

Town of Boxborough Massachusetts



OFFICIAL WARRANT

**ANNUAL TOWN MEETING – 7:00 PM
INCLUDING SPECIAL TOWN MEETING – 7:15 PM
MONDAY, MAY 12, 2025**

CONTINUATION DATES, IF NEEDED

**TUESDAY, MAY 13, 2025 – 7:00 PM
WEDNESDAY, MAY 14, 2025 – 7:00 PM
THURSDAY, MAY 15, 2025 – 7:00 PM**

Voter check-in begins at 6:30 PM

Blanchard Memorial School, Gymnasium
493 Massachusetts Ave. Boxborough

Please bring this Warrant to the Annual Town Meeting



**TOWN OF BOXBOROUGH
MAY 12, 2025
LIST OF ARTICLES**

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ANNOUNCEMENTS

Annual Town Election

Tuesday, May 20, 2025

7:00 AM – 8:00 PM

Town Hall, Grange Room

29 Middle Road

Message from Treasurer's Office

To improve efficiency and reduce costs, Boxborough has updated its taxpayer invoicing schedule. While tax payments will continue to be due **quarterly**, we now issue invoices **twice a year** instead of four times.

What This Means for You:

- You will receive **two invoices per year** instead of four.
- You will receive **two return envelopes** with each invoice instead of one.
- Payment deadlines remain **quarterly** (e.g., February, May, August, November).
- This change helps reduce administrative costs and paper usage, benefiting taxpayers.

Your invoice will clearly outline all due dates and payment details to ensure a smooth transition. If you have any questions, please contact the Treasurer/Tax Collector at treasurercollector@boxborough-ma.gov. Thank you for your cooperation as we work to serve you more efficiently!

Town Hall will be collecting for the Acton Food Pantry

WWW.ACTONFOODPANTRY.ORG

Current needs

Cereal	Flour	Nuts
Spaghetti Sauce	Canned Tomatoes	Adult Depends Size S & M
Juice Boxes	Canned Fruits	Tissues
Mac & Cheese	Fruit Cups	Diapers Size 5 & 6
Kids Snacks	Jelly	

Citizens' Academy

Boxborough Citizens' Academy continues its second year in September and runs through early December. The program is designed to expose residents to the various Town departments so they can gain a better understanding of how municipal government works. Through presentations, discussions, and visits to Town departments, participants have the opportunity to hear from various directors and managers and stakeholder groups to learn about the operations of Town programs and services. It is intended as a two-way dialogue between Town staff and residents. Participants discover new opportunities for public involvement and the role they can play in Town government. Topics include Fire and Emergency Services, Town Meetings and Elections, Public Works, Police, Human Services, Town Finances, Library Services, and more. The Academy is an annual Town program, held once a week in the evenings, and enrolls approximately 25-35 residents. If you are interested in participating, please contact Rajon Hudson, Assistant Town Administrator at rudson@Boxborough-ma.gov or 978-264-1718.

Fire Station Building Project

Stay informed – visit <https://www.boxborough-ma.gov/727/Fire-Station-Building-Committee>

MBTA Communities

In 2021, the Commonwealth of Massachusetts approved a modification to MGL Chapter 40A (Zoning Act). This modification adds new provisions referred to as the MBTA Communities Zoning Law – that requires communities with access to MBTA amenities such as Commuter Rail, Rapid Transit Subway, Ferry or Bus service to provide multi-family zoning. By December 2025, the Town of Boxborough must find an appropriate region for this zoning. To follow our process, share your feedback, and help us select the appropriate zoning location, please visit <https://bit.ly/BoxboroughMBTA>.

Boxborough News: Our Town, Our News, Our Voices

Boxborough News is an independent, volunteer-run news project committed to neutral reporting of town news and information. We publish news articles, community stories, and information about local events each Friday on www.BoxboroughNews.org. We also publish a free weekly email newsletter. Subscribe at <https://www.boxboroughnews.org/subscribe>.

I-495 Route 111 Bridge Replacement

Stay informed – visit <https://www.boxborough-ma.gov/> under “Latest News” for MassDOT updates.

Littleton-Boxborough Watermain Project

Stay informed – visit <https://www.lelwd.com/boxborough-water-main/> for latest updates on the waterline project.

New to Boxborough? Welcome!

Visit <https://www.boxborough-ma.gov/DocumentCenter/View/5010/Boxborough-New-Resident-Quick-Reference-Guide-PDF> to find information about the town that you might want as a new Boxborough resident.

Boxborough Connects (MART Van)

The “Boxborough Connects” public transportation service, operated in collaboration with Montachusett Regional Transit Authority (MART), runs an itinerary along Route 111 including a dedicated stop at The Acton Food Pantry on Thursdays. The service runs Monday through Friday, from 7:30 a.m. to 6 p.m., cost is \$1 per passenger per ride. Tickets can be purchased when boarding the bus (cash only) or at Boxborough Town Hall. Ages ten and up can ride the MART alone, younger siblings can ride with an adult or with an older sibling.

Information about specific routes, stops, and times are provided on the Boxborough Connects schedule, available on the Town website at

<https://www.boxborough-ma.gov/721/Transportation-in-Boxborough---Boxborough>

TOWN OF BOXBOROUGH TOWN MEETING: A GUIDE FOR RESIDNETS

On behalf of all the elected and appointed officials of the Town of Boxborough:

WELCOME TO TOWN MEETING.

This is your chance to make your voice heard and make your vote count.

Remember: YOU Are the Town Government.

What is Town Meeting?

Town Meeting is the foundation of Town Government, the purest form of direct democracy and fiscal responsibility. While the elected officials and appointed department heads supervise the day-to-day running of the town and schools, their authority extends only to managing employees and administering the expenditures that have already been voted by Town Meeting.

Boxborough has an Open Town Meeting form of government where each resident has the right to be heard in a respectful and civil fashion and each registered voter has the right to have their vote count. Open Town Meeting government is the best insurer of liberty by giving the primary power to the citizens. Attendance at Boxborough's Town Meetings runs around 150 to 200 voters out of approximately 4,000, while 200 legislators in the State House and Senate represent 7 million Massachusetts residents.

During a typical Town Meeting, voters approve the town's annual and supplemental budgets for schools and general government, vote on additional capital expenditures for equipment or buildings, authorize changes to zoning, land, or other town bylaws, approve compensation for employees and elected officials, acquire roads or parcels of land, and more.

Most of the money the town spends is generated from the local property tax. (Some comes from state aid or special funds.) Each spending decision made by Town Meeting has a direct effect on each voter's tax bill and on the quality of service the town provides for schools, highways, police and fire protection, conservation, recreation, library, etc. Town Meeting is the official convening of a legally constituted legislative body with power to make laws, levy taxes, and authorize expenditures.

When is Town Meeting?

Boxborough's Annual Town Meeting is usually held in May. The Annual Town Meeting includes the Town's annual operating budget for the fiscal year that begins on July 1st. Boxborough conducts a second "Special" Town Meeting typically during the fall to take up other business that may include current fiscal year budget expenditures and other items of interest not covered during the Annual Meeting.

What is the Warrant?

The warrant is the agenda for Town Meeting. Town Meeting does not come to an end until all the agenda items on the warrant articles have been decided: approved, defeated or no action deliberately taken. Only those articles of business that have been included in the warrant may be legally acted upon at Town Meeting. Warrants can vary in length, and the amount of debate on a given article can vary widely. No one can predict how many nights it will take to complete the business of any given Town Meeting, so this is a form of government that requires dedication by the citizens to see it to completion.

What about the Election?

Although it is held at a separate place and time, at Town Hall on the Tuesday in May after the Annual Town Meeting opens, the election is the part of Annual Town Meeting at which Town officials are elected. Some Town Meeting expenditures and sometimes other items require both an affirmative vote at Town Meeting as well as the passage of a ballot question. Tax and debt exclusion overrides are decided by election ballot. A debt exclusion exempts from the

Prop. 2 1/2 limits the amounts borrowed for the duration of the loan; a capital outlay exclusion exempts the amount for a specific item, while an operating override raises the tax cap permanently.

Who Participates in Town Meeting?

Voters: Every registered voter in town is a legislator, with full power to participate in budgeting, allocation of funds and law-making. At Town Meeting the job of the voter is to listen, to ask questions, to offer arguments for or against a question, and to vote to decide each article on the warrant. Anyone who is not a registered voter of the Town of Boxborough is welcome to attend Town Meeting, but may not vote, and can address Town Meeting only with permission. Non-registered voters sit in their own section of the hall.

Moderator: The elected official who presides over Town Meeting and is responsible for its conduct consistent with bylaws and the parliamentary procedures defined in Town Meeting Time. [Town Meeting Time is a handbook of parliamentary law that is published by the Massachusetts Moderators Association and used by the vast preponderance of Massachusetts town meetings.] The Moderator has broad authority to accept parliamentary motions, regulate debate, and rule speakers in or out of order.

Town Clerk: The Town Clerk is the elected official responsible for maintaining town records, conducting elections, and recording the votes and actions taken at Town Meeting.

Town Counsel: A representative from KP | LAW, the firm providing legal services to the town, attends town meeting to offer advice as to the legality of proposed actions the town may be considering.

Finance Committee: This branch of town government is a standing committee appointed by the Moderator. They have authority to consider all municipal questions and make reports or recommendations to Town Meeting. The Finance Committee reviews every line item in each department's budget and submits the total budget. They recommend for or against each article on the warrant, based on their calculation of its impact on the tax rate, the town's financial position, and the spending priorities of the town. Their report is included with the Annual Town Meeting warrant. Each member of the Committee can speak and vote independently as a citizen.

Boxborough Select Board: Members of the Select Board have an important role before Town Meeting occurs. They prepare the warrant, obtain legal opinions where needed, make recommendations on specific articles, collect recommendations from other boards and committees, and cause the warrant to be mailed. At Town Meeting itself, their role is the same as other boards and committees. They will often make the main motion under an article, offer information, particularly through their appointed standing or ad hoc committees, or answer questions. Each member of the board can speak and vote independently as a citizen.

Boards and Committees: These elected and appointed boards have jurisdiction over various areas including schools, planning, zoning, conservation, recreation, library, and elder affairs. Their representatives will often offer the main motion on an article, give special presentations, or supply information on articles being considered. Each member of a board or committee can speak and vote independently as a citizen.

Petitioners: Any ten voters have the right to petition the Select Board to put an article on the Annual Town Meeting warrant. This number increases to one hundred for a scheduled Special Town Meeting and to two hundred to petition the Board to call a Special Town Meeting. These petitioners will often offer the main motion on their article, give a presentation if desired, or supply information on the article. An article submitted by petition has the same status as other articles on the warrant. To insure the best possible outcome, petitioners should contact the Town Administrator, Town Moderator, and other impacted Town officials as far in advance of Town Meeting as possible to discuss article language and process.

What Happens at Town Meeting?

Articles are usually considered in the order in which they appear on the warrant. An article may be taken out of order by majority vote. Each article is taken up in a similar way.

Motion: First the Moderator asks for a motion concerning the article, and a motion is made, generally by the person who put the article on the warrant, recommending action to be taken on the article. The motion is then seconded.

Voters should listen closely to the motion as stated since the vote and debate is on the motion which may be slightly different than the article as printed in the warrant. The mover then takes the floor and makes a presentation offering background on the article and reasons that it should be passed. The Moderator then asks for the recommendations on the article which are provided by the Finance Committee and other reporting committees.

Debate: Following the recommendations, debate is open. Voters must be recognized by the Moderator and clearly state their name and address before speaking. In most cases speakers are recognized using “alternating microphones” which may be labeled “yes” and “no”. Any registered voter may speak to an article, ask questions, voice comments or criticism, or offer information. With one exception, all speakers must be at microphones and cannot be interrupted by others. Remarks must be limited to the content of the article and be civil and respectful to others at the meeting. The mover remains available to answer questions but can also participate on the same basis as any other voter. Non-voters can speak with the permission of the Moderator and/or meeting members. Technically all comments are directed to the Town Meeting through the Moderator but this is observed more in the breach than reality in Boxborough. The only exception to interrupting a speaker or being recognized by the Moderator from the floor is for a voter to stand and raise a “point of order”.

Open and full debate is the hallmark of the New England Town Meeting. Most Massachusetts town meetings have formal or informal restrictions on how long and how often voters can speak on any article. Boxborough’s limitations are 10 minutes for a presenter and 3 minutes for a speaker. Brevity is a virtue and voters are encouraged to add new points to the debate rather than repeat what others have said. New speakers and new points of view are always encouraged. [Sometimes being over-long or repetitious can actually hurt a speaker’s case.] When no more debate is offered, or debate is ended by “Moving the Previous Question”, a vote is taken.

Voting: Most articles are decided by a simple majority. Some votes carry higher requirements, for example zoning bylaw changes need a two-thirds majority. Decisions can be made by a voice vote, a show of hands, or having voters stand while they are counted by tellers. Very infrequently, votes are taken by paper ballot. The Moderator declares the outcome of a voice and/or show of hands vote. If seven (7) people question the outcome, then a count by tellers will be made.

Amendments: Amendments can be offered to any article being debated. To offer an amendment, a voter needs to give the text to the Town Clerk in writing on a special form before the amendment is made. The Moderator will then recognize the mover of the amendment, and the amendment will be debated and voted up or down before returning to debate on the article as a whole. “Amendments to amendments” are generally not allowed except for the personnel plan, the operating budget article, or to clarify the amendment. Further information regarding amendments may be found on the *Town of Boxborough Amendment Work Sheet*.

Consent Agenda: Articles on the Consent Agenda are exceptions to the general process of Town Meeting. In every Town Meeting warrant the Select Board, in consultation with Town Counsel, the Moderator and the Finance Committee, identify those articles they feel should generate no controversy and can be properly voted without debate. These articles are put on the Consent Agenda to allow motions under these articles to be acted upon as one unit and to be passed without debate.

At the call of the Consent Agenda, the Moderator will read out the numbers of the articles, one by one. If one or more voters object to any particular article being included in the Consent Agenda, they say “Hold” in a loud voice when the number is called. The article will then be removed automatically from the Consent Agenda and restored to its original place in the warrant, to be debated and voted upon in the usual manner. After the calling of the individual items in the Consent Agenda, the Moderator will ask for a motion that the voters pass all items remaining AS A UNIT on one vote. Use of the Consent Agenda process makes the Town Meeting more efficient by speeding up the handling of non-controversial items.

Operating Budget: The operating budget for the Town is somewhat different from other articles. This article is moved and presented by the Finance Committee and the Finance Committee may speak to individual line items. During debate, the elected or appointed officials or staff responsible for the various line items may also speak to their department’s budget. One note concerning the school budgets: while detail information may be presented in the warrant, by state law only the bottom line of the regional school assessment is voted by Town Meeting.

Quorum: There is no quorum required for any session of Town Meeting. So long as the Town Clerk is present, the Moderator can call a session to order at her/his discretion no matter how few voters are present, and the actions taken will be perfectly legal.

Reconsideration: Unless the Town Meeting votes to set rules otherwise, an article may be reconsidered on any night of the Town Meeting in which it was originally voted. The Town can vote to amend or defeat an article that has already passed, or re-vote and pass an article that was previously defeated. Each Town Meeting has the right to set its own rules on reconsideration for that meeting.

Selected Common Parliamentary Motions:

I move that this meeting be dissolved: This motion, if passed, ends the Town Meeting. It is in order only when all articles on the warrant have been disposed of in some way. It cannot be debated or amended and takes a simple majority.

I move to lay on the table: This motion, if passed, ends debate on the motion on the floor without any action. It cannot be debated or amended and takes a two-thirds majority to pass. If it passes, and Town Meeting ends without the motion being taken back off the table, the article is effectively defeated.

I move to take Article ___ off the table: This motion, if passed, brings an article back before Town Meeting for debate on the motion and action. It cannot be debated or amended and takes only a simple majority to pass.

I move the previous question: This motion, if passed, ends debate and forces an immediate vote on the article/amendment being debated. It cannot be debated or amended and takes a two-thirds majority to pass. If it fails, debate continues on the original item on the floor. Since this is a highly privileged motion, and a two-thirds vote is a high threshold, the Moderator will usually accept this motion unless it is extremely clear that both sides of an argument have not been heard.

I move that debate on the pending motion be limited to ___ minutes or ___ minutes per speaker: This motion, if passed, sets the clock ticking on a debate. It cannot be debated or amended and takes a two-thirds majority to pass. It can be undone by a motion to “**extend debate**” which is not debatable or amendable and also takes a two-thirds vote. [Note: this is a motion that has seldom, if ever, been used in Boxborough during the last 25 years.]

I move that the pending motion be amended by...: This motion, if passed, changes the content of the motion being debated. Once the motion to amend is made and seconded, debate ceases on the main motion until the motion to amend is voted up or down. The motion to amend can be debated, and takes a majority vote to pass no matter what vote is needed to pass the original motion.

I move reconsideration of Article ___: This motion, if passed, nullifies a previous vote of Town Meeting and brings a previously passed or defeated article back to the floor for debate a second time. This article can be debated, and cannot be amended. Unless the Town Meeting votes to set rules otherwise, in Boxborough it is always in order and takes a simple majority to pass. If the reconsideration article passes, it is as if the earlier debate and vote never took place.

Point of order: This is the one time that a speaker at a microphone can be interrupted from the floor. This is not really a motion at all but a question or comment, and thus cannot be debated or voted. The Moderator will immediately stop discussion, listen to the point of order and rule on it. Points of order could relate to the right of the speaker to the floor, the germaneness of the speaker’s comments to the article under consideration, proper procedure, conduct of a speaker, or an error on the part of the Moderator.

Selected Quotes:

“It has been said that democracy is the worst form of government except for all those other forms that have been tried from time to time.” Sir Winston Churchill, Speech in House of Commons 1947.

“We were all friends and neighbors before this meeting; after this meeting we will still be neighbors; hopefully we will still be friends.” Reginald C. (Reg) Brown, Boxborough Town Moderator 1977 to 2005.

“Civility at Town Meeting is not optional.” Various and sundry Town Moderators in Massachusetts.

Prepared by former Boxborough Moderator John Fallon with updates by current Boxborough Moderator Dennis

CONSENT AGENDA INFORMATION

In an effort to streamline Town Meeting and therefore make it more accessible and efficient for voters, the Select Board will again use Consent Agendas. This will speed the passage of articles which the Select Board, after consulting with Town Counsel, the Moderator, and the Finance Committee, feels should generate no controversy and can be properly voted without debate. The purpose of a Consent Agenda is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

This year, there will be **5** Consent Agendas:

1. Special Town Meeting Consent (Articles 3 through 5) because these articles have been unanimously approved by both the Select Board and Finance Committee. These articles are indicated by ¹.
2. The Financial (Non-Capital) Consent (Articles 12 through 25) includes articles considered to be non-controversial. These articles are indicated by ². This consent includes a combination of: Routine fund management and compliance, operational and maintenance expense, employee benefits and training, Emergency and Public Safety programs, and financial and tax related measures.
3. The Capital Consent (Articles 26 through 35) includes several capital items which have all been unanimously supported by the Select Board, Capital Committee and the Finance Committee and are proposed to be funded with Free Cash. These articles are indicated by ³.
4. The Community Preservation Fund Consent (Articles 36 through 39) includes articles considered to be non-controversial approved by the Community Preservation Committee, Select Board, Finance Committee and other commissions for unanimous support. These articles are indicated by ⁴.
5. The Two-thirds Required Consent (Articles 40 through 42) includes articles that require two-thirds votes by bonding. These articles are indicated by ⁵.

At the call of each Consent Agenda, the Moderator will announce the number of each article. If one or more voters object to including any particular Article in the Consent Agenda, they should say the word "Hold" in a loud voice when the number is called. The article will then be removed from the Consent Agenda and restored to its original place in the Warrant. We will then debate and vote on it in the usual manner. Once all individual items in the Consent Agenda have been called, the Moderator will ask that all items remaining be passed AS A UNIT by the voters.

Please carefully review the list of articles proposed for each Consent Item. Summaries are included under each article printed in this warrant.



TOWN OF BOXBOROUGH

SPECIAL TOWN MEETING

**MAY 12, 2025
7:15 PM**

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accordance with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA, on Monday, May 12, 2025 at 7:15 PM, to act on Articles 1 through 6 of this Special Town Meeting Warrant.

ARTICLE 1 MUNICIPAL GOVERNMENTAL ZONING ALLOWED ACROSS ALL ZONING DISTRICTS

(Two-thirds Vote Required)

To see if the Town will vote to amend the Zoning Bylaw to include Municipal Governmental zoning with the following action:

1. In Zoning By-law Table of Uses 4.1.3.c, add Municipal Governmental as allowed use across all Districts, to include AR, R1, B, B1, OP, TC, and IC.
2. In 9.2 Terms Defined, add the term “Municipal Governmental shall mean any structure or land used for municipal purposes by the Town of Boxborough, or any of its subdivisions, providing public services to, or for the residents of the Town.

or take any other action relative thereto.

Summary

An apparent oversight in the Zoning By-law over the past forty years or more does not allow the construction of any municipal building in the Town of Boxborough. The Town’s Building Commissioner (also the Zoning Enforcement Officer) and Town Counsel have both confirmed that no municipal construction is allowed anywhere in Town, without a change to the current zoning. To avoid “spot zoning”, which is not in the best long-term interest of any community, the intention of this article is broad applicability of municipal use in all zoning districts.

The Select Board recommends (5-0-0). The Select Board unanimously recommends approval of this article to restore the town’s ability to build municipal facilities in town—something that was unintentionally lost during a bylaw re-codification in the early 90s. There is no record of either the Planning Board or Town Meeting discussing and/or deliberately removing municipal use as an allowed use in our Zoning bylaws. This oversight has left the town without a zoning mechanism to construct municipal buildings anywhere in town.

This article simply restores the flexibility that originally existed in our bylaws. Most importantly, voting for this article does not bypass public involvement or oversight of future projects. Boxborough has a long history of establishing building committees who research such projects and manage extensive public outreach prior to bringing them to Town Meeting for consideration. Should a project receive an initial green light from Town Meeting to proceed, all municipal building project will continue to require a full site plan review, public hearings and Town Meeting approval, ensuring that residents have the final say in any decision.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends this article. This article is put forward to correct an oversight in the town Zoning By-laws.
No tax impact for FY26.

The Planning Board recommends (3-2-0).

Majority Opinion

The majority viewed the Article presented to the Planning Board as an “initiative petition” from the Select Board for administrative hearing and report by the Board according to the requirements of the law. The Board was obliged to investigate how it happened that the provision for municipal use in all zones that existed since the origin of the bylaw itself came to be changed in the period 1991/1992 and whether the alteration was intentional. Examination of the wording suggested even the possibility of a “typo” as the

cause, but further review of internal continuity of the bylaw, prevailing trends in other towns and ultimately recollections of then-members of the 1991/1992 Board were persuasive that the omission was unintended. At no time did the majority of the members understand that any other re-writing of this provision was invited, but that Town Meeting itself would decide the adequacy and acceptability of the proposed wording for the purpose of restoring what had been lost.

