



BOXBOROUGH LEADERSHIP FORUM (BLF)

Revised
1/15/2021

Comprising meetings of the:

Select Board Finance

Committee

Library Board of Trustees

Planning Board

Acton Boxborough Regional School Committee (ABRSC)

Tuesday, January 19, 2021 at 7 PM

PLACE: Virtual Meeting - this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. Remote participation instructions are provided below.

To Join Zoom Meeting:

<https://us02web.zoom.us/j/84024927908?pwd=K2JpMHMwWGthaXJ4SHVWMS8xaTZhUT09>

Meeting ID: 840 2492 7908

Passcode: 175158

One tap mobile

+13126266799,,84024927908#,,,*175158# US (Chicago)

+19292056099,,84024927908#,,,*175158# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington D.C.)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

Find your local number: <https://us02web.zoom.us/u/kepN6BgZyI>

AGENDA:

1. Call to Order (Finance Committee)
2. Introductions (for any new members who may be in attendance)
3. Review and accept minutes of December 8, 2020
4. AB Regional School Committee and School Building Project Committee updates
5. Library updates

6. Planning Board updates

7. COVID-19 Updates

8. Select Board updates

- **Protocols/Procedures for Conducting Virtual Public Meetings**
- ATM – May 10, 2021

9. Finance Committee updates

- Budget updates
 - FY 2021
 - FY 2022

10. Other business

11. Next meeting date TBD [*To be Chaired by Library Trustees*]

12. Adjourn

Boxborough Leadership Forum is comprised of members of the Select Board, Finance Committee, Library Board of Trustees, Planning Board and AB School Committee – a quorum of these respective boards may be present for this meeting.



Boxborough Leadership Forum (BLF)
Comprising meetings of the: Select Board, Finance Committee,
Library Board of Trustees, Planning Board and the AB Regional School Committee
Meeting Minutes
Tuesday, December 8, 2020

APPROVED: _____

Attendance

(Parties identified herein may not have been in attendance for the entire duration of this meeting)

Finance Committee: Gary Kushner Ling Chen, Becky Neville and Diana Lipari

Select Board: Wes Fowlks, John Markiewicz, Les Fox and Maria Neyland

ABR School Committee: Adam Klein, and Nora Shine

Library Board of Trustees: Jennifer Campbell and Mary Brolin (also member of the School Building Comm.)

Planning Board: Cindy Markowitz and Robin Lazarow

Other Attendees: Ryan Ferrara, Town Administrator; Rajon Hudson, Assistant Town Administrator; Jennifer Barrett, Finance Dir./Town Accountant; Peishan Bartley, Library Director, John Fallon, Moderator and Cheryl Mahoney, Administrative Assistant

At 7:02 PM, Finance Committee Chair Gary Kushner called the virtual meeting to order via ZOOM. This meeting was conducted via Remote Participation, pursuant to the Current Executive Order.

Introductions

Ferrara introduced the Town's new Assistant Town Administrator, Rajon Hudson, speaking to Hudson's background. Newly appointed Finance Committee member Diana Lipari was also introduced. The attendees introduced themselves and summarized their roles in Town.

Minutes

Brolin moved to accept the minutes of November 10, 2020. Seconded by Neyland. **Approved by Roll Call vote:11-0-2**, Neville "aye," Neyland "aye," Lazarow "aye," Chen "aye," Klein "aye," Fowlks "aye," Brolin "aye," Fox "aye," Markowitz "aye," Markiewicz "aye," and Kushner "aye." Campbell and Lapari abstained.

COVID-19 Updates

Ferrara advised that, in response to continuing increasing numbers, Gov. Baker has issued a new order; returning the State back to Step 1 in Phase 3, noting those businesses/venues that will be significantly impacted by this rollback. AB High School just reopened today, after a two-week closure. Since March there have been 65 cases reported in Town, with 40 new cases just since Oct. 1st. The fall has seen more cases than all of the cases in the prior period. It is a difficult situation we continue to monitor; and we are working to keep everyone safe. The State has submitted their proposed vaccine distribution plan to the Federal Government, but no updates have been provided to communities. The preference would be for our first responders to be the first recipients.

