1. Agenda

   Documents:

   20020622-BSB_AGENDA.PDF

2. Meeting Materials

   Documents:

   20020622-BSB_PACKET.PDF

TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING

SELECT BOARD
Meeting Agenda
Monday, June 22, 2020
6:15 PM
Conducted via a ZOOM Event

Item #	Estimated Start Time		Action Vote/ Accept & POF
		This meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See the end of this Agenda for remote participation instructions for the Regular Session portion of this meeting	
1.	**6:15 PM**	**Call to Order via ZOOM pursuant to the procedures noted above.**	
2.	**6:15 PM**	**Executive Session**	
		Vote to adjourn immediately to conduct an executive session via a seperate ZOOM event and further to invite members of the Planning Board and Finance Committee to participate in a joint discussion of -	
		Strategy with respect to litigation (984 Massachusetts Avenue, Granite Hill Development) if open meeting may have a detrimental effect on the government's bargaining or litigating position, per C30A §21 (a), subsection 3	
		and for the Select Board to re-convene in open session for the regular session portion via Zoom, at approximately 7:00 PM to continue the business on the agenda.	**Roll Call Vote:**
		Note: *The Chair shall note that to discuss in open session may have a detrimental effect on the negotiating position of the Board. The Select Board will not be reconvening in Open Session after completion of the Executive Session.*	
		Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.	
3.	**7:00 PM**	**Reconvene in Regular Session**	
4.	**7:05 PM**	**Re-organization of the Select Board**	
	a.	**Nomination for Chair**	
		(1. Call for nominations….2. Close nominations….3. Vote to appoint ----- as Chair of the Select Board effective upon the adjournment of the 2020 Annual Town Meeting)	**VOTE:**
	b.	**Nomination for Clerk**	
		(1. Call for nominations….2. Close nominations….3. Vote to appoint ----- as Clerk of the Select Board effective upon the adjournment of the 2020 Annual Town Meeting))	**VOTE:**
5.	**7:15 PM**	**Approval of payroll and payable warrants**	
6.	**7:20 PM**	**Minutes**	
	a.	Emergency session, June 15, 2020	**ACCEPT & POF**
7.	**7:25 PM**	**Citizen's Concerns**	

Item #	Estimated Start Time		Action Vote/ Accept & POF
8.	**7:40 PM**	**FY 2021 Budget /Annual Town Meeting**	
	a.	Certification of a 1/12th Budget *Vote to approve the amount of $2,778,080 for Municipal expenses for the Town of Boxborough for the month of July 2020 in the event that Annual Town Meeting 2020 is unable to be concluded prior to June 30, 2020.*	**VOTE:**
	b.	Review of Annual Town Meeting Articles, Motions and Presentations	
	c.	Resident outreach efforts	
9.	**8:10 PM**	**Select Board & Town Administrator's reports/updates**	
	a.	FY 21 Liasion Assignments	
	b.	FY 2021 Proposed Meeting Schedule - *distribution only, discussion at an upcoming meeting*	
	c.	COVID-19 Status Update	
	d.	Reports	
10.	**8:30 PM**	**Adjourn**	

2020: 7/13/20; 7/27/20
Boxborough Leadership Forum (BLF): 7/14/2020 [Town Meeting Review]
2020 ATM Re-scheduled to: ***6/29/2020***

To Join Zoom Meeting
https://us02web.zoom.us/j/89839718680?pwd=MmF5M21lMWlWZDNnazNBc1BqQllqdz09

Meeting ID: 898 3971 8680
Password: 319974
One tap mobile
+19292056099,,89839718680# US (New York)
+13017158592,,89839718680# US (Germantown)

Dial by your location
+1 929 205 6099 US (New York)
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+1 312 626 6799 US (Chicago)
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Find your local number: https://us02web.zoom.us/u/kgdP1iTbl

6a

SELECT BOARD
June 15, 2020
Meeting Minutes

Approved:_____

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

ALSO PRESENT: Ryan Ferrara, Town Administrator; and Department Assistant, Cheryl Mahoney; Town Clerk, Liz Markiewicz; BXB-TV Coordinator, Kirby Dolak and Moderator, John Fallon

Along with: Becky Neville, Keith Lyons, Richard Hilton, Barbara Salzman, Cindy Markowitz

At 6:31 PM Chair Neyland called the meeting to order, noting that this emergency meeting is being convened pursuant to MGL C. 30A § 20(b) and further that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order.

