



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

REVISED
5/11/2020

**SELECT BOARD
Meeting Agenda
Monday, May 11, 2020
7:00 PM
Town Hall, 29 Middle Road, Boxborough, MA**

Item #	Estimated Start Time		Action Vote/ Accept & POF									
1.	7:00 PM	Call to Order - <i>this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See Page 3 of this Agenda for remote participation instructions.</i> <i>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.</i> <i>[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]</i>										
2.	7:00 PM	Announcements										
3.	7:05 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)										
4.	7:08 PM	Minutes a. Regular session, April 16, 2020	ACCEPT & POF									
5.	7:10 PM	Citizen's Concerns										
6.	7:15 PM	General Business a. Intermunicipal agreement with Town of Littleton for Littleton Community Television (LCTV) <i>Vote to approve the intermunicipal agreement between the Town and the Town of Littleton for the provision of Littleton Community Television (LCTV) for the term July 1, 2020 – June 30, 2021.</i> b. Establish maximum useful life of: departmental equipment for which borrowing was authorized at May 2019 Annual Town Meeting (Article 28 & 31) <i>Move that the maximum useful life of the departmental equipment listed below, to be financed with the proceeds of the borrowings authorized by the vote of the Town as described below, is hereby determined pursuant to G.L. c. 44, §7(1) to be as follows:</i>	VOTE: VOTE:									
		<table><thead><tr><th><u>Purpose</u></th><th><u>Borrowing Amount</u></th><th><u>Maximum Useful Life</u></th></tr></thead><tbody><tr><td>Fire Department Ambulance</td><td>\$290,000</td><td>5 Years</td></tr><tr><td>Roll Off Truck</td><td>\$210,000</td><td>15 Years</td></tr></tbody></table>	<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>	Fire Department Ambulance	\$290,000	5 Years	Roll Off Truck	\$210,000	15 Years	
<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>										
Fire Department Ambulance	\$290,000	5 Years										
Roll Off Truck	\$210,000	15 Years										
7.	7:25 PM	FY 2021 Budget /Annual Town Meeting/ Election Preparations a. Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast i. Pre-Town Meeting Forum - May 12, 2020 ii. Town Meeting Preparations. [Regency Parade Room set up, Presentations, Materials, Motions...]	VOTE:									
		b. FY 2021 Budget - Updates										
8.	7:55 PM	Personnel Updates - TA Ferrara a. Town Collective Bargaining Units Side Letters, to address the maintaining of essential services and functions during the COVID-19 declaration of emergency. <i>Vote to approve the Side Letter of Agreement between the Boxborough Professional Firefighters,</i> i. <i>Local 4601 and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board.</i>	VOTE:									

Item #	Estimated Start Time		Action Vote/ Accept & POE
		<i>Vote to approve the Side Letter of Agreement between the Local 200 Massachusetts Coalition of</i>	
		<i>ii. Police and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on behalf of the Select Board.</i>	VOTE:
		<i>Vote to approve the Side Letter of Agreement between the Local 200A Massachusetts Coalition of</i>	
		<i>Police, Dispatch and the Town of Boxborough; and further authorize Chair Maria Neyland to sign on</i>	
		<i>iii. behalf of the Select Board.</i>	VOTE:
		b. FY 2021 Employee Appointments (see list provided)	
		<i>Vote to appoint the employees identified in the "FY 2021 Employee Appointment List", provided, for terms commencing July 1, 2020 and ending on June 30, 2021, unless otherwise noted</i>	VOTE:
9.	8:20 PM	Update on Town Boards/Committees/Commissions	
		a. Various board members to be considered for (re) appointment	
		<i>[Unless otherwise noted, the motion for each appointee should read "Move to (re-) appoint... to the... for a three year term effective July 1, 2020 through June 30, 2023]</i>	
		<i>i.</i> Kathie Becker and Bryon Clemence, Agricultural Commission	VOTE:
		<i>ii.</i> Nancy Brown, Board of Registrars	VOTE:
		<i>iii.</i> R. Allen "Al" Murphy, Housing Board and Affordable Housing Trust	VOTE:
		<i>iv.</i> Mary Pavlik, Well-Being Committee	VOTE:
		<i>v.</i> William Sutcliffe, Cemetery Commission	VOTE:
		<i>vi.</i> Dennis Reip (ConsCom), Alan Rohwer (Hist.Comm), and Ron Vogel (Housing.Bd.), Community Preservation Committee	VOTE:
		<i>vii.</i> David Follett and David Koonce, Conservation Commission	VOTE:
		<i>viii.</i> Bill Litant, Council on Aging	VOTE:
		<i>ix.</i> Bob Childs, Design Review Board (At-large)	VOTE:
		<i>x.</i> Rich Guzzardi, Economic Development Committee (At-large)	VOTE:
		<i>xi.</i> Kevin Mahoney, Historical Commission	VOTE:
		<i>xii.</i> Sheila Bauer, Personnel Board	VOTE:
		<i>xiii.</i> Ryan Ferrara, MART Representative (One Year - 2021)	VOTE:
		<i>xiv.</i> Sarah Murphy, Steele Farm Advisory Committee	VOTE:
		<i>xv.</i> Karen Noriega-Baron, Veterans Tribute Committee	VOTE:
		<i>xvi.</i> Les Fox and Stephen Schmitt, Water Resources Committee	VOTE:
		<i>xvii.</i> Michael Toups, Zoning Board of Appeals	VOTE:
		xviii. Larry Grossman, Boxborough Building Committee	VOTE:
		<i>xiv.</i> Christian Habersaat as Alternate member , Zoning Board of Appeals (One Year Term-2021)	VOTE:
		xv. Susan Bak, Personnel Board [June 3, 2020 through June 30, 2023	VOTE:
10	8:45 PM	Select Board & Town Administrator's reports/updates	
		a. COVID-19 Status Update	
		b. Reports	
11	9:00 PM	Adjourn	