Minority Opinion

The Minority of the Planning Board (2 members) does not approve the adoption of the bylaw as written at this time.

The Planning Board has not had enough time to conduct the necessary review of the proposed regulation to ensure that it aligns with the current bylaws and does not conflict with other sections of the bylaw. The proposed bylaw may result in unintended consequences, putting residents and their property values at risk. The Planning Board has not obtained sufficient public input due to the rush to get this article to this Town Meeting.

The bylaw, as proposed, broadly impacts every resident in the town by allowing any kind of Municipal Use in any zoning district, so long as it is deemed to support a “public service.” The Town has changed and grown significantly from when the language allowing Municipal Uses in the Agricultural and Residential District was added to the zoning bylaw in the 1960’s. What was appropriate during that time may no longer fit the needs of the Town today.

We recommend that Town Meeting vote “No” on this article as proposed and allow the Board to take the necessary time to gather public input and conduct further research to define and determine what Municipal Uses are best located in which Zoning Districts. Only after that deliberate process, will the Planning Board be properly prepared to bring forth a zoning article that is unambiguous, well-defined, and better protects residents from unintended consequences.

The Planning Board’s recommendations do not constitute a formal report. A formal report will be prepared within 21 days of March 31, 2025 (the close of the public hearing).

ARTICLE 2 72 STOW ROAD FIREHOUSE DESIGN & BID FUNDING

\$2,622,445 Bonding

(Two-thirds Vote Required)

To see if the Town will vote to borrow the sum of two million, six hundred twenty-two thousand, four hundred forty-five dollars (\$2,622,445), more or less, to design, prepare construction drawings, pre-qualify contractors, bid the construction, and determine the lowest responsible general bid for a new firehouse at 72 Stow Road, including all related and incidental costs, or take any other relative action thereto.

Summary:

Voting yes for this article will provide funding for the Town's Owner's Project Manager (OPM), architect, and consultant team to move from conceptual to complete design and bidding phase. This phase will include construction drawings, with all details to bid the project, pre-qualify bidders, bid the project, select the lowest qualified bidder & sub-bidders, and come back to the voters at a future town meeting with the full, exact price to construct and deliver a new firehouse at 72 Stow Road, including all furniture, fixtures, landscape, and demolition of abandoned building(s).

Over the past 10 months, the Fire Station Building Committee (FSBC) has worked closely with Vertex, our Owner's Project Manager, and Context Architecture to review parcels of land for their feasibility to situate a new firehouse and develop the cost estimate for this article. We reviewed parcels of land studied by the earlier Boxborough Building Committee and identified 5 parcels for further consideration for a new firehouse. These sites include 502 Massachusetts Ave (site of current firehouse), 72 Stow Rd, 700 Massachusetts Ave, 925 Massachusetts Ave, and 1320 Massachusetts Ave. In a two-phase process, the FSBC and the Town's Consultant Team assessed the properties.

During the Phase I assessment 1320 Massachusetts Ave fell out of consideration as the property owner was not willing to sell under conditions acceptable to the Town. Next, 975 Massachusetts Ave fell out of consideration due to the high cost of purchase and land preparation required, specifically blasting of ledge. Then, 700 Massachusetts Ave was not moved to Phase II of the feasibility assessment because of a zoning bylaw for Town Center zoning that restricts the size of a building to less than 15,000 square feet and the risk and challenge, including delays, that the Town could face in getting a variance for the proposed firehouse.

Phase II involved a more in-depth assessment of 502 Massachusetts Ave and 72 Stow Rd. Based on this assessment, the FSBC voted unanimously to recommend 72 Stow Road to the Select Board as the site of the new firehouse. This article requests the funds to work with the Town's Owner's Project Manager (OPM), architect and consultant team to move from conceptual to complete design through bidding phase. This will include construction drawings, with all details to bid the project. With the help of the OPM and architect firm, we will pre-qualify general contractors and file subcontractors for bidding, put the project out to bid, and select the lowest responsible general bid so we can come back to the voters at a future town meeting with the full, exact price to construct and deliver a new firehouse, including, sitework, landscape, construction of temporary facilities for Fire and DPW operations if needed, and demolition of abandoned building(s), as needed.

This next step in the project involves fully designing a new firehouse at 72 Stow Road, preparing the construction specifications and drawings, pre-qualifying contractors for the bid, putting the project out to bid, and selecting the lowest responsible general bid. For this work, the cost is \$2,622,445.

In the final step, an article will come back to Town Meeting in the future to request funds for constructing the new firehouse. Although our estimates are conceptual at this time, it is anticipated that the next step would request approximately \$31,110,726 in that final phase. Note, however, that during the design

phase, the Town will work to design the most efficiently sized building to keep the costs as low as possible.

The Select Board recommends (4-0-1). The existing Boxborough fire station, built in the 1950s, has reached its end of life. It has several deficiencies, including lack of safety standards, inadequate space for equipment and crew, inadequate heating and ventilation. These deficiencies cannot all be addressed through repairs and upgrades. There is an urgent need for Boxborough to build a new fire station to replace the current one. The need for a new fire station was recognized by the town more than 10 years ago, when the process of site selection for a new fire station began. Since then, construction costs as well as borrowing cost have increased more than doubled. Recognizing the urgency for a new fire station, the current Select Board gave the site selection process a new lease of life and appointed the current FSBC in July 2024. Since convening in July, through its diligent efforts, the committee moved the site selection process through the required steps of laying out requirements, selecting an OPM and its consultants, defining a decision matrix, and setting goals and timelines for the project tasks. After considering the analyses and recommendations by the architecture and design consultants, the seven-member committee has unanimously voted to select the 72 Stow Rd location as the most optimal location for the fire station.

The Select Board recognizes that any site will have pros and cons associated with it and the 72 Stow Road site is no exception. However, the majority of the Select Board is in concurrence with the FSBC that this location is the clear winner considering all aspects, including cost of construction, available space, program/operations, future expansion, environmental impact, etc.

The next phase in the FS building project is the design phase. The new fire station will be designed such that about 65% (13,130 sq. ft of the proposed total 20,200sq. ft) of the space will be for the apparatus bay and the remaining 35% (7,070sq.ft) would accommodate the triage room, administrative offices, adequate decontamination space, emergency operations center/training room, dormitory space, showers, restrooms, etc., that meet current codes, and energy, efficiency and other standards. At its conclusion, the design phase will also yield an accurate estimate of the total square footage and cost for building the fire station. Considering the fact that construction costs will only increase in the coming years, the Select Board considers it imperative to conclude the site selection process, and allocate the required financial resources for timely launch of the design phase, which is expected to take up to 12 months to complete. A YES vote to approve \$2,622,445 is critical to ensure the town residents will be served by an adequately equipped fire station as soon as possible.

The Finance Committee recommends (6-0-0). The Finance Committee unanimously recommends this article. After months of studying multiple locations, and many opportunities to receive public comment, the Fire Station Building Committee (FSBC) narrowed their choice down to 2 sites 72 Stow Rd. and 502 Mass Ave (existing site). The FSBC spent many hours reviewing a matrix of 14 criteria, including cost, and made a final recommendation of 72 Stow Rd for the new fire station.

The choice of 72 Stow Rd provides the town with the best location for current and future programming needs of the Fire Department, the best building design without compromises and the lowest cost to the Town. The total estimated conceptual cost of the project at 72 Stow Rd is \$6 million less than at 502 Massachusetts Ave.

In addition, 72 Stow Rd is currently owned by the Affordable Housing Trust (AHT). The Town would purchase the land from the AHT for \$1.2 million, which will allow them to reinvest the funds into affordable house programs in Boxborough.

As indicated on the chart below this article will be funded through a short term, interest only BAN (Bond Anticipatory Note). The BAN will be refinanced into a long-term construction bond, coming for a vote to ATM May 2026. There will be no payment on the BAN in FY26 and so no tax impact. The impact on FY27 taxes will be \$.06 per \$1,000 of house valuation. In the event of the Fire Station not being authorized the BAN will be refinanced into a shorter-term bond with an impact on taxes of \$.09 per \$1,000 of house valuation.

Estimated Cost to Taxpayer

	FY26	FY27	FY28
Fire Station Design 29 years	\$0	\$108,000	\$187,138
Town Value*	\$1,863,847,043	\$1,957,039,395	\$2,054,891,365
Tax per \$1,000	\$0.00	\$0.06	\$0.09
Avg house value*	\$940,472	\$987,496	\$1,036,871
Tax per average house	\$0	\$54	\$94

*estimate

The Capital Committee recommends (4-0-0). The Capital Committee unanimously recommends due to the fact that the need for a new firehouse has been on the long-term Capital Improvement Plan (CIP) for many years, the need continues to become more desperate, and costs continue to escalate higher for every year we wait.

The Fire Station Building Committee recommends (7-0-0). After considerable evaluation and analysis of five sites for viability, the Fire Station Building Committee (FSBC) unanimously recommends 72 Stow Road. The FSBC has put significant time and effort into the site selection. We assessed 502 Massachusetts Ave and 72 Stow Rd on 14 criteria including total project costs, how well the site can meet the operational needs of the fire department, the impact to abutters, and sustainability. Based on these criteria and all the data provided to us, we felt strongly that 72 Stow Road offered the best solution for the Town. Although the costs are high, we have learned from experience that construction costs continue to accelerate, so a project like this will only cost more in the future. Current escalation costs are approximately 4 to 5% per year (subject to change with future construction market conditions). And our assessment of the current firehouse clearly shows that we need a new firehouse now. Thus, we recommend that Town Meeting support this request for \$2,622,445 now.

SPECIAL TOWN MEETING CONSENT AGENDA ¹

ARTICLE 3 POLICE DEPARTMENT: COMMAND STAFF TRAINING ¹

\$12,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from available free cash the sum of twelve thousand dollars (\$12,000), more or less, for the training of Police Department command staff, or take any other action relative thereto.

Summary

Executive-level command staff training is designed to help today's law enforcement leaders with variety of topics, including budgeting, media relations, problem-solving, organizational change, and organizational behavior. Curriculum is often focused on the many challenges law enforcement leaders face which includes hiring and retention, building public trust and legitimacy, employee wellness, and transformational leadership. Building a strong command staff with well-rounded and highly trained individuals is vital for the short and long-term success of the Boxborough Police Department.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. Making this one-time training available to our police department supports efforts to improve the management and leadership skills of our senior level staff. We believe it is good investment to have well trained leaders in public safety positions.

The Finance Committee recommends (5-0-0). The Finance Committee recommends the twelve thousand dollars for management level training. It is important to offer training opportunities for employees at all levels. This article is being funded by free cash, there will be no increase to taxes for this.

No tax impact for FY26.

ARTICLE 4 COMMUNITY PRESERVATION FUND ACCOUNTING CORRECTION ¹

(Majority Vote Required)

To see if the Town will vote to reduce the FY25 MGL Chapter 44B “Schedule A-4 Community Preservation Fund Budgeted Reserve by seventy thousand nine hundred forty dollars (\$70,940), and move the deficit in the same amount to the Community Preservation Fund “Schedule A-4, Section A-4, Section 1A, Other”, or take any other action relative thereto.

Summary:

Voting yes for this article will correct an over-appropriation of Community Preservation Funds to the Budgeted Reserves, due to an accounting error prior to the May 2024 Annual Town Meeting (ATM). There is no cost to this article and no funding is lost; it is merely a correction of an accounting error that was discovered in November of 2024. An amount of \$70,940.00 more than available funds was approved by a vote of town meeting into the Budgeted Reserve. To properly account for Community Preservation Funds, this article will reduce the Budgeted Reserve by \$70,940.00, and move the deficit in the same amount to “Schedule A-4, Section 1A Other”, in the Town and States accounting of Community Preservation Funds.

	(A) FY 2024 Actual Revenues	(B) FY 2025 Estimated Revenues
Annual Revenues and other available Funds		
Surcharge	241,806.27	246,574.00
State trust fund distribution	46,644.00	33,000.00
Other (i.e. Interest, OFS appropriated to the fund-CH44B 3-b1/2)	2,206.94	5,000.00
A. Total Annual Revenues	290,657.21	284,574.00
Fund reserves and or balances voted at City/Town meeting(s)		
Other balances voted	130,790.00	0.00
Total Revenues and Available Funds		415,364.00
(To Recap page 2, Part IIIB, Line 4)		
Appropriations and Reservations		
Projects, Acquisitions, Debt service and Other	189,660.00	
Administrative Expenses (5% or less of 1A - Total annual revenues)	5,000.00	
Reservations (10% min of 1A - for each Reserve, if not voted within Appropriations)	87,492.00	
Budgeted reserve to be appropriated	204,152.00	
Prior Year Deficits	0.00	
Total Appropriations and Reservations		486,304.00
Other (unappropriated, unreserved)		-70,940.00
TOTAL Appropriations and Reservations and Other		415,364.00

The Select Board recommends (5-0-0). The Select Board recommends unanimously for the reasons stated in the summary. There are no associated costs to approve this article and no funding has been lost.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. This article corrects a bookkeeping error.

No tax impact for FY26.

The Community Preservation Committee recommends (6-0-0). The Community Preservation Committee recommends unanimously.

ARTICLE 5 ADOPT MGL CH200A SEC 9A TAILINGS ¹

(Majority Vote Required)

To see if the Town will accept the provisions of Massachusetts General Laws (M.G.L.) Chapter 200A Section 9A relative to the disposition of abandoned funds by the Town, or take any other action relative thereto.

Summary:

M.G.L Chapter 200A §9A provides for an alternative procedure for the disposing of abandoned funds, known as Tailings, held in the custody of the town. A tailings procedure will include a more efficient and expedited procedure for rectifying these abandoned funds to the General Fund, after there have been several attempts to notify the check recipient in accordance with the steps laid out in M.G.L Chapter 200A §9A. Such procedures can only be enacted after town meeting's acceptance of this statute.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. This will allow reserved funds already accounted for to become available to the town for other needs.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends this article. This will allow reserved funds to be available for other needs.

No tax impact for FY26.

SPECIAL TOWN MEETING

ARTICLE 6 TAYLOR FARM ROAD PARCEL ACCEPTANCE

\$4,415 Free Cash

(Two-thirds Vote Required)

To see if the Town will vote to authorize the Select Board to acquire by purchase and upon such terms and conditions as the Select Board may determine in its discretion, for conservation purposes, a parcel of land located on Taylor Farm Road, comprising about 8.3 acres, identified as parcel 20-081-000 on the Town's assessor's maps, and being more particularly depicted as Parcel 1 on the Plan entitled "Silas Taylor Farm Road at Flagg Hill Road Boxborough, Massachusetts", dated and endorsed July 19, 2016, by Goldsmith, Priest, and Ringwall, Inc., recorded with Middlesex South District Registry of Deeds as Plan Number 691 of 2016, and as funding for such acquisition and payment of all other costs incidental or related thereto, to appropriate by transfer from available funds a sum of money, and to enter into all agreements and take all other actions necessary or appropriate to carry out this transaction, or to take any other action relative thereto.

Summary:

The Select Board seeks to acquire a piece of land for conservation purposes. This parcel has been offered to the Town as a donation, on three separate occasions, per the terms of the Taylor Farm Road subdivision approval. The Select Board declined to accept this land on each occasion, which has resulted in an unintended tax cost to the owner of \$4,415, as calculated by the Tax Collector and Accountant. This article proposes to authorize acquisition of the land and appropriate purchase compensation sufficient to reimburse the land owner for taxes paid on the land from May 2022 to the date of closing. Approving this article is not intended to set any precedent for accepting donations of land left over from development projects. This acquisition has been reviewed and considered by the Planning Board and Conservation Commission to be in the interest of the town to protect conservation land.

The Select Board recommends (4-1-0).

Majority Opinion

The majority of the Select Board agrees that had this property been accepted when it was first offered in 2022 as conservation land, zero property taxes would have been collected. By purchasing the land for the amount equal to the taxes levied and collected, we rectify the situation, add to our conservation land inventory, and continue to protect our wetland resources.

Minority Opinion

This warrant article would set a dangerous precedent, suggesting that property owners deserve taxpayer compensation when their development strategies fail to yield desired results. This should concern every voter who values fiscal responsibility and fair treatment of all property owners.

While the prior Conservation Commission members did vote to accept this donation, they acknowledged that "This parcel does not have significant conservation value." The former Commission Chair further noted that the land is "otherwise effectively conserved by the presence of wetlands and buffer zones throughout.". The intent of these comments were to give the options to the Select Board to be able to accept the parcel as conservation land, as municipal land or deny the offer for donation. On October 24, 2022, the Select Board unanimously (5-0-0) declined to accept this parcel, exercising sound judgment in protecting taxpayer interests. At that meeting, the developer stated he would pursue development if the donation was rejected. While landowners may offer donations, the Select Board has no obligation to accept them. Accepting gifted land removes it from the tax roll and increases other Boxborough

landowner's taxes. Approving this article wrongly assumes previous boards had an obligation to accept this land. They did not, and there is no obligation to reimburse a developer for taxes legally paid on a property they own.

The parcel itself offers minimal conservation value. It lacks any connection to existing conservation land, making it an isolated pocket unsuitable for wildlife corridors or public access. Most significantly, a substantial portion serves as the drainage basin for Taylor Farm Road – essentially functioning as infrastructure rather than natural space. This drainage function not only limits potential conservation uses but also requires ongoing maintenance, potentially creating future costs for taxpayers.

The Select Board can accept land donations through standard processes but must evaluate each based on genuine conservation value and community benefit. If voters reject this article, several reasonable options remain available to the developer: they can re-offer the donation to the Select Board through normal channels, address any tax obligations through the town's established procedures, or market the parcel to another developer or adjacent homeowners.

I understand the importance of both conservation and fiscal responsibility. This warrant article, however, asks us to compensate a developer for a parcel that a previous board thoughtfully declined. I encourage you to vote no, helping ensure our town's resources are directed toward truly beneficial conservation opportunities that serve our entire community.

The Finance Committee recommends (5-1-0).

Majority Opinion

The acceptance of this property would correct an error made by the town in 2022. While the Finance Committee recommends the acceptance of this land and the payment of paid taxes since 2022. It is not the intent to set a financial precedent.

Minority Opinion

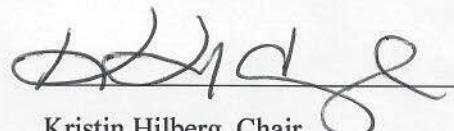
This article demands an unnecessary taxpayer-funded payment in addition to an otherwise reasonable proposal. "Acceptance" of the parcel should not require reimbursement of taxes paid while the parcel was duly owned by the developer.

No tax impact for FY26.

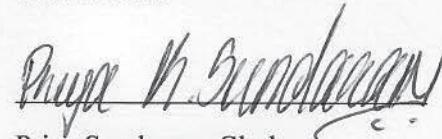
The Conservation Commission defers its vote and recommendation to Town Meeting.

You are required to serve this Special Town Meeting Warrant by posting copies thereof, attested by you, at the Boxborough Town Hall, Albert J. Sargent Memorial Library, Boxborough Police Department, Boxborough Fire Department, and Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 28, 2025.



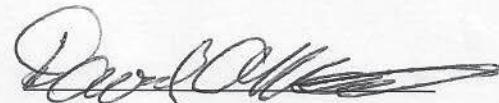
Kristin Hilberg, Chair
Select Board



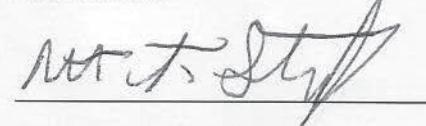
Priya Sundaram, Clerk
Select Board



Wesley Fowlks, Member
Select Board



David McKiernan, Member
Select Board



Robert Stemple, Member
Select Board

ANNUAL TOWN MEETING
MAY 12, 2025

To either of the Constables of the Town of Boxborough, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who are qualified to vote in accordance with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA, on Monday, May 12, 2025 at 7:00 PM, to act on Articles 1 through 49 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Town Hall, Second Floor, Grange Room, 29 Middle Road, Boxborough, MA, on Tuesday, May 20, 2025 at 7:00 AM for the Election of Town Officers. The polls will remain open continuously until 8:00 PM, at which time they shall be closed.

**BELOW IS A REPRESENTATION OF WHAT WILL APPEAR
ON THE TUESDAY, MAY 20, 2025 BALLOT:**

ARTICLE 1 CHOOSE TOWN OFFICERS

(Majority Vote Required)

Select Board, three-year term: 1 seat

Select Board, two-year term: 1 seat

School Committee, three-year term: 1 seat

Planning Board, three-year term: 2 seats

Library Trustees, three-year term: 2 seats

Board of Health, three-year term: 1 seat

Town Moderator, one-year term: 1 seat

Constable, three-year term: 1 seat

Town Clerk, three-year term: 1 seat

As well as other town officers as may be necessary.

ARTICLE 2 RECEIVE REPORTS
(Majority Vote Required)

To see if the Town will vote to receive the reports of the Select Board and other town officers, agents, committees, commissions, and boards, including those published in the 2024 Annual Town Report, or take any other action relative thereto.

The Select Board recommends (5-0-0).

The Finance Committee recommends (5-0-0).

ARTICLE 3 SET SALARIES & COMPENSATION OF ELECTED OFFICIALS

Raise and Appropriate
(Majority Vote Required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2025, as follows:

Select Board Members	\$0.00
Board of Health Members	\$0.00
Town Clerk	\$84,298
Constables	\$7.00 per copy/warrant posted
Planning Board Members	\$0.00
Boxborough Members of A-B Regional School Committee	\$0.00
Library Board of Trustees	\$0.00
Town Moderator	\$0.00

or take any other action relative thereto.

The Select Board recommends (4-1-0).

Majority Opinion

A majority of the Select Board recommends these compensation rates for the elected officials. The Town Clerk salary has an increase which is the same percentage as the Town's non-union personnel. The Constable rate has an increase that aligns with the inflation over the past thirty-four (34) years. (The last rate increase occurred in 1991.) According to the Town Clerk, the impact of the constables' increase to \$7.00 per copy/warrant will change the annual cost of a typical year from \$54 to \$126.

Minority Opinion

The minority of the Select Board does not support the proposed increase for Constable compensation. The current rate of \$3.00 per copy/warrant is entirely sufficient for the time commitment involved. Posting six warrants typically requires less than 30 minutes of work. This \$4.00 per warrant increase is simply not justified. While the minority is in full support of Boxborough being an "employer of choice", the argument of low wages holds no weight here. As Constables, even with their limited number of postings, already earn an hourly equivalent that exceeds many positions within our Personnel Administration Plan. This is primarily a volunteer position, and Constables already receive separate compensation when performing their other duties. Increasing this stipend by more than double would be fiscally irresponsible and would not meaningfully impact our ability to attract candidates for this elected position.

