



**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**April 4, 2016**

**APPROVED: May 23, 2016**

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

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

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

Chair Amoroso called the meeting to order at 7:08 P.M. in the Grange Meeting Room of Town Hall.

*The Board took Agenda Items #3 (a, b & f), out of order.*

**APPOINTMENTS**

- Police Chief Warren Ryder came before the Selectmen to present Acting Sergeant Nathan Bowolick as a candidate to be permanently promoted to Sergeant. Members of the police department and others were also present. Chief Ryder also announced that the Dept. recently received the FBI's Leeda Trilogy Award in recognition of Lt. O'Brien, Sgt. Pelley, Det. Bielecki, and Acting Sgt. Bowolick's recent completion of three of the FBI's advanced law enforcement [leadership] training programs. Chief Ryder reviewed Bowolick's history and professional experience with the department and the selection process. Sgt. Bowolick is filling the vacancy left by Sgt. DiMauro's retirement. Further to the recommendation of Police Chief Warren Ryder, Member Fox moved to appoint Nathan Bowolick to the position of Sergeant, effective April 7, 2016, for a term ending on June 30, 2016. Seconded by Member Bak. **Approved 5-0.** Town Clerk swore in Sergeant Bowolick.
- Jeanne Steele Kangas, President of the Boxborough Historical Society, Inc. (BHSI), was present to continue the discussion of BHSI's proposed capital campaign for the 1784 Levi Wetherbee (Steele) Farmhouse. Members of the BHSI and Steele Farm Advisory Comm. (SFAC) were also present. The BHSI's goal is to raise funds to preserve the farmhouse. This house is the gateway into Steele Farm and embodies many of the objectives outlined in the Boxborough 2030 plan. Kangas addressed the concerns that were raised in previous discussions with the Selectmen; outlined the process & mechanisms under which funds would be raised & disbursed; and the roles the BHSI, SFAC, and the Town would play going forward. The Town will determine how the raised funds will be used. Restoration is a long-term goal; however, preservation is the imperative. Once it's gone it will be gone forever. The BHSI is simply looking for the Selectmen's approval of this effort so the BHSI can proceed. There was discussion on whether documentation would need to be generated to memorialize this endeavor. It was noted, historically, that the Selectmen vote to accept these types of gifts when the donor presents the funds. Though Chair Amoroso opened the floor, there were no further comments. Chair Amoroso moved that the Selectmen are willing to support the efforts of the BHSI to raise private funds to preserve the Wetherbee Farmhouse. Seconded by Member Stemple. **Approved 5-0.**

**ANNOUNCEMENTS**

- Chair Amoroso read the announcements.

**APPOINTMENTS (Continued)**

- Members of the Finance Committee were present to discuss funding of Town Meeting articles and use of free cash to reduce the tax rate. Town Accountant Jennifer Barrett was also present. Chair Amoroso opened the discussion with a review of the recent history of our fiscal management in assigning funding sources. There was discussion that the benchmark should be 5% of the annual operating budget to maintain the Town's Stabilization and Free Cash. It was also noted that this year is the highest assessment portion assigned by the initial merger terms to the Town in the revised A-B School District Agreement. Discussion moved on to Town Meeting articles and assigning funding sources to them. There was consensus on a majority of the funding source assignments. There was discussion concerning Article #27 – Police: Building Repairs & Maintenance in general and its funding source assignment. Chair Amoroso moved to move Article #27 funding source assignment out of Free Cash to Borrowing. Seconded by Member Stemple. **Approved 3-2 (Gorman & Bak).** FinCom will vote this matter separately. For Article #28 – Police: Equipment, Chair Amoroso moved to conform with FinCom's recommendations. Seconded by Member

Stemple. **Approved 5-0.** Under Article #32 DPW: Front End Loader, the FinCom is recommending funding from two old articles they would like to close out. Chair Amoroso moved to conform with FinCom's recommendation. Seconded by Member Stemple. **Approved 5-0.** There was discussion as to the rationale for funding Article #32 Hager Well through Free Cash. FinCom advised that they are awaiting additional information requested on Article #36 Public Safety Building: Additional Study. They previously voted a lower amount and are currently not supporting this article. There was discussion on other articles which the Selectmen and the FinCom differ on. The FinCom has yet to vote on Article #24 – IT Upgrades. FinCom does not support Article #25 Town Hall Walkway, suggesting that Community Preservation Comm. (CPC) funding should be applied for prior to presenting it as an article. There was discussion on the CPC application process and the existing condition of the front of the building. Chair Amoroso moved to conform with FinCom's recommendation not to fund. Seconded by Member Stemple. **Approved 3-2 (Fox & Bak).** It was determined that this article would be passed over rather than withdrawn so voters can be informed that this project will be submitted to the CPC for consideration. FinCom was split on whether to recommend Article #34 DPW: Radios. There was discussion on the history of this as an initial component of the prior, Public Safety Communication Upgrade project and the Capital Plan reporting mechanism. There was also discussion as to making the Capital Plan available to residents. The funding source assignments were reviewed. There was also discussion about the FY 17 projected tax burden (3.5% - \$16.94 p/t rate), tax revenue sources that will likely become available in FY 17, and other actions that could potentially decrease this obligation. FinCom left the meeting.

- Ken Morse of AtBats Baseball was present to request a reduction in their field use permit fee for their summer program. Morse updated the Selectmen on how the program is doing & what this year's summer offerings are; the similar programs offered in neighboring towns; current fees; and how these programs will coordinate with the Flerra Playground program. Morse is asking that the Town, once again, approve the reduced fee arrangement that AtBats has requested for the last several years allowing them to provide affordable activity options to residents while still bringing revenues back to the Town. Further to the recommendation of the Recreation Commission, Member Bak moved to approve Ken Morse's request to use Liberty Field to operate the AtBats Baseball Camps for a reduced fee of 12% of gross revenue. Seconded by Member Stemple. **Approved 5-0.**
- The Blanchard 6<sup>th</sup> Grade Celebrations Committee representative Karen Argento was present seeking a fee waiver for their use of Flerra on June 20<sup>th</sup>. She advised that the 6<sup>th</sup> Grade End-of-Year Celebration was a great success when they held it at Flerra Meadow last year and are looking to do it again. She also asked, as this is an event for students attending the Blanchard School, that the Selectmen permanently waive the field use fee for this event going forward. Further to the recommendation of the Recreation Commission, Member Bak moved to approve the request of the Blanchard Celebrations Committee to use Flerra Field for the purpose of holding the annual end-of-year celebration for Blanchard's 6<sup>th</sup> grade class on Monday, June 20, from 3:30 – 8 PM (rain date – Tuesday, June 21) and to waive the fee this year and for succeeding years. Seconded by Member Stemple. **Approved 5-0.**

- There were no Citizens concerns.

## NEW BUSINESS

- The Selectmen also took up a field permit fee waiver request for AccesSports America, a non-profit organization dedicated to providing adaptive sports programs. It was noted that the Town has approved AccesSports' waiver of field use fee request for the past several years. Further to the recommendation of the Recreation Commission, Member Bak moved to approve the request from AccesSports America to waive the permit fee for the use of Liberty soccer fields on April 16, 23 & 30, and May 7, 14 & 21, subject to ABYS concurrence as to the proposed dates. Seconded by Member Stemple. **Approved 5-0.**

## MINUTES

- Member Gorman moved to accept the minutes for the regular sessions of March 14, 2016, and March 21, 2016, as revised. Seconded by Member Stemple. **Approved 5-0.**

## SELECTMEN REPORTS

- Member Fox reported that MAGIC recently sponsored a Climate Change discussion group in Acton. The purpose was to discuss municipal planning to accommodate potential climate change.

Member Gorman reported on the "Lawn Barber" situation.

## OLD BUSINESS

- The Board re-opened discussion on the FY 17 Budget and the re-voting of specific budgets to now include the vote of Selectman Bak. TA Shaw reviewed the votes previously taken. *Member Bak voted to approve: Department 123 (Town Administrator) @ \$115,800; Department 141 (Assessor) @ \$85,599; Department 241 (Building Inspector) @ \$83,426; Department 310 (Minuteman) @ \$197,492; Department 422 (Public Works) @ \$631,158; and Department 511 (Board of Health) @ \$40,968.* Her votes were incorporated into the Selectmen's previous approval of these respective budgets.

- The Selectmen conducted a final review of Annual Town Meeting including revised articles. Additional minor edits were suggested. Chair Amoroso moved to support the articles as revised, and moving the Police Dept. ruggedized tablet from Article #24 to #28. Seconded by Member Stemple. **Approved 5-0.**
- There was also a review of final recommendations; re-votes to now include Selectman Bak's vote and to vote those articles previously deferred. Member Bak voted to support: Article #27 (Police Department – Building Repairs and Maintenance), and #28 (Police Department – Equipment). She voted not to support #30 (Animal Control (Dogs & Cats) Pickup Truck, so the record will now reflect a vote of **4-1 (Bak)**. She voted to support the previous vote to defer the Selectmen's recommendation on #36 (Public Safety Building – Additional Site & Building Data) to Town Meeting floor. Member Fox moved to approve # 50 (Discontinuance of Cunningham Road) and the recommendation presented tonight. Seconded by Member Stemple. **Approved 5-0.** Based on the earlier joint FinCom discussion, it was determined that the Selectmen would revise their recommendation on #25 - Town Hall Walkway. There was discussion as to the CPA fund balance and how funds are allocated & managed. TA Shaw related Accountant Barrett's updates from the FinCom meeting.

**NEW BUSINESS (Continued)**

- The Board took up approval of Memorial Day and Fifer's Day parade permit requests. Chair Amoroso moved to approve the parade permits for the Memorial Day and Fifer's Day parades, to be held on Monday, May 30, 2016, and Saturday, June 18, 2016 (rain date of June 19, 2016), respectively, and to waive any applicable fees. Seconded by Member Stemple. **Approved 5-0.**
- Pursuant to DOR guidelines, the Board took up establishing the useful life of departmental equipment for which borrowing was authorized at the May 2015.. Chair Amoroso moved that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowings authorized by the vote of the Town passed May 12, 2015 (Article 20B, C, D, F and G), is hereby determined pursuant to G.L. Chapter 44, Section 7(9) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
<i>Fire Dept. Pumper Truck</i>	<i>\$650,000</i>	<i>25 Years</i>
<i>Fire Dept. Turnout Gear</i>	<i>\$111,000</i>	<i>10 Years</i>
<i>DPW Pickup Truck</i>	<i>\$40,000</i>	<i>10 Years</i>
<i>DPW Asphalt Roller</i>	<i>\$40,000</i>	<i>20 Years</i>
<i>DPW Chipper</i>	<i>\$60,000</i>	<i>20 Years</i>

Seconded by Member Fox. **Approved 5-0.**

- The Board took up approval of FY 17 Transfer Station Rules and Regulations. The only significant revision is the elimination of the bulk permit fee section. Further to the recommendation of the DPW Director, Member Gorman moved to approve the Transfer Station Rules and Regulations, as revised. Seconded by Member Fox. **Approved 5-0.**

**OLD BUSINESS (Continued)**

- The Selectmen returned to their recommendation discussion and article funding. . The Selectmen determined they would support FinCom's position to use \$350,000 from Free Cash to fund articles. Discussion was re-opened on the Selectmen's recommendation as to the #7B – O'Grady Skate Park. Chair Amoroso moved to reconsider the vote to not recommend. Seconded by Member Bak. **Approved 5-0.** There was additional discussion. Chair Amoroso moved to support and recommend #7B – O'Grady Skate Park. Seconded by Member Bak. **Not Approved 3-2 (Bak & Amoroso).** It was determined that both sides would provide a recommendation and these were crafted at table. TA Shaw also advised that reserve fund amount(s) reported under Article #6 CPC are actually higher than anticipated. Accountant Barrett returned to the meeting and updated the Selectmen on FinCom's votes/recommendations. She confirmed they voted to recommend \$350,000 from Free Cash for capital articles, which still leaves a combined total (Stabilization & Free Cash) of over \$2 million.

**CONCERNS OF THE BOARD**

- The Selectmen decided to cancel their meeting scheduled for April 11<sup>th</sup>. Their next meeting will now be on April 25<sup>th</sup>.

**ADJOURN**

- The meeting was adjourned at 10:15 PM.

## SELECTMEN'S ANNOUNCEMENTS

APRIL 4, 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 9<sup>th</sup> 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.
  
- All dogs in Massachusetts are required to be licensed. If you have not already licensed your dog this year, you **will now be assessed a \$75.00 fine, in addition to the base license fee for each dog.** Applications are available at Town Hall or downloaded from the town website. Please follow the instruction on the application to apply. Contact the Town Clerk, Liz Markiewicz if you have any questions.
  
- The Fire Department has an **on-line system for issuing permits during Opening Burning Season** which runs until May 1<sup>st</sup>. Please go to the Boxborough Fire Department's webpage on the day you wish to burn, to review the Open Burning Rules & Regulations and process. If the Dept. posts that burning is allowed, follow the links to apply for a permit. Alternatively, residents call the Fire Dept. at 978-264-1770 to activate a permit or for more information.
  
- **You can now apply and pay for Transfer Station Stickers and Bulk Item Disposal Vouchers on-line.** Go to the Transfer Station's webpage for more information.
  - If you are looking to **dispose of bulk items**, please consider donating your items to the local not-for-profit organization, Household Goods at [www.householdgoods.org](http://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.
  
- Friends of the Boxborough Library will hold their **Spring Book Sale** at the Sargent Memorial Library from 9:00 AM to 2:00 PM on Saturday, April 9<sup>th</sup> with their member's preview sale at 7:00 PM on Friday, April 8<sup>th</sup>. Please go to the Library's webpage to find out how to donate or for more information.
  
- The **Boxborough Company of Minutemen** would like to invite those men and women, interested in service to the Town or in perpetuating the memory of the Minutemen of 1775, to join them at their annual Wine &

Cheese party on Saturday, April 9<sup>th</sup> at 8:00 PM, to meet members and discuss joining the Company. To learn more or to confirm that you will be coming please contact Minuteman Captain, Dennis Reip, at [captain@boxboroughminutemen.org](mailto:captain@boxboroughminutemen.org) or 978-490-5575. For information on the Company itself go to: [www.boxboroughminutemen.org](http://www.boxboroughminutemen.org)

- Come see Boxborough's Treasures at the **Boxborough Museum** at 575 Middle Road from 2:00 to 4:00 PM Sunday, April 10<sup>th</sup>. Contact John Fallon for more information or to arrange for a private tour.
- **Community Gardening Plots at Flerra Meadows and Middle Road are now available.**
  - Flerra Meadows gardening plot applications are now being accepted. For more information or to download an application please go the Town's website or contact Town Planner Adam Duchesneau.
  - The Middle Road Community Garden at the intersection of Middle Road and Depot Road are also available. Contact Owen Neville at 978-263-3285 or [middleroadgarden@gmail.com](mailto:middleroadgarden@gmail.com) for more information and to reserve a plot.
- We invite you to explore the Town's website [www.boxborough-ma.gov](http://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.**
- Adults with two years or more of audio/video experience who are willing to work on an as-needed basis for **BXB-TV**, our government channel broadcast provider are being sought. Candidates would assist with the filming of various Town-related meetings and events. Please submit your resume to BXB-TV Video Production Supervisor Kirby Dolak at Littleton Cable TV, 37 Shattuck St., Littleton, MA 01460, or submit via email to [kdolak@littletonma.org](mailto: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**  
**April 4, 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) Warren B. Ryder and Officer Nathan Bowolick, regarding promotion of Acting Sergeant Bowolick to Sergeant, 7:00 PM  
*Further to the recommendation of Police Chief Warren Ryder, move to appoint Nathan Bowolick to the position of Sergeant, effective April 7, 2016 and for a term ending on June 30, 2016 (reappointment in June)* **VOTE:**
- b) Jeanne Kangas, President of the Boxborough Historical Society, Inc. (BHSI), regarding BHSI's proposed capital campaign for the 1784 Levi Wetherbee (Steele) Farmhouse, 7:05 PM
- c) Members of the Finance Committee to discuss funding of articles and use of free cash to reduce the tax rate, 7:30 PM
- d) Ken Morse, AtBats, re: request for reduced field permit fee for summer program, 8:15 PM  
*Further to the recommendation of the Recreation Commission, move to approve Ken Morse's request to use Liberty Field to operate the AtBats Baseball Camps for a reduced fee of 12% of gross revenue* **VOTE:**
- e) Karen Argento, Blanchard 6<sup>th</sup> grade Celebrations Committee – fee waiver request, 8:20 PM  
*Further to the recommendation of the Recreation Commission, move to approve the request of the Blanchard Celebrations Committee to use Flerra Field for the purpose of holding the annual end-of-year celebration for Blanchard's 6<sup>th</sup> grade class on Monday, June 20, from 3:30 – 8 PM (rain date – Tuesday, June 21), and to waive the fee* **VOTE:**  
**(Please take item 7a out of order and consider after this item)**
- f) Citizens concerns

**4. MINUTES**

- a) Regular session, March 14, 2016 **ACCEPT & POF**
- b) Regular session, March 21, 2016 **ACCEPT & POF**

**5. SELECTMEN REPORTS**

**6. OLD BUSINESS**

a) FY 17 Budget

Revote Departments 123 (Town Administrator), 141 (Assessor), 241 (Building Inspector), 310 (Minuteman), 422 (Public Works) and 511 (Board of Health) to include vote of Selectman Bak

*Move to approve: Department 123 (Town Administrator) @ \$115,800; Department 141 (Assessor) @ \$85,599; Department 241 (Building Inspector) @ \$83,426; Department 310 (Minuteman) @ \$197,492; Department 422 (Public Works) @ \$631,158 and Department 511 (Board of Health) @ \$40,968*

**VOTE:**

b) Annual Town Meeting – Final review, votes and sign warrant

i. Review revised Articles #24 (Information Technology Hardware Upgrades) and #28 (Police Department Equipment)

*Move to support articles as revised, moving the Police Department ruggedized tablet from Article #24 to Article #28*

**VOTE:**

ii. Revote recommendations on Article #27 (Police Department – Building Repairs and Maintenance), #28 (Police Department – Equipment), #30 (Animal Control (Dogs & Cats) Pickup Truck, #36 (Public Safety Building – Additional Site & Building Data) and # 50 (Discontinuance of Cunningham Road) to include vote of Susan Bak

*Move to...*

**VOTE:**

**7. NEW BUSINESS**

a) Athletic field permit waiver request - AccesSport America

*Further to the recommendation of the Recreation Commission, move to approve the request from AccesSport America to waive the permit fee for the use of Liberty soccer fields on April 16, 23 & 30, and May 7, 14 & 21*

**VOTE:**

b) Memorial Day and Fifer’s Day parades – permit request

*Move to approve the parade permits for the Memorial Day and Fifer’s Day parades, to be held on Monday, May 30, 2016 and Saturday, June 18 2016 (rain date of June 19, 2016), respectively, and to waive any applicable fees*

**VOTE:**

c) Establish useful life of departmental equipment for which borrowing was authorized at the May 2015 Town Meeting

*Move that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowings authorized by the vote of the Town passed May 12, 2015 (Article 20B, C, D, F and G) is hereby determined pursuant to G.L. Chapter 44, Section 7(9) to be as follows:*

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Fire Dept. Pumper Truck	\$650,000	25 Years
Fire Dept. Turnout Gear	\$111,000	10 Years
DPW Pickup Truck	\$40,000	10 Years
DPW Asphalt Roller	\$40,000	20 Years
DPW Chipper	\$60,000	20 Years

d) Transfer Station Rules and Regulations

*Further to the recommendation of the DPW Director, move to approve the Transfer Station Rules and Regulations as revised*

**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 POLICE DEPARTMENT**  
520 Massachusetts Avenue, Boxborough, Massachusetts 01719  
Phone: (978) 264-1750 · Fax: (978) 268-5123

To: Board of Selectmen  
From: Chief Warren B. Ryder  
Date: March 14, 2016  
Re: April 4 Meeting - Sergeant Promotion

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Dear Board,

I respectfully request a permanent appointment of Nathan Bowolick to the position of Police Sergeant. There has been a significant void in our department structure since November of 2014 as one of the two Sergeants has been out of work with a permanent injury. Sergeant Nichols DiMauro has been officially retired as of March 4, 2016.

The Sergeant position falls under the immediate supervision of the Police Chief and is responsible for the shift supervision of Patrol Officers. This Sergeant is also responsible for supervising all investigations, scheduling court appearances and administration of evidence and property control.

Bowolick has been performing exceptionally as an Acting Sergeant since January 22, 2015 and was ranked highest on last promotional process (2011). He has been with Boxborough Police for thirteen years with the last ten years as a police officer and detective. He recently completed the Supervisor Leadership Institute, Command Leadership Institute and Executive Leadership Institute sponsored by FBI-Law Enforcement Executive Leadership Association.

