (Dogs & Cats) Pick-Up Truck | Borrowing | | | |
| 31. | DPW – Road Paving | Borrowing | | | |
| 32. | DPW - Replace Bucket Loader | Borrowing | | | |
| 33. | DPW – Replace Pick-Up Truck | Borrowing | | | |
| 34. | DPW – VHF Radios & Related Equipment | Borrowing | | | FinCom not supporting article because didn't make it on to Capital Plan. There will be further discussion with FinCom on this. |
| 35. | Hager Well – System Updates | Borrowing | | | |
| Studies And Initiatives | | | | | |
| 36. | Public Safety Building – Additional Site & Building Data | Stabilization | | | |
| Zoning Bylaw Amendments | | | | | |
| 37. | Zoning Bylaw Amendment – Amend Zoning Map | | | | |

| <u>ANNUAL TOWN MEETING</u> | | FINCOM'S FUNDING RECOMMENDATION | MOVED | SECONDED | VOTE/COMMENT |
|--|---|---------------------------------|-------|----------|--------------|
| 38. | Zoning Bylaw Amendment – Amend Section 8102 Design Review Board | | | | |
| 39. | Zoning Bylaw Amendment – Amend Section 5002 Dimensional Schedule And Section 5003 Reduced Frontage Lots | | | | |
| 40. | Zoning Bylaw Amendment – Amend Section 9004 Penalty | | | | |
| 41. | Zoning Bylaw Amendment – Amend Section 2181 Structure | | | | |
| 42. | Zoning Bylaw Amendment – Amend Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, And Section 8003 Exemptions | | | | |
| 43. | 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 & New General Bylaws | | | | | |
| 44. | General Bylaw Amendment – Stone Walls | | | | |
| 45. | General Bylaw Amendment – Annual Town Meeting | | | | |
| 46. | General Bylaw – New – Reconsideration Of Vote | | | | |
| 47. | General Bylaw – New – Vote Counts By Moderator | | | | |
| Sense Of The Meeting | | | | | |
| 48. | A Sense Of The Meeting Motion To Create A Greener Boxborough | | | | |
| Non-Monetary Consent Agenda | | | | | |
| 49. | Ch. 90 Highway Reimbursement Program** | | | | |
| 50. | Discontinuance of Cunningham Road** | | | | |
| 51. | Accept MGL Ch 41 § 110A – Office Hours On Saturdays** | | | | |

There was also a discussion about the Capital Plan process - submitting & updating items; the disconnect that seems to have occurred this year on several departmental capital items; FinCom's current position about not supporting capital articles that were previously not on Capital Plan; and going forward on how the Selectmen can be proactive in this process.

NEW BUSINESS

- The Selectmen took up several items concerning the upcoming Municipal Town Election.
 - The Town Clerk asked the Selectmen to formally change the polling location back to Town Hall. Further to the request of the Town Clerk, Member Fox moved to return the polling location to the Boxborough Town Hall for the municipal election to be held on Monday, May 16, 2016, and for all other subsequent elections until such time as the Selectmen vote otherwise. Seconded by Member Stemple. **Approved 4-0.**
 - Discussion was opened on the Town Clerk's recommendation to reduce the polling hours for the Annual Municipal Election as there are no contested races. There was discussion about possible "write-in" candidates. The Selectmen decided not to reduce the polling hours, keeping the hours at 7AM – 8PM.

ADJOURN

The meeting was adjourned at 8:48 PM.

2016 Boxborough Town Meeting Preview DRAFT 4/21/2016

The 2016 Boxborough Town Meeting will start at 7:00 pm on Monday, May 9 in the Blanchard School gymnasium and will likely continue on Tuesday, May 10 and Thursday May 12. If all business is not concluded, Town Meeting will likely re-convene on Wednesday, May 18 and Thursday, May 19.

The 2016 Annual Town Meeting will begin with brief reports delivered to Town Meeting under Article 2. The Finance Committee will deliver a report under Article 5.

Article 3 will set salaries for elected officials. Article 4 proposes changes to the Personnel Administration Plan's Classification and Compensation Schedule. Article 5 sets the Town Operating Budget. There are no known amendments to be proposed to the Budget.

The next thirty articles require appropriations. Articles 6-9 present proposed appropriations from Community Preservation Act funds. The next thirteen articles appear on the Fiscal Consent Agenda. The Selectmen, in consultation with Town Counsel, the Moderator and the Finance Committee, believe they are uncontroversial and can be properly voted without debate. These articles will be voted as a group if no registered voter objects. The remaining thirteen "money" articles propose funding various capital acquisitions, improvements, studies and initiatives. Two of the funding requests are for \$100,000 or more: \$300,000 for paving and \$200,000 for Department of Public Works front end bucket loader.

Article 36 seeks funding for the continuation of the Public Safety Building design process. Subject to the agreement of Town Meeting, it is intended that this be taken up as the first item of business on Tuesday May 10.

Many of appropriations will require a two-thirds vote because they involve borrowing or transfer from the stabilization fund. Others seek funding from free cash or other available funds and require only a majority vote. Other than the budget, no appropriations are sought from taxation, and there are no appropriations subject to a Proposition 2 ½ override.

Among the final articles to be considered are seven zoning bylaw amendments, four general by-laws, one sense of the meeting article, and three Non-Monetary Consent Agenda articles.

Boxborough's town officials, boards and committees encourage all voters to attend Town Meeting on May 9 and subsequent dates and participate in their town government. We also urge everyone to review the warrant ahead of time and, if they have questions, to call the appropriate elected or appointed town officials. A copy of the warrant is available at boxborough-ma.gov and has been mailed to all households with registered voters.

Ideally, all who attend Town Meeting should leave feeling that they were treated fairly and that they had a chance to have their views addressed. Ultimately, the goal is that voters will feel good about returning for next year's Town Meeting!

Signed

John Fallon Boxborough Town Moderator &
Vincent Amoroso, Susan Bak, Les Fox, Jim Gorman, Robert Stemple Boxborough Board of Selectmen



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

SPECIAL MOTIONS

VINCE AMOROSO, CHAIR, BOARD OF SELECTMEN

➤ **Motion re: dates**

I move that any adjourned sessions of Annual Town Meeting will be held on Tuesday, May 10th; Thursday, May 12th; Wednesday, May 18th and Thursday, May 19th.

and further, that no debate will begin on any new article after 10:30 p.m.

➤ **Motion re: calling 2/3 vote**

I move that on annual and special town meeting matters requiring a two-thirds vote by statute, a count need not be taken unless seven or more registered voters immediately question the vote so declared by the Moderator.

➤ **Motion re: reconsideration**

I move that 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 again be considered at that Town Meeting unless the Moderator determines in his discretion that reconsideration would be in the best interests of the voters.

➤ **Motion re: Article 36**

I move that Article 36, *Public Safety Building – Additional Site & Building Data*, be taken out of order and be considered as the first order of business at the adjourned session of the annual town meeting on Tuesday, May 10.



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

1. **CHOOSE TOWN OFFICERS**
2. **RECEIVE REPORTS – VINCE AMOROSO, BOS CHAIR**
3. **SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS – VINCE AMOROSO, BOS CHAIR**
4. **AMEND FY 2017 PERSONNEL PLAN CLASSIFICATION AND COMPENSATION SCHEDULE - REBECCA NEVILLE, PERSONNEL BOARD**
5. **TOWN OPERATING BUDGET – **DILIP SUBRAMANYAM, FINCOM CHAIR****

COMMUNITY PRESERVATION FUND

6. **CPC REPORT AND ESTABLISH FY 17 RESERVES – OWEN NEVILLE, CPC CHAIR**
7. **OPEN SPACE (INCLUDING RECREATION) – MITZI WEIL, CPC**
 - A. **Site Plan for Basketball and Tennis Courts at Liberty Fields**
 - B. **T.J. O’Grady Skate Park Expansion**
8. **COMMUNITY HOUSING – RON VOGEL, CPC**
 - 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 – ALAN ROHWER, CPC**
 - A. **Conservation of Historic Town Records**
 - B. **Rehabilitation of Grange Meeting Room**
 - C. **Rehabilitation of Historic Town Hall Exterior Steps**

FINANCIAL CONSENT AGENDA

10. **TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND** - SUSAN BAK, BOS**
11. **FRAUD RISK ASSESSMENT** - SUSAN BAK, BOS**
12. **SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD** – VINCE AMOROSO, BOS CHAIR**
13. **COST OF BORROWING AND FIRST YEAR’S INTEREST** - SUSAN BAK, BOS**
14. **REPLACEMENT OF 3 TOWN HALL HVAC UNITS** - SUSAN BAK, BOS**
15. **REPAIRS TO TOWN HALL CHIMNEY AND BOXBOROUGH MUSEUM ROOF** - JIM GORMAN, BOS**

16. UPGRADE AUDIO/VISUAL SYSTEM AT THE SARGENT MEMORIAL LIBRARY** - **JENNIFER CAMPBELL, LIBRARY BOARD OF TRUSTEES CHAIR**
17. CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT (DEHUMIDIFIER AND STORAGE SHELVING UNITS)** - JIM GORMAN, BOS
18. CLOSE COMPLETED ARTICLES** - **BOB STEMPLER, BOS**
19. DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS** - **BOB STEMPLER, BOS**
20. ACCEPT MGL CH 44 § 53F¾ - PEG ACCESS AND CABLE RELATED FUND AND TRANSFER EXISTING MONIES** – LES FOX, BOS
21. CABLE INFRASTRUCTURE** – LES FOX, BOS
22. ACQUISITION OF EASEMENTS FOR ROADWAY PURPOSES – HILL ROAD** - JIM GORMAN, BOS
23. CONSERVATION TRUST FUND – **DENNIS REIP, CONSCOMM CHAIR**

CAPITAL EQUIPMENT AND INFRASTRUCTURE

24. INFORMATION TECHNOLOGY HARDWARE UPGRADES – LES FOX, BOS
25. TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE - SUSAN BAK, BOS
26. ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE – LES FOX, BOS
27. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE – LES FOX, BOS
 - A. Exterior Doors
 - B. Detention Cell
 - C. Evidence Room
 - D. Clapboards and Trim Replacement
 - E. Exterior Lighting
 - F. Walkways
28. POLICE DEPARTMENT – EQUIPMENT – LES FOX, BOS
 - A. Tasers
 - B. Ruggedized Tablet
 - C. Security Cameras & Video Server
 - D. Defibrillators (Replace 4)
 - E. Firearms
 - F. AFIS Fingerprinting
 - G. Office Furniture
29. FIRE DEPARTMENT – REPLACE UTILITY TRUCK - JIM GORMAN, BOS
30. ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK
31. DPW – ROAD PAVING - JAMES GORMAN, BOS
32. DPW – REPLACE FRONT END (BUCKET) LOADER - JIM GORMAN, BOS
33. DPW – REPLACE PICKUP TRUCK - JIM GORMAN, BOS
34. DPW – VHF RADIOS AND RELATED EQUIPMENT - JIM GORMAN, BOS
35. HAGER WELL – SYSTEM UPDATES - JIM GORMAN, BOS

STUDIES AND INITIATIVES

36. PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA - JIM GORMAN, BOS

ZONING BYLAW AMENDMENTS

37. ZONING BYLAW AMENDMENT – AMEND ZONING MAP – NANCY FILLMORE, PLANNING BOARD
38. ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD - EDUARDO PONTORIERO, PLANNING BOARD
39. ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS – JOHN MARKIEWICZ, PLANNING BOARD
40. ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY– JOHN MARKIEWICZ, PLANNING BOARD
41. ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE – HONGBING TANG, PLANNING BOARD
42. ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION 4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY APARTMENT, AND SECTION 8003 EXEMPTIONS – NANCY FILLMORE, PLANNING BOARD
43. 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 – OWEN NEVILLE, PLANNING BOARD CHAIR

GENERAL BYLAW AMENDMENTS AND NEW GENERAL BYLAWS

44. GENERAL BYLAW AMENDMENT – STONE WALLS – OWEN NEVILLE, PLANNING BOARD CHAIR
45. GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING – VINCE AMOROSO, BOS CHAIR
46. GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE – VINCE AMOROSO, BOS CHAIR
47. GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR – VINCE AMOROSO, BOS CHAIR

SENSE OF THE MEETING

48. A SENSE OF THE MEETING MOTION TO CREATE A GREENER BOXBOROUGH – FRANCIE NOLDE, ENERGY COMMITTEE CHAIR

NON-MONETARY CONSENT AGENDA

49. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM** - JIM GORMAN, BOS
50. DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION** – OWEN NEVILLE, PLANNING BOARD CHAIR
51. ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS** – VINCE AMOROSO, BOS CHAIR

LEGEND

- ** CONSENT AGENDA

ARTICLE 2 RECEIVE REPORTS - VINCE AMOROSO, BOARD OF SELECTMEN CHAIR

(Majority vote required)

I move to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2015 Annual Town Report, and further, to hear and receive the reports as presented at Annual Town Meeting.

