



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

Boxborough Leadership Forum (BLF)
Town Hall, 29 Middle Road, Boxborough, MA 01719

Tuesday, April 14, 2020 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.

Time: Apr 14, 2020 07:00 PM Eastern Time (US and Canada)

To Join Zoom Meeting:

<https://zoom.us/j/662088426?pwd=OENZWVBPVlpJeG52VzdSZ3plamFrDz09>

Meeting ID: 662 088 426

Password: 013264

One tap mobile

+13126266799,,662088426# US (Chicago)

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Dial by your location

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Meeting ID: 662 088 426

Find your local number: <https://zoom.us/u/acP2zXPrZX>

AGENDA:

1. Call to Order (Planning Board)
2. Introductions (for any new members who may be in attendance)
3. Review and accept minutes of March 17, 2020
4. COVID-19 Updates
5. Select Board updates
6. Finance Committee updates

7. AB Regional School Committee and School Building Project Committee updates
8. Library updates
9. Planning Board updates
10. Elections – Rescheduled
 - a. 2020 Town Election – Rescheduled June 2, 2020
 - b. Special State Election – 37th Middlesex District Representative Seat – Rescheduled to June 2, 2020
11. FY2021 budget/warrant (Town Meeting Re-scheduled to June 15, 2020) updates
 - a. Town Meeting Policies and Procedures
 - b. Communication – Public Outreach
12. Other business
13. Next Meeting Date – May XX, 2020 (Pre-Town Meeting) [*To be Chaired by BSB*]
14. 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)
MINUTES
March 17, 2020

APPROVED: _____

At 7:01 PM Planning Board Chair Cindy Markowitz called the meeting to order in the Grange Meeting Room, Boxborough Town Hall, 29 Middle Road, Boxborough. She further acknowledged that in accordance with the Governor's current COVID-19 Order concerning Public Meetings- this meeting is being conducted via Remote Participation, and some participants, including herself, are attending by electronic meanings e.g. ZOOM Teleconferencing.

Attendance:

Select Board: Maria Neyland present with Wes Fowlks and Susan Bak participating remotely

Finance Committee: Becky Neville present with Gary Kushner participating remotely

ABR School Committee: Tessa McKinley, Adam Klein and Nora Shine (at 7:45pm) all participating remotely

ABR School Building Committee/Library Board of Trustees: Mary Brolin, participating remotely

Planning Board: Cindy Markowitz, participating remotely

Other Attendees: Ryan Ferrara, Town Administrator; Sean Donahue, Assistant Town Administrator; John Fallon, Moderator; Liz Markiewicz, Town Clerk; Cheryl Mahoney, Dept. Assistant, and resident, John Markiewicz, present with Jennifer Barrett, Town Accountant; Warren Ryder, Police Chief and Paul Fillebrown, Jr., Fire Chief participating remotely

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.

Chief Fillebrown was welcomed to his first BLF meeting.

Minutes

Neville moved to accept minutes of February 4, 2020. Seconded by Neyland. Approved 8-0-1 by Roll Call vote: Neyland "aye," Neville "aye," Brolin "aye," McKinley "aye," Markowitz "aye," Kushner "aye," Klein "aye," and Fowlks "aye." Bak abstained.

Select Board updates

Neyland reported that last night, the Select Board issued an Emergency Declaration for the Town; explaining this process and the resources that are now available to the Town. She also reported at this time, Town Meeting is still scheduled for May 11th and the Board had their final article review.

Kushner provided an update on the funding voted on various articles and the options voted on the Fire Department/SAFER Grant Article. He also reported that Finance Committee has pulled the Stabilization Transfer Fund Article.

AB Regional School Committee and School Building Project Committee updates

McKinley provided the update for the AB Regional School District. Pursuant to the Governor's latest order schools remain closed. They are still scheduled to hold April school break. Supt. Light has been sending regular updates out to ABRSD community. The schools' perishables were donated to the Acton Food Pantry. There was discussion about the distribution of low income lunches during closure. Ferrara advised that Supt. Light advised today that this lunch pick-

up program has been extended. It is likely that Acton will re-schedule it's Town Meeting. The District was able to complete its Bond sale – for the building project and capital plan expenses.

Brolin spoke to the School Building Project. The Building Committee is working to firm up interior and exterior design details. She reviewed some of the upcoming MSBA benchmarks/ deadlines. They are still holding to scheduled groundbreaking. There was discussion as to the bonding structure; the current projected cost; the current cost per household for the project portion of the Assessment for Acton and Boxborough respectively; and the December STM vote count.

Finance Committee updates

Neville reported that they had voted all of the warrant articles on March 16th. They will be meeting Thursday to complete their recommendation.

Library updates

Brolin reported that Dir. Bartley has canceled all events for the rest of the month and closed the library as of Saturday. Bartley intends to continue to have staff in. On-line services are still available. Tax forms and the Friend of the Library book cart will be placed outside for the public. Returned books are being quarantined.