Select Board updates

Fowlks reported that he is pleased that the Town has been able to hire five new employees including ATA Hudson.

Neyland advised that:

Town has begun the process of negotiating the union contracts.

The Select Board is working on its communication survey.

Some trees were damaged during this weekend's storm but nothing significant. However, there was concern as driving was sloppy and that the roads were not adequately pretreated. TA Ferrara will follow up with Dir. Kukkula on these concerns.

Fox reported that:

The Building Committee has been working through the draft terms for the site constraint study and will be working to further refine them at their next meeting. They are also developing a FAQ document.

The Water Resources Comm. has initiated efforts to appraise land for the possible location for a water source on the western part of land.

Ferrara reported on:

The commercial tenant coming into 1414 Mass Ave.; the renovations and intended use – letting $\frac{1}{2}$ the space; Bio-Tech firm's US headquarters. We are well placed for Bio-Tech development and this is an allowed "by-right" use however; it is possible that a site plan review may occur for the Town to do its due diligence. Markowitz advised that they are working to set up a pre-development meeting to begin this process. There was discussion as to the upcoming citizen's petition concerning amending our zoning bylaws regarding animal testing and staying in front of commercial development trends.

A letter of intent has been developed between the parties concerning the CISCO Campus so their due diligence has begun. He spoke to the information that has been related to him concerning their proposed development.

The basic work on the Veterans Tribute project site is nearing completion, however the weather has been an issue. There have been some change orders and one of the plaques needs to be remanufactured. The VTC is pleased with the work.

There was discussion of the Town's website. Participants related some of their issues/concerns.

AB Regional School Committee & School Building Project Committee updates – Klein

The ABRSC recently finalized the terms of Supt. Light's new five-year contract.

They are in the process of reviewing the Supt.'s goals; factoring in the impact of COVID.

The District's FY 22 Budget calendar has been finalized; and includes the Boxborough timeframe.

School Building Project Committee – Brolin

They have begun drilling the geo thermal wells and forms are being set. There have been a lot of unanticipated change orders; which impacted costs. In dealing with these issues they are nearing their maximum price bracket for this phase. The Committee has voted on a contractor. The awarded bid came in below the projected amount. There will be a site visit this week.

Library updates – Bartley

The Painting project contract has been awarded to JB Painting, however because of the weather they will start in the spring. It was noted that the Capital Plan should indicate this painting should have a lifespan of 6-8 years.

The Veterans' Tribute Project is looking great.

When the Town was at low risk, they were offering browsing, however, with increasing numbers they have rolled back to just curbside pick-up. They will do their best to continue to provide this. They continue to offer printer and fax services to patrons on request. Electronic/on-line continue to be very well used.

Planning Board updates – Markowitz

Enclave (50+) Development – the majority of site prep has been completed. Toll Brothers has now taken ownership. Next step is to pull general construction permit(s) and each unit will have its own permit. The Planning Bd. is now fairly comfortable with their plans.

5G Small Cell - As the Planning Bd rep. she and BSB member Markiewicz have met with LELD on 5G small cell regulatory concerns. The FCC is tightly controlling this process; so, communities are focusing on regulating the aesthetics and placement on public ways. Communities are doing this with Zoning Bylaws and General Bylaws.

Zoning Bylaw Audit – the Board has provided input on the initial report so the consultant will be bringing back the revised draft. They are working with the consultants to develop a scope of work to clean up our Zoning Bylaws. An article may be necessary to fund this work. Bylaw article hearing should be held in February.

Finance Committee updates – Kushner & Neville

As noted earlier, FinCom has welcomed its newest member, Diana Lipari

Ling Chen has agreed to serve on the Cable Advisory Committee.