The documents discussed herein have been included with the file copy of the agenda packet for the above referenced date and are hereby incorporated by reference.

Chair Neyland provided background as to why this emergency meeting was necessary and why the Board is rescheduling the Boxborough Annual Town Meeting to June 29, 2020. She also reviewed the Town's Bylaw posting requirements and the process that the constables undertake to complete this process. On Friday morning it was determined that the warrant had not been posted 14 days prior to Town Meeting. Town Counsel is recommending that the Town delay Town Meeting by one week so the Town is in compliance with posting requirements. The Board discussed this.

It was clarified that the general Emergency Declarations and Stay at Home Orders that were put in place the last few months does override the "rule of law" and does not excuse communities from specific legal obligations, such as this posting. Only a Boxborough specific order signed by the Governor would overrule this. There are many items that are dependent on Town Meeting votes that permits the town to function, of primary importance is the Annual Operating Budget. This proposed course of action is based on the advice of Town Counsel. Pursuant to the recommendation of Town Counsel, Member Markiewicz moved to reschedule Boxborough's Annual Town Meeting from June 22, 2020 until June 29, 2020. Seconded by Member Fowlks. **Approved: 5-0.** Roll Call: Fox "aye," Stemple "aye," Fowlks "aye," Markiewicz "aye," and Neyland "aye."

At 6:43 PM, Member Fowlks moved to adjourn. Seconded by Member Markiewicz. **Approved: 5-0.** Roll Call: Fox "aye," Stemple "aye," Fowlks "aye," Markiewicz "aye," and Neyland "aye."

Exhibits

Item#	
	Agenda
2	Return of Service

8a

VOTE OF THE SELECT BOARD

We, the Select Board of the Town of Boxborough, Massachusetts, certify that at a meeting of the board held June 22, 2020, of which meeting all members of the board were duly notified and at which a quorum was present, the following vote was unanimously passed, which appears upon the official record of the board in our custody:

> Voted: to approve the amount of $2,778,080 for Municipal expenses for the Town of Boxborough for the month of July 2020 in the event that Annual Town Meeting 2020 is unable to be concluded prior to June 30, 2020.

We further certify that the votes were taken by roll call vote at a meeting open to the public, that no vote was taken by secret ballot, that a notice stating the place, date, time and agenda for the meeting was filed with the Town Clerk and a copy thereof posted in a manner conspicuously visible to the public at all hours in or on the municipal building that the office of the Town Clerk is located.

Dated: June 22, 2020

_____
Chair of the Select Board

_____
Clerk of the Select Board

_____
Select Board Member

_____
Select Board Member

_____
Select Board Member

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
114	Total Salary	0	0	0		
114	Total Other	65	65	5		Sept
114	Total Moderator	65	65			
119	Total Salary	0	0	0		
119	Total Other	170	170	14	14	1/12
119	Total Town Constable	170	170		14	
122	Total Salary	0	2,000	0		
122	Total Other	2,640	2,885	220	775	Dues
122	Total Select Board	2,640	4,885		775	
123	Total Salary	192,230	192,150	16,019	10,980	1/12 TA only
123	Total Other	5,080	4,515	423	680	Dues & Mileage
123	Total Town Administrator	197,310	196,665		11,660	
131	Total Salary	0	3,000	0		
131	Total Other	375	375	31	190	Dues
131	Total Town Finance Comm	375	3,375		190	
135	Total Salary	87,215	79,005	7,268	7,268	1/12
135	Total Other	35,640	37,335	2,970	11,290	Software & Dues
135	Total Accountant	122,855	116,340		18,558	
141	Total Salary	82,215	80,005	6,851	6,851	1/12
141	Total Other	13,290	13,860	1,108	4,610	Software & Dues
141	Total Assessor	95,505	93,865		11,461	