2020: 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 5/12/2020 [Pre-town Meeting Review]

2020 ATM Re-scheduled to: 6/22/2020

2020 Annual Town Election Re-scheduled to 6/2/2020

To Join Zoom Meeting

<https://us02web.zoom.us/j/83057223831?pwd=WnErRkd0NU5zOVVzakxIUlZJK1ZQUT09>

Meeting ID: 830 5722 3831

Password: 545144

One tap mobile

+13017158592,,83057223831# US (Germantown)

+13126266799,,83057223831# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

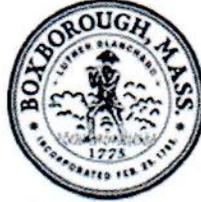
+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 5722 3831

[Find your local number: https://us02web.zoom.us/j/kc3txyHx1](https://us02web.zoom.us/j/kc3txyHx1)



BOXBOROUGH SELECT BOARD
Meeting Minutes
April 13, 2020

Approved: _____

PRESENT: Maria Neyland Chair; Wes Fowlks, Clerk; Susan Bak, Member; Les Fox, Member and Bob Stemple, Member

ALSO PRESENT: Ryan Ferrara, Town Administrator; and Department Assistant, Cheryl Mahoney; BXB-TV Coordinator, Kirby Dolak
Along with Planning Board Chair, Cindy Markowitz and resident Jeanne Kangas

At 7:01 PM Chair Neyland called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order; reviewing the protocols for conducting this type of remote meeting.

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 reported that warrant - #2020-38, Payables for \$ 5,500.76 (posting on 4/14/2020) was approved by her as the designate representative of the Select Board and that the Board members were provided same for review.

Minutes

Member Fowlks moved to approve the regular session minutes of March 16, 2020, as revised. Seconded by Member Stemple.

Approved: 5-0 by Roll Call Stemple "aye," Bak "aye," Fox "aye," Fowlks "aye," and Neyland "aye."

Citizen's Concerns - Jeanne Kangas cautioned about increasing any costs at this time; including pay increases and the staffing under the SAFER Grant proposal. Chair Neyland noted the Board would keep these comments in mind during their budget discussion.

The Board took Items # 7, 8 (a-c) and 9, out of order

Personnel Updates - TA Ferrara

- TA Ferrara reported that last Friday was Assistant Town Administrator Donahue's last day. The Building Dept.'s Department Assistant position is still vacant. He believes it would be prudent to hold off on hiring for these positions until October. Reviewed the coverage that existing personnel shall provide in the meantime.
- During the crisis Vicki Rzaza has been working full time over at the Fire Dept. and Town Hall's Karen Guzzardi is backfilling for Vicki at DPW. Coverage assignments will be re-visited when we begin the re-opening process.
- As part of his continuity efforts he instituted weekly Dept. Head meetings last week; they had their 2nd one this morning. This is in addition to the daily COVID-19 response conferences with the public safety chiefs, DPW Dir. Kukkula, CoA/CSC Dir. Abraham, Accountant Barrett and others. Town Personnel continue to remain healthy. We should be proud of how Town personnel have stepped up.

General Business

- Animal Control Officer IMA -TA Ferrara advised that the Town has been negotiating the renewal of our IMAs with Littleton and Stow. The Littleton Board of Selectmen has signed. Stow had some questions, but their IMA should be coming soon. There was a review of the pay structure and the actuals data reflecting usage. Member Fowlks moved to approve Animal Control Officer IMA with Town of Littleton. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Stemple "aye," Bak "aye," Fox "aye," Fowlks "aye," and Neyland "aye." There was discussion about providing signatures during the crisis.

- The Board reviewed the DLS guidelines circulated last week in response to the COVID-19 crisis. In an effort to provide some relief to residents, the Board will be considering implementing the local option to extend our tax bill deadlines from May 1st to June 1st. There was discussion as to the notification guidelines provided in an addendum to this notice and the accepted measures for communicating this to residents (e.g. web pages and Reverse 911 calls) Pursuant to an "Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the acts of 2020", effective April 3, 2020, Member Fowlks moved to adopt the Local Option to extend the due date of property tax bills from May 1st until June 1, 2020. Seconded by Member Stemple. **Approved: 5-0** by roll call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."
- It was noted that there are additional relief options available to communities within these guidelines that will be discussed at the Board's April 27th meeting.
- June 2, 2020 Annual Town Election – TA Ferrara asked that the Board pass over approving the Election warrant on the agenda. The Town Clerk spoke to him today. She is concerned about the logistics of realistically being able to provide social distancing at the Town Hall polling place. Precautions need to be in place for voters and election workers. The Clerk would like to see if we could relocate the election to a large venue such as the Blanchard School; which would allow for greater social distancing and traffic flow control. She should have these elements worked out by the Board's April 27th meeting. This would still allow for the inclusion of the Election notice in the Annual Town Meeting warrant. There was discussion about the impact of significant absentee ballot submissions.

Update on Town Boards/Committees/Commissions

- The Board discussed their annual re-appointment process. As ATM has been moved to June. It was determined that these appointments will occur at the May Select Board meeting.