The Finance Committee recommends (5-0-1). A majority of the Finance Committee recommends these compensation rates for the elected officials. Increases are aligned with inflation.

ARTICLE 4**AMEND FY2026 PERSONNEL PLAN, INCLUDING THE
CLASSIFICATION AND COMPENSATION SCHEDULE**

(Majority vote required)

To see if the Town will vote to amend certain sections of the Personnel Administration Plan including the Classification and Compensation Schedule in the manner that is set forth in the document on file with the Town Clerk titled “Proposed Changes to Personnel Administration Plan” and also available on the Town’s website, or take any other action relative thereto.

Summary:***Vote 1: Administrative changes to the plan*****a. Classification and Compensation Schedule Changes****Regular Full-Time, Reduced Hours and Part-Time Employee Schedule**

- Rename Town Planner position to Director of Land Use and Permitting
- Rename Town Accountant to Finance Director
- Add Assistant Treasurer/Collector

Per Diem and Intermittent Employees Schedule

Delete the following positions and stipend

- Seasonal Maintenance & Cemetery Worker
- Laborer - Cemetery
- Assistant Animal Control Officer
- Part-time Dispatcher
- Finance Director stipend

Commentary: The renamed positions are being updated to reflect their actual job titles. The Assistant Treasurer/Collector position is being added to the schedule to match anticipated job duties for this role. The per diem and stipend positions are to be deleted from the schedule because they are longer needed or redundant with other positions in the Plan.

b. Article VI. The Pay Plan, Revision of Section 7**Salary Step Advancements**

Employee step advancement occurs annually, provided the annual reviews have been completed by June 1. Employees with satisfactory performance “Proficient” or higher subject to the approval of the Department Head and Town Administrator will move to the next step level on July 1 of each year.

Subject to the limitations set forth in the above paragraph, new employees will be eligible for a step increase at the start of the next fiscal year (July 1) after they complete their initial six months of employment.

Commentary: This language is being amended to clarify the timing of when salary step increases will take effect for employees.

c. Article X. Vacations, Revisions of Section 3

Regular reduced hours and part-time employees may use vacation in the hourly equivalent of half-day increments for their approved work schedule (i.e. two (2) hours for a scheduled four (4) hour work day), subject to approval from supervisor or Department Head.

Commentary: This section is being updated to align the use of vacation time for all employee classifications.

d. Article XVI. Compensation for Positions, Revision of Section 1

The Compensation of Positions per the Schedule establishes the position categories, the wage rates, and the step advancements. Regular Full-time, Reduced Hours and Part-time Employees are eligible for step advancements subject to Article VI, Section 7.

Commentary: This language is to align with revisions already outlined above for Article VI, Section 7.

e. Article XI. Leaves of Absence, Revision of Section 1

a. Employees accrue paid sick leave time in the following manner:

- Regular full-time employees accrue the hourly equivalent of **fifteen (15) days** of paid sick leave at the start of each fiscal year to be used in case of illness, or injury, or other temporary disabilities which necessitate the employee's absence from work, except for conduct which is cause for termination of the employee's employment.
- Regular, reduced hour employees accrue the hourly equivalent of **twelve (12) days** of paid sick leave at the start of each fiscal year to be used in case of illness, or injury, or other temporary disabilities which necessitate the employee's absence from work, except for conduct which is cause for termination of the employee's employment.
- Regular, part-time employees accrue the hourly equivalent of **ten (10) days** of paid sick leave at the start of each fiscal year to be used in case of illness, or injury, or other temporary disabilities which necessitate the employee's absence from work, except for conduct which is cause for termination of the employee's employment.

In addition, an employee shall be permitted to use sick leave for the following reasons.

- i. To care for a physical or mental illness, injury or medical condition affecting the employee or the employee's child, spouse/partner, parent or parent of a spouse/partner
- ii. To attend routine medical appointments of the employee or the employee's child, spouse/partner, parent or parent of a spouse/partner.
- iii. To address the effects of domestic violence on the employee or the employee's dependent child.
- iv. Any other reason as permitted by applicable law.

New Employees shall be credited at the start of employment the hourly equivalent of one sick day for each month from the start of their employment until the start of the fiscal year (inclusive of any partial months). Regular part-time employees cannot be credited more than 10 days at the start of employment. If still employed at the start of the next fiscal year, the employee will accrue sick leave in accordance with their classification as set forth above.

Commentary: This revision changes how employees accrue sick leave, so it is credited at the start of the fiscal year instead of accrued on an ongoing basis. This provides employees more flexibility without costs to the Town because sick time is not paid out at the end of employment.

f. Article XI. Leaves of Absence, Revisions of Section 5

Personal Leave

c. Unused personal day(s) may be converted to a sick day for the following fiscal year. However, if the employee has reached the maximum amount of sick days accrued, no conversion will occur and the unused personal day(s) will be forfeited.

Commentary: This is a new employee benefit that does not create costs for the Town.

g. Article XII. Benefits (New Section)

Section 7: Medical Insurance Opt-Out Stipend –

Effective July 1, 2025, the Town will offer a maximum stipend of \$2,400 per year for employees who opt-out of receiving medical insurance through the Town subject to all of the following terms:

- i. The Town will pay the stipend to qualifying employees on the same payroll basis as if the employee had deductions being withheld for insurance had they been enrolled in such insurance. The payment schedule for the stipend will be biweekly in twenty-six (26) equal payments per fiscal year.
- ii. The employee must provide proof of current outside medical insurance coverage to qualify for the opt-out stipend.
- iii. An employee does not qualify for the opt-out stipend if the employee's spouse/partner or family member is employed by either the Town of Boxborough or the Acton-Boxborough Regional School District and the employee seeking to receive the opt-out stipend is insured by the Town of Boxborough or the Acton-Boxborough School District through the spouse/partner or family member.
- iv. Except as set forth in Section v., employees who receive this stipend may only opt back in during the annual open enrollment in the fiscal year that follows.
- v. Employee may opt back into the Town's health insurance outside of the open enrollment period through a qualifying event/hardship as defined by the Town's health insurance provider. The payment of the opt-out stipend will end when an employee opts back into the Town's health insurance.
- vi. Payment of the opt-out stipend will end for employees once they have separated employment with the Town. Separated employees will no longer receive the stipend.

Commentary: This language is being added to offer a benefit to Town Employees subject to the Personnel Plan that has been offered in other employee groups.

Vote 2: FY2026 Wage Adjustment

FY2026

The Personnel Board voted a **2.70%** wage adjustment effective July 1, 2025 (FY2026).

Employees on the Temporary, Per Diem and Intermittent Schedule will receive a **2.70%** wage adjustment, effective July 1, 2025.

Commentary: It is the Personnel Board's responsibility to develop this recommendation for the Annual Wage Adjustment. The Town calculates the expected increase in salaries as a result of this wage adjustment to be \$37,300.00 for FY2026.

Vote 1:

The Personnel Board recommends (3-0-0).

Vote 2:

The Personnel Board recommends (3-0-0).

Vote 1:

The Select Board recommends (4-0-1).

Vote 2:

The Select Board recommends (4-0-1). The Select Board unanimously recommends this article. The proposed amendments to the Personnel Plan are a thoughtful and strategic update that benefit both the town and its employees. By aligning job titles with actual responsibilities and adding necessary positions like the Assistant Treasurer/Collector, the plan ensures that roles are clearly defined and duties are properly supported. The sick leave and vacation policies provide more flexibility for employees while maintaining fiscal responsibility, and the introduction of the medical insurance opt-out stipend offers a valuable benefit to staff. Additionally, the 2.70% wage adjustment reflects the town's commitment to fair compensation and helps retain a skilled and dedicated workforce. These changes improve employee satisfaction and enhance operational efficiency for the town as a whole.

Vote 1:

The Finance Committee recommends (6-0-0). The Finance Committee recommends the language changes to the Personnel Plan. These changes were brought forth by the administration to streamline the plan.

Vote 2:

The Finance Committee recommends (6-0-0).

FY2026 Classification and Compensation Schedule (2.70% Wage Increase added)
Regular Full-Time, Reduced Hours and Part-Time Employees

GRADE	POSITIONS	FLSA Status	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14
16	Assistant Town Administrator Police Lieutenant	Exempt Non-exempt	92,348	94,657	97,023	99,449	101,935	104,484	107,096	109,773	112,517	115,330	118,213	121,169	124,198	127,303
15	Human Services Director *Inspector Bldgs Commissioner (BICO) *Finance Director *Town Assessor *Director of Land Use and Permitting Town Treasurer/Collector	Exempt	78,596	80,561	82,575	84,639	86,755	88,924	91,147	93,426	95,761	98,155	100,609	103,124	105,702	108,345
14	Community Services Coordinator Council on Aging Coordinator Town Clerk/Temporary Town Clerk Recreation Services Coordinator	Exempt Non-Exempt	66,888	68,561	70,275	72,031	73,832	75,678	77,570	79,509	81,497	83,534	85,623	87,763	89,957	92,206
13	Associate Town Planner Youth Services Librarian Information Services Librarian Technical Services Librarian	Exempt Non-exempt	61,732	63,275	64,857	66,478	68,140	69,844	71,590	73,380	75,214	77,095	79,022	80,998	83,022	85,098
12	Assistant Town Accountant Assistant Treasurer/Collector Administrative Assistant Conservation Agent	Non-Exempt	27.50	28.18	28.89	29.61	30.35	31.11	31.89	32.68	33.50	34.34	35.20	36.08	36.98	37.90
11	Animal Control Officer Department Assistant	Non-exempt	25.59	26.23	26.88	27.56	28.24	28.95	29.67	30.42	31.18	31.96	32.76	33.57	34.41	35.27
10	Sr. Library Assistant Local Transit Operator	Non-exempt	23.79	24.39	25.00	25.62	26.26	26.92	27.59	28.28	28.99	29.71	30.46	31.22	32.00	32.80
9	Library Assistant	Non-exempt	22.14	22.69	23.26	23.84	24.44	25.05	25.67	26.32	26.97	27.65	28.34	29.05	29.77	30.52
8	Van Dispatcher	Non-exempt	20.60	21.11	21.64	22.18	22.74	23.30	23.89	24.48	25.10	25.72	26.37	27.03	27.70	28.39

* Under three year contract
 New or Revised position

FY2026 Classification & Compensation Schedule (2.70% Wage Increase added)
Temporary, Per Diem and Intermittent

SG	Hourly (All Non-exempt)	FY26 Rate
0	CIT	15.72
0	Intern (Town Hall)	15.72
1	Counselor	16.33
4	Asst. Animal Control Officer	16.33
1	Election Workers	16.33
2	Media Production Technician	16.94
2	Seasonal Conservation Officer	16.94
3	勞工 - Cemetery	15.54
3	Clerk of Elections	17.57
4	Lead Counselor	18.23
5	Van Driver	18.92
6	Seasonal Maintenance & Cemetery Worker	19.63
8	Lock Up Attendant	23.32
8	Winter Sports Director	23.32
8	Specialty Instructor Level I	23.32
9	Substitute Library Assistant	22.14
10	Specialty Instructor Level II	23.89
10	Summer Recreation Director	23.89
10	Snow Plow Operator	23.89
10	Call EMT	23.89
10	Call Firefighter	23.89
11	Firefighter/EMT	25.59
11	Animal Control Officer	25.59
11	Lead Summer Recreation Director	25.59
11	Veterans Services Officer	25.59
11	Part Time Dispatcher	25.59
13	Reserve Police Officer	29.68
14	Fire Lieutenant	32.16
15	Fire Captain	37.78
16	Deputy Fire Chief	44.40
NR	Asst. Building Inspector	32.85
NR	Call Building Inspector	38.24

Stipends (Annual)	Rate
Field Driver	\$45
Registrar Member	\$275
Registrar Chairperson	\$925
Cemetery Superintendent	\$5,000
Animal Inspector	\$1,015
Technology Liaison	\$7,500
Finance Director	\$6,000

Fee Based	Rate
Wiring Inspector	90% Permit Fees
Plumbing & Gas Inspector	90% Permit Fees
Meeting Secretaries	\$141.97/meeting

ARTICLE 5 TOWN OPERATING BUDGET

\$29,295,132 Raise & Appropriate
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of Twenty-nine million, two hundred ninety-five thousand, one hundred thirty-two dollars (29,295,132), more or less, the operations and expenses of providing public services for the Fiscal Year beginning July 1, 2025, or take any other action relative thereto.

The Finance Committee recommends (6-0-0).

The Select Board defers its vote and recommendation to Town Meeting.

Operating Budget FY26

By Function

Function	FY26	FY25	% change
Administration	\$4,305,134	\$4,026,178	6.9%
Non-Salary	\$4,305,134	\$4,026,178	6.9%
Culture and Recreation	\$526,427	\$492,059	7.0%
Non-Salary	\$132,565	\$129,065	2.7%
Salary	\$393,862	\$362,994	8.5%
Education	\$17,037,947	\$16,131,943	5.6%
Non-Salary	\$17,037,947	\$16,131,943	5.6%
Health Services	\$238,226	\$278,152	-14.4%
Non-Salary	\$122,470	\$139,356	-12.1%
Salary	\$115,756	\$138,796	-16.6%
Protection	\$3,368,393	\$3,287,023	2.5%
Non-Salary	\$309,163	\$299,153	3.3%
Salary	\$3,059,230	\$2,987,870	2.4%
Public Works	\$1,431,025	\$1,430,026	0.1%
Non-Salary	\$605,797	\$625,937	-3.2%
Salary	\$825,228	\$804,089	2.6%
Town Government	\$2,387,980	\$2,369,816	0.8%
Non-Salary	\$1,095,591	\$1,112,877	-1.6%
Salary	\$1,292,389	\$1,256,939	2.8%
Total	\$29,295,132	\$28,015,197	4.6%

Operating Budget FY26
By Cost Center

Cost Center	Department	FY26			FY25		
		Non Salary	Salary	Total	Total	% Change	Note
114	Town Moderator	\$80		\$80	\$80	0.0%	
119	Town Constable	\$215		\$215	\$160	34.4%	
123	Town Administrator	\$73,993	\$382,134	\$456,127	\$436,008	4.6%	
131	Finance Committee	\$710	\$3,625	\$4,335	\$4,325	0.2%	
132	Reserve Fund	\$175,000		\$175,000	\$168,000	4.2%	
135	Accountant	\$58,200	\$178,772	\$236,972	\$226,235	4.7%	
141	Assessors	\$44,249	\$130,594	\$174,843	\$167,493	4.4%	
145	Treasurer	\$39,650	\$111,335	\$150,985	\$156,215	-3.3%	
151	Legal Department	\$136,500		\$136,500	\$130,000	5.0%	
152	Personnel	\$345		\$345	\$345	0.0%	
155	Information Technology	\$298,511		\$298,511	\$267,503	11.6%	1
161	Clerk	\$13,174	\$124,703	\$137,877	\$140,018	-1.5%	
171	Conservation Committee	\$1,700		\$1,700	\$1,700	0.0%	
174	Land Use and Permitting	\$15,615	\$361,226	\$376,841	\$385,887	-2.3%	
175	Planning Board	\$3,400		\$3,400	\$7,942	-57.2%	
176	Zoning Board	\$400	\$0	\$400	\$635	-37.0%	
179	Agricultural Commission	\$300		\$300	\$300	0.0%	
182	Economic Development	\$4,250		\$4,250	\$4,250	0.0%	
192	Building and Maintenance	\$209,209		\$209,209	\$251,910	-17.0%	
196	Facilities	\$18,840		\$18,840	\$19,860	-5.1%	
199	Sustainability Committee	\$1,250		\$1,250	\$950	31.6%	
210	Police	\$164,272	\$1,608,635	\$1,772,907	\$1,738,723	2.0%	

Cost Center	Department	FY26			FY25		%	Change	Note
		Non Salary	Salary	Total	Total				
215	Dispatch	\$19,238	\$61,237	\$80,475	\$71,493	12.6%	2		
220	Fire	\$124,043	\$1,367,939	\$1,491,982	\$1,452,480	2.7%			
292	Animal Control	\$1,610	\$21,419	\$23,029	\$24,327	-5.3%			
300	Education	\$213,577		\$213,577	\$171,669	24.4%	3		
310	Regional School	\$16,824,370		\$16,824,370	\$15,960,274	5.4%			
422	Public Works Maintenance	\$226,660	\$726,920	\$953,580	\$936,921	1.8%			
423	Public Works Snow and Ice	\$114,297	\$92,293	\$206,590	\$206,590	0.0%			
424	Public Works Street Lighting	\$2,200		\$2,200	\$3,900	-43.6%			
429	Public Works Fuel	\$62,840		\$62,840	\$66,800	-5.9%			
431	Public Works Hazardous Waste	\$0		\$0	\$10,000	100.0%	4		
433	Public Works Transfer Station	\$197,500		\$197,500	\$197,500	0.0%			
490	Animal Inspector		\$1,015	\$1,015	\$1,015	0.0%			
491	Cemetery	\$2,300	\$5,000	\$7,300	\$7,300	0.0%			
511	Board of Health	\$67,937		\$67,937	\$77,131	-11.9%			
529	Community Services	\$4,500	\$45,020	\$49,520	\$61,405	-19.4%	5		
541	Council On Aging	\$20,600	\$70,736	\$91,336	\$103,316	-11.6%			
543	Veterans	\$29,433		\$29,433	\$36,300	-18.9%			
610	Library	\$115,990	\$317,511	\$433,501	\$416,008	4.2%			
630	Recreation Commission	\$13,225	\$76,351	\$89,576	\$72,701	23.2%	6		
691	Historical Commission	\$350		\$350	\$350	0.0%			
692	Public Celebration	\$1,500		\$1,500	\$1,500	0.0%			

Cost Center	Department	FY26			FY25		%	Note
		Non-Salary	Salary	Total	Total	Change		
699	AB Cultural Council	\$1,500		\$1,500	\$1,500		0.0%	
710	Retirement Of Debt	\$860,531		\$860,531	\$1,014,132	-15.1%	7	
751	Interest On Long Term Debt	\$45,154		\$45,154	\$14,360	214.4%	8	
911	Retirement Assessment	\$1,497,652		\$1,497,652	\$1,325,502	13.0%		
912	Town Insurances	\$96,255		\$96,255	\$89,125	8.0%		
913	Town Insurances	\$33,696		\$33,696	\$31,200	8.0%		
914	Town Insurances	\$1,528,993		\$1,528,993	\$1,329,559	15.0%	9	
915	Employee Benefits	\$7,875		\$7,875	\$7,500	5.0%		
916	Employee Benefits	\$97,750		\$97,750	\$85,000	15.0%	9	
919	Employee Benefits	\$6,000		\$6,000	\$6,000	0.0%		
920	Town Insurances	\$131,228		\$131,228	\$123,800	6.0%	9	
	Total				\$29,295,132	\$28,015,197	4.6%	

Notes
1 Centralization of software
2 Will increase when regionalization payment takes full effect
3 Increasing enrollment to Voc Tech schools
4 No hazardous waste day in 2026
5 Decreased (transferred to Rec. Comm.) Admin. Support
6 Increased (transferred in) admin support
7 Reducing debt
8 Interest on BANs offset by reduced Bond cost
9 Statutory requirement

ARTICLE 6

INCREASED HOURS FOR THE COMMUNITY SERVICES COORDINATOR

\$18,002 Raise & Appropriate
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of eighteen thousand two dollars (\$18,002), more or less, to increase the hours of the Community Services Coordinator, or take any other action relative thereto.

Summary:

During the reorganization of the Human Services Department, 10 hours of administrative support were removed from Community Services and reassigned to another department. This article seeks to restore those 10 hours in a way that provides greater value by adding them to the Community Services Coordinator position.

Expanding the coordinator hours will enhance the department's ability to provide direct support to residents in need, improve service accessibility, and increase flexibility in responding to community concerns. Rather than simply restoring administrative support, this approach strengthens the department's capacity to assist residents more effectively, ensuring that those who rely on these services receive timely and personalized assistance.

The number of households seeking assistance from the Community Services Department has increased by 50% from FY24 due to the challenging economic and housing environment, particularly for low-income residents. Almost every individual coming to the Community Services Coordinator (CSC) has a myriad of issues, making the role of the CSC particularly complex. As local resources (such as Acton Boxborough United Way) and grants become scarcer, the challenges in finding help for residents become more complicated and time-consuming. The CSC oversees the outreach for all ages, including Seniors, and that Senior percentage of Boxborough residents continues to grow.

If approved, funding from this article will move to Community Services Coordinator salary account G.L. 10000-529-51-5100-0000.

The Select Board recommends (5-0-0). The Select Board recommends this article unanimously for the reasons shown above, as well as the fact that the Select Board has become aware of a growing number of residents needing assistance due to economic financial difficulties. These hours will be used by the CSC only to give residents the tools, and direct access to local agencies that can offer real personal help to our fellow residents who are going through difficult times. The coordinator has the tools and knowledge to help these people, she just needs more time, 10 hours, going from 25 hours currently to 35 hours per week, to meet with these residents so they can see that there are resources that they can benefit from.

The Finance Committee recommends (5-1-0).

Majority Opinion

A majority of the Finance Committee recommends and while we are concerned by the continual creep of additional positions and/or hours we feel the additional hours are needed to serve the residents of Town.

Minority Opinion

The minority believes that the town should pause staffing increases this year. Over the last several years the town has added staff and/or staffing hours, while the schools have been forced to make significant staff cuts. In addition, within the next few years the towns pension obligation is predicted to become the largest budget driver second only to the schools. This model is unsustainable in the long term.

Taxpayer Cost	Amount
Per \$1,000 of valuation	\$0.10
Per average house	\$9.00

If voted yes, the costs for this article will be added to the Operating Budget under cost center 429 – Community Service.

The Council on Aging recommends (6-0-0). The Council on Aging Board believes that restoring 10 hours of Community Services staff time, thereby extending coordinator's hours, will greatly enhance Boxborough's support of older members of the community, noting that more than 30 percent of the town's population is over age 60. A critical function of the Community Services coordinator's position is connecting those in need of financial and other assistance, to external sources that provide such support to older individuals, as well as to others. Restoring these hours to the town's Community Services Department – removed from the Department and reassigned elsewhere during a past departmental reorganization – will significantly increase Boxborough's ability to support and enhance the lives of our older citizens.

The Well-Being Committee recommends (5-0-0). The Well-Being Committee unanimously recommends an increase in the hours for the Community Services Coordinator (CSC). The CSC oversees support for residents of all ages in Boxborough, connecting those in need with resources at the federal, state and local level. The CSC has created and coordinated a wide variety of town programs to improve the life of Boxborough residents. The CSC has joined with regional groups to locate additional resources and make connections. Additional hours are needed because the administrative support for the CSC has been eliminated. These hours will allow the CSC to maintain current levels of support and allow for more time for training, networking and grant procurement.