Sincerely,

*Warren B. Ryder*

Warren B. Ryder  
Chief of Police



## THE CAPITAL CAMPAIGN OF THE BOXBOROUGH HISTORICAL SOCIETY FOR THE 1784 LEVI WETHERBEE (STEELE) FARMHOUSE



What is the goal and purpose of the Capital Campaign? The goal is to raise \$100,000 to supplement Town funds to help make sure that the 1784 Levi Wetherbee (Steele) Farmhouse survives. The purpose is to raise money to help preserve and maintain the Farmhouse. The Boxborough Historical Society seeks to raise private funds to help save the Farmhouse and to demonstrate public support for the preservation work.

Why are we coming to the Board of Selectmen? The Farmhouse is a Town Building under the trust and care of the Board of Selectmen. It would not be appropriate to raise funds to preserve a Town Building without permission from the "owners." We are not looking for Town "backing" or "approval" of the Campaign, but for permission to proceed.

Why is the Farmhouse important to Boxborough? The recently adopted Boxborough 2030 Master Plan lays out a vision of the Town as "a rural, engaged community for all." The Plan's Vision Statement is that "Boxborough shall maintain its traditional values of rural open space, a first-rate educational system, agricultural and conservation lands, and historical roots, while fostering a balanced economic environment and enhancing a close-knit sense of community for all generations." The Steele Farm property, barn, and Farmhouse are the epitome of this Vision.

Why the Steele Farmhouse? As stated in the Boxborough 2030 Master Plan, Boxborough has a long and rich agricultural tradition and heritage. At one time Steele Farm and the Farmhouse were typical of the landscape and dwelling places in Town. The years have seen many changes in Boxborough, and Steele Farmhouse is now one of the last remaining places of its kind in Town. The Town had the foresight to buy Steele Farm in 1994, thereby protecting the 34 acres of land and the 1941 barn and the 1784 Farmhouse. However, a number of similar farmhouses in Boxborough have disappeared, such as the Coffey farmhouse on Summer Road, the Graves farmhouse at the corner of Liberty Square Road and Rt. 111, and the Whitcomb farmhouse on Cunningham Road.

What does preservation involve? It involves mostly external work on the Farmhouse to preserve its structural integrity and maintain it without further deterioration. Much like the recent repair work done on the 1941 Steele barn, it does not involve internal restoration except to preserve its structural integrity.

Why not restoration? Restoration may be undertaken in the future, but it is much more expensive and requires both extensive planning and the community's input into decisions about the building's future use. Restoration is not time sensitive, but preservation is. If the Farmhouse is not preserved, restoration will never be possible.

What would the Farmhouse be used for? Potential future uses of the Farmhouse are decisions for another time and place. The immediate goal is to maintain and preserve the dwelling. If the Farmhouse is destroyed, either accidentally or by benign neglect, nothing can ever be done with it. Boxborough purchased Steele Farm in 1994 without a clear purpose or use for the buildings at first. The basic goal was to preserve the open space. If the Town didn't act, the land would be lost forever. Similarly, if the 1784 Farmhouse is gone, a vital piece of Boxborough's agricultural history will be lost forever. The Steele Farm property without a Farmhouse is an open space and not a farm.

Is the Farmhouse recognized as important by other outside entities? The special qualities of Steele Farm have been recognized beyond the boundaries of the Town. The 2006 Freedom's Way National

Heritage Area's Landscape Inventory Reconnaissance Report acknowledged it as a "well preserved agricultural and architectural resource." In 2007 the property was accepted by the National Park Service for listing in the National Register of Historic Places. The National Register listing includes the land plus the Farmhouse, barn, and 1909 icehouse.

Is the Farmhouse recognized as important by the citizens of the Town? The voters of the Town of Boxborough expressed their appreciation of the historical features of the property, including the barn and Farmhouse, by their acceptance of the Conservation and Historical Preservation restriction at the November 2009 Special Town Meeting.

Why the Boxborough Historical Society? The motto of the Boxborough Historical Society is "[t]o preserve the past for the future." Preserving and maintaining the Farmhouse clearly falls into this mandate. Further, the Boxborough Historical Society co-holds the Conservation and Historical Preservation restriction on the Farmhouse with The Trustees of Reservations. There is no other organization in Boxborough more likely to lead the drive to maintain and preserve the Farmhouse.

Who will do the work on the Farmhouse? The work on the Farmhouse will be done by the Town of Boxborough, the owner of Steele Farm, and vendors it may retain, with the advice and recommendations of the Steele Farm Advisory Committee. The Boxborough Historical Society will not be involved in the actual preservation work. Any work does require approval by the Boxborough Historical Society and The Trustees of Reservations for conformity with the historic preservation restriction on the property.

Why doesn't the Town simply do the work on the Farmhouse at the Town's cost? In 2015 the Town did do the work to repair and preserve the Steele Farm barn at a cost of about \$108,000, because there are several demonstrated constituencies for the current uses of the barn. Until now, there has been no such demonstrated constituency for the Farmhouse, for which there is no present use. This Capital Campaign will give those who seek to conserve Boxborough's long and rich agricultural heritage by preserving the Farmhouse the opportunity to form that constituency. Through the Capital Campaign, we can demonstrate our concern by our personal financial support and thus can incentivize the rest of the Town to further action.

How long will the Campaign last? The Campaign will last no longer than two years, with an anticipated start date of June 30, 2016.

Where will the money go if the Capital Campaign does not reach its goal or something happens to the Farmhouse? Funds raised will be donated to the Town of Boxborough shortly after the close of the Capital Campaign, first for the preservation and maintenance of the Farmhouse, and secondly to preserve and maintain the other Steele Farm buildings and property. Thus, the disposition and use of monies raised will be clear to all before the Campaign starts.

Other advantages to the Town of a Capital Campaign? In addition to reducing the burden on taxpayers, a Capital Campaign would provide the Board of Selectmen/Steele Farm Advisory Committee with financial flexibility. Private funds raised by a Capital Campaign could be spent by the Board of Selectmen for farmhouse preservation purposes outside the appropriation process and thus independent of the Town's financial calendar. For example, if the need for a study or design project arose, there would be no need to wait for Town Meeting action.

March 30, 2016



233 Summer Road  
Boxborough, MA 01719  
978-266-1766  
www.atbats.com

March 31, 2016

Re: 2016 Field Fee Change Request

Town of Boxborough  
Board of Selectmen

Since 2012 AtBats Training Center of Boxborough has been running summer baseball camps at Boxborough Fields under a percentage of gross revenue basis (12%) rather than the fixed field fees. The arrangement has successfully allowed us to run camps that otherwise would have been cancelled because the field fees plus other expenses would have resulted in a net loss. The town has benefited by receiving field fees for non-cancelled camps and the attendees, many of whom are Acton-Boxborough youth, have benefited from the athletic programs that we have been able to run under this arrangement. I am therefore requesting the Town of Boxborough graciously allow us to continue this percentage based arrangement for our 2016 baseball camps to be held at Liberty and Fierra Fields. Please see the attached 2016 AtBats Baseball Camps Flyer. Thank you for your consideration.

Sincerely,

Kenneth C. Morse

Owner, AtBats Training Center, LLC

*Attachment: AtBats Summer Baseball Camps Flyer*



# 2016 BOXBOROUGH SUMMER BASEBALL CAMPS

## Full-Day Baseball Camps, ages 8-12

*4 days, 9am to 3pm. \$265 (or per-day rate of \$75)*

AtBats full-day camps combine skills training and recreation. Players work on hitting, throwing, fielding, pitching and game "know-how" through drills, games and fun scrimmages. Player to staff ratio of 5:1 for personalized attention and safety.

June 27-30, 9am-3pm	Boxborough Liberty Field	\$265
July 5-8, 9am-3pm	Boxborough Liberty Field	\$265
August 23-26, 9am-3pm	Boxborough Liberty Field	\$265

## Half-Day Baseball Camps, ages 6-10

*Monday-Friday, 12:30-3pm. \$165 (or per-day rate of \$40)*

AtBats half-day camps are held at Boxborough's Flerra Field near our indoor facility. Camps are for new and experienced players ages 6-10 and cover fundamental skills of hitting, throwing, fielding and game "know-how" with fun games and scrimmages! Player to staff ratio of 5:1.

*Please note: children attending the Boxborough Recreation camps at Flerra Field 9-noon may bring a lunch and stay at the field between camps and will be supervised by AtBats staff.*

July 5-8, 12:30-3 (4 days)	Boxborough Flerra Field	\$135
July 11-15, 12:30-3pm	Boxborough Flerra Field	\$165
July 18-22, 12:30-3pm	Boxborough Flerra Field	\$165
July 25-29, 12:30-3pm	Boxborough Flerra Field	\$165

### CLICK HERE TO REGISTER ON-LINE

Or register by phone (978-266-1766) or mail registration form and check to AtBats.

Player's name: \_\_\_\_\_ Date of birth: \_\_\_\_\_ Grade completed June 2016: \_\_\_\_\_

Street address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home phone#: \_\_\_\_\_ E-mail address for notifications: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Work# \_\_\_\_\_ Cell#: \_\_\_\_\_

Medical Contact Information: (Physician name, telephone #; relevant medical information, i.e.; allergies, special needs)

I hereby certify that my child is in good health and has my permission to participate in this program. I authorize whatever medical care may be necessary in the event of an emergency. I understand that health or accident insurance is not provided by AtBats Training Center or the town of Boxborough for this program. I realize that this sport involves the potential for injury, and I acknowledge that even with the use of protective equipment and observance of the rules, injuries may still occur. I hold harmless, AtBats Training Center and the town of Boxborough, including any individual, group, organization or corporation that directly or indirectly organized, sponsored, contributed, licensed or volunteered their efforts to this event, from all liabilities, damages, claims or demands whatsoever on account of any injury or accident involving the student arising out of participation in this training program. I consent that photos taken during this program are the property of AtBats Training Center and may be used for instructional and promotional use.

Parent or guardian signature required: \_\_\_\_\_ Date: \_\_\_\_\_

**AtBats Training Center; 2015 Boxborough Summer Camps**  
**Boxborough Field Fees: 12% of field camps registration fees**

*Received*  
*1/16-15*

**Full-Day Camp: June 29-July 2, 9-3, Liberty Field**

[REDACTED]	\$245.00
[REDACTED]	\$195.00
[REDACTED]	\$195.00
[REDACTED]	\$245.00
[REDACTED]	\$195.00
[REDACTED]	\$220.50
[REDACTED]	\$245.00
[REDACTED]	\$220.50
[REDACTED]	\$245.00
[REDACTED]	\$184.50
[REDACTED]	\$184.50
	<u>\$2,375.00</u>

**Full-Day Camp: August 25-28, 9-3, Liberty Field**

[REDACTED]	\$130.00
[REDACTED]	\$245.00
[REDACTED]	\$130.00
[REDACTED]	\$130.00
[REDACTED]	\$245.00
[REDACTED]	\$245.00
[REDACTED]	\$220.50
[REDACTED]	\$245.00
[REDACTED]	\$245.00
[REDACTED]	\$130.00
[REDACTED]	\$65.00
[REDACTED]	\$220.50
[REDACTED]	\$220.50
	<u>\$2,716.50</u>

**Half-Day Camp: July 6-10, 12:30-3, Fierra Field**

[REDACTED]	\$145.00
[REDACTED]	\$145.00
[REDACTED]	\$130.50
[REDACTED]	\$145.00
[REDACTED]	\$130.50
[REDACTED]	\$130.50
[REDACTED]	\$145.00
	<u>\$971.50</u>

**Half-Day Camp: July 13-17, 12:30-3, Fierra Field**

[REDACTED]	\$145.00
[REDACTED]	\$145.00
[REDACTED]	\$145.00
[REDACTED]	\$58.00
[REDACTED]	\$145.00
[REDACTED]	\$130.50
[REDACTED]	\$58.00
[REDACTED]	\$145.00
[REDACTED]	\$130.50
	<u>\$1,392.00</u>

**Half-Day Camp: July 20-24, 12:30-3, Fierra Field**

[REDACTED]	\$145.00
[REDACTED]	\$58.00
[REDACTED]	\$145.00
[REDACTED]	\$130.50
[REDACTED]	\$145.00
[REDACTED]	\$145.00
[REDACTED]	\$130.50
[REDACTED]	\$145.00
[REDACTED]	\$130.50
[REDACTED]	\$130.50
[REDACTED]	\$130.50
[REDACTED]	\$145.00
	<u>\$2,015.50</u>

<b>Total Field Camps Fees</b>	<u>\$9,470.50</u>
<b>Field fees @ 12%</b>	<u>\$1,136.46</u>



3e

**Selina Shaw**

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**From:** karen argento <karenargento1@gmail.com>  
**Sent:** Thursday, March 31, 2016 11:16 PM  
**To:** sshaw@boxborough-ma.gov  
**Subject:** April 4th Selectman Meeting request

Hello Selena,

The Blanchard 6th Grade Celebrations Committee is seeking a waiver of fees charged for the use of Flerra Field in order to hold the annual end-of-the-year celebration for Blanchard's 6th grade graduating class. As per the field use application, the event is planned for Monday, June 20, 2016 (rain date: Tuesday, June 21, 2016).

We would also like to ask the Selectman to waive the fee permanently for this school activity. The committee intends to fill out an application every year at the same time of year (end of June after Fifer's Day) and location (Flerra Field). This may help to streamline the process and avoid sending a committee representative to request fee removal.

Thank you for your consideration,  
Karen Argento  
Blanchard 6th Grade Celebrations Committee



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: March 29 2016 Email Address: Karen argento@gmail.com
Name of Organization: Blanchard 4th grade Activities Committee & Celebrations Committee
Contact Person: Karen Argento Phone: Home (978) 263-2454
Address: 128 Whitcomb Rd Cell Work (978) 852-9852
Town/City: Boxboro State: MA Zip Code: 01719
Organization: Resident Non-Resident Number of Participants: 125
Describe Activity: 4th grade end-of-year BBQ

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

Flerra Soccer
11 v 11 6 v 6
8 v 8 4 v 4

Liberty Soccer
11 v 11 6 v 6
8 v 8 4 v 4

Fifer's Soccer
11 v 11 6 v 6
8 v 8 4 v 4

X Flerra Baseball

Liberty Baseball

X Other tent @ Flerra

DATE(S) REQUESTED:

1st Choice Mon. 6/20 Time Requested: Start Time 3:30 End Time: 8:00

2nd Choice Tues. 6/21 Time Requested: Start Time 3:30 End Time: 8:00

Will Food/Beverages be Served? Yes If Yes, be specific: burgers & hot dogs, soda, snacks

Will Alcohol be Served?\* No Has a permit been obtained by the Board of Selectmen?

\* 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? not yet

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.

[Signature]  
(Representative's Signature)

March 29, 2016  
(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** \_\_\_\_/\_\_\_\_/\_\_\_\_

**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*.

Blanchard 6<sup>th</sup> grade  
 Representative's Name and Organization  
 Celebrations Committee

  
 Representative's Signature & Date  
 3/29/14



**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*.





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**March 14, 2016**

APPROVED: \_\_\_\_\_

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

**EXECUTIVE SESSION**

The Board of Selectmen convened at 6:15 PM in the Morse-Hilberg Room of Boxborough Town Hall. Chair Amoroso moved to immediately adjourn to executive session to discuss a new contract for the Town Administrator, further stating that to conduct such session in an open meeting may have a detrimental effect on the bargaining position of the Board. Seconded by Member Bak. **Approved 5-0 by roll call vote: Bak, "aye"; Gorman, "aye"; Fox, "aye"; Amoroso, "aye", Stemple, "aye".**

Chair Amoroso re-convened the meeting, in Open Session, at 7:08 P.M. in the Boxborough Community Center.

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

*The Board took up an emergency matter, outside of the current agenda.*

**APPOINTMENTS**

- BICAO Gerry Noel was present to report on several significant issues at a property on Mass. Avenue that the business known as "Lawn Barber" operates out of, and the recent events that have escalated the need for action. He provided a chronology of these events, referring to the various notices from Town Boards and Departments sent to "Lawn Barber" in recent days, starting with the March 2<sup>nd</sup> Planning Bd. notice that the premises was in non-compliance and ordering the owner to comply by March 16<sup>th</sup> or face fines. Subsequent to that notice, Wetlands violations were observed on March 9<sup>th</sup> and 10<sup>th</sup> at the business and a Cease and Desist was issued and they were ordered to remediate. The property owner has admitted to these wetlands violations. There is also concern that their "stone cutting" operation makes a significant amount of noise, another possible bylaw violation. The property owner came in today and told BICAO Noel that although he admitted to the issues cited he would not stop the cited operation(s). BICAO Noel is seeking direction from the Selectmen and that they authorize further enforcement measures including having Town Counsel file appropriate legal action. Member Gorman moved to authorize Town Counsel under direction of the Town Administrator to immediately file such legal action as necessary to enforce the orders issued by the Inspector of Buildings and the Conservation Commission with respect to the property at 1034 Mass. Ave. Seconded by Member Bak. **Approved 5-0.**

**ANNOUNCEMENTS**

Chair Amoroso read the announcements.

**APPOINTMENTS**

- There were no Citizens concerns.

**MINUTES**

- Member Gorman moved to accept the minutes for the Regular session of February 22, 2016, as revised. Seconded by Member Bak. **Approved 5-0.**

**SELECTMEN REPORTS**

- Member Fox reported that he and Chief Ryder have been discussing getting out information on the proposed Public Safety facility project. Chief Ryder is trying to set up times to conduct public forums on the project. SNAG also intends on having a booth at Fifer's Day.

He also reported he attended a MAGIC meeting recently but there was nothing relevant to report on.

- Chair Amoroso reported that the DESE Commissioner signed off on the new Minuteman District Agreement on Friday. This approval also encompasses the withdrawal of the towns that voted to do so. It also clears the way for Minuteman to proceed with the building project and can now present the borrowing article at the upcoming member towns' spring Town Meetings.

- Member Gorman reported that the radio equipment is being assembled and should be delivered in the next few weeks for the Public Safety Communications project.

He also reported on the status of several fire vehicles that had been ordered and were in process. The BFD bush truck, that was approved by the 2014 ATM but was delayed due to production issues is almost ready. The new engine approved at the 2015 ATM is scheduled to be delivered in January 2017.

**OLD BUSINESS**

- The Board re-opened discussion of Annual Town Meeting (and Special within the Annual) to review the current draft articles and to vote the Board’s recommendations.

		<b>RECOMMENDATION MOVED</b>	<b>SECONDED</b>	<b>VOTE/COMMENT</b>
<b><u>SPECIAL TOWN MEETING</u></b>				
1.	<b>Community Preservation Fund -Community Housing Regional Housing Monitoring Services (Year 3)</b>	Chair Amoroso moved to remove from STM & move to ATM Warrant as #9A	Member Fox	APPROVED 5-0
<b><u>ANNUAL TOWN MEETING</u></b>				
1.	Choose Town Officers	Chair Amoroso moved to Recommend	Member Stemple	APPROVED 5-0
2.	Receive Reports	Chair Amoroso moved to Recommend	Member Stemple	APPROVED 5-0
3.	Set Salaries & Compensation of Elected Officials	Chair Amoroso moved to Recommend	Member Stemple	APPROVED 5-0
4.	Amend FY 2017 Personnel Plan Classification & Compensation Schedule	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
5.	Town Operating Budget	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
6.	<del>Minuteman Regional Vocational School District Borrowing Authorization</del>	Chair Amoroso moved to Recommend	Member Gorman	Article removed from Warrant.
<b><u>Community Preservation Fund</u></b>				
7.	CPC Report & Establish FY 17 Reserves	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
8.	Open Space (Including Recreation)			
A.	Site Plan For Basketball & Tennis Courts At Liberty Fields	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0
B.	T.J. O’Grady Skate Park Expansion	Chair Amoroso moved to Recommend	Member Gorman	NOT APPROVED. 2 (Amoroso& Bak) - 3 (Gorman, Stemple & Fox)
9.	Community Housing	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
A.	<i>Re-Assigned from STM - Regional Housing Monitoring Services (Yr. 3)</i>			
B.	Regional Housing Monitoring Services (Yr. 4)			
C.	Boxborough Rental Voucher Program			
10.	Historic Resources	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
A.	Conservation of Historic Town Records			
B.	Restoration of Grange Meeting Room			
C.	Preservation & Restoration of Historic Town Hall Exterior Steps			
<b><u>Financial Consent Agenda</u></b>				
11.	Transfer to Stabilization Fund	Chair Amoroso moved to Recommend	Member Bak	Vote Deferred until discussion with FinCom
12.	Transfer To Other Post-Employment Benefits (OPEB) Trust Fund**	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0

13.	Conservation Trust Fund**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0. Notes: FinCom believes should be CPA funded.
14.	Fraud Risk Assessment**	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0
15.	Soil And Percolation Testing – 405 Middle Rd**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0. Notes: Edit suggested – “parcel” to “dwelling”.
16.	Cost Of Borrowing & First Year’s Interest **	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
17.	Replacement Of 3 Town Hall HVAC Units**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
18.	Repairs To Town Hall Chimney & Town Museum Roof**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0. Notes: Amount seems low. TA will confirm with BICAO Noel.
19.	Installation of “Farmer’s” Stone Wall at So. Cemetery**	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0. Notes: This wall is to separate the newer/eastern section of the So. Cemetery from the abutter’s property. Not historic.
20.	Upgrade Audio/Visual System at the Sargent Memorial Library**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0
21.	Capital Improvements - Historic Museum Basement (Dehumidifier & Storage Shelving Units) **	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
22.	Close Completed Articles**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
23.	Departmental Revolving Funds - Re-Authorization & Increase Caps for Electrical & Gas/Plumbing Inspections**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0. Note: Plumbing has been moved under TA as there is a “legal cap” on amount that a single dept. can have under its purview.
24.	Accept MGL Ch 44 § 53F ¼ - PEG Access & Cable Related Fund & Transfer Existing Monies**			Note: DOR recently changed its rule on managing these funds. No longer under BoS control, needs to now be a spending account. <b>Vote deferred</b> until more information could be provided as to fund balance management.
	<i>Subsequently voted: Information provided the fund balance would roll forward.</i>	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
25.	Cable Infrastructure Appropriation**			Note: Same as above (#24) <b>Vote deferred</b>
	<i>Subsequently voted:</i>	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
26.	Ch. 90 Highway Reimbursement Program**	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0
27.	Temporary Increase in hours for Community Services Coordinator**	Note: Determined article would not be included in the warrant.		
<b>Capital Equipment &amp; Infrastructure</b>				
28.	Information Technology Hardware Upgrades	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0.
29.	Town Hall Front (Middle Road) Walkway & Signage	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
30.	Access Control System – Town Hall, Police & Fire	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0. Note: Amount of article was revised.

