



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Boxborough Leadership Forum (BLF)
LOCATION CHANGE: GRANGE MEETING ROOM,
Town Hall, 29 Middle Road, Boxborough, MA 01719

Tuesday, March 17, 2020 at 7 PM

ZOOM ACCESS PROTOCOLS:

Topic: Boxborough Leadership Forum

Time: Mar 17, 2020 07:00 PM Eastern Time (US and Canada)

Join from PC, Mac, Linux, iOS or Android: <https://brandeis.zoom.us/j/749427714>

Or iPhone one-tap (US Toll): +13126266799,749427714# or +16465588656,749427714#

Or Telephone:

Dial:

+1 312 626 6799 (US Toll)

+1 646 558 8656 (US Toll)

+1 346 248 7799 (US Toll)

+1 669 900 6833 (US Toll)

+1 253 215 8782 (US Toll)

+1 301 715 8592 (US Toll)

Meeting ID: 749 427 714

International numbers available: <https://brandeis.zoom.us/u/acbpEpinis>

AGENDA:

1. Call to Order (Planning Board)
2. Introductions (for any new members who may be in attendance)
3. Review and accept minutes of February 4, 2020
4. Select Board updates
5. AB Regional School Committee and School Building Project Committee updates
6. Finance Committee updates
7. Library updates
8. Planning Board updates
9. FY2021 budget/warrant (Town Meeting, May 11, 2020) updates
 - a. Town Meeting Policies and Procedures – May 2020
 - b. Preliminary discussions COVID 19 - Options

10. Other business

11. 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.

Next meeting dates:

April (Pre-Town Meeting), April 11, 2020 – Planning Bd.



**Boxborough Leadership Forum (BLF)
Tuesday, February 4, 2020
Meeting Minutes
Morse/Hilberg Meeting Room, Town Hall
29 Middle Road, Boxborough, MA 01719**

Approved: _____

Attendance

Select Board: Chair Maria Neyland, Clerk Wes Fowlks

Finance Committee: Member Becky Neville, Member Ling Chen, Chair Gary Kushner at 7:02PM

ABR School Committee: Member Michael Bo, Member Nora Shine

Library: Chair Mary Brolin

Planning Board: Chair Cindy Markowitz

Town Staff: Ryan Ferrara, Town Administrator; Sean Donahue, Assistant Town Administrator; Jennifer Barrett, Town Accountant; Peishan Bartley, Library Director

An audience member arrived at 7:10 PM

Call to Order (Library Board of Trustees)

Library Board of Trustees Chair Brolin called the meeting to order at 7:00 PM.

Introductions

All in attendance introduced themselves.

Review of Open Meeting Law Complaint submitted on January 15, 2020

There was an Open Meeting Law complaint regarding the minutes voted on Jan 7, 2020 from the October 29, 2019 meeting regarding no mentioned of exhibits. The BLF would need to re-vote minutes and draft a response. It was discussed the response would be delegated to TA Ferrara.

Review and accept Minutes

October 29, 2019, as revised

Ferrara indicated the minutes were identical except for including exhibits.

Neville made a motion to approve the minutes as revised. Second by Neyland.

Passed unanimously, except that Bo abstained, citing he was not at that meeting.

Brolin mentioned the Town Clerk's updated template for minutes, which Ferrara indicated will be in the response.

Kushner moved to delegate the response of the OML complaint to TA Ferrara. Seconded by Neyland.

Passed unanimously

January 7, 2020, first review

Markowitz had two amendments to the Planning Board section:

- Last sentence: strike last sentence of second bullet.
- Change “support” to “sponsor”

Neville made a motion to approve the minutes as revised. Seconded Neyland.
Passed unanimously, excepted that Bo abstained again.

Select Board updates

Building Committee

Neyland gave an update on the Building Committee. The Committee voted on a plot of land at Stow Road for a new public safety facility. Since the Committee fulfilled its charge, the Select Board voted to disband the Committee effective February 14, 2020. The Board has committed to a new charge, which will create a new Committee with 11 members comprised of: 2 at-large members, 2 Select Board, 2 Finance Committee and 1 from Planning Board, Board of Health, Sustainability Committee, Recreation Commission, Council on Aging. The new Committee will start fresh and focus on design, to which Neyland praised Brolin’s work with the School Building Committee.

