TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING

SELECT BOARD
Meeting Agenda
Monday, February 24, 2020
6:30 PM
Grange Meeting Room, Town Hall, 29 Middle Road, Boxborough, MA

Item #	Estimated Start Time		Action Vote/ Accept & POF
1.	6:30 PM	**Call to Order** Grange Meeting Room, Town Hall, Boxborough, Massachusetts	
2.	6:30 PM	**Executive Session** *Vote to adjourn to executive session in the Grange Room Annex to:* *1) Conduct strategy sessions in preparation for negotiations with nonunion personnel (Police Chief and DPW Director), per C30A §21 (a), subsection 2, and to* *2) Discuss non-public records MGL Chapter 59, Abatement Applications for Real Estate and/or Personal Property Tax, per MGL C30A §21 (a), subsection 7* *3) Discuss strategy with respect to collective bargaining or litigation (984 and 996 Massachusetts Avenue development appeal) if open meeting may have a detrimental effect on the government's bargaining or litigating position, per C30A §21 (a), subsection 3* *and to re-convene in open session in the Grange Meeting Room at approximately 7:30 PM to continue the business on the agenda.* ***NB: The Chair shall note that to discuss in open session may have a detrimental effect on the negotiating position of the Board***	**Roll Call Vote:**
3.	7:30 PM	**Re-Convene in Open Session Grange Meeting Room, Boxborough Town Hall** *Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.* *[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]*	
4.	7:30 PM	**Announcements**	
5.	7:40 PM	**Approval of payroll and payable warrants** Report on approval of payroll and payable warrants (this may not be necessary, depending upon who signs the warrants)	
6.	7:45 PM	**Minutes**	
	a.	FY 2021 Capital Budget Meeting [Joint with Finance Comm.], February 8, 2020	**ACCEPT & POF**
	b.	Regular session, February 10, 2020	**ACCEPT & POF**
	c.	Executive session, February 10, 2020	**ACCEPT & POF**
7.	7:50 PM	**Citizen's Concerns**	

Item #	Estimated Start Time		Action Vote/ Accept & POF
8.	8:00 PM	**FY 2021 Budget /Annual Town Meeting Preparations - Joint Meeting with Finance Committee**	
	a.	FY 2021 Budget Status Update	
	b.	Review of Warrant: *Vote to close the May 2020 Annual Town Meeting Warrant*	**VOTE:**
	c.	Town Meeting Process	
9.	8:45 PM	**General Business**	
	a.	**Acton-Boxborough Cultural Council (ABCC) Annual Grant Reception** Request from the Acton-Boxborough Cultural Council for one-day license to serve wine at their annual grant reception and to waive any fee *Vote to permit the Acton Boxborough Cultural Council to serve wine at its annual grant reception, being held at the Sargent Memorial Library on Tuesday, April 7, 2020, subject to the conditions specified on the license, and further, to waive the fee*	**VOTE:**
	b.	Proposed FY 2020 Transfer Station fees *Vote to approve FY 2021 Transfer Station fees schedule, as presented [...as revised]*	**VOTE:**
	c.	*Vote to approve the Order of Taking for property adjacent to 211 Massachusetts Avenue for construction of a sidewalk as endorsed by Town Meeting at the December 10, 2019, Special Town Meeting*	**VOTE:**
10.	8:55 PM	**Town Personnel - TA Ferrara**	
	a.	*Vote to ratify and execute the successor agreement for Police Chief Warren B. Ryder, for a term commencing July 1, 2020 and ending on June 30, 2025, and further to re-appoint Warren B. Ryder as Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director, and Deputy Emergency Management Director for terms effective July 1, 2020 and ending on June 30, 2025.*	**Possible Vote:**
	b.	*Vote to ratify and execute the successor agreement for Department of Public Works (DPW) Director, Edward Kukkula, for a term commencing July 1, 2020 and ending on June 30, 2023, and further to re-appoint Edward Kukkula, as DPW Director, Tree Warden, Moth Superintendent, and Cemetery Co-Superintendent for terms effective July 1, 2020 and ending on June 30, 2023.*	**Possible Vote:**
11.	9:00 PM	**Update on Town Boards/Committees/Commissions**	
	a.	Planning Board *Vote to acknowledge and place on file the resignation of Abby Reip from the Planning Board, effective May 1, 2020.*	**ACCEPT & POF**
12.	9:05 PM	**Select Board & Town Administrator's reports/updates**	
	a.	Economic Development Committee - Update on UMass Economic Development Study - TA Ferrara and Member Bak	
	b.	Report on Sustainability Committee's position on Carbon pricing - Member Stemple	**Possible Vote**
	c.	Town Administrator's Performance Review - Discussion	
	d.	2019 Annual Town Report	
	e.	Reports	
13.	9:25 PM	**Adjourn**	

2020: 3/2/20; 3/16/20; 3/30/20; 4/13/20; 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 3/17/2020

2020 ATM Commences: 5/11/20

6a

Joint Select Board & Finance Committee Meeting
Minutes
Saturday, February 8, 2020
8:30 AM
Sargent Memorial Library – Meeting Room
427 Massachusetts Ave, Boxborough, MA

Approved:_____

Select Board:
Maria Neyland, Chair; Wes Fowlks, Clerk; Susan Bak, Member; Bob Stemple, Member
(Les Fox ABSENT)

Finance Committee:
Gary Kushner, Chair; Keith Lyons, Clerk; Sachin Mathur, Member; Becky Neville, Member; Ling Chen, Member

Town Staff:
Ryan Ferrara, Town Administrator; Jennifer Barrett, Town Accountant; Sean Donahue, Assistant Town Administrator; Warren Ryder, Police Chief; Paul Fillebrown, Fire Chief; Ed Kukkula, DPW Director; Peishan Bartley, Library Director; Liz Markiewicz, Town Clerk

Others in Attendance:
Mary Brolin, Hilary Greven

Chair Neyland called the Select Board to order at 8:33 AM.