They have had significant discussions on the Recreation Commission's proposed Liberty Fields project.

- **Budget updates**

- FY 2021 – To date, FinCom has approved approximately \$15,000 in Reserve Fund Transfers.

- FY 2022 -

Barrett provided an overview of budget evolution process and the rationale as to which stakeholders are provided complete budget notebooks.

The initial FY 22 Budget has been developed. The current Rev. reflects a 3.9% increase; not including the AB School budget nor salary steps.

[Operating] Budget Saturday is on track for January. However, the AB School FY 22 Budget will not be ready at that time so it will need to be reviewed at a later point. There was discussion as to possible placeholder numbers, and fixed costs [i.e. Health Insurance] for the school component. Boxborough's enrollment is increasing. There are multiple moving parts in this process. Even without the school component(s), the imperative, is to keep numbers tight for coming year.

There was discussion as to the Town's current and projected debt status and the favorable borrowing position the Town enjoys.

Capital Budget Saturday is scheduled in February. Both of these "Budget Saturdays" are public meetings.

Other Business

There was further discussion on the Liberty Fields project. Presenting the project at public stakeholder meetings, for their input and the funding structure(s) under consideration.

There was a tentative discussion as to potential Town Meeting logistics.

The next meeting will be held on January 19, 2021, and Chaired by the Finance Committee.

Adjourn

At 8:30 PM, Neyland moved to adjourn. Seconded by Klein. **Approved by Roll Call vote:12-0**, Lapari "aye," Neyland "aye," Campbell "aye," Brolin "aye," Chen "aye," Markowitz "aye," Markiewicz "aye," Klein "aye," Shine "aye," Fox "aye," Fowlks "aye," and Kushner "aye."

Exhibits

Agenda

Minutes of 11/10/20 – Draft
Budget/ATM Timeline

REMOTE PARTICIPATION MEETING CHECKLIST

In Advance of Meeting

- All non-emergency items properly posted *at least* 48 hours in advance
- “Executive Order on Remote Participation” is posted with agenda
- All members should receive the same documents for meeting
- Supporting documents posted on Town website (does not have to be 48 hours in advance unless required by law)
- For meetings with public participation, the should be encouraged to provide comments in writing; and prior to the actual meeting

Initiating Meeting

- Confirm that all Members are present and can hear each other
- Read Preamble to Remote Meetings (refer to COVID-19 script document)
- Note materials for meeting available online on the Town website for the public
- Introduce all members, staff, and persons on the agenda
- Cover “ground rules” [i.e. protocols and meeting norms]

For Zoom Meetings

- Disable Chat Function for Participants
- “Record Meeting” function should be activated prior to discussions if it is to be utilized
- If activated, Chair shall advise Participants that Meeting is Being Recorded
- Caution Participants About Screen Sharing
- Manage screensharing options. In Zoom, change screensharing to “Host Only.”
- Ensure users are using the updated version of remote access/meeting applications. In January 2020, Zoom updated their software. In their security update, the teleconference software provider added passwords by default for meetings and disabled the ability to randomly scan for meetings to join.

During Meeting

- Each speaker states their name before each presentation, comment, or question
- All votes taken by roll call
- Meeting Minutes reflect remote status

Technical Difficulties

- If technical difficulties arise, Chair suspends meeting while attempts to resolve are made
- Keep accurate minutes noting any disconnections and reconnections of members

CHAIR'S SCRIPT FOR REMOTELY CONDUCTED OPEN MEETINGS VIA ZOOM

Confirming Member Access:

As a preliminary matter, this is [identify meeting manager – Chair, support staff, etc.]. Permit me to confirm that all members and persons anticipated on the agenda are present and can hear me.

- Members, when I call your name, please respond in the affirmative. State each member's name.
- Staff, when I call your name, please respond in the affirmative. State each staff members' name.
- Anticipated Speakers on the Agenda, please respond in the affirmative. State each anticipated speaker's name.