Neyland explained the Conservation Commission elected not to be part of the new Committee as there are no wetlands concerns.

Markowitz asked about alternate members. Neyland responded there will not be any.

Kushner added some advisory who will assist in the process including Police, Fire, Town Administrator and an out of Town firefighter.

Winterfest

Neyland commented on Winterfest and attributed its success to the Recreation Commission.

Elections

Neyland reminded everyone of the upcoming elections on March 3, 2020 and March 31, 2020.

AB Regional School Committee

Bo discussed ABRSC passed at preliminary budget. School official vote is February 6, 2020 had budget Saturday and preliminary budget.

School Building Project Committee

As ABRSD Bldg. Project Chair, Brolin provided an update stating the Committee was ready to sign a contract with Consigli. Further updates on various meetings including OPM and architect, incoming bids and meeting with bond counsel. The Committee is hoping for low bond rates (2.5% or better) Materials and paint are being looked over for building. Construction is expected to commence the day after school ends.

Ling asked if the Committee budgeted for inflation. Brolin said yes, and a 3-year trajectory was taken.

Finance Committee updates

Kushner gave an update on the budget process stating the Finance Committee was two-thirds through. Neville mentioned some will need to be adjusted.

Kushner further provided update on elected official salary increases. His hope is to complete the budget in the next few weeks.

Kushner stated bonding subcommittee met to review school debt. Their plan is to bond \$75 million and have in place by February 26th. The bond's interest rate would be high for the first nine years before dropping to a low of 1.8% or 1.9%. The true interest rate would be 2.56%, offering an approximate \$6.239 million premium. The approximate savings is \$50 per household. Discussion about principal payments. Kushner mentioned the plan is to have level payments for thirty years.

Moving to paving, Kushner proposed borrowing more than the typical \$300,000 in first year due to low borrowing rates. Discussion around spending money to avoid arbitrage.

Neville asked when Planning Board can provide Zoning Changes. Markowitz advised Planning Bd. hopes to have by February 27th.

Neyland reminded everyone warrant changes are due March 11th. Kushner mentioned both Ling and he will be on the Building Committee.

Library updates

Library Dir. Bartley explained the current status of hiring personnel. Her goal is to have more children's activities and build a teen service department. The youth service librarian attended the high school volunteer fair.

Bartley is working with Council on Aging/Community Service Dir. Abraham to form a collection of personal care items.

The Library will host a workshop in February on Identity Theft and Fraud Prevention by the Better Business Bureau.

Planning Board updates

Markowitz mentioned the joint meeting with the Select Board regarding Boxborough 2030. Three out of the seven items were addressed.

Markowitz provided an update on the Zoning Audit stating Town Planner Corson was working on drafting the zoning bylaw RFP, as well as zoning bylaw amendments for Town Meeting.

FY2021 budget/warrant (Town Meeting, May 11, 2020) updates

Town Accountant Barrett presented the current budget model. She indicated its inclusion of school debt at 6.15%. Accountant Barrett further explained the current year's limit and the exempted school debt.

Discussion shifted towards salary increases. Barrett explained a general 2.6 CPI increase but the Personnel Board needs to still vote the classification plan.

Regarding vocational student enrollment, Barrett explained a drop in Minuteman and increase in Nashoba. Bo said the schools are comfortable with the decrease.

Ferrara provided various updates in the Warrant Process for Town Meeting. Upcoming meetings for Personnel Board on February 6th and joint Select Board/Finance Committee Capital Budget Saturday, February 8th.

Draft list of warrant articles was presented. Ferrara mentioned how Special Town Meeting can occur, if needed, at Annual Town Meeting. At the Capital Budget meeting, some CPA projects will be presented: Library patio, Hager Land Bridge and Liberty Fields. General discussion about presentation on warrant.

Ferrara went over other CPA applications: Cemetery Work (quad 3) North Cemetery, Town Clerk Records; Rent Assistance; Regional Housing Services; Ferrara Community Garden; Conservation Trust Transfer.

General discussion around commercial appraisals consulting and an upcoming meeting with Town Assessor Genna to assess Town's position.

Further discussion surrounding SAFER Grant application. More updates would follow at the February 8th meeting.