Town Administrator Ferrara opened with an overview of the day by providing updates from operating budget meeting.

- Recycling contract: Director Kukkula working on new contract to include hauling by the Town. General discussion around recycling and concerns about raising costs.
- Street sweeping: New Sweeper = $270,000. Will continue to outsource.
- Snow and Ice Fund: 42% of FY20 appropriation.
    - Total expended $83,000 budget of $200,000

Finance Chair Kushner gave School building update.

- $78 mil project, will to bond $75 mil, hoping for a low interest rate.
- First 9 years would have high interest rate before dropping with options to refinance, decreasing interest to the towns.
- Looking between $280-$300 per household
- Rate of bond will be known on Feb. 26th
- Estimated 6.15% increase to assessment for Boxborough budget.

Proposed Fiscal Year 2021 Operating Budget status update; review items from January 11th Budget Saturday; changes included in Revisions 2, 3 and 4
Accountant Barrett presented.

- Net changes are at $572,840 for most recent budget from original budget output.
- Town Administrator Ferrara mentioned the personnel board is still looking into classification and compensation study.

Fiscal Year 2021 Proposed Capital Plan overview

- FY21 capital plan: $2,660,100 (prior fy21 plan was 2,008,316)
- New items added to plan = $181,500
- Removed or moved 19 items totaling $534,000

Fire

Chief Fillebrown presented capital items.

Gas Meters

- QRAE III 4 Gas Monitor
  - Detects various gas issues
  - 7 yr. life expectancy
  - Requesting 3 @ $2,094 per. Total = $6,284
- Personal monitor ToxiRAE3
  - Clip to bags to detect gases
  - 5 yr. life expectancy
  - Requesting 5 @225 per. Total = $1,125
- Calibration kit
  - $2,834
- RAD-57 Pulse –CO-Oximeter
  - Reads carbon monoxide poising in your body
    - Potentially share with Police
  - 10 yr. life expectancy
  - Requesting 2 @ $5,670 per. Total = $11,340
- Install/training
  - $917
- Total Meter cost = $22,500

Firefighter PPE

- Structural gear
  - 10 yr. life expectancy
  - Compliant spares remaining 4 coasts, 5 pans 5 boots, no helmets
  - Staggered approach
  - $4,000 per set
- Wildland PPE
  - Brush fires
  - $1,000 per set
- Total PPE request: $25,000. Could be $40,000 with SAFER Grant
- Potential future purchase: Tactical Vests
  - Protection from stabbing/bullets

Staffing Presentation

Chief Fillebrown gave an overview and history of staffing in the Fire Department including increase call history from 1987-2018 and increased safety requirements

- SAFER Grant numbers
  - Annual cost = $86,000 budget
    - Cost impact in year 1 = $35.69 per household
    - Year 4 total = $220.72 per household. Breaks down to $168.71 net increase over current trends

The Select Board and Finance Committee decided to have another update at a combined meeting on February 24, 2020.

Police

Chief Ryder presented on old capital items followed by new requests.

- FY20 ATM; Article 16: Fire Suppression System Engineering
    - $15,000 will not cover; Engineering now estimates $85,000; new system = $800,000 to $1 mil
        - currently on hold
- Cruiser replacement (2)
    - $55,000 each
    - 1 in capital and 1 in budget
- Radar Equipment
    - Last purchased with grant funds in 2010
    - Replace 5 radar units @ $3,500 per. Total = $17,500
    - Replace 2 handheld units @ 1,800 per. Total = $3,600
    - Total Equipment Cost = $21,100
- Records Management System Upgrade
    - Replace old system: $225,000 to $250,000
        - 21 years old
    - Upgrade: $104,000
        - Fire – live roster and I-M responding
        - Vehicle cameras
        - Comprehensive records retention

Public Works

DPW Director Kukkula gave capital updates for DPW.

- 6-Wheel Dump Truck
    - replacement
    - 15 yr. life expectancy
    - $215,000
- Stand-By Generator
    - Harvard generator $20,000 vs Generac generator $60,000
        - Harvard generator is large but cost less to implement
        - Harvard is also older but has few hours used
- Fuel monitoring system
    - old system is obsolete
    - 15 yr. life expectancy
    - Meets DEP and EPA requirements
    - $25,000
- Infield Groomer
    - New purchase
    - current uses are good for field, especially once Liberty field is redone
    - $21,000

The Boards expressed concern about the cost benefits associated with this. Discussion about changing fee waivers to cover costs.

- Paving
    - Option of staying with current model or large borrowing
        - $300,000 vs $1 mil

Library

Library Director Bartley presented her capital budget.

Capital Plan

- 15 PCs
    - 2 quotes: Dell $13,250 or $16,611 CDW
    - Last replacement was 2015
    - Total request: $7,500 (subsidized by Library savings)

Community Preservation Act (CPA) Projects

Library Director Bartley presented the Library Patio Project

- Problems
    - Overgrown weeds in plant beds
    - Loose bricks
        - Issues for people with wheelchairs
    - No party responsible for maintenance upkeep
- Solutions
    - New plants
        - Use sand that prevents weed growth (wasn't previously available)
    - Plan to expand bricks
    - Volunteers to assist in maintaining
- Total = $54,216
    - CPC request = 35k; remainder from grants and gifts.

Liz Markiewicz presented the Hager Bridge Project.