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
145	Total Salary	74,575	71,575	6,215	6,215	1/12
145	Total Other	29,940	25,990	2,495	3,465	1/12 Payroll & Lockbox, Bond, Tax Title, Dues
145	Total Treasurer/Collector	104,515	97,565		9,680	
151	Total Salary	0	0	0		
151	Total Other	78,400	87,600	6,533	6,533	1/12
151	Total Legal	78,400	87,600		6,533	
152	Total Salary	0	0	0		
152	Total Other	345	320	29	225	Dues
152	Total Personnel Board	345	320		225	
156	Total Salary	7,500	5,000	625	625	1/12
156	Total Other	184,500	151,210	15,375	26,742	1/12 + Website, software
156	Total Technology	192,000	156,210		27,367	
161	Total Salary	52,500	50,690	4,375	4,375	1/12
161	Total Other	1,705	1,830	142	100	Bond
161	Total Town Clerk	54,205	52,520		4,475	
162	Total Salary	8,845	7,280	737		
162	Total Other	9,355	7,560	780		
162	Total Elect. & Registr.	18,200	14,840		0	

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
171	Total Salary	0	0	0		
171	Total Other	1,600	2,150	133	700	Dues
171	Total Conservation Comm	1,600	2,150		700	
175	Total Salary	74,860	84,525	6,238	6,238	1/12
175	Total Other	5,500	5,030	458	1,550	Dues
175	Total Planning Board	80,360	89,555		7,788	
176	Total Salary	0	3,000	0		
176	Total Other	135	225	11		
176	Total ZBA	135	3,225		0	
179	Total Salary	0	0	0		
179	Total Other	100	200	8		
179	Total Ag Comm	100	200		0	
182	Total Salary	0	0	0		
182	Total Other	3,500	0	292		
182	Total Economic Development	3,500	0		0	
192	Total Salary	210,065	212,660	17,505	17,505	1/12
192	Total Other	48,630	47,655	4,053	4,053	1/12
192	Total Town Hall	258,695	260,315		21,558	
196	Total Salary	0	0	0		
196	Total Other	43,180	52,865	3,598	3,598	1/12
196	Total Facilities	43,180	52,865		3,598	
199	Total Salary	0	0	0		

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
199	Total Other	500	500	42		
199	Total Sustainability Comm	500	500		0	
	Total Salaries - Town Government	790,005	790,890		60,058	
	Total Other - Town Government	464,650	442,340		64,525	
	Total Town Government	1,254,655	1,233,230		124,583	10%
		1,254,655	1,233,230			

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
210	Total Salary	1,342,810	1,210,305	111,901	111,901	1/12
210	Total Other	209,415	190,295	17,451	12,868	1/12 less vehicle
210	Total Police	1,552,225	1,400,600		124,769	
215	Total Salary	340,070	317,570	28,339	28,339	1/12
215	Total Other	54,425	54,425	4,535	19,202	1/12 + software
215	Total Dispatch	394,495	371,995		47,541	
220	Total Salary	950,555	879,350	79,213	79,213	1/12
220	Total Other	136,010	117,870	11,334	11,334	1/12
220	Total Fire	1,086,565	997,220		90,547	
241	Total Salary	84,255	82,020	7,021	7,021	1/12
241	Total Other	14,960	13,755	1,247	1,247	1/12
241	Total Building Insp	99,215	95,775		8,268	
292	Total Salary	16,670	16,405	1,389	1,389	1/12
292	Total Other	4,385	4,385	365	365	1/12
292	Total ACO	21,055	20,790		1,755	
299	Total Salary	0	45	0		
299	Total Other	0	0	0		
299	Total Field Driver	0	45		0	
	Total Salaries - Protection	2,734,360	2,508,185		227,863	
	Total Other - Protection	419,195	381,375		45,016	
	Total Protection	3,153,555	2,889,560		272,880	9%
		3,153,555	2,889,560			

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
300	Total Salary	0	1,600	0		
300	Total Other	0	0	0		
300	Total School Committee	0	1,600		0	
310	Total Salary	0	0	0		
310	Total Other	265,225	252,005	22,102	22,102	1/12
310	Total Minuteman	265,225	252,005		22,102	
311	Total Salary	0	0	0		
311	Total Other	47,820	46,250	3,985	3,985	1/12
311	Total Assabet	47,820	46,250		3,985	
312	Total Salary	0	0	0		
312	Total Other	110,275	64,895	9,190	9,190	1/12
312	Total Nashoba	110,275	64,895		9,190	
320	Total Salary	0	0	0		
320	Total Other	12,123,120	11,522,285	1,010,260	1,010,260	1/12
320	Total ABRSD	12,123,120	11,522,285		1,010,260	
	Total Salaries - Education	0	1,600		0	
	Total Other - Education	12,546,440	11,885,435		1,045,537	
	Total Education	12,546,440	11,887,035		1,045,537	9%
		12,546,440	11,887,035			