31.	Police Department – Building Repairs & Maintenance	Note: There was extensive discussion and it was determined that the vote would be deferred until discussion with FinCom.		
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			
32.	Police Department – Equipment	Note: Same as above (#31 A-H). Determined that the vote would be deferred until discussion with FinCom		
A.	Tasers			
B.	Security Cameras & Video Server			
C.	Defibrillators (Replace 4)			
D.	Firearms			
E.	AFIS Fingerprinting			
F.	Photocopier Replacement			
G.	Office Furniture			
33.	Fire Department – Replace Utility Truck	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0.
34.	Animal Control (Dogs & Cats) Pick-Up Truck	Note: There was extensive discussion. It was determined that the vote would be deferred until discussion with FinCom.		
35.	DPW – Road Paving	Chair Amoroso moved to revise Article amount to \$300,000 and to Recommend, as revised.	Member Gorman	APPROVED 5-0. Note: There was discussion as to the amount of article.
36.	DPW - Replace Bucket Loader	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0.
37.	DPW – Replace Pick-Up Truck	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
38.	DPW – VHF Radios & Related Equipment	Chair Amoroso moved to Recommend	Member Gorman	APPROVED 5-0.
39.	Hager Well – System Updates	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0. Note: Gorman provided an update.
<b>Studies And Initiatives</b>				
40.	Public Safety Building – Additional Site & Building Data	Vote Deferred until discussion with FinCom		
<b>Zoning Bylaw Amendments</b>				
<i><b>SELECTMEN. HISTORICALLY. DO NOT PROVIDE RECOMMENDATIONS ON ZONING BYLAW ARTICLES.</b></i>				
41.	Zoning Bylaw Amendment – Amend Zoning Map			
42.	Zoning Bylaw Amendment – Amend Section 8102 Design Review Board			
43.	Zoning Bylaw Amendment – Amend Section 5002 Dimensional Schedule And Section 5003 Reduced Frontage Lots			
44.	Zoning Bylaw Amendment – Amend Section 9004 Penalty	Note: it was suggested that the ZBA considers increasing the dollar amount for violations.		
45.	Zoning Bylaw Amendment – Amend Section 2181 Structure			
46.	Zoning Bylaw Amendment – Amend Section 2130 Farm, Section 4003 Use Regulation Schedule, Section 4107 Accessory Apartment, And Section 8003 Exemptions			

47.	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			
<b>General Bylaw Amendments &amp; New General Bylaws</b>				
48.	General Bylaw Amendment – Annual Town Meeting	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
49.	General Bylaw Amendment – Stone Walls	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
50.	General Bylaw – New – Reconsideration Of Vote	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.
51.	General Bylaw – New – Vote Counts By Moderator	Chair Amoroso moved to Recommend	Member Stemple	APPROVED 5-0.
<b>Sense Of The Meeting</b>				
52.	A Sense Of The Meeting Motion To Create A Greener Boxborough	Note: Selectmen will not be providing a recommendation.		
<b>Non-Monetary Consent Agenda</b>				
53.	Acquisition Of Easements For Roadway Purposes – Hill Road**	Chair Amoroso moved to Recommend	Member Stemple	APPROVED 4-0-1 (Fox Abstained).
54.	Discontinuance of Cunningham Road**	Vote deferred until after 3/21/16 public hearing		
55.	Accept MGL Ch 41 § 110A – Office Hours On Saturdays**	Chair Amoroso moved to Recommend	Member Bak	APPROVED 5-0.

The Selectmen were asked to have their respective recommendations drafted for discussion at the March 21, 2016 meeting.

- The Board re-opened discussion of the remaining unvoted budget lines in the FY 17 Budget. Member Gorman advised that he is recommending a 1.5 % increase for the DPW Director’s Salary. Member Gorman moved to accept a 1.5% increase to the DPW Director’s Salary (422) for FY 17. Seconded by Member Bak. **Approved 5-0.** The Board deferred its vote on the Town Administrator’s Salary (123) so that Chair Amoroso and Member Bak can meet with TA Shaw to discuss the Board’s salary proposal.

**NEW BUSINESS**

- Member Bak moved to permit the Acton Boxborough Cultural Council to serve wine at its 2016 annual grant reception, being held at the Sargent Memorial Library on April 1, 2016, subject to the conditions specified on the application, and further, to waive the fee. Member Stemple. **Approved 5-0.**

**CONCERNS OF THE BOARD**

- Member Gorman noted that he has been spending a lot of time with BICAO Noel and the abutters concerning Lawn Barber’s operations. It appears there is some uncertainty as to the scope of the BICAO’s enforcement authority, and that his principal responsibility concerning enforcement is directly under the Board of Selectmen. Member Gorman suggested that a Selectmen liaison be assigned to the Bldg. Dept. when the Board does its liaison assignments for FY 17. It was noted that the BICAO current job description encompasses enforcement responsibilities.
- DPW Director Garmon will be at the next meeting to continue the discussion of the FY 17 Transfer Station and bulk fees.

**ADJOURN**

The meeting was adjourned at 8:48PM.





**BOARD OF SELECTMEN**  
**Meeting Minutes**  
**March 21, 2016**

**APPROVED:** \_\_\_\_\_

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

**ABSENT:** Vincent Amoroso and Susan Bak

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

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

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

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

**ANNOUNCEMENTS**

Chair Pro Tem Gorman read the announcements.

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

**NEW BUSINESS**

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

**MINUTES**

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

**PUBLIC HEARINGS**

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

possible plans for the open space east of the development that has been retained by Gutierrez Co. The Jefferson at Beaverbrook signage will be placed at the Ward Road entrance on Mass. Ave. As there was no further discussion this portion of the hearing was closed at 7:53 PM.

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

#### **APPOINTMENTS**

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

#### **MINUTES (Continued)**

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

#### **SELECTMEN REPORTS**

- There were no Selectmen Reports.

#### **OLD BUSINESS**

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

- The Board continued discussion of warrant articles and review of recommendations. There was discussion on how to clearly communicate the intent of "Does Not Recommend" concerning #7B O'Grady Skate Park. Article #9B has been retitled "Rehabilitation" of Grange Meeting Room. TA Shaw will confer with the Treasurer regarding the information provided for #10 – OPEB Trust Fund Transfer. Member Stemple will provide input on the language in #11- Fraud Risk Assessment. The Summary is redundant in #15 and will be deleted. # 16 Library A/V is in process. Close out Articles #18, an additional article has been added. Still working on language for #20 – PEG Fund. There was discussion on #21 – Cable Infrastructure. There is no impact on taxpayers as this is funded out of the PEG funds. There was discussion on the plan that is being developed. BXB Video Production Supr. Dolak provided input. Member Fox will forward suggested language. It was noted that the amount is for #22 Hill Rd. Easement Acquisition is just a preliminary estimate and the work continues to firm up these numbers. As discussed earlier the Comm. Services Coord.-Health Ins. #24 would be discussed at tomorrow's joint BoS/FinCom meeting. TA Shaw noted that the Town has filed for grant funding that could reduce the actual spending under #25 IT Upgrades. #26 – Town Hall Front recommendation is pending, the Board provided some suggestions. The purpose and the accessibility logistics regarding for #27 – Access Control System were discussed. The language had been revised and copies were provided. The Selectmen deferred voting on both #28 – Police – Building Repair/Maintenance and #29 – Police-Equipment until they could be discussed at tomorrow's joint BoS/FinCom meeting. Member Gorman provided language that Chief White would like added to the Summary in #30 – Fire-Utility Truck. There was discussion on #31 – ACO Truck. So not to limit our choices, a specific make/model will not be specified. Discussion is on-going on this article. #33 – DPW Bucket Loader can no longer leave the DPW Yard and must be replaced. As noted for the ACO Truck vehicle's make/model will be removed. There was discussion on the type of equipment and the proposed locations for #35 – DPW Radios. This article will also be discussed at tomorrow's joint BoS/FinCom meeting. #36 Hager Well – propose language is fine. Still awaiting firm numbers for actual work. #37 – Public Safety Bldg. - Additional Research, will be discussed at tomorrow's joint BoS/FinCom meeting. Articles #38-#44 are under the control of the Planning Board so the Selectmen need not comment. There was discussion as to the background and purpose of #47 - New – Reconsideration of Vote Bylaw. A recommendation is not required for #49 – Sense of the Meeting. There was additional discussion #51 – Discontinuing Cunningham Rd. There will be follow up discussions with the Town Planner and ZBA. Member Gorman offered to draft the summary.

#### **NEW BUSINESS (Continued)**

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

#### **CONCERNS OF THE BOARD**

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

#### **ADJOURN**

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





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

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

**5. TOWN OPERATING BUDGET**

**COMMUNITY PRESERVATION FUND**

**6. CPC REPORT AND ESTABLISH FY 17 RESERVES**

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

**FINANCIAL CONSENT AGENDA**

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

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

**CAPITAL EQUIPMENT AND INFRASTRUCTURE**

**24. INFORMATION TECHNOLOGY HARDWARE UPGRADES**

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

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

**27. POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE**

- A. Exterior Doors
- B. Detention Cell
- C. Evidence Room
- D. Clapboards and Trim Replacement
- E. Exterior Lighting
- F. Walkways

**28. POLICE DEPARTMENT – EQUIPMENT**

- 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

**30. ANIMAL CONTROL (DOGS & CATS) - PICKUP TRUCK**

31. DPW – ROAD PAVING

32. DPW – REPLACE FRONT END (BUCKET) LOADER

33. DPW – REPLACE PICKUP TRUCK

34. DPW – VHF RADIOS AND RELATED EQUIPMENT

35. HAGER WELL – SYSTEM UPDATES

**STUDIES AND INITIATIVES**

**36. PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA**

**ZONING BYLAW AMENDMENTS**

- 37. ZONING BYLAW AMENDMENT – AMEND ZONING MAP
- 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 AND 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. CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\*
- 50. DISCONTINUANCE OF CUNNINGHAM ROAD (WESTERLY PORTION)\*\*
- 51. ACCEPT MGL CH 41 § 110A – OFFICE HOURS ON SATURDAYS\*\*

**LEGEND**

- \*\* CONSENT AGENDA



## **BOXBOROUGH ANNUAL TOWN MEETING**

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

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

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

## CONSENT AGENDAS

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

This year, there will be two Consent Agendas. The **Fiscal Consent** (Article #10 through #22, inclusive) includes reauthorization of revolving funds, transfers and some appropriation articles considered to be non-controversial. The **Non-monetary Consent** (Article #49 through #51 inclusive) will be taken up as usual at the end of Town Meeting. All of the articles to be taken up on the Consent Agendas are indicated by a double asterisk (\*\*).

### **THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLES 9 AND 48, RESPECTIVELY.**

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

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

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### **COMMUNITY PRESERVATION FUND (Articles 6-9)**

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

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

The CPC’s recommendations for this year are found later in the warrant under articles 6 – 9.

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

**ARTICLE 1                    CHOOSE TOWN OFFICERS**

(Majority vote required)

**One Moderator**, for a one-year term

**One Town Clerk**, for a three-year term

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

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

**Two Library Trustees**, each for a three-year term

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

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

**One Constable**, for a three-year term

As well as other Town Officers as may be necessary.

**ARTICLE 2            RECEIVE REPORTS**

(Majority vote required)

To see if the Town will vote to receive the reports of the Selectmen and other Town Officers, Agents and Committees as published in the 2015 Annual Town Report, or take any other action relative thereto.

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

**ARTICLE 3                    SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS**

(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2016 as follows:

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

or take any other action relative thereto.

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



**FY 2017  
CLASSIFICATION AND COMPENSATION SCHEDULE**

REGULAR FULL-TIME, REDUCED AND PART-TIME EMPLOYEES										
GRADE	POSITIONS	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9
16	No Positions	72,875.83	74,697.73	76,565.17	78,479.30	80,441.28	82,452.32	84,513.62	86,626.46	88,792.13
15	Inspector of Buildings	66,254.72	67,911.09	69,608.87	71,349.09	73,132.82	74,961.14	76,835.17	78,756.05	80,724.95
	Information Systems Coordinator									
	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

<b>PER DIEM AND INTERMITTENT EMPLOYEES</b>			
<b>Hourly</b>			
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		
<b>Stipends (Annual)</b>			
Fence Viewer	40.00		
Field Driver	45.00		
Registrar Member	270.12		
Registrar Chairperson	900.34		
Animal Inspector	987.74		
<b>Fees-based</b>			
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			
hired after 7/1/15	\$ 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				
hired after 7/1/15	\$ 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				
Dispatcher (Steps A-F)	\$ 18.80	\$ 19.45	\$ 20.14	\$ 20.85	\$ 21.58	\$ 22.32				
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)			(Grade 14-9)					

**ARTICLE 5                    TOWN OPERATING BUDGET**

(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2016, or take any other action relative thereto.

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

		FY17							
		Submitted	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								Actual	
100	Total Salary	0	0		0	0%	0	0	
100	Total Other	11,940	11,700		240	2%	9,750	11,400	
100	Total General Gov't	11,940	11,700		240	2%	9,750	11,400	
114	Total Salary	0	0		0	0%	0	0	
114	Total Other	50	50		0	0%	50	47	
114	Total Moderator	50	50		0	0%	50	47	
119	Total Salary	0	0		0	0%	0	0	
119	Total Other	145	175		(30)	-17%	36	175	
119	Total Town Constable	145	175		(30)	-17%	36	175	
122	Total Salary	2,000	2,000		0	0%	1,000	2,000	
122	Total Other	2,818	2,119		699	33%	2,868	1,927	
122	Total Selectmen	4,818	4,119		699	17%	3,868	3,927	
123	Total Salary	113,100	108,750		4,350	4%	79,105	105,000	
123	Total Other	2,700	2,875		(175)	-6%	2,112	2,825	
123	Total Town Administrator	115,800	111,625		4,175	4%	81,218	107,825	
131	Total Salary	0	0		0	0%	0	0	
131	Total Other	480	480		0	0%	341	455	
131	Total Town Finance Comm	480	480		0	0%	341	455	
135	Total Salary	69,609	66,908		2,701	4%	48,774	64,311	
135	Total Other	36,390	36,708		(318)	-1%	34,898	26,968	
135	Total Accountant	105,999	103,616		2,383	2%	83,672	91,279	
141	Total Salary	70,609	67,908		2,701	4%	49,774	64,311	
141	Total Other	14,990	17,964		(2,974)	-17%	16,330	13,113	
141	Total Assessor	85,599	85,872		(273)	0%	66,104	77,424	
145	Total Salary	72,350	67,908		4,442	7%	50,996	65,311	
145	Total Other	16,745	8,350		8,395	101%	4,971	8,350	
145	Total Treasurer	89,095	76,258		12,837	17%	55,967	73,661	
146	Total Salary	0	67,676		(67,676)	-100%	0	65,087	
146	Total Other	0	11,381		(11,381)	-100%	3,294	20,118	
146	Total Collector	0	79,057		(79,057)	-100%	3,294	85,205	
151	Total Salary	0	0		0	0%	0	0	
151	Total Other	48,500	53,500		(5,000)	-9%	19,595	53,500	
151	Total Legal	48,500	53,500		(5,000)	-9%	19,595	53,500	
	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 Budget	FY16 Budget	FY17 vs FY16	FY17 vs FY16	FY16 YTD 3/31	FY15 Budget	FY15 Actual
152	Total Salary	0	0	0	0%	0	0	0
152	Total Other	320	320	0	0%	200	260	320
152	Total Personnel Board	320	320	0	0%	200	260	320
156	Total Salary	0	0	0	0%	0	0	0
156	Total Other	123,312	95,319	27,993	29%	65,781	27,994	42,599
156	Total Technology	123,312	95,319	27,993	29%	65,781	27,994	42,599
161	Total Salary	47,823	46,006	1,817	4%	33,809	44,259	44,259
161	Total Other	2,043	2,120	(77)	-4%	694	2,178	1,822
161	Total Town Clerk	49,866	48,126	1,740	4%	34,503	46,437	46,081
162	Total Salary	6,400	4,028	2,372	59%	2,369	4,762	4,244
162	Total Other	6,312	5,632	680	12%	3,572	6,070	6,058
162	Total Elect. & Registr.	12,712	9,660	3,052	32%	5,941	10,832	10,302
171	Total Salary	0	0	0	0%	0	0	0
171	Total Other	2,150	2,150	0	0%	617	2,150	1,774
171	Total Conservation Comm	2,150	2,150	0	0%	617	2,150	1,774
175	Total Salary	70,154	67,453	2,701	4%	49,046	64,856	64,856
175	Total Other	6,445	7,330	(885)	-12%	5,702	5,775	7,384
175	Total Planning Board	76,599	74,783	1,816	2%	54,749	70,631	72,240
176	Total Salary	0	0	0	0%	0	0	0
176	Total Other	210	210	0	0%	20	335	90
176	Total ZBA	210	210	0	0%	20	335	90
179	Total Salary	0	0	0	0%	0	0	0
179	Total Other	200	100	100	100%	0	200	0
179	Total Ag Comm	200	100	100	100%	0	200	0
192	Total Salary	174,444	172,420	2,024	1%	117,849	168,116	148,575
192	Total Other	45,160	43,723	1,437	3%	87,107	45,355	44,116
192	Total Town Hall	219,604	216,143	3,461	2%	204,956	213,471	192,691
199	Total Salary	0	0	0	0%	0	0	0
199	Total Other	300	150	150	100%	127	1,000	917
199	Total Energy Comm	300	150	150	100%	127	1,000	917
	Total Salaries - Town Government	626,489	671,057	(44,568)	-7%	432,723	648,013	629,550
	Total Other - Town Government	321,210	302,356	18,854	6%	258,064	219,007	242,661
	Total Town Government	947,699	973,413	(25,714)	-3%	690,787	867,020	872,211
	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	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								FY15	
								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	FY16		FY17	FY17	FY16	FY15	
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	
								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	FY16		FY17	FY17	FY16	FY15	FY15
		Budget	Budget		vs FY16	vs FY16	YTD 3/31	Budget	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	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
								FY15 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	FY16	FY17	FY17	FY16	FY15	FY15	
	Budget	Budget	vs FY16	vs FY16	YTD 3/31	Budget	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	
<b>Total Salaries</b>	<b>3,842,772</b>	<b>3,822,715</b>	<b>20,057</b>	<b>1%</b>	<b>2,643,867</b>	<b>3,611,429</b>	<b>3,588,499</b>	
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	
<b>Total Town Other</b>	<b>1,282,243</b>	<b>1,181,343</b>	<b>100,900</b>	<b>9%</b>	<b>890,868</b>	<b>1,146,591</b>	<b>1,232,771</b>	
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	
<b>Total Town Expenses</b>	<b>5,125,015</b>	<b>5,004,058</b>	<b>120,957</b>	<b>2%</b>	<b>3,534,735</b>	<b>4,758,020</b>	<b>4,821,270</b>	
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	
<b>Total Other Costs</b>	<b>14,515,746</b>	<b>14,050,662</b>	<b>465,084</b>	<b>3%</b>	<b>10,904,746</b>	<b>13,164,772</b>	<b>13,166,483</b>	
<b>Total Expenses</b>	<b>19,640,761</b>	<b>19,054,720</b>	<b>586,041</b>	<b>3%</b>	<b>14,339,527</b>	<b>17,922,792</b>	<b>17,819,675</b>	

**ARTICLE 6**

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

(Majority vote required)

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

and further, to transfer from the Community Preservation Fund Balance the sum of Seven Hundred Dollars (\$700), more or less, to the Open Space Reserve, and the sum of Seven Hundred Dollars (\$700), more or less, 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,

or take any other action relative thereto.