FY 2021 Budget /Annual Town Meeting/ Election Preparations -Joint Meeting with Finance Committee

At 7:40 PM, the Finance Committee joined the meeting. Present were - Chair Gary Kushner, members Becky Neville, Keith Lyons and Ling Chen along with Town Accountant Jennifer Barrett.

- There was a review of the proposed FY 21 Operating Budget Adjustments, developed by Kushner, Barrett and Ferrara. The discussion also touched on the related revisions to the warrant. It was noted that the FinCom had just completed an initial review of these proposed changes and are supporting TA Ferrara's reduction recommendations.
 - Elected Officials Salaries (Article #3) – Some elected officials have already indicated their willingness to forego these salaries. The Clerk and Constables have to remain. This impacts both this article and the Operating Budget. Planning Bd. Chair Markowitz advised that the Planning Board will not be meeting until April 27th so this has not been discussed. The other identified will be contacted regarding the proposed salary suspension under this article.
 - The Personnel Board's recommended CPIU non-union/non-contracted staff salaries increases for FY 21 would be pushed off until January.
 - The consensus was to support reductions to the various town department/board's Travel/Conference expense lines, including that of the Select Board and FinCom. There was discussion as to the elements that had been considered in making these decisions including certification requirements.
 - The current amount allotted for Minuteman Technical High School will need to remain as is, in addition to the current and accepted students, as there are four students waitlisted and we might not know until as late as August if they can attend. She has budgeted for three slots. Barrett reviewed Minuteman's tuition enrollment/ application process and timeline. These funds can be moved to one of the other VocTech budgets, if a waitlisted student transfers there.
 - Recreation – this summer's Flerra Playground program is still a TBD, but the impact would be reflected in a reduction of the revolving fund revenue, not in the Recreation Comm.'s operating budget.
 - Kushner reviewed the current draft of a Powerpoint presentation he is preparing to explain the current budget review and reduction process under discussion. Feedback was provided on same. A significant portion of the Town's budget are fixed costs – e.g. Assessment(s), debt service, contractual salary increases and insurance. There was a review the reduction to the budget these adjustments/ savings will allow. Graphics to illustrate this are being developed. \$17.61 is the anticipated tax rate for FY 21. There will be a further review of the article funding source assignments, which the FinCom may be modifying.

- TA Ferrara presented today's version of the Annual Town Meeting (ATM) Warrant for review, including revised language and funding source designations.

As we work towards providing a safe, social distancing ATM, the Town Moderator has suggested that relocating to the Regency's Parade Room could be large enough to exercise safe distancing. The Police Chief supports this proposal. TA Ferrara advised that he has spoken to the Regency and they were willing to host our ATM as they have in the past, but the space is booked for June 15th, even though it is unclear if their event will proceed. However, the Parade Room is available the following Monday June 22nd, allowing us enough lead time to wrap up ATM before the end of FY 20. It was noted, that as the warrant is yet to be published the Select Board can still make these modifications. A later ATM date would not impact the June 2nd election. There was discussion as to what other communities are doing for their ATM to practice social distancing. The consensus was to support holding Town Meeting at the Regency; this is contingent on the Regency agreeing. TA will follow up with the Regency to see if the June 15th is still unavailable and to request that they hold the space for June 22nd as a backup. There was discussion as to the mechanics of deploying sanitary measures at Town Meeting (e.g. acquiring masks, sanitizing microphones). TA Ferrara pointed out that they now have registration at 6:15 PM; pushing it back to allow more time for processing voters into the room. TA Ferrara advised that Littleton is holding their Annual Town Meeting on June 15th at their High School's football field. This could be an issue if we go forward on June 15th.

- Neyland and Kushner will work together on a joint letter for the front of warrant; adding information on the actual cuts that have been made and speak to efforts undertaken to address the budgetary concerns.
- Election Announcement - will have to indicate a TBD location as to the polling place until April 27th.
- Donation Announcement – Pantry items remain and the ABUW donations web address has been added. Just got announcement that ABUW is now accepting applications for assistance. Lauren has been great in getting this information up as soon as it is available for these resources.
- As the warrant continues to evolve, the article index remains TBD. Consent Agendas' ordering and structure are still in draft form. There was discussion as to the standing protocol for considering an article for placement within a consent agenda. Chair Neyland will work with the Administration in finalizing the warrant article ordering and consent agendas' structure.

Discussion turned to a review of the articles -

- ADM-3 Elected position salaries – there was review of the earlier discussions. With the exception of the Town Clerk and Constables these salaries would be suspended in FY 21. Those boards identified should be contacted regarding this revision to the article.
- ADM-4 Personnel Plan – the earlier discussion concerning pushing off the FY 21 salary increases were reviewed. Jeanne Kangas reiterated her earlier Citizens Concerns of foregoing all salary increases. There was discussion as to balancing fiscal concerns with maintaining a strong workforce; recognizing their contribution during these times. There was discussion as to the recent compensation study's findings; ongoing recruitment concerns, specifically regarding Per diem Firefighter/EMTs. and the proposed FY 21 Schedule. Pushing off to January provides a significant savings. Some proofread revisions were made. Member Bak will relate these discussions to the Personnel Board to see if they want to contribute to summary/recommendation and she will be revising her Select Board recommendation. Once again effectively communicating the Town recent actions on these concerns is essential.
- Town Operating Budget Article – this will be revised to reflect the earlier decisions during the FY 21 budget review. This article is a raise and appropriate article.
- CPA -1 through 10 - Discussion opened on CPA articles. Most are unchanged. The exception is the Liberty Fields Renovation project, which has been significantly revised. There was discussion regarding what could be accomplished with the \$250,000 in CPA funding. RecCom and CPC would support pulling this from the Annual; pushing it off until a fall Special Town Meeting. The consensus was to pull it totally from ATM and present at a later STM. It was noted that there was not unanimous support for the Conservation Trust fund transfer so it would be outside of a CPA consent agenda.
- 141-1 The Assessor Article's revised summary looked good.
- 220-A and 220-6 BFD SAFER Grant/Staffing Articles - It was suggested that we emphasize that our personnel are EMT/Firefighters. We need to make sure the article and motion wording complies with grant requirements. There was discussion about previous communications between Chief Fillebrown and Jeanne Kangas regarding her concerns. Jeanne reiterated some of her earlier concerns. There was a review of the shift staffing requirements. This has unanimous support. Voters will be the ones to decide. It was noted that the COVID-19 crisis has illuminated the staffing coverage concerns both