Introduction to Remote Meeting:

Good morning/afternoon/evening. This Open Meeting of [Insert Public Body Name] is being conducted remotely consistent with Governor Baker's Executive Order of March 12, 2020, due to the current State of Emergency in the Commonwealth due to the outbreak of COVID-19 a.k.a. the Coronavirus.

In order to mitigate the transmission of COVID-19, we have been advised and directed by the Commonwealth to suspend large public gatherings, and as such, the Governor's Order suspends the requirement of the Open Meeting Law to have all meetings in a publicly accessible *physical* location. Further, all members of public bodies are allowed and encouraged to participate remotely.

The Order, which you can find posted with agenda materials for this meeting allows public bodies to meet entirely remotely so long as reasonable public access is afforded so that the public can follow along with the deliberations of the meeting.

Ensuring public access does not ensure public participation unless such participation is required by law. This meeting [will/will not] feature public comment.

For this meeting, [Insert Public Body Name] is convening by [telephone conference/video conference via Zoom] as posted on the Town's Website identifying how the public may join.

For Zoom Meetings

That attendees are participating by video conference. Accordingly, please be aware that other folks may be able to see you. Using the “screen share” function would allow all viewers to see your screen. In addition, anything that you broadcast may be captured by the recording.

Optional - Please note that this meeting is being recorded.

Meeting Materials

Exhibits: All supporting materials that have been provided members of this body are available on the Town’s website unless otherwise noted. The public is encouraged to follow along using the posted agenda unless I/The Chair notes otherwise.

Meeting Business Ground Rules

We are now turning to the first item on the agenda. Before we do so, permit me to cover some ground rules for effective and clear conduct of our business and to ensure accurate meeting minutes.

- I/the Chair, will introduce each speaker on the agenda. After they conclude their remarks, the Chair will go down the line of Members, inviting each by name to provide any comment, questions, or motions. Please hold until your name is called. Further,
 - Please remember to mute your phone or computer when you are not speaking.
 - Please remember to speak clearly and in a way that helps generate accurate minutes.
- For any response, please wait until the Chair yields the floor to you, and state your name before speaking.
- If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.

- For Items with Public Comment:

After members have spoken, the Chair will afford public comment as follows:

- The Chair will first ask members of the public who wish to speak to identify their name and address only;
- Once the Chair has a list of all public commentators, I will call on each by name and afford **3 minutes** for any comments.
- Finally, *each vote taken in this meeting will be conducted by roll call vote.*

[Any additional preliminary comments tailored to meetings]



Public Service Announcement

FEDERAL BUREAU OF INVESTIGATION

**December 15, 2020****Alert Number
I-121520-PSA**

Questions regarding this PSA should be directed to your local **FBI Field Office**.

Local Field Office Locations:
www.fbi.gov/contact-us/field-offices

Transition to Distance Learning Creates Opportunities for Cyber Actors to Disrupt Instruction and Steal Data

This PSA was written with contributions from the Cybersecurity and Infrastructure Security Agency (CISA).

The FBI is raising awareness for parents and caregivers of school-age children about potential disruptions to schools and compromises of private information, as cyber actors exploit remote learning vulnerabilities.

Video Conference Disruptions

When used for real-time instruction, unsecured video conferences are vulnerable to disruption by unauthorized users (e.g., students not enrolled in the class, parents/guardians, or strangers). According to complaints received by the FBI, interruptions include verbal harassment of participants and teachers, use of offensive language, and displaying images containing pornography and violence.

Social Engineering and Phishing

Cyber actors rely on social engineering tactics, such as phishing, to deceive victims into revealing personal information or performing a task. Cyber actors can take advantage of the increased reliance on electronic communications between students, parents, and teachers to craft fraudulent emails. For example, a cyber actor can use the compromised email of a school official to request private information, send a victim to a malicious website, or convince a victim to download a malicious attachment. This could lead to the compromise of home computers or identity theft.