ARTICLE 7

DEPARTMENT OF PUBLIC WORKS (DPW): PART-TIME STAFF ADDITION FOR TRANSFER STATION

\$20,000 Raise & Appropriate
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000), more or less, to support the hiring of a part-time Transfer Station Attendant (16 hours per week) for the Department of Public Works (DPW), or take any other action relative thereto.

Summary:

The objective of hiring a part-time DPW Laborer/Transfer Station Attendant is to provide additional support to the Highway Department for ongoing and future projects as well as day-to-day operations of tasks assigned by the DPW Director.

In FY20 a decision was made to haul our own solid waste, recycling, metal by purchasing a roll-off truck. The unintended consequence was that an employee would work almost full-time performing Transfer Station duties, working two days while the Transfer Station was open and hauling full containers on the other two days. This effectively removed one employee from performing most other Highway Department functions. Performing this task continues to save money every year for the Town.

In FY23 a Building and Grounds Team Leader position was added to the DPW. The thought was that the position would be approximately 20 hours per week with the remaining time being used to perform tasks for the Highway Department. This position was needed and brought several benefits to the organization, including ensuring the safety and functionality of buildings by proactively managing maintenance, minimizing disruptions from repairs, optimizing energy usage, managing costs related to facility upkeep, and creating a more comfortable municipal environment for employees, residents and visitors, through proper facility management practices. In reality, the needs of the position have been full-time in FY24 and FY25.

If approved, funding from this article will move to Public Works Salary Employee account G.L. 10000-422-51-5120-0000.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. While bringing Transfer Station hauling in-house has led to significant budget savings, it's also stretched the DPW team thin. They're now juggling their regular buildings and grounds work along with deferred maintenance on town buildings—without the full staff they need. By hiring a new, part-time transfer station attendant for 16 hours a week, we can shift the current attendant to full-time highway department duties, helping to restore staffing levels that were impacted when the DPW took on waste hauling and facilities management over the past several years. We see this part-time addition as a fiscally responsible move to support the team and keep our town-owned assets in good shape.

The Finance Committee recommends (4-1-0).

Majority Opinion

A majority of the Finance Committee recommends the addition of a part-time DPW worker. Since 2020, changes made to the DPW, from hauling our own waste and to creating a Building and Grounds Team Leader have saved the Town considerable money, but it has also left the DPW without much needed manpower. This position will help address the manpower needs.

Minority Opinion

The minority believes that the town should pause staffing increases this year. Over the last several years the town has added staff and/or staffing hours, while the schools have been forced to make significant staff cuts. In addition, within the next few years the towns pension obligation is predicted to become the largest budget driver second only to the schools. This model is unsustainable in the long term.

Taxpayer Cost	Amount
Per \$1,000 of valuation	\$0.10
Per average house	\$10.00

If voted yes, the costs for this article will be added to the Operating Budget under cost center 422 – DPW.

ARTICLE 8 TREASURER-COLLECTOR ADDITIONAL HOURS

\$7,737 Raise & Appropriate
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of seven thousand seven hundred thirty-seven dollars (\$7,737), more or less, to support the increased hours for the Treasurer-Collector, or take any other action relative thereto.

Summary:

In 2023, following the abrupt departure of the Treasurer-Collector, the Town experienced difficulty in attracting qualified applicants for the position. After multiple unsuccessful attempts to fill the role, the Town Administrator adjusted the compensation structure, maintaining the annual salary but reducing the work week from 40 to 32 hours, which successfully resulted in hiring a qualified candidate.

However, it has become evident that the responsibilities of the Treasurer-Collector cannot be effectively fulfilled within a 32-hour work week, leading to work falling behind. This article seeks to modestly increase the position's weekly hours by three (3) hours per week, to ensure that the Treasurer-Collector can meet the full requirements of the role and maintain the Town's financial operations effectively.

Approval of this article, increasing the weekly hours to 35 hours per week, will allow for a necessary adjustment to support the continued efficiency and effectiveness of the Treasurer-Collector's office.

If approved, funding from this article will move to Treasurer – Collector salary account G.L. 10000-145-51-5100-0000.

The Select Board recommends (5-0-0). The Select Board unanimously recommends approval of this article. It has become evident that the responsibilities of the Treasurer-Collector cannot be effectively fulfilled within a 32-hour work week. This article proposes a modest increase of 3 additional hours per week, bringing the position to 35 hours, to ensure the Treasurer-Collector can more adequately meet the full requirements of the role and maintain the Town's financial operations effectively.

The Finance Committee recommends (4-2-0).

Majority Opinion

A majority of the Finance Committee recommends the additional hours for the Treasurer/Collector. She routinely works in excess of 40 hours and should be compensated.

Minority Opinion

The minority believes that the town should pause staffing increases this year. Over the last several years the town has added staff and/or staffing hours, while the schools have been forced to make significant staff cuts. In addition, within the next few years the towns pension obligation is predicted to become the largest budget driver second only to the schools. This model is unsustainable in the long term.

Taxpayer Cost	Amount
Per \$1,000 of valuation	<\$0.10
Per average house	\$4.00

If voted yes, the costs for this article will be added to the Operating Budget under cost center 145 – Town Government.

ARTICLE 9**FUND COST ITEMS FOR FIRST YEAR OF DPW UNION
COLLECTIVE BARGAINING AGREEMENT**

\$TBD Raise and Appropriate
(Majority Vote Required)

To see if the Town will vote to fund the cost items of the first year of collective bargaining agreement between the Town and United Public Service Employees Union Local 242M Unit MADIV 125 (DPW Union), and further, to raise and appropriate, or otherwise provide such sums as necessary, or take any other action relative thereto.

Summary:

Funding for cost items of the first year of the collective bargaining agreement must be approved by town meeting. This article is for the funding of the collective bargaining agreement between the Town of Boxborough and United Public Service Employees Union Local 242M Unit MADIV 125 (DPW Union), for the term July 1, 2025 – June 30, 2028. Funding for years two and three of this contract will be included in the FY 2027 and FY 2028 budget requests under Article 5.

The Select Board recommends (0-0-0). The Select Board defers its vote and recommendation to Town Meeting.

The Finance Committee recommends (0-0-0). The Finance Committee defers its vote and recommendation to Town Meeting.

If voted yes, the costs for this article will be mapped to the Operating Budget under cost center 422-DPW

ARTICLE 10**FUND COST ITEMS FOR FIRST YEAR OF FIRE UNION
COLLECTIVE BARGAINING AGREEMENT**

\$TBD Raise and Appropriate
(Majority Vote Required)

To see if the Town will vote to fund the cost items of the first year of collective bargaining agreement between the Town and Boxborough Professional Firefighters, Local 4601(Fire Union), and further, to raise and appropriate, transfer from available funds, or otherwise provide such sums as necessary, or take any other action relative thereto.

Summary:

Funding for cost items of the first year of the collective bargaining agreement must be approved by town meeting. This article is for the funding of the collective bargaining agreement between the Town of Boxborough and Boxborough Professional Firefighters, Local 4601(Fire Union), for the term July 1, 2025 – June 30, 2028. Funding for years two and three of this contract will be included in the FY 2027 and FY 2028 budget requests under Article 5.

The Select Board recommends (0-0-0). The Select Board defers its vote and recommendation to Town Meeting.

The Finance Committee recommends (0-0-0). The Finance Committee defers its vote and recommendation to Town Meeting.

If voted yes, the costs for this article will be mapped to the Operating Budget under cost center 220-Fire

ARTICLE 11 FUND COST ITEMS FOR FIRST YEAR OF POLICE UNION COLLECTIVE BARGAINING AGREEMENT

\$TBD Raise and Appropriate
(Majority Vote Required)

To see if the Town will vote to fund the cost items of the first year of collective bargaining agreement between the Town and Massachusetts Coalition of Police, Local 200, (Police Union) and further, to raise and appropriate, transfer from available funds, or otherwise provide such sums as necessary, or take any other action relative thereto.

Summary:

Funding for cost items of the first year of the collective bargaining agreement must be approved by town meeting. This article is for the funding of the collective bargaining agreement between the Town of Boxborough and Massachusetts Coalition of Police, Local 200 (Police Union) for the term July 1, 2025 – June 30, 2028. Funding for years two and three of this contract will be included in the FY 2027 and FY 2028 budget requests under Article 5.

The Select Board recommends (0-0-0). The Select Board defers its vote and recommendation to Town Meeting.

The Finance Committee recommends (0-0-0). The Finance Committee defers its vote and recommendation to Town Meeting.

If voted yes, the costs for this article will be mapped to the Operating Budget under cost center 210 – Police.

FINANCIAL (NON-CAPITAL) CONSENT AGENDA ²

ARTICLE 12 DEPARTMENT REVOLVING FUNDS EXPENSE LIMITS ²

(Majority Vote Required)

To see if the Town will vote, under the provisions of G.L. c. 44 §53E½, as most recently amended, and the Town's Revolving Fund Bylaw, to set the FY 2026 spending limits for the Town's Revolving Funds as follows:

Revolving Fund	Limit
GIS Assessor Maps	\$5,000
Conservation Commission	\$20,000
Community Gardens	\$2,000
Fire Alarm System Maintenance	\$20,000
Plumbing & Gas Inspection	\$100,000
Electrical Inspection	\$150,000
Animal Control	\$2,400
Council on Aging Programs	\$25,000
Senior Van	\$32,000
Library Fines	\$10,000
Library Photocopier	\$2,500
Recreation All Programs	\$120,000
Steele Farm	\$15,000

or take any other action relative thereto.

Summary:

In 2016, the Municipal Modernization Act provided for the establishment of Revolving Funds by bylaw. In May 2017, Town Meeting approved a general bylaw, which established the various Revolving Funds for the Town, as well as specified the departmental receipts to be credited to each Fund, the departmental purposes or programs for which each Fund may be expended, and the entity authorized to expend from each Fund. Moving forward, rather than requiring to re-authorize the Revolving Funds each year, Town Meeting is required only to establish the spending limits for the various Revolving Funds. The proposed spending limits are noted in the table above.

There is a reduction in the Animal Control line this year from \$75,000 to \$2,400. Since the Town is no longer part of the Inter-Municipal Agreement (IMA) with Stow and Littleton, this expense can be significantly reduced. Moving forward, it should be used solely for kenneling fees.

The Select Board recommends (5-0-0). The Select Board unanimously recommends approval of Article 9. In accordance with state law and the Town's Revolving Fund Bylaw, this article sets the annual spending limits for each of the Town's revolving funds for Fiscal Year 2026.

The only significant change this year is a reduction in the Animal Control Revolving Fund spending limit, from \$75,000 to \$2,400. This reflects the Town's withdrawal from the Inter-Municipal Agreement with Stow and Littleton, significantly reducing expenses. Moving forward, this fund will cover only kenneling fees. Approval of this article ensures continued transparency and proper management of the Town's revolving funds.

The Finance Committee recommends (6-0-0). The Finance Committee recommends this article for the reasons stated above.

No tax impact for FY26.

ARTICLE 13**CLOSE COMPLETED ARTICLES TO GENERAL FUND ²**

\$26,839.17

(Majority Vote Required)

To see if the Town will vote to transfer to the General Fund the unexpended balance of monies in the amount of twenty-six thousand eight hundred thirty-nine dollars and seventeen cents (\$26,839.17), as voted by past Town Meetings, and as indicated in the table below:

Article	Title	Amount	Original Source
ATM23 ART14	Fire Building Improvements	\$12,050.00	Free Cash
ATM24 ART06	Fall Town Meeting Costs	\$1.30	Raise & Appropriate
ATM24 ART20	DPW Backhoe	\$6,100.00	Free Cash
ATM24 ART27	Police Cruiser	\$32.87	Raise & Appropriate
ATM24 ART30	Library Updated Audio System	\$655.00	Free Cash
ATM24 ART32	Library Alarm System Replacement	\$8,000.00	Free Cash

or take any other action relative thereto.

Summary:

The amounts above are unexpended. Department heads have agreed that the unexpended balances should be returned to the General Fund.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated above.

The Finance Committee recommends (6-0-0). The Finance Committee recommends this article for the reasons stated above.

No tax impact for FY26.

ARTICLE 14 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM ²

(Majority Vote Required)

To see if the Town will vote to authorize the Select Board to accept highway funds from the Commonwealth of Massachusetts, and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws, or take any other action relative thereto.

Summary:

This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining Town roads and consulting for pavement management plans. The Fiscal Year 2025 funds accepted by this Town Meeting action will be used for road maintenance projects in the Town.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article in order to receive Chapter 90 state highway reimbursement funds.

The Finance Committee recommends (5-0-0). The Finance Committee recommends accepting this money from the State.

No tax impact for FY26.

ARTICLE 15 ASSESSOR CYCLICAL REVALUATION ²

\$30,000 Raise & Appropriate
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of thirty thousand dollars (\$30,000), more or less, to be spent by the Town Assessor for cyclical inspections, periodic personal and real property valuations, full valuations, interim statistical updates, and the related software and upgrades, and to meet said appropriation, or take any other action relative thereto.

Summary:

The Town voted to provide the Assessor with the sum of \$120,000 at the Annual Town Meeting of 2021 (Art. 18) for similar purposes. However, after meeting with the various vendors and the Department of Revenue (DOR) the Assessor has discovered the Town is further behind in its cyclical inspection program than had been anticipated and they are unable to complete all of the required work as required by FY '24 without further funding. (Communities are required by the DOR to complete a full revaluation of all property every five years and complete an inspection of every property, including tax-exempt property, every ten years). During the discussion of the Fiscal Year 2023 budget, the Finance Committee considered a request to begin to include certain funding within the annual operating budget for annual work on the requirement, whether or not to continue to try to do the bulk of the work with one large appropriation or break the estimated amount needed every five years (\$150,000+/-) into an annual sum. This amount will allow the Assessor to demonstrate to DOR that sufficient funds are available in advance to ensure that the Town can complete all of the required work, and provide additional lead time to the staff to ensure they can undertake and complete that work.

This set us on the path of appropriating a consistent amount of money in each future year to carry out the needed work. This approach minimizes periodic spikes to the budget such as the \$120,000 appropriation at the 2021 Annual Town Meeting. It is anticipated that these future annual costs will be funded by taxation.

The Select Board recommends (5-0-0). The Select Board unanimously recommends for the reasons stated in the summary to meet the Department of Revenue (DOR) requirements for assessment.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends this article for the reasons stated in the summary.

Taxpayer Cost	Amount
Per \$1,000 of valuation	\$0.20
Per average house	\$15.00

ARTICLE 16 CABLE SERVICES AND EQUIPMENT ²

\$120,251 Cable
(Majority Vote Required)

To see if the Town will vote to appropriate the sum of one hundred twenty thousand two hundred fifty-one dollars (\$120,251), more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation, for the purposes of providing for FY 2026 Cable Department TV Operations, services, and for the acquisition of any new equipment to improve the Town's cable television broadcast quality, and to expand meeting coverage, including all costs incidental and related thereto, or to take any other action relative thereto.

Summary:

This provides funding for Media Technicians to staff Select Board, Planning Board, and Finance Committee meetings, as well as other Town Government events such Town Meeting and information series, etc. (\$3,702). LCTV services are the majority of this appropriation (\$105,350) and include all organizational, operations, and management services for Cable broadcasting and the post-production of non-broadcast meetings. The remainder of the budget is for Video On-Demand Services (\$5,199), and any new Hardware (\$6,000) including converters, cables, video equipment, Town Meeting broadcast needs, etc.

There are also the remainder of encumbered legal funds (FY'25 \$5,440) to support the renegotiation of the cable franchise contract with Comcast.

The funds for this article are appropriated from Cable Franchise fees paid to the Town from Comcast and Verizon subscribers. Any funds remaining unspent at the end of the year are returned to the Cable fund for re-appropriation in a subsequent year.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. This funding allows us to maintain and improve the broadcasting of town government meetings, which is essential for transparency and keeping residents informed about what's happening in our community. The money pays for the technicians who record meetings, the services that process and distribute the recordings, and the equipment needed to make it all work. It's important to note that right now, this is paid for by fees from cable subscribers, not from tax dollars. However, as more people cut the cord and cancel cable service, we may need to consider how to fund this important service in the future if we want to continue broadcasting the same number of meetings or even expand our coverage. Supporting this article ensures residents can stay informed and engaged with their local government, whether they attend meetings in person or watch from home.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends this article on the basis that it has no direct financial impact on the voters of Boxborough due to the source of funding. These services and equipment are essential for providing citizens with live, on-demand, and archival access to the Town's meetings.

No tax impact for FY26.

ARTICLE 17 OTHER POST-EMPLOYMENT BENEFITS (OPEB) TRUST FUND ²

\$300,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of three hundred thousand dollars (\$300,000), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

Summary:

This article proposes to continue the annual transfers that the Town has made to the OPEB Trust Fund, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

In the recent OPEB audit, the Town's actuary recommended funding at \$300,000 to stay on schedule.

The Select Board recommends (5-0-0). Select Board recommends unanimously. The amount proposed in this article will continue our contribution to fund the Town's liability for retirees' healthcare benefits. The proposed amount for Fiscal Year 2026 contribution represents a reasonable balance between actuarial estimates of future liabilities and the estimated future value of the accumulating and compounding trust fund contributions. Failure to fund this OPEB obligation through regular and actuarially significant contributions may, in the future, affect the Town's Standard and Poor's AAA credit rating.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. The Financial policy is that the Town will target \$300,000 per year to fund the OPEB Trust Fund. Failure to fund according to policy may damage our bond rating. This article is being funded by free cash, there will be no increase to taxes for this.

No tax impact for FY26.

ARTICLE 18 STAFF PROFESSIONAL DEVELOPMENT ²

\$15,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of fifteen thousand dollars (\$15,000), more or less, to support staff training, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

With the goal of becoming an “Employer of Choice”, the intention of this article is to add \$15,000, to other grant and scholarship funding the Town has already received. Training grant funding in the amount of \$5,000 has been approved by Massachusetts Interlocal Insurance Agency (MIIA), in addition to scholarship funding received from the Public Sector Consortium for \$5,000 in employee training. Approval of this article will achieve the total staff professional development “Employer of Choice” goal of \$25,000.

The Select Board recommends (5-0-0). The Select Board unanimously recommends approval of this article. Investing in training and development strengthens our workforce, enhances service delivery, and supports employee retention. This appropriation reflects the Town’s commitment to fostering a skilled, professional staff to better serve the community.

The Finance Committee recommends (6-0-0). The Finance Committee recommends this article for the reasons stated above. This article is being funded by free cash, there will be no increase to taxes for this. **No tax impact for FY26.**

ARTICLE 19

FIRE DEPARTMENT: RECRUIT ACADEMY TRAINING, COVERAGE CONTINGENCY & FIRE DEPARTMENT PHYSICALS ²

\$60,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of sixty thousand dollars (\$60,000), more or less, for staff replacement coverage for new full-time firefighters while they attend the 10-week training program of the Massachusetts Firefighter Recruit Academy, and coverage for all pre-employment physicals for new full-time, per-diem, and call Fire Department members, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

This fund would be used to cover 1) the costs related to shift coverage when new full-time firefighters to the Town of Boxborough are at the 10-week Massachusetts Full-Time Firefighter Recruit Academy and 2) all pre-employment physicals required for new full-time, per-diem, and call staff.

When a new full-time firefighter is hired, they are usually replacing a member who has retired, transferred to another department, promoted, or otherwise left employment with the Town. The Collective Bargaining Agreement requires that these new full-time firefighters must attend the Career Recruit Massachusetts Firefighting Academy Class unless they already graduated from the academy while working in another municipality. An employee attending the academy creates approximately twenty (20) shifts of twenty-four (24) hours each, that need to be covered.

This amount used to be covered within the Fire Department budget, but instead, last year we asked for this to be in an article that can carry year to year and be funded, as needed, due to the unknowns that come with potential openings and academy scheduling. There may be years where multiple personnel need to attend and there may be years where none need to attend.

The Fund would also cover the costs of pre-employment physicals for all new Fire Department employees to the Town of Boxborough (full-time, per-diem, call). The number of recruitments in a given year varies, especially at the per-diem level, depending on the number of openings created by existing members. This cost has historically been maintained in the fire operational budget, but given the variability and the need to cross fiscal years at some points, it is recommended that this amount be carried as an article.

Relevant expenditures include:

- Overtime costs to cover all shifts while the Recruit is in the Academy as well as during the Orientation period (2 weeks) before going on shift.
- All pre-employment department Physicals for New Members (Full-Time, Per-Diem, Call)
- Initial set of department uniforms and gear for recruits
- All Academy Required Exam and Reading Materials

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. This funding ensures we can properly train new firefighters through the mandatory Massachusetts Firefighter Recruit Academy while maintaining adequate coverage for our town's safety. When new firefighters attend the 10-week academy, we need to cover approximately twenty 24-hour shifts, which creates significant staffing challenges. This article also covers necessary pre-employment physicals for all new fire department personnel. By establishing this dedicated fund that carries over from year to year, we avoid having to make reserve fund transfers, which are intended for truly unanticipated expenses rather than predictable costs like these. This approach represents sound fiscal planning—anticipating known

expenses in advance rather than dipping into emergency funds—while ensuring our fire department can maintain proper staffing levels with well-trained personnel. The amount can be replenished as needed based on actual usage, creating a more transparent and predictable budgeting process.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends this article. This article replenishes the fund that was approved at last year ATM. In FY 25 the town used these funds to sponsor 2 recruits to the academy.

No tax impact for FY26.

ARTICLE 20 FIRE DEPARTMENT: CISTERNS INSPECTIONS AND REPAIRS²
\$10,000 Free Cash
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of ten thousand dollars (\$10,000), more or less, to provide cistern and/or fire pond maintenance, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The Town of Boxborough has no municipal water supply, and all our fire suppression efforts are supplied by these fire ponds and cisterns. The 53 Water Sources that are distributed throughout the town need to be tested yearly to make sure they will be reliable when an emergency occurs. The ten thousand dollars will be used for repairs and maintenance of these fire ponds and cisterns as addressed as the primary concerns for repairs.

The Select Board recommends (5-0-0). The Select Board recommends unanimously. The maintenance of these cisterns is vital for reliable water supply when a fire emergency occurs.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends, for the reasons listed above.

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

ARTICLE 21 EMERGENCY MANAGEMENT²

\$5,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of five thousand dollars (\$5,000), more or less, to support Emergency Management, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

This allocation will be utilized to bolster training and acquire necessary equipment, and technology upgrades by ensuring a robust and effective emergency management framework to ensure the safety and well-being of our community members and businesses.

Training and Education

Conduct specialized training sessions for emergency responders to enhance their skills in crisis management and coordination.

Provide educational resources for community members to increase awareness and preparedness for potential disasters.

Equipment and Supplies

Procure essential emergency supplies such as first aid kits, emergency lighting, and communication devices to support response efforts.

Invest in additional personal protective equipment (PPE) to ensure the safety of frontline responders during emergencies.

Community Engagement

Organize community outreach events and drills to promote emergency preparedness and resilience. Develop informational materials and campaigns to educate residents on evacuation procedures and emergency contact information.