**Summary**

*Each fiscal year, the legislative body, i.e. Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.*

*This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:*

\$23,000	<i>open space, including land for recreation use</i>
23,000	<i>historic resources</i>
23,000	<i>community housing purposes</i>
115,000	<b><i>FY 17 budgeted reserve</i></b>

*Additionally, the CPC is recommending that an amount of \$8,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, membership in the Community Preservation Coalition.*

*“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2017, under the local surcharge and the November state matching funds for the prior fiscal year.*

***The state’s match was greater than estimated when the May 2015 Town Meeting voted to approve the 2016 reservations and appropriations. This article seeks to remedy that shortfall.***

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

The Selectmen support the establishment of the reserves and the set aside for administrative expenses as proposed by the Community Preservation Committee.



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

(Majority vote required)

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

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

all as recommended by the Community Preservation Committee,  
or take any other action relative thereto.

**Summaries and Recommendations**

**7A - Site Plan for Basketball and Tennis Courts at Liberty Fields**

**The Community Preservation Committee recommends.**

**The Recreation Commission recommends unanimously.**

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

Open space parks are critical to the quality of life in a community and provide a wide range of benefits. The Boxborough Open Space and Recreation survey completed in 2015 found that Boxborough residents were most interested in a Town pool, tennis courts and basketball courts. Currently our residents must travel to surrounding towns to use outdoor basketball and tennis courts as none exist in Boxborough. Based on land use maps, the Recreation Commission believes there is sufficient room at Liberty Fields to accommodate one basketball court and one tennis court.

Funding this article through the CPA will provide for surveying of the land, designing an initial layout and developing a construction document and cost estimates, which will enable the Recreation Commission to come back to a future Town Meeting to seek funding for the construction of a basketball court and tennis court at Liberty Fields.

## **7B - CPC – TJ O’Grady Skate Park Expansion**

### **Summary**

*The T.J. O’Grady Memorial Skate Park is situated on Hayward Road in Acton, abutting the grounds of the Acton-Boxborough Regional High School. It opened in November 2005 to celebrate the life of T.J. O’Grady, a Boxborough resident and student at the R.J. Grey Junior High who tragically passed away while skateboarding on a street in Boxborough. The park was originally funded by the taxpayers of Acton, corporate and personal donations as well as in-kind volunteer hours.*

*As the use of the Skate Park by Boxborough and Acton residents continues to grow, funding is now being sought for the construction of a skate bowl and a plaza, which will provide a formal entrance to the skate park complex, a viewing area for onlookers and handicap accessible park amenities for Skate Park and Lower Field amenities. The majority of the funding \$265,000 is being sought from the Town of Acton.*

**The Community Preservation Committee recommends.**

**The Recreation Commission recommends unanimously.**

In 2005, the Commission came before the Town to request \$40,000 to aid in the initial construction of the Skate Park. That request was voted down, and the original design was not constructed.

The Recreation Commission strongly supports this endeavor to improve and expand the facility, which will benefit the communities of Boxborough and Acton.

**The Board of Selectmen does not recommend (3-2).**

The Selectmen voted not to support the use of Boxborough CPA monies to fund the expansion of the T.J. O’Grady Skate Park primarily because the skate park is located in Acton.

**ARTICLE 8 COMMUNITY PRESERVATION FUND - COMMUNITY HOUSING**

(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirty-Seven Thousand Seven Hundred Forty-Five Dollars (\$37,745), more or less, for Community Preservation purposes, projects or acquisitions as follows:

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

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

**Summaries and Recommendations**

**8A and 8B - Transfer to the Affordable Housing Trust for Regional Housing Monitoring Services for Years 3 and 4 (2016 & 2017)**

**Summary**

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

*Article 8A requests \$5,465 for the Town’s portion of Year 3 (Calendar Year 2016) of the RHS. Article 8B requests \$6,000 for the anticipated Year 4 (Calendar Year 2017) of the RHS. In both cases, funds will be transferred to Boxborough’s Affordable Housing Trust (AHT) to avoid difficulties related to differences in the funding cycles of the RHS and the Town, calendar year versus fiscal year, respectively. A Grant Agreement will legally constrain the AHT to use the funds only for the RHS.*

**The Community Preservation Committee recommends.**

**The Housing Board recommends.**

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

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

**8C - Boxborough Rental Voucher Program (BRVP)**

**Summary**

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

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

**The Community Preservation Committee recommends.**

**The Housing Board recommends.**

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

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

**The Well-Being Committee recommends.**

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

**ARTICLE 9                    COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES**

(Majority vote required)

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

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

all as recommended by the Community Preservation Committee,

or take any other action relative thereto.

**Summaries and Recommendations**

**9A - Conservation of Historic Town Records**

**Summary**

*The requested appropriation will fund the second phase of a three-year project to preserve historic records of the town. The process includes deacidification, mending and reinforcement of paper as necessary, resewing and rebinding, as well as photographing each page and preparing a CD for web access.*

*Phase one of the project, which was funded by an appropriation from CPA funds at last year’s Town Meeting, was completed in October 2015 and preserved Town Records for 1835-1866, 1866-1896, 1896-1918, 1918-1933 and 1932-1947.*

*The second phase of the project will include Town Records for 1947-1955, 1955-1961, 1961-1969, 1970-1975, Town Order Book for 1853-1876, Selectmen’s Orders for 1876-1911, Town Order Book for 1820-1833 and Board of School from 1881-1898.*

**The Community Preservation Committee recommends.**

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

This is year two of a three-year project to repair, rebound and renovate the preservation of public records as required under MGL 66:9. Many of the town’s historic records are in very poor condition. Bindings, covers and individual pages of documents have deteriorated and the writing is becoming illegible. Without prompt attention, we are in danger of losing vital information from the town’s past.

## **9B – Rehabilitation of Grange Meeting Room**

### **Summary**

*The appropriation will enable the rehabilitation of the Grange Meeting Room, while also providing for the increased efficiency of Town Hall space. The project will include necessary improvements to the room's lighting, ceiling, walls and floor as well as the construction of a lobby/reception area at the east end of the meeting room. Additionally, through a dedicated cable funding source, improvements will be made to the Town's cable and presentation infrastructure.*

*The upstairs Town Hall space will be enhanced by creating a lobby area, which will provide a place for those waiting to enter the Grange Meeting Room for a meeting or event and will enable them to congregate without distracting those in the meeting room. The capital improvements will also increase the efficiency with which the townspeople are able to vote, as it will allow the Town Clerk to develop a queue that makes better use of the space and does not extend down the stairs.*

**The Community Preservation Committee recommends.**

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

The original Town Hall was constructed in 1901. The high usage and traffic of the Grange Hall Meeting Room by boards, committees, commissions and other groups for meetings and functions on a regular basis has taken a toll on the space. The original plaster ceiling was replaced by a suspended ceiling with inefficient fluorescent lighting. The fir flooring has suffered over 100 years of heavy use and is beyond repair. The plaster and wood walls are cracked and damaged and the room needs to be repainted.

This article and a previously funded article for the flooring will allow for new flooring, plastered ceiling with energy efficient period lighting and fresh paint on the walls. A large retractable video screen will be installed to facilitate multimedia presentations by various boards, committees, or others. Data, communication and CATV cables will be run under the floors for enhanced broadcast of meetings on cable TV.

Architectural elements such as the two wood columns from the stage will be retained to maintain the original spirit of their 1901 installation.

This project will improve the functionality of a one-hundred-year-old building and is an attempt to adapt to the demands of the 21<sup>st</sup> century.

Funding for the CATV infrastructure will be from the proceeds granted under licensing agreements with Verizon and Comcast.

## **9C – Preservation and Rehabilitation of Historic Town Hall Exterior Steps**

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

Last year, Town Meeting voted to fund the repair of the exterior steps to Town Hall with an appropriation of \$10,000. Unfortunately, the funding was not adequate.

The existing stairs are made of brick and mortar. This material does not hold up well in New England winters. Under the circumstances, the Inspector of Buildings has recommended a two-inch-thick veneer granite slab for the stairs with fieldstone risers. Granite won't chip or crack from the freezing or thawing process, nor does it degrade over time like wood, brick or concrete and is unaffected by ice melting chemicals.

The fieldstone risers and the sides of the stairs will match the foundation of the existing building and restore it to its historical condition. The only maintenance required in the future will be to repair or replace the mortar used to install the fieldstone.

This article will also provide for four hand railings, two of which will align with the pillars at the front of the Town Hall.

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

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Sixty-Two Thousand Five Hundred Dollars (\$62,500), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

**Summary**

*On May 11, 2010, Town Meeting authorized the establishment of an OPEB Trust Fund to provide a mechanism for housing the monies to fund the actuarial liability for retiree benefits. A transfer of seventy-five thousand dollars was initially authorized by Town Meeting in 2012 to begin funding that liability. For each of the past three years, we have continued that funding by transferring one hundred thousand dollars to the OPEB Trust Fund.*

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

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

As explained in the summary, the amount proposed in this article will continue the effort started in 2012 to make a small but actuarially significant contribution to fund the Town's liability for retiree's healthcare benefits. The Town's FY2017 unfunded liability, as reported in the June 30, 2014 actuarial study, amounts to \$2,635,795. This estimated unfunded liability results from an actuarial calculation combining somewhat speculative rates of future retiree healthcare outlays, mortality rates and future fund earnings. The proposed amount of our FY2017 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

**ARTICLE 11                    FRAUD RISK ASSESSMENT\*\***

(Majority vote required)

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

**Summary**

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

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

The Town's independent auditor has recommended that the Town undertakes a fraud risk assessment. Such a study is the prudent and responsible course of action in order to mitigate potential risk associated with fraud. The assessment will proactively identify and address the Town's vulnerabilities to internal and external fraud and enable management to develop plans to mitigate fraud risk, develop techniques to determine if fraud has occurred in high-risk areas, and assess internal controls.

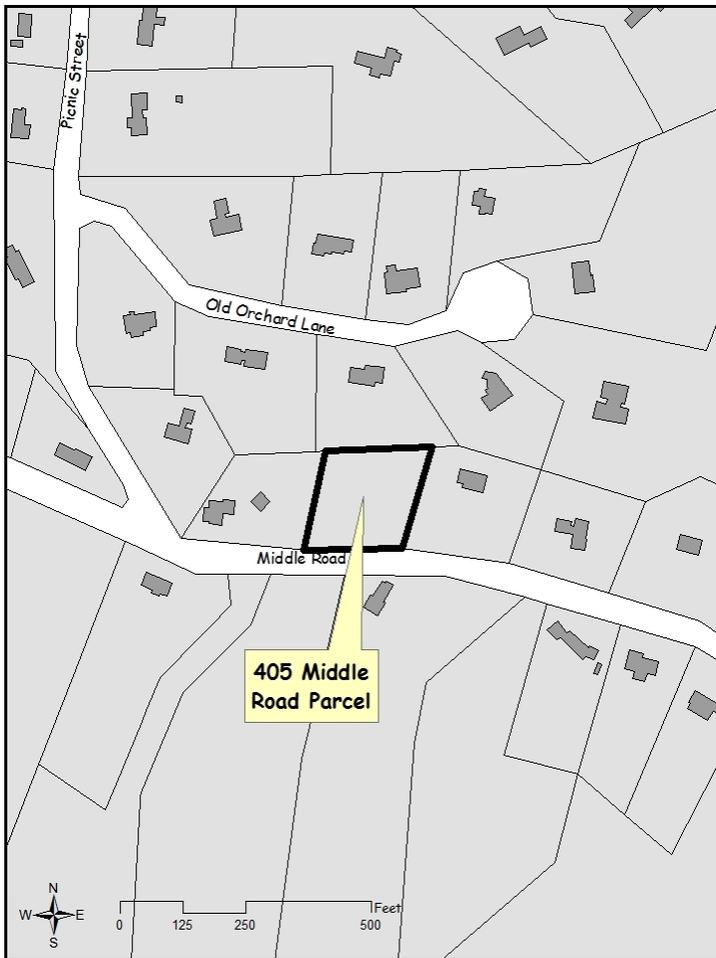
**ARTICLE 12 SOIL AND PERCOLATION TESTING – 405 MIDDLE ROAD\*\***

(Majority vote required)

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

**Summary**

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



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

The property at 405 Middle Road is located in a desirable location just steps away from the Steele Farm land. It could have substantial value to the town depending on the results of the soil and percolation testing. The Board believes that \$3,000 is a reasonable expenditure that will allow us to determine the market value of the property. This will allow the Town to make an informed decision when determining how it can best serve the interests of the Town.

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

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Fifty Thousand Dollars (\$50,000), more or less, for the purpose of paying the first year's interest and the cost of issuance for borrowing authorized by vote of Town Meeting in 2015 as well as for borrowing authorized at Town Meeting in 2016, or take any other action relative thereto.

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

The appropriation requested under this article provides for monies necessary to pay the first year's interest and cost of issuance for borrowing authorized at the 2015 and 2016 town meetings.

**ARTICLE 14                    REPLACEMENT OF 3 TOWN HALL HVAC UNITS\*\***

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty Thousand Dollars (\$20,000), more or less, for the purpose of replacing one furnace and two air conditioning systems in the Town Hall, or take any other action relative thereto.

**Summary**

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

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

The Town Hall has suffered for many years with inefficient, poorly balanced, and most recently unreliable HVAC equipment. As indicated in the Summary, a substantial portion of the HVAC system has been replaced in the past year due to equipment failures. This article completes the renovation of the Town Hall HVAC system, and should provide many years of trouble-free service.

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

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ten Thousand Dollars (\$10,000), more or less, for the purpose of repairing the Town Hall chimney and the Boxborough Museum roof, or take any other action relative thereto.

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

The chimneys on the Town Hall suffer a number of problems, including: damaged flashing, cracked bricks, loose or missing mortar and cracked or spalled top covers. Repair of these conditions is needed to forestall further deterioration that would lead to more serious repair/replacement requirements in the not-too-distant future. The Museum roof has a persistent if elusive leak that has led to flooring and interior wall damage. As noted for the chimney repairs, a modest investment now will save a much larger damage remediation requirement in the future. The approximate split in cost between the two elements is: Town Hall chimney ~ \$1,800 and Museum roof ~ \$8,200.

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

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Ten Thousand Five Hundred Dollars (\$10,500), more or less, for the purpose of upgrading the existing library meeting room A/V system, or take any other action relative thereto.

**The Library Board of Trustees recommends unanimously.**

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

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

Meetings are held in the Library’s meeting room five times a week on average. The availability of a functioning, up-to-date audio-visual system is essential for providing presentations to meeting attendees. Those include government meetings that are also held in the room. The proposed upgrade includes removal of the older VHS components and projection systems and the installation of HDMI versus VGA laptop display support and newer Blue-ray video technology. The turn-key presentation system upgrade will integrate with the Town’s new video studio in a box system allowing for delayed broadcast of events and meetings from the Library. The Board of Selectmen supports the request of the Library Trustees.

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

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Five Thousand One Hundred Dollars (\$5,100), more or less, including all costs incidental and relating thereto, for the purpose of acquiring a commercial dehumidifier and storage shelving for the Boxborough Museum, or take any other action relative thereto.

**Summary**

*To make the museum basement a useful space for off-site storage of various Town Hall records and materials, the humidity needs to be controlled and shelving installed. The space allocated for Town Hall record storage is approximately 22' x 11' and would accommodate eleven 48" x 24" shelving units. We plan to use the same type of shelving currently in the Town Hall vault since it has lasted well. Eleven shelving units are estimated to cost \$3,100; a commercial dehumidifier has been estimated at \$2,000.*

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

When the former Town Library was transferred to the Historical Commission for use as a Museum, a portion of the enabling agreement provided for the storage of Town Records in the basement of the Museum, in addition to the artifacts that the Commission might wish to store. The intention of storing documents and artifacts in the Museum basement has been frustrated by excessive moisture and humidity levels in the basement, rendering the safety of materials stored there problematical. Drainage work by the DPW has improved, but not eliminated this situation, and active de-humidification is required to achieve the objective of safe document and artifact storage in the Museum basement. The importance of a solution to the basement moisture/humidity problem has been increased recently by the need to place public safety communications equipment also in the Museum. The recommended funds will provide for a commercial dehumidifier and storage shelving to finally achieve the objective of safe storage in the Museum basement.

**ARTICLE 18            CLOSE COMPLETED ARTICLES\*\***

(Majority vote required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of Twenty-Eight Thousand Two Hundred Fifteen Dollars and Forty-One Cents (\$28,215.41), more or less, as voted by past Town Meetings, and indicated in the table below:

	<b>Description</b>	<b>Amount</b>
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:	<b><u>\$28,215.41</u></b>

and further, to transfer from free cash the sum of One Hundred Fifty-Seven Dollars (\$157), more or less, to pay off short term borrowing notes issued under the authorization granted under Article 9 of the May 2013 Annual Town Meeting (Town Hall Windows), or take any other action relative thereto.

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

**ARTICLE 19 DEPARTMENTAL REVOLVING FUNDS RE-AUTHORIZATION\*\***

(Majority vote required)

To see if the Town will vote to reauthorize revolving accounts previously established by vote of the Town under Massachusetts General Laws, Chapter 44, Section 53E½, for the following purposes: electrical inspection fees; plumbing/gas inspection fees; library fees, fines and penalties; library photocopying fees; dog licensing fees and penalties; sale of trees and other wood, farm products & leasing and rental fees (Steele Farm); fees associated with the regulation of the local Wetland Bylaw; fares and reimbursement from Montachusett Regional Transit Authority (MART); general fees from CoA sponsored programs; annual fire alarm service fees; rental of Community Gardens’ plots; fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees; athletic field permitting fees; Recreation Commission program fees; Animal Control services fees; said fees of the revolving accounts to be expended by the authorized entity without further appropriation; and further, to increase the cap on the Electrical Inspection Revolving Fund from \$50,000 to \$150,000, increase the cap on the Plumbing and Gas Inspection Revolving Fund from \$15,000 to \$100,000 and change the spending authority for the Plumbing & Gas Inspection Revolving Fund from the Building Inspector to the Town Administrator, or take any other action relative thereto.

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 17 Spending Limit</b>	<b>Disposition for FY 17 Fund Balance</b>
Electrical Inspection	Building Inspector	Electrical inspection fees	To pay Electrical Inspector for inspections conducted by him	\$50,000 <b>\$150,000</b>	Carryover to FY 2018 to pay for inspections for permits not yet completed
Plumbing & Gas Inspection	<del>Building Inspector</del> <b>Town Administrator</b>	Plumbing/gas inspection fees	To pay the Plumbing/Gas Inspector for inspections conducted by him	\$15,000 <b>\$100,000</b>	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

<b>Revolving Fund</b>	<b>Authority to Spend Funds</b>	<b>Revenue Source</b>	<b>Use of Funds</b>	<b>FY 17 Spending Limit</b>	<b>Disposition for FY 17 Fund Balance</b>
Steele Farm	Steele Farm Advisory Committee, by majority vote	Sale of trees & other wood, farm products & leasing and rental fees	To defray related expenses of the Steele Farm	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed
Conservation Commission	Conservation Commission within the administrative procedures established by the Board of Selectmen, and by majority vote of the Commission	Fees associated with the regulation of the local Wetland Bylaw	To defray expenses directly attributable to local Wetland Bylaw regulatory activities (excluding legal expenses)	\$20,000	Carryover to FY 2018 to pay for expenses not yet completed
Senior Van	Town Administrator	Fares and reimbursement from Montachusett Regional Transit Authority (MART)	To defray expenses associated with the operations of the senior van	\$32,000	Carryover to FY 2018 to pay for expenses not yet completed
General Council on Aging Programs	CoA Coordinator, in consultation with the Council on Aging	General fees from CoA sponsored programs	To pay expenses directly attributed to CoA programs	\$15,000	Carry over to FY 2018 to pay for expenses not yet completed
Fire Alarm System Maintenance	Fire Chief	Annual fire alarm service fees	To defray expenses related to the operation & maintenance of the fire alarm monitoring systems	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed
Community Gardens	Agricultural Commission, by majority vote	Rental of plots	Management & care of Community Gardens	\$2,000	Carryover to FY 2018 to pay for expenses not yet completed
GIS Assessor Maps	Town Administrator	Fees collected from the Planning Board for applications to modify existing parcel boundaries and/or the creation of new parcels and copying fees	To defray expenses associated with the updating of the GIS Assessor maps and related expenses	\$5,000	Carryover to FY 2018 to pay for expenses not yet completed
Field Permitting Fees	Town Administrator	Athletic field permitting fees	Management and care of athletic fields and permit administration	\$10,000	Carryover to FY 2018 to pay for expenses not yet completed

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

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

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

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

**The Library Board of Trustees recommends unanimously.**

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

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

(Majority vote required)

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

**Summary**

*Under the terms of the cable television licenses granted by the Town, through the Board of Selectmen (the Issuing Authority), to Comcast (12/18/11 – 12/17/21) and Verizon (9/18/06 – 9/17/21), the Licensees provide the Town with: quarterly annual payments to support the ongoing operations of providing cable access, an annual licensing fee, as well as capital funding to be used for PEG Access equipment and/or facilities, including PEG Access video return. These monies have been held in a special revenue account under the control of the Issuing Authority, the Boxborough Board of Selectmen.*

*New legislation provides that the town, upon acceptance of MGL c.44 S 53F¾, establish a special revenue account in which the Town would reserve for appropriation the aforementioned cable related revenues to be expended for the purposes noted above. The legislation provides for transparency on the expenditure of the cable funds. Whereas such expenditure was previously under the control of the Board of Selectmen pursuant to the cable licensing agreements, it would now be subject to authorization by Town Meeting.*

*This article also provides for the transfer of the balances remaining in the previously established special revenue accounts to a new special revenue fund for receipts reserved for appropriation. As noted above, expenditures from that fund will require an affirmative vote of Town Meeting. The fund can be used for no purpose other than supporting the PEG Access and cable –related activities. Article 21 seeks town meeting approval of such expenditure.*

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

Acceptance of this article will bring the town into compliance with recent Massachusetts Department of Revenue directives on the use and appropriation of funds received from our licensed cable television franchisees (Verizon and Comcast). Our previous method and process was working just fine but DOR has issued new rules on accountability for collection and appropriation of revenues obtained from our licensed cable operators.