with the health of our full-time staff and lack of per diem personnel. The tandem article is to hire one new staffer if the earlier SAFER Grant article fails.

- 145-1 Borrowing Costs Article – Barrett related her discussions with the Town’s financial advisor earlier today. They reviewed various scenarios/timelines. The thinking is to push off any bonding however having borrowing costs available in FY 21 would allow us flexibility to act when timing and rates are favorable and become available. It was clarified that none of the remaining capital articles in this warrant are being bonded. This would apply to those articles previously approved by Town Meeting. Barrett reviewed the current track of interest rates.
- 122-1 Water Resources Article – it was expanded to include legal expenses and corrections were made to make some of the data references consistent throughout. There was a review of what was behind this data.
- 220-4 Stow Rd Article – the Building Committee recommendation was augmented to reflect the current status of the group.
- ADM-5 OPEB Fund Article – is now \$50,000 from Free Cash.
- ADM-7 Close out articles Article - the dollar amount was corrected. This should be on a Consent Agenda.
- ADM-9 Ch. 90 Article – the TNC fund is now incorporated in. It was previously in the supplemental paving article. There was a review of how we obtain and apply these funds from the State. Explanatory language will be added. There was discussion on the impact of not proceeding with the supplemental paving funding on the DPW proposed paving schedule. We need to be able to speak to this at Town Meeting. None of these projects get cut; only delayed.
- 610-1 Library Computers Article - has been pulled. They will be using their State aid, not Town funding for this.
- 210-1 BPD Cruiser – changing from bonding to stabilization; a 2/3 vote.
- 422-1 DPW Dump Truck also changing from bonding to stabilization
- 422-3 DPW Infield groomer – there was discussion as to how the Town previously maintained the baseball diamond and the timeline to acquire this equipment. The consensus was to pull this article and consider it for a subsequent Town Meeting.
- Pet-1 Citizen Petition – there has been discussion with the Moderator that the Petitioner is considering pulling this article as the Planning Bd had some concerns. Markowitz provided her input; referencing the Planning Board’s updated recommendation.
- 152-1 Town Clerk Appointment Article – minor change. There was a review of the implementation timeline.
- 541-2 Fellowship Hall Lease Article – language has been added to authorize Select Board to enter into subsequent leases.
- May 22nd is the mail date on the signature page.
- We were now down to 44 articles. Tonight’s changes will now be incorporated. FinCom will approve their final recommendations on Thursday. Chair Neyland, TA Ferrara and Accountant Barrett will then meet and structure/order articles. The updated version will then be distributed to stakeholders.

Outreach efforts

- There was a review of the information that will be provided in the Reverse 911 call; including the date changes. The LED signs will also be updated. The Moderator is working on his Town Meeting letter for the Beacon.
- The date for the Pre-Town Meeting Forum in May will be decided at Tuesday’s BLF meeting.

Town Meeting Preparations. [Presentations, Materials, Motions...]

- There was a review of the updated preparation calendar. June 3rd is the deadline for presentations.

FinCom adjourned at 9:31 PM

Select Board & Town Administrator's reports/updates

• COVID-19 Status Update

- TA Ferrara reported we are holding at five positive cases, but we anticipate this may change during the surge that has been predicted. As previously mentioned, he is holding daily response meetings and they are tracking expenses.
- Local businesses have stepped up. We have good news on obtaining PPE equipment from local manufacturers and the State. The Regency has been great with housing our essential personnel. This cost, it is well worth the expense. We have a good team and we are working well.

- The Chiefs and the Regency did a great job on Saturday's Easter parade. Member Fowlks noted he was able to tweet along the parade route. There was discussion about creative ways to keep connected during the current situation.

• **Reports**

Member Bak reported that:

- Many of the CoA's exercise programs are back; now being offered virtually via ZOOM.
- Public Celebrations and Ceremonies Comm. is meeting on Wednesday to discuss the status of Memorial Day and Fifer's Day activities.

- The Board reviewed their FY 20 BSB Meeting Calendar - no changes were made.

Adjourn

At 9:42 PM, Member Fowlks moved to adjourn. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Fowlks "aye," Fox "aye," Bak "aye," Stemple "aye," and Neyland "aye."