Improved Preparedness: Investing in training and education will equip our responders with the necessary skills and knowledge to effectively manage emergencies, minimizing the impact on our community.

Enhanced Response Capability

Acquiring essential equipment and supplies will ensure that our responders have the resources needed to respond swiftly and efficiently to emergencies, saving lives and protecting property.

Community Resilience

Engaging with the community through outreach events and educational campaigns will empower residents to take proactive measures and support each other during times of crisis.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated above.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends for the reason listed above.

No tax impact for FY26.

ARTICLE 22**POLICE & FIRE INJURY COVERAGE TRANSFER ²**

\$35,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of thirty-five thousand dollars (\$35,000), more or less, to replenish the Injury Leave Indemnity Fund, established under Article 8 of the 2016 Special Town Meeting, and authorized by MGL Ch 41 § 111F, or take any other action relative thereto.

Summary:

Special Town Meeting in December 2016, Section 60 of the Acts of 2016 (from the Municipal Modernization Act) was accepted, establishing the fund for this purpose. Calculations have shown that a balance of \$50,000 is an optimal amount to cover the absence of one injured employee for a year. This fund is used to offset the difference in any insurance payments received to cover the unfilled shifts caused by an employee who is absent due to on-the-job injury. In the event of an off-the-job injury, this fund could be used to offset the difference between budgeted sick leave and actual costs for an extended absence. This fund would also be used for independent medical examinations requested by the Town. If the Town passes this article, the \$35,000 will replenish the fund.

The Select Board recommends (5-0-0). The Select Board recommends unanimously for the reasons reflected in the summary. Not only does replenishing the Injury Leave Indemnity Fund uphold the intent of the 2016 Town Meeting vote, but it also allows the town to have a financial safeguard in place should an employee be injured and unable to work.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. This fund was established for the purpose of funding payments to our police officers and firefighters if they are injured on duty. This fund helps with keeping the reserve fund from being utilized for this purpose. This article is being funded by free cash, there will be no increase to taxes for this.

No tax impact for FY26.

ARTICLE 23 PRUDENT INVESTMENT ²

(Majority Vote Required)

To see if the Town will vote to accept the provisions of G.L. c. 44, §§ 54(b), (c), & (d) to allow Town trust funds to be invested in accordance with G.L. c. 203C, the so-called "Prudent Investment Rule," or take any other action relative thereto.

Summary:

Voting YES for this article will allow our town to invest our trust funds, including cemetery perpetual care funds, scholarship funds, and library funds, unless otherwise provided or directed by the donor of the funds under the Prudent Investment Rule. Prudent investing allows for much greater investment diversification opportunities than what is currently allowed under the MA Legal List of Investments. Where appropriate, Prudent investing allows investment managers to use diversified mutual funds, ETFs, individual stocks, bonds, alternative investments, etc. Previously, these municipal funds had to adhere to a very short and restrictive list of stock and bond investments by law. Prudent investing does not inherently mean more risk in the investment portfolio, it simply means that there are greater investment options, which allows for reduced concentration risk and an overall more balanced portfolio allocation.

The Select Board recommends (5-0-0). The Select Board unanimously recommends the passage of this Article. Prudent investing, as permitted under Massachusetts law, enables the Town Treasurer, the Town's Investment Advisor, and the Select Board to make strategic adjustments within the framework of the State's approved List of Investments. This list has recently expanded to include mutual funds, individual stocks, and bonds. By embracing this updated approach, the town can reduce concentration risk, achieve a more balanced and diversified portfolio, and ultimately enhance potential returns.

The Finance Committee recommends (6-0-0). The Finance Committee recommends passage of this Article unanimously, as the Prudent Investing Rule facilitates the construction of a well-diversified portfolio. However, the Finance Committee expects the Town to maintain its conservative long-term investment approach using well regulated, liquid, low cost, highly transparent investment vehicles. These criteria do not support investments in private equity.

No tax impact for FY26.

ARTICLE 24**MODIFIED BOXBOROUGH EMERGENCY ASSISTANCE
PROGRAM (BEAP)²**

\$20,000 Raise & Appropriate
(Majority Vote Required)

To see if the Town will vote to raise and appropriate the sum of twenty thousand dollars (\$20,000), more or less, for the purpose of maintaining the Boxborough Emergency Assistance Program (BEAP), including all costs incidental and related thereto, or take any other action relative thereto.

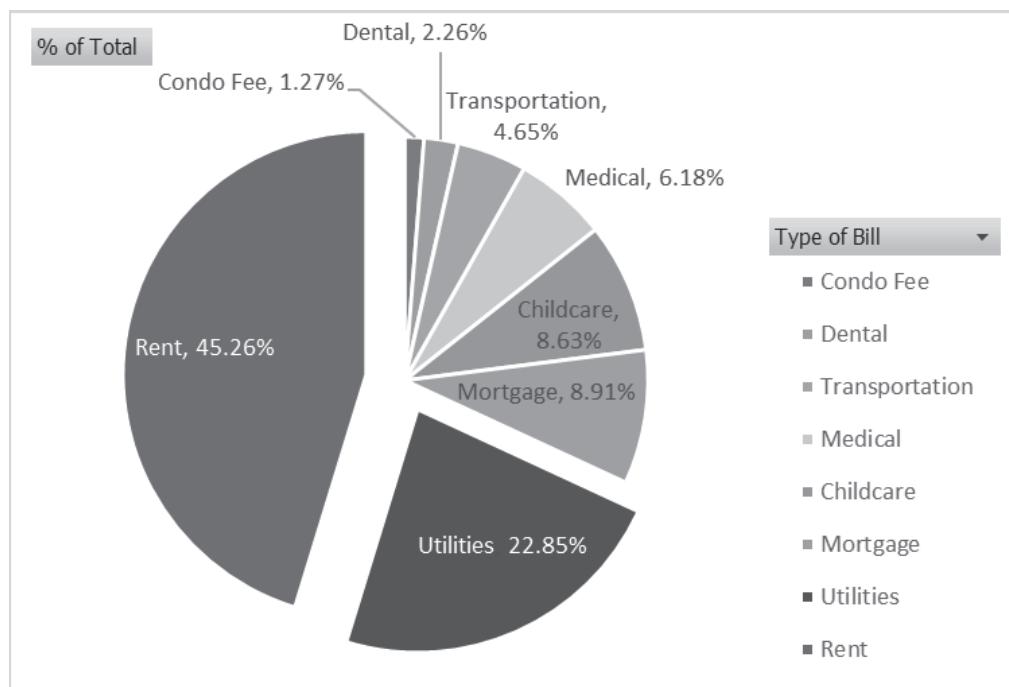
Summary:

The Boxborough Emergency Assistance Program (BEAP) was created by the Well-Being Committee in collaboration with the Community Services Coordinator (CSC) in late 2022 to provide Boxborough households with short-term financial assistance for emergency needs using Federal grant funding from the American Rescue Plan Act (ARPA).

Over the years 2023 and 2024, this ARPA money has funded 82 BEAP grants of \$78,586 distributed to Boxborough residents in need. The chart below shows the percentage of each type of expense the funds were used towards. These grants were 1x per year, per family until funds were expunged. These emergency grants have prevented utility shut-offs, evictions and allowed residents to continue to work with funds given to auto repairs.

Data from the past two years show an increasing need in Boxborough to assist residents as rents continue to rise and grant money from other sources has decreased (i.e. Acton Boxborough United Way, A Friend in Need, and Saint Vincent DePaul Society of Acton).

The grant requests come through the Community Services Coordinator (CSC). They are reviewed anonymously with the CSC & two Well-Being Members. There are income and expense guidelines that are considered.

Chart: % total of each category grants used for in 2023 and 2024

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reason stated above.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. The Boxborough Emergency Assistance Programs has helped numerous residents since its inception in 2020.

Taxpayer Cost	Amount
Per \$1,000 of valuation	\$0.10
Per average house	\$10.00

The Well-Being Committee recommends (5-0-0). The Well-Being Committee unanimously recommends the allotment of \$20,000 to create a modified Boxborough Emergency Assistance Program (BEAP). The BEAP program has provided direct support for residents in crisis and increased the visibility and connection of residents to the CSC.

ARTICLE 25**VETERANS TAX EXEMPTION ANNUAL COST OF LIVING
INCREASE ²**

(Majority Vote Required)

To see if the Town will vote to accept the provisions of M.G.L. c. 59, § 5, Clause 22I, inserted by Chapter 178 of the Acts of 2024, entitled, An Act Honoring, Empowering, and Recognizing Our Servicemembers and Veterans, known as the "HERO Act", providing for an increase in property tax exemptions for veterans under the provisions of M.G.L. c. 59, § 5, Clause 22 and Clauses 22A through 22C, 22E and 22F, equal to the cost of living as determined by the Consumer Price Index for such year; or take any other action relating thereto.

Summary:

The intended purpose of this article is to ensure the exemptions remain consistent with inflation in the same way that several other means-tested and senior tax exemptions do. Due to the annual July 1st qualification date, the earliest this can be implemented is for Fiscal Year 2026 tax bills.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. Accepting these provisions will allow the Town to increase property tax exemptions for eligible veterans in line with the cost of living, as determined by the Consumer Price Index. This ensures that veterans' exemptions keep pace with inflation, maintaining the value of this important benefit over time. Similar adjustments already exist for other means-tested and senior tax exemptions. If approved, the earliest implementation would be for Fiscal Year 2026 tax bills. This is a meaningful step in supporting our veterans and honoring their service.

The Finance Committee recommends (6-0-0).

No tax impact for FY26.

CAPITAL CONSENT AGENDA

ARTICLE 26 DEPARTMENT OF PUBLIC WORKS (DPW): NEW 2026 HEAVY-DUTY PICKUP TRUCK³

\$70,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of seventy thousand dollars (\$70,000), more or less, to purchase a new heavy-duty pickup truck, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The 2016 Ford F250 plow truck used by the DPW Director is 9 years old and has 158,000 miles and will be repurposed by the Building and Grounds Team Leader. The new truck will be used by the DPW Director, and be a backup plow truck. A hybrid truck was discussed, but is not available at this time.

The Select Board recommends (5-0-0). The Select Board unanimously recommends the purchase of a replacement heavy-duty truck for the DPW director. The current F-250 truck is reaching end of life. While the select board strongly supports purchasing reduced carbon vehicles, a hybrid or electric truck could not be considered since this truck will be used for plowing snow.

The Finance Committee recommends (4-0-1). The Finance Committee recommends. The truck was on the Capital Plan.

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

ARTICLE 27 FIRE DEPARTMENT: EMERGENCY RESPONSE VEHICLE ³

\$80,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of eighty thousand dollars (\$80,000), more or less, to acquire and equip an Emergency Response Vehicle for the Fire Department, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The Boxborough Fire Department is looking to purchase and equip a new Emergency Response Vehicle. The Emergency Response Vehicle will provide officers of the department a reliable form of transportation when responding to emergencies and performing tasks around the community. This vehicle will be primarily used on nights and weekends for on-call officers to respond from their homes as there is no officer scheduled on most of these shifts. The vehicle is also used as a mobile command unit for the town during emergencies providing the ability to respond directly to emergencies and operate a command post.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. This Emergency Response Vehicle provides essential transportation for on-call fire officers responding from their homes during nights and weekends when no officers are scheduled on shift. The vehicle also serves as a mobile command post during emergencies, allowing for coordinated operations directly at incident scenes. This investment will improve response times and enhance our emergency management capabilities, providing better protection for our community.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends. A dedicated Emergency Response Vehicle will provide on-scene coordination, improve firefighter safety, and increase the effectiveness of emergency operations by allowing officers to respond directly to incidents without delay. Additionally, this investment will put more personnel on the scene without hiring additional full-time firefighters or increasing the per diem budget line.

No tax impact for FY26.

The Capital Committee recommends (4-0-0). Although this capital item was not on the long-term Capital Improvement Plan (CIP) until this year, it is clear that we need to have command staff at emergency responses with all the necessary equipment and communication gear. This vehicle will provide greater public and employee safety through more responsive command leadership via access to properly equipped staff vehicles for on and off duty command staff. For these reasons, and the reasons stated by the Finance Committee and Select Board; the Capital Committee unanimously supports this article.

ARTICLE 28**FIRE DEPARTMENT: PERSONAL PROTECTION EQUIPMENT
(PPE)³**

\$20,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of twenty thousand dollars (\$20,000), more or less, to acquire Personal Protective Equipment (PPE) for the Fire Department, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The appropriation of these funds will enable the purchase of Personal Protective Equipment (PPE), also known as turnout gear, which is worn by Boxborough Firefighters, in the safety and performance of their duties. PPE has a 10-year lifespan and is unique to each firefighter. This allows for regular replacement of PPE due to new hires, gear reaching its useful or contractual life, or equipment damaged during an emergency call.

The Select Board recommends (5-0-0). The Select Board recommends unanimously for the reasons stated in the summary.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends. This is a yearly apportion that allows the Chief to replace outdated PPE as needed.

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

ARTICLE 29**FIRE DEPARTMENT: UTILITY TERRAIN VEHICLE ³**

\$80,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of eighty thousand dollars (\$80,000) to acquire and equip a Utility Terrain Vehicle (UTV) for the Fire Department, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The Boxborough Fire Department is looking to buy and equip a UTV for use in the following situations: 1) Medical emergencies on trails, 2) Brush fires in hard-to-reach areas, 3) Coordination with the Police Department for responses and missing persons, 4) Assistance with transporting equipment and personnel at the scene of structure fire, and 5) Access at large scale public events. It is expected that this vehicle will greatly reduce the risk of injury to emergency personnel and citizens who are involved in these emergencies. It'll also provide faster response times to mitigate the emergency.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. This Utility Terrain Vehicle (UTV) is a vital piece of equipment for our town's emergency response capabilities. With over 60% of Boxborough being conservation and wooded areas, our first responders frequently need to access remote locations for medical emergencies, brush fires, and search operations. Currently, we're one of the only towns in the area without this essential equipment, putting both our residents and emergency personnel at unnecessary risk. In recent years, one of our public safety officers suffered heat exhaustion while responding to an incident in our wooded areas, highlighting the physical challenges and dangers our personnel face without proper equipment. The UTV will significantly improve response times to emergencies in hard-to-reach areas, enhance our ability to transport equipment and personnel during incidents, and provide critical support during large public events. This investment directly supports the safety of both our community members and the dedicated professionals who serve them.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends. The Boxborough Fire Department requests funding for the purchase of a Utility Terrain Vehicle (UTV) to enhance emergency response capabilities within the town. This vehicle will provide critical support for accessing remote locations, responding to wildland fires, and assisting in emergency medical rescues. As Boxborough's population grows and outdoor recreational activities increase, the need for a specialized emergency response vehicle has become evident.

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

ARTICLE 30 TOWN MUSEUM: EXTERIOR DOORS ³
\$7,850 Free Cash
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of seven thousand eight hundred fifty dollars (\$7,850), more or less, to replace the Town Museum rear exterior double doors, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

Water intrusion through the double doors at the rear of the Museum has caused damage to the walls, carpeting, and subfloor. This article seeks funding to contract for the complete replacement of these doors to prevent further damage and maintain the building's integrity.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated in the summary. These rear double doors are currently covered by an unsightly, plastic sheet to prevent water intrusion. The museum building is a town asset and must be maintained.

The Finance Committee recommends (6-0-0).

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

The Historical Commission recommends (3-0-0).

ARTICLE 31**TOWN MUSEUM: PAINT EXTERIOR WINDOWS ³**

\$6,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of six thousand dollars (\$6,000), more or less, to paint the Town Museum exterior windows, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

This article seeks funding to scrape, prime, restore, and repaint the wooden sashes of the windows at the museum. The existing paint is peeling, exposing the bare wood to weather conditions, which could lead to deterioration. Proper maintenance will help preserve the integrity of the wood and protect the building interior from potential damage. Approval of this article will ensure the necessary repairs are completed to maintain the Museum's historic character and structural longevity.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated in the summary. Failure to maintain the wooden windows would only create more expensive window repairs or replacement in the future.

The Finance Committee recommends (6-0-0).

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

The Historical Commission recommends (3-0-0).

ARTICLE 32 TOWN MUSEUM: ROOF³
\$39,100 Free Cash
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of thirty-nine thousand one hundred dollars (\$39,100), more or less, to replace the Town Museum roof, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The museum roof was partially replaced in 2003 using 20-year shingles. All the shingles have exceeded their lifespan, and are in very poor condition. This article seeks funding to replace the full roof with high-quality 30-year asphalt shingles, ensuring the integrity of the building while securing the best possible pricing. Proactively replacing the roof now will prevent future emergency repairs, minimize disruption, and protect this vital town asset for years to come.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated in the summary. Having a town building with two different sets of old shingles, which has been susceptible to leaks, is a situation that needs immediate attention.

The Finance Committee recommends (6-0-0).
No tax impact for FY26.

The Capital Committee recommends (4-0-0).

The Historical Commission recommends (3-0-0).

ARTICLE 33**INSTALLATION OF A SWAP SHED AT THE TRANSFER STATION ³**

\$11,000 Free Cash
(Majority Vote Required)

To see if the Town will vote to transfer from free cash in the sum of eleven thousand dollars (\$11,000), more or less, for the purpose of permitting, site work, acquisition of materials, construction, and all other activities and costs necessary to install a swap shed at the Transfer Station, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

Voting YES on this Warrant Article means that funds will be available for the construction of a swap shed at the Boxborough Transfer Station. Swap sheds are a common feature of many transfer stations; in our area, Acton, Carlisle, and Littleton all have popular swap sheds. They are a space where residents can drop off and/or take gently used items, rather than disposing of them. Volunteers usually help to keep these swap sheds open and organized.

Adding this option at the Boxborough Transfer Station will promote sustainability and help reduce the cost of waste disposal for the Town by removing items in good condition from the waste stream. Currently, due to limited storage space, all items left at the Transfer Station must be disposed of at the end of every day, no matter what condition they are in.

Sustainability Committee recommends (8-0-0). In a recent survey of Boxborough residents, 85 percent of survey respondents indicated that they would take advantage of a swap shed if one was available at the Transfer Station. Less than 4 percent of respondents said that they would not use a swap shed, while the remaining respondents felt that they needed more information to decide. A Waste Management Working Group composed of representatives from the Sustainability Committee, the Select Board, the Finance Committee, and an at-large member, will work closely with the Department of Public Works to develop an acceptable plan for the management of the swap shed, if one is constructed at the Transfer Station. Other than occasional maintenance, no additional or ongoing costs are expected in connection with the swap shed. This is a one-time investment that will provide an ongoing benefit to the Town.

The Finance Committee recommends (6-0-0). The Finance Committee recommends passage of this Article unanimously. It will support the town's sustainability efforts and enable residents to save a few dollars on common everyday items.

No tax impact for FY26.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. As a green community, it is vital to support sustainability efforts like this to help reducing waste and promoting reuse.

The Capital Committee recommends (4-0-0). Although this capital item was not on the long-term Capital Improvement Plan (CIP) until this year, the need and desire of the community support this acquisition, and the Town has applied for and been awarded a \$6,000 grant from MassDEP, to supplement the \$11,000 being requested in this article. For these reasons, and the reasons stated by the Sustainability Committee, Finance Committee and Select Board; the Capital Committee unanimously supports this article.

ARTICLE 34**INFORMATION TECHNOLOGY – HARDWARE UPGRADES
AND REPLACEMENTS ³**

\$16,000 Free Cash

(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of sixteen thousand dollars (\$16,000), more or less, to provide for the replacement and upgrade of information technology hardware, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The Capital Plan has been updated to include the phased replacement of items reaching their end-of-life. Consistent with the Plan, this article proposes the replacement of desktops, laptops and any supporting IT equipment.

The Select Board recommends (5-0-0). This article reflects our commitment to maintaining a modern, efficient, and secure IT infrastructure across all Town departments. Upgrading and replacing outdated desktops, laptops, and other essential hardware is not just an operational need but a proactive step to keep our municipal services strong, responsive, and capable of serving the community effectively. Aligned with our updated Capital Plan, this initiative ensures the phased replacement of end-of-life equipment, keeping the Town's technology infrastructure current and fully functional.

The Finance Committee recommends (6-0-0). The Finance Committee recommends passage of this Article unanimously. An up-to-date and secure IT infrastructure is required for the town to operate effectively.

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

ARTICLE 35**SARGENT MEMORIAL LIBRARY: ALTERING THE INTERIOR
SPACE ³**

\$50,000 Free Cash
(Majority Vote Required)

To see if the Town will vote to transfer from free cash the sum of fifty thousand dollars (\$50,000), more or less, to provide for the Library's alteration of its interior space, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The Library was completed in 2005, before the proliferation of digital services that are common today, such as streaming services and search engines. The building was designed with physical collections as the focus. It no longer fits the needs of our community, nor does it reflect the types of services the library provides. The reference collection is not relevant anymore, but takes up significant shelf space. At the same time, there are increasing demands for smaller meeting rooms and remote meeting spaces that we are unable to fulfill. The rearrangement will repurpose the areas that are not efficiently used, bring flexibility and mobility to the layout, and create video meeting-friendly study rooms where community members can do collaborative work, tutoring, have private meetings, etc.

The plan is to shuffle the collection, create a designated area for the teens and tweens in the main hall, and install three multi-person study pods in the current Young Adult Room. The whole project is projected to cost \$250,000. Through donations and savings, Sargent Memorial Library Foundation is able to contribute \$200,000 to the project. The Friends of the Library is contributing \$7,500 that would be used towards a new shelf in the Children's Area. We are requesting \$50,000 from the town for the remaining amount.

Library Board of Trustees recommends (6-0-0). The Library Board of Trustees recommends this article unanimously. In 2023, Peishan Bartley, our Library Director, and her staff engaged in an effort to develop a five-year Strategic Plan. This process involved significant community input and we heard the request for improved spaces that meet the needs of the community, including space for small meeting rooms and meeting spaces for virtual meetings. In 2024, Dr. Bartley worked with a design firm to redesign the interior of the library to maximize the use of the space. The original design came in at \$650,000. Dr. Bartley was able to make adjustments that brought the cost down significantly while still making necessary changes. She has also worked closely with the Friends of the Library and the Sargent Memorial Library Foundation to request funds to support this project. Thus, we are only coming to the Town for the last \$50,000 in funds needed to complete the project. This small investment will position the Library to move forward and meet the current and future needs of its patrons.

The Finance Committee recommends (6-0-0). The Finance Committee unanimously recommends this article. The proposed interior library updates, funded primarily by the Sargent Memorial Library Foundation and The Friends of the Library, will efficiently reallocate space to better serve our community's current and future needs.

No tax impact for FY26.

The Capital Committee recommends (4-0-0).

The Select Board does not comment on articles proposed by other elected boards.