**ARTICLE 21 CABLE INFRASTRUCTURE\*\***

(Majority vote required)

To see if the Town will vote to appropriate the sum of One Hundred Seventeen Thousand Five Hundred Dollars (\$117,500), more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of 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, or take any other action relative thereto.

**Summary**

*This article is a companion to Article 20. Town meeting approval of Article 20 established a new Special Revenue Account for Appropriation for cable-related purposes. Article 20 also transferred all funds remaining in the old special revenue account under the Board of Selectmen to the newly established Special Revenue Account for Appropriation. Appropriations from this new account must be authorized by town meeting. As before, appropriations must be for the benefit of residents related to Public, Education and Government channel access and related activities. Annual licensing fees and capital equipment grants from Verizon and Comcast fund the special revenue account. No tax revenues are involved. Although Town meeting must approve these appropriations, they do not affect anyone’s tax bill.*

*The appropriations requested for operations and purchase of new equipment is summarized below.*

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

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

The Selectmen have long planned to upgrade and expand our cable television capabilities to improve the quality of recordings and broadcasts from the Grange meeting room. This article will fund significant audio/visual recording enhancements for the Grange room infrastructure. It will also provide for live broadcasts from the Sargent Library for committee meetings and public events that may be held there. We will be able to record committee meetings taking place in town hall concurrently with live broadcasts from the Grange room.

In addition to planned improvements and expansions, funds must be appropriated for continued video services contracted through Littleton Community Television (LCTV), and the video-on-demand (VOD) service we introduced in 2015. The VOD service permits residents on-line access to previously recorded meetings.

The appropriations in this article will fund a number of enhancements to the town's cable television offerings and capabilities. This will not only improve the quality of what we have long been doing, it will make it more convenient for citizens to view and appreciate the workings of their town government.

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

(Two-thirds vote required)

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

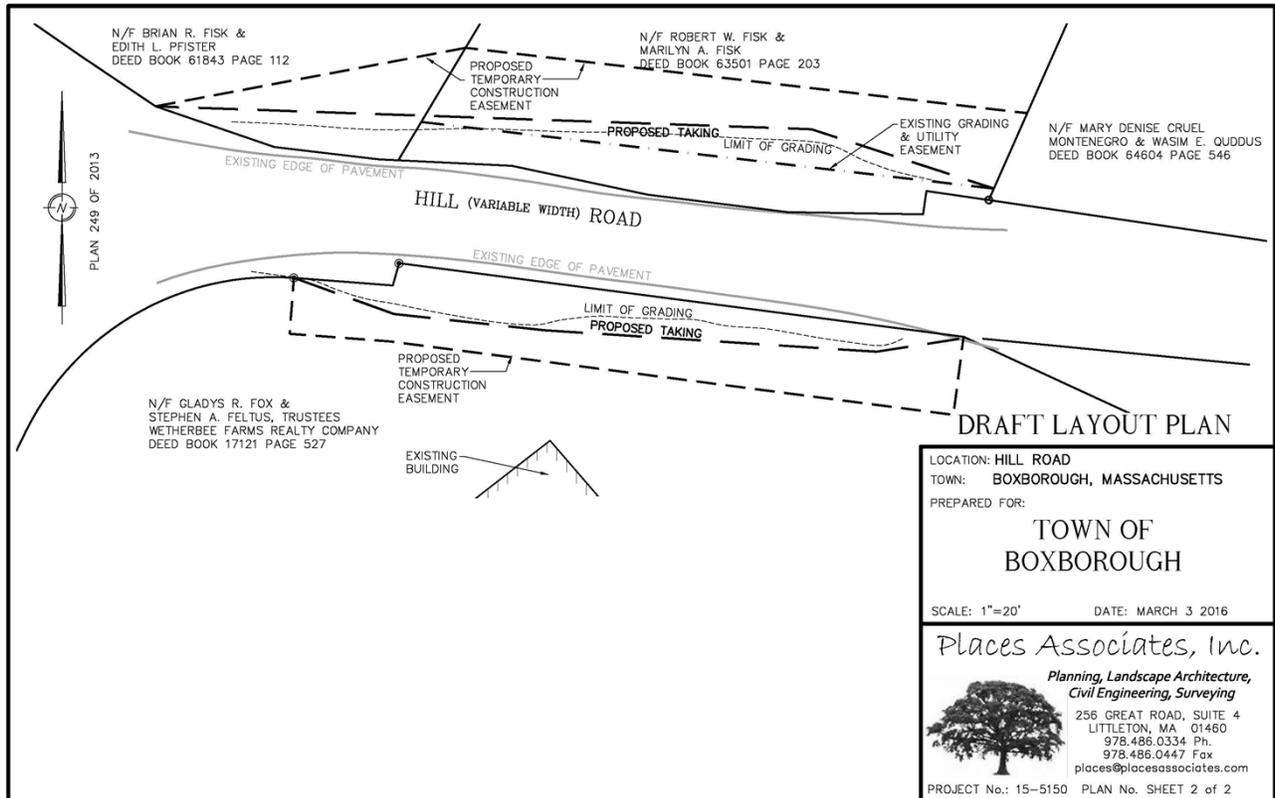
**Summary**

*The short stretch of Hill Road immediately to the North and East of the Whitcomb Road intersection is presently supported on its lateral edges by old stone walls whose condition and conformation preclude the installation of effective guardrails and cause concern about the stability of the roadway margins under modern heavy traffic. During the present fiscal year (FY16) engineering studies have been completed and have concluded that a sloped heavy stone riprap supporting grade should be installed to both support the roadway margins and allow installation of effective guardrails. A plan view of the proposed grading is shown on the following layout by Places Associates, Inc. In order to accommodate the grading and riprap, the Town must permanently acquire a small amount of property (either via deed or permanent easement) from the abutters, and also obtain temporary easement for use of equipment and personnel during the actual construction project. This article authorizes the Board of Selectmen to obtain the required permanent and temporary interests in the abutting parcels. The only funds required are those needed to reimburse the abutting landowners for the preparation of such legal documents of conveyance as may be required. The required funding for legal documentation is not to exceed \$5,000.*

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

As indicated in the Summary, the grading construction project required to stabilize the described portion of Hill Road and to install effective guardrails demands that the Town acquire both temporary and permanent interest in small amounts of abutters’ property. This article authorizes the Board of Selectmen to obtain the necessary easements and also authorizes the expenditure of funds to complete the necessary legal documentation for any required conveyance.

[N.B. Selectman Les Fox is one of the abutters and has recused himself from discussion on the matter; he abstained from voting.]



## ARTICLE 23 CONSERVATION TRUST FUND

(Majority vote required)

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

### Summary

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

### Justification and Need

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

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

2. *The Conservation Trust Fund currently has an unencumbered funds balance of approximately \$15,000. Previous discussions with the Finance Committee concluded that an estimated working balance of \$30,000 is considered to be adequate for meeting anticipated expenses.*

3. *The Conservation Trust Fund has incurred the following expenses/encumbrances in FY 2016:*

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

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

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

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

- *Review of Land Acquisition Opportunities – There are a number of parcels (both in and out of Chapter) that may be offered to the Town. Typical due diligence for review of acquisition opportunities (before bringing a potential acquisition to Town Meeting) incurs costs on the order of \$10,000 for appraisals, title searches, and engineering and/or environmental review.*
- *Control of Invasive Plants on Conservation Land – Implementation of invasive control plans will involve the cost of contracted labor and equipment that is beyond routine operations and maintenance.*
- *Improve the Monitoring of Conservation Restrictions – Preparation and recording of baseline documentation will involve the cost of contracted consultant services.*

**Background Information**

1. *From 1990 to 1999 Town Meeting appropriated an average of \$5,000/year to the Conservation Trust Fund.*
2. *There was one appropriation of \$15,000 to “replenish” the fund in 2000.*
3. *The last 5 years (2011 through 2015), ATM approved an appropriation of \$5,000 each year.*
4. *Routine operations and maintenance are funded separately at approximately \$1,000 per year.*
5. *Other sources of funds available to the Conservation Commission such as state and town filing fees are limited to covering expenses associated with reviewing and protecting wetland resource areas and land with wetlands interests. The Conservation Trust Fund may be directed toward broader range Conservation land interests independent of wetland resource protection.*

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

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

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

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

**The Conservation Commission recommends (6-0).**

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

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

## ARTICLE 24 INFORMATION TECHNOLOGY HARDWARE UPGRADES

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of **Sixty-Seven Thousand Dollars (\$67,000)**, more or less, to provide for replacement of: uninterrupted 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, or take any other action relative thereto.

### Summary

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

*The Capital Plan is currently being updated to include the Town's IT infrastructure and hardware so that we can plan for the phased replacement of our aging switches, UPS's, computers, peripheral equipment and cabling. In addition to the network switches noted above, we are seeking an appropriation to replace two of twelve uninterrupted power supplies, one well past its end of life and the other soon to be reached. Other hardware to be replaced includes the Police Department server that was placed in service in 2004, a laptop for the Council on Aging Coordinator's office, and three printers (Town Hall and Dispatch). Funding is also requested for the first phase of replacing cabling for the Town Hall's local area network, which was installed in 2001.*

*In February, the Town applied for a Community Compact IT grant to architect, configure, set up, and deploy a new robust network infrastructure. The grant would provide funding to upgrade the existing core network, and as well as to replace all of the town's switches, uninterrupted power supplies and a portion of cabling. If the Town is successful in its application, \$41,000 of the requested \$67,000 (approximately sixty percent of the appropriation sought in this article) will be funded by the grant. Awards are not expected to be announced until late spring, which likely would be after annual town meeting. If we are successful and an award is announced prior to Town Meeting, a reduced appropriation would be sought; otherwise monies would be returned to the Town at next year's town meeting.*

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

The Board of Selectmen recommends this article. Its purpose is to ensure reliable operation of our core IT infrastructure for delivery of essential information services for town operations. A portion of the funds requested will replace obsolete and unsupported network switches gifted to the town by CISCO approximately seven years ago. The additional items are part of the normal and regular IT equipment refresh cycle. All items have been recommended by Boxborough's ad hoc IT steering committee comprised of the Board of Selectmen and the department heads, and Guardian Information Technologies, our IT consultant and services provider.

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

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Thirty-Six Thousand Dollars (\$36,000), more or less, to provide for replacement of the front (Middle Road) walkway at the base of the Town Hall steps, as well as landscaping and signage, or take any other action relative thereto.

### **Summary**

*This article seeks an appropriation to replace the walkway/patio at the base of the Middle Road entrance steps and will restore the 1901 Town Hall landscape appearance to complement the proposed new granite steps. This will also restore compliance with the building code as the bricks at the base of the stairs, along with the riser heights, are uneven and pose a tripping hazard. The existing brick throughout this patio area is worn, decayed, and continues to break and heave. This will only continue to deteriorate and possibly become a liability for the Town in the coming years.*

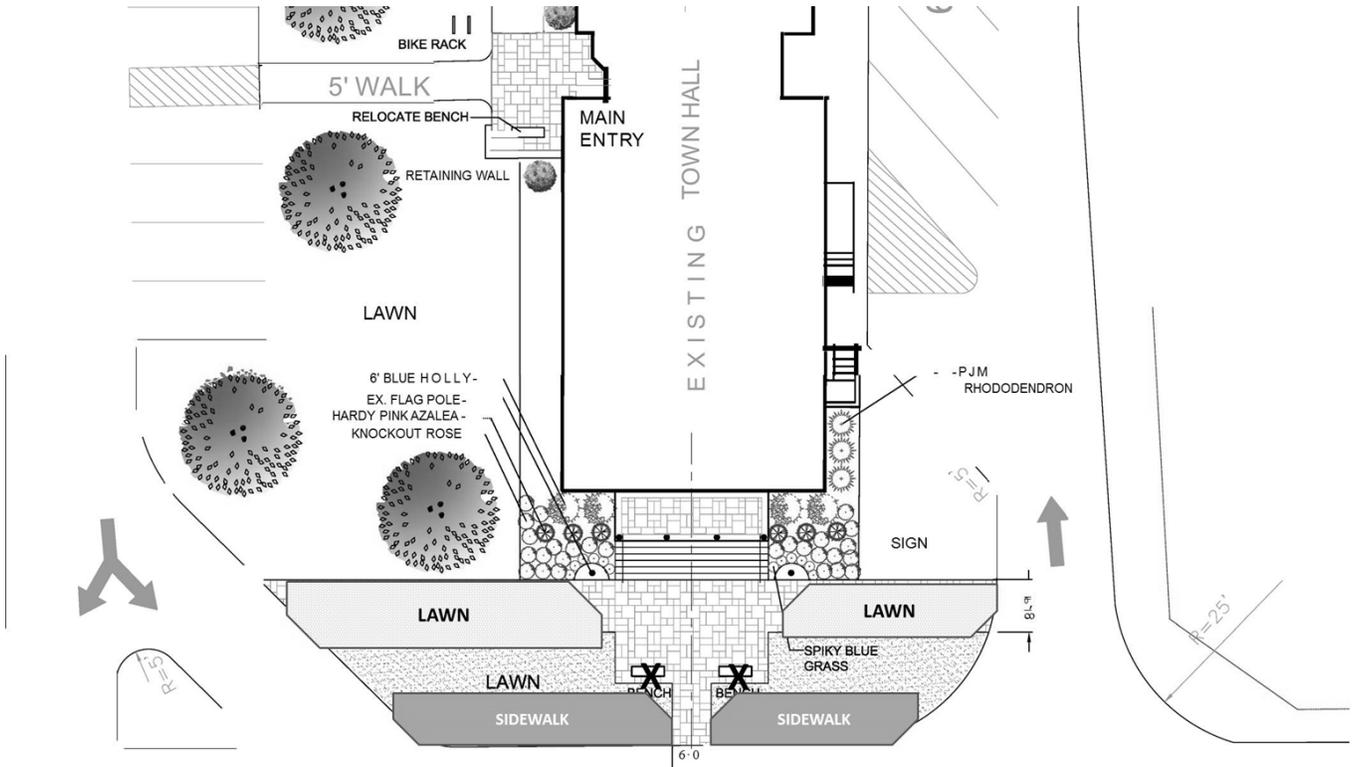
*From a construction standpoint, due to the use of heavy equipment, the revitalization of the granite steps will unintentionally cause additional disturbance to the existing patio and walkway area.*

*Additionally, the current state of the landscaping in front of Town Hall greatly detracts from the building's appearance. In its current condition, the front landscaping makes the Town Hall look unkempt, neglected, and ultimately, uninviting. Both sides of the walkway will be flanked by grassy areas, shrubbery, trees and other vegetative growth. The Public Works Department will assist with some of the preparatory demolition work and plantings, which will help manage the cost of the project.*

*This project will not only restore the continuity of the patio area at the front of the stairs, but will additionally accent the gateway to the historic Town Hall structure and improve street presence. The residents of Boxborough need not only be proud of their homes, but should also have pride in their hometown, which begins with the appearance of Town Hall and the property on which it sits.*

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

This article provides funding to rehabilitate the walkway, apron and landscaping at ground level in front of the Town Hall. The project complements and completes the renovation of the Town Hall front stairs, separately funded by a Community Preservation Act Project. Residents will appreciate the poor condition of the stairs and walkway/apron, with loose and uneven brickwork presenting tripping hazards, as well as dustbowl-level landscaping that diminishes rather than enhances the Town Hall appearance. The proposed project also provides signage to highlight the Town Hall and the traffic pattern.



**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 if transferred from Stabilization Fund or Borrowed)

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

**Summary**

*This article will fund the first of two phases to deploy a town-wide monitoring and access control system for all town buildings. The Town Hall and public safety facilities will be prioritized and will be covered in the first phase of the project. Sensitive data and equipment are located at these buildings, and controlling access to these facilities is imperative. The second phase of the project, for which we will seek an appropriation next year, will add the DPW, Library and Museum.*

*Currently, building access is controlled by issuance of physical keys to authorized individuals under a master key system. Town employees and chairs of committees and boards are issued keys. Records must be maintained for keys issued, lost/replaced and returned. With growth in the number of keys issued, record keeping and physical key inventory management has become unwieldy. It can be problematic to ensure there are no keys outstanding to unauthorized individuals. Lock repair and maintenance is more costly and complicated by the master key system.*

*The IP enabled access control system will use RFID cards issued to authorized individuals. Access to buildings will be controlled by card readers that query the card presented and check for access authorization in the master database. Upon termination of employment or change in committee status, issued cards can be revoked with the click of a mouse. There will be no need to return keys or cards. The card readers will be connected to the town network to communicate to the master database and monitoring system at Dispatch. Dispatch personnel will be able to provide assistance 24x7 in case of any issue. In the next phase of the town's access control and security deployment, IP enabled video cameras will be installed at all card-reader equipped doors.*

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

The Board of Selectmen recommends this article to improve the town's ability to provide a safe and secure environment for employees and volunteers.

**ARTICLE 27 POLICE DEPARTMENT – BUILDING REPAIRS AND MAINTENANCE**

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Eighty-Two Thousand Dollars (\$82,000), more or less, to provide for the following building repairs and maintenance at the Police station:

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
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.

Or take any other action relative thereto.

**Summary**

*This article is to fund repairs and maintenance that are needed for various items of the Police Department building and grounds as described in the accompanying table. Most of these needs arise from ordinary wear and tear. A security deficiency must be corrected in the case of the Evidence/Property Room. The detention cells have failed inspection by the Department of Public Health due to unsanitary condition of the walls and integrated metal sink/toilet fixture. This must be corrected so that the detention cell can be used legally. The Chief is working with the Energy Committee to leverage their town-wide initiative on energy efficient lighting for potential savings on fixtures, bulbs and installation expenses.*

**The Board of Selectmen recommends...**

These are necessary maintenance and repair items for the police department facilities.



**ARTICLE 28 POLICE DEPARTMENT – EQUIPMENT**

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of **Ninety-Nine Thousand One Hundred Dollars (\$99,100)**, more or less, to provide for the following equipment for the Police Department:

	<b>Purpose</b>	<b>Amount</b>	<b>Comment</b>
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.	<b>Ruggedized tablet</b>	<b>\$5,500</b>	<b>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.</b>
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.

Or take any other action relative thereto.

## **Summary**

*This article addresses certain needs of the Police Department for equipment used in police operations, as summarized in the table. The Police Department has been equipping full-time officers with Electronic Control Devices (ECD -Tasers) since 2014. Additional ECD's are required to equip the part-time police officers who will be trained and qualified for their use. The existing security cameras have poor quality and the video server for recording has insufficient capacity. It cannot keep up with the current volume of recording, and cannot accept that which will be generated by the additional surveillance cameras planned as enhancements to a town-wide access control and monitoring system. The present .40 Cal firearms are at end life and should be replaced in any event, and the Chief will take this opportunity to change over to the 9 MM standard firearms. The current use of ink-pad fingerprinting generates poor-quality prints and does not integrate well with modern digital fingerprinting data systems widely used by law enforcement at the local, state and national level.*

### **The Board of Selectmen recommends...**

The Board of Selectmen supports these upgrades and replacements of equipment essential to police operations.