Exhibits

Item#

Agenda

- 4 a Regular Minutes of 3/16/20 – Draft
- 6 a Proposed FY 21 Operating Budget Adjustments
- b FY 2021 Budget/ATM Timeline
- FY 2021 Proposed Articles List
- Draft Warrant
- 8 a Littleton Animal Control – IMA
- b. DLS Bulletin 4/3/20
- c. Annual Election Warrant-6/2/20
- 9 a FY 21 Boards/Committees List
- 10 c BSB FY 20 Meeting Schedule
- Internal Communication & Outgoing Communications List Minutes, Notices and Updates
- Minutes, Notices and Updates
- Announcements

6a

INTERMUNICIPAL AGREEMENT
LITTLETON COMMUNITY TELEVISION (LCTV) SERVICES

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Littleton, a municipal corporation with a principal office at Town Hall, 37 Shattuck Street, Littleton, MA 01460 ("Littleton").

Whereas, Boxborough is seeking the services of the Littleton Community Television (LCTV) Department of the Town of Littleton as described herein; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Littleton is willing to provide said services for Boxborough.

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2020, through June 30, 2021, subject to appropriation of funding by Boxborough.
2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.
3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.
4. The Agreement may be terminated for convenience by either party as provided below.

Littleton's Commitment to Provide LCTV Services to Boxborough

5. Littleton shall provide LCTV services to Boxborough as defined under Scope of Services below. Services shall include seven hundred sixty (760) hours of staffing for management and oversight; and broadcast of all regularly scheduled Board of Selectmen (BOS) meetings, and Annual and Special Town meetings (ATM/STM). Coverage of unscheduled meetings that may or may not be held in the defined video locations may incur hourly fees (defined in #10). New/Additional board or committee meeting coverage may be added to this agreement by mutually amending the terms and conditions of this agreement.
6. Clear communication of Boxborough's Annual and/or Special Town meeting dates for the term of this document is necessary to avoid the possibility that these meetings coincide with Littleton's ATM or STM. However, if LCTV is not available to provide video coverage, LCTV shall provide Boxborough with at least sixty (60) days' notice and shall provide a credit to Boxborough in an amount to be mutually agreed upon. In all such instances LCTV agrees to make a good faith effort to assist Boxborough in identifying suitable back-up video service vendors.

7. It is LCTV's goal to accommodate Boxborough when rescheduling cancelled or adding special non-scheduled meetings. The availability of LCTV resources or contractors may not coincide with requested dates/times. Providing coverage for rescheduled meetings (particularly in non-standard locations), or adding special non-scheduled meetings, must be discussed with LCTV as soon as Boxborough knows of such change(s) to address scheduling, contractor and equipment availability, and determine site suitability for video productions additional equipment and labor fees may be required for non-standard locations.

Boxborough's Financial Commitment to Pay Littleton for LCTV Services

8. In consideration for the basic services (See item #23 Scope of Services) provided under this Agreement, Boxborough shall pay Littleton the sum of Sixty-six thousand dollars (66,000) for the period July 1, 2020 through June 30, 2021, to be paid in four quarterly installments of Sixteen Thousand five Hundred Dollars (\$16,500).
9. In consideration of Additional Service Options listed below, Boxborough shall Pay Littleton for:
 - a. Option #14 Train Boxborough Residents – Four yearly sessions. Each session having two two-hour meetings, maximum of 12 students (aged 16 or older) per session. Each session is \$500; Invoiced quarterly following the session being held. BXBTM management will be responsible for scheduling/authorizing each session.
 - b. Option #21 Access to LCTV Production Studios – Per student (aged 16 or older) fee of \$350. Invoiced quarterly following the training being held. BXBTM management will be responsible for scheduling/authorizing each student.
 - c. Addition of Planning Board Meeting Coverage FY2021 – Provide taping and delayed broadcast of two Planning Board meetings per/month. Single camera and audio coverage using existing Boxborough ENG cameras and wireless microphones. Littleton to provide assistance with videographers to tape event with maximum of two hours post-production work. Unless event is held in Grange Hall when use of installed gear can be used to offset post-production costs.
10. In consideration for the supplemental services provided under this Agreement, Boxborough shall pay Littleton the sum of \$90.00 per hour, per person, two hour minimum, excluding additional/special equipment rental for the period July 1, 2020 through June 30, 2021.
11. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Littleton's Treasurer will invoice Boxborough on September 30, 2020 and December 31, 2020, and on March 31, 2021 and June 30, 2021 and Boxborough's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.
12. Boxborough warrants and represents that it has appropriated funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement.
13. For each Extended Term, Boxborough warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Boxborough's financial commitment to pay Littleton for the shared services and any related costs and expenses under this Agreement, or (b) notify Littleton

in writing at least thirty days prior to the commencement of the Extended Term that Boxborough has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Record Keeping

14. LCTV shall keep accurate and comprehensive records of services performed under this Agreement.

Personnel

15. During the Term, Littleton shall employ and pay all benefits for the LCTV Executive Director and LCTV Production Supervisor.
16. LCTV personnel while engaged in performing LCTV Services in Boxborough under this Agreement shall be deemed to be engaged in the service and employment of Littleton, notwithstanding such service, activity or undertaking is being performed in or for Boxborough.
17. Boxborough shall, at its sole cost, add the LCTV Executive Director and Production Supervisor performing Services in Boxborough under this Agreement as an additional insured under all of Boxborough's liability insurance policies covering Boxborough's employees including without limitation the automobile and comprehensive general liability insurance policies.

Defined Established Video Locations

18. Defined videotape locations for Boxborough Town Hall meetings are the Grange meeting room and the Morse-Hilberg meeting room. For Special Town Meeting or Annual Town Meetings the defined videotape location is the Blanchard Memorial School gym.
19. LCTV should be involved if lighting in the defined video locations is adjusted or changed.
20. Defined video locations require at least four 15 amp AC power outlets to power the A/V equipment. Live broadcast transmissions also require network access via a town network data port (RJ45 at 100MB) connected to the Town Hall playback server.