ARTICLE 3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS - VINCE AMOROSO, BOARD OF SELECTMEN CHAIR

(Majority vote required)

I move 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 |

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 | | | | | | | | | |
| | Police Lieutenant | | | | | | | | | |
| | 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 \$166,561) | | |

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

| Personal Contracts | | | | | | | | | | | |
|---------------------------------|--------------------------|--------------------------|----------|---------------|--------------|--------------------------|----------|----------|----------|--|--|
| Position | Contract Expiry Date | FY 2016 | | FY 2017 | | | | | | | |
| DPW Director | Contract expires 6/30/17 | \$ 82,812.00 | | \$ 84,055.00 | | | | | | | |
| Fire Chief | Contract expires 8/31/18 | \$ 97,113.00 | | \$ 100,998.00 | | | | | | | |
| Library Director | Contract expires 6/30/16 | \$ 80,000.00 | | \$ 82,476.00 | | | | | | | |
| Police Chief | Contract expires 6/30/17 | \$ 117,750.00 | | \$ 120,499.00 | | | | | | | |
| Town Administrator | Contract expires 9/30/16 | \$ 108,500.00 | | \$ 113,100.00 | | | | | | | |
| Positions Governed by CBA's | | | | | | | | | | | |
| Position | | | | | | | | | | | |
| Police Sergeant (Steps 1-3) | \$ 31.36 | \$ 31.93 | \$ 32.49 | | | | | | | | |
| Police Officer (Steps A1/A2-F) | \$ 22.98 | \$ 23.78 | \$ 24.62 | \$ 25.47 | \$ 26.38 | \$ 27.28 | \$ 28.25 | | | | |
| <i>hired after 7/1/15</i> | \$ 22.98 | \$ 23.58 | \$ 24.19 | \$ 24.82 | \$ 25.46 | \$ 26.13 | \$ 26.81 | \$ 27.50 | \$ 28.22 | | |
| Fire Lieutenant (Step A) | \$ 30.57 | | | | | | | | | | |
| Firefighter/EMT (Steps A-F) | \$ 22.59 | \$ 23.37 | \$ 24.19 | \$ 25.04 | \$ 25.92 | \$ 26.82 | | | | | |
| <i>hired after 1/1/16</i> | \$ 22.59 | \$ 23.16 | \$ 23.73 | \$ 24.32 | \$ 24.93 | \$ 25.55 | \$ 26.19 | \$ 26.85 | | | |
| Dispatch Supervisor (Steps A-F) | \$ 20.99 | \$ 21.72 | \$ 22.50 | \$ 23.28 | \$ 24.09 | \$ 24.92 | | | | | |
| <i>hired after 7/1/15</i> | \$ 20.99 | \$ 21.51 | \$ 22.06 | \$ 22.60 | \$ 23.16 | \$ 23.75 | \$ 24.34 | \$ 24.95 | | | |
| Dispatcher (Steps A-F) | \$ 18.80 | \$ 19.45 | \$ 20.14 | \$ 20.85 | \$ 21.58 | \$ 22.32 | | | | | |
| <i>hired after 7/1/15</i> | \$ 18.80 | \$ 19.26 | \$ 19.74 | \$ 20.24 | \$ 20.75 | \$ 21.27 | \$ 21.80 | \$ 22.33 | | | |
| Elected Officials | | | | | | | | | | | |
| Position | FY 2016 | | | | FY 2017 | | | | | | |
| Selectman | \$ 400.00 | annually | | | \$ 400.00 | annually | | | | | |
| Board of Health Member | \$ 166.67 | annually | | | \$ 166.67 | annually | | | | | |
| Planning Board Member | \$ 109.00 | annually | | | \$ 109.00 | annually | | | | | |
| Library Trustee | \$ - | annually | | | \$ - | annually | | | | | |
| Moderator | \$ - | per meeting | | | \$ - | annually | | | | | |
| Constable | \$ 3.00 | /warrant posted/location | | | \$ 3.00 | /warrant posted/location | | | | | |
| Town Clerk | \$ 45,005.48 | (Grade 14-8) | | | \$ 46,822.58 | (Grade 14-9) | | | | | |

**ARTICLE 5 TOWN OPERATING BUDGET - DILIP SUBRAMANYAM, FINANCE
COMMITTEE CHAIR**

(Majority vote required)

I move that the Town appropriate the sum of

Nineteen Million Six Hundred Forty Thousand Seven Hundred Sixty-One Dollars (\$19,640,761)

for the operations and expenses of the Town during the fiscal year beginning July 1, 2016, the purposes for which funding are set forth in the Department Account Numbers 100 through 945, and any subheadings included under said account numbers, as printed in Article 5 of the 2016 Annual Town Meeting warrant, under the heading FY17 Submitted Budget,

and to meet this appropriation that an amount of Three Hundred Fifty Thousand Dollars (\$350,000) be transferred from Free Cash

and that the balance be raised by taxation.

| | | FY17 | | | | | | | |
|-----|---|-----------|---------|--|----------|---------|----------|---------|---------|
| | | Submitted | FY16 | | FY17 | FY17 | FY16 | FY15 | |
| | | Budget | Budget | | vs FY16 | vs FY16 | YTD 3/31 | Budget | |
| | | | | | | | | FY15 | |
| | | | | | | | | Actual | |
| 100 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | 0 |
| 100 | Total Other | 11,940 | 11,700 | | 240 | 2% | 9,750 | 11,400 | 11,400 |
| 100 | Total General Gov't | 11,940 | 11,700 | | 240 | 2% | 9,750 | 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% | 36 | 175 | 57 |
| 119 | Total Town Constable | 145 | 175 | | (30) | -17% | 36 | 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% | 2,868 | 2,136 | 1,927 |
| 122 | Total Selectmen | 4,818 | 4,119 | | 699 | 17% | 3,868 | 4,136 | 3,927 |
| 123 | Total Salary | 113,100 | 108,750 | | 4,350 | 4% | 79,105 | 105,000 | 105,000 |
| 123 | Total Other | 2,700 | 2,875 | | (175) | -6% | 2,112 | 2,825 | 2,800 |
| 123 | Total Town Administrator | 115,800 | 111,625 | | 4,175 | 4% | 81,218 | 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% | 48,774 | 64,311 | 64,311 |
| 135 | Total Other | 36,390 | 36,708 | | (318) | -1% | 34,898 | 26,968 | 31,090 |
| 135 | Total Accountant | 105,999 | 103,616 | | 2,383 | 2% | 83,672 | 91,279 | 95,401 |
| 141 | Total Salary | 70,609 | 67,908 | | 2,701 | 4% | 49,774 | 64,311 | 64,311 |
| 141 | Total Other | 14,990 | 17,964 | | (2,974) | -17% | 16,330 | 13,113 | 12,259 |
| 141 | Total Assessor | 85,599 | 85,872 | | (273) | 0% | 66,104 | 77,424 | 76,570 |
| 145 | Total Salary | 72,350 | 67,908 | | 4,442 | 7% | 50,996 | 65,311 | 65,311 |
| 145 | Total Other | 16,745 | 8,350 | | 8,395 | 101% | 4,971 | 8,350 | 8,460 |
| 145 | Total Treasurer | 89,095 | 76,258 | | 12,837 | 17% | 55,967 | 73,661 | 73,771 |
| 146 | Total Salary | 0 | 67,676 | | (67,676) | -100% | 0 | 65,087 | 66,683 |
| 146 | Total Other | 0 | 11,381 | | (11,381) | -100% | 3,294 | 20,118 | 22,383 |
| 146 | Total Collector | 0 | 79,057 | | (79,057) | -100% | 3,294 | 85,205 | 89,066 |
| 151 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | 0 |
| 151 | Total Other | 48,500 | 53,500 | | (5,000) | -9% | 19,595 | 53,500 | 58,332 |
| 151 | Total Legal | 48,500 | 53,500 | | (5,000) | -9% | 19,595 | 53,500 | 58,332 |
| | 122 Total Other - Selectmen: Added dues for 495 MetroWest Partnership | | | | | | | | |
| | 141 Total Other - Assessor: Re-allocated mapping to Technology (Dept. 156) | | | | | | | | |
| | 145 Total Other - Treasurer: Re-allocated postage, office supplies and additional training from Collector (Dept. 146) | | | | | | | | |
| | 146 Total Salary - Collector: Position eliminated | | | | | | | | |
| | 146 Total Other - Collector: Position eliminated, some costs re-allocated to Treasurer (Dept. 145) | | | | | | | | |
| | 151 Total Other - Legal: Collective bargaining agreements settled (Counsel had assisted in negotiations) | | | | | | | | |

| | | FY17 | | | | | | | |
|-----|--|-----------|---------|--|----------|---------|----------|---------|--|
| | | Submitted | FY16 | | FY17 | FY17 | FY16 | FY15 | |
| | | Budget | Budget | | vs FY16 | vs FY16 | YTD 3/31 | Budget | |
| | | | | | | | | Actual | |
| 152 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | |
| 152 | Total Other | 320 | 320 | | 0 | 0% | 200 | 260 | |
| 152 | Total Personnel Board | 320 | 320 | | 0 | 0% | 200 | 260 | |
| 156 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | |
| 156 | Total Other | 123,312 | 95,319 | | 27,993 | 29% | 65,781 | 27,994 | |
| 156 | Total Technology | 123,312 | 95,319 | | 27,993 | 29% | 65,781 | 27,994 | |
| 161 | Total Salary | 47,823 | 46,006 | | 1,817 | 4% | 33,809 | 44,259 | |
| 161 | Total Other | 2,043 | 2,120 | | (77) | -4% | 694 | 2,178 | |
| 161 | Total Town Clerk | 49,866 | 48,126 | | 1,740 | 4% | 34,503 | 46,437 | |
| 162 | Total Salary | 6,400 | 4,028 | | 2,372 | 59% | 2,369 | 4,762 | |
| 162 | Total Other | 6,312 | 5,632 | | 680 | 12% | 3,572 | 6,070 | |
| 162 | Total Elect. & Registr. | 12,712 | 9,660 | | 3,052 | 32% | 5,941 | 10,832 | |
| 171 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | |
| 171 | Total Other | 2,150 | 2,150 | | 0 | 0% | 617 | 2,150 | |
| 171 | Total Conservation Comm | 2,150 | 2,150 | | 0 | 0% | 617 | 2,150 | |
| 175 | Total Salary | 70,154 | 67,453 | | 2,701 | 4% | 49,046 | 64,856 | |
| 175 | Total Other | 6,445 | 7,330 | | (885) | -12% | 5,702 | 5,775 | |
| 175 | Total Planning Board | 76,599 | 74,783 | | 1,816 | 2% | 54,749 | 70,631 | |
| 176 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | |
| 176 | Total Other | 210 | 210 | | 0 | 0% | 20 | 335 | |
| 176 | Total ZBA | 210 | 210 | | 0 | 0% | 20 | 335 | |
| 179 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | |
| 179 | Total Other | 200 | 100 | | 100 | 100% | 0 | 200 | |
| 179 | Total Ag Comm | 200 | 100 | | 100 | 100% | 0 | 200 | |
| 192 | Total Salary | 174,444 | 172,420 | | 2,024 | 1% | 117,849 | 168,116 | |
| 192 | Total Other | 45,160 | 43,723 | | 1,437 | 3% | 87,107 | 45,355 | |
| 192 | Total Town Hall | 219,604 | 216,143 | | 3,461 | 2% | 204,956 | 213,471 | |
| 199 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | |
| 199 | Total Other | 300 | 150 | | 150 | 100% | 127 | 1,000 | |
| 199 | Total Energy Comm | 300 | 150 | | 150 | 100% | 127 | 1,000 | |
| | Total Salaries - Town Government | 626,489 | 671,057 | | (44,568) | -7% | 432,723 | 648,013 | |
| | Total Other - Town Government | 321,210 | 302,356 | | 18,854 | 6% | 258,064 | 219,007 | |
| | Total Town Government | 947,699 | 973,413 | | (25,714) | -3% | 690,787 | 867,020 | |
| | 156 Total Other - Technology: Mapping re-allocated from Assessor (Dept. 141), Planning (Dept. 175) & Town Hall (Dept. 192); consulting no longer supplemented by Cable Funds | | | | | | | | |
| | 162 Total Other - Elections & Registrars: Additional major election | | | | | | | | |
| | 175 Total Other - Planning: Mapping re-allocated to Technology (Dept. 156) | | | | | | | | |
| | 179 Total Other - Agricultural Commission: Planning to attend conference | | | | | | | | |
| | 199 Total Other - Energy Committee: Logo for Greener Boxborough | | | | | | | | |

| | | FY17 | | | | | | | |
|-----|--|-----------|-----------|--|---------|---------|-----------|-----------|-----------|
| | | Submitted | FY16 | | FY17 | FY17 | FY16 | FY15 | |
| | | Budget | Budget | | vs FY16 | vs FY16 | YTD 3/31 | Budget | |
| | | | | | | | | Actual | |
| 210 | Total Salary | 1,063,333 | 1,053,802 | | 9,531 | 1% | 823,731 | 1,008,200 | 1,053,407 |
| 210 | Total Other | 144,740 | 104,140 | | 40,600 | 39% | 86,865 | 137,290 | 144,814 |
| 210 | Total Police | 1,208,073 | 1,157,942 | | 50,131 | 4% | 910,595 | 1,145,490 | 1,198,221 |
| 215 | Total Salary | 285,936 | 279,984 | | 5,952 | 2% | 191,539 | 250,302 | 259,439 |
| 215 | Total Other | 36,395 | 36,420 | | (25) | 0% | 29,161 | 36,020 | 40,488 |
| 215 | Total Dispatch | 322,331 | 316,404 | | 5,927 | 2% | 220,700 | 286,322 | 299,926 |
| 220 | Total Salary | 819,259 | 804,221 | | 15,038 | 2% | 499,038 | 765,214 | 708,462 |
| 220 | Total Other | 109,480 | 107,980 | | 1,500 | 1% | 54,264 | 103,498 | 93,156 |
| 220 | Total Fire | 928,739 | 912,201 | | 16,538 | 2% | 553,303 | 868,712 | 801,617 |
| 241 | Total Salary | 72,211 | 69,863 | | 2,348 | 3% | 46,312 | 68,383 | 65,919 |
| 241 | Total Other | 11,215 | 9,775 | | 1,440 | 15% | 3,407 | 2,250 | 2,556 |
| 241 | Total Building Insp | 83,426 | 79,638 | | 3,788 | 5% | 49,720 | 70,633 | 68,475 |
| 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% | 1,162 | 2,705 | 1,352 |
| 291 | Total Other | 545 | 450 | | 95 | 21% | 304 | 400 | 505 |
| 291 | Total ACO | 3,332 | 3,196 | | 136 | 4% | 1,466 | 3,105 | 1,857 |
| 292 | Total Salary | 14,158 | 11,507 | | 2,651 | 23% | 8,407 | 11,292 | 11,260 |
| 292 | Total Other | 4,850 | 2,850 | | 2,000 | 70% | 3,408 | 1,625 | 2,375 |
| 292 | Total ACO Dog & Cat | 19,008 | 14,357 | | 4,651 | 32% | 11,815 | 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% | 1,570,234 | 2,106,141 | 2,100,154 |
| | Total Other - Protection | 307,245 | 261,640 | | 45,605 | 17% | 177,409 | 281,133 | 283,902 |
| | Total Protection | 2,564,974 | 2,483,808 | | 81,166 | 3% | 1,747,643 | 2,387,274 | 2,384,056 |
| | 210 Total Other - Police: Vehicle purchase - not included in FY 16 | | | | | | | | |
| | 241 Total Other - Building Inspector: Additional code books & trainings | | | | | | | | |
| | 291 Total Other - Animal Control: Increased mileage due to improvements in recording | | | | | | | | |
| | 292 Total Salary - Animal Control Dogs & Cats: Increased hours for on-call services | | | | | | | | |
| | 292 Total Other - Animal Control Dogs & Cats: Increased mileage due to improvements in recording | | | | | | | | |
| | 299 Total Other - Field Drive: Decreased mileage due to improvements in recording | | | | | | | | |