- Composite bridge that will last for 50 years
    - More accessible for people to walk
        - Discussion around potential issues with paving at school.
- Funding from grant available through Dec 2020
- Hager bridge – needs $54,000 to supplement grant funds

Hilary Greven from the Recreation Commission presented on the Liberty Fields project.

- Fields in bad shape
    - Timeline runs through fall 21/spring 22
    - Project manager = Places & Associates
- Total cost = $1,482,000
    - $250,000 from CPC
    - $1,232,000 from Town

Discussion about general maintenance/upkeep, concerns about project management, and general inquiry about setting up for lighting in future.

All Other Capital Items: Town Hall, Information Technology, etc.

Town Accountant Barrett summarized current status of open debt.

- Short term borrowing on $734,900 from ATM 18
    - need to borrow on this plus $800,000 from ATM 19
    - bond what passes this year (with 1.5) or do short term and wait.
    - 2025 would be for public safety building
        - bond at the end of construction costs

Town Administrator Ferrara presented Town Hall and other town-wide Capital Articles

- Capital: Town Hall, IT
    - Repaired inspection services truck and moved to later year
    - Estimate for Town Hall landscaping will be held off and re-evaluated
    - PCs and server replacement
- Non-Capital Articles
    - Current stabilization balance $1,738,344
    - Current OPEB balance $828,248

At the request of the Boards, article on part-time assistant for Community Services was removed from warrant.

Motion to adjourn by Member Bak. Seconded by Member Stemple.
Adjourned at 12:01 PM

Exhibits
Agenda for 02.08.2020
Land Steward Cost Projection Breakdown
FY21 Capital Plan
Town Hall PowerPoint
Police PowerPoint
Fire PowerPoint
DPW PowerPoint
Library PowerPoint
Land Steward PowerPoint
Recreation PowerPoint

6b

BOXBOROUGH SELECT BOARD
Meeting Minutes
February 10, 2020

Approved:_____

PRESENT: Maria Neyland Chair; Wes Fowlks, Clerk; Susan Bak, Member; Les Fox, Member, *participating remotely* and Bob Stemple, Member (arrived at 7:10 PM)

ALSO PRESENT: Ryan Ferrara, Town Administrator; Sean Donahue, Assistant Town Administrator and Cheryl Mahoney, Department Assistant

At 7:00 PM Chair Neyland called the meeting to order in the Grange Meeting Room Town Hall 29 Middle Road; noting that Member Fox was unable to attend, and that he would be participating remotely by phone. Member Fox confirmed his participation.

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 Neyland read the announcements.

Approval of payroll and payable warrants
Chair Neyland read the memorandum from the Town Accountant Barrett, provided in the agenda packet, regarding approval of payroll and payable warrants.

Minutes
- Member Fowlks moved to approve the regular session minutes of January 6, 2020; January 21, 2020; FY 2021 Operating Budget Meeting [Joint with Finance Comm.] of January 11, 2020 and Boxborough2030 Master Plan Review Session [Joint with Planning Bd.] of January 13, 2020, as written. Seconded by Member Bak. **Approved: 4-0** by Roll Call vote Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

- Member Fowlks moved to approve the executive session minutes of January 21, 2020 as written. Seconded by Member Bak. **Approved 5-0** by Roll Call vote: Fowlks "aye," Neyland "aye," Bak "aye," Fox "aye," and Stemple "aye."

There were no Citizens Concerns.

General Business
- Pursuant to the recommendation of Town Clerk, Liz Markiewicz, Member Fowlks moved to appoint John Fallon as a temporary constable for a term commencing March 1, 2020 and ending December 31, 2020. Seconded by Member Bak. **Approved 5-0** by Roll Call vote: Stemple "aye," Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

Policy Advisory Committee (PAC) Update
- There was a review of the policies that had been identified but not acted upon by the PAC. (e.g. Expenses, Investment and Town Vehicle Usage). It was further reiterated that the Senior Tax Work off policy will need to be revised once Town Meeting approves the proposed program changes. Member Bak moved to disband the Policy Advisory Committee effective immediately. Seconded by Member Fowlks. **Approved 5-0** by Roll Call vote: Stemple "aye," Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

Update on Town Boards/Committees/Commissions
- TA Ferrara updated the Board on the efforts of the Economic Development Committee (EDC) and UMass Economic Development Study. The Study is progressing and EDC Chair Guzzardi is looking to include a 2nd charrette, as the priority is public outreach/input. It is important to have the proper engagement with the public. The EDC has submitted a proposed Zoning Bylaw amendment to the Planning Board regarding retail parking allocation, which has been included in the Planning Bd.'s upcoming public hearing.

- Chair Neyland spoke to the Boxborough 2030 Master Plan; noting that the minutes of the Joint review meeting were provided tonight. She will be working with Planning Board Chair Markowitz on "next steps." As part of this process, it was noted that the updates to the website are going forward and March 12th is the targeted launch date. ATA Donahue reviewed some of the migration components.

- Member Bak updated the Board on the Personnel Board's work concerning the Classification and Compensation Study and an overview of their voted recommendations regarding amendments to the Personnel Adminstration Plan, specifically the Classification and Compensation Schedule. They will continue this work at their meeting on Friday. Their recommendations will impact FY 2021 salary calculations. The Personnel Board also continues its research into the possible reclassification of the Town Clerk from an elected to an appointed position. This should be a placeholder article.

- Member Stemple advised that the Sustainability Committee will likely be voting on the Carbon pricing proposal at their meeting this week.