Rights and Indemnities

21. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.
22. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees

and court costs) arising out of any occurrences in each parties' respective towns which are related to LCTV Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

Scope of LCTV Services

23. LCTV Services under this Agreement shall include the following, as more fully described in Appendix A, attached hereto and made part hereof:

Basic Services

- Service #1 Administration Fee/Costs
- Service #2 Management of the Boxborough cable station
- Service #3 Maintain Boxborough cable program schedule
- Service #4 Maintain Boxborough cable broadcast equipment
- Service #5 Update and maintain Boxborough's Community Bulletin Board
- Service #6 Recruit and train contractors
- Service #7 Work with Town Clerk on meetings and schedules
- Service #8 Schedule Contractors for Meetings
- Service #9 Videotape Special/Annual Town Meetings
- Service #11 On-demand programming for Government programming
- Service #16 Evaluate/Facilitate New Equipment Acquisition
- Service #23 Staffed LCTV Production Services (2018)

Additional Option Services

- Service #14 Train Boxborough Residents (2017)
- Service #21 Access to LCTV Production Studios (2017)

24. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

Administration

25. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They shall meet and/or confer periodically with the LCTV Executive Director or the Video Production Supervisor to address matters of policy, operations and logistics as from time to time may arise under this Agreement.
26. The Littleton Town Administrator supervises the LCTV Executive Director and the Video Production Supervisor.

Termination

27. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with

respect to survival of paragraphs 21 and 22 above.

Notices

28. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Select Board at the same address, and (b) the Littleton Town Administrator, Town Hall, 37 Shattuck Street, Littleton, MA 01460, with a copy to the Littleton Board of Selectmen at the same address.

Assignment

29. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

30. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the ____ day of _____, 2020.

Boxborough Town Administrator

Littleton Town Administrator

APPROVED BY: Select Board of
the Town of Boxborough

APPROVED BY: Board of Selectmen of the Town of
Littleton

SB Chair

BOS Chair

SB Clerk

BOS Vice Chair

SB Member

BOS Clerk

SB Member

BOS Member

SB Member

BOS Member

6b

VOTE OF THE SELECT BOARD

I, the Clerk of the Select Board of the Town of Boxborough, Massachusetts, certify that at a meeting of the board held May 11, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, all of which appears upon the official record of the board in my custody:

Voted: that the maximum useful life of the departmental equipment listed below to be financed with the proceeds of the borrowings authorized by the votes of the Town passed at the May 13, 2019 annual town meeting (Articles 28 and 31) is hereby determined pursuant to G.L. c.44, §7(1) to be as follows:

<u>Purpose</u>	<u>Borrowing Amount</u>	<u>Maximum Useful Life</u>
Fire Department Ambulance	\$290,000	5 Years
Roll Off Truck	\$210,000	15 Years

I further certify that the vote was taken at a meeting open to the public, that the vote was not taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting (which agenda included the adoption of the above vote) was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located, or, if applicable, in accordance with an alternative method of notice prescribed or approved by the Attorney General as set forth in 940 CMR 29.03(2)(b), at least 48 hours, not including Saturdays, Sundays and legal holidays, prior to the time of the meeting and remained so posted at the time of the meeting, that no deliberations or decision in connection with the subject matter of this vote were taken in executive session, all in accordance with G.L. c.30A, §§18-25 as amended.

Dated: _____, 2020

Clerk of the Select Board

7911

Town Meeting Budget Warrant Article
Calendar
FY 2020

May

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2
4	5	6	7	8	9
11	12 Pre-Town Meeting Review/BLF Forum	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	16	17	18	19	20
22 ATM Begins	23	24	25	26	27
29	30				

PRESENTATION GUIDELINES

Boxborough Town Meeting June 2020

Persuade

The goal of a presentation at Town Meeting is to convince the Meeting to support your proposal. The best approach in most cases is to aim your presentation at the undecided voters.

You are there to answer these basic questions:

- ☆ **What is the need/problem?**
- ☆ **What is the proposed solution?**
- ☆ **How does it benefit the town?**
- ☆ **How much will it cost and how will it be funded (if applicable)?**

Consider whether you want to address opposing views in your presentation or wait for a question from the floor. Ask yourself: Will incorporating the criticism take you off message? Will you be raising an issue that might not otherwise surface? Will you gain an advantage by raising the concern and framing it in a light most favorable to your point of view?

Prepare

Talk with your committee and identify the key points you want to make in your presentation.

Assume that the Town's residents have read the material you put in the warrant, but *do not assume that Town residents know all relevant background*. Briefly include history as it directly impacts the article. Let someone not directly involved read or listen to the presentation and ask questions as part of your preparation.

Provide handouts at town meeting for complex information or supporting documents so your presentation focuses on the high points.

Prepare responses to potential questions that might arise during discussion. You can include additional slides not in your original presentation to address complex questions. Consider allowing other committee members to answer questions if they have a fuller grasp of the topic.



Present

Most issues are capable of being presented in much less than ten minutes. Keep your presentation short, but interesting.

A presentation can be solely verbal or involve PowerPoint slides. If your article is capable of being presented verbally don't feel compelled to do slides.

Use your slides as a guideline or visual support for your presentation but do not simply read them aloud. Keep slides simple and uncluttered. Use contrasting colors and large fonts. Slides should contain:

- ☆ **Key facts**
- ☆ **High-level points**
- ☆ **Pictures or graphs as needed**

Practice your presentation and its timing (both pace and length). Use audiences unfamiliar with your issue to see what questions arise.