| | | FY17 | | | | | | | |
|---|-----------------------------------|------------|------------|--|---------|---------|-----------|------------|------------|
| | | Submitted | FY16 | | FY17 | FY17 | FY16 | FY15 | FY15 |
| | | Budget | Budget | | vs FY16 | vs FY16 | YTD 3/31 | Budget | Actual |
| 310 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | 0 |
| 310 | Total Other | 197,492 | 165,340 | | 32,152 | 19% | 124,007 | 147,254 | 147,254 |
| 310 | Total Minuteman | 197,492 | 165,340 | | 32,152 | 19% | 124,007 | 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% | 8,340,180 | 10,594,577 | 10,594,577 |
| 320 | Total ABRSD | 11,503,148 | 11,120,240 | | 382,908 | 3% | 8,340,180 | 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% | 8,464,187 | 10,741,831 | 10,741,831 |
| | Total Education | 11,700,640 | 11,285,580 | | 415,060 | 4% | 8,464,187 | 10,741,831 | 10,741,831 |
| 310 Total Other - Minuteman: 2 additional students, reduced costs for debt; calculations reflect new Regional Agreement | | | | | | | | | |

| | | FY17 Submitted Budget | FY16 Budget | | | FY17 vs FY16 | FY17 vs FY16 | FY16 YTD 3/31 | FY15 Budget | FY15 Actual |
|-----|---|-----------------------------|----------------|--|--|-----------------|-----------------|------------------|----------------|----------------|
| 422 | Total Salary | 537,008 | 521,287 | | | 15,721 | 3% | 363,217 | 505,987 | 486,001 |
| 422 | Total Other | 94,150 | 89,500 | | | 4,650 | 5% | 75,769 | 87,590 | 90,388 |
| 422 | Total DPW | 631,158 | 610,787 | | | 20,371 | 3% | 438,986 | 593,577 | 576,389 |
| 423 | Total Salary | 62,881 | 60,739 | | | 2,142 | 4% | 32,722 | 53,121 | 81,110 |
| 423 | Total Other | 105,875 | 106,610 | | | (735) | -1% | 101,959 | 107,765 | 166,832 |
| 423 | Total Snow & Ice | 168,756 | 167,349 | | | 1,407 | 1% | 134,681 | 160,886 | 247,942 |
| 424 | Total Salary | 0 | 0 | | | 0 | 0% | 0 | 0 | 0 |
| 424 | Total Other | 5,500 | 3,000 | | | 2,500 | 83% | 2,890 | 3,000 | 3,000 |
| 424 | Total Street Lighting | 5,500 | 3,000 | | | 2,500 | 83% | 2,890 | 3,000 | 3,000 |
| 425 | Total Salary | 0 | 0 | | | 0 | 0% | 0 | 0 | 0 |
| 425 | Total Other | 27,800 | 22,400 | | | 5,400 | 24% | 13,345 | 22,400 | 30,006 |
| 425 | Total Hager Well | 27,800 | 22,400 | | | 5,400 | 24% | 13,345 | 22,400 | 30,006 |
| 429 | Total Salary | 0 | 0 | | | 0 | 0% | 0 | 0 | 0 |
| 429 | Total Other | 75,300 | 72,075 | | | 3,225 | 4% | 45,518 | 97,250 | 90,321 |
| 429 | Total Fuel | 75,300 | 72,075 | | | 3,225 | 4% | 45,518 | 97,250 | 90,321 |
| 431 | Total Salary | 0 | 0 | | | 0 | 0% | 0 | 0 | 0 |
| 431 | Total Other | 10,000 | 0 | | | 10,000 | | 0 | 10,000 | 9,275 |
| 431 | Total Hazardous Waste | 10,000 | 0 | | | 10,000 | | 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% | 79,022 | 140,850 | 122,378 |
| 433 | Total Transfer Station | 133,350 | 130,100 | | | 3,250 | 2% | 79,022 | 140,850 | 122,378 |
| 491 | Total Salary | 9,085 | 8,953 | | | 132 | 1% | 3,807 | 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% | 15,607 | 9,821 | 9,275 |
| | Total Salaries - Public Works | 608,974 | 590,979 | | | 17,995 | 3% | 399,746 | 567,929 | 575,931 |
| | Total Other - Public Works | 452,975 | 424,685 | | | 28,290 | 7% | 330,303 | 469,855 | 512,654 |
| | Total Public Works | 1,061,949 | 1,015,664 | | | 46,285 | 5% | 730,049 | 1,037,784 | 1,088,586 |
| | 424 Total Other - Street Lighting: Increased rates for street lights & parking lot lighting | | | | | | | | | |
| | 425 Total Other - Hager Well: 5-year cleaning | | | | | | | | | |
| | 431 Total Other - Hazardous Waste: Hazardous Waste Day every other year | | | | | | | | | |

| | | FY17 Submitted Budget | FY16 Budget | | FY17 vs FY16 | FY17 vs FY16 | FY16 YTD 3/31 | 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 | 501 | 500 | | 1 | 0% | 250 | 500 | 500 |
| 511 | Total Other | 40,467 | 39,290 | | 1,177 | 3% | 19,193 | 36,390 | 38,939 |
| 511 | Total BoH | 40,968 | 39,790 | | 1,178 | 3% | 19,443 | 36,890 | 39,439 |
| 529 | Total Salary | 25,302 | 24,320 | | 982 | 4% | 16,120 | 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% | 16,120 | 25,000 | 11,560 |
| 541 | Total Salary | 50,034 | 47,908 | | 2,126 | 4% | 33,175 | 46,051 | 46,051 |
| 541 | Total Other | 5,675 | 5,100 | | 575 | 11% | 3,275 | 4,700 | 4,700 |
| 541 | Total COA | 55,709 | 53,008 | | 2,701 | 5% | 36,450 | 50,751 | 50,751 |
| 543 | Total Salary | 4,068 | 4,008 | | 60 | 1% | 2,164 | 1,027 | 39 |
| 543 | Total Other | 360 | 355 | | 5 | 1% | 88 | 355 | 33 |
| 543 | Total Veterans | 4,428 | 4,363 | | 65 | 1% | 2,252 | 1,382 | 73 |
| | Total Salaries - Health Services | 80,908 | 77,724 | | 3,184 | 4% | 52,203 | 48,566 | 47,084 |
| | Total Other - Health Services | 47,263 | 45,523 | | 1,740 | 4% | 22,700 | 41,545 | 43,773 |
| | Total Health Services | 128,171 | 123,247 | | 4,924 | 4% | 74,903 | 90,111 | 90,857 |
| | 505 Total Other - Animal Inspector: Increased mileage due to improvements in recording | | | | | | | | |
| | 529 Total Salary - Community Services: Hours may be temporarily increased, but add'l hours would be funded by grant and would not affect salary budget | | | | | | | | |
| | 529 Total Other - Community Services: Decreased mileage costs due to fewer scheduled off-site meetings | | | | | | | | |
| | 541 Total Other - COA: Increased printing and postage due to increased circulation | | | | | | | | |

| | | FY17 | | | | | | | |
|-----|---|-----------|---------|--|---------|---------|----------|---------|---------|
| | | Submitted | FY16 | | FY17 | FY17 | FY16 | FY15 | |
| | | Budget | Budget | | vs FY16 | vs FY16 | YTD 3/31 | Budget | |
| | | | | | | | | Actual | |
| 610 | Total Salary | 243,191 | 234,065 | | 9,126 | 4% | 165,110 | 214,309 | 214,068 |
| 610 | Total Other | 134,700 | 129,329 | | 5,371 | 4% | 75,222 | 119,012 | 125,593 |
| 610 | Total Library | 377,891 | 363,394 | | 14,497 | 4% | 240,332 | 333,321 | 339,660 |
| 630 | Total Salary | 25,481 | 26,722 | | (1,241) | -5% | 23,851 | 26,471 | 21,712 |
| 630 | Total Other | 10,840 | 9,800 | | 1,040 | 11% | 7,170 | 9,400 | 10,336 |
| 630 | Total Rec Comm | 36,321 | 36,522 | | (201) | -1% | 31,021 | 35,871 | 32,048 |
| 670 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | 0 |
| 670 | Total Other | 1,500 | 1,500 | | 0 | 0% | 18,321 | 1,000 | 2,672 |
| 670 | Total Steele Farm | 1,500 | 1,500 | | 0 | 0% | 18,321 | 1,000 | 2,672 |
| 691 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | 0 |
| 691 | Total Other | 4,045 | 4,045 | | 0 | 0% | 1,284 | 3,174 | 9,478 |
| 691 | Total Hist Comm | 4,045 | 4,045 | | 0 | 0% | 1,284 | 3,174 | 9,478 |
| 692 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 | 0 |
| 692 | Total Other | 965 | 965 | | 0 | 0% | 395 | 965 | 510 |
| 692 | Total Public Celebr | 965 | 965 | | 0 | 0% | 395 | 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% | 188,961 | 240,780 | 235,780 |
| | Total Other - Culture & Rec | 153,550 | 147,139 | | 6,411 | 4% | 102,391 | 135,051 | 149,780 |
| | Total Culture & Rec | 422,222 | 407,926 | | 14,296 | 4% | 291,352 | 375,831 | 385,560 |
| | 630 Total Other - Recreation Commission: Playground repairs | | | | | | | | |

| | | FY17 | | | | | | |
|-----|---|-----------|-----------|--|----------|---------|-----------|-----------|
| | | Submitted | FY16 | | FY17 | FY17 | FY16 | FY15 |
| | | Budget | Budget | | vs FY16 | vs FY16 | YTD 3/31 | Budget |
| | | | | | | | | Actual |
| 710 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 710 | Total Other | 955,000 | 985,000 | | (30,000) | -3% | 860,000 | 740,000 |
| 710 | Total Retirement of LT Debt | 955,000 | 985,000 | | (30,000) | -3% | 860,000 | 740,000 |
| 751 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 751 | Total Other | 167,858 | 188,438 | | (20,580) | -11% | 180,150 | 162,897 |
| 751 | Total Debt Interest | 167,858 | 188,438 | | (20,580) | -11% | 180,150 | 162,897 |
| 830 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 830 | Total Other | 671,055 | 629,903 | | 41,152 | 7% | 629,903 | 612,822 |
| 830 | Total County Retirement Assmt | 671,055 | 629,903 | | 41,152 | 7% | 629,903 | 612,822 |
| 912 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 912 | Total Other | 72,637 | 62,600 | | 10,037 | 16% | 45,111 | 60,279 |
| 912 | Total Other Insurance | 72,637 | 62,600 | | 10,037 | 16% | 45,111 | 60,279 |
| 915 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 915 | Total Other | 677,800 | 632,750 | | 45,050 | 7% | 554,324 | 583,303 |
| 915 | Total Employee Benefits | 677,800 | 632,750 | | 45,050 | 7% | 554,324 | 583,303 |
| 945 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 945 | Total Other | 85,756 | 81,391 | | 4,365 | 5% | 71,117 | 78,640 |
| 945 | Total Liability Insurance | 85,756 | 81,391 | | 4,365 | 5% | 71,117 | 78,640 |
| | Total Salaries - Administration | 0 | 0 | | 0 | 0% | 0 | 0 |
| | Total Other - Administration | 2,630,106 | 2,580,082 | | 50,024 | 2% | 2,340,605 | 2,237,941 |
| | Total Administration | 2,630,106 | 2,580,082 | | 50,024 | 2% | 2,340,605 | 2,237,941 |
| | | 2,630,106 | 2,580,082 | | 50,024 | 2% | 2,340,605 | 2,237,941 |
| 132 | Total Salary | 0 | 0 | | 0 | 0% | 0 | 0 |
| 132 | Total Other | 185,000 | 185,000 | | 0 | 0% | 99,954 | 185,000 |
| 132 | Total Reserve Fund | 185,000 | 185,000 | | 0 | 0% | 99,954 | 185,000 |
| | 751 Total Other - Debt Interest: No new borrowing issued in FY2016 | | | | | | | |
| | 830 Total Other - County Retirement Assessment: Actuarial adjustment | | | | | | | |
| | 912 Total Other - Other Insurance: Increased accident insurance premium (higher claims) | | | | | | | |
| | 915 Total Other - Employee Benefits: 2 of 3 health insurance plans each increased by 8.3% | | | | | | | |
| | May include coverage for Community Services Coordinator for additional (grant) hours | | | | | | | |