The Board took Agenda Item #10, out of order

Select Board & Town Administrator's reports/updates

- Member Fox reported that:
  - The primary driver for the recent Building Comm. (BBC) meeting was to approve the minutes of 11/19/19, as revised as required. They also approved their January meeting minutes and voted to release their Executive Session minutes. This wrapped out all of the remaining business of the previous iteration of the Building Committee. Their Annual Report has been submitted.
  - The Water Resources Comm. (WRC)'s recent meeting focus was on efforts to identify a water source for the west side of Town, noting the locations identified in 2005. They also discussed possible well monitoring plans for data collection purposes and TA Ferrara has been asked to develop a scope of work so we can work to identify potential vendors for these services. WRC also reviewed the MAPC overlay mapping project. They are actively working with the Board of Health to get information out there such as an article in the winter edition of the Boxborough Bee which will be followed up with another in the spring edition. They are also working on a process for residents to voluntarily share their well testing results, if they so choose. There was discussion as to how this process might work. Their Annual Report has been submitted.

- TA Ferrara followed up on Member Fox's comments:
  - In regards to the Building Comm. approving revised minutes, Open Meeting Law Complaints were filed against the BBC and also Boxborough Leadership Forum and the Finance Comm. The responses were submitted and the Town received word today that these changes have been accepted and they have deemed the matter closed.
  - In regards to the WRC TA Ferrara and Planner Corson have been working with MAPC on the overlay mapping project; and working with the MAPC's GIS specialist.

- Member Bak reported that the Acton Health Dept. has reached out to the surrounding communities to gage interest in taking a regional perspective in applying for a grant to address isolation issues.

- Chair Neyland reported that:
  - The work of the School Building Committee is progressing. The last couple of meetings have focused on incorporating the value engineering changes (aka project components).
  - She has received the final input submissions concerning the Town Administrator's Performance Review. She will be compiling this information and sitting down with TA Ferrara to discuss. A further update will be provided to the Board on at the February 24th meeting.
  - She is working on the Board's 2019 Annual Report. The Town Accountant is assisting with the number data. She is also working on the spring 2020 Boxborough Bee submission.

FY 2021 Budget /Annual Town Meeting Preparations

- Though there are no new updates on FY 2021 Budget since Saturday's Capital Budget meeting, the Board reviewed some of the anticipated outside factors that will impact the budget (e.g. Health and General Liability Insurance quotes; ABRSD Assessment; OPEB). There will be a joint FY 2021 budget discussion with FinCom at the February 24th meeting.

- Annual Town Meeting - May 11, 2020 - Initial Review

The Board reviewed the list of proposed Warrant articles. It was noted that this list was recently revised based on Saturday's Budget Workshop discussions. Specifically, there was discussion on some of the funding components; the CPC Project

components; including the additional information that the promoters of some of these articles provided at Capital Budget Saturday and need for the Cable funding appropriation to adequately address additional video meeting recording hours. There was a general discussion on ability to reassign unused funds from "close out articles." There was an expanded discussion on some of the capital funding articles including IT infrastructure; public safety equipment; DPW equipment & improvements; and the annual paving funding. There was discussion of a possible funding change for public safety equipment – moving away from capital articles and placing them within the operating budget.

There was also discussion on other proposed articles including the adoption of the "stretch energy code" option being proposed by the Sustainability Committee being discussed later; Zoning Bylaw amendment articles referenced in the Town Planner's email memo provided in the agenda packet and public outreach & article(s) necessary to address the re-purposing of Stow Road property for a public safety facility; transferring control from the Affordable Housing Trust to the Town for this. It was noted that the filer of the Citizens' Petition concern "Life Science" zoning was present this evening. The Petitioner advised that she will be looking at a possible amendment on town meeting floor to re-focus and clarify that intent to be only address facilities within Boxborough. It was re-iterated that there will be a placeholder for making the Town Clerk an appointed position. There was a review of the articles that had been removed from the previous list.

Sustainability Committee Chair Francie Nolde and members Larry Grossman and Barbara Salzman were present to discuss the proposed adoption by the Town of the "stretch energy code." Grossman spoke on this proposal, providing an overview of the differences between the standard building code and the stretch code components; the residential/commercial projects for which the stretch code would apply; potential amortized cost savings for the property owner; and that many of our surrounding communities have adopted this option. The Town can always roll-back its implementation if it is not working for our community. Public education on this proposal is essential. Grossman agreed that some of the available information can be ambiguous and contradictory so further research will be necessary. It would take a while before it can go into effect. Member Fowlks moved to place adoption of the stretch energy code on the May 11, 2020 Annual Town Meeting Warrant, per the request of the Sustainability Committee. Seconded by Member Stemple. **Approved 5-0** by Roll Call vote: Stemple "aye," Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

- Neyland discussed possible content for the BSB Report that is provided at Town Meeting. She wants to highlight the work of the departments this year.

Executive Session

At 8:40 PM, Chair Neyland moved to adjourn to executive session in the Grange Room Annex to conduct strategy sessions in preparation for negotiations with nonunion personnel (Police Chief and DPW Director), per C30A §21 (a), subsection 2, and the Chair shall note that to discuss in open session may have a detrimental effect on the negotiating position of the Board. The Select Board will not be reconvening in Open Session after completion of the Executive Session. Seconded by Member Fowlks. **Approved 5-0** by Roll Call vote: Stemple "aye," Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