Planning Board updates

Markowitz reported that due to the current crisis they canceled their board member training on March 16th. She reviewed the proposed bylaw amendments they are still on track to discuss at a public hearing next Monday.

Updates on the FY2021 budget/warrant and Town Meeting Procedures (ATM May 11, 2020)

Moderator Fallon reviewed some of the positives of how Boxborough manages and schedules our spring Town Meeting. There has been much discussion among Moderators regarding spring Town Meeting schedules and the issues related to the COVID-19 crisis. The Governor's office is working with Moderators on these concerns as the situation continues to evolve. Fallon reviewed some of the options that might be available if a Town Meeting needs to be rescheduled. The consensus was to proceed with the current preparations/schedule and the Select Board will determine on March 30th whether to hold with the May 11th date or continue to a later date using the procedures Moderator Fallon outlined. It was noted that decisions on Town Election scheduling will also have be made at that time.

Town Clerk Markiewicz spoke to Town election concerns during the current crisis. Some counties have gotten court orders to postpone their spring elections. The Governor's office is also working on these concerns; it is likely they are looking at delaying local Town elections until June 30th. This should be resolved before our scheduled election on May 19th. As of today, the March 30th special state election is still on track. She reviewed the significant sanitary procedures she will have in place. TA Ferrara advised that an email was received today that invited communities in the 37th Legislative District to join a suit to obtain a court order to continue the special election. Clerk Markiewicz will investigate this.

COVID 19 Updates

Ferrara advised that the situation remains fluid as Executive Orders continue to change. They have been conducting daily meetings to stay on top of the situation. He invited Chief Ryder and Fillebrown to provide updates. Ryder noted that they have been conducting table top exercises reviewing possible scenarios and potential situations that public safety may need to address during this situation. Exercising options other than arrests, when possible as courts are closed; bail hearings are being conducted via video and the Sheriff's department is no longer taking prisoners. Fillebrown reported the response protocols they have put in place such as – limiting accessing to both facilities; regularly sanitizing vehicles, equipment and the facilities; screening dispatch calls with COVID-19 inquiries and are accepting "needs based" calls; police officers practicing self-isolation and police only accompanying fire calls on request. However, Fire has to continue two-man coverage on their calls. The Fire Dept. is running at capacity with our

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four full-timers, but there are concerns as to staffing per diem shifts. At this time, they have enough protective equipment which is being distributed among both Departments. It was clarified that the Emergency Response Corps purpose is to provide assistance during natural disasters when people need to be taken care of collectively not when residents are required to shelter in place such as this current situation. There is concern about the funding during this emergency; as budgets are built using historical data. This is uncharted territory as it has drastically changed their processes. The Town is tracking expenses as the emergency declaration will allow the Town to seek reimbursement from the State and the Federal government. They are actively working to keep residents informed and reach out to those that might need support. CoA/CSS Director Abraham and Officer McElman and BXB-TV Coordinator Dolak are working on PSAs and getting information on-line and on the Boxborough cable channels. A reverse 911 community update may be used at some point. Residents are being asked to check on neighbors that might be in need. There was discussion on community efforts such as the Neighborhood Brigade and other resources.

The next BLF meeting will be April 14, 2020.

ADJOURN

At 8:06 PM, Neville moved to adjourn. Seconded by Brolin. **Approved 10-0** by Roll Call vote: Neyland “aye,” Neville “aye,” McKinley “aye,” Markowitz “aye,” Kushner “aye,” Klein “aye,” Fowlks “aye,” Brolin “aye,” Shine “aye,” and Bak “aye.”

EXHIBITS:	
	Agenda for March 17, 2020
	2/4/2020 Proposed Minutes
	Boxborough Select Board’s Declaration of Emergency, 3/16/2020
	Governor’s Order Suspending Certain Provisions of Open Meeting Law
	List of Proposed FY 2021 ATM Articles
	Communications regarding Powers to schedule/postpone Town Meeting MGL Ch. 39 § 10 A Recession and continuation of town meeting due to inclement weather or public safety emergency; notice



BOXBOROUGH SELECT BOARD
29 Middle Road, Boxborough, Massachusetts 01719
Phone: (978) 264-1712 · Fax: (978) 264-3127
www.boxborough-ma.gov

Maria E. Neyland, Chair Wesley I. Fowlks, Clerk Susan M. Bak Leslie R. Fox Robert T. Stemple

To: Boxborough residents, Town boards/committees/commissions, Town staff
From: The Boxborough Select Board and Town Administrator, Ryan Ferrara
Subject: Town Meeting and Town Elections Update
Date: April 1, 2020

The Boxborough Select Board voted at their meeting on March 30, 2020 to delay both the Annual Town Meeting and the Town Election due to the Coronavirus (COVID-19) pandemic. The Annual Town Meeting date has been moved from May 11th to June 15th. The Special State Representative election has been rescheduled from March 31st to June 2nd. The Town Election, originally scheduled for May 19th, has also been moved to June 2nd. Thus, the rescheduled dates/times for these important events are as follows:

Special State Representative Election/Town Election:

Tuesday, June 2, 2020
7:00 AM – 8:00 PM
Boxborough Town Hall, 29 Middle Road

Annual Town Meeting:

Monday, June 15, 2020
Voter check-in begins at 6:30 PM
Meeting begins promptly at 7:00 PM
Blanchard Memorial School Gymnasium, 493 Massachusetts Avenue

For general updates regarding Town government, please refer to the Town website at:
<https://www.boxborough-ma.gov/>

For municipal COVID-19 updates, please go to the COVID-19 section of the Town website at:
<https://www.boxborough-ma.gov/coronavirus-information>

Town Meeting Budget Warrant Article Calendar
FY 2020

April

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4
6	7	8	9	10	11
13 BSB / FinComm joint Funding Sources	14	15	16	17	18
Holiday	21	22 Revised Due Date for Updated Recommendations on All Articles for Printing in Warrant	23	24	25
27 BSB Signs Warrant	28	29	30		

May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2
4	5	6	7	8	9
11	12	13	14	15	16
18	19	20	21	22 Warrant Mailed	23
Holiday	26	27	28	29	30

June

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Town Election	3 Presentations Due	4	5	6
8	9	10	11	12	13
15 ATM Begins	16	17	18	19	20
22	23	24	25	26	27
29	30				

Proposed Fiscal Year 2021 Operating Budget Adjustments - Page 1

		Gary's Cuts		TA Cuts		Other possible cuts	
Elected Salaries		2,000	BSB				Up to BSB and FinCom and Town Meeting
		1,000	Planning				
		1,200	Library				
		600	BoH				
		1,600	School Comm				
		100	Moderator				
122	BSB	780	Travel/Conferences		BSB should decide about # attendees to MMA		
123	TA	1,495	Travel/Conferences	145	Mileage for ATA		
				19,808	Oct 1 Start Date for ATA		
131	FinCom	3,075	Secretary	3,075	Secretary		
135	Acct		Travel/Conferences	270	Travel/Conferences		
141	Assessor	900	Office Suppl Travel/Conferences	500	Office Supplies Training Required		
145	Treasurer	100	Office Supplies Travel/Conferences	100	Office Supplies Training Required		
152	Personnel	120	Travel/Conferences				
161	Clerk	770	Travel/Conferences		Training Required		
171	Conservation	650	Equipment Maint				
		230	Conferences				
175	Planning	1,000	Travel/Conferences		Training Required		
176	ZBA	90	Conference	90	Conference		
				3,075	Meeting Secretary		
179	Ag Com	200	Travel/Conferences		don't want to remove whole budget		
192	Town Hall	850	Conferences	425	Conferences		

Proposed Fiscal Year 2021 Operating Budget Adjustments - Page 2

				Oct 1 Start Date for DA in 10,525 Building		
220	Fire	2,000	Conferences	Training Required		
241	Building Insp	1,850	Conferences	695 Conferences 60 Mileage		
310	Minuteman				102,280	May be able to reduce depending on waitlist
422	DPW	5,000	Training/Conf	Training Required		
541	COA	450	Training/Conf	Conferences (Could shift to Grant)		
610	Library	1,800	Training/Conf	tuition reimbursement only (new employees not eligible yet)	4,000	
630	Rec Com				29,134	Summer Flerra Salary (remainder is prep next summer 2021)
					3,000	Summer Flerra Expenses
Total Cuts:		27,860		43,218	134,414	Will also reduce Revenue by \$30K= No budget impact

Proposed Fiscal Year 2021 Warrant Articles - Page 3

		FinCom Proposal	Other changes due to cuts	Other possible cuts
ADM-4	Personnel Bd	20,000	Implement Gov HR schedule on Jul 1; postpone 2.6% WI to Jan 1	
CPA-6	Liberty Field	250,000	Postpone whole project to STM	
ADM-6	OPEB	50,000	Reduce from 100k to 50k	50,000
210-1	Police Cruiser		Change from Bond to Stabilization	Reduce to \$0 if needed
210-2	PS Records			53,000
210-3	Radar Units			21,100
422-1	Dump Truck		Change from Bond to Stabilization	Could delay 1 year
422-5	Paving	300,000	Defer to Another Year	Cannot delay use of 573.20, will add to Chapter 90 approval article
422-3	Infield Groomer			19,000
Total Cuts:		620,000	-	143,100

BLF

Month	Chaired by
2018	
27-Mar-18	Fincom
25-Apr-18	FinCom
30-May-18	FinCom
June 2018	
July 2018	
22-Aug-18	Select Board
26-Sep-18	Select Board
October 2018	
11-Nov-18	Select Board
December 2018	
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
May-20	Select Board / Town Moderator
TBD	Select Board