**ARTICLE 29 FIRE DEPARTMENT – REPLACE UTILITY TRUCK**

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

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

**Summary**

*This article would fund a ¾ ton pickup truck, replacing the current utility vehicle. This pickup truck will be equipped with a hydraulic lift gate to assist in loading and unloading heavy equipment items, including a snowblower for clearing hydrants, portable generators, portable pumps, and off-road rescues. The truck will be set up for a plow to allow clearing of dry hydrants after snowfall, without waiting for DPW vehicle/personnel availability. The truck will also be used to transport the department’s trailers and light tower to incidents and/or Town events. The primary reason for purchasing a four-wheel drive, lift gate equipped pickup truck is to facilitate off road rescues along the 25(+) miles of trails accessing the Town’s conservation and municipal lands. The vehicle will also be used to transport department personnel to required building inspections, Fire Academy classes, and prolonged incidents as required. The ability to transport pumps and generators to assist residents during/after severe weather and flooding events as well as transporting a snowblower for hydrant clearing activities after winter storms will reduce the need to deploy larger apparatus for these purposes, which are secondary to their primary function of responding to emergencies.*

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

This multi-purpose vehicle will not only greatly facilitate off road rescues on the Town’s extensive trail network but also provide necessary personnel and equipment transport that does not require the capabilities of the department’s heavy apparatus. Fulfilling these less demanding needs with a relatively low cost vehicle represents sound management of our Fire Department fleet assets.

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

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars (\$40,000), more or less, for the purpose of acquiring and equipping a 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, or take any other action relative thereto.

### Summary

*As of July 1, 2016, Boxborough's ACO will be providing services to Boxborough, Littleton and Stow. The ACO has been using her personal vehicle, with mileage reimbursement. Both Town Counsel and MIIA, the town's insurance carrier, have advised against use of personal vehicles to conduct town business because of the risks presented both to the ACO as well as to the town. The amount of \$40,000 requested in this article is based on a quote from an authorized dealer on the state's bid list. The quote includes the base vehicle (pickup truck) plus a Leer Cap/Cab transport kennel insert. With a five-year refresh cycle, the cost of borrowing for the proposed vehicle plus annual insurance and operating expenses will be covered by fees collected and disbursed through the ACO revolving fund. In steady-state, the vehicle will not be a net cost to the town.*

*In 2014, we began negotiations with the Town of Littleton for the provision of animal control services under an Intermunicipal Agreement (IMA) between the two towns. Consequently, at the May 2014 town meeting we requested the establishment of a revolving fund to receive fees collected, and pay for expenses of ACO operations. The relationship with Littleton has gone very well. The IMA was renewed for the current fiscal year and we will renew for the upcoming fiscal year beginning July 1. Meanwhile, we have also negotiated acceptable terms for ACO services to be provided to Stow, beginning on July 1.*

*We are now at the point we anticipated in May 2014 where Boxborough's ACO will be providing ACO services for three towns, and the fees from Littleton and Stow will cover cost of operations. The town accountant has carefully reviewed the financial data to date and concluded that the ACO fees will cover the amortization of borrowing for a new vehicle for the ACO.*

### **The Board of Selectmen...**

The Board of Selectmen supports the purchase of a dedicated vehicle for use of the ACO. We considered whether we could re-purpose a used truck from the DPW that is scheduled for replacement, but were advised that the vehicle is past useful life and would require some refitting expenses in any event. The condition of the vehicle provides too great a risk to utilize it in rendering ACO services for three towns. We now have a proven business model for delivery of ACO services that will shield the town from cost of expanded operations. Boxborough's ACO will be providing ACO services for three towns, and the fees from Littleton and Stow will cover cost of operations. With the proposed new ACO vehicle not only can we follow best practices and lower our risk, we can pay for it out of ACO fees.

**ARTICLE 31 DPW – ROAD PAVING**

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

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

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

This article continues the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The expected level of Chapter 90 funding in recent years has been insufficient to repave even 1 mile per year of the Town’s approximately 30 miles of roadway. This shortfall has led to a general deterioration of town roads, a situation obvious to all residents. With the funds appropriated in May 2015, the Town is repaving Picnic Street and Patch Hill Road, supplementing the construction work to be funded on Hill Road, as well as Swanson Road repaving, funded by Chapter 90 monies. The funding of this article, if approved, will enable repaving of Robinson Road, the eastern end of Burroughs Road, and possibly additional stretches of road, depending upon available Chapter 90 resources and the cost estimates developed for each paving project. This road paving request is likely to be continuing from year to year until such time as we have “caught up” with a sustainable repaving schedule or Chapter 90 resources have been substantially increased.

**ARTICLE 32 DPW – REPLACE FRONT END (BUCKET) LOADER**

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

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Two Hundred Thousand Dollars (\$200,000), more or less, for the purpose of replacing the DPW’s vintage 1978 front end (bucket) loader with a new one, or take any other action relative thereto.

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

The Town DPW operates two front end (bucket) loaders, the newer being a 1996 model and the older being a 1978 model. The 37-year-old loader has transmission and hydraulic system problems and is at present only useful for loading trucks with sand and salt in the DPW yard during snowstorms, as it is too unreliable for general use. The replacement loader proposed is a mid-level model with pricing from the state contract bid list. The DPW employs its front end (bucket) loaders for a wide variety of purposes, ranging from construction to earthmoving to snow removal. If approved, the replacement loader will move to the front line tasks and the 20 year old model will move to a supporting role. Failure to replace the loader will materially diminish the DPW’s ability to clear snow in winter and will slow construction and earthmoving projects in other seasons.

**ARTICLE 33 DPW - REPLACE PICKUP TRUCK**

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

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

**Summary**

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

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

This article seeks to replace the DPW director's pickup truck, which is eight years old and has 145,000 miles on the odometer. It should be noted that many of these miles are extremely hard plowing experience and, though the vehicle is well maintained, the truck has significant body rust and damage. The truck is due for new tires and brakes, which, along with increasing incidence of repairs, makes it more cost effective to replace the truck than invest additional money in a vehicle near the end of its useful life.

**ARTICLE 34 DPW - VHF RADIOS AND RELATED EQUIPMENT**

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

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

**Summary**

*The DPW currently operates an unlicensed Low Band radio system to maintain communications between the vehicles and headquarters. This system is not compatible with Public Safety communications radios and has become sufficiently obsolescent that parts and repairs are extremely difficult to obtain, risking large scale unresolvable failures in the near future. This article proposes to replace the current system with a fully licensed VHF radio system able to communicate directly with public safety dispatch and vehicles, employing a combination of newly purchased equipment and systems repurposed from Boxborough Police Department radio equipment rendered surplus by the recently completed Public Safety Communications upgrade. This system will include VHF repeaters at the Swanson Road and Hager sites, interface and base station equipment at the Public Safety Dispatch center and DPW barn, mobile radios for the 18 DPW vehicles and portables for DPW personnel. The approximate cost breakdown for the proposed DPW radio system is as follows:*

<i>Engineering</i>	<i>\$16,000</i>
<i>Licensing</i>	<i>5,000</i>
<i>Swanson Road Equipment and Sitework</i>	<i>19,500</i>
<i>Hager Equipment and Sitework</i>	<i>20,000</i>
<i>Police Station Equipment</i>	<i>14,700</i>
<i>DPW Barn Equipment</i>	<i>4,200</i>
<i>Reprogramming Police (Portable) Radios</i>	<i>500</i>
<i>New Mobile (Vehicle) Radios</i>	<i>11,000</i>
<i>Contingency</i>	<i>4,100</i>
<b><i>Total</i></b>	<b><i>\$95,000</i></b>

*The repurposing of former BPD repeater equipment and radios will save approximately \$51,000 in additional costs that otherwise would be incurred over and above the \$95,000 estimate.*

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

The DPW radio system is both unlicensed and beyond obsolescent. It must be replaced to provide reliable communications with DPW personnel and vehicles, and to provide interoperability with public safety systems in the event of emergencies.

**ARTICLE 35                    HAGER WELL - SYSTEM UPGRADES**

(Majority vote required)

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

**Summary**

*The Hager Well is a public water supply, owned and managed by the Town under DEP rules and oversight, providing water to the Blanchard School, Sargent Memorial Library, Police Station and Fire Station. The Town contracts for monthly and quarterly water sampling to identify levels of various contaminants, which results are reported to DEP and validate the continuing safety of the water supply for human consumption. Over the past year the levels of some contaminants have increased to levels indicating problems with the water filtration system, though not exceeding DEP guidelines. A preliminary engineering study indicated that the filtration system at the Hager Well pumphouse contained some design deficiencies and filter elements nearing the end of their useful lives. The ROM cost of \$50,000 was developed by a competent water system engineering firm with extensive experience in water system design and DEP permitting. Of this total approximately \$12,000 is for filtration system design engineering and permitting, and the balance is for purchase of components, plumbing and installation.*

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

This article is about as close to a “no-brainer” as we are likely to see, since the maintenance of a safe public water supply for the Blanchard School, Library and Public Safety facilities is at or near the highest priority for the Town.

**ARTICLE 36 PUBLIC SAFETY BUILDING – ADDITIONAL SITE & BUILDING DATA**

(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of Eighty Thousand Dollars (\$80,000), more or less, for the purpose of continuing conceptual design and costing studies, conducting site surveys and geotechnical studies, and delineating wetlands boundaries for proposed Public Safety Facilities, or take any other action related thereto.

**Summary**

*The ongoing Public Safety Facilities Needs Assessment has identified space and facilities needs for the Police, Dispatch and Fire departments, through joint efforts of the Space Needs Committee and HKT Architects, Inc., and formulated several conceptual designs aimed at meeting those needs. A conceptual floor plan for the combined Public Safety Facility has furthermore been developed, reviewed and reduced. It is presently being costed by professional construction estimators. This conceptual design and associated cost estimate will provide a firm basis for updating the facility concept design subject to specific site conditions that may be found as well as revised design, construction sequencing and cost constraints that may be determined by the Town. Additional study is needed at the conceptual design and costing level to solidify Town needs and priorities, before proceeding to the Schematic Design Phase, which represents a cost commitment approximately 5x the conceptual design level. An estimate and approximate breakdown of the proposed article cost is outlined below:*

<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
<b><i>Total</i></b>	<b>\$80,000</b>

**The Board of Selectmen defers its recommendation until Town Meeting.**

**Articles 37 – 43 Zoning Bylaw Amendments to be added**

[These will be properly incorporated at the end of the process]

- 37. ZONING BYLAW AMENDMENT – AMEND ZONING MAP**
- 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**

**ARTICLE 44                    GENERAL BYLAW AMENDMENT – STONE WALLS**

(Majority vote required)

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

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

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

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

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

The complete bylaw will then read as follows:

**Section 1: AUTHORITY**

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

**Section 2: PURPOSE**

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

**Section 3: DEFINITIONS**

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

3.1     Town Way

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

### 3.2 Stone Wall

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

### 3.3 Removal, Tearing Down, or Destruction of Stone Walls

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

### 3.4 Preservation

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

### 3.5 Construction

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

## **Section 4: APPLICABILITY**

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

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

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

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

## **Section 5: PROCEDURES**

### 5.1 Application

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

### 5.2 Public Meeting and Notice

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

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

## **Section 6: COMPENSATORY ACTIONS**

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

## **Section 7: ENFORCEMENT**

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

Or take any other action relative thereto.

### **Summary**

*The proposed amendments would allow for the temporary removal and replacement of sections of stone walls under the conditions listed in the proposed text and Applicants would not be required to go through a formal public hearing process before the Planning Board.*

### **The Planning Board recommends.**

Recent experience has caused the Planning Board to recommend the above changes. Instances where stone wall disturbances are both small and temporary requiring residents to comply with the bylaw as it currently exists, is, in the opinion of the Board, an unnecessary burden. Staff oversight and the required bond will ensure that the stone walls are returned to their pre-disturbance condition.

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

This article provides a sensible streamlined approval procedure for temporary openings of a stone wall that may be required for an applicant to complete an otherwise approved project (deck, addition, swimming pool, equipment delivery, etc.). Under present bylaw provisions, an applicant requires Planning Board approval in writing for any alteration of a stone wall within or on the boundary of a Town way. This process may subject applicants to undue delay for projects, being subject to the Planning Board's meeting and hearing schedule. The proposed bylaw change allows the Town Planner to approve limited scope temporary openings that may be required for access to the property, subject to reasonable provisions for restoration of the stone wall to its original condition.

**ARTICLE 45      GENERAL BYLAW AMENDMENT – ANNUAL TOWN MEETING**

(Majority vote required)

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

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

Or take any other action relative thereto.

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

The Board supports this amendment because it will eliminate possible confusion in the minds of voters who are accustomed to elections being held on Tuesdays.

**ARTICLE 46      GENERAL BYLAW – NEW – RECONSIDERATION OF VOTE**

(Majority vote required)

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

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

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

or take any other action relative thereto.

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

At the last two Annual Town Meetings the Town experimented with this procedure. Its purpose is to encourage discussion, consideration and resolution of an article by the maximum number of voters interested in or affected by it. It recognizes and seeks to eliminate the possibility that the will of the majority of voters present for the discussion and vote can be thwarted by a handful of voters who move for reconsideration after the majority of voters have left Town Meeting. At each of the past two Annual Town Meetings voters approved this procedure for those meetings. The Board believes the procedure worked well in those two Town Meetings and supports adopting it as a bylaw.

**ARTICLE 47                    GENERAL BYLAW – NEW – VOTE COUNTS BY MODERATOR**

(Majority vote required)

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

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

or take any other action relative thereto.

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

The Board supports this bylaw because it will allow the moderator to streamline the voting process in cases where a two-thirds vote is required and the result is readily apparent. At the same time, the bylaw provides a reasonable safeguard in the event that seven or more registered voters challenge the moderator's determination.

The Board notes that the Town's voters have expressed a long-standing preference for this procedure by approving it at town meetings over the last fifteen or so years. The Board believes it has served the Town well in those town meetings, and that it makes sense to adopt it as a regular procedure by approving this bylaw



**ARTICLE 49                    CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM\*\***

(Majority vote required)

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

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

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds are expended in a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and including from time to time the purchase of equipment instrumental in maintaining Town roads. The FY17 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in Town.

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

**(Two-third vote required)**

To see if the Town will vote to discontinue as a public way the westerly portion of Cunningham Road from its intersection with Massachusetts Avenue to the 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, or take any other action relative thereto.

**Summary**

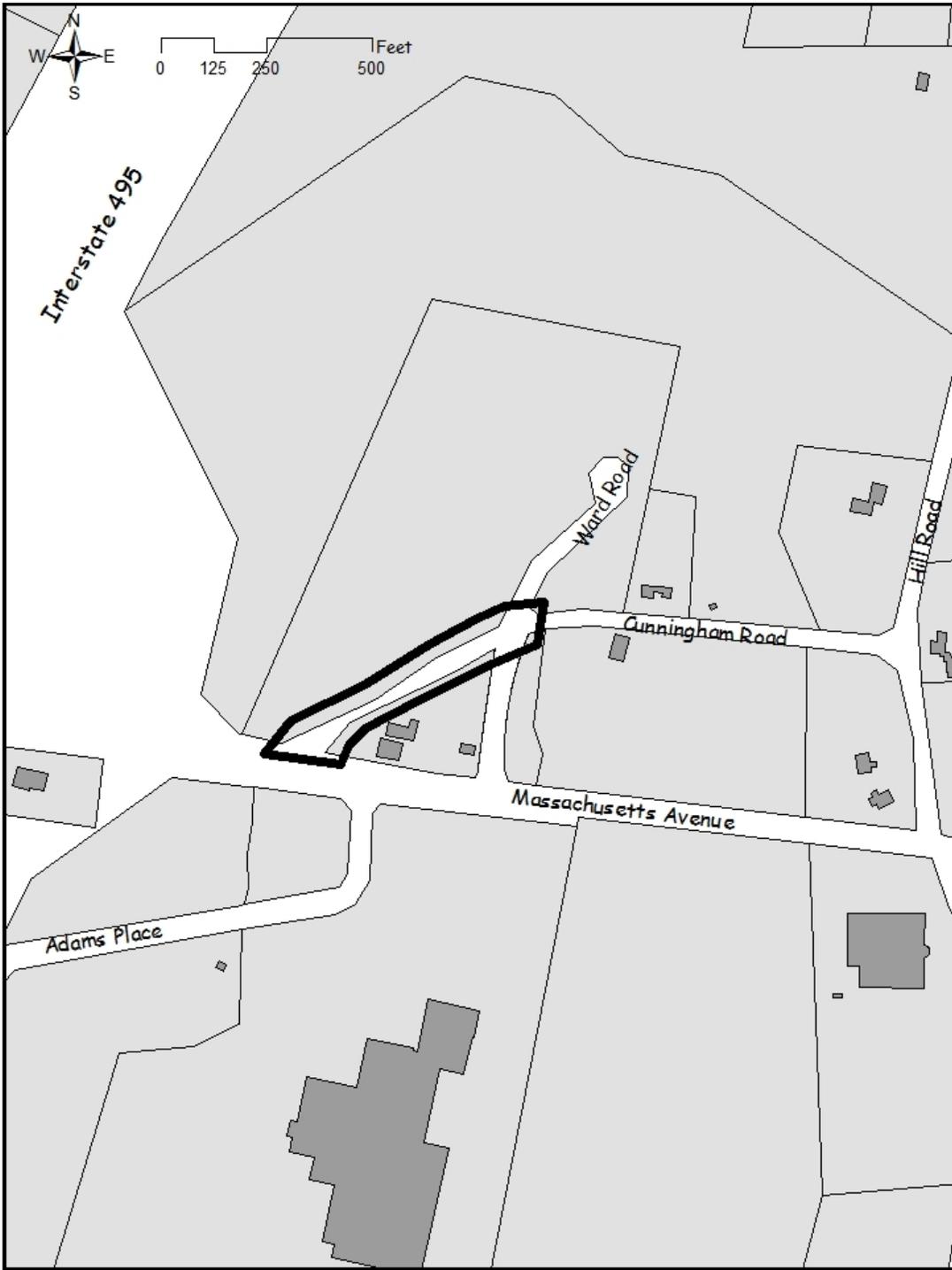
*One of the provisions in the comprehensive permit for the Jefferson at Beaver Brook development to the north side of Massachusetts Avenue near Rte. 495 is that Cunningham Road be discontinued as far as through traffic from Massachusetts Avenue or the development to Hill Road is concerned. The westerly end of Cunningham Road has already been discontinued for practical purposes, since the construction of Ward Road as entrance to Jefferson at Beaver Brook has imposed a barrier to vehicular traffic. The easterly end of Cunningham Road services a single residence in addition to several lots that might support residential or commercial development. If the easterly end of Cunningham Road is to continue as a Town Way, provision must be made to provide turnaround at the cut-off end adjacent to Ward Road for DPW and Fire Department vehicles. In addition to remaining as a cut-off or cul-de-sac public way on its easterly end, proposals have been made to use the Cunningham Road track for pedestrian or bicycle trails. Several possibilities exist for use of the Cunningham Road track, which can be resolved by collaboration among the stakeholders. The one salient fact is that the terms of the Comprehensive Permit must be honored at some point in time prior to the opening of Jefferson at Beaver Brook. The essence of this provision is that no through traffic be allowed from Massachusetts Avenue and/or the Jefferson at Beaver Brook to Hill Road. This objective can be achieved while maintaining the easterly end of Cunningham Road as a Town way, as long as a barrier to vehicular traffic is installed at the crossing with Ward Road.*

**The Planning Board recommends.**

The approved site plan for the 244-unit Chapter 40B project known as Jefferson at Beaver Brook calls for the discontinuance and removal of the western portion of Cunningham Road. Additionally, the site plan also calls for the elimination of any roadway connection between the project access roadway (Ward Road) and Hill Road. The project's site plan was adjusted and approved after several hearings during the application process where substantial input from the public was provided regarding traffic patterns for the area. This action would allow for the project's site plan design to be compliant with the Comprehensive Permit which was issued for the project.

**The Board of Selectmen...**

The Board of Selectmen believes that the Town and developer must honor the commitment made in the Comprehensive Permit to preclude through traffic onto Hill Road from Cunningham Road.



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

(Majority vote required)

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

**Summary**

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

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

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

The Selectmen support the Town Clerk’s request to accept this chapter of the general laws. In instances when a voter registration deadline falls on a Saturday, registration will take place on the preceding Friday, when staffing is available.