| | FY17 Submitted Budget | FY16 Budget | FY17 vs FY16 | FY17 vs FY16 | FY16 YTD 3/31 | FY15 Budget | FY15 Actual |
|----------------------------------|-----------------------------|----------------|-----------------|-----------------|------------------|----------------|----------------|
| Total Salaries - Town Government | 626,489 | 671,057 | (44,568) | -7% | 432,723 | 648,013 | 629,550 |
| Total Salaries - Protection | 2,257,729 | 2,222,168 | 35,561 | 2% | 1,570,234 | 2,106,141 | 2,100,154 |
| Total Salaries - Public Works | 608,974 | 590,979 | 17,995 | 3% | 399,746 | 567,929 | 575,931 |
| Total Salaries - Health Services | 80,908 | 77,724 | 3,184 | 4% | 52,203 | 48,566 | 47,084 |
| Total Salaries - Culture & Rec | 268,672 | 260,787 | 7,885 | 3% | 188,961 | 240,780 | 235,780 |
| Total Salaries | 3,842,772 | 3,822,715 | 20,057 | 1% | 2,643,867 | 3,611,429 | 3,588,499 |
| Total Other - Town Government | 321,210 | 302,356 | 18,854 | 6% | 258,064 | 219,007 | 242,661 |
| Total Other - Protection | 307,245 | 261,640 | 45,605 | 17% | 177,409 | 281,133 | 283,902 |
| Total Other - Public Works | 452,975 | 424,685 | 28,290 | 7% | 330,303 | 469,855 | 512,654 |
| Total Other - Health Services | 47,263 | 45,523 | 1,740 | 4% | 22,700 | 41,545 | 43,773 |
| Total Other - Culture & Rec | 153,550 | 147,139 | 6,411 | 4% | 102,391 | 135,051 | 149,780 |
| Total Town Other | 1,282,243 | 1,181,343 | 100,900 | 9% | 890,868 | 1,146,591 | 1,232,771 |
| Total Town Government | 947,699 | 973,413 | (25,714) | -3% | 690,787 | 867,020 | 872,211 |
| Total Protection | 2,564,974 | 2,483,808 | 81,166 | 3% | 1,747,643 | 2,387,274 | 2,384,056 |
| Total Public Works | 1,061,949 | 1,015,664 | 46,285 | 5% | 730,049 | 1,037,784 | 1,088,586 |
| Total Health Services | 128,171 | 123,247 | 4,924 | 4% | 74,903 | 90,111 | 90,857 |
| Total Culture & Rec | 422,222 | 407,926 | 14,296 | 4% | 291,352 | 375,831 | 385,560 |
| Total Town Expenses | 5,125,015 | 5,004,058 | 120,957 | 2% | 3,534,735 | 4,758,020 | 4,821,270 |
| Total Other - Education | 11,700,640 | 11,285,580 | 415,060 | 4% | 8,464,187 | 10,741,831 | 10,741,831 |
| Total Other - Administration | 2,630,106 | 2,580,082 | 50,024 | 2% | 2,340,605 | 2,237,941 | 2,256,574 |
| Total Reserve Fund | 185,000 | 185,000 | 0 | 0% | 99,954 | 185,000 | 168,078 |
| Total Other Costs | 14,515,746 | 14,050,662 | 465,084 | 3% | 10,904,746 | 13,164,772 | 13,166,483 |
| Total Expenses | 19,640,761 | 19,054,720 | 586,041 | 3% | 14,339,527 | 17,922,792 | 17,819,675 |

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

(Majority vote required)

I move 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 the sum of Eight Thousand Dollars (\$8,000) 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:

Twenty-Three Thousand Dollars (\$23,000) for open space, including land for recreational use,
Twenty-Three Thousand Dollars (\$23,000) for historic resources,
Twenty-Three Thousand Dollars (\$23,000) for community housing purposes, and
One Hundred Fifteen Thousand (\$115,000) for a FY 2017 Budgeted Reserve;

and further, to transfer from the Community Preservation Fund Balance the sum of Seven Hundred Dollars (\$700) to the Open Space Reserve, and the sum of Seven Hundred Dollars (\$700) to the Community Housing Reserve to meet the 10% set asides for 2016 as required by Massachusetts General Law Chapter 44B,

all as recommended by the Community Preservation Committee.

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

(Majority vote required)

I move to appropriate from the Community Preservation Fund Open Space Reserve the sum of Forty-Five Thousand Five Hundred Dollars (\$45,500) for Community Preservation purposes, projects or acquisitions as follows:

- | | | |
|-----------|-----------------|--|
| 7A | \$5,500 | for the preparation of a Site Plan for Basketball and Tennis Courts at Liberty Fields, and |
| 7B | \$40,000 | to be transferred to xxx, subject to a grant agreement, for the T.J. O’Grady Skate Park Expansion, |

all as recommended by the Community Preservation Committee.

ARTICLE 8 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING

(Majority vote required)

I move to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Seven Hundred Forty-Five Dollars (\$37,745) for Community Preservation purposes, projects or acquisitions as follows:

- | | | |
|-----------|-----------------|--|
| 8A | \$5,465 | to be transferred to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 3 (Calendar Year 2016) Services, |
| 8B | \$6,000 | to be transferred to the Affordable Housing Trust for Regional Housing Monitoring Services for Year 4 (Calendar Year 2017) Services, and |
| 8C | \$26,280 | for the establishment and implementation of the Boxborough Rental Voucher Program (BRVP), |

all as recommended by the Community Preservation Committee.

ARTICLE 9 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES

(Majority vote required)

I move to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Fifty-Nine Thousand Dollars (\$59,000) and the sum of Ninety-Three Thousand Seven Hundred and Seventy-Five Dollars (\$93,775) from the Community Preservation Fund Balance for Community Preservation purposes, projects or acquisitions as follows:

- 9A \$11,000 for the Conservation of Historic Town Records,**
- 9B \$106,775 for the Rehabilitation of Grange Meeting Room, and**
- 9C \$35,000 for the Rehabilitation of Historic Town Hall exterior
steps,**

all as recommended by the Community Preservation Committee.

FISCAL CONSENT AGENDA – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR

[THIS ASSUMES THAT NONE ARE HELD]

I move to approve the fiscal consent agenda, articles 10 through 22, as printed in the 2016 Annual Town Meeting warrant under articles 10 through 22 inclusive, to be appropriated as printed in the “May 2016 Motions” handout.

**ARTICLE 10 TRANSFER TO OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST
FUND****

(Two-thirds vote required)

I move to transfer from the stabilization fund the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500) 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

ARTICLE 11 FRAUD RISK ASSESSMENT**

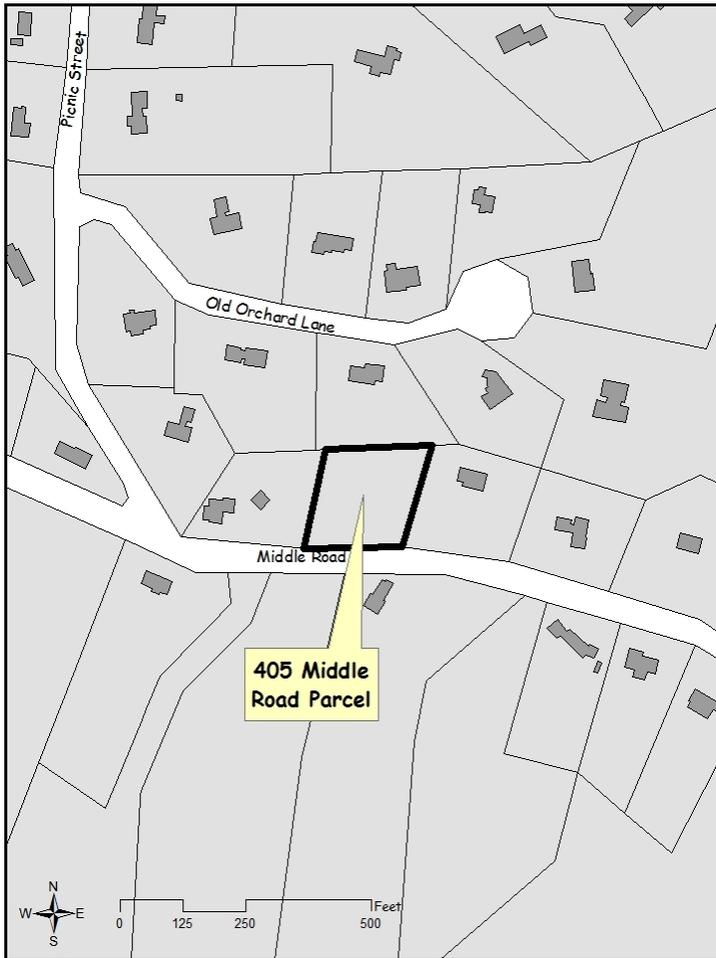
(Majority vote required)

I move to transfer from free cash the sum of Ten Thousand Dollars (\$10,000) for the purpose of hiring a consultant to perform a risk assessment to identify, analyze, and manage the risk of asset misappropriation.

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

(Majority vote required)

I move to transfer from free cash the sum of Three Thousand Dollars (\$3,000) for the purpose of hiring a consultant to perform soil and percolation testing at 405 Middle Road.



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

(Majority vote required)

I move to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) 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.

ARTICLE 14 REPLACEMENT OF 3 TOWN HALL HVAC UNITS**

(Two-thirds vote required)

I move that the sum of Twenty Thousand Dollars (\$20,000) be and hereby is appropriated for the purpose of paying costs of replacing one furnace and two air conditioning systems in the Town Hall, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

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

(Two-thirds vote required)

I move that the sum of Ten Thousand Dollars (\$10,000), be and hereby is appropriated for the purpose of paying costs of repairing the Town Hall chimney and the Boxborough Museum roof, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

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

(Two-thirds vote required)

I move that the sum of Ten Thousand Five Hundred Dollars (\$10,500), be and hereby is appropriated for the purpose of paying costs of upgrading the existing library meeting room A/V system, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

**ARTICLE 17 CAPITAL IMPROVEMENTS - BOXBOROUGH MUSEUM BASEMENT
(DEHUMIDIFIER AND STORAGE SHELVING UNITS)****

(Majority vote required)

I move to transfer from free cash the sum of Five Thousand One Hundred Dollars (\$5,100) including all costs incidental and relating thereto, for the purpose of acquiring a commercial dehumidifier and storage shelving for the Boxborough Museum.

ARTICLE 18 CLOSE COMPLETED ARTICLES**

(Majority vote required)

I move to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-Eight Thousand Two Hundred Fifteen Dollars and Forty-One Cents (\$28,215.41) as voted by past Town Meetings, and indicated in the table printed in the Annual Town Meeting warrant under Article 18 and further, to transfer from free cash the sum of One Hundred Fifty-Seven Dollars (\$157) 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).

| | Description | Amount |
|----------------------------|--|--------------------|
| May 2010 (ATM) Article 11 | Fire Dept – Mobile Networks | \$40.14 |
| May 2011 (ATM) Article 14 | Police Station – Capital Improvements – Painting, Gutters & Fascia Board | 87.11 |
| 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: | \$28,215.41 |

ARTICLE 19 DEPARTMENTAL REVOLVING FUNDS - RE-AUTHORIZATION AND INCREASE CAPS FOR ELECTRICAL AND GAS/PLUMBING INSPECTIONS**

(Majority vote required)

I move to reauthorize departmental revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E ½, as printed in the Annual Town Meeting warrant under Article 19 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.

| 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 |
|-----------------------------------|--|--|--|---------------------------------|
| 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 |
| 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 |
| 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 |
| 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 |
| 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 |
| Community Gardens | Agricultural Commission, by majority vote | Rental of plots | Management & care of Community Gardens | \$2,000 |
| 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 |
| Field Permitting Fees | Town Administrator | Athletic field permitting fees | Management and care of athletic fields and permit administration | \$10,000 |

| 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 |

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

(Majority vote required)

I move 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 as of June 30, 2016 to the PEG Access and Cable Related Fund.

ARTICLE 21 CABLE INFRASTRUCTURE**

(Majority vote required)

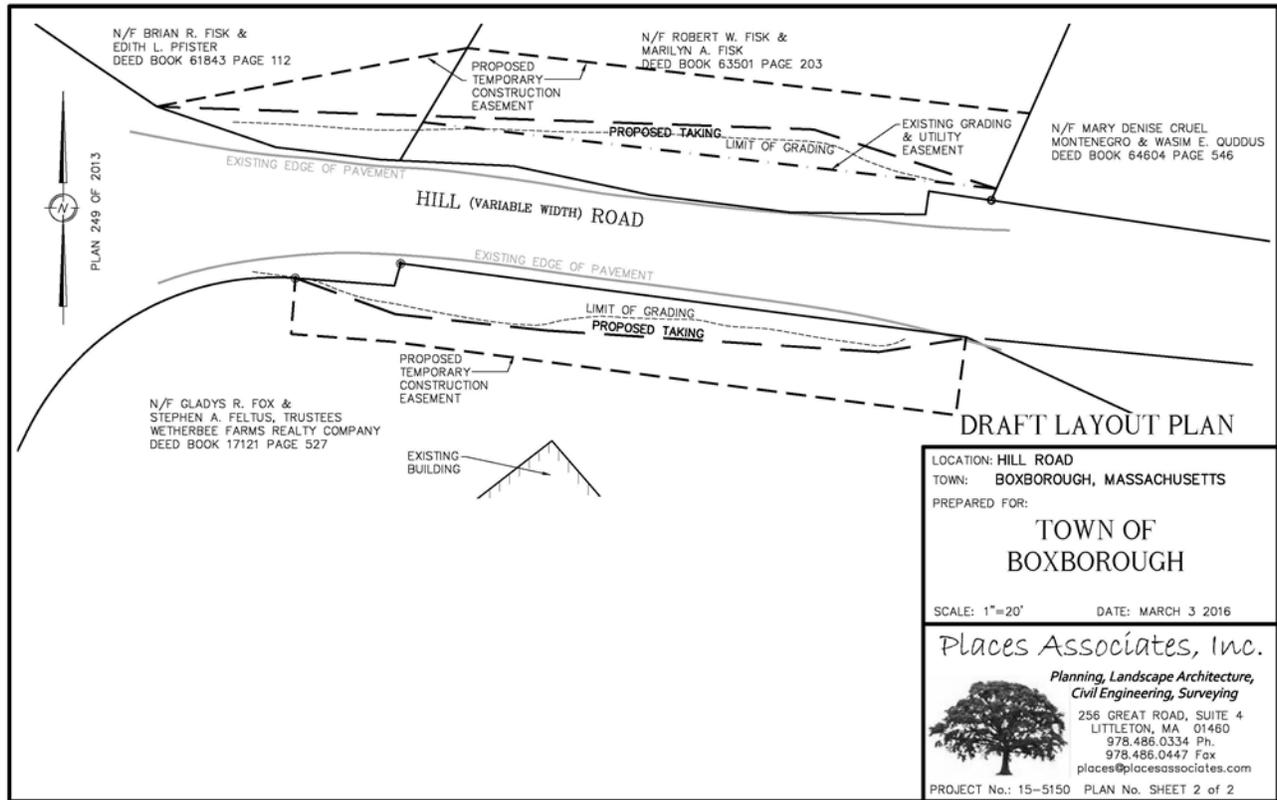
I move to appropriate the sum of One Hundred Seventeen Thousand Five Hundred Dollars (\$117,500) said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 17 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage.

| | |
|--|------------------|
| <i>LCTV Services</i> | \$57,700 |
| <i>Contract Videographers</i> | 2,000 |
| <i>On-demand service</i> | 3,000 |
| <i>Grange Meeting Room infrastructure improvements</i> | 40,000 |
| <i>Additional camera heads</i> | 7,500 |
| <i>For videographing of concurrent meetings, while BoS is being broadcast in Grange Meeting Room</i> | |
| <i>2 camera kits</i> | 5,000 |
| <i>2 tripod kits w/bags</i> | 700 |
| <i>2 wireless mike kits</i> | 1,600 |
| Total | \$117,500 |

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

(Two-thirds vote required)

I move 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 transfer from free cash the sum of Five Thousand Dollars (\$5,000) 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.