Additional staffing for Well-Being Committee was discussed and Ferrara is working with COA/Community Development Dir. Abraham. Comments were made surrounding adding staff, as was not the direction and if it would even appear on warrant as a placeholder.

OPEB discussion disclosed last actuary was one year ago. Kushner wants to increase risk for more money. Discussion around comparison with district concluded with possibly revising OPEB next year.

Ferrara discussed closing out prior articles.

DPW capital budget was discussed regarding paving and generator. Questions surrounding size of DPW generator may occur at February 8th meeting.

Additional capital items were discussed from Town Hall, Library, Police and Fire. Neyland asked about Fire obtaining other grants such as FEMA for equipment needs. Barrett said grant was denied but the Chief will apply again. It was noted turnover has been heavy in Fire.

Ferrara mentioned new Inspection Vehicle. Neyland asked for costs repair vs. purchase.

Additional items discussed were DPW infield groomer and Police fire suppression system. Member Neville asked if Acton-Boxborough baseball helps pay. Barrett said they may provide up to \$2,000. Further discussion around fire suppression system to occur on February 8th.

Final items discussed were senior worker program, energy efficient code, zoning bylaw amendments, water resources.

Neyland and Kushner asked for a list of any new items on the Capital plan.

Next meeting is March 17th at 7:00 PM.

Neyland made a motion to adjourn. Seconded by Neville.

Meeting adjourned at 8:27 PM.

Exhibits

1. Agenda for February 4, 2020
2. Open Meeting Law Complaint from January 15, 2020
3. Updated Minutes from October 29, 2019
4. Minutes from January 7, 2020
5. Updated FY2021 Budget Model BLF
6. FY2021 Budget Worksheet V4 (Articles List)
7. School Debt Strategy Memo February 6, 2020

**Declaration of Emergency
Town of Boxborough Massachusetts
Boxborough Select Board
March 16, 2020**

WHEREAS, the 2019 Novel Coronavirus (COVID-19) is a highly contagious and potentially fatal respiratory disease, the prevalence of which is increasing rapidly throughout the world, inclusive of the United States and the Commonwealth of Massachusetts; and

WHEREAS, on March 11, 2020 the World Health Organization designated the COVID-19 outbreak a Pandemic Health Emergency; and

WHEREAS, on March 10, 2020, the Governor of the Commonwealth of Massachusetts issued a Declaration of a State of Emergency to respond to COVID-19; and

WHEREAS, on March 13, 2020, the President of the United States announced a national declaration of emergency; and

WHEREAS, on March 15, 2020, Governor Baker announced emergency actions to respond to the evolving COVID-19 public health emergency impacting the Commonwealth, including prohibitions on public gatherings of twenty-five or more people and prohibiting on-premises consumption of food or drink at bars and restaurants from March 17, 2020 until April 6, 2020, as well as suspension of elementary and secondary school educational operations from March 17, 2020 until April 6, 2020; and

WHEREAS, the Boxborough Select Board and its Board of Health, in consultation with the State Department of Public Health has determined that COVID-19 presents a major disaster which poses an immediate threat to public health, safety, and general welfare of people residing both within and outside of Boxborough; and

WHEREAS, the Select Board and its Board of Health have determined that immediate public action is needed in order to prevent or minimize the spread of COVID-19 by and among the people of Boxborough; and

WHEREAS, it is critical to take additional steps to prepare for, respond to, and mitigate the spread of COVID-19 to protect the health and welfare of the people of Boxborough; and

WHEREAS, declaring a state of emergency will facilitate and expedite the use of resources to protect persons from the impacts of COVID-19, including but not limited to emergency expenditures pursuant to Massachusetts General Laws, Chapter 44, Section 31 and limitations on operating hours and access to public buildings; and

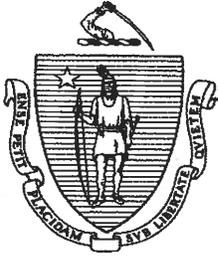
WHEREAS, the Boxborough Select Board and Boxborough Board of Health recommended that a state of emergency be declared in the Town of Boxborough.