COMMUNITY PRESERVATION FUND CONSENT AGENDA ⁴

**ARTICLE 36 COMMUNITY PRESERVATION FUND: CPC REPORT AND
ESTABLISH FY 2026 RESERVES ⁴**

(Majority Vote Required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2026 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2026 estimated annual revenues the sum of five thousand dollars (\$5,000) to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2026; and further, to reserve for appropriation from said estimated annual revenue twenty-nine thousand dollars (\$29,000), more or less, for open space, including land for recreational use, twenty-nine thousand dollars (\$29,000), more or less, for community housing, and twenty-nine thousand dollars (\$29,000), more or less, for historic resources purposes, all as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

Each fiscal year, the legislative body, i.e., Town Meeting, must appropriate or reserve for future appropriation no less than 10% of the estimated annual revenue to be set aside or spent for each of the three categories of allowable community preservation purposes. Up to 5% may be spent on administrative expenses.

This year, the Community Preservation Committee is recommending that the following estimated amounts be set aside from estimated annual revenue:

*\$ 29,000 open space, including land for recreational use
 \$ 29,000 community housing purposes
 \$ 29,000 historic resources*

Additionally, the CPC is recommending that an amount of \$5,000 be set aside to meet the administrative expenses of the Community Preservation Committee. These expenses include legal fees, project signs, and membership in the Community Preservation Coalition.

“Estimated annual revenue” is the total of the amount to be collected in the upcoming fiscal year, i.e., FY 2026, under the local surcharge and the November state matching funds for the prior fiscal year. Amounts that are not included in a specific reserve are considered undesignated and can be used for any allowable CPC purpose.

The Community Preservation Committee recommends (7-0-0).

The Finance Committee recommends (6-0-0). The Finance Committee recommends for all the reasons in the summary. **No tax impact for FY26.**

The Select Board recommends (5-0-0). The Select Board recommends unanimously. We support the Community Preservation Committee’s request to earmark funds as noted above.

ARTICLE 37**COMMUNITY PRESERVATION FUND – COMMUNITY
HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM
(BRAP)⁴****\$69,000 CPA**

(Housing Reserve; Undesignated CPC Funds)

(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of forty-eight thousand thirty-six dollars (\$48,036), more or less, and twenty thousand nine hundred sixty-four dollars (\$20,964), more or less, from undesignated Community Preservation funds for the Boxborough Rental Assistance Program (BRAP) as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

The Boxborough Rental Assistance Program (BRAP) provides rental assistance to income-eligible households who are renting qualifying housing units in Boxborough. The program provides housing stability and housing opportunities to cost-burdened renters. It targets households that have low incomes and assists seniors, disabled adults, and families with minor children. It helps households attain self-sufficiency. Although State and Federal programs with similar goals, such as the Federal Section-8 or Massachusetts Rental Voucher Programs, currently exist, they are oversubscribed and have long waiting lists. The BRAP has been used as a model for similar programs in other Massachusetts towns.

A monthly subsidy is provided by BRAP and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. Participating landlords have expressed appreciation for the program and a desire to help their tenants. This will be the tenth year of the BRAP. It began with a six-household pilot program in 2016, expanded to twelve households in 2017, and was expanded to fourteen households in 2023. Currently about 45% of the participants are seniors.

The monthly subsidy has been unchanged at \$250 per month since the program began despite the inflation in rents over that 10-year period. The proposal this year is to increase the subsidy to 20% of the monthly rent up to a maximum of \$500 per month. This brings Boxborough in line with other surrounding towns. The current estimate is that the average subsidy will be about \$393 per month which calculates to \$66,000 in rental support.

We expect to continue as part of the Assabet Regional Housing Collaboration that is implemented by Metro West Collaborative Development (Metro West CD). The table below includes the budget for administrative support of the BRAP. In addition, administrative funds are requested to expand the program's outreach. BRAP flyers are now available in English, Portuguese, and Spanish. The total program costs are shown below.

Total BRAP Costs

Cost Category	7/1/25 to 6/30/26
Direct Program Cost	\$66,000
Administrative Costs	\$3,000
Total	\$69,000

Current rental funds requested are \$66,000. Administrative costs are \$3,000, representing 4.5% of total.

The Community Preservation Committee recommends (7-0-0). The request for FY 2026 is \$69,000, up 57% from the \$44,000 appropriated for FY 2025. By utilizing carryover funds from past years, and \$29,000 from the FY 2026 designated Community Housing Reserve, \$48,000 of the FY 2026 request can be funded from the Community Housing Reserve, leaving \$21,000 to be funded from undesignated CPA funds. This undesignated funding is possible for FY 2026 due to a low level of other requests.

Going forward, the funds in the designated Community Housing Reserve are estimated to be about \$29,000 per year meaning that \$40,000 would need to be funded from undesignated CPA funds. This additional funding cannot be guaranteed and might be dependent on the level of other requests for CPA funds in a given year.

The Finance Committee recommends (6-0-0). The Finance Committee recommends the continued funding of the Boxborough Rental Assistance Program (BRAP). The program continues to be fully utilized.

No tax impact for FY26.

The Select Board recommends (5-0-0). The Select Board recommends unanimously. We appreciate the Community Preservation Committee's attention to the current needs of the community and willingness to support the Boxborough Rental Assistance Program.

ARTICLE 38**COMMUNITY PRESERVATION FUND – HISTORIC
RESOURCES – CEMETERY RESTORATION ⁴**

\$9,500 CPA

Historic Resources Reserve
(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of nine thousand five hundred dollars (\$9,500), more or less, for Cemetery Restoration as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

This project will allow the Cemetery Commission to continue the process, begun seven years ago, of stabilizing and restoring the monuments and other structures in the North and South cemeteries. Age and other factors have brought this far beyond normal perpetual care. To date work on this ongoing project has proved successful in making our two cemeteries safer and more presentable while being respectful of those interred, their families and friends, and the public.

The Community Preservation Committee recommends (6-0-1). The Community Preservation Committee recommends this article for the reasons stated in the summary.

The Finance Committee recommends (5-0-1). The Finance Committee recommends for all the reasons in the summary. **No tax impact for FY26.**

The Select Board recommends (5-0-0). The Select Board joins the Community Preservation Committee to unanimously recommend this article. It is important to support our Cemetery Commission and maintain our historic cemeteries. The Town has made good progress in maintaining the cemeteries to date, and this work should continue.

ARTICLE 39**COMMUNITY PRESERVATION FUND – OPEN SPACE
(INCLUDING RECREATION) CONSERVATION TRUST FUND ⁴**

\$10,000 CPA

Open Space Reserve

(Majority Vote Required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of ten thousand dollars (\$10,000), more or less, and to transfer the funds to the Conservation Trust Fund for conservation purposes as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 14 years, the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last 8 years provided by the Town's CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF and provides an immediate and dedicated source of money to pay for anticipated land management needs.

Approving CPA funds for the CTF is consistent with Boxborough2030 and the Town's Open Space and Recreation Plan:

- *Action 1.3.1.5. Include a line item in the Town Meeting Warrant each year for the Town's Conservation Trust Fund, to provide funding for land acquisition.*

The Community Preservation Committee recommends (7-0-0). The Community Preservation Committee recommends this article for the reasons stated in the summary.

The Finance Committee recommends (6-0-0). The Finance Committee recommends for all the reasons in the summary.

No tax impact for FY26.

The Select Board recommends (5-0-0). The Select Board unanimously recommends for the reasons stated in the summary. Conservation land is an essential part of Boxborough's character and charm, and should be supported each year through the Community Preservation Fund Open Space Reserve.

The Conservation Commission recommends (6-0-0). The Conservation Commission recommends this article for the reasons stated in the summary.

TWO-THIRDS REQUIRED CONSENT AGENDA ⁵

ARTICLE 40 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD MAINTENANCE ⁵

\$300,000 Bonding

\$857.60 Transportation Network Company (TNC)

(Two-thirds Vote Required)

To see if the Town will vote to borrow the sum of three hundred thousand dollars (\$300,000), more or less, and transfer the sum of eight hundred fifty-seven dollars and sixty cents (\$857.60), more or less, from the Transportation Network Company Fund for the purpose of maintaining roadways in Boxborough, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

Approval of this article will enable the Town to continue the long-term project of bringing all our roadways up to good condition. It will continue the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in town. The level of Chapter 90 funding alone in recent years has been insufficient to repave even one mile per year of the Town's approximately thirty (30) miles of roadway. With the additional funding, the Town can extend the life of the roadways with different types of maintenance, i.e. crack sealing, fog sealing, etc., before undertaking a full paving project. The Fiscal Year 2026 construction season will include a combination of maintenance and paving projects.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated in the summary. It is important to maintain and monitor the driving conditions of all our roads.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. This warrant article supplements the money the Town gets from the State for road maintenance.

Estimated Bond Costs to Taxpayer

	FY26	FY27	FY28
Road Repair 14 years	\$0	\$12,000	\$30,025
Town Value*	\$1,863,847,043	\$1,957,039,395	\$2,054,891,365
Tax per \$1,000	\$0.00	\$0.01	\$0.01
Avg house value*	\$940,472	\$987,496	\$1,036,871
Tax per average house	\$0	\$6	\$15

*estimate

The Capital Committee recommends (4-0-0).

ARTICLE 41

DEPARTMENT OF PUBLIC WORKS (DPW): REFURBISH TRUCK FRAME RAILS AND REPLACE DUMP/SPREADER BODY⁵

\$160,000 Bonding

(Two-thirds Vote Required)

To see if the Town will vote to borrow the sum of one hundred sixty thousand dollars (\$160,000), more or less, to sandblast and paint the truck frame and replace the existing dump/spreader body, including all costs incidental and related thereto, or take any other action relative thereto.

Summary:

The 2009 Sterling L8000 dump Truck cab is in good shape and it has low engine miles. The truck is basically used during the winter months for treating and plowing roads. Replacing the truck with a new model is estimated to cost \$340,000. Sandblasting the frame rails and replacing the dump/spreader body will extend the truck by approximately 10 years and at about a third of the cost of replacement.

Sandblasting: Sandblasting a truck frame rail involves using a high-pressure stream of abrasive particles, typically sand or a specialized blasting media, to thoroughly clean the metal surface of the frame rail by removing rust, old paint, dirt, and other contaminants, leaving a smooth, bare metal surface ideal for applying new paint or protective coatings, ultimately extending the life of the truck frame by preventing corrosion and promoting better paint adhesion.

Benefits:

- **Improved paint/protective coating durability:** A clean, properly sandblasted surface allows for better adhesion, leading to a longer lasting treatment.
- **Corrosion prevention:** Removing rust and contaminants from the frame rail significantly reduces the risk of future corrosion.
- **Structural integrity:** By identifying and addressing potential damage during the sandblasting process, the structural integrity of the frame can be maintained.

Stainless Steel Dump/Spreader Body

Stainless Steel Option/Benefit

- **Resistance to Corrosion:** One of the most significant benefits of stainless-steel dump bodies is their resistance to corrosion. Unlike carbon steel, which can rust and weaken over time when exposed to moisture and harsh chemicals, stainless steel remains intact and robust. This resistance to corrosion makes stainless steel an excellent choice for dump bodies that are frequently exposed to calcium chloride.
- **Longevity and Durability:** Stainless steel's resistance to corrosion directly translates to increased longevity and durability. Dump bodies made from traditional materials like carbon steel or aluminum may require frequent maintenance and replacement due to rust and wear. In contrast, stainless steel dump bodies can withstand harsh environments, reducing the need for constant upkeep and replacements. This durability ensures that your equipment remains functional and reliable for longer periods, ultimately saving time and money.
- **Cost-Effectiveness:** Although stainless steel dump bodies may have a higher initial cost compared to traditional materials, they offer significant long-term savings. The durability and

resistance to corrosion of stainless steel reduce the need for frequent repairs and replacements, leading to lower maintenance costs over time.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article for the reasons stated in the summary. The Select Board believes that refurbishing this truck is a more cost-effective solution than replacing the truck with a new one. Having good equipment to manage the ice and snow on our roads is important to the safety of Boxborough drivers and walkers.

The Finance Committee recommends (5-0-0). The Finance Committee recommends. We applaud the Director of Public Works for repairing and refurbishing this truck instead of looking to purchase a new vehicle.

Estimated Bond Costs to Taxpayer

	FY26	FY27	FY28
Dump Truck 9 years	\$0	\$6,400	\$20,575
Town Value*	\$1,863,847,043	\$1,957,039,395	\$2,054,891,365
Tax per \$1,000	\$0.00	\$0.00	\$0.01
Avg house value*	\$940,472	\$987,496	\$1,036,871
Tax per average house	\$0	\$3	\$10

*estimate

The Capital Committee recommends (4-0-0).

ARTICLE 42 FIRE DEPARTMENT: PUMPER TRUCK REPLACEMENT ⁵

\$1,200,000 Bonding

(Two-thirds Vote Required)

To see if the Town will vote to borrow the sum of one million two hundred thousand dollars (\$1,200,000), more or less, to purchase and equip a pumper truck, including all costs incidental and related thereto, or take any other action relative thereto.

Summary

The Boxborough Fire Department is looking to purchase and equip a new Class A pumper (Fire Engine) to replace current Engine 63. The Fire Department is receiving quotes from multiple vendors. This new Engine will be taking over as our primary response vehicle. It will meet all current NFPA Requirements.

This Engine will be equipped with updated tools & technology to better protect the citizens and employees of Town of Boxborough.

Must we replace Engine 63 at this time?

Yes, Engine 63 will be over 20 years old at the time of delivery of the replacement and has already been having periodic repair issues, most recently, pumping issues due to pipe corrosion. This failure is a key indicator that replacement is due. This replacement is on our cyclical replacement plan. Generally, we plan for replacement after 17 years.

Does Boxborough require 3 multi-purpose fire trucks?

Yes, the fire service is built around operational plans and contingencies, which require the ability to respond to incidents in Town where one truck might be out for servicing or on a mutual aid call, when another incident might arise in Town. If we have only two primary response vehicles, we suffer a significant likelihood of being unable to properly respond to incidents if one were to be unavailable due to any of several contingencies. There is certainly the possibility of mutual aid from surrounding towns, but that option is for those unusual situations straining the capacity of any individual town to respond. We cannot build mutual aid into our normal operations strategy.

The Select Board recommends (5-0-0). The Select Board unanimously recommends this article. Replacing our 20-year-old Engine 63 is essential for maintaining reliable emergency response capabilities in our town. The current engine has already experienced significant mechanical issues, including pump failures due to pipe corrosion, which could compromise our ability to respond effectively during emergencies. Proper fire protection requires reliable equipment, and this replacement follows our established replacement cycle for fire apparatus. Having three multi-purpose fire trucks is necessary for our operational redundancy - if one truck is out for service or responding to a call, we still need adequate equipment available for other emergencies that may occur simultaneously. While mutual aid from neighboring towns is valuable, we cannot depend on it for our primary response strategy. By investing in this infrastructure now, we ensure our firefighters have the tools they need to protect our community effectively with the best possible response to incidents and emergencies.

The Finance Committee recommends (5-0-0). The Finance Committee unanimously recommends. Our current engine is 17 years old and by the time we take delivery of the new pumper truck (engine) it will be over 20 years old. We are already experiencing pumping issues corrosion in the pipe.

Pumper Truck Replacement
Estimated Bond Costs to Taxpayer

	FY26	FY27	FY28
Pumper Truck 20 years	\$0	\$0	\$90,775
Town Value*	\$1,863,847,043	\$1,957,039,395	\$2,054,891,365
Tax per \$1,000	\$0.00	\$0.00	\$0.04
Avg house value*	\$940,472	\$987,496	\$1,036,871
Tax per average house	\$0	\$0	\$46

*estimate

The Capital Committee recommends (4-0-0).

ADDITIONAL ARTICLES

ARTICLE 43 ADOPT MGL CH40 SEC 42 G-K (WATERLINE EXTENSION) (Majority Vote Required)

To see if the Town will vote to accept the provisions of Massachusetts General Laws Chapter 40, Sections 42G, 42H, 42I, and 42K, and further to authorize the Town, in accordance with Chapter 88 of the Acts of 2024 and all other authority appertaining, to levy special assessments on benefitted properties using any of the methods authorized by law for the whole or part of the cost of constructing a water distributing system to bring drinking water to certain Boxborough properties west of I-495 as described in an Intermunicipal Agreement between Boxborough and Littleton, or take any other action related thereto.

Summary:

The Littleton Water Department (LWD) is installing a new pipeline to bring clean drinking water to certain Boxborough properties located along or near Beaver Brook Road, Swanson Road, and Codman Hill Road. The new supply of clean water will resolve a number of long-standing historical issues with water quality in this western portion of town for which no viable alternative has been found. It will also eliminate the need for these properties to remove PFAS from their current wells. This project is the culmination of seven years of collaborative efforts of Littleton, Boxborough, Mass DEP and Mass DOT.

The work is being carried out in accordance with an Intermunicipal Agreement (IMA) between Boxborough and Littleton. The IMA obligates Boxborough to collect betterment assessment fees on the benefited properties and remit such fees quarterly to Littleton. Betterment costs for each property will be fairly apportioned in accordance with methods provided in statute. Pipeline construction should be completed in 2026.

The project is being funded by a no-interest loan to Littleton made available through the State Drinking Water Revolving Fund (SRF). Revenue raised by the betterment assessments will be remitted to the Town of Littleton on a quarterly basis per the IMA.

The cost of treated drinking water will be charged directly to the metered end-users. There will be no cost for use of firefighting water as it will be unmetered.

Town meeting must adopt sections of GL Chapter 40 to allow the Boxborough Assessor to make the assessments. The assessments will be added to the affected property real estate tax bills and there will be no property tax impact to residents and businesses east of I-495.

The Select Board recommends (5-0-0). The Select Board recommends unanimously. Approval of this article will permit Boxborough to apply property betterments needed to fund the cost of the waterline extension. This step is required to meet the terms defined by the intermunicipal agreement (IMA) with Littleton which was executed by the Select Board on June 26, 2023. Without timely approval of these GL Ch40 sections, the Boxborough Assessor and Tax Collector cannot collect the fees required under the IMA.

The Finance Committee recommends (6-0-0). The Finance Committee recommends for the reasons stated above. **No tax impact for FY26.**

The Water Resources Committee recommends (7-0-0). The Littleton Water Department waterline extension will provide a much-needed clean drinking water resource to serve Boxborough residents and properties west of I-495. This article will enable funding via betterments as required by the Intermunicipal Agreement.

ZONING ARTICLES

ARTICLE 44

TO AMEND SECTION 8.1.5 OF THE ZONING BYLAW REGARDING THE AQUIFER PROTECTION DISTRICT

(Two-thirds Vote Required)

To see if the Town will vote to amend the Boxborough Aquifer Protection District bylaw to bring it in alignment with the Board of Health Groundwater Protection Regulations. Deletions are shown in ~~strikethrough~~ and changes are shown in ***bold italicized***.

Section 8.1.4 Special Permits

The Special Permit Granting Authority shall be the ~~Board of Appeals~~ ***Planning Board***.

Section 8.1.5 Use Regulations.

Symbols employed below shall mean the following:

Y – a permitted use

N - excluded or prohibited use

ZBA PB – a use authorized under special permit granted by the ~~Zoning~~ ~~Board of Appeals~~ ***Planning Board***.

Aquifer Protection District Use Regulations

q. Disposal of sanitary waste from single family residential structures to subsurface disposal systems in quantities exceeding the limit described in this table. above or the construction of such systems, but only when the disposal rate does not exceed the rate allowed in this table. by more than 100%	<i>ZBA PB</i>
r. Rendering impervious of more than 20% of any lot, unless drainage retention structures such as filtered catch basins, impoundment <i>impoundment</i> areas, etc. are constructed which will ensure that the recharge rate will not be reduced by an amount more than 20% coverage would cause	<i>ZBA PB</i>
s. Vaulting and monitoring of storage of liquid petroleum products	<i>ZBA PB</i>

Section 8.1.6 Submittals

Applications for special permits shall be prepared and submitted to the ~~Board of Appeals~~ ***Planning Board*** in accordance with the provisions of Section 2.3 of this Bylaw and the design requirements in Section 8.1.7.

Section 8.1.8 Compliance with Groundwater Protection Rules and Regulations

All permitted uses proposed in the Aquifer Protection District must comply with the most recently adopted Board of Health Groundwater Protection Regulations on file with the Town Clerk and the Massachusetts Drinking Water Regulations.

Section 8.1.8 8.1.9 Decision

Or take any other action relative thereto.

Summary:

The proposed revision designates the planning board as the special permit granting authority instead of the Zoning Board of Appeals, where such permits are more closely tied to land use. Further, proposed revisions align the bylaw with existing and future Board of Health Regulations.

The Planning Board defer its vote and recommendation to Town Meeting.

The Finance Committee defer its vote and recommendation to Town Meeting.
No tax impacts.

The Select Board does not comment on articles proposed by other elected boards.

ARTICLE 45 **AMENDMENT TO CHANGE SECTIONS 8.2 AND 9.2 OF THE**
ZONING BYLAW FOR UPDATING THE FLOODPLAIN BYLAW
(Two-thirds Vote Required)

To see if the Town will vote to amend sections 8.2 and 9.2 of the Zoning Bylaw for the purpose of modifying the existing rules and regulations regarding the Floodplain Bylaw, by striking section 8.2 and inserting the language provided herein, or take any action relative thereto

Section 8.2 Floodplain Overlay District (Floodplain District)

8.2.1. Purpose

The purpose of the Floodplain District is to:

- 1) Ensure public safety through reducing the threats to life and personal injury
- 2) Eliminate new hazards to emergency response officials
- 3) Prevent the occurrence of public emergencies resulting from water quality, contamination, and pollution due to flooding
- 4) Avoid the loss of utility services which if damaged by flooding would disrupt or shut down the utility network and impact regions of the community beyond the site of flooding
- 5) Eliminate costs associated with the response and cleanup of flooding conditions
- 6) Reduce damage to public and private property resulting from flooding waters

8.2.2. Use of FEMA maps and supporting studies

The Floodplain District is herein established as an overlay district. The District includes all special flood hazard areas within Boxborough designated as Zone A, AE, AH, AO, A99, V, or VE on the Middlesex County Flood Insurance Rate Map (FIRM) dated July 8, 2025 issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program. The exact boundaries of the District shall be defined by the 1%-chance base flood elevations shown on the FIRM and further defined by the Middlesex County Flood Insurance Study (FIS) report dated July 8, 2025. The FIRM and FIS report are incorporated herein by reference and are on file with the Town Clerk, Planning Board, Building Official, Conservation Commission and the Office of Land Use and Permitting.

8.2.3. Designation of community Floodplain Administrator

The Town of Boxborough hereby designates the position of Building Commissioner to be the official floodplain administrator for the Town.

8.2.4. Permits required for all proposed development in the Floodplain District

The Town of Boxborough requires a permit for all proposed construction or other development in the floodplain district, including new construction or changes to existing buildings, placement of manufactured homes, placement of agricultural facilities, fences, sheds, storage facilities or drilling, mining, paving and any other development that might increase flooding or adversely impact flood risks to other properties.