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

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

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Vincent M. Amoroso, Chairman  
Board of Selectmen

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Susan M. Bak, Clerk  
Board of Selectmen

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Leslie R. Fox  
Board of Selectmen

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James J. Gorman  
Board of Selectmen

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Robert T. Stemple  
Board of Selectmen

## **7B - CPC – TJ O’Grady Skate Park Expansion**

### **Summary**

*The T.J. O’Grady Memorial Skate Park is situated on Hayward Road in Acton, abutting the grounds of the Acton-Boxborough Regional High School. It opened in November 2005 to celebrate the life of T.J. O’Grady, a Boxborough resident and student at the R.J. Grey Junior High who tragically passed away while skateboarding on a street in Boxborough. The park was originally funded by the taxpayers of Acton, corporate and personal donations as well as in-kind volunteer hours.*

*As the use of the Skate Park by Boxborough and Acton residents continues to grow, funding is now being sought for the construction of a skate bowl and a plaza, which will provide a formal entrance to the skate park complex, a viewing area for onlookers and handicap accessible park amenities for Skate Park and Lower Field amenities. The majority of the funding \$265,000 is being sought from the Town of Acton.*

**The Community Preservation Committee recommends.**

**The Recreation Commission recommends unanimously.**

In 2005, the Commission came before the Town to request \$40,000 to aid in the initial construction of the Skate Park. That request was voted down, and the original design was not constructed.

The Recreation Commission strongly supports this endeavor to improve and expand the facility, which will benefit the communities of Boxborough and Acton.

**The Board of Selectmen does not recommend (3-2).**

The Selectmen voted not to support the use of Boxborough CPA monies to fund the expansion of the T.J. O’Grady Skate Park primarily because the skate park is located in Acton. It goes against a key argument advanced for adoption of CPA at the 2014 ATM. At that time the Selectmen noted it would be smart financial planning to leverage state matching funds for town preservation expenditures that we would likely make anyway, absent CPA. Funding expansion of the skate park in Acton would be inconsistent with that intent.

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

(Two-third vote required)

To see if the Town will vote to discontinue as a public way the westerly portion of Cunningham Road from its intersection with Massachusetts Avenue to near the 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, or take any other action relative thereto.

### Summary

*One of the provisions in the comprehensive permit for the Jefferson at Beaver Brook development to the north side of Massachusetts Avenue near Rte. 495 is that Cunningham Road be discontinued as far as through traffic from Massachusetts Avenue or the development to Hill Road is concerned. The westerly end of Cunningham Road has already been discontinued for practical purposes, since the construction of Ward Road as entrance to Jefferson at Beaver Brook has imposed a barrier to vehicular traffic. The easterly end of Cunningham Road services a single residence in addition to several lots that might support residential or commercial development. If the easterly end of Cunningham Road is to continue as a Town Way, provision must be made to provide turnaround at the cut-off end adjacent to Ward Road for DPW and Fire Department vehicles. In addition to remaining as a cut-off or cul-de-sac public way on its easterly end, proposals have been made to use the Cunningham Road track for pedestrian or bicycle trails. Several possibilities exist for use of the Cunningham Road track, which can be resolved by collaboration among the stakeholders. The one salient fact is that the terms of the Comprehensive Permit must be honored at some point in time prior to the opening of Jefferson at Beaver Brook. The essence of this provision is that no through traffic be allowed from Massachusetts Avenue and/or the Jefferson at Beaver Brook to Hill Road. This objective can be achieved while maintaining the easterly end of Cunningham Road as a Town way, as long as a barrier to vehicular traffic is installed at the crossing with Ward Road.*

### The Planning Board recommends.

The approved site plan for the 244-unit Chapter 40B project known as Jefferson at Beaver Brook calls for the discontinuance and removal of the western portion of Cunningham Road. Additionally, the site plan also calls for the elimination of any roadway connection between the project access roadway (Ward Road) and Hill Road. The project's site plan was adjusted and approved after several hearings during the application process where substantial input from the public was provided regarding traffic patterns for the area. This action would allow for the project's site plan design to be compliant with the Comprehensive Permit which was issued for the project.

### The Board of Selectmen...

The Board of Selectmen believes that the Town and developer must honor the commitment made in the Comprehensive Permit to preclude through traffic onto Hill Road from Cunningham Road. This will be achieved by the proposed method of discontinuing the westerly end of Cunningham Road as described in the summary and shown on the accompanying map. The developer of the project will provide for the erection of a barrier to vehicular traffic at the eastern edge of Ward Road where it intersects Cunningham Road. The Town will be free to seek the best eventual disposition of the eastern portion of Cunningham Road, which is not the subject of this article, in view of the interests and rights of abutters, the Town of Boxborough and its residents.

7a

March 24, 2016

Boxborough Board of Selectmen  
29 Middle Rd  
Boxborough, MA 01719

Dear Selina and Selectmen,

I am hoping to continue with our adaptive soccer game on Saturdays starting on April 17<sup>th</sup> and continuing on Saturdays until Memorial Day Weekend. Depending on what ABYS suggests we'd like to use a field at Liberty St., from 10:30-11:30 on:  
April 16,23,30  
May 7,14,21

The game will, as in the past, include children, youth and young adults living with challenges/disabilities. We teach skills and finish with games in our time. We'd ask that the fee for field usage be waived as we are not charging for these sessions.

Thank you,

Ross Lilley  
Executive Director  
AccesSportAmerica

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: 2/29/2016 Email Address: ross@goaccess.org

Name of Organization: Access Sport America

Contact Person: Ross Litter Phone: Home ( ) 978 203 6414

Address: 118 Hill St Work ( ) 978 314 9137

Town/City: Acton State: MA Zip Code: 01720

Organization: Resident Non-Resident Number of Participants: 20

Describe Activity: Adaptive Soccer

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

Flerra Soccer 11 v 11 6 v 6 8 v 8 4 v 4 Liberty Soccer X 11 v 11 6 v 6 8 v 8 4 v 4 Fifer's Soccer 11 v 11 6 v 6 8 v 8 4 v 4

Flerra Baseball Liberty Baseball Other

DATE(s) REQUESTED: Saturdays April 16, 23, 30 May 7, 14, 21 1st Choice 10:30-11:30 Time Requested: Start Time End Time

2nd Choice Time Requested: Start Time End Time

Will Food/Beverages be Served? Yes If Yes, be specific:

Will Alcohol be Served? No Has a permit been obtained by the Board of Selectmen? 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? Please notify the Boxborough Recreation contact for cancellations so that we may plan accordingly.

\*\*\*\*\*

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 \_\_\_\_/\_\_\_\_/\_\_\_\_



7b

**Selina Shaw**

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**From:** Trena M Minudri <trena.minudri@us.ibm.com>  
**Sent:** Tuesday, March 15, 2016 11:35 AM  
**To:** sshaw@boxborough-ma.gov; Cheryl Mahoney; Chief Warren B. Ryder  
**Cc:** Nicole Miller Sheehan; Susan Chavez; Owen Neville  
**Subject:** Parade Permits and Town sign request

Selina:

We would like to request two parade permits for Public Celebrations in 2016:

- Memorial Day Parade on Monday, May 30th. The parade will step off from the corner of Wetherbee Lane and Hill Road. It will proceed down Hill to North Cemetery for a brief ceremony. Next, the parade continues down Middle Road to Town Hall for a second brief ceremony. The final leg of the parade crosses Mass Ave onto Stow Road and continues to South Cemetery for a final ceremony. The parade line up begins at 8am with step off at 8:30. We will request police assistance with blocking Hill Road by 7:45am. The parade concludes by 10:30am. (no changes from last year)
- Fifers Day Parade on Saturday, June 18th. The parade line up begins in the Blanchard parking lot at 10:15am. The parade steps off at 11am and proceeds on Mass Ave to Stow Road and continues to Flerra Fields. The parade arrives at Flerra no later than 11:45. We will be requesting police support with the line up process and step off due to the large number of cars and pedestrians in the parade. (no changes from last year).

We would also like to request the fire station sign (Acton Side) for Memorial Day. We would hang the sign on Monday, May 23rd and take it down on Tuesday, May 31st. We understand it is our responsibility to hang the sign and take it down.

Thank you.

Cheers,

Trena Minudri  
PCCC



## Boxborough Fire Department

502 Massachusetts Avenue  
Boxborough, MA 01719

Business 978-263-7546 Fax 978-263-0038  
[www.boxboroughfire.com](http://www.boxboroughfire.com)

Randolph T. White  
*Fire Chief*

March 31, 2016

Massachusetts Highway Department  
District Three  
403 Belmont Street  
Worcester, MA 01604

To Whom It May Concern:

In preparation for the Memorial Day Parade, scheduled to be held on May 30, 2016, and the Fifer's Day Parade, scheduled for June 18, 2016, with a rain date of June 19, 2016, located in the town of Boxborough, the Boxborough Fire Department has implemented the following plans: The Boxborough Fire Department will be participating in both parades and has implemented plans to divert apparatus and personnel from the parades in the event of other impending emergencies. The Fire Department ambulance will be on scene to provide immediate medical assistance if necessary. In addition, Fire Department personnel and apparatus will be strategically located to respond to emergencies that are related to parade events. The Fire Department has also met and discussed emergency plans with Chief Warren B. Ryder of the Boxborough Police Department.

Sincerely,

Randolph T. White  
Fire Chief



# Town of Boxborough Police Department



**Warren B. Ryder**  
*Chief of Police*

April 1, 2016

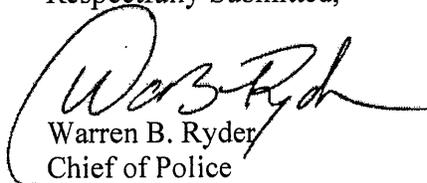
Massachusetts Department of Transportation  
District #3  
403 Belmont Street  
Worcester, Massachusetts 01604

To Whom It May Concern:

In regards to Parade permits for the Town of Boxborough for Memorial Day and Fifer's Day, the Police Department has operational plans in place for both of these events. I have enclosed copies of our operational plans for these events. The plans show the police department staffing as well as the placement of personnel for pedestrian, traffic, and crowd control.

If you have any questions relative to this matter, please feel free to contact me anytime at the Boxborough Police Department.

Respectfully Submitted,

  
Warren B. Ryder  
Chief of Police



# Town of Boxborough Police Department



Warren B. Ryder  
Chief of Police

## Boxborough Police Department Operational Plan for Public Safety Memorial Day Activities

### Purpose:

Annual operational plan to provide for public safety for Memorial Day parade and activities. Specific police officer duties include traffic control; pedestrian safety, crowd control and various other duties as required or assigned.

### Activities/Assignments:

Parade: Five (5) Police officers \*\* (7:00AM – 12:00 Noon/end of parade)

1. One (1) Officer\* located at Parade start – Intersection of Hill Rd. / Wetherbee Lane
2. One (1) Officer located at intersection of Hill Rd./Middle Rd.
3. One (1) Officer \*located at intersection of Mass Ave/Middle Rd./Stow Rd.
4. One (1) Officer located at intersection of Burroughs Rd./Stow Rd.
5. One (1) Officer located at entrance of South Cemetery

\* Officers will have marked police cruiser for visibility

\*\* On duty cruiser operators will be utilized in support roles for above officers. They will not be utilized as primary officers for special events as they may have to leave their posts and respond to routine or emergency calls for service.

### Traffic Control/Temporary One Way Motor Vehicle Traffic:

Because of the volume of both motor vehicle and pedestrian traffic in and around the parade route (and at the starting point, Hill Road at Wetherbee Lane, in particular), motor vehicle traffic will temporarily be limited to one way only prior to the start of the parade. Creating a temporary one-way loop will provide for the efficient flow of motor vehicle traffic and also provide for the safety of individuals who will be participating in the parade.

Officers assigned to areas in and around the starting/drop off point of parade participants, will direct traffic and instruct motorists in the following manner:

1. Traffic will only be allowed in a Southerly direction on Hill Road from the intersection of Picnic Street to intersection of Middle Road.
2. Traffic will only be allowed in a Northerly direction on Picnic Road from the intersection of Middle Road to the intersection of Hill Road.

3. Two way traffic will be allowed on Middle Road, however, all vehicles approaching the intersection of Hill Road (near the North Cemetery) will not be allowed to make a right hand turn. All traffic at this point must either turn left onto Hill Rd. (toward Rt. 111) or reverse direction back down Middle Road.

**Traffic Duties:**

All detail officers will provide for the safety of the general public. This will include motor vehicle and pedestrian traffic control as well as crowd control and other various duties as may be assigned.

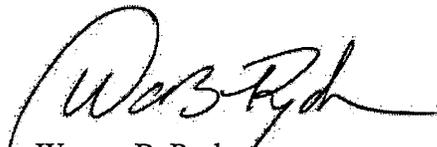
1. Officer #1 will specifically stop all traffic at the start of the parade and will follow (at the rear) of the parade until the end at South Cemetery.
2. We will provide a marked cruiser to lead the parade if requested.
3. Officer #3 will have a marked cruiser and provide pedestrian and traffic control for citizens and parade participants at intersection of Mass Ave/Middle Rd./ Stow Rd.
4. Officers # 4 & 5 will provide pedestrian and traffic control at above locations.
5. Two (2) additional bicycle patrol officers will be utilized along parade route.
6. Because of usual high volume of traffic and other activities on Memorial Day, Additional officers will be assigned to regular patrol shifts on both the 7AM – 3PM shift and the 3PM- 11PM Shift.

**Additional Recommendations**

Caution/Warning signs should be placed at strategic locations along the parade route (several days ahead if possible) to advise citizens and motorists of date and time of parade. These warning signs give motorists the opportunity to take alternate routes if desired and also to warn approaching motorists that the parade is in progress and to use caution/drive safely. No parking signs should be posted by the DPW several days in advance.

Advanced notification should be sent to the parents of the band members and any other parade participants. Notification should include the specifics of the parade route and stops, traffic detours, parking restrictions and approved parking areas.

Submitted by,



Warren B. Ryder  
Chief of Police



# Town of Boxborough Police Department



Warren B. Ryder  
Chief of Police

## Boxborough Police Department Operational Plan for Public Safety Fifer's Day Parade

### Purpose:

Annual operational plan to provide for public safety for Fifer's Day parade and activities. Specific police officer duties include traffic control; pedestrian safety, crowd control and various other duties as required or assigned.

### Activities/Assignments:

Parade: Seven (7) Police officers \*\*

1. One (1) Officer\* located at Parade start – Blanchard School Entrance
2. One (1) Officer located west of the Fire Department (crosswalk)
3. One (1) Officer \*located at intersection of Mass Ave/Middle Rd./Stow Rd.
4. One (1) Officer located at intersection of Burroughs Rd./Stow Rd.
5. One (1) Officer located at entrance of Mass. Ave./Joyce Lance
6. One (1) Officer located at entrance of Flerra Field (Stow Rd.)
7. One (1) Officer to lead the parade

\* Officers will have marked police cruiser for visibility

\*\* On duty cruiser operators will be utilized in support roles for above officers. They will not be utilized as primary officers for special events as they may have to leave their posts and respond to routine or emergency calls for service.

### Traffic Duties:

All detail officers will provide for the safety of the general public. This will include motor vehicle and pedestrian traffic control as well as crowd control and other various duties as may be assigned.

1. Officer #1 will specifically stop all traffic at the start of the parade and will follow (at the rear) of the parade until the end at Flerra Field.
2. We will provide a marked cruiser to lead the parade.
3. Officer #3 will have a marked cruiser and provide pedestrian and traffic control for citizens and parade participants at intersection of Mass Ave/Middle Rd./Stow Rd.
4. Officers # 4 & 5 will provide pedestrian and traffic control at above locations.
5. Two (2) additional bicycle patrol officers will be utilized along parade route

**Additional Recommendations**

Caution/Warning signs should be placed at strategic locations along the parade route (several days ahead if possible) to advise citizens and motorists of date and time of parade. These warning signs give motorists the opportunity to take alternate routes if desired and also to warn approaching motorists that the parade is in progress and to use caution/drive safely. No parking signs should be posted by the DPW several days in advance.

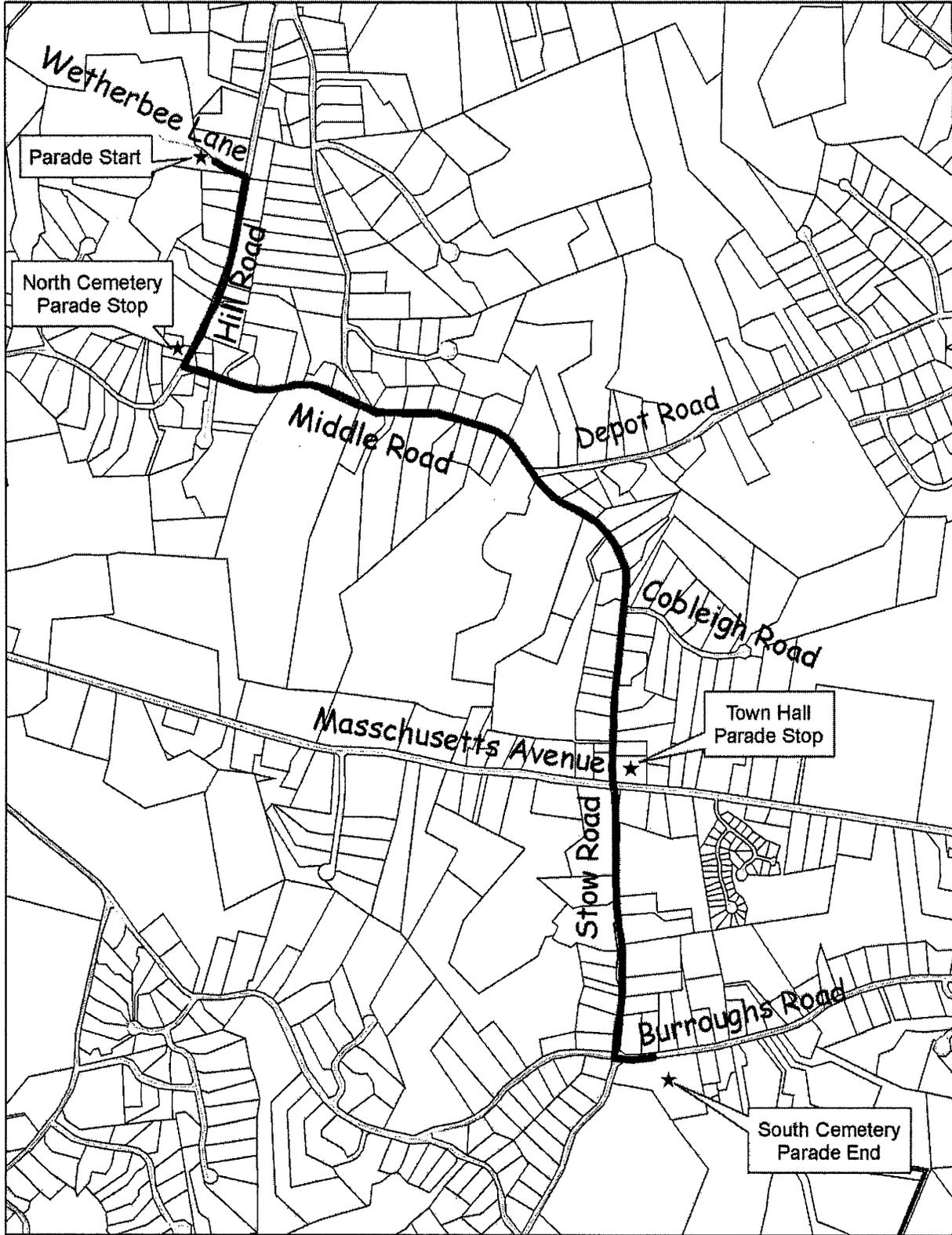
Advanced notification should be sent to the parents of the band members and any other parade participants. Notification should include the specifics of the parade route and stops, traffic detours, parking restrictions and approved parking areas.