ARTICLE 23 CONSERVATION TRUST FUND

(Majority vote required)

I move to transfer from free cash the sum of Five Thousand Dollars (\$5,000), said sum to be transferred to the Town's Conservation Trust Fund.

ARTICLE 24 INFORMATION TECHNOLOGY HARDWARE UPGRADES

(Majority vote required)

I move to transfer from free cash the sum of Sixty-Seven Thousand Dollars (\$67,000) to provide for replacement of: uninterruptible power supplies (UPS's), switches, one police department server, one desktop computer, one laptop computer, three printers and a portion of the aging town hall cable.

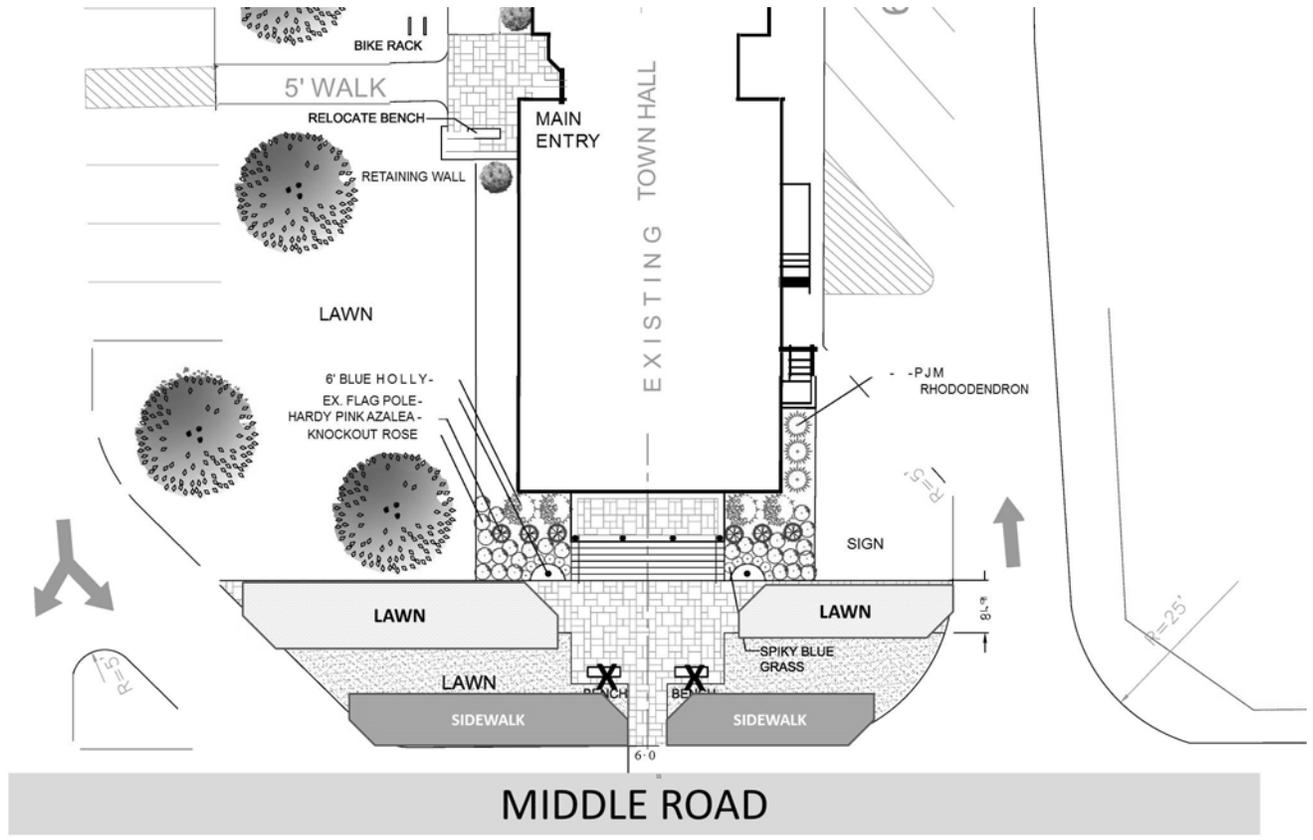
ARTICLE 25 TOWN HALL FRONT (MIDDLE ROAD) WALKWAY & SIGNAGE

I move to pass over Article 25, Town Hall Front (Middle Road) Walkway & Signage).

Alternate motion

(Two-thirds vote required)

I move that the sum of Thirty-Six Thousand Dollars (\$36,000), be and hereby is appropriated for the purpose of paying costs of replacing the front (Middle Road) walkway at the base of the Town Hall steps, as well as landscaping and signage, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.



MIDDLE ROAD

**BOXBOROUGH TOWN HALL
LANDSCAPE CONCEPT PLAN**

Display Only - Not to Scale

ARTICLE 26 ACCESS CONTROL SYSTEM – TOWN HALL, POLICE AND FIRE

(Two-thirds vote required))

I move that the sum of Forty-Five Thousand Dollars (\$45,000), be and hereby is appropriated for the purpose of paying costs of providing for an IP enabled secure card access control system for the Town Hall, and the Police and Fire stations, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 27 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE

(Two-thirds vote required)

I move that the sum of Eighty-Two Thousand Dollars (\$82,000), be and hereby is appropriated for the purpose of paying costs to provide for building repairs and maintenance at the Police station as printed in the Annual Town Meeting warrant under Article 27, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

| | Purpose | Amount | Comment |
|----|---------------------------------|---------------|---|
| A. | Exterior Doors | \$20,000 | Exterior doors are original to the building. They 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. |
| B. | Detention Cell | \$15,000 | Detention Cell walls: The Dept. of Public Health has failed our inspection, citing porous walls and rusted fixtures. |
| C. | Evidence Room | \$12,000 | Improvements are needed to secure evidence room. |
| D. | Clapboards and Trim Replacement | \$12,000 | Clapboards and trim replacement (rot); caulking is needed around all exterior gaps to prevent insect infestation. |
| E. | 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. |
| F. | Walkway | \$8,000 | The Building Inspector recommends replacement of the walkway in front of the Police Station from the driveway to the front door only (not along the parking lot side of the building). Walkway is original to the building (1989) and is cracked and dipped. There is a 1 ½ inch lip, which causes a trip hazard as you enter the front door of the building. |

ARTICLE 28 POLICE DEPARTMENT – EQUIPMENT

(Two-thirds vote required)

I move to transfer from free cash the sum of Thirty Thousand Six Hundred Dollars (\$30,600), and that the sum of Sixty-Eight Thousand Five Hundred Dollars (\$68,500), be and hereby is appropriated for the purpose of paying costs to provide for equipment for the Police Department as printed in the Annual Town Meeting warrant under Article 28, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

Or should there be two separate motions:

Motion 1

(Majority vote required):

I move to transfer from free cash the sum of Thirty Thousand Six Hundred Dollars (\$30,600) for the purpose of providing for the following equipment for the Police Department, which is further described in the Annual Town Meeting warrant under Article 28:

| | |
|--------------------|----------|
| Tasers | \$7,300 |
| Ruggedized tablet | \$5,500 |
| Defibrillators (4) | \$12,000 |
| Firearms | \$4,800 |
| Office Furniture | \$1,000 |

Motion 2

(Two-thirds vote required):

I move that the sum of Sixty-Eight Thousand Five Hundred Dollars (\$68,500), be and hereby is appropriated for the purpose of paying costs to provide for a security camera and video server and AFIS Fingerprinting equipment for the Police Department as further described in the Annual Town Meeting warrant under Article 28, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

| | Purpose | Amount | Comment |
|----|--------------------------------|---------------|---|
| A. | Tasers | \$7,300 | To equip and certify five part-time police officers with electronic control devices, commonly referred to by their brand name, Taser®. |
| B. | Ruggedized tablet | \$5,500 | To replace one existing PatrolPC® ruggedized tablet in a police car. The current unit is running with an older processor, has become problematic, and is past due for replacement (EOL'13). This type of device is optimized for use in police vehicles. The police patrol environment is unique and challenging, calling for a computer that is designed for continuous use 24/7, under intense and dangerous circumstances, where the performance and ruggedness of the MDT is critical to public safety. Through our own trial and errors we have learned that traditional laptops cannot withstand the extreme temperatures, vibration, intense use and dusty environments. Additionally, as vehicles and passenger compartments are getting smaller we need to separate the keyboard from the monitor to accommodate for all of the auxiliary police related equipment in the cabin. |
| C. | 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. |
| D. | 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 |
| E. | Firearms | \$4,800 | Firearms are end of life and worn; convert from .40 Cal to 9MM |
| F. | 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. |
| G. | Office Furniture | \$1,000 | Replace two aged desks and update report writing area with usable furniture. |

ARTICLE 29 FIRE DEPARTMENT – REPLACE UTILITY TRUCK

(Two-thirds vote required)

I move that the sum of **Forty-Five Thousand Five Hundred Dollars (\$45,500)**, be and hereby is appropriated for the purpose of paying costs to provide for replacing the Fire Department’s current utility vehicle with a ¾ ton pickup truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 30 ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK

(Two-thirds vote required)

I move that the sum of Forty Thousand Dollars (\$40,000), be and hereby is appropriated for the purpose of paying costs to provide for the acquisition and equipping of a pickup 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, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 31 DPW – ROAD PAVING

(Two-thirds vote required)

I move that the sum of Three Hundred Thousand Dollars (\$300,000), be and hereby is appropriated for the purpose of paying costs to provide for paving roadways in Boxborough, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 32 DPW – REPLACE FRONT END (BUCKET) LOADER

(Two-thirds vote required)

I move to

transfer the unexpended bond proceeds in the amount One Thousand Six Hundred Eighty Dollars and eleven cents (\$1,680.11) from Article 13 of the May 2008 Annual Town Meeting (*Capital Equipment Acquisition – Fire and Public Works Departments*),

transfer the unexpended bond proceeds in the amount of One Thousand Five Hundred Thirty-Seven Dollars (\$1,537) from Article 9 of the May 2013 Annual Town Meeting (*Capital Improvements – Town Hall Replacement Windows (Original Section)*),

transfer from free cash the sum of Seven Hundred Eighty-Two Dollars and eighty-nine cents (\$782.89),

and that the sum of One Hundred Ninety-Six Thousand Dollars (\$196,000), be and hereby is appropriated for the purpose of replacing the DPW’s vintage 1978 front end (bucket) loader with a new one, including the payment of all other costs incidental and related thereto, and

that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow the sum of One Hundred Ninety-Six Thousand Dollars (\$196,000), under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 33 DPW - REPLACE PICKUP TRUCK

(Two-thirds vote required)

I move that the sum of Forty Thousand Dollars (\$40,000), be and hereby is appropriated for the purpose of paying costs to provide for replacing the DPW Director's aging 1-ton pickup truck with a new ¾-ton pick-up truck, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 34 DPW - VHF RADIOS AND RELATED EQUIPMENT

(Two-thirds vote required)

I move that the sum of Ninety-Five Thousand Dollars (\$95,000), be and hereby is appropriated for the purpose of paying costs to provide for the acquisition of eighteen new mobile VHF radios and related equipment for the DPW, including the payment of all other costs incidental and related thereto, and that to meet this appropriation, the Town Treasurer, with the approval of the Board of Selectmen is hereby authorized to borrow said amount under and pursuant to Chapter 44, Section 7 or 8 of the General Laws, or pursuant to any other enabling authority, and to issue bonds or notes of the Town therefor.

ARTICLE 35 HAGER WELL - SYSTEM UPGRADES

(Majority vote required)

I move to transfer from free cash the sum of Fifty Thousand Dollars (\$50,000) for the purpose of providing system upgrades to the Hager Well infrastructure.

ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA

(Two-thirds vote required)

I move to transfer from the stabilization fund the sum of Eighty Thousand Dollars (\$80,000) for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities.

| | |
|---------------------------------------|-----------------|
| <i>Site Survey</i> | \$10,000 |
| <i>Geotechnical Testing (borings)</i> | 15,000 |
| <i>HazMat Determination</i> | 8,000 |
| <i>Wetlands Scientist/Flagging</i> | 8,000 |
| <i>Additional Engineering/ Design</i> | 39,000 |
| <i>Total</i> | \$80,000 |

ARTICLE 37 ZONING BYLAW AMENDMENT – AMEND ZONING MAP

(Two-thirds vote required)

I move to amend the Zoning Map, as such map is provided for in Section 3002 of the Boxborough Zoning Bylaw, to adjust the boundaries of zoning districts in the manner set forth and displayed in the images of the Zoning Map as printed in the 2016 Annual Town Meeting warrant under Article 37, and further to amend said Section 3002 to add the language in bold italics and to delete the language indicated by strikethrough, as printed in the 2016 Annual Town Meeting warrant under Article 37.

ARTICLE 38 ZONING BYLAW AMENDMENT – AMEND SECTION 8102 DESIGN REVIEW BOARD

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 8102 Design Review Board, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 38.

**ARTICLE 39 ZONING BYLAW AMENDMENT – AMEND SECTION 5002 DIMENSIONAL
SCHEDULE AND SECTION 5003 REDUCED FRONTAGE LOTS**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Sections 5002 Dimensional Schedule and 5003 Reduced Frontage Lots, to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 39.

ARTICLE 40 ZONING BYLAW AMENDMENT – AMEND SECTION 9004 PENALTY
(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 9004 Penalty, to add the language in bold italics, as printed in the 2016 Annual Town Meeting warrant under Article 40.