Cyber actors also register web domains that are similar to legitimate websites to capture individuals who mistype URLs, such as ending a school's name with *.com* rather than *.edu*. Subtle changes in website URLs could easily go unnoticed by a user, such as adding or changing a single character. For example, a user wanting to access *www.cottoncandyschool.edu* could mistakenly click on

Federal Bureau of Investigation
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www.cottencandyschool.edu (changed one “o” to “e”) or *www.cottoncandyschoo1.edu* (changed letter “l” to a number “1”).^a Victims who believe they have clicked on a legitimate link are in reality visiting a site controlled by a cyber actor.

Recommendations

The FBI recommends parents and caregivers implement cybersecurity best practices to minimize the effect of cyber attacks. At minimum, parents and caregivers of students engaged in distance learning should confirm local/home computer networks are secure by implementing basic cybersecurity measures at home and monitor device use to minimize risks to online safety.

Cybersecurity Best Practices at Home:

- Ensure personally owned devices run the latest version of the operating system
 - Upgrade devices running Windows 7 to Windows 10
- Ensure firewalls are properly configured and secure on routers and computers
- Replace default router passwords with strong, unique administrative passwords or passphrases
- Enable multi-factor authentication for all applications when this option is available
- Install software and application updates as soon as they are released
- Update and/or confirm wireless routers and other hardware are operating the most recent firmware
- Ensure personally owned computers use up-to-date antivirus, antispyware, etc.
- Teach children to recognize and report suspicious email messages and html links to an adult

Distance Learning Best Practices:

- Identify a point of contact at your school for questions relating to the security of school-issued devices
- Identify a point of contact at your school to report cyber incidents involving distance learning
- Understand how software and firmware updates are implemented on school-issued devices (e.g., automatic updates versus updates requiring user action)
- Change default passwords for school applications when permissible by the school
- Monitor children’s online activities for unusual contacts or accessing suspicious web sites that are not affiliated with distance learning content

^a This is a fictitious example to demonstrate how a user can mistakenly click and access a website without noticing subtle changes in website URLs.

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- Consider covering device cameras when not in use for class sessions
- Confirm online conferencing platforms used by students are requiring passwords or other authentication methods (such as validation from hosts)
 - Emphasize to students not to share meeting passwords or html links

General Child Data Exposure Best Practices:

- Monitor privacy settings and information available on social media sites
- Conduct regular Internet searches of children's information to help identify potential exposure and spread of their information online
- Consider credit or identity theft monitoring to check for fraudulent use of child identities
- If possible, provide minimal amounts of information on children when creating online accounts and user profiles (e.g., use initials instead of full names, avoid using exact dates of birth, do not include photos)

Additional Resources

- FBI's Safety Online Surfing Program - A free educational program for children that teaches cyber safety and helps them become better digital citizens in a fun and engaging way: <https://www.fbi.gov/about/community-outreach/safe-online-surfing-sos-program>
- FBI Boston Press Release (March 2020) reporting a number of video teleconferencing incidents and mitigation strategies for users: <https://www.fbi.gov/contact-us/field-offices/boston/news/press-releases/fbi-warns-of-teleconferencing-and-online-classroom-hijacking-during-covid-19-pandemic>
- [CISA Tip: Avoiding Social Engineering and Phishing Attacks](#)
- [CISA and CYBER.ORG "Cyber Safety Video Series" for K-12 students and educators](#)
- [CISA Cybersecurity Recommendations and Tips for Schools Using Video Conferencing](#)

Victim Reporting

The FBI encourages victims to report suspicious or criminal activity to their local FBI field office, and to file a complaint with the Internet Crime Complaint Center (IC3) at www.ic3.gov. In addition, report incidents involving distance learning or education technology tools to your child's school.