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
422	Total Salary	610,305	584,070	50,859	50,859	1/12
422	Total Other	144,460	137,770	12,038	12,038	1/12
422	Total DPW	754,765	721,840		62,897	
423	Total Salary	66,200	63,850	5,517		
423	Total Other	135,710	135,800	11,309		
423	Total Snow & Ice	201,910	199,650		0	
424	Total Salary	0	0	0		
424	Total Other	3,000	3,500	250	250	1/12
424	Total Street Lighting	3,000	3,500		250	
425	Total Salary	0	0	0		
425	Total Other	41,615	28,500	3,468	3,468	1/12
425	Total Hager Well	41,615	28,500		3,468	
429	Total Salary	0	0	0		
429	Total Other	87,175	77,500	7,265	12,077	1/12 + Inspection
429	Total Fuel	87,175	77,500		12,077	
431	Total Salary	0	0	0		
431	Total Other	10,000	0	833		Oct
431	Total Hazardous Waste	10,000	0		0	
433	Total Salary	0	0	0		
433	Total Other	120,400	146,300	10,033	10,033	1/12
433	Total Transfer Station	120,400	146,300		10,033	
491	Total Salary	5,000	5,000	417		Dec

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
491	Total Other	500	500	42		
491	Total Cemetery	5,500	5,500		0	
	Total Salaries - Public Works	681,505	652,920		50,859	
	Total Other - Public Works	542,860	529,870		37,867	
	Total Public Works	1,224,365	1,182,790		88,725	8%
		1,224,365	1,182,790			

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
505	Total Salary	3,550	990	296	296	1/12
505	Total Other	0	150	0		
505	Total Animal Inspector	3,550	1,140		296	
511	Total Salary	0	505	0		
511	Total Other	45,700	45,050	3,808	5,425	1/4 pmts NABH
511	Total BoH	45,700	45,555		5,425	
529	Total Salary	0	0	0		
529	Total Other	7,175	6,225	598	598	1/12
529	Total Community Services	7,175	6,225		598	
541	Total Salary	73,575	71,575	6,131	6,131	1/12
541	Total Other	8,540	8,700	712	1,644	1/12 + Dues
541	Total COA	82,115	80,275		7,775	
543	Total Salary	0	0	0		
543	Total Other	46,615	34,185	3,885	6,820	1/12 svc, 1/4 IMA
543	Total Veterans	46,615	34,185		6,820	
	Total Salaries - Health Services	77,125	73,070		6,427	
	Total Other - Health Services	108,030	94,310		14,488	
	Total Health Services	185,155	167,380		20,915	12%
		185,155	167,380			

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
610	Total Salary	256,355	238,565	21,363	21,363	1/12
610	Total Other	162,050	153,400	13,504	34,771	1/12 + Dues & Maint Contracts
610	Total Library	418,405	391,965		56,134	
630	Total Salary	34,855	31,790	2,905	5,000	est for reduced programming
630	Total Other	13,900	12,175	1,158	2,000	est for reduced programming
630	Total Rec Comm	48,755	43,965			
670	Total Salary	0	0	0		
670	Total Other	2,000	2,000	167	167	1/12
670	Total Steele Farm	2,000	2,000		167	
691	Total Salary	0	0	0		
691	Total Other	5,050	8,050	421	421	1/12
691	Total Hist Comm	5,050	8,050		421	
692	Total Salary	0	0	0		
692	Total Other	1,500	1,400	125		
692	Total Public Celebrations	1,500	1,400		0	
699	Total Salary	0	0	0		
699	Total Other	1,400	1,400	117	117	1/12
699	Total AB Cultural Council	1,400	1,400		117	
	Total Salaries - Culture & Rec	291,210	270,355		26,363	
	Total Other - Culture & Rec	185,900	178,425		37,475	
	Total Culture & Rec	477,110	448,780		56,838	13%
		477,110	448,780			