ARTICLE 41 ZONING BYLAW AMENDMENT – AMEND SECTION 2181 STRUCTURE

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2181 Structure, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 41.

**ARTICLE 42 ZONING BYLAW AMENDMENT – AMEND SECTION 2130 FARM, SECTION
4003 USE REGULATION SCHEDULE, SECTION 4107 ACCESSORY
APARTMENT, AND SECTION 8003 EXEMPTIONS**

(Two-thirds vote required)

I move to amend Boxborough Zoning Bylaw Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, and Section 8003 Exemptions, to add the language in bold italics and to delete the language indicated by strikethroughs, as printed in the 2016 Annual Town Meeting warrant under Article 42.

ARTICLE 43 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)

I move 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 sections of the Zoning Bylaw to add the language in bold italics and to delete the language indicated by strikethroughs, and renumbering various sections accordingly throughout the Zoning Bylaw, all as printed in the 2016 Annual Town Meeting warrant under Article 43.

ARTICLE 44 GENERAL BYLAW AMENDMENT – STONE WALLS

(Majority vote required)

I move 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 by revising Section 7: Enforcement to add the language in bold italics, as printed in the 2016 Annual Town Meeting warrant under Article 44.

ARTICLE 45 GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING

(Majority vote required)

I move 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, as printed in the 2016 Annual Town Meeting warrant under Article 45.

ARTICLE 46 GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE

(Majority vote required)

I move to adopt a new general bylaw entitled “Reconsideration of Vote”, as printed in the 2016 Annual Town Meeting warrant under Article 46.

ARTICLE 47 GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR

(Majority vote required)

I move to adopt a new general bylaw entitled “Vote Counts by Moderator”, as printed in the 2016 Annual Town Meeting warrant under Article 47.

**ARTICLE 48 A SENSE OF THE MEETING MOTION TO CREATE A GREENER
BOXBOROUGH**

(Majority vote required; non-binding)

I move to adopt a non-binding sense of the meeting resolution to create a greener Boxborough, as submitted by the Energy Committee and as printed in the 2016 Annual Town Meeting warrant under Article 48.

NON-MONETARY CONSENT AGENDA – VINCE AMOROSO, BOARD OF SELECTMEN CHAIR

[This assumes that none are held]

I move to approve the consent agenda, articles 49 through 51, inclusive, as printed in the 2016 Annual Town Meeting warrant under articles 49 through 51 inclusive.

ARTICLE 49 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM**

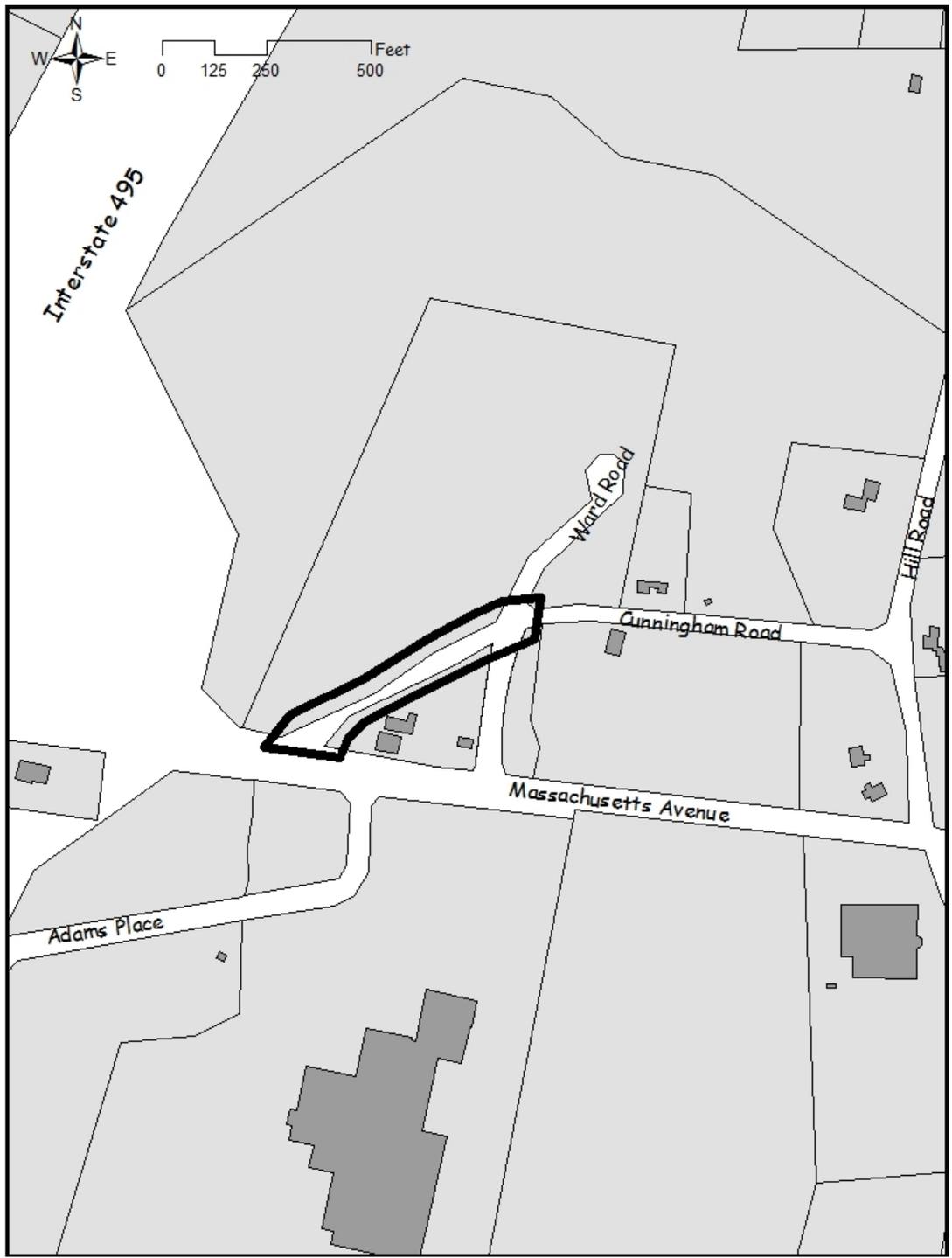
(Majority vote required)

I move 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.

ARTICLE 50 DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION)**

(Two-third vote required)

I move to discontinue as a public way the westerly portion of Cunningham Road from its intersection with Massachusetts Avenue to the near easternmost edge of its intersection with Ward Road, and to transfer the care, custody, management and control of said discontinued portion of Cunningham Road from the Board of Selectmen for public way purposes to the Board of Selectmen for general municipal purposes, including the purpose of conveyance; and further to authorize the Board of Selectmen to convey all or a portion of the Town's right, title and interest in said discontinued portion, if any, on such terms and conditions, and for such consideration, as the Board of Selectmen deems appropriate.



ARTICLE 51 ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS**

(Majority vote required)

I move 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.



Reserve Fund Transfer Request

Date: 4-12-2016

It is requested by the undersigned that the sum of \$ 1500.00 be transferred from the Reserve Fund to:

UMAS Acct. # 001-424-5210-0000

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

Description (e.g. Selectmen's expenses) Street Lighting

The balance in the line item as of 4-8-2016 (Date) is \$ 109.93. An amount of \$ 3000 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.

Increase in utility rates

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.

| | | | |
|----------------------------|-------------|---------------------------|---------|
| <u>[Signature]</u> | (Signature) | <u>Director</u> | (Title) |
| <u>[Signature]</u> 4/20/16 | (Signature) | <u>Town Administrator</u> | (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> | Date: | <u>Finance Committee</u> | Date: |
|---------------------------|-------|--------------------------|-------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

| 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 | _____ | _____ |

Filter by: Segment 2: 424

Parameters: Fiscal Year: 2016 Start Date: 7/1/2015 end: 6/30/2016

Ledger History - Detail - Expenditure Ledger

| Tran. Name | Comment | Payee | Beginning | Debit | Credit | Ending |
|-------------------------------------|---------------------------------|---------------------------|-----------|----------|----------|----------|
| Account: 001-424-5210-0000 | Street Lighting | <i>Summary:</i> | 0.00 | 2,890.07 | 3,000.00 | 109.93 |
| | Block/Batch: | Posted: 07/01/2015 | | 0.00 | 3,000.00 | 3,000.00 |
| Tran. Type: Beginning Balanc | | By: jbarrett | | | | |
| Public Works | | | | 0.00 | 3,000.00 | 3,000.00 |
| Warrant: 2016-6 | Block/Batch: 2016/6 DPW | Posted: 08/11/2015 | | 379.49 | 0.00 | 2,620.51 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11184001 Jul 15 | | LELD - Pole 124 | | 18.84 | 0.00 | 2,981.16 |
| 11185002 Jul 15 | | LELD - Pole 133 | | 18.62 | 0.00 | 2,962.54 |
| 11186003 Jul 15 | | LELD - Pole 134 | | 30.23 | 0.00 | 2,932.31 |
| 11270102 Jul 15 | | LELD - Middle Rd | | 311.80 | 0.00 | 2,620.51 |
| Warrant: 2016-12 | Block/Batch: 2016/12 DPW | Posted: 09/22/2015 | | 383.32 | 0.00 | 2,237.19 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11186003 Aug 15 | | LELD - Pole 134 | | 32.09 | 0.00 | 2,588.42 |
| 11270102 Aug 15 | | LELD - Middle Rd | | 311.80 | 0.00 | 2,276.62 |
| 11185002 Aug 15 | | LELD - Pole 133 | | 19.50 | 0.00 | 2,257.12 |
| 11184001 Aug 15 | | LELD - Pole 124 | | 19.93 | 0.00 | 2,237.19 |
| Warrant: 2016-16 | Block/Batch: 2016/16 DPW | Posted: 10/20/2015 | | 373.93 | 0.00 | 1,863.26 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11184001 Sept 15 | | LELD - Pole 124 | | 18.95 | 0.00 | 2,218.24 |
| 11185002 Sept 15 | | LELD - Pole 133 | | 18.73 | 0.00 | 2,199.51 |
| 11186003 Sept 15 | | LELD - Pole 134 | | 30.45 | 0.00 | 2,169.06 |
| 11270102 Sept 15 | | LELD - Middle Rd | | 305.80 | 0.00 | 1,863.26 |
| Warrant: 2016-19 | Block/Batch: 2016/19 DPW | Posted: 11/10/2015 | | 335.68 | 0.00 | 1,527.58 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11270102 Oct 15 | | LELD - Middle Rd | | 279.02 | 0.00 | 1,584.24 |
| 11184001 Oct 15 | | LELD - Pole 124 | | 16.15 | 0.00 | 1,568.09 |
| 11186003 Oct 15 | | LELD - Pole 134 | | 24.73 | 0.00 | 1,543.36 |
| 11185002 Oct 15 | | LELD - Pole 133 | | 15.78 | 0.00 | 1,527.58 |
| Warrant: 2016-24 | Block/Batch: 2016/24 DPW | Posted: 12/22/2015 | | 340.07 | 0.00 | 1,187.51 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11270102-00 Nov | | LELD - Middle Rd | | 279.02 | 0.00 | 1,248.56 |
| 11184001-00 Nov | | LELD - Pole 124 | | 17.22 | 0.00 | 1,231.34 |
| 11185002-00 Nov | | LELD - Pole 133 | | 16.86 | 0.00 | 1,214.48 |
| 11186003-00 Nov | | LELD - Pole 134 | | 26.97 | 0.00 | 1,187.51 |
| Warrant: 2016-27 | Block/Batch: 2016/27 DPW | Posted: 01/19/2016 | | 337.02 | 0.00 | 850.49 |
| Tran. Type: Payable | | By: jbarrett | | | | |

Ledger History - Detail - Expenditure Ledger

| Tran. Name | Comment | Payee | Beginning | Debit | Credit | Ending |
|----------------------------|---------------------------------|---------------------------|-----------|---------------|-------------|---------------|
| Account: 001-424-5210-0000 | Street Lighting | | 0.00 | 2,890.07 | 3,000.00 | 109.93 |
| 11186003 Dec 15 | | LELD - Pole 134 | | 25.45 | 0.00 | 1,162.06 |
| 11270102 Dec 15 | | LELD - Middle Rd | | 279.02 | 0.00 | 883.04 |
| 11185002 Dec 15 | | LELD - Pole 133 | | 16.05 | 0.00 | 866.99 |
| 11184001 Dec 15 | | LELD - Pole 124 | | 16.50 | 0.00 | 850.49 |
| Warrant: 2016-30 | Block/Batch: 2016/30 DPW | Posted: 02/09/2016 | | 369.16 | 0.00 | 481.33 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11184001 Jan 16 | | LELD - Pole 124 | | 18.51 | 0.00 | 831.98 |
| 11185002 Jan 16 | | LELD - Pole 133 | | 18.08 | 0.00 | 813.90 |
| 11186003 Jan 16 | | LELD - Pole 134 | | 29.76 | 0.00 | 784.14 |
| 11270102 Jan 16 | | LELD - Middle Rd | | 302.81 | 0.00 | 481.33 |
| Warrant: 2016-34 | Block/Batch: 2016/34 DPW | Posted: 03/08/2016 | | 371.40 | 0.00 | 109.93 |
| Tran. Type: Payable | | By: jbarrett | | | | |
| 11186003 Feb 16 | | LELD - Pole 134 | | 30.94 | 0.00 | 450.39 |
| 11270102 Feb 16 | | LELD - Middle Rd | | 302.81 | 0.00 | 147.58 |
| 11184001 Feb 16 | | LELD - Pole 124 | | 19.04 | 0.00 | 128.54 |
| 11185002 Feb 16 | | LELD - Pole 133 | | 18.61 | 0.00 | 109.93 |

1 Account(s) totaling: 0.00 2,890.07 3,000.00 109.93

8 months

*Avg month = 361
x 4*

1445 - 110 = 1335

1400

*last year's end-of-year average
= 375
v 4
1500*



Boxborough District
Minutemen Company

April 6th, 2016

Board of Selectmen
Town of Boxborough
Boxborough, MA 01719

Re: Fifer's Day Permits – June 18, 2016

Dear Board of Selectmen,

Enclosed are permit applications for a one day liquor license and a common victualler license for use on Fifer's Day to be held at the Flerra Meadows Recreation Fields on June 18, 2016 (rain date June 19, 2016). The Boxborough Minutemen respectfully request that you approve the applications for permits and waive the associated permit fees.