NOW THEREFORE, we, the Boxborough Select Board and Boxborough Board of Health, Boxborough Massachusetts, hereby declare that as of March 16, 2020, a state of emergency exists in the Town of Boxborough. This declaration of emergency shall remain in effect until further notice is given, pursuant to our judgment that the conditions leading to this declaration no longer exist.

Date: _____

Name:

Title:



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

**ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, § 20**

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus (“COVID-19”); and

WHEREAS, many important functions of State and Local Government are executed by “public bodies,” as that term is defined in G. L. c. 30A, § 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention (“CDC”) and the Massachusetts Department of Public Health (“DPH”) have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

NOW THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

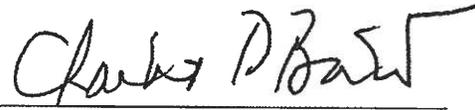
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, § 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at 8:40 PM this 12th day of
March, two thousand and twenty.

A handwritten signature in black ink, appearing to read "Charles D. Baker". The signature is written in a cursive style with a horizontal line underneath it.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

FY2021 Proposed Articles Town of Boxborough

Article Count	Identifier	Dept	Description	Amount	Proposed Funding Sources	Summary	Select Board Recommendation	Select Board Vote	Finance Committee Recommendation	Finance Committee Vote	Other Committee/Board Recommendation
Annual Town Meeting											
1	ADM-1		Choose Town Officers			Town Clerk	NA		Kushner	5-0	NA
2	ADM-2		Receive Reports			NA	NA	5 to 0	NA	5-0	NA
3	ADM-3		Set Salaries and Compensation of Elected Officers			Town Accountant	Neyland	5 to 0	Kushner	5-0	NA
4	ADM-4		Amend FY21 Personnel Plan & Classification and Compensation Schedule			Town Accountant	Bak	5 to 0	Neville	5-0	Personnel Board
5	BUDG		Town Operating Budget	22,654,825	Raise & Appropriate	Town Accountant	Neyland	5 to 0	Kushner	5-0	NA

FY2021 Proposed Articles Town of Boxborough

Article Count	Identifier	Dept	Description	Amount	Proposed Funding Sources	Summary	Select Board Recommendation	Select Board Vote	Finance Committee Recommendation	Finance Committee Vote	Other Committee/Board Recommendation
CPA											
6	CPA-1	Reserves	Open Space Reserve 10% (23,000)		CPA (FY21)	CPC Committee	Fowls	5 to 0	Lyons	5-0	CPC Committee
			Housing Reserve 10% (23,000)		CPA (FY21)						
			Historic Reserve 10% (23,000)		CPA (FY21)						
			FY21 Budget Reserve (147,000)		CPA (FY21)						
			Administrative and operating expenses <5%	5,000	CPA (FY21)						
7	CPA-2	172	Library Patio	\$ 35,000	CPA (10K Open Sp/25KFB)	CPC Committee	Stemple	5 to 0	Lyons	5-0	1) CPC Committee; 2) Library Trustees
8	CPA-3	194	North Cemetery Quad 3	\$ 9,500	CPA (Hist)	CPC Committee	Fowls	5 to 0	Lyons	4-0-1	1) CPC Committee; 2) Cemetery Commission
9	CPA-4	194	Town Clerk's Historic Records	\$ 10,000	CPA (Hist)	CPC Committee	Bak	5 to 0	Lyons	5-0	CPC Committee
10	CPA-5	172	Hager Land Bridge Connection	\$ 54,000	CPA (FY21 Rev/FB) (opSp)	CPC Committee	Fowls	5 to 0	Lyons	1-3-1	1) CPC Committee
11	CPA-6/1	172	Liberty Field Capital Improvements	\$ 250,000	CPA (FY21 Rev/FB) (opSp)	CPC Committee	Neyland	4 to 1	Lyons	5-0	1) CPC Committee; 2) Recreation Commission
12	CPA-7	183	Rental Assistance Program	\$ 38,050	CPA (13K Hsg/25.05K FY21Rev)	CPC Committee	Fox	5 to 0	Lyons	5-0	1) CPC Committee; 2) Well Being Committee; 3)
13	CPA-8	183	Regional Housing Services	\$ 12,000	CPA (Housing)	CPC Committee	Fox	5 to 0	Lyons	5-0	CPC Committee
14	CPA-9	172	Flerra Community Garden Water Supply	\$ 15,000	CPA (Open Sp)	CPC Committee	Fox	5 to 0	Lyons	4-0-1	1) CPC Committee; 2) Agricultural Commission
15	CPA-10	172	Conservation Trust Transfer	\$ 10,000	CPA (Open Sp)	CPC Committee	Fowls	3 to 2	Lyons	2-3	1) CPC Committee; 2) Conservation Commission
			Total	<u>438,550</u>	Appropriations Total						