FY2021 Budget Summary (1-12)
Town of Boxborough

		FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
710	Total Salary	0	0	0		
710	Total Other	735,000	870,000	61,250		
710	Total Retirement of LT Debt	735,000	870,000		0	
751	Total Salary	0	0	0		
751	Total Other	224,185	217,110	18,682	13,085	2015 debt interest pmt only
751	Total Debt Interest	224,185	217,110		13,085	
830	Total Salary	0	0	0		
830	Total Other	1,008,915	943,155	84,076	1,008,915	Full Assessment, discount included
830	Total County Retirement Assmt	1,008,915	943,155		1,008,915	
912	Total Salary	0	0	0		
912	Total Other	199,545	193,320	16,629	50,375	Police & Fire (MIIA deferred until Sept)
912	Total Other Insurance	199,545	193,320		50,375	
915	Total Salary	0	0	0		
915	Total Other	1,004,730	1,056,490	83,728	83,728	1/12
915	Total Employee Benefits	1,004,730	1,056,490		83,728	
	Total Salaries - Administration	0	0		0	
	Total Other - Administration	3,172,375	3,280,075		1,156,103	
	Total Administration	3,172,375	3,280,075		1,156,103	35%
		3,172,375	3,280,075			
132	Total Salary	0	0	0		
132	Total Other	150,000	150,000	12,500	12,500	
132	Total Reserve Fund	150,000	150,000		12,500	

FY2021 Budget Summary (1-12)
Town of Boxborough

	FY21 Submitted Budget	FY20 Budget	1/12 only	1/12 Budget Submit to DOR	Notes
Total Salaries - Town Government	790,005	790,890		60,058	
Total Salaries - Protection	2,734,360	2,508,185		227,863	
Total Salaries - Public Works	681,505	652,920		50,859	
Total Salaries - Health Services	77,125	73,070		6,427	
Total Salaries - Culture & Rec	291,210	270,355		26,363	
Total Salaries	4,574,205	4,295,420		371,570	
Total Other - Town Government	464,650	442,340		64,525	
Total Other - Protection	419,195	381,375		45,016	
Total Other - Public Works	542,860	529,870		37,867	
Total Other - Health Services	108,030	94,310		14,488	
Total Other - Culture & Rec	185,900	178,425		37,475	
Total Town Other	1,720,635	1,626,320		199,370	
Total Town Government	1,254,655	1,233,230		124,583	
Total Protection	3,153,555	2,889,560		272,880	
Total Public Works	1,224,365	1,182,790		88,725	
Total Health Services	185,155	167,380		20,915	
Total Culture & Rec	477,110	448,780		56,838	
Total Town Expenses	6,294,840	5,921,740		563,940	10%
Total Other - Education	12,546,440	11,887,035		1,045,537	
Total Other - Administration	3,172,375	3,280,075		1,156,103	
Total Reserve Fund	150,000	150,000		12,500	
Total Other Costs	15,868,815	15,317,110		2,214,139	
Total Expenses	22,163,655	21,238,850	1,846,971	2,778,079	13%
	Straight 1/12 budget is 8.7% over FY20				

MEMORANDUM

TO: BOXBOROUGH SELECT BOARD

FROM: RYAN FERRARA, TOWN ADMINISTRATOR

SUBJECT: VIABILITY OF CHANGING THE SITE FOR THE 2020 ANNUAL TOWN MEETING

DATE: JUNE 18, 2020

At the June 15th meeting of the Select Board, there was some discussion regarding to possibility of altering the location of the June 29th Town Meeting. There was a particular emphasis on hosting the event outdoors. Consideration had been given to initially hosting Town Meeting outdoors. The reasons the Town chose to host the event in the Parade Room at the Regency Hotel versus an outdoor venue include the following:

1. **Suitable Location:** The two spaces large enough to host Town Meeting in Boxborough are Flerra Field and the Boxborough Regency parking lot. Flerra Field is not handicap accessible, has no available bathroom facilities, other than a temporary outhouse with no water source for hygiene, and electricity would need to be provided by generators. There are also no paved parking lots or exterior lighting onsite. Regarding the Regency Hotel, extending power into the parking lot would also be challenging. Unlike other communities, the Town does not have access to a football field and even if we utilized the football field at the AB high school, there would be inadequate seating for our projected number of attendees.

2. **Weather:** If the meeting were held outside with residents sitting in chairs or in vehicles, weather is a variable which cannot be controlled and could pose material issues. For example, this upcoming weekend the weather forecast is for 90+ degrees and humid.