8.2.5. Assurance that all necessary permits are obtained

The town's permit review process includes the requirement that the proponent obtain all local, state and federal permits that will be necessary in order to carry out the proposed development in the floodplain district. The proponent must acquire all necessary permits, and must demonstrate that all necessary permits have been acquired.

8.2.6. Floodway encroachment

In Zones A, A1-30, and AE, along watercourses that have not had a regulatory floodway designated, the best available Federal, State, local, or other floodway data shall be used to prohibit encroachments in floodways which would result in any increase in flood levels within the community during the occurrence of the base flood discharge.

In Zones A1-30 and AE, along watercourses that have a regulatory floodway designated on the Town's FIRM encroachments are prohibited, including fill, new construction, substantial improvements, and other development within the adopted regulatory floodway unless it has been demonstrated through hydrologic and hydraulic analyses performed in accordance with standard engineering practice that the proposed encroachment would not result in any increase in flood levels within the community during the occurrence of the base flood discharge.

8.2.7. Unnumbered A Zones

In A Zones, in the absence of FEMA BFE data and floodway data, the building department will obtain, review and reasonably utilize base flood elevation and floodway data available from a Federal, State, or other source as criteria for requiring new construction, substantial improvements, or other development in Zone A and as the basis for elevating residential structures to or above base flood level, for floodproofing or elevating nonresidential structures to or above base flood level, and for prohibiting encroachments in floodways.

8.2.8. Subdivision proposals

All subdivision proposals and development proposals in the floodplain district shall be reviewed to assure that:

- (a) Such proposals minimize flood damage.
- (b) Public utilities and facilities are located & constructed so as to minimize flood damage.
- (c) Adequate drainage is provided.

8.2.9. Base flood elevation data for subdivision proposals

When proposing subdivisions or other developments greater than 50 lots or 5 acres (whichever is less), the proponent must provide technical data to determine base flood elevations for each developable parcel shown on the design plans.

8.2.10. Recreational vehicles

In A, A1-30, AH, AO, AE Zones, all recreational vehicles to be placed on a site must be elevated and anchored in accordance with the zone's regulations for foundation and elevation requirements or be on the site for less than 180 consecutive days or be fully licensed and highway ready.

8.2.11. Watercourse alterations or relocations in riverine areas

In a riverine situation, the Flood Plain Administrator shall notify the following of any alteration or relocation of a watercourse:

- Adjacent Communities, especially upstream and downstream
- Bordering States, if affected
- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
Federal Emergency Management Agency, Region I

8.2.12. Requirement to submit new technical data

If the Town acquires data that changes the base flood elevation in the FEMA mapped Special Flood Hazard Areas, the Town will, within 6 months, notify FEMA of these changes by submitting the technical or scientific data that supports the change(s.) Notification shall be submitted to:

- NFIP State Coordinator
Massachusetts Department of Conservation and Recreation
- NFIP Program Specialist
Federal Emergency Management Agency, Region I

8.2.13. Variances to building code floodplain standards

The Town will request from the State Building Code Appeals Board a written and/or audible copy of the portion of the hearing related to the variance, and will maintain this record in the community's files.

The Town shall also issue a letter to the property owner regarding potential impacts to the annual premiums for the flood insurance policy covering that property, in writing over the signature of a community official that (i) the issuance of a variance to construct a structure below the base flood level will result in increased premium rates for flood insurance up to amounts as high as \$25 for \$100 of insurance coverage and (ii) such construction below the base flood level increases risks to life and property.

Such notification shall be maintained with the record of all variance actions for the referenced development in the floodplain district.

8.2.14. Variances to local Zoning Bylaws related to community compliance with the National Flood Insurance Program (NFIP)

A variance from these floodplain bylaws must meet the requirements set out by State law, and may only be granted if:

- 1) Good and sufficient cause and exceptional non-financial hardship exist;
- 2) the variance will not result in additional threats to public safety, extraordinary public expense, or fraud or victimization of the public; and
- 3) the variance is the minimum action necessary to afford relief.

8.2.15. Abrogation and greater restriction section

The floodplain management regulations found in this Floodplain District section shall take precedence over any less restrictive conflicting local laws, ordinances or codes.

8.2.16. Disclaimer of liability

The degree of flood protection required by this bylaw is considered reasonable but does not imply total flood protection.

8.2.17. Severability

If any section, provision or portion of this bylaw is deemed to be unconstitutional or invalid by a court, the remainder of the ordinance shall be effective.

8.2.18. Local Enforcement

The Floodplain District and any violations of this section 8.2 is subject to enforcement, as defined in section 2.1 Enforcement.

Section 9.2

Floodplain Overlay District Definitions

The following definitions are required for compliance with the standards set by FEMA and the NFIP, and are to be used in the interpretation of section 8.2 of this bylaw.

DEVELOPMENT means any man-made change to improved or unimproved real estate, including but not limited to building or other structures, mining, dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials. [US Code of Federal Regulations, Title 44, Part 59]

FLOODWAY. The channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Base Code, Chapter 2, Section 202]

FUNCTIONALLY DEPENDENT USE means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage or related manufacturing facilities. [US Code of Federal Regulations, Title 44, Part 59] Also [Referenced Standard ASCE 24-14]

HIGHEST ADJACENT GRADE means the highest natural elevation of the ground surface prior to construction next to the proposed walls of a structure. [US Code of Federal Regulations, Title 44, Part 59]

HISTORIC STRUCTURE means any structure that is:

- (a) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (b) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
- (c) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (d) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
 - (1) By an approved state program as determined by the Secretary of the Interior or
 - (2) Directly by the Secretary of the Interior in states without approved programs.

[US Code of Federal Regulations, Title 44, Part 59]

NEW CONSTRUCTION. Structures for which the start of construction commenced on or after the effective date of the first floodplain management code, regulation, ordinance, or standard adopted by the authority having jurisdiction, including any subsequent improvements to such structures. *New construction includes work determined to be substantial improvement.* [Referenced Standard ASCE 24-14]

RECREATIONAL VEHICLE means a vehicle which is:

- (a) Built on a single chassis;
- (b) 400 square feet or less when measured at the largest horizontal projection;
- (c) Designed to be self-propelled or permanently towable by a light duty truck; and
- (d) Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

[US Code of Federal Regulations, Title 44, Part 59]

REGULATORY FLOODWAY - see FLOODWAY.

SPECIAL FLOOD HAZARD AREA. The land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH. [Base Code, Chapter 2, Section 202]

START OF CONSTRUCTION. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair, reconstruction, rehabilitation, addition, placement or other improvement is within 180 days after the date of issuance. The actual start of construction means the first placement of permanent construction of a building

(including a manufactured home) on a site, such as the pouring of a slab or footings, installation of pilings or construction of columns.

Permanent construction does not include land preparation (such as clearing, excavation, grading or filling), the installation of streets or walkways, excavation for a basement, footings, piers or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main building. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Base Code, Chapter 2, Section 202]

STRUCTURE means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home. [US Code of Federal Regulations, Title 44, Part 59]

SUBSTANTIAL REPAIR OF A FOUNDATION. When work to repair or replace a foundation results in the repair or replacement of a portion of the foundation with a perimeter along the base of the foundation that equals or exceeds 50% of the perimeter of the base of the foundation measured in linear feet, or repair or replacement of 50% of the piles, columns or piers of a pile, column or pier supported foundation, the building official shall determine it to be substantial repair of a foundation. Applications determined by the building official to constitute substantial repair of a foundation shall require all existing portions of the entire building or structure to meet the requirements of 780 CMR. [As amended by MA in 9th Edition BC]

VARIANCE means a grant of relief by a community from the terms of a flood plain management regulation. [US Code of Federal Regulations, Title 44, Part 59]

VIOLATION means the failure of a structure or other development to be fully compliant with the community's flood plain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in §60.3 is presumed to be in violation until such time as that documentation is provided. [US Code of Federal Regulations, Title 44, Part 59]

ZONE A means an area of special flood hazard without water surface elevations determined

ZONE A1-30 and ZONE AE means area of special flood hazard with water surface elevations determined

ZONE AH means areas of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) feet, and with water surface elevations determined

ZONE AO means area of special flood hazards having shallow water depths and/or unpredictable flow paths between (1) and (3) ft. (*Velocity flow may be evident; such flooding is characterized by ponding or sheet flow.*)

ZONE A99 means area of special flood hazard where enough progress has been made on a protective system, such as dikes, dams, and levees, to consider it complete for insurance rating purposes. (Flood elevations may not be determined.)

ZONES B, C, AND X means areas of minimal or moderate flood hazards or areas of future-conditions flood hazard. (*Zone X replaces Zones B and C on new and revised maps.*)

ZONE V means area of special flood hazards without water surface elevations determined, and with velocity, that is inundated by tidal floods (coastal high hazard area)

ZONE V1-30 and ZONE VE (*for new and revised maps*) means area of special flood hazards, with water surface elevations determined and with velocity, that is inundated by tidal floods (coastal high hazard area)

Or take any other action relative thereto.

Summary:

If passed, this amendment will update the current Floodplain Bylaw to adhere to the latest guidance provided by the Massachusetts Department of Environmental Protection. It designates a dedicated floodplain administrator, and clarifies new rules regarding allowed variances to the bylaw. Additionally, a new section of terms defined for the floodplain district has been added.

The Planning Board recommends (5-0-0). The Planning Board unanimously recommends passage of this article. Regular revisions of the Floodplain Bylaw are required to remain in compliance with federal flood insurance standards. Passage of this article ensures continued access to federal flood insurance and municipal access to disaster relief funding. This article was developed based off of the state's model bylaw, to insure compliance with federal standards.

The Finance Committee defers its vote and recommendation to Town Meeting.

The Select Board does not comment on articles proposed by other elected boards.

ARTICLE 46

TO AMEND SECTION 2.3 OF THE ZONING BYLAW REGARDING SPECIAL PERMITS

(Two-thirds Vote Required)

To see if the Town will vote to amend section 2.3 of the Boxborough Zoning Bylaw, for the purpose of clarifying that review of all Special Permits must apply the Special Permit Decision criteria identified in Section 2.3.4 in addition to any other identified criteria. The addition is in bold.

Section 2.3 Special Permits

2.3.1. Special Permit Granting Authority. Either the Board of Appeals or the Planning Board shall act as the Special Permit Granting Authority. Each use requiring a special permit in this bylaw shall specify the Special Permit Granting Authority. **The requirements of this Section are applicable to any Special Permit Application required in this Bylaw other than those listed in Section 4.3, Nonconforming Uses and Structures, which follow the requirements MGL Chapter 40A Section 6.**

Or take any other action relative thereto.

Summary:

The proposed amendment will require all local special permits to comply with the criteria of a special permit. This revision shall not extend to those permits related to nonconforming structures and uses. Through passage of this revision, all special permits shall be aligned with the standard criteria.

The Planning Board recommends (5-0-0). The Zoning Bylaw (Section 2.3) outlines the authority, public hearing process, application process and decision considerations for Special Permits in accordance with the Zoning Act (MGL Chapter 40A). The Zoning Bylaw (Sections 4.4 through 4.12) also identifies several Special Permits for specific uses (e.g., Special Permits for Restaurants) or in specific zoning districts (e.g., Special Permits in Town Center District), each of which may have decision criteria specific to that Special Permit. The proposed language would help to clarify that review of all Special Permits must apply the Special Permit considerations identified in Section 2.3.4 (Decision) in addition to any other identified decision criteria. The only exception would be for Non-Conforming Uses and Structures which are governed by MGL 40A Section 6.

The Finance Committee recommends (6-0-0). The Finance committee recommends for the reasons listed above.

No tax impacts.

The Select Board does not comment on articles proposed by other elected boards.

ARTICLE 47

AMENDMENT TO CHANGE SECTIONS 4.2.2, 5.3, AND 9 OF THE ZONING BYLAW FOR ACCESSORY DWELLING UNITS

(Majority Vote Required)

To see if the Town will vote to Amend sections 4.2.2, 5.3, and 9 of the Boxborough Zoning Bylaw for the purpose of modifying the existing rules and regulations regarding Accessory Dwelling Units (ADUs). The deletions are struck through and changes are in bold:

4.2.2 Accessory Apartment or Accessory Dwelling Unit.

- (a) ~~The Inspector of Buildings may grant a total of permits each calendar year for accessory apartments also known as Accessory Dwelling Units (ADU).~~
- (b) ~~An additional dwelling unit may be allowed as an accessory apartment in a single family dwelling or existing accessory building located on a lot with a single family dwelling for the purpose of:~~
 - 1) ~~providing small additional dwelling units without adding to the number of buildings in the Town or substantially altering the appearance of buildings, the neighborhood, or the Town;~~
 - 2) ~~increasing the range and affordability of housing accommodations;~~
 - 3) ~~encouraging a greater diversity of population, and;~~
 - 4) ~~encouraging a more efficient and economic use of existing housing stock by enabling owners of single family dwellings larger than required for their present needs to share space while maintaining the single family appearance and character of buildings, the neighborhood, and the Town~~
- (c) ~~The Inspector of Buildings may grant a Building Permit and a Certificate of Occupancy for an accessory apartment provided that all of the following conditions are met:~~
 - 1) ~~The accessory shall be within the building containing the principle dwelling unit, or be within a detached accessory structure in existence on or before March 8, 2007, and that conforms to the minimum setback for residential dwellings.~~
 - 2) ~~No more than one accessory apartment may be located on the lot.~~
 - 3) ~~The accessory apartment shall be secondary and incidental to the single family dwelling on the lot~~
 - 4) ~~The accessory apartment shall contain no more than 1300 square feet of gross floor area, but not exceed 40% of the gross floor area of the existing single family dwelling.~~
 - 5) ~~Any addition to the existing structure to create an accessory apartment shall not create more than a 15% increase in the gross floor area of the existing structure, as of February 17, 2023.~~

- 6) ~~One of the Dwelling Units shall be occupied by or be the legal residence of the owner of the lot. The "owner" shall be one or more individuals holding legal or beneficial title to the lot and for whom the dwelling is the primary residence for voting and tax purposes.~~
- 7) ~~The domestic water and wastewater disposal system shall be adequate to serve both the existing single family dwelling and the accessory apartment.~~
- 8) ~~Three parking spaces shall be in existence or added to the existing driveway to accommodate the number of vehicles that serve the residents of both dwelling units. The spaces shall be composed of similar materials to the driveway.~~
- 9) ~~Curb cuts for the lot shall be limited to those already in existence on or before February 17, 2023, or for new construction, shall be limited to one.~~
- 10) ~~Existing properties with accessory apartments that are no longer intended to be owner occupied or the legal residence of the owner, the owner shall apply for a certificate of occupancy, and a building permit if required to convert the building back to a single family dwelling. Removal of one of the following elements shall be deemed sufficient.~~
 - 1. ~~The removal of privacy by removing a portion of the wall or floor separating the dwelling units;~~
 - 2. ~~The removal of the kitchen including plumbing fixtures.~~

4.2.2 By Right Accessory Dwelling Unit (ADU).

An ADU shall be allowed *by right* within a single-family dwelling or in an accessory structure. The Inspector of Buildings may grant a building permit and occupancy certificate for an ADU subject to the following regulations:

- a) The ADU shall be within the building containing the principal dwelling unit, or be within a detached accessory structure that conforms to the minimum setbacks for [principal] residential dwellings.
- b) No more than one ADU may be located on a lot.
- c) The ADU shall be the lesser of $\frac{1}{2}$ the gross floor area of the principal dwelling or 900 SF.
- d) Any addition to an existing single family dwelling needed to create an ADU shall aggregate to be no larger than the lesser of $\frac{1}{2}$ the gross floor area of the existing principal dwelling or 900 SF.
- e) The domestic water and wastewater disposal system shall be adequate to serve both the existing single-family dwelling and the ADU.
- f) Not more than one additional parking space shall be required for an ADU that is more than $\frac{1}{2}$ mile from a commuter rail station, or bus station.
- g) Curb cuts for the lot shall be limited to those already in existence.
- h) Use or "Occupancy" of an ADU and associated dwellings as a "Short Term Rental", as these terms are defined by G.L. c. 64G, § 1 is prohibited.
- i) By right siting of an ADU is allowed only within single family residential zoning districts.

5.3 Intensity Regulations

(e) No more than one single family dwelling may be located on a lot. **An Accessory Dwelling Unit as defined in Section 9.2 may be permitted on a lot with one single family dwelling unit if it is in compliance with Section 4.2.2.**

9.2 Terms Defined

~~Accessory Apartment or Accessory Dwelling Unit shall mean a dwelling unit that is customarily incidental and subordinate to the single family dwelling unit.~~

An Accessory Dwelling Unit (ADU) Shall Mean a self-contained housing unit, inclusive of sleeping, cooking and sanitary facilities on the same lot as a principal dwelling, subject to otherwise applicable dimensional and parking requirements, that:

- (i). maintains a separate entrance, either directly from the outside or through an entry hall or corridor shared with the principal dwelling sufficient to meet the requirements of the state building code for safe egress;
- (ii). is not larger in gross floor area than 1/2 the gross floor area of the principal dwelling or 900 square feet, whichever is smaller; and
- (iii). is subject to such additional restrictions as may be imposed herein; and
- (iv). May be attached or detached.

Or take any other action relative thereto.

Summary:

The purpose of this article, is to adopt an accessory dwelling unit bylaw that complies with the state's Affordable Homes Act. This law, passed in August of 2024, requires that Towns allow accessory dwelling units in districts that allow single family homes. Past zoning bylaws are overly restrictive, and do not meet the requirements of the Affordable Homes Act. The Planning Board proposes this revision, which will allow the Zoning Enforcement Officer to act on compliant laws, and reduce the risk of legal challenge from non-compliant bylaws.

The Planning Board recommends (5-0-0). The Planning Board unanimously recommends passage. This amendment will immediately bring our bylaw into compliance with Massachusetts General Law, by allowing accessory dwelling units in those districts that already allow single family homes. Through passage of this amendment, we equip our Zoning Enforcement Officer with conforming regulation, reduce the risk of legal challenge to the Town, and establish more accessible housing for both young and older adults.

The Finance Committee recommends (6-0-0).
No tax impacts.

The Select Board does not comment on articles proposed by other elected boards.

ARTICLE 48 ZONING BYLAW AMENDMENT – 6.6.3 (c) HAZARDOUS WASTE
(Two-thirds Vote Required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6.6.3 by adding the following language in bold italics, and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take any other action relative thereto.

6.6.3 (c) Hazardous Waste. No land or structure shall be used in any district as a facility for hazardous waste or disposal of hazardous waste as defined by G.L. c. 21C, § 2, or for the garaging or temporary storage of vehicles used in the transportation of hazardous waste.

Summary:

Following the zoning recodification during Special Town Meeting 2022, the Attorney General advised the Town that certain terms and language must be deleted of the bylaw. Once such deletion included section 6.6.3 (c) in its entirety. This deletion cited Mass General Law which dictates the use type may not be outlawed in industrial districts, unless adopted prior to a specific date. Without adequate information available, the attorney general was unaware that Boxborough met the date of exemption, and ultimately made their determination in error. The proposed language corrects this error, and upon approval at Town Meeting will be submitted to Attorney General with appropriate evidence.

The Planning Board recommends (5-0-0). The Planning Board unanimously recommends passage of this article to restore this provision of the zoning bylaw as they were prior to the recodification on November 15, 2022. The Board believes we are thus exempt, and the Town Planner will submit such evidence to the Attorney General following approval of this article. For the reasons stated in the summary, the Planning Board encourages Town meeting to approve this revision.

The Finance Committee recommends (6-0-0). Finance Committee recommends for the reasons listed above.

No tax impacts.

The Select Board does not comment on articles proposed by other elected boards.

ARTICLE 49 ZONING BYLAW AMENDMENT – LANGUAGE CLEANUP

(Two-thirds Vote Required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw Article I through Article IX by adopting the various corrections and non-substantive amendment of the existing Boxborough Zoning Bylaw as shown in a 2 page document entitled “Proposed Zoning Bylaw Corrections,” on file at the Town Clerk’s office, Town Planner’s office, and viewable on the Town of Boxborough’s Website at: www.boxborough-ma.gov or take any other action relative thereto.

Summary:

The purpose of the article is to correct mislabeled footnotes, make grammatical corrections, and clean up misdirecting sections that no longer correlate. Changes will include:

- *Renumbering portions of the Zoning Bylaw to correct inaccurate citations;*
- *Editing sentence structure, word choice, and paragraph formatting throughout, for clarity;*
- *Providing consistency with present State law;*
- *Eliminating redundant or unnecessary provisions; making amendments such as correcting spelling and typographical errors, and eliminating or updating outdated statutory references, and;*

The Planning Board recommends (5-0-0). The Planning Board recommends this article unanimously. The Zoning Bylaw is a “living document” which may be periodically updated and amended as voted by Town Meeting. To maintain coherent and clear language in the Zoning Bylaw, the Town must regularly “clean-up” outdated or inaccurate language or references. Through passage of this article, the Town will make the necessary corrections to ensure the accuracy of the Zoning Bylaw language and citations. The Planning Board encourages voters to support this article.

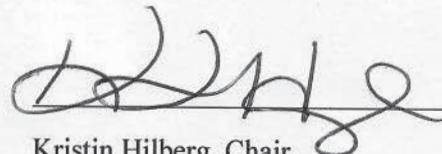
The Finance Committee recommends (6-0-0). Finance committee recommends for the reasons listed above.

No tax impacts.

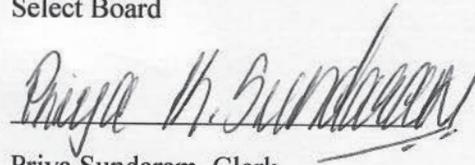
The Select Board does not comment on articles proposed by other elected boards.

You are required to serve this Annual Town Meeting Warrant by posting copies thereof, attested by you, at the Boxborough Town Hall, Albert J. Sargent Memorial Library, Boxborough Police Department, Boxborough Fire Department, and Blanchard Memorial School, fourteen days at least, before the time appointed for such meeting.

Hereof, fail not to deliver these warrants with your return of service thereon to the Town Clerk on or before April 28, 2025.



Kristin Hilberg, Chair
Select Board



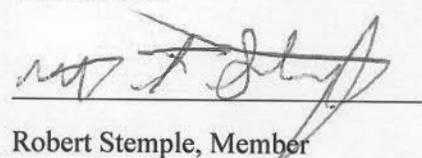
Priya Sundaram, Clerk
Select Board



Wesley Fowlks, Member
Select Board



David McKiernan, Member
Select Board



Robert Stemple, Member
Select Board

REPORT OF THE FINANCE COMMITTEE

CY2025 ANNUAL TOWN MEETING WARRANT

Boxborough's Finance Committee (FinCom) is comprised of between five and nine members (currently at 7) appointed by the Moderator for individual three-year terms. FinCom meetings are open with public participation in person and via Zoom. All meetings are broadcast live on local cable TV and are recorded. FinCom are responsible for oversight of the Town's finances and for initiating and managing the Town's budget process.