Exhibits

Item#		
		Agenda
3		Town Accountant's email memo RE: Warrants signed by Representative for Monday's meeting"
4	a.	Minutes of January 6, 2020 – Proposed
	b.	Minutes of Joint BSB/FinCom of January 11, 2020 – Proposed
	c.	Minutes of Joint BSB/Planning Bd. of January 13, 2020 - Proposed
	d.	Minutes of January 21, 2020 – Proposed
6	a.	Town Clerk's email memo RE: Appointment of John Fallon as Temporary Constable
7	a.	John Fallon's email memo RE: The Policy Advisory Committee has Disbanded
9	b	FY 2021 Proposed Articles List
		i. Town Planner Corson's email memo RE: Proposed zoning bylaw amendments
		ii. Town Planner Corson's email memo RE: General Bylaw: Stormwater Bylaw
	c	Francie Nolde's email memo RE: Scope: Sustainability Committee 2020 Warrant Article "Stretch Code"
		Internal Communication & Outgoing Communications List
		Minutes, Notices and Updates
		Announcements

8b

Town Meeting Budget Warrant Article Calendar
FY 2020

March

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
2 BSB Public Hearings (incl Personnel) & Final Article Votes Due	3	4 Final Article Summaries Due	5	6	7
9	10	11 Recommendations Due on All Articles for Printing in Warrant	12	13	14
16 BSB / FinComm joint Funding Sources	17	18	19	20	21
23	24 FinComm Report Due	25	26	27	28
30 BSB Signs Warrant	31				

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
6	7	8	9	10	11
13	14	15	16	17	18
Holiday	21	22	23	24 Warrant Mailed	25
27	28	29 Presentations Due	30		

FY2021 Proposed Articles
Town of Boxborough

Article Count	Identifier	Dept	Description	Amount
			Special Town Meeting	
1	*ADM-10	135	Prior Year Bills	$ -
2	*422-6	422	Snow & Ice Deficit	$ -
			Total	-
			Annual Town Meeting	
1	ADM-1		Choose Town Officers	
2	ADM-2		Receive Reports	
3	ADM-3		Set Salaries and Compensation of Elected Officers	
4	ADM-4		Amend FY21 Personnel Plan & Classification and Compensation Schedule	
5	BUDG		Town Operating Budget	22,352,205
	CPA			
6	CPA-1	Reserves	Open Space Reserve 10% (23,000)	
			Housing Reserve 10% (23,000)	
			Historic Reserve 10% (23,000)	
			FY21 Budget Reserve (147,000)	
			Administrative and operating expenses <5%	5,000
7	CPA-2	172	Library Patio	$ 35,000
8	CPA-3	194	North Cemetery Quad 3	$ 9,500
9	CPA-4	194	Town Clerk's Historic Records	$ 10,000
10	CPA-5	172	Hager Land Bridge Connection	$ 54,000
11	CPA-6/1	172	Liberty Field Capital Improvements	$ 250,000
12	CPA-7	183	Rental Assistance Program	$ 38,050
13	CPA-8	183	Regional Housing Services	$ 12,000
14	CPA-9	172	Flerra Community Garden Water Supply	$ 15,000
15	CPA-10	172	Conservation Trust Transfer	$ 10,000
			Total	438,550

FY2021 Proposed Articles
Town of Boxborough

Article Count	Identifier	Dept	Description	Amount
	Financial (Non Capital)			
16	141-1	141	Commercial Appraisal Consulting	$ 25,000
17	220-1	220	New Positions (net amts) incl benefits SAFER Grant (9 months)	$ 60,000
18	156-2	156	Cable Infrastructure Appropriation	$ 81,700
19	145-1	145	Borrowing Funds - Closing Costs & Premium Use Auth	$ 60,000
20	122-1	122	Land Appraisal for Water Source	$ 20,000
21	220-4	220	OPM Services Public Safety Building	$ 100,000
22	ADM-5	950	Transfer to Stabilization Fund	$ 100,000
23	ADM-6	950	Transfer to OPEB Trust Fund	$ 100,000
24	ADM-7	Multi	Close Completed Articles to General Fund/Capital Projects Fund	
25	ADM-8	Multi	Departmental Revolving Funds Expense Limits	
26	ADM-9	422	Chapter 90 Highway Reimbursement Program	
	Capital Equipment <20K			
27	210-3	210	Vehicle Radar Units	$ 21,100
28	220-2	220	Gas Meters	$ 22,500
	~~422-2~~	~~422~~	~~DPW Generator~~	~~$ ———~~
29	422-4	422	Fuel System Monitoring	$ 20,000
30	610-1	610	Patron PCs	$ 7,500
	Capital Equipment > 20K			
31	156-1	156	IT Technology Hardware/Software	$ 65,000
32	210-1	210	Police Cruiser	$ 55,000
33	210-2	210	Public Safety Records Management System Upgrade	$ 104,000
34	220-3	220	Personal Protective Equipment	$ 40,000
35	422-1	422	DPW Dump Truck	$ 215,000
36	422-3	422	Toro Infield Groomer	$ 21,000
37	422-5	422	Paving	$ 1,000,573
(11)	CPA-6/2	172	Liberty Field Capital Improvements	$ 1,250,000
			Total	3,368,373

FY2021 Proposed Articles
Town of Boxborough

Article Count	Identifier	Dept	Description	Amount
	Special Legislation			
38	541-1	541	Senior Tax Workoff Proxy worker	-
39	199-1	199	Energy Efficiency Building Code	-
	Zoning Bylaw Amendments			
40	PET-1	176	Definition Life Sciences; Footnote	-
41	175-1	175	Zoning Map Appendix B - rezone Town Ctr parcels to Ag Res	-
42	175-2	175	Parking Schedule/Specialty Food Shop Definition	-
43	175-3	175	Lighting/Regulations for illumination	-
	Sense of the Meeting			
44	220-5	220	Development of 70-72 Stow Rd for PS Building	-
	General Bylaw Amendments & New Bylaws			
45	175-4	175	Construction & Post Construction Stormwater Bylaw	-

JC

Town Meeting Check-List

1/27/2020 May 11, 2020 Annual Town Meeting "Other" Check List

(Does not include Warrant, Motions, etc.)