**Town Meeting Budget Warrant Article Calendar
FY 2021**

October

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			CPC Prelim Application Review	1	2
5	6	7	8	9	10
Holiday		13	14	15	16
Budgetary Guidelines distributed @ Staff Mtg	19	20	21	22	23
			CPC Final (ATM) Applications Due		24
26	27	28	29	30	31

November

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2	3	4	5	6	7
	All Dept Heads /Budget Managers/ Committee Chairs begin meetings w/TA & Acct through 11/22				
9	10	Holiday	12	13	14
CPC Committee Reviews Due	16	17	18	19	20
	23	24	25	27	28
	30				

December

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5
	Depts Begin Capital Plan Revisions/ Submissions	Capital meetings w/TA & Acct through Dec 20	CPC Public Hearing		
Budget Books Distributed to FinComm & BoS	7	8	9	10	11
	14	15	16	17	18
			Deadline for Capital Plan Requests		19
21	22	23	24	Holiday	26
28	29	30	31		

Town Meeting Budget Warrant Article Calendar
FY 2021

January

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				Holiday	2
Vote to Open Warrant 4	5	6	CPC Votes on Projects to Recommend 7	8	9 *Budget Saturday* BoS & FinComm review budgets
11	12	13	14	15	16
Holiday	19	20	School Budget v1 21	22	23
25	26	27	28 FinComm Budget Revision Deadline	29	30

February

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 Planning Board Public Hearing Zoning Bylaws	2	3 ATM Articles Due (Scope)	4 CPC Draft Articles School Budget v2	5	6 *Capital Saturday* BoS & FinComm review Capital Plan & Articles
*Final Votes on Budget Due 8	9	10	11 School Budget Preliminary Vote	12	13
Holiday	16	17 Final Article Details, Specifications & Quotes Due	18	19	20
*BoS Closes Warrant 22	23	24	25	26	27

Town Meeting Budget Warrant Article Calendar
FY 2021

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 BoS Public Hearings (incl Personnel) & Final Article Votes Due	2	3 Final Article Summaries Due	4 School Budget Workshop	5	6
8	9	10 Recommendations Due on All Articles for Printing in Warrant	11 School Committee Budget Hearing/ Final Vote	12	13
15 BoS / FinComm joint Funding Sources	16	17	18 School Committee Budget Hearing/ Final Vote (Backup Date)	19	20
22 FinComm Report Due	23	24	25	26	27
29 BoS Signs Warrant	30	31			

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3
5 Warrant to the Printer	6	7	8	9	10
12	13	14	15	16	17
Holiday	20	21	22	23 Warrant Mailed	24
26	27	28 Presentations Due	29	30	

Town Meeting Budget Warrant Article Calendar
FY 2021

May

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

						1
	3	4	5	6	7	8
ATM Begins	10	11	12	13	14	15
	17	18 Town Election	19	20	21	22
	24	25	26	27	28	29

BLF

Month	Chaired by
2019	
8-Jan-19	FinCom
19-Feb-19	ABRSC
19-Mar-19	ABRSC
23-Apr-19	ABRSC / <i>Town Moderator</i>
28-May-19	FinCom
June 2019	
July 2019	
August 2019	
10-Sep-19	FinCom
29-Oct-19	FinCom / <i>Town Moderator</i>
November 2019	
December 2019	
2020	
7-Jan-20	Library
4-Feb-20	Library
17-Mar-20	Planning Board
14-Apr-20	Planning Board
12-May-20	Select Board / <i>Town Moderator</i>
June 2020	
14-Jul-20	Select Board
August 2020	
September 2020	
6-Oct-20	ABRSC
10-Nov-20	ABRSC
December 2020	FinCom
2021	
January 19	FinCom / <i>Budget</i>
February TBD	Library
March TBD	Library
April TBD	Planning Board / <i>Moderator</i>
May TBD	Planning Board