This process of formulating the budget involves extensive communication with Town Management and Departments, Town Commissions and Boards, and the Select Board. FinCom presents the Operating Budget as well as recommendations on Warrant Articles, including sources of funds to be used, at Annual Town Meeting (ATM).

Overview

FY26 is a challenging budget year because of several years of increasing costs, limitations of proposition 2 ½ and limited new commercial growth. For FY26 the Town will operate within, but very close to, the Levy Limit. This ATM will also be asked to authorize additional debt for several capital items as well as design fees for a planned new Fire Station. FinCom anticipates that a Proposition 2 ½ operating override is likely to be needed for FY27.

FY26 Budget

Operating Budget

Note that all figures presented in this report were correct at time of Warrant printing and are subject to change. Final figures will be presented at ATM.

The proposed FY26 Operating Budget of \$29,295,132 is an increase over FY25 of 4.6%.

Notable increases in the FY26 budget are: Employee Benefits increased \$13,125 (13.3%), Retirement Assessment increased \$172,150 (13.0%), Town Insurances increased \$216,488 (13.8%), Recreation Commission (Culture and Recreation) increased \$16,875 (23.2%) due to additional administrative support staff, Non ABRSD Education (vocational schools) increased \$41,908 (24.4%) due to increased enrolment, Information Technology increased \$31,008 (11.6%) due to centralization of software services.

Notable decreases are: Retirement of Debt decreased \$153,601 (-15.1%), Community Services decreased \$11,885 (-19.4%) (not including an ATM warrant article for \$18,001), Council on Ageing decreased \$11,980 (-11.6%) due to transfer of administrative support to Culture and Recreation, Building and Maintenance decreased \$42,701 (-17.0%), Town Planner decreased \$16,046 (-4.2%) due to salary adjustments and software consolidation.

Operating Budget Overview

	FY26 Proposed	FY25	Increase
Non ABRSD	\$12,470,762	\$12,054,923	3.5%
ABRSD	\$16,824,370	\$15,960,274	5.4%
Total Operating Budget	\$29,295,132	\$28,015,197	4.6%

Reserve Fund. The Operating Budget also includes a planned allocation to the Reserve Fund for unforeseen or emergency expenses. In FY26 the Reserve Fund allocation will be 0.6% of the Operating Budget (\$175,000) based on policy developed by FinCom.

Warrant and CPA Articles

Proposed warrant articles total \$5,262,068. Items in the warrant include long term and large costs that have been identified on the Capital Plan.

	R&A	Free Cash	Bond	CPA	TNC	Total
Administration		\$300,000				\$300,000
Community Services	\$20,000					\$20,000
CPA				\$88,500		\$88,500
Culture and Recreation		\$102,950				\$102,950
DPW	\$20,000	\$70,000	\$460,000		\$858	\$550,858
Health Services	\$18,002					\$18,002
Protection		\$302,000	\$3,822,445			\$4,124,445
Town Government	\$37,737	\$46,415				\$84,152
Return Closed Articles		(\$26,839)				(\$26,839)
Total	\$95,739	\$794,526	\$4,282,445	\$88,500	\$858	\$5,262,068

TNC = Transportation Network Companies Fees

Tax Rate Calculation

Property Tax is budgeted to raise \$28,188,076. This includes the Operating Budget and Warrant Articles funded through Raise and Appropriate (R&A). The estimated tax rate will be \$15.12 per \$1,000 of property valuation based on an estimated total Town valuation of \$1,863,847,043. This is within the limit of property tax increase allowed by Proposition 2 ½. The Proposition 2 ½ limit for FY26 (maximum allowable levy) is estimated at \$29,100,061.

	FY24	FY25	FY26 Model
Previous Year Levy Limit	\$25,300,653	\$26,290,419	\$27,331,698
Allowed Levy Increase (2.5%)	\$632,516	\$657,260	\$683,292
New Growth Revenue	\$357,250	\$384,019	\$200,000
Levy Limit	\$26,290,419	\$27,331,698	\$28,214,991
Excluded Debt	\$947,048	\$885,070	\$885,070
Maximum Allowable Levy	\$27,237,467	\$28,216,768	\$29,100,061
Levy Ceiling	\$41,538,919	\$44,377,311	\$46,596,176
Levy	\$24,906,736	\$26,874,899	\$28,188,076
Assessed Value	\$1,661,556,766	\$1,775,092,422	\$1,863,847,043*
Tax Rate	\$14.99	\$15.14	\$ 15.12 *
Average Value	\$844,900	\$895,688	\$940,472
Average Tax	\$12,665	\$13,561	\$14,223

*Estimates

Use of Reserves

Reserves (Free Cash) will be used to balance the budget. The planned Free Cash reserve post ATM is above the policy guideline of 5.0% of the Operating Budget.

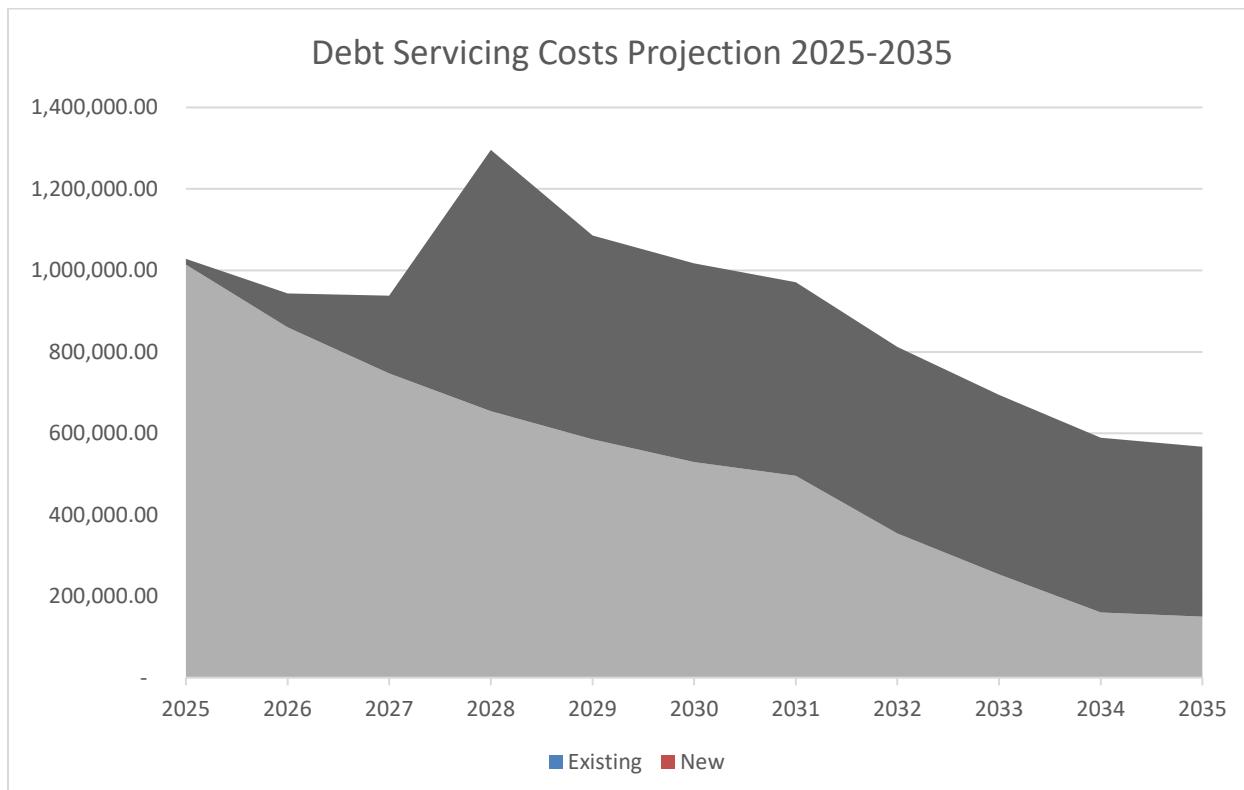
FY25	Pre ATM	Action	Proposed Post ATM	As % of Operating Budget
Reserve Fund	\$147,467	Return surplus to Free Cash. Fund FY26 at 0.6%	\$175,000	0.6%
Free Cash	\$3,218,230	\$794,526 for Warrant Articles.	\$2,423,704	8.3%

Debt

Debt servicing costs for the existing debt of \$5,827,000 are budgeted at \$905,685. New debt servicing costs for bonds authorized by this ATM will add \$641,303 in debt servicing costs by FY28.

\$4,360,000 of new debt will be authorized if all Bond funded articles are passed. Debt will be in the form of a BAN (Bond Anticipatory Note) in advance of issuance of a Bond. Typically, a Bond is not issued until a minimum amount of debt has been accrued on BANs. This debt will not be due until FY27 or FY28.

Debt servicing costs for the proposed new fire station will begin in FY28 (not included below). Costs for the new Fire Station are estimated at ~\$32M.



FY27 Operational Override

In the last 10 years FY2016-FY2026 the Tax Levy has increased an average of 5.5% each year. The Levy Limit is calculated from the previous year's Levy Limit plus 2 1/2 % as well as an allowance for new growth. For Boxborough this has meant an average increase of 4.3%. Excess levy capacity has decreased and this will likely necessitate an Operational Override for FY27. The override will be designed to provide levy capacity for several future years. The last override in Boxborough was in fiscal year 2006.

Fiscal Year	Levy Limit Increase %	Levy Increase %
2017	3.6%	6.4%
2018	5.5%	2.7%
2019	3.9%	5.4%
2020	3.4%	3.0%
2021	5.6%	4.9%
2022	3.8%	5.6%
2023	6.7%	4.6%
2024	3.8%	8.8%
2025	3.6%	7.9%
2026	3.1%	5.2%
10-year Annual Increase (Avg.)	4.3%	5.5%
10-year Total Increase	47%	60%



Budget Overview

The proposed budget balances the Operating Budget and taxed Warrant Articles with Receipts in order to calculate a taxation requirement. Other sources and uses of funds are balanced. In this budget Free Cash and Debt are used to minimize taxation impact.

Overview

Outgoing		Incoming	
Operating Budget Non ABRSD	\$12,470,762	Revenues	\$1,700,000
ABRSD Assessment	\$16,824,370	From Reserves (Free Cash)	\$794,526
Sub Total Operating Budget	\$29,295,132	Bonding	\$4,282,445
Other Costs	\$397,205	CPC Funds	\$88,500
		TNC	\$858
ATM Articles	\$5,262,068	Sub Total Other Sources	\$6,866,329
Overlay Reserve Fund	\$100,000	Levy (Taxation)	\$28,188,076
Total	\$35,054,405	Total	\$35,054,405

Note: Revenues are estimated

Max Allowable Levy	\$29,100,061
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Capital Plan

The Capital Committee is comprised of the Town Administrator, 2 members of FinCom, 2 members of Select Board. A Capital Plan has been developed and will continue to be updated in collaboration with Town departments and committees.

	FY25	FY26	FY27	FY28	FY29	Five Year Total
Fire	\$1,027,000	\$1,390,000	\$160,000	\$178,000	\$25,000	\$2,780,000
Public Works	\$544,000	\$530,000	\$602,000	\$586,000	\$324,000	\$2,586,000
Recreation						
Police	\$114,000		\$125,000	\$68,500	\$122,000	\$429,500
Town Wide	\$417,000		\$2,403,000			\$2,820,000
Steele Farm			\$100,000			\$100,000
Town Hall	\$143,500	\$130,000	\$90,000	\$50,000	\$45,000	\$458,500
Library	\$90,000	\$50,000	\$53,000	\$30,000	\$0	\$223,000
Conservation	\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$50,000
Museum		\$52,950				\$52,950
Cemeteries						\$0
Planning	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$150,000
Technology	\$48,000	\$16,000	\$64,000	\$64,000	\$64,000	\$256,000
Personnel			\$15,000			\$15,000
Total	\$2,423,500	\$2,208,950	\$3,652,000	\$1,016,500	\$620,000	\$ 9,920,950

** Above figures do not include anticipated capital costs for proposed Fire Station

Financial Policies

The Finance Committee has developed a comprehensive Financial Policies document that guides the budgeting process. An abbreviated summary of the Financial Policies is below.

Budget Policy

- The Operating Budget should be developed to balance expenses, revenues, and use of Free Cash.
- Free Cash should be maintained at a minimum of 5% of the Operating Budget.
- Fees and user charges should be reviewed annually in relation to the cost of providing the service.
- New positions in the town should be added to the warrant as an article in the first year and then will be added to the Operating Budget in following years.
- Recurring expenses (non-bonded) in the town will be added to the warrant as an article in the first year and then will be added to the Operating Budget in following years.
- A Reserve Fund should be allocated at 0.6% of the total Operating Budget

Capital Planning

- Both the incremental operating costs and debt service costs for any proposed capital project must be considered before any approval is granted.
- Capital improvement items must be approved as articles at ATM or STM

Conclusion

The budget presented is balanced and takes into consideration the current financial status of the Town. Budget pressures are likely to make a proposition 2 1/2 operational override necessary for FY27. Town debt is increased as a result of this budget. Further significant increases in debt will be required for the planned new Fire Station from FY27.

Finance Committee Members

Antony Newton (Chair)
John Connor (Vice-Chair)
John Greven
Becky Neville
Maria Neyland
Keshava Srivastava
Joe Stulpin

Meeting Clerk: Gary Kushner (non-member)

Members Welcome

Members of the Finance Committee do not need backgrounds in finance or public administration. The committee represents various town constituencies and serves as the town's "fiscal conscience." Those interested in joining should contact the Town Moderator, Dennis Reip @ dreip@boxborough-ma.gov.

Additional Resources

- Levy and Levy Limit. <https://www.mass.gov/doc/levy-limits-a-primer-on-proposition-2-12-0/download>
- FinCom meetings, most recent budgets, financial dashboards. <https://www.boxborough-ma.gov/334/Finance-Committee>
- Financial Policies <https://www.boxborough-ma.gov/DocumentCenter/View/3583/Financial-Policies-PDF>

APPENDIX: KEY TERMS AND DEFINITIONS

- **Annual Town Meeting (ATM)** – A yearly gathering where residents vote on the town’s budget, warrant articles, and financial decisions.
- **Operating Budget** – The planned expenditures for the town’s general operations, including municipal departments, public services, and education.
- **Proposition 2 ½** – A Massachusetts law that limits property tax increases to 2.5% annually, plus new growth, unless overridden by a town vote.
- **Levy Limit** – The maximum amount of property tax revenue a town can collect under Proposition 2 ½.
- **Override (Operational Override)** – A voter-approved increase in property taxes beyond the levy limit to fund ongoing operational expenses.
- **Debt Exclusion** – A temporary tax increase approved by voters to pay for specific capital projects, such as building a new fire station.
- **Reserve Fund** – A contingency fund set aside for unforeseen expenses during the fiscal year, allocated at 0.6% of the operating budget.
- **Warrant Articles** – Proposals submitted for discussion and voting at the Annual Town Meeting, including budgetary and policy decisions.
- **Capital Plan** – A multi-year plan outlining major expenditures for infrastructure, equipment, and facilities, including expected funding sources.
- **Bond (Bonding)** – A long-term borrowing method used to finance large capital projects, typically repaid over multiple years.
- **Bond Anticipatory Note (BAN)** – A short-term borrowing instrument used before issuing a bond, often for initial financing of capital projects.
- **Free Cash** – The town’s available reserves, certified by the state, which can be used for funding warrant articles, emergencies, or stabilizing the budget.
- **Stabilization Fund** – A savings account for the town, used to offset budget shortfalls or fund large expenses.
- **Community Preservation Act (CPA) Funds** – Funds collected through a local property tax surcharge, used for community preservation projects such as open space, affordable housing, and historic preservation.
- **Transportation Network Companies (TNC) Fees** – Fees collected from ride-sharing services (such as Uber or Lyft) operating in the town, used for transportation-related improvements.
- **Levy Ceiling** – The absolute cap on the amount of property tax a town can levy, set at 2.5% of the town’s total assessed property value.
- **New Growth Revenue** – Additional tax revenue generated from new construction, property improvements, or business expansions within the town.
- **Excluded Debt** – Debt that is exempt from Proposition 2 ½ limitations, typically for voter-approved capital projects.
- **Fiscal Year (FY)** – The town’s financial year, running from July 1 to June 30, used for budgeting and financial reporting.
- **Debt Service** – The annual repayment of principal and interest on the town’s outstanding debt obligations.
- **Overlay Reserve Fund** – A fund set aside for property tax abatements and exemptions granted by the Board of Assessors.
- **Revenues (Receipts)** – The total income collected by the town, including property taxes, state aid, fees, and other local sources.

REPORT OF THE COMMUNITY PRESERVATION COMMITTEE

FOR 2025 ANNUAL TOWN MEETING

The Community Preservation Committee (CPC) is primarily responsible for evaluating proposals for the appropriation of the Town's Community Preservation Act (CPA) funds and for making recommendations for these appropriations at Town Meeting. CPA funds may be used to support projects or expenses in three general categories:

- Open Space and Recreation
- Community Housing
- Historic Resources

The Community Preservation Committee meets once a month with the following annual goals and objectives:

- Evaluate the needs and resources of the Town regarding Community Preservation projects and expenditures in coordination with other municipal boards, including the Conservation Commission, Historical Commission, Planning Board, Recreation Commission, Agricultural Commission, and Housing Board
- Conduct an annual Public Hearing to consider Community Preservation proposals and resources
- Update the Town's Community Preservation Plan
- Review CPA account balances and spending, and ensure that annual CPA state filing requirements are met
- Prepare a CPA budget and make project recommendations for Town Meeting approval

For FY 2026 the CPC is recommending three articles for a total of \$ 88,500 for the 2025 Annual Town Meeting.

- One in the category of Community Housing: \$69,000 for funding the Boxborough Rental Assistance Program (BRAP).
- One in the category of Open Space and Recreation: \$10,000 for funding the Conservation trust fund.
- One in the category of Historic Resources: \$9,500 for funding restoration and stabilization of monuments and other structures in the North and South cemeteries.

Over the past 10 years, the Boxborough Town Meeting has voted to fund 50 projects using CPA funds for a total of \$2.4 million. This divided 40% for Historic Preservation, 23% for Open Space, 22% for Recreation and 15% for Community Housing. The following is a list of all CPC projects funded through 2024 since the program began at the 2015 Annual Town Meeting with their status.

CPC Projects Funded by Year

Project	ATM Year	Category	Amount	Status
Steele Farm Barn Exterior Restoration	2015	Historic Resources	\$90,000	Complete
Preservation and Restoration of Historic Town Hall Exterior Front Steps	2015	Historic Resources	\$10,000	Complete
Conservation of Historic Town Records	2015	Historic Resources	\$12,000	Complete
Site Plan for Basketball and Tennis Courts at Liberty Fields	2016	Open Space and Recreation	\$5,500	Complete
Regional Housing Monitoring Services (Year 3 – Calendar Year 2016)	2016	Community Housing	\$5,465	Complete
Regional Housing Monitoring Services (Year 4 – Calendar Year 2017)	2016	Community Housing	\$6,000	Complete
Boxborough Rental Voucher Program	2016	Community Housing	\$26,280	Complete
Conservation of Historic Town Records	2016	Historic Resources	\$11,000	Complete
Rehabilitation of Grange Meeting Room	2016	Historic Resources	\$106,775	Complete
Rehabilitation of Historic Town Hall Exterior Front Steps	2016	Historic Resources	\$35,000	Complete
Conservation Trust Fund	2017	Open Space and Recreation	\$5,000	Complete
Regional Housing Monitoring Services (Year 4 – Fiscal Year 2018)	2017	Community Housing	\$3,025	Complete
Boxborough Rental Assistance Program	2017	Community Housing	\$37,650	Complete
Conservation of Historic Town Records	2017	Historic Resources	\$10,000	Complete
North Cemetery Restoration	2017	Historic Resources	\$9,025	Complete
Preservation of Steele Farmhouse	2017	Historic Resources	\$30,000	Complete
Flerra Meadows Playground Rehabilitation	2018	Open Space and Recreation	\$62,000	Complete
Boxborough Rental Assistance Program	2018	Community Housing	\$37,650	Complete
Conservation Trust Fund	2018	Open Space and Recreation	\$10,000	Complete
Veterans Monument	2018	Historic Resources	\$105,000	Complete
Preservation of Steele Farmhouse	2018	Historic Resources	\$190,000	Complete
Boxborough Rental Assistance Program	2019	Community Housing	\$37,650	Complete
Flerra Baseball Field Rehab.	2019	Open Space and Recreation	\$8,000	Complete

Flerra Playground Fence	2019	Open Space and Recreation	\$7,600	Complete
Conservation Trust Fund	2019	Open Space and Recreation	\$10,000	Complete
Sargent Memorial Library - Brick Patio Renovation and Expansion	2020	Open Space and Recreation	\$35,000	Complete
Flerra Community Garden Water Supply	2020	Open Space and Recreation	\$15,000	Complete
North Cemetery Restoration	2020	Historic Resources	\$9,500	Complete
Preservation Of Historical Records	2020	Historic Resources	\$10,000	Complete
Boxborough Rental Assistance Program	2020	Community Housing	\$38,050	Complete
Regional Housing Services	2020	Community Housing	\$12,000	Complete
Hager Land Connection	2020	Open Space and Recreation	\$54,000	On-going
Conservation Trust Fund	2020	Open Space and Recreation	\$10,000	Complete
Liberty Field Capital Improvements	2021	Open Space and Recreation	\$300,000	Complete
Boxborough Rental Assistance Program	2021	Community Housing	\$38,050	Complete
Conservation Trust Fund	2021	Open Space and Recreation	\$10,000	Complete
Boxborough Rental Assistance Program	2022	Community Housing	\$38,050	Complete
Conservation Trust Fund	2022	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2022	Historic Resources	\$9,500	Complete
Land Acquisition Sargent Road	2022	Open Space and Recreation	\$400,000	Complete
Rental Housing Assistance Program	2023	Community Housing	\$38,050	Complete
Regional Housing Services	2023	Community Housing	\$12,000	Complete
Conservation Trust Fund	2023	Open Space and Recreation	\$10,000	Complete
Cemetery Restoration	2023	Historic Resources	\$9,500	Complete
Steele Farm Phase II Stabilization	2023	Historic Resources	\$310,000	On-going
Rental Housing Assistance Program	2024	Community Housing	\$44,000	On-going
Conservation Trust Fund	2024	Open Space and Recreation	\$10,000	Complete

Cemetery Restoration	2024	Historic Resources	\$9,500	Complete
Fencing Flerra Gardens	2024	Open Space and Recreation	\$6,000	On-going
Reconstruction Blanchard Play Ground	2024	Open Space and Recreation	\$120,160	On-going

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