Submitted by,



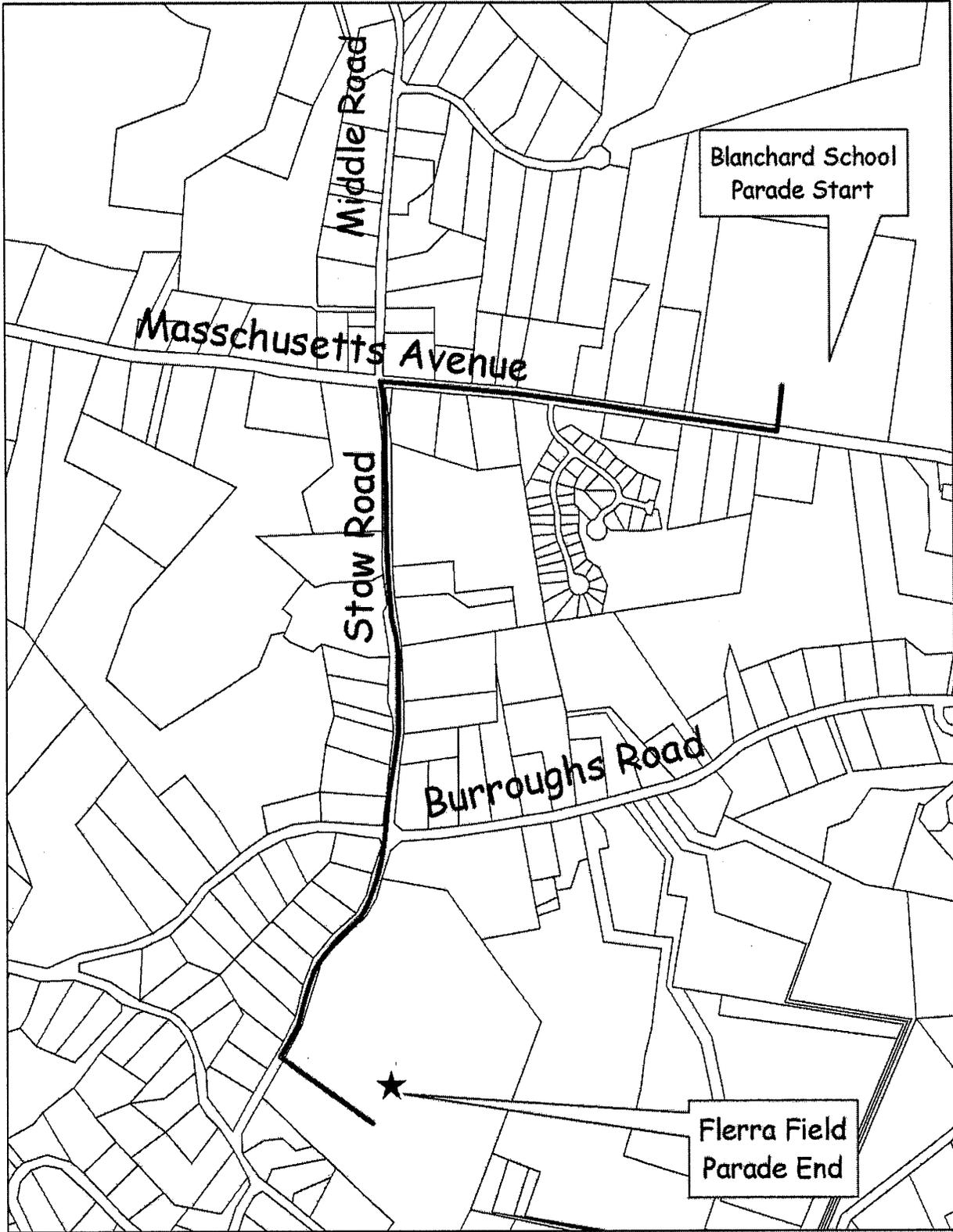
Warren B. Ryder  
Chief of Police

# Town of Boxborough Memorial Day Parade



 Memorial Day Parade Route

# Town of Boxborough Fifer's Day Parade



 Fifer's Day Parade Route



I, the Clerk of the Board of Selectmen of the Town of Boxborough, Massachusetts, certify that at a meeting of the board held April 4, 2016, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowings authorized by the vote of the Town passed May 12, 2015 (Article 20B,C,D,F and G) is hereby determined pursuant to G.L. Chapter 44, Section 7(9) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Fire Dept. Pumper Truck	\$650,000	25 Years
Fire Dept. Turnout Gear	\$111,000	10 Years
DPW Pickup Truck	\$40,000	10 Years
DPW Asphalt Roller	\$40,000	20 Years
DPW Chipper	\$60,000	20 Years

I further certify that the vote was taken at a meeting open to the public, that no vote was taken by secret ballot, that notice stating the place, date and time of the meeting (which agenda included the adoption of the above votes) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.3(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, Sections 18-25 as amended.

Dated: \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Clerk of the Board of Selectmen



72



**Town of Boxborough**  
**TRANSFER STATION REGULATIONS FY17**  
Transfer Station Phone: 978.263.3578 • DPW 978.264.1790  
[www.boxborough-ma.gov](http://www.boxborough-ma.gov)

The Board of Selectmen has approved the following regulations concerning the use and operation of the Transfer Station/Recycling Center (hereinafter "station"). These regulations shall be in force and effect until changed or revoked by the Board of Selectmen.

**GENERAL**

1. Only Boxborough residents may utilize the station. Commercial and industrial firms located within the Town shall not be permitted to use the station. Only waste generated within the Town of Boxborough may be deposited at the station.
2. The Board of Selectmen will establish specified fees for permits on an annual basis.
3. Stickers are available for purchase online at <http://www.boxborough-ma.gov/> or at Town Hall, by mail or in person during normal business hours. Details may be found on the Transfer Station website. One-time pass or bulk item vouchers may be obtained with proof of residency - an annual sticker is not required.
4. All vehicles entering the station shall have a One-time pass, bulk item disposal voucher or annual Transfer Station permit sticker. The Transfer Station annual sticker must be prominently displayed on the rear driver's side passenger window of the vehicle. Vehicles without any of the above shall be denied access to the station.
5. Vehicles must be registered to an address in the Town of Boxborough. Vehicles NOT REGISTERED to a Boxborough address shall NOT BE ISSUED a Transfer Station sticker.
6. The operating hours of the station are Wednesday, 11:00 a.m. – 7:00 p.m., and Saturday 8:00 a.m. – 4:00 p.m. The station will be closed on all legal holidays. No unauthorized persons shall enter the site outside of public access hours. The Transfer Station will be closed when a State of Emergency is declared by the Governor and when deemed in the best interest of the Town by the DPW Director.
7. All waste must be suitably secured when being hauled to the station to prevent littering on the Town ways. Violators shall be subject to a littering fine of \$200.00.
8. Disposal of any waste material outside of the fence or left on the side of the roadway is strictly prohibited. Violators shall be subject to a littering fine of \$200.00 for each offense. This prohibition shall be strictly enforced and violators shall be prosecuted.
9. All ordinary household solid waste except those, which must be recycled according to state law, and those excluded in Section 11 of these regulations, may be disposed of at the station. The Town reserves the right to exclude any other item which may be deemed a hazardous waste in the future.
10. The following waste products and items shall not be disposed of at the station:  
Chemical dyes, petroleum products, pathological wastes, raw sewage or septic sludge, stumps, brush, leaves, wood logs, building materials, sheet rock, tires, automobiles, demolition material, dead animals, explosives and ammunition, radioactive materials of any nature and any substance or material, whether in liquid or solid form,

which has been determined to be a hazardous material by any local, state or federal agency so authorized to make such a determination.

11. **Absolutely no individual salvaging** of materials shall be allowed at the station.
12. No person shall set fire to any material nor shall any person discharge a firearm within the area of the station.
13. No person shall bring unconfined or unleashed animals to the station.
14. **No person shall operate the compactors except the attendants.**
16. Civic organizations, who, on occasion would like to solicit at the station, must first contact the Transfer Station Attendant at 978-263-3578 for approval before doing so. In order to maintain the orderly operation of the station, the Transfer Station attendant may find it necessary to limit the activities of the soliciting organization.
17. Any person violating any of these regulations may be prosecuted and subject to a fine of \$200.00 and/or loss of right to use the station.
18. The Board of Selectmen may rule on any matter not included in the above regulations or for any special or unusual use of the station.
19. The attendants are in complete control of the station, and are authorized to immediately report any violation of these regulations to the Police Department. Any person who fails to obey the attendant's orders shall also be reported to the Board of Selectmen. If found to be in violation of any of these regulations, the Board of Selectmen may deny such person the right to use the facility.

#### **HEAVY ITEM DISPOSAL - ANNUAL STICKER REQUIRED**

1. The attendant has the right to refuse MULTIPLE LOADS in any one day, and to refuse drop off if the containers are full, until such time as there is room in the containers.
2. **Per Massachusetts Waste Ban 310 CMR 19.017- NO WALLBOARD, SHEET ROCK OR CEMENT BOARD** shall be accepted for disposal at the station.
3. "Heavy items," as described below, are accepted at the station and must be disposed of in the appropriate heavy collection bins.
  - Metal objects such as lawn mowers (no oil or gas), bicycles, scrap metal, swing sets. PLEASE OBEY THE "METAL ONLY" SIGNS.
  - Wood items such as shelving, doors, furniture (no upholstery), small scrap wood.

#### **RECYCLING CENTER**

The Recycling Center at the station now uses a single stream recycling system. All papers, plastics, glass and metal shall be placed in the same container. **BREAKDOWN ALL CARDBOARD BOXES to save space.**

1. The following items are to be recycled:
  - **Paper:** Newspapers and inserts, magazines, white and colored office paper, mail, corrugated cardboard boxes, phone books and empty paperboard boxes, liners removed, such as cereal and shoe boxes.
  - **Glass:** Clear, green, brown and tinted bottles and jars. Glass containers must be rinsed, corks removed; labels may be left on.

- **Metal:** Tin, aluminum and steel cans, aluminum trays and foil. Items must be rinsed, labels may be left on. No other metal items, paints or aerosol cans are permitted.
- **Plastic:** All plastics numbered #1 through #7 such as: milk jugs, soda and water bottles, detergent bottles, take out containers, and margarine tubs. Be sure to rinse clean.

2. **NEITHER PLASTIC BAGS OF ANY SORT NOR STYROFOAM ARE ALLOWED. These items must be included with your SOLID WASTE.**

#### MERCURY SHED

1. **Alkaline - non-rechargeable batteries are not accepted.** They should be included with your solid waste.
2. The following items must be placed in the designated containers inside the mercury shed:
  - Fluorescent light bulbs, ballasts, thermostats.
  - Button cell batteries
  - Rechargeable batteries
  - Nickel Cadmium (Ni-Cd)
  - Nickel Metal Hydride (Ni-MH)
  - Lithium Ion (Li-ion)
  - Small sealed lead (Pb) LESS THAN 2 LBS

#### ~~BULK ITEM DISPOSAL FEES - VOUCHER REQUIRED~~

1. ~~Effective July 1, 2013, vouchers are required to dispose of bulk items at the Transfer Station. Transfer station sticker is not required; however PROOF OF RESIDENCY IS REQUIRED.~~
2. ~~Vouchers may be purchased online at <http://www.buxborough-ma.gov/> or at Town Hall, by mail or in person during normal business hours. Details may be found on the Transfer Station website. Please specify items to be disposed and include check with request. No vouchers will be sold at the Transfer Station.~~
3. ~~No charge for seniors (65 and over by July 1, 2015).~~
4. ~~Voucher must be presented at Transfer Station at time of drop off.~~

**BULK ITEM FEES**

**\$5 EACH**

Automotive Batteries  
Copiers/Printers  
DVD/CD players  
Fax Machines  
Propane Tanks  
Radios  
Rugs 6' x 6' or less  
VCR's

**\$25 EACH**

Box Springs  
Freezers  
Mattresses  
Pool Liners/Covers  
Refrigerators  
Televisions over 27"  
Upholstered Furniture  
Water Heaters/Tanks

**\$15 EACH**

Air Conditioners  
Computer Monitors  
Computer Towers/Laptops  
Clothes Dryers  
Dehumidifiers  
Dishwashers  
Microwaves  
Rugs over 6' x 6', but not truckload  
Stoves  
Televisions up to 27"  
Washing Machines

**\$50 EACH**

Rugs Truckload

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Please contact the DPW at 978-264-1790 with any questions.

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**Internal Communications and Outgoing Communications**  
**April 4, 2016**

1. Email Communication from Verizon FiOS TV's, Sr. Staff Consultant, Jill Reddish, dated March 18, 2016, to TA Shaw regarding their "Business Customer Notice."
2. Email Communication from John Fallon, dated March 20, 2016 to TA Shaw reporting on the ABRSD Visioning Team Meeting held March 18, 2016, and accompanying PowerPoint presentation. \*
3. Letter from Mass. DEP Commissioner, Martin Suuberg, dated March 30, 2016, to "Municipal Official" announcing the 2016 Sustainable Materials Recovery Program Municipal Grant. Submission deadline: June 15, 2016.

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

Selina Shaw

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**From:** John Fallon <johnfallon@verizon.net>  
**Sent:** Sunday, March 20, 2016 6:34 PM  
**To:** Selina shaw  
**Subject:** Update #1: Phase II Working Group of the ABRSD Capital Study  
**Attachments:** Capital - Community mtg flyer - 3-29-2016 final.pdf; 03-17-16 ABRSC MSBA and SOI presentation.pdf

- 1) The first meeting of the "Visioning Team" was held Friday March 18. This whole day meeting involved a group of about 70-75 people and was devoted to discussing the long term vision of "education in the 21st century" as it would relate to views on educational space and building usage and design. There were 6-7 people from the Blanchard School Community (mix of staff and parents) in attendance plus Mac Reid and myself as Boxborough community representatives.
- 2) As part of the process there will be a number of community meetings. The first will take place on March 29 at Douglas School in West Acton (flyer attached).
- 3) The Massachusetts School Building Authority (MSBA) is the State body that funds school projects. The first step in the funding process is submitting a "Statement of Interest" (SOI). MSBA has a well-defined process that requires that SOI's be submitted by early April of each year or wait for another 12 months. The Region is considering submitting what I would call a "placeholder" SOI in 2016 to move the process along. The MSBA SOI presentation to the March 17 ABRSC meeting is also attached.

John

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 This email has been checked for viruses by Avast antivirus software.  
[www.avast.com](http://www.avast.com)



*Acton-Boxborough Regional School District*

## **School Capital & Space Planning Community Meeting**

**Tuesday, March 29, 7:00pm – 8:00pm**

**Douglas School Cafeteria**

Join *Superintendent* Dr. Glenn Brand and *Director of Facilities* Mr. JD Head on Tuesday, March 29, from 7:00pm – 8:00pm in the Douglas School Cafeteria for a community meeting. We will provide an update about the school district's recent focus on school building and infrastructure improvements.

We will review Phase I and Phase II of the district's capital study, and will provide an overview of the efforts currently underway to identify the current and future capital needs of the district. In addition, we will discuss the district's recent partnerships with the *Massachusetts School Building Authority* (MSBA) for school building repair and renovation, and will offer a preview of future possible projects we are exploring with the MSBA.

All members of the Acton and Boxborough communities are welcome to attend this informational session.

To learn more, go to the "About Us" page on the school district website, and click on "School Capital and Space Planning".  
<http://www.abschools.org/district/school-capital-and-space-planning>



# ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

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The Massachusetts School Building  
Authority (MSBA) and Statement of  
Interest (SOI) Process

AB Regional School Committee Meeting  
March 17, 2016

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## Overview

- The FY16 Budget funded an extensive study of the capital needs of the district's school buildings
- Dore & Whittier Architects presented findings in February, 2016, see <http://www.abschools.org/district/school-capital-and-space-planning>
- An extensive list of capital improvements that the District should consider regarding long-term maintenance and the operation of our buildings was provided
- Total identified improvements for all buildings combined is approximately \$120 million

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*Three of our schools need notable improvements:*

- The CT Douglas Elementary School  
(total approximately \$17 million)
- The Luther Conant Elementary School  
(total approximately \$17 million)
- The Paul Gates Elementary School  
(total approximately \$14 million)

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*As a result of these needs being identified,*

- Viable options for future financial assistance must be explored by the District.
- Exploring a potential partnership with the MSBA is one important option that could provide considerable grant funds to offset costs for any future renovation/repair project.

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## The Massachusetts School Building Authority (MSBA)

The MSBA is a governmental authority that serves to work with local communities to assist in the process of funding capital improvement projects in the Commonwealth's public schools.

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*Currently, two MSBA programs accept invitations from local communities:*

1. **Accelerated Repair Program** - specifically covers "envelope" type issues such as roofs, windows and boilers
2. **Core Program** – specifically for projects that are beyond the scope of the Accelerated Repair Program and include extensive repairs, renovations, additions and new school construction

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*The District has partnered with the MSBA in the past for:*

- Core Projects** - including the RJ Grey Junior High School (renovation and addition), the Parker Damon Building (new construction), the AB Regional High School (renovation and addition)
- Accelerated Repair Projects** - including the Conant Elementary School (boiler and uninvent systems) and the Douglas Elementary School (roof replacement)

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### **Submitting a Statement of Interest (SOI)**

*“The Statement of Interest (SOI) is the first step for districts in expressing interest in the MSBA’s grant program for school construction, renovation, and repair projects. All districts are welcome to submit an SOI which identifies the perceived deficiencies in their school facilities.”*

Page 3, MSBA Statement of Interest User Guide

## The Process

- The MSBA is accepting applications for Core Program SOIs until *Friday, April 8, 2016.*
- The MSBA process does not cost anything for a district to submit an SOI.
- Application information would come from: Principals, Director of Facilities, Superintendent, AND Dore & Whittier's assessment resulting from the District's Existing Conditions Study (Phase I of the Capital Study).

## Recommendations of SOIs for the Acton-Boxborough Regional School District

As your Superintendent, it is my recommendation that the Committee authorize the submission of three (3) Core Program SOI's for:

- The C.T. Douglas Elementary School
- The Paul Gates Elementary School
- The Luther Conant Elementary School

in time to meet the deadline of April 8, 2016.

## Specific Rationale Categories for the SOIs

I propose that the following serve as the categories for all three of these school facilities:

1. *Elimination of existing severe overcrowding*
2. *Replacement, renovation or modernization of school facility systems, such as roofs, windows, boilers, heating and ventilation systems, to increase energy conservation and decrease energy related costs in a school facility*
3. *Replacement of, or addition to, obsolete buildings in order to provide a full range of programs consistent with state and approved local requirements*

## Statement of Interest Certification

According to the requirements set forth by the MSBA, the School Committee of a regional school district is required to vote to approve the submission of a Statement of Interest.

## Next Steps

### 1. Public Community Meeting

Tuesday, March 29 at 7:00 p.m.  
Douglas School Cafetorium

### 2. Special ABRSC Meeting to vote SOIs

Monday, April 4 at 6:15 p.m.  
High School Room XX  
*(This is prior to Acton Town Meeting)*

## Additional Resources

For extensive information on

- The Massachusetts School Building Authority (MSBA) and their
- Statement of Interest Process (SOI)

[http://www.massschoolbuildings.org/building/2016\\_SOIs](http://www.massschoolbuildings.org/building/2016_SOIs)

For information provided by Dore & Whittier and/or at School Committee meetings, see: <http://www.abschools.org/district/school-capital-and-space-planning>



**Minutes, Notices and Updates**  
**April 4, 2016**

**Minutes**

1. Conservation Commission minutes for the meeting of February 3, 2016

**Notices**

1. Notice of an Acton-Boxborough Cultural Council meeting held March 23, 2016
2. Notice of a Public Celebrations & Ceremonies Committee meeting held March 29, 2016
3. Notice of Nashoba Associated Boards of Health meetings held March 31, 2016:
  - a. Executive Committee meeting
  - b. Quarterly Meeting
4. Notice of ABR School Committee meetings:
  - a. Regular & Executive Session [Negotiation Discussions] held April 1, 2016
  - b. Regular School Committee meeting to be held April 4, 2016 [Acton ATM]
  - c. Negotiations Subcommittee [Executive Session] meeting to be held April 5, 2016
  - d. Regular School Committee meeting to be held April 7, 2016
5. Notice of a Recreation Commission meeting to be held April 5, 2016
6. Notice of a Personnel Board meeting to be held April 7, 2016
7. Notice of a Library Board of Trustees meeting to be held April 12, 2016
8. Legal Notice from the Conservation Commission for a Public Hearing to be held April 6, 2016 to consider a Notice of Intent filed by Goldsmith, Prest & Ringwall, Inc. on behalf of Meridian Homes, Inc. [Glen Kauffaman] for two wetland crossings, associated grading & drainage for a proposed roadway construction, at the property located at 223 Flagg Hill Road. [*"Silas Taylor Farme Road"*]
9. Legal Notice from the Conservation Commission for a Public Hearing to be held April 6, 2016 to consider a Notice of Intent filed by Fred Dushin for a single story garage addition in the outer 25' of the existing 100' BVW Buffer Zone at the property located at 239 Littlefield Road
10. Determination of Applicability issued by the Conservation Commission on March 29, 2016, regarding the application filed by Donald McPherson, Cloudland Farm, for tree clearing in the Adjacent Land Resource Area (buffer zone) & vegetation removal along edge of stream at the property located at 535 Rear, Stow Road Boxborough [302 Boxborough Rd., Stow]

11. Order of Conditions issued by the Conservation Commission on March 29, 2016, regarding the application filed by MassDOT, for a Culvert Replacement & Extensions project to take place on Rte. 111/Mass. Ave. located in the vicinity of the Blanchard Memorial School and Sargent Memorial Library
12. Order of Conditions issued by the Conservation Commission on March 29, 2016, regarding the application filed by James D'Agostine of Commonwealth Properties, on behalf of Patrick Moran, et al for a Septic System Sewage Disposal Plan at the property located at 79 Meadow Lane
13. Save the Date MBTA Advisory Board meeting to be held April 7, 2016
14. Notification from Fair Demody Consulting Engineers on behalf of Keolis Commuter Services (Keolis) concerning Keolis' 2016 Yearly Operational Plan, issued in accordance with Mass. Rights-of-Way Management Regulations (333 CMR 11.00)

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**General Correspondence**  
**April 4, 2016**

1. Boxborough Historical Society Spring 2016 Newsletter.