(Time frame prior to TM unless noted)

Activity	Version	Timeframe	Actor	Update/Notes
Meeting Outreach/format				
Blanchard School		4 months prior	CM	Check w/Erin
AB Community Ed		4 months prior	CM	
AB Tech		4 months prior	CM	
Littleton Cable		4 months prior	RF/CM	
Regency Hotel: decision		2 months prior	BSB	NO
Decision on Nights: MONDAY 5/20		2 months prior	BSB	
Decision on ATM/STM		2 months prior	BSB	NO
Room Configuration: Version 1		2 months prior	CM	
Room Configuration: Version 2		1 months prior	CM	
Room Configuration: Final		1 week prior	CM	
Policies/Guidelines/Process				
Flyers and sales policy				
Draft		3 - 4 months prior	JF	
Sent to BLF		3 - 4 months prior	RF	
Final		3 - 4 months prior	BLF 2/11	
Distributed		3 - 4 months prior	CM	
Time Guidelines				
Draft		3 - 4 months prior	JF	
Sent to BLF		3 - 4 months prior	RF	
Final		3 - 4 months prior	BLF 2/11	
Distributed		3 - 4 months prior	CM	
Presentation Guidelines				
Draft		3 - 4 months prior	JF	
Sent to BLF		3 - 4 months prior	RF	
Final		3 - 4 months prior	BLF 2/11	
Distributed		3 - 4 months prior	CM	
Town Meeting Guide				
Draft		3 - 4 months prior	JF	
Sent to BLF		3 - 4 months prior	JF	
Final		3 - 4 months prior	JF	
Distributed		3 - 4 months prior	CM	

Town Meeting Check-List

1/27/2020 May 11, 2020 Annual Town Meeting "Other" Check List
(Does not include Warrant, Motions, etc.)
(Time frame prior to TM unless noted)

Activity	Version	Timeframe	Actor	Update/Notes
Decision on whether to include in warrant		2 months prior	RF	
Town Meeting Process				
Draft		3 - 4 months prior	JF	
Sent to BLF		3 - 4 months prior	RF	
Final		3 - 4 months prior	BLF	2/11 or 3/17/202(
Distributed		3 - 4 months prior	CM	
Handout at Town Meeting		Night of meeting	EM	
Materials to Petitioners		3 - 4 months prior	EM	
Late article			EM	
Moderator's thoughts and invite to PTMF			JF	
All 5 final documents			JF	
Misc. Town Meeting Items				
Decision on Food Pantry collection		2 months prior	BSB	
Refreshments: BCT				
--Communication to BCT: First night		2 months prior	JF	TBD
--Decision: first night refreshments		1 months prior	BLF 4/11	TBD
--Communication to BCT		1 months prior	JF	
Decision on need for Temporary Moderator		2 months prior	JF	NOT NEEDED
Large print warrants		1 week prior	CM	
Podium seal		1 week prior	CM	
Schedule Blanchard Chorus		1 month prior	JF	
Paper (secret) Ballot script and material		2 months prior	EM	
Voting Cards		1 week prior	EM	
Identification of long service individuals		1 month prior	BSB/EM/JF	
LWV Babysitting arrangements		3 months prior		
Acceptance of LWV offer			BSB/RF	1/6/20
Funding Approved			BSB	1/6/20
Identification of contact				
Notify LWV of approval/funding			RF	
Advertizement Submission for Warrant		3/11/2020	LWV	

Pre Town Meeting Forum (BLF prior to TM)

Town Meeting Check-List

1/27/2020 May 11, 2020 Annual Town Meeting "Other" Check List
(Does not include Warrant, Motions, etc.)
(Time frame prior to TM unless noted)

Activity	Version	Timeframe	Actor	Update/Notes
Set date: April 11		2 months prior	BLF	1/7/20
Beacon Notice		2 weeks prior BLF	JF	
Action Unlimited Notice		2 weeks prior BLF	JF	
Invite petitioners #1		2 weeks prior BLF	JF	
Invite petitioners #2		1 weeks prior BLF	JF	
Cable Broadcast				
Set Date: April 13		4 weeks prior	RF/KD/JF	TBD
Draft Script 1.0		4 weeks prior	JF	
Draft Script 2.0		2 weeks prior	RF/JF	
Draft Script 2.1		2 weeks prior	BSB/JF	
Final Script		1 weeks prior	RF	
Littleton Studio		2 weeks prior	KD	
Broadcast on cable/on-demand		1 week prior	KD	
Draft PowerPoint 1.0		4 weeks prior	CM	
Final PowerPoint		1 weeks prior	RF	
Beacon Guest editorial				
Heads up to Beacon		4 - 5 weeks prior	JF	
First Draft		3-4 weeks prior	JF	
Final Draft		2-3 weeks prior	BSB	
Review/Approval by BSB		2-3 weeks prior	BSB	
Submit		10 days prior	RF	
Publish		Thursday prior		
Moderator's ATM Script				
Version 1.0		4 weeks prior	JF	
Version 2.0		3 weeks prior	JF	
Version 3.0		2 weeks prior	JF	
Version 3.1 AKA semi-final		1 week prior	JF	
Version 3.2 AKA final		1 week prior	JF	
Pre-TM set-up meeting		1 week prior	CM	D.Labb
Blanchard school				
Outreach to public				
Mass Ave. banner				

Town Meeting Check-List

1/27/2020 May 11, 2020 Annual Town Meeting "Other" Check List
(Does not include Warrant, Motions, etc.)
(Time frame prior to TM unless noted)