Familiarize yourself with the podium and the microphones before the meeting starts. Hold the mike very close to your mouth so people can hear you.

If you are using PowerPoint, the Town Administrator's Department Assistant will run your presentation. Presentations are to be formatted in a 4:3 Aspect Ratio and a template can be provided. Adhere to all deadlines for submission to ensure your presentation is ready at town meeting.

When the floor is open for discussion, be receptive to the questions. The question may be repetitive, off-point, or uninformed. Trust the moderator to intervene if a questioner is uncivil or the question is out of order. You may give a bad impression if you treat the question or the questioner without respect or patience.

Once the floor is open for discussion don't rebut each comment. Unless the speaker presents inaccurate information, let it go. You can ask the Moderator to make a clarifying statement if necessary.



TIME GUIDELINES

Boxborough Town Meeting June 2020

General Reports

Under Article 2 & Introduction to the Budget Article (Finance Committee)

With the exception of the Finance Committee, Boxborough Select Board, and School Committee, general reports to the Town Meeting should be:

- ☆ **Limited to topics that are out of the ordinary**
- ☆ **Not already covered in the Warrant or Annual Town Report**
- ☆ **Not capable of being covered by a handout**

Reports should be under the following time limits:

- ☆ **Finance Committee (under budget article) - 15 minutes**
- ☆ **Boxborough Select Board & School Committee - 10 minutes**
- ☆ **All other reports - 5 minutes**

There will be no question and answer period after general reports.

Presentations under Warrant Articles

Except in very complex situations, presentations relating to warrant articles should be done by one person and limited to 10 minutes (preferably less).

- ☆ Include a summary in the warrant when you submit it with relevant details.
- ☆ If needed, handouts can be placed on tables at the rear of the hall.
- ☆ Presentations should summarize the main points. *See Presentation Guidelines.*
- ☆ *Please prepare PowerPoint presentations in the **standard (4:3) size**. Do not use widescreen (16:9). You can see which format is selected by looking at the PowerPoint Design tab under Slide Size.*
- ☆ Submit an electronic copy of all presentations, along with the name of the individual presenting, to the Town Administrator's Department Assistant by **Wednesday, June 3** as all presentations will be run from the same computer. *If late, you may not be able to use a slide presentation for your article.*

Comments, Questions, & Recommendations under Articles

Comments and questions from the floor on warrant articles, including recommendations by Town Boards, should be limited to no more than 3 minutes per speaker. Speakers can comment more than once if debate continues.



Commonwealth of Massachusetts

Executive Office of Housing and
Economic Development

1 Ashburton Place, Room 2101, Boston, MA 02108
(617) 788-3610 | mass.gov/HED

CHARLES D. BAKER
Governor

KARYN E. POLITO
Lieutenant Governor

MIKE KENNEALY
Secretary

GUIDANCE REGARDING THE OPERATION OF ESSENTIAL SERVICES

On March 23, 2020, the Governor issued an Order Assuring Continued Operation of Essential Services in the Commonwealth. On March 31, 2020, the Governor extended that Order and updated the list of "COVID-19 Essential Services."

The Order designated certain services as essential, allowing some employers to continue operations at this time. Both public-facing and private services that remain open should implement certain practices and procedures to reduce the spread of COVID-19.

Businesses that have been deemed essential and are open to the public should deploy strategies to reduce COVID-19 exposure for their customers and employees including but not limited to:

- Access to handwashing facilities, including those available in public restrooms, and allowing employees sufficient break time to wash hands, as necessary.
- Alcohol-based hand sanitizers, as available.
- Disinfecting wipes, as available, at point of entrance for customers to disinfect carts, at cash registers and/or other appropriate locations.
- Procedures to ensure that both employees and customers remain at least six feet apart at all times. Procedures should include a marked "Social Distancing Line," which begins six feet away from all checkout counters.
- Procedures to sanitize frequent touchpoints throughout the day, including point of sale terminals at registers.
- Employees who are sick should not report to work. If, when reporting to work, employees have symptoms of COVID-19, they must be sent home.
- Adoption of remote sales methods for some transactions, including phone orders, online sales, delivery, and email-based transactions.
- Offering of on-site pick-up options such as "curbside" product drops in parking lots in which materials are loaded into customers' trunks, truck beds or cargo areas. In no circumstances may an employee place any product into the cab or passenger area of a customer's vehicle.

- Employees should not perform bagging of products if reusable checkout bags are used and customers should not use reusable checkout bags.
- Stores should be closed to the public for a sufficient time each evening to allow for proper sanitization.

All businesses that offer essential services, including those that are not open to the public, should implement practices to reduce exposure to COVID-19 including but not limited to:

- Access to handwashing facilities, including those available in public restrooms, and allowing employees sufficient break time to wash hands, as necessary.
- Alcohol-based hand sanitizers, as available.
- Ensure work spaces are at least six feet apart.
- Discourage workers from using other workers' phones, desks, offices, or other work tools and equipment, when possible.
- Maintain regular housekeeping practices, including routine cleaning and disinfecting of surfaces, equipment, and other elements of the work environment.
- Establish alternating days or extra shifts that reduce the total number of employees in a facility at a given time, allowing them to maintain distance from one another while maintaining a full onsite work week.
- Employees who are sick should not report to work. If, when reporting to work, employees have symptoms of COVID-19, they must be sent home.

If you have any questions regarding these procedures, or if you would like to suggest additional best practices, please contact the Executive Office of Housing and Economic Development at covid19.biz@mass.gov.