Fifer's Day is an annual community event that is organized by the Minutemen in cooperation with the Public Celebrations and Ceremonies Committee and the Recreation Committee. This year will see the Town celebrate the 50th Fifer's Day, and while this will continue the tradition with numerous activities including the road race, parade, annual awards presentations, games, volleyball tournament, music, food, drink and community organization and vendor booths, we intend to have some special events to mark this special occasion.

Our on-going planning activities include acquiring a food service permit from the Board of Health and liability insurance coverage. We understand that the requested permits are contingent on providing insurance certificates which identify the Town as an additional insured. We will deliver the insurance certificate to the Town Administrator.

Please contact me at John.Rosamond@verizon.net or 978-430-9171 if you have any questions or need any other additional information. We intend to make the 50th Fifer's Day a special day for the Town and hope you will support us in our endeavors.

Very truly yours,

John Rosamond
Lieutenant, Boxborough District Minutemen Company

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

4-6-2016

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

Boxborough District Munkmen Company

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Common Victualers License
for Fifer's Day June 18th 2016 (rain date 6/19)

GIVE LOCATION
BY STREET
AND NUMBER

At Flewa Meadows (Be Field)
Stor Road

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

John Raymond

* Signature of Individual
or Corporate Name (Mandatory)

Lickelock, BDME

By: Corporate Officer
(Mandatory, if Applicable)

TID: 90-6744605

** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency **will be subject to license suspension or revocation.** This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 4/6 2016

John Raymond

Signature of Applicant

A.M. _____

Hour

P.M. 3:40 PM

429 Hill Road, Boxborough

Address

Approved _____ 20__

License/Permit Granted _____ 20__

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH
APPLICATION FOR LICENSE/PERMIT
(GENERAL)

4-6-2016

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

The undersigned hereby applies for a License/Permit in accordance with the provisions of the Statutes relating thereto

Boxborough District Munkemun Company

(Full name of person, firm or corporation making application)

STATE CLEARLY
PURPOSE FOR
WHICH LICENSE/
PERMIT IS
REQUESTED

To Sell beer and wine on Fife's Day
June 18th 2016 (rain date
6/21/16) 10am to 8pm

GIVE LOCATION
BY STREET
AND NUMBER

At Flewa Meadows (Rec Field)
Stow Road

in said Town of Boxborough

in accordance with the rules and regulations made under authority of said Statutes.

I certify under the penalties of perjury that I, to my best knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

John Beaman
*Signature of Individual
or Corporate Name (Mandatory)

Lieutenant, BDMC
By: Corporate Officer
(Mandatory, if Applicable)

TID: 90-0744605
** Social Security # (Voluntary)
or Federal Identification Number

* This license/permit will not be issued unless this certification clause is signed by the applicant.

** Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Licensees who fail to correct their non-filing delinquency will be subject to license suspension or revocation. This request is made under the authority of Mass. G.L. c. 62C s. 49A.

Received 4/6 2016 John Beaman
Signature of Applicant

A.M. _____
Hour _____
P.M. 3:40 429 Hill Road, Boxborough
Address

Approved _____ 20__ License/Permit Granted _____ 20__



Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-264-1700

Schedule of Field Permit Fees
Effective January 1, 2012

| Field Fee (per field) | Boxborough Resident [Exclusive-use for organized activity] | | Non-Boxborough Resident | |
|---|---|-------------|-------------------------|------------|
| | (up to 2 hours) | (2 + hours) | (up to 2 hours) | (2+ hours) |
| Per Field | \$60 | \$120 | \$120 | \$240 |
| Multiple Day Use (10 Consecutive Days) | \$200 | \$400 | \$250 | \$500 |
| Multiple Day Use (11-20 Days) | \$250 | \$500 | \$300 | \$600 |
| Multiple Week Use (10 consecutive weeks/same day, same time) | \$200 | \$400 | \$250 | \$500 |
| Camps/Clinics | \$240 per field/day | | \$240 per field/day | |

Fees may be waived for certain permitted uses as specified in the *Boxborough Field Use Permit Policy*.

Boxborough Field Use Permit Policy
Effective January 1, 2012

All Boxborough residents, businesses and organizations may enjoy the non-exclusive use of the town's recreation fields free of charge, and without a permit, during posted hours unless a permit has been issued pursuant to the *Boxborough Field Use Permit Policy*.

Scheduling of Fields

Town-owned fields (Flerra, Liberty, Fifer's) will be scheduled with the following priority:

1. Town festivities, e.g. Fifers Day
2. Organized youth sports organizations affiliated with Boxborough, e.g. ABYS, ABYB, etc., at the bi-annual (January/June) Field Scheduling Meeting
3. Boxborough Residents/Organizations/Businesses seeking exclusive use of the fields
4. Other Acton-Boxborough Youth Sports Groups (not covered in 2. above)
5. Private Youth and Adult Sports Groups
6. Other

Application Process

1. Regardless of the season, any organized group or individual requesting exclusive use of the fields must apply for a field permit in the Boxborough Town Hall.
2. Requester must provide a designated contact person for all communications.
3. Businesses and organizations must provide a copy of insurance, naming the town as an additional insured, which the town will maintain on file for each season.
4. The town will provide indemnification and hold harmless agreement forms to permit applicants. Groups and individuals shall be responsible for submitting completed forms for each of their participants to the town.
5. Each Acton-Boxborough Youth Sports Organization must submit a written copy of their field needs to Town Hall two weeks prior to the scheduled bi-annual seasonal meeting. Please inquire with the Town of Boxborough Recreation Commission for more details on date and time of the bi-annual meeting.
6. All permits must be approved by the Town Administrator or her designee, who will forward copies to the Recreation Commission and other departments as needed: DPW, police, fire, etc.
7. The Town will grant permits on a first come, first served basis, in accordance with the priorities established above. Once a permit has been granted, the field will not be re-assigned regardless of the priorities above, e.g., if a permit has been granted to an adult league, a Boxborough resident seeking exclusive use of the field will not bump the already permitted user.
8. Field permit shall not be in force until all information has been provided, fees paid (if applicable), the permit is signed, and the applicant has acknowledged receipt of the Boxborough Field Use Permit Policy by authorized signature below.

Waiver/Reduction of Fees

Requests for waiver or reduction of fees shall be submitted in writing to the Town Administrator along with the Field Permit Application. Town Administrator will forward all fee wiver/reduction requests to the Board of Selectmen for action.

The Town may waive/reduce fees for the following permitted uses, including but not limited to:

1. Festivities organized or sponsored by the Town of Boxborough
2. Programs initiated and sponsored by the Boxborough Recreation Commission
3. Acton-Boxborough Youth Sports Groups' practices and games

Fees will be **NOT** be waived for clinics and camps conducted by any groups which charge an additional registration fee to its participants. These groups must request field space and pay the appropriate permit fee even within the allotted time of the town youth sports groups.

Subletting of fields

Subletting is defined as:

1. Granting access to town fields by a permit holder under their permitted time to another individual or organization to conduct camps, clinics and tournaments with an outside agency. Permit holder shall refer outside agency to Town for issuance of a permit.
2. Granting access to town fields by a permit holder under their permitted time to any individual, sporting organization, camps and businesses, with or without compensation. Permit holder shall refer entity to Town for issuance of a permit.

Subletting of field permit is strictly prohibited. Use of fields is authorized only for the permit holder. Violators will be subject to permit revocation.

Cancellation Policy

1. The Town of Boxborough reserves the right to cancel any permit, whenever in its discretion, such cancellation is advisable. If the permit is cancelled, the permit holder has the right to reschedule on a mutually agreed upon date or entitled to a full refund.
2. If the permit holder cancels a field reservation, the town will issue a 100% refund if a reservation is cancelled more than 60 days prior to the event; 50% if cancelled 30 or more days prior to the event; no refund will be issued with less than 30 days notice of the event.

Field Closure and Inclement Weather Field Use

1. When a field has been ordered to be closed, for whatever reason, the field shall **NOT** be used under any circumstances until it has been determined by the DPW, if on weekdays, or by group users, in consultation with Recreation Commission designee on the weekend, that the field may re-open. Users shall make such determination responsibly and pursuant to paragraph 4 of this section.
2. On weekdays, the DPW or the Recreation Commission designee will communicate field closings to the permitted organizations. On weekends and after hours, the group users will make the determination and handle all communication. Communication may be made by phone but must be followed up by e-mail.

3. Each organization shall be responsible for communicating field closings to the referees, umpires, parents, participants and coaches in a timely fashion to avoid unnecessary inconvenience or improper use of closed fields.
4. Regardless of whether the field is officially closed or not, a practice or a game must not commence or continue on a field if:
 - a. The field has standing water on it (i.e. puddles).
 - b. Base paths on softball and baseball fields have any standing water.
 - c. The field is saturated with water. Saturation is when you step on the field and water seeps up into your footprint, like a sponge.
 - d. Lightning is present. There is no exception to this rule.
 - e. By playing on the field, the players would be damaging the field beyond normal wear and tear (e.g. tearing up the turf, creating muddy areas, etc.).
5. Once a game or practice begins, the referee, umpire or coach shall be responsible for a decision to suspend a game due to the above-mentioned or other conditions.
6. If the Town of Boxborough closes the field, the permit holder will be entitled to change field locations if an alternate field is available, reschedule the date or request a full refund for that day.

Removal of Trash

Carry in-carry out! It is the permit holder's responsibility to assure that fields are policed after use and no trash is left behind.

The permit is being issued for the exclusive use of the field only. Conditions of play such as lines and equipment are not part of the permitting process.

Failure to abide by the policy may result in suspension of the field permit or loss of field use privileges. By signing below, Organization Coordinator and his/her group agrees to abide by the *Boxborough Field Use Permit Policy*.

John Rosamond
Boxborough Mustangs
 Representative's Name and Organization

4-6-16
John Rosamond
 Representative's Signature & Date



TOWN OF BOXBOROUGH

29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1700 · Fax: (978) 264-3127
www.boxborough-ma.gov

Field Permit Application

Effective Date: January 1, 2012

COMPLETE SECTIONS I AND II ONLY. File application at the Boxborough Town Hall at least two weeks prior to the date desired, earlier if possible. Adult and Youth Organizations must provide a current Certificate of Liability Insurance and sign the Boxborough Field Use Permit Policy (available online or at the Boxborough Town Hall) before a Permit will be granted. Incomplete applications will not be accepted. Please allow up to two weeks for your application to be processed. Upon approval of application, a permit will be issued.

SECTION I

Application Date: 4-6-16 Email Address: John.Rosamond@verizon.net

Name of Organization: Boxborough District Huntmen Co.

Contact Person: John Rosamond Phone: Home (978) 929 2519

Address: 429 Hill Rd Cell Work () 978 430 9171

Town/City: Boxborough State: MA Zip Code: 01719

Organization: Resident Non-Resident Number of Participants:

Describe Activity: Fifer's Day

SECTION II

Facility/Field Requested: Please be sure to check facility and circle preferred configuration for soccer Configuration of fields at each location to be determined by Town

Table with 3 columns: Flerra Soccer, Liberty Soccer, Fifer's Soccer. Rows include 11v11, 6v6, 8v8, 4v4 configurations for soccer and Flerra Baseball, Liberty Baseball, and Other.

DATE(S) REQUESTED:

1st Choice 6/18/16 Time Requested: Start Time 6am End Time: 9pm

2nd Choice 6/19/16 Time Requested: Start Time End Time:

Will Food/Beverages be Served? Yes If Yes, be specific: Grilled food, salads, beer, wine, soda submitted

Will Alcohol be Served?* Yes Has a permit been obtained by the Board of Selectmen? 2/6/16

* A separate application for the liquor license must be obtained through the Town Administrator's Office.

Fire - Permit required for all cook-outs, and must be obtained through the Fire Department. Has a permit been obtained by the Fire Department? to be submitted Please notify the Boxborough Recreation contact for cancellations so that we may plan accordingly.

The lessee or user of the facility/field shall hold the Town of Boxborough and all its agents harmless from any and all actions resulting from the leasing or utilization of the premises. The Town of Boxborough reserves the right to cancel any permission, whenever, in its discretion, such cancellation seems advisable.

John Garmon
(Representative's Signature)

4-6-17
(Date)

PERMIT FOR USE OF RECREATION FACILITIES

() THIS APPLICATION IS APPROVED FOR USE OF FACILITIES AS SCHEDULED

() THIS APPLICATION IS DENIED FOR THE FOLLOWING REASONS:

Permit issue by _____ Date _____
Town Administrator

Special Instructions: _____

Copy to:

_____ Grounds (Tom Garmon) _____ Police _____ Fire
_____ Town Administrator _____ Authorized Rep. _____ RecComm

Office use only: Application received on: ____/____/____ BY: _____

Permit Fee: \$ _____ Check # _____

Application approved / denied on ____/____/____

Applicant contacted on ____/____/____ by: Phone Email Mail

Second contact on: ____/____/____ by: Phone Email Mail

Application Withdrawn ____/____/____

Cheryl Mahoney

From: JOHN ROSAMOND <john.rosamond@verizon.net>
Sent: Thursday, April 07, 2016 9:25 AM
To: Cheryl Mahoney
Cc: Selina Shaw
Subject: Re: Will also want to reserve Flerra for Friday 6/17

Hi Cheryl,

Yes please, could you amend it to include 6/17

Thanks

John

Sent from my iPad

On Apr 7, 2016, at 8:58 AM, Cheryl Mahoney <cmahoney@boxborough-ma.gov> wrote:

John,

Just a quick follow up -

Selina gave me the Minutemen's Fifer's Day use and license applications.

The field use application just asks for use on Sat./Sun. however it is my understanding the Minutemen actually do the majority of their set up on Friday afternoon.

If this the case could you respond and request that the 2016 Field Use application be amended to include Friday, 6/17 ?

Thanks,

Cheryl

978-264-1714

*****Please note my new phone number and email address, along with the Town's new web address www.boxborough-ma.gov.*****

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential. If you have received this communication in error, please notify me immediately by replying to this message. Thank you.