Activity	Version	Timeframe	Actor	Update/Notes
Reserve Space		4 months prior	CM	
Edit sign		4 weeks prior	CM	
Hang sign		2 weeks prior	CM	
Notification to Press				
Beacon		2 weeks prior	EM	
Action Unlimited		2 weeks prior	EM	
Notice to school parents				
Paw Print: Blanchard		2 weeks prior	M to Kathy B	
Weekly Chatter: JHS/SHS		2 weeks prior		
Facebook page		3 weeks prior	EM	
Letters to new residents (Historical Society)		1-2 months prior	CM to JSK	
Sandwich boards: "A-Line"		2 weeks prior	EM	
Lawn signs		1 week prior	EM	
Videos of residents			EM	
New ones needed Not done in 2019				
Broadcast on cable/on-demand		2-4 weeks prior	EM	
Robo calls/Nixle: arranged by Police Chief				
Draft Script		2 week prior	BSB	Various
Final Script		1 week prior	BSB	
Record		1 week prior	BSB	

9a

February 14, 2020

Ryan Ferrara, Town Administrator
Town of Boxborough
29 Middle Road
Boxborough,MA 01719

Dear Ryan,

The Acton Boxborough Cultural Council would like to request a one-day license from the Boxborough Select Board to serve white wine and sparkling wine at our annual Grantee Reception. This year's reception will be held on April 7, 2020 at the Sargent Memorial Library. An application for the license/permit is attached. Since we are a Town board, could you please waive any fees for this?

Could you please present our request to the Select Board at their next regularly scheduled meeting.

We hope to see you and the members of the Board at the reception.

Thank you,

Sharon L Garde

Sharon Garde
ABCC Chair

THE COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOXBOROUGH

APPLICATION FOR LICENSE/PERMIT

(GENERAL)

Feb 15, 2020

No. _____

TO THE LICENSING/PERMITTING AUTHORITIES:

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

Sharon Garde Acton Boxborough Cultural Council Chair

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

STATE CLEARLY PURPOSE FOR WHICH LICENSE/ PERMIT IS REQUESTED

To Serve white wine and sparkling wine at our Annual Grantee Reception on April 7, 2020 from 7-9 pm

GIVE LOCATION BY STREET AND NUMBER

At Sargent Memorial Library
427 Mass Ave
Boxboro, MA 01719

in said Town of Boxborough

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

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

Acton Boxboro Cultural Council
*Signature of Individual or Corporate Name (Mandatory)

Sharon L Garde
By: Corporate Officer (Mandatory, if Applicable)

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

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

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

Received _____ 20__

Hour A.M. _____ P.M. _____

Sharon L Garde
Signature of Applicant

346 Reed Farm Rd Boxboro
Address

Approved _____ 20__

License/Permit Granted _____ 20__

LA-01/08/04

Special Event License/Permit

Conditions for the serving (not selling) of wine

Said beverages shall be consumed only at the stated premises.

Servers shall require proper identification.

Glasses/Cups used for wine shall be visibly different than those used for non-alcoholic beverages.

There shall be a limit of two (2) glasses of wine per person.

From: **Peishan Bartley** pbartley@cwmars.org
Subject: Re: Acton Boxboro Cultural Council room request
Date: February 13, 2020 at 8:51 PM
To: Sharon Garde sigarde@comcast.net

Hi Sharon,

The Trustees have approved the alcohol service request. Please let me know if you need other documents from me to support your liquor license application to the Board of Select Board. Thank you.

Peishan

On Wed, Feb 12, 2020, 4:27 PM Peishan Bartley <pbartley@cwmars.org> wrote:

> Hi Sharon,
>
> Sorry for the delay. There was some issue with the meeting being posted, and so the Trustees meeting is delayed until tomorrow night. I'll update you ASAP. Thanks for your patience.
>
> Peishan T. Bartley
> Library Director
> Sargent Memorial Library
> 427 Mass Ave, Boxborough, MA, 01719
> 978-263-4680
>
> she/her/hers
>
> On Mon, Jan 13, 2020 at 6:44 PM Sharon Garde <sigarde@comcast.net> wrote:
>
> > Hi Peishan,
> >
> > I got with the rest of our committee, and we decided that Tuesday April 7 would be a good date to hold our reception. Is that OK?
> > If possible, we would like to set up in the morning, but if not, we can work around that. The reception will be from 7-9 PM, so we
> > will need setup and cleanup time around that too.
> >
> > Here is a scan of the room request form. Let me know if this is all OK.
> >
> > Also, I have been asked to help arrange for the refreshments for our reception. As in the past, the ABCC would like to serve white
> > and sparkling wine, under a one-day liquor license. Can you please place this request to the Library Board of Trustees at their next meeting? Or is there someone else I have to contact for this request?
> >
> > Thank you so much,
> > Sharon Garde
> > ABCC Chair

Sargent Memorial Library

Boxborough, MA

Application to Serve Alcohol

Contact Person: Sharon Garde Phone: 978-621-1587
Email: sigarde@comcast.net
Name of Group/Organization: Acton-Boxborough Cultural Council
Designated Event Supervisor: Sharon Garde Phone: 978-621-1587
Email: sigarde@comcast.net

Name of Event: Grantee Reception Date of Event: TBD April weekend

Event Start Time: 7:00 pm Event End Time: 9:00 pm

Alcohol Service Start Time: 7:00 pm Alcohol Service End Time: 9:00 pm

Number of attendees: 75

Purpose of event: Recognize groups that have received grants from the council

Type of alcohol: ___ Beer ✓ Wine (*Only beer and wine are allowed.)