86
FY 2021

APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Phyllis	Tower	Animal Control Officer	June 30, 2021
Phyllis	Tower	Field Driver	June 30, 2021
Ed	Kukkula	Director of Public Works, Tree Warden and Moth Superintendent	June 30, 2023
Ed	Kukkula	Co-Cemetery Superintendent	June 30, 2021
Vicki	Rzasa	Co-Cemetery Superintendent	June 30, 2021
James	MacRae	District Veterans' Services Officer	March 30, 2021
Ryan	Ferrara	Town Administrator, Chief Procurement Officer, Records Access Officer and ADA/AA Compliance Officer	June 30, 2021
VACANT		Assistant Town Administrator	
Lauren	Abraham	Council on Aging/ Community Services Director	June 30, 2021
Nick	Federico	Treasurer/Collector	June 30, 2021
Jennifer B.	Barrett	Town Accountant	June 30, 2021
Sandy	Genna	Town Assessor	June 30, 2021
Simon	Corson	Town Planner	June 30, 2022
Elizabeth	Markiewicz	Super Records Access Officer	June 30, 2022
Bentley	Herget	Inspector of Buildings and Code Administration Officer	June 30, 2021
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2021
Charles	Weeks	Inspector of Wires	June 30, 2021
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2021
Robert	Norton	Assistant Inspector of Wires - alternate	June 30, 2021
Steven	Bottazzi	Inspector of Gas & Plumbing	June 30, 2021
Paul	Fillebrown, Jr.	Fire Chief, Fire Warden, Emergency Management Director, Dispatch Center Co-Director, Records Access Officer and Roy Custance Scholarship Administrator	June 30, 2022
Kopelman & Paige.	PC	Town Counsel	June 30, 2025
Warren B.	Ryder	Police Chief, Keeper of the Lock Up, Dispatch Center Co-Director, Records Access Officer and Deputy Emergency Management Director	June 30, 2025
Warren J.	O'Brien	Lieutenant	June 30, 2021
Robert J.	Bielecki	Sergeant	June 30, 2021
Nathan W.	Bowolick	Sergeant	June 30, 2021
Brett A.	Pelley	Sergeant	June 30, 2021
Robert A.	Arakelian	Patrol Officer	June 30, 2021
Maxwell	Bressi	Patrol Officer	June 30, 2021
Philip M.	Gath	Patrol Officer	June 30, 2021
Jeffrey C.	Landgren	Patrol Officer	June 30, 2021
Christopher	Lowney	Patrol Officer	June 30, 2021
Tyler D.	McElman	Patrol Officer	June 30, 2021
Steven P.	Patriarca	Patrol Officer	June 30, 2021
Timothy	Schaeffer	Patrol Officer	June 30, 2021
Robert R.	DaCosta	Special Police Officer	June 30, 2021
Steven P.	Duffy	Special Police Officer	June 30, 2021
Frank W.	Gordon	Special Police Officer	June 30, 2021
Philip M.	Kearns	Special Police Officer	June 30, 2021
Patrick E.	Mortimer	Special Police Officer	June 30, 2021
Phillip J.	Kearns, Jr.	Special Police Officer	June 30, 2021
Amy	Waxman	Lock-up Attendant	June 30, 2021



**Internal Communications and Outgoing Communications
May 11, 2020**

1. Email Blast of April 30, 2020, with attachments to Board/Committee Chairs; Town Department heads and ATM stakeholders RE: "June 22nd—Boxborough Annual Town Meeting" #
2. COVID-19 Related Resident Notifications:
 - a. Notice from Collector/Treasurer "Important Information Regarding Your Fiscal Year 2020 Fourth Quarter Tax Bill, revised 4/30/2020
 - b. Email Blast of May 2, 2020 from the Select Board to email subscribers "Updates on COVID-19 situation for Boxborough" #



Minutes, Notices and Updates
May 11, 2020

Minutes

1. Finance Committee minutes for their meetings of: 3/16/2020; 03/19/2020; 03/26/2020; 03/30/2020

Notices

1. Notice of a Finance Committee meeting held May 7, 2020
2. Notice of a Library Trustees meeting to be held May 11, 2020
3. Notice of the BLF/Pre-town Meeting Forum(s) to be held May 12, 2020
4. Notice of a Sustainability Committee meeting to be held May 13, 2020
5. Notice of a Board of Health meeting to be held May 13, 2020
6. Notice of a Personnel Board meeting to be held May 13, 2020
7. Notice of a Council on Aging meeting to be held May 14, 2020
8. Notice of a Recreation Commission meeting to be held May 14, 2020
9. Notice of a Library Trustees meeting to be held March 18, 2020

10. Notices from surrounding communities [e.g. Public Hearing Notices/Decisions]:

Harvard – Planning Board – Hearing Notices for May 18, 2020:

Special Permit Application of 3 Seasons Landscape, location - 264 Ayer Rd.

Scenic Road Consent and Shade Tree Permit Application of Carl and Tracy Lando, location – 110 Pinnacle Road.

Stow - ZBA – Hearing Notice for May 18, 2020 for a Petition for Modification of a [40B] Comprehensive Permit for "Plantation I and Plantation II, location – 22 Johnston Way.

Notices of Decisions:

1. Filed by Aaron & Morgan Hillman for the property located at 64 Crescent Street –
 - a. Variance Granted with Conditions
 - b. Special Permit Granted with Conditions
2. Filed by Marco Coppola for the property located at 230 Hudson Street – Special Permit Granted with Conditions