Please consider the environment before printing this email

7c

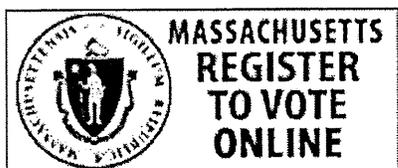
Selina Shaw

From: Elizabeth Markiewicz <emarkiewicz@boxborough-ma.gov>
Sent: Monday, April 04, 2016 2:05 PM
To: 'Selina Shaw'
Subject: Temporary Constable

Hi Selina,
Since Kevin Mahoney is going to be on the ballot could you please ask the selectman to appoint Alan Rohwer as temporary constable for a term from May 1-May 31, 2016?

Thanks!
Liz

Elizabeth A. Markiewicz
Town Clerk
29 Middle Road
Boxborough, MA 01719
978-264-1727
Hours:
Mon-Thurs: 9am-2pm
Monday evenings: 6pm-8pm



**Proposed BoS Meeting Dates
June 6, 2016 - January 9, 2017
For Discussion Purposes 4/25/16**

| Date | Business |
|------------------|---|
| June | |
| 6 | Meeting - Appoint-a-thon, part 2 |
| 13 or 14 | Joint meeting with FinCom ??? |
| 20 | Meeting - Appoint-a-thon, part 2 |
| 27 | No meeting (TA away 6/25-7/3) |
| July | |
| 4 | No meeting |
| 11 | Meeting |
| 18 | No meeting (Les away 7/16 - 7/30) |
| 25 | No meeting (Les away 7/16 - 7/30) |
| August | |
| 1 | No meeting (TA away 8/5 - 8/7) |
| 8 | Meeting (TA away 8/11 - 8/14) |
| 15 | No meeting |
| 22 | No meeting |
| 29 | Meeting |
| September | |
| 5 | No meeting [Labor Day] (TA away 9/1 - 9/18) |
| 12 | No meeting (TA away 9/1 - 9/18) |
| 19 | Meeting |
| 26 | No meeting (TA - ICMA 9/24 - 9/28) |
| October | |
| 3 | Meeting |
| 10 | No meeting [Columbus Day] |
| 17 | Meeting |
| 24 | No meeting |
| 31 | Meeting |
| November | |
| 7 | No meeting |
| 14 | Meeting - Public hearing - FY 17 Min Res Factor; Tax Rate Setting |
| 21 | No meeting |
| 28 | Meeting |
| December | |
| 5 | Meeting |
| 12 | No meeting |
| 19 | Meeting - Renewal of Licenses (alcohol, used car, common victuallers, etc.) |
| 26 | No meeting |
| January | |
| 2 | No meeting |
| 9 | Meeting |

CHAPTER 90 – PROJECT REQUEST

updated 8/2012

***2 Original Signed Project Request Forms are to be submitted.**

CONTRACT # 50741

Classification: Cold Planing, Paving, Line Painting

Primary Road: _____

Local Road: x

City/Town: Boxborough

Location(s): Swanson Rd from State pit to Beaverbrook Rd

Length: ~2900 feet

Width: ~26 feet

PROJECT TYPE

Construction:

Resurfacing:

Engineering:

Equipment:

Other: _____

TYPICAL SECTION DETAILS: Indicate depths, special treatments, etc... Also please include sketch for Construction/Improvement Projects.

Surface: _____

Base Course: _____

Foundation: _____

Shoulders/Sidewalks: _____

SCOPE OF WORK:

Scope of work includes the milling, structure adjustment, paving and overlay of approximately 9600 sy

WORK TO BE DONE:

Force Account:

Advertised Contract:

Other: _____

Estimated Cost (Please attach estimate and list funding source(s)): \$ _____

****These funds will pay 100% of Local Road Project costs to the limit of this assignment****

CERTIFICATION

The design, engineering, construction, and future performance of the project, including maintenance, is the responsibility of the Municipality. The proposed work will conform to recognized engineering and construction methods. I/We herby certify under penalty of perjury the following: that the project is on a public way, and any necessary takings have been made; that all materials will comply with approved established specifications; that all weights and quantities will be accurate; that equipment rental rates are those established by MassDOT Highway or the advertised low bid; that all documentation will be checked for accuracy, and will be endorsed in accordance with municipal procedures for accountability.

| | |
|-------------------------------------|--------|
| Reviewed by: | |
| Signed: _____ | _____ |
| State Aid Engineer | Date |
| Road Classification Verified: _____ | |
| Approved for \$ _____ | @ 100% |
| _____ | _____ |
| District Highway Director | Date |

| | |
|-----------------------------|-------------------------------------|
| Signed: | |
| <u>Thomas J. Pomeroy</u> | _____ |
| Director | 4/22/16 |
| Highway Official's Title | Date |
| <u>Jim Z. Kelly</u> | _____ |
| Town Accountant | 4/27/16 |
| Accounting Official's Title | Date |
| _____ | _____ |
| Date | Duly Authorized Municipal Officials |



CHAPTER 90 – ENVIRONMENTAL PUNCH LIST

City/Town Boxborough MassDOT Highway District # 3

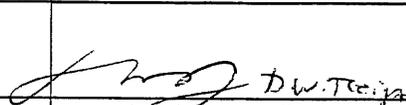
Proposed Work: 85 Swanson to Circle
 Construction _____ Resurfacing x Improvement _____ Engineering _____ Other _____

NOTE: ALL ENVIRONMENTAL PERMITS / APPROVALS MUST BE OBTAINED PRIOR TO CONSTRUCTION.

1. Will the pavement width increase 4 ft. or more for an aggregate length of 1000 ft. or more? Yes _____ No x
 2. Will the bank or terrain (other than alteration required for installation of equipment or structures) be altered at a distance exceeding 10 ft. from the pavement? Yes _____ No x
 3. Will the removal of 5 or more trees with diameters of 14 inches or more be required? Yes _____ No x
 4. Will more than 300 ft. of stone wall be removed or altered? Yes _____ No x
 5. Will the project involve construction of a parking lot with capacity of 50 cars or more? Yes _____ No x
 6. Are any other MEPA review thresholds exceeded (see 301 CMR 11.00)?
 If your answer is YES to any of questions 1-6, you must file an Environmental Notification Form (ENF).* Yes _____ No x
 7. Will the project be on a "Scenic Road" (Acts of 1973, C. 67)?
 If your answer is YES, your Planning Board or Selectmen / City Council must give written consent for cutting / removal of trees or changes to stone walls. Yes _____ No x
 8. Have all necessary takings, easements, rights of entry, etc. been completed?
 If a county Hearing is required, it must be held prior to starting work Yes x No _____
 9. Are archaeological, anthropological, historical, etc. problems / impacts anticipated? Yes x No _____
 10. Is any work proposed in or within 100 ft. of a wetland (stream, pond, swamp, etc.)? *
 If your answer is YES, you must file the project with your local Conservation Commission prior to starting work. Yes x No _____
 11. If work is proposed in a wetland or water resource, a permit may be required from the Department of Environmental Protection, Corps of Engineers, etc.. Verify with agencies.* Yes _____ No x
- * See Appendix K for a List of Environmental Agencies.

Validation

It is recognized that the purpose of this information is to assist the MassDOT Highway Division in approving the Chapter 90 Project Request Form (of which this is a part). Accordingly, the information provided here is intended to be complete and correct with no intentional errors or material omissions. Any action taken by MassDOT Highway Division on the basis of this information shall not legally or financially obligate MassDOT Highway Division to support or defend the municipality, and the municipality shall save harmless MassDOT Highway Division for any action.

| | |
|--|--|
| Duly Authorized Municipal Officials | Reviewed and Approved for Transmittal by: |
| |  Chair Conservation Commission |
| | Highway or Conservation Officer's Title |
| | |
| | |
| Signatures | Signatures |
| Date | Date <u>4/20/16</u> |

This form should be submitted in duplicate with original signatures to the MassDOT Highway District Office.
 This form should accompany the Project Request Form.



Internal Communications and Outgoing Communications
April 25, 2016

1. Letter from Gov. Baker and Lt. Gov. Polito dated March 30, 2016, to Chairman Vincent Amoroso advising that the statewide Ch. 90 program has been funded \$200 Million Dollars for FY 17. The letter further certifies that Boxborough's portion for FY 17 will be \$214337 [pending final passage of bonding authorization] #
2. Copy of coverletter of notice from Kleinfelder Co., dated April 6, 2016, to Mass DEP, regarding a Release Abatement Measure Completion for an incident that occurred at the Exxon Facility, 1425 Mass. Ave. File Ref: MADEP RTN 2-000026. [*Complete report is available in the BoS for Review slot.*]
3. Copy of a Memorandum from Central Mass. Mosquito Control Project, dated April 14, 2016, to Boxborough Police (and others) advising of CMMCP's spring 2016 Helicopter Application schedule (Map of application areas included). #
4. Notification to Abutters that Boxboro Properties, LLC [*Leo Bertolami*] has filed a Notice of Intent with the Conservation Commission regarding the property 593 Mass. Ave. [*Abuts DPW facility*] for the installation of proposed paved parking, subsurface infiltration chambers, proposed well, a portion of a building & grading associated with the proposed parking area and building.
5. Memorandum from MAPC Operations Mgr. Thomas Hauenstein, dated April 14, 2016, to "Cities and Towns in the MAPC Region" advising that municipalities are required to notify neighboring communities and Regional Planning Agency of public hearing related to proposed zoning changes.
6. Coverletter from Mass. Office of Disability Dir. David D'Arcangelo, dated April 14, 2016, to BoS Chair Vincent Amoroso asking that Boxborough consider establishing a Commission on Disability. [Accompanied by informational materials] #
7. Letter from Verizon's VP & Deputy General Counsel, Monica Azare, dated April 21, 2016, to the Board of Selectmen advising them that a force majeure event, under Verizon's franchise agreement with the Town, occurred due to the wireline employees' strike on April 13, 2016.



Minutes, Notices and Updates
April 25, 2016

Minutes

1. Conservation Commission minutes for the meetings of February 17, 2016; March 2, 2016; and March 28, 2016
2. Personnel Board minutes of the meeting of February 23, 2016
3. Zoning Board of Appeals minutes for the meeting of March 15, 2016

Notices

1. Notice of ABR School District related meetings:
 - a. Regular School Committee meetings
 - i. held April 7, 2016
 - ii. To be held April 28, 2016
 - b. Negotiations Subcommittee [Executive Session] meetings:
 - i. Held April 11, 2016
 - ii. To be held April 25, 2016
 - c. Budget Subcommittee meeting held April 13, 2016
 - d. Policy Subcommittee meeting held April 13, 2016
 - e. Comparative Communities Subcommittee to be held April 26, 2016
 - f. Acton Health Insurance Trustee meeting to be held April 28, 2016
2. Notice of an Energy Committee meeting held April 7, 2016
3. Notices of Finance Committee meetings:
 - a. Held April 19, 2016
 - b. To be held April 25, 2016
 - c. To be held May 2, 2016
4. Notice of a Steele Farm Advisory Committee meeting held April 19, 2016
5. Notice of an Agricultural Commission meeting held April 19, 2016
6. Notices of a Public Celebrations & Ceremonies Committee meetings:
 - a. To be held April 28, 2016
 - b. To be held May 11, 2016

7. Recreation Commission meetings:
 - a. [Not] held April 20, 2016
 - b. To be held April 26, 2016
8. Acton-Boxborough Cultural Council subcommittee meeting to be held April 25, 2016
9. Legal Notice from the Conservation Commission for a Public Hearing held April 20, 2016 to consider an the request for a Determination of Applicability requested by Bob Stanley – Stanley Farms, sublessee of Cloudland Farms. Project: moving of fields in preparation of harrowing & planting and maintenance of drainage ditches.
10. Legal Notice from the Conservation Commission for a Public Hearing held April 20, 2016 to consider a Notice of Intent filed by Sherrill Gould for the replacement of failed sewage system within the 100' buffer zone to a Bordering Vegetated Wetland at the property located at 536 Liberty Square Road.
11. Legal Notice from the Conservation Commission for a Public Hearing to be held May 4, 2016 to consider a Notice of Intent filed by Stamski & McNary, Inc. on behalf of Leo Bertolami, Boxboro Properties, LLC for the razing of 3 existing buildings and gravel parking and construction of a new building with associated paved parking lot and drainage structures at the property located at 593 Mass. Ave.
12. Legal Notice from the Zoning Board of Appeals for a Public Hearing to be held May 3, 2016 to consider an application for a Special Permit for the installation of a public water supply, well, construct 395' +/- of sidewalk along Mass. Ave., construct 276' +/- of sidewalk along Stow Road (if required) received from Boxborough Town Center, LLC [*Fenton*] for the property located at 700 Mass. Ave. and the property located at 800 Mass. Ave., owned by Mane Realty Trust.
13. Legal Notice from the Zoning Board of Appeals for a Public Hearing to be held May 17, 2016 to consider an application for a Special Permit for a portion of infiltration chambers, parking lot, building, well, and grading are proposed within the 100' W-District Buffer received from Leo Bertolami, Boxboro Properties, LLC for the property located at 593 Mass. Ave.
14. Planning Dept.'s Review Request Notification regarding Site Plan Approval application of Meridian Homes, Inc. for Stone Wall Removal or Alternation related to proposed 11 lot subdivision known as Silas Taylor Farme Road at the property currently known as 223 Flagg Hill Road. #
15. Planning Dept.'s Review Request Notification regarding Site Plan Approval application of Boxboro Properties, LLC [*Leo Bertolami*] – 593 Mass. Ave. #
16. Order of Conditions issued by the Conservation Commission on April 21, 2016, regarding the application filed by D. Bruce Wheeler, Tr. Of Whispering Pines Realty Trust, on a Notice of Intent – Lot 9 Site Whispering Pines at the property located at 873 Burroughs Road.
17. Determination of Applicability issued by the Conservation Commission on April 21, 2016, regarding the application filed by Keolis Commuter Services regarding the USGS Right of Way Maps by Rail Line & Community, March 1, 2016 concerning vegetation control work relative to rights-of-way.

Indicates that the item has been previously distributed.

8c



General Correspondence
April 24, 2016

1. Boxborough Historical Society President's Letter, dated April 20, 2016.#