FY2021 Proposed Articles Town of Boxborough

Article Count	Identifier	Dept	Description	Amount	Proposed Funding Sources	Summary	Select Board Recommendation	Select Board Vote	Finance Committee Recommendation	Finance Committee Vote	Other Committee/Board Recommendation
assume free cash for 3/16											
Financial (Non Capital)											
16	141-1	141	Commercial Appraisal Consulting/Legal Fees/Interest	\$ 150,000	Free Cash	Town Administrator	Fox	5 to 0	Neville	5-0	
17	220-1	220	New Positions (net amts) incl benefits SAFER Grant (9 months)	\$ -	n/a	Town Accountant	Neyland	2 to 1	Kushner	4-1	
	220-6	220	New Positions (net amts) incl benefits No Grant	\$ -	n/a	Town Accountant	Neyland	4-0-1	Kushner	1-4	
	220-A	220-A	Addition to Staff	\$ -	n/a	Town Accountant	Neyland	3-1-1	Kushner	5-0	
18	156-2	156	Cable Infrastructure Appropriation	\$ 81,700	Cable	Town Accountant	Fox	5 to 0	Lyons	5-0	
19	145-1	145	Borrowing Funds - Closing Costs & Premium Use Auth	\$ 60,000	Free Cash	Town Accountant	Neyland	5 to 0	Neville	3-0	
20	122-1	122	Land Appraisal for Water Source	\$ 20,000	Free Cash	Town Administrator	Fox	5 to 0	Kushner	3-0	Water Resources Committee
21	220-4	220	Feasibility Study for Public Safety Building	\$ 100,000	Free Cash	Town Administrator	Fox	5 to 0	Kushner	3-0	Building Committee
22	ADM-5	950	Transfer to Stabilization Fund	\$ 100,000	Free Cash	Town Accountant	Neyland	3 to 0	Kushner	0-5	
23	ADM-6	950	Transfer to OPEB Trust Fund	\$ 100,000	Free Cash	Town Accountant	Neyland	5 to 0	Kushner	5-0	
24	ADM-7	Multi	Close Completed Articles to General Fund/Capital Projects Fund		49,865.10	Town Accountant	Neyland	5 to 0	Kushner	5-0	
25	ADM-8	Multi	Departmental Revolving Funds Expense Limits		NA	Town Accountant	Neyland	5 to 0	Kushner	5-0	
26	ADM-9	422	Chapter 90 Highway Reimbursement Program		NA	Town Accountant	Stemple	5 to 0	Mathur	5-0	
	199-1	199	Sustainability Committee - Devens Household Hazardous Waste	3,600	Free Cash	Town Administrator	Stemple		Ling	0-3	Sustainability Committee
	541-2	541	UCC Community Center Lease	14,425	Raise & Appropriate	Town Accountant	Bak	5 to 0	Neville	5-0	Council on Aging