3. **Expense:** Kirby Dolak, the Director of Boxborough Cable Television has seen estimates for hosting, recording and broadcasting outdoor Town Meetings in the $10,000 range. The Regency Hotel parking lot would require significant expenditures to set up platforms for the Moderator, Select Board and Finance Committee. Determining an adequate audio protocol would be problematic and we could not utilize projectors for presentations. There currently has been a high demand for audio-visual companies who host outdoor events such as graduations, town meetings and other large-scale events, finding AV providers with the equipment and availability to host such proceedings is becoming

increasingly challenging. If we wanted to provide a tent, this would cost another $5,000 to $10,000 to accommodate a group of our size.

Some parties asked how the Town of Acton is managing it's Town Meeting taking place in the AB High School Field House and parking lot. In my conversation with John Mangiaratti, the Town Manager in Acton, John indicated that the logistical challenges of managing Town Meeting in an indoor and outdoor setting at the same time are significant. John is dedicating four members of his IT staff to work on the logistics for the split Town Meeting and he estimates the cost to set up for in essence two Town Meetings will be roughly $30,000.

Other Items of note related to a change of venue:

4. **Posting issues:** If the Town were to change the location of Town Meeting, we would need to repost the new location with 14 days' notice to the public. Another option would be to utilize the Regency Hotel parking lot as an overflow "room" for the June 29th Town Meeting overseen by a Deputy Moderator. Issues with this plan include:
   - The ambient noise from Route 495.
   - Sunset is scheduled for 8:27 PM on June 29th which would lead to other issues related to communications among the public and the Deputy Moderator in the dark.
   - Mosquito season has also started and health officials are warning that Eastern Equine Encephalitis, or EEE, is likely to return to the region.

5. **State guidelines for hosting Town Meetings:** The current plan for Town Meeting follows the guidelines established by the Massachusetts Department of Public Health issued on June 11, 2020. The safety plan also was reviewed, updated and endorsed by the Boxborough Board of Health at their June 10th meeting. The measures we will be undertaking include:
   - All attendees are asked to wear masks including speakers at the microphones.
   - The number of warrant articles have been reduced with the objective of completing Town Meeting in one night.
   - The lines to check-in and speak to articles will incorporate social distancing.
   - Seating within Town Meeting will be set up in pairs. Couples will be allowed to sit next to one another but will be separated from other attendees by at least six feet.
   - Ushers will be assigned to direct attendees to and from their seats.

In our current circumstances, bringing together large numbers of people does include some risk. With the measures the Town will be undertaking, however, the Town's public safety team believes we are taking the necessary steps to ensure a safe and efficient Town Meeting.

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TOWN OF BOXBOROUGH
JUNE 22, 2020
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Select Board Committee/Liaison List FY 2021

Current BSB Assignments/Positions
X = Primary Member L = Liaison

Assignment	M. Neyland	W. Fowlks	L. Fox	J.Markiewicz	R. Stemple
BSB Chairmanship					
BSB Clerk					
Committees/Teams					
Acton-Boxborough Cultural Council					
Acton-Boxborough Regional Schools					
ABRS Building Committee	X				
Affordable Housing Trust (BAHT)					
Agricultural Commission					
Board of Health					
Boxborough Building Committee (BBC)	*x*		X		
Cemetery Commission					
Community Preservation Committee					
Conservation Commission					
CoA (Council on Aging)					
Design Review Board					X
Economic Development Committee					
Finance Committee					
Historical Commission					
Housing Board (BHB)					
Library					
Personnel Board					
Planning Board					
Public Celebrations & Ceremonies					
Recreation Commission					
Steele Farm Advisory Committee					
Sustainability Committee					
Veterans Tribute Committee					
Water Resources Committee					
Well-Being Committee					
Zoning Board of Appeals					
Departments					
Fire/Emergency Management					
Inspectional Services					
Police					
Public Safety Dispatch					
Public Works					
Town Hall					
External					
5G Small Cell Committee					
MAGIC *(Rita Gibes Grossman)*					
MAPC					
I-495 *(Ryan Ferrara)*					
MBTA					
MART *(Ryan Ferrara)*					