Type of food served: appetizers and desserts

The Applicant hereby certifies that they are aware of the Sargent Memorial Library policy and procedures regarding the service of alcoholic beverages at events held in the Library meeting room, and they agree that the event hereby registered will be conducted in strict compliance with these policies and procedures, as noted on page 2 of this form.

Sharon I Garde — Signature

1/14/20 — Date

Sharon I Garde — Print Name

ABCC — Organization

Official use/Do not write in this box

Trustees Approval: Date: 2/14/2020

The library trustees voted 5-0 approving the alcohol service request.

9b

From: Edward Kukkula
Sent: Tuesday, February 18, 2020 11:11 AM
To: Cheryl Mahoney <cmahoney@boxborough-ma.gov>
Cc: Vicki Rzasa <VRzasa@boxborough-ma.gov>; Ryan Ferrara <rferrara@boxborough-ma.gov>
Subject: RE: FY 2021 Transfer Station Fees - BSB Agenda 2/24/2020

Hi Cheryl,

I am recommending that the Transfer Station Sticker Fees remain the same for FY21.

• Full year purchased between April 1, 2020 and July 31, 2020	$ 150.00
• Full year purchased between August 1, 2020 and December 31, 2020	$ 180.00
• Prorated six month use purchased between January 1, 2021 and March 31, 2021	$ 75.00
• Prorated three month use purchased between April 1, 2021 and June 30, 2021	$ 37.50
• New Resident/first time buyer	$ 150.00
• Senior Citizen (65 as of July 1, 2020)	Free

Ed Kukkula
DPW Director
Town of Boxborough
873 Massachusetts Avenue
Boxborough, MA 01719
Office: (978) 264-1792
ekukkula@boxborough-ma.gov

11g

RECEIVED

FEB 18 2020

TOWN CLERK
TOWN OF BOXBOROUGH

February 18, 2020

Elizabeth Markiewicz, Boxborough Town Clerk
Boxborough Town Hall
29 Middle Road
Boxborough, MA 01719

Dear Liz,

Effective May 1, 2020, I am resigning from the Boxborough Planning Board.

Although the timing of this departure means that I will not have fulfilled the remainder of my second term, it does allow sufficient time for another citizen to file nomination papers and be duly elected to the seat.

Sincerely,

Abby Reip
205 Old Harvard Road
Boxborough, MA
978-490-5343

Internal Communications and Outgoing Communications
February 24, 2020

1. Copies of Contribution Notification letters from the Middlesex Savings Charitable Foundation, dated January 28, 2020 to:
   a. Fire Chief Paul Fillebrown, Jr.
   b. Police Chief Warren Ryder

2. Communications regarding FY 2021 School District(s) Assessments:
   a. Minuteman Regional Vocational Technical School Comm.'s Treasurer Laurie Elliot, dated February 5, 2020
   b. Acton-Boxborough Regional School Comm.'s Treasurer, Margaret Dennehy, dated February 11, 2020

3. Communications from xfinity [Comcast]:
   a. From Greg Franks, Sr. Mgr. of Gov't Affairs, dated February 10, 2020, to the Select Board providing their Form 500 (aka Annual Complaint Filing] report for 2019.
   b. From Patrick Moore, dated February 12, 2020, to TA Ferrara and others providing the 4th Quarter 2019, Franchise Fee Report (PEG) and notification of electronic payment of $11,985.02

4. Email communication Verizon's Viola Baboola, dated February 14, 2020, to Cheryl Mahoney providing the 4th Quarter 2019, Franchise Fee Report (PEG) and notification of payment of $12,336.69oH)

Minutes, Notices and Updates
February 24, 2020

Minutes

1. None

Notices

1. Notice of a Library Trustees meeting held February 13, 2020

2. Notice of a Personnel Board meeting held February 14, 2020

3. Veterans Tribute Committee meeting held February 15, 2020

4. Notices of Finance Committee meeting held to be:
   a. February 24, 2020 [Joint with Select Board]
   b. February 27, 2020

5. Legal Notice Joint Select Board/Personnel Board hearing to be held March 2, 2020

6. A-B School District related meetings:
   a. Concord Area Special Education Collaborative (CASE) Board of Directors held February 11, 2020
   b. Concord Area Special Education Collaborative (CASE) Subcommittee MTA held February 11, 2020

7. Invitation to the Sudbury Valley Trust Land & Water Legislative Breakfast – April 3, 2020

8. ***Public Hearing Notices/Decisions from surrounding towns:***

Acton – Planning Bd. – Legal Hearing Notice for March 10, 2020 – Special Permit, Applicant – Guaranteed Builders & Developers, 97 Parker Street to add a new structure to a nonconforming lot.
Decision on Remand #18-03 PCRC Special Permit, Applicant – Chris Coughlin, 180 Newtown Rd. and Definitive Subdivision Land Court case Hryniewich V. Coughlin
Notice of Decision #19-14 APPROVED, Applicant – Acton Water District, Property located behind 8 Post Office Square.

Littleton Planning Board – Decisions

"The Gutierrez Company – Taylor Street" [*Directly abuts Boxborough*] – Littleton Office Park, 225 Taylor Street

Modify Master Planned Special Permit – Extension Granted
Modify Aquifer/Water Resource District Special Permit – Extension Granted w/new additional condition. *Littleton and Boxborough Maps - included*

Littleton Electric Light and Water Depts. Granting Water Resource District Special Permit for Modifications to Municipal Equipment Pads located at 39 Ayer Road.

Stow - ZBA – Public Hearing Notice for March 2, 2020 Special Permit Application of Brady-Built Sunrooms for the property at 22 Davis Road.

General Correspondence
February 24, 2020

1. Boxborough Historical Society President's Letter, dated February 10, 2020