FY2021 Proposed Articles Town of Boxborough

Article Count	Identifier	Dept	Description	Amount	Proposed Funding Sources	Summary	Select Board Recommendation	Select Board Vote	Finance Committee Recommendation	Finance Committee Vote	Other Committee/Board Recommendation
Capital Equipment <20K											
27	210-3	210	Vehicle Radar Units	\$ 21,100	Free Cash	Town Accountant	Neyland	5 to 0	Lyons	5-0	
28	220-2	220	Gas Meters	\$ 22,500	Free Cash	Town Accountant	Fowls	4 to 0 to 1	Kushner	5-0	
29	422-4	422	Fuel System Monitoring	\$ 20,000	Free Cash	Town Accountant	Stemple	5 to 0	Mathur	5-0	
30	610-1	610	Patron PCs	\$ 7,500	Free Cash	Town Accountant	Stemple	5 to 0	Ling	5-0	Library Trustees
Capital Equipment > 20K											
31	156-1	156	IT Technology Hardware/Software	\$ 65,000	Free Cash	Town Administrator	Fowls	5 to 0	Lyons	5-0	
32	210-1	210	Police Cruiser	\$ 55,000	Bond	Town Administrator	Neyland	5 to 0	Lyons	5-0	
33	210-2	210	Public Safety Records Management System Upgrade	\$ 104,000	Free Cash	Town Administrator	Neyland	5 to 0	Lyons	5-0	
34	220-3	220	Personal Protective Equipment	\$ 40,000	Free Cash	Town Administrator	Fowls	4 to 0 to 1	Kushner	5-0	
35	422-1	422	DPW Dump Truck	\$ 215,000	Bond	Town Administrator	Stemple	5 to 0	Mathur	5-0	
36	422-3	422	Toro Infield Groomer	\$ 19,000	Free Cash	Town Administrator	Stemple	5 to 0	Mathur	5-0	Recreation Commission
37	422-5	422	Paving	\$ 300,573	Bond + TNC	Town Accountant	Stemple	5 to 0	Mathur	5-0	
(11)	CPA-6/2	172	Liberty Field Capital Improvements	\$ 1,232,000	Bond	Town Accountant	Neyland	4 to 1	Lyons	5-0	Recreation Commission
Total				2,731,398							

FY2021 Proposed Articles Town of Boxborough

Article Count	Identifier	Dept	Description	Amount	Proposed Funding Sources	Summary	Select Board Recommendation	Select Board Vote	Finance Committee Recommendation	Finance Committee Vote	Other Committee/Board Recommendation
Special Legislation											
38	541-1	541	Senior Tax Workoff Proxy worker	-		Town Accountant	Bak	5 to 0	Neville	3-0	Council on Aging
39	199-1	199	Energy Efficiency Building Code	-		Sustainability Committee	Stemple	5 to 0	Lyons	3-0	Sustainability Committee
	152-1	152	Change Town Clerk Position to Appointed	-		Personnel Board	Bak	5 to 0	Neville	5-0	Personnel Board
Zoning Bylaw Amendments											
40	PET-1	176	Definition Life Sciences; Footnote	-		Petitioner	NA		Neville	0-5	Planning Board
41	175-1	175	Zoning Map Appendix B - rezone Town Ctr parcels to Ag Res	-		Town Planner	NA	4 to 0 to 1	Neville	3-0	Planning Board
42	175-2A	175	Parking Schedule/Specialty Food Shop Definition	-		Town Planner	NA		Neville	3-0	Planning Board
	175-2B	175	Parking Schedule/Specialty Food Shop Definition	-		Town Planner	NA		Neville	3-0	Planning Board
43	175-3	175	Lighting/Regulations for illumination	-		Town Planner	NA		Neville	0-3	Planning Board
General Bylaw Amendments & New Bylaws											
44	175-4	175	Construction & Post Construction Stormwater Bylaw	-		Town Planner	Fox	5 to 0	Neville	5-0	Planning Board

FY2021 Proposed Articles Town of Boxborough

Article	Amount	Proposed Funding Sources	Summary	Select Board Recommendation	Select Board Vote	Finance Committee Recommendation	Finance Committee Vote	Other Committee/Board Recommendation
Count	Identifier	Dept	Description					

Available Funds	Current Balance 1/31/20	Used	New Balance
Free Cash	1,147,854.91	829,100	318,754.91
Stabilization	1,766,747.63	-	1,866,747.63
Borrowing		\$ 1,802,000	
Cable Fund	331,541.00	81,700	249,841.00
TNC		573.20	
Raise & Appropriate		-	22,654,825.00
Warrant Article Surplus	37,065.10	-	37,065.10
CPA - Estimated FY21	209,958.12	109,050	31,908.12
Reserve Open/Rec	15,600.00	35,000	3,600.00
Reserve Housing	5,153.50	25,000	3,153.50
Reserve Historical	23,082.00	19,500	26,582.00
Prior Year Carry Forward	287,702.67	250,000	37,702.67
		2,631,100.00	FC, Stab, Borrow
		82,273.20	Other Sources
		438,550.00	CPA
		<u>3,151,923.20</u>	

From: johnfallon

Sent: Sunday, March 15, 2020 11:45 AM

To: Ryan Ferrara; Maria Neyland; Elizabeth Markiewicz; Gary Kushner

Cc: Warren Ryder; Paul Fillebrown; Sean Donahue; Cheryl Mahoney; Jennifer Barrett

Subject: MGL Chapter 39 Section 10A: "Postponement" of Town Meeting

In essence MGL c39 s10A gives the moderator the power to "recess and continue", i.e. "postpone" a town meeting on "the moderator's own declaration" after "consult(ing) with local public safety officials and members of the board of selectmen".