Select Board Committee/Liaison List FY 2020

Current BSB Assignments/Positions
X = Primary Member L = Liaison

Assignment	M. Neyland	W. Fowlks	S. Bak	L. Fox	R. Stemple
BSB Chairmanship	X				
BSB Clerk		X			
Committees/Teams					
Acton-Boxborough Cultural Council		L			
Acton-Boxborough Regional Schools	L				
ABRS Building Committee	X				
Agricultural Commission				L	
BHB (Housing Board)				L	
Board of Health		L			
Boxborough Affordable Housing Trust				X	
Boxborough Building Committee (BBC)	*x*			X	
Cemetery Commission					L
Community Preservation Committee		L			
Complete Streets Committee-inactive			L		
Conservation Commission		L			
CoA (Council on Aging)			L		
Design Review Board					X
Economic Development Committee			L		
Finance Committee	L				
Historical Commission		L			
Library					L
Personnel Board			L		
Planning Board	l			L	
Policy Advisory Committee			X		
Public Celebrations & Ceremonies			L		
Recreation Commission	L				
Steele Farm Advisory Committee					L
Sustainability Committee *fka EnCom*					L
Veterans Tribute Committee					L
Water Resources Committee				L	
Well-Being Committee			L		
Zoning Board of Appeals				L	
Departments					
Fire/Emergency Management		L			
Inspectional Services			L		
Police	L				
Public Safety Dispatch					L
Public Works					L
Town Hall			L		
External					
5G Small Cell Committee		X			
MAGIC *(Rita Gibes Grossman)*					
MAPC				X (4/30/21)	
I-495 *(Ryan Ferrara)*					
MBTA					X
MART *(Ryan Ferrara)*					

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Select Board Meeting Schedule
June 2020 - January 2021

ALL MEETINGS BEING CONDUCTED REMOTELY UNTIL FURTHER NOTICE UNLESS OTHERWISE NOTED

Date		Specifics/Notes	
June			
1st	MEETING		
8th	No Meeting		
15th	MEETING		
22nd	MEETING		
29th	**Annual Town Meeting Rescheduled**	[continuing, possibly on Tuesday; Thursday - BSB meetings may take place during the duration of ATM]	REGENCY
July			
6th	No Meeting		
13th	MEETING		
20th	No Meeting		
27th	MEETING		
August			
3rd	No Meeting		
10th	No Meeting		
17th	No Meeting		
24th	No Meeting		
31st	MEETING	NB: State Election Tuesday, Sept. 1st	
September			
7th	*No meeting [Labor Day]*		
14th	MEETING		
19th	**Appreciation Cook-out (Sat. @ 4PM)**		
21st	No Meeting		
26th	**Goals Workshop (Sat. Morning)**		
28th	MEETING		
October			
5th	MEETING		
12th	*No meeting [Columbus Day]*		
19th	MEETING		
26th	No Meeting		
November			
2nd	MEETING	NB: Presidential Election Tuesday, Nov.3rd	
9th	No Meeting		
16th	MEETING		
23th	No Meeting		
30th	MEETING		
December			
7th	No Meeting		
14th	MEETING	Typically Renewal of Licenses (alcohol, used car, common victuallers, etc....)	
21st	No Meeting		
28th	MEETING		
January 2021			
4th	MEETING	Typically 1st Review Budgets - Meet w/D.H.s & call ATM	
9th	**Budget Saturday (Sat. Morning)**		
11th	No Meeting		
18th	*No Meeting [MLK Day]*		
25th	MEETING		

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Internal Communications and Outgoing Communications
June 22, 2020

1. Memorandum from the Historical Commission, dated June 16, 2020, regarding the naming of roadways within the Enclave at Boxborough Project

Minutes, Notices and Updates
June 22, 2020

Minutes
None

Notices

1. Notice of a Planning Board ZOOM meeting to be held June 22, 2020 – to Convene in Executive Session

2. ATM Meeting Postings at the Boxboro Regency:

   a. Notices of Select Board:
   i. June 29, 2020
   ii. June 30, 2020

   b. Notices of Finance Committee:
   i. June 29, 2020
   ii. June 30, 2020

3. Notice of an Acton Health Insurance Trust meeting to be held September 17, 2020

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

   Acton **Selectmen** – Hearing Notice for July 6, 2020 to consider the application of Calare Properties for a Site Plan Special Permit for the premises located at 50 Nagog Park
   ZBA - Decision #20-6 Granted Special Permit with Conditions to Jim & Carol Nagle, for 3 Wood Lane.

   Harvard ZBA – Decision Granted Special Permits to Sean & Diandra Bilodeau for 134 Old Littleton Rd.

   Stow – ZBA – Hearing Notice for July 13, 2020 to consider the Special Permit application of Robert Corkum for Non-conforming Use/Structures at 143 North Shore Drive.