No physical meeting is necessary

The consultation does not need to be done in person, can be done by phone or electronic means.

No votes are needed.

The R&C can be to a "time, date and place certain" or these details can be filled in later.

The discussion is NOT subject to the Open Meeting Law " if the only subject of that discussion is the recess and continuance".

A physical notice must be prepared and posted but "as soon as practicable" (i.e. safe) and electronic means of communication are expressly permitted/urged.

Within 10 days of the postponement "a local public safety official designated by the board of selectmen" needs to file a report with the AG.

One limitation is that the meeting must be reconvened within 30 days of the moderator's declaration.

An open item is whether a moderator can "recess and continue" more than once, i.e. postpone a meeting twice. The law is silent on this and there is no case law on the subject since this have never been done.

John

CHAPTER 39 MUNICIPAL GOVERNMENT

Section 10A Recession and continuation of town meeting due to inclement weather or public safety emergency; notice

Section 10A. (a) Whenever the moderator determines that voters, or in a town having a representative town meeting form of government, the town meeting members, may be unable to attend a town meeting, called pursuant to a warrant issued pursuant to section 10, because of a weather-related or public safety emergency, the moderator shall consult with local public safety officials and members of the board of selectmen and then, upon the moderator's own declaration, the moderator shall recess and continue the town meeting to a time, date and place certain. A discussion to recess and continue a town meeting under this section shall not constitute a "deliberation", as defined by section 18 of chapter 30A, if the only subject of that discussion is the recess and continuance. If due to the emergency, a new meeting place may be required but cannot be then identified, the moderator may recess and continue the town meeting and the board of selectmen shall within 3 days of the declaration of recess and continuance select a meeting place and the moderator shall declare the meeting location. If due to the emergency no suitable town facility is available for a meeting place in a town that typically holds such meetings within the town limits, the board of selectmen may move the meeting location to a suitable meeting place in a contiguous municipality.

The moderator need not appear at the place of the town meeting to announce a declaration of recess and continuance. The moderator shall announce the declaration of recess and continuance as far in advance of the town meeting being continued as is practicable.

(b) A notice of the declaration of recess and continuance shall be prepared by the moderator and printed in a legible, easily understandable format and shall contain the date, time and place of the continued meeting, state the reason for the declaration and identify the date and time that the moderator announced the recess and continuance. If the moderator does not identify the location of the continued meeting in the notice, within 3 days of the announcement of the declaration of recess and continuance the moderator shall issue an amended notice which identifies the meeting place. Notice shall be filed with the municipal clerk as soon as practicable and then posted in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located. As soon as practicable, the notice of declaration of recess and continuance and the amended notice shall be directed to the constables or to some other persons, who shall post the notice in the manner otherwise prescribed by general law, charter or by-laws for the posting of notice of town meetings. One copy of the notice of declaration of recess and continuance or the amended notice shall be posted at the main entrance of the place of the town meeting as soon as is practicable. In addition, the moderator may use any electronic, broadcast or print media convenient to circulate the notice of recess and continuance and any amended notice. Those towns that have a municipal website shall post a copy of the notice of declaration of recess and continuance or amended notice on the town's municipal website as soon as practicable. Towns having a representative town meeting form of government may by by-law establish additional requirements for providing notice to representative town meeting members.

(c) A town meeting session recessed by the declaration of recess and continuance pursuant to this act shall be convened by the moderator not later than 30 days following the date and time of the moderator's original announcement of the declaration of recess and continuance.

(d) Within 10 days after a declaration to recess and continue a town meeting pursuant to this section, a local public safety official designated by the board of selectmen of the town in which the declaration was made shall submit a report to the attorney general that sets forth the reasons why the declaration was made.