SELECT BOARD
Meeting Agenda
Monday, October 18, 2021
7:00 PM
Conducted via a ZOOM Event

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. 7:00 PM OPEN 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.

[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]

2. 7:01 PM Announcements

3. 7:05 PM Approval of payroll and payable warrants

4. 7:10 PM Minutes
   a. August 16, 2021 - Regular Session
   b. August 30, 2021 - Regular Session
   c. August 9, 2021 - Executive Session

5. 7:15 PM Introductions and Appointments
   a. Introductions of New Staff
   b. Associate Planning Board Member Search - Status
   c. Acton-Boxborough Cultural Council [ABCC]
      Pursuant to the recommendation of the Acton-Boxborough Cultural Council, vote to appoint Ben Davies to the ABCC for a three year term commencing immediately running through June 30, 2024.
      VOTE:

6. 7:30 PM Committee Spotlight

7. 7:40 PM Citizens Concerns

8. 7:50 PM New Business
   a. Presentation and Action RE: Police Department FY 2021 Payroll Issues - Chief Ryder
   b. Action RE: Select Board FY 2023 Budget Guidance
   c. Assessor
      Vote to accept the resignation of Assessor, Jonathan Greeno effective November 12, 2021
      VOTE:
   d. Requests for use of Town Hall Meeting Spaces
      i. Boxborough Grange #131 - Request to use the Grange Meeting Room for monthly meetings - Owen Neville
      ii. Boxborough Democratic Town Comm. - Request to use the Morse/Hilberg Room - October 24 - Abby Reip
e. CARES Act Grant - Additional allocation to AB School District -
Vote to approve the request of the Acton Boxborough School District to allocate additional
CARES grant funding of $14,318 to offset expenditures incurred by the Acton Boxborough
School District in providing necessary services due to COVID-19.

VOTE:

9. 8:20 PM Old Business
   a. Requests for use of Town Hall Meeting Spaces
      i. UCC Boxborough Request - to use the Grange Meeting Room November 18-29th - Mary Ann Vogel
   b. Sustainability Committee - Nolde
      i. Proposed revisions to the Sustainability Policy
      Pursuant to the recommendation of the Sustainability Committee, vote to approve revisions to
      the Sustainability Policy, as presented/revised.
      VOTE:
      ii. Energize Boxborough website
      iii. Transfer Station Access - Recycling Only Stickers

10. 9:20 PM Select Board Members & Town Administrator reports/updates

11. 9:35 PM Executive Session
Move to enter into Executive Session to conduct strategy sessions in preparation for
negotiations with respect to:
   Nonunion personnel (Fire Chief), per C30A §21 (a) subsection 2,
   Collective bargaining negotiations (BPFFA, Local 4061; MassCOPS, Local 200 & MassCOPS,
   Local 200A), per C30A §21 (a) subsection 3,
and not to reconvene in Open Session after completion of the Executive Session.
Note: The Chair shall note that to discuss in open session may have a detrimental effect on the
negotiating position of the Board.

VOTE:

12. 9:35 PM Adjourn

2021: 11/1; 11/15; 11/29; and 12/13
Boxborough Leadership Forum (BLF): 10/5
2022: 1/3; 1/24
FY 23 Budget Workshop: Sat. 1/15/22 [Joint w/FinCom]

To Join Zoom/Webinar Meeting, click link below:
https://us02web.zoom.us/j/86422519892?pwd=N0FUSVA1RWs2ZG9W8zFWnEwRHzDz09
Webinar ID: 864 2251 9892
Passcode: 576868

Or One tap mobile:
US: +13126266799,.86422519892# or +19292056099,.86422519892#
Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 929 205 6099 or +1 301 715 8592 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782
International numbers available: https://us02web.zoom.us/u/kboUWjTifR
MEMORANDUM

To: SelectBoard
From: Carter Terenzini, Interim Town Administrator
Subject: Miscellaneous 10/18 Agenda Items
Date: October 14, 2021
CC: R. Hudson

Item 5: Introductions of new staff and appointment of Committee members have been moved to the top of the Agenda so that individuals – who are generally only at the meeting for this item – do not have to be kept waiting late into a meeting.

Item 8a: There have been allegations of improper handling of certain payroll categories in the Police Department in FY ’21 (educational incentive, holiday, and compensation time). This item is to give the Chief the opportunity to present on the same, together with any other inferences or allegations related thereto, in recently received documents, and for the SB to decide what action – if any – it feels is warranted as a result of the Chief’s presentation.

Item 8b: This is to provide guidance to the Staff as to what type of budget the SB would support for FY ’23. Comments received would appear to indicate the SB would support a budget that provides for:

- Level-service operations for all departments excepting;
- Possible additional head counts at Town Hall & DPW as determined after review of the staffing plan now underway;
- Pre-ATM agreed (SB, FinCom, Personnel Board) non-union staff raises; and
- All expenses to be justified on the basis of a zero-budget analysis.

Items of note:

- I did not receive any comments in support of the EMT/FF expansion(s) – as noted in at least one discussion; and a suggestion that
- Public Safety services should be level funded.

Item 8d: Please consider taking up Old Business item relative to the same as it may set the basis for your decision on these requests.
Item 8c: This follows on your prior approvals of December 14, 2020 ($160k) and March 29, 2021 ($16k). There are sufficient CARES monies remaining ($100k ≈) which otherwise we would most likely have to turn back for an inability to expend in a timely manner.

Item 9a: Concerns have been raised by a variety of person on the SB and staff over this request requiring extensive use of the Grange Room over a period of several days. Beyond the occupancy of the space itself was a concern it might run counter to our messaging relative to the minimization of the public use of facility space during this current COVID period. That said, this is a most important community effort worthy of support. Working with the COA Coordinator, space can be made available at the Community Center as the fitness classes scheduled for that time period will now be offered on Zoom and the Podiatry Clinic will be held elsewhere unless the need for the space is minimized such that the Community Center is available. The CoA Coordinator is reaching out (10/14) to discuss that possibility.

Item 9b i: We suggest this remain tabled until such time as the SC can consider comments provided it by staff which would address:

1. The reality that the TA simply does not have sufficient time or staff resources to undertake the preparation of an annual plan (hence the creation of a committee);
2. The risk to the effort that might arise if you had a non-believer in the position of the TA who might not be pro-active in this arena; and
3. A more orderly work flow.

Item 9b ii: I have advised the SC that as a Town Committee on this subject; it must maintain a presence on the Town’s approved web site(s) in accord with Town policy and it must follow – in good faith – the OML. Also, that any grant applied for or received by the Committee must be approved by the SB under state statute. At first glance, the only means of doing what it is suggesting is a stand-alone 501 (c) (3) which could have a separate web site maintained through its own fund-raising efforts alongside of – or in substitution of – the SC.

Item 9b iii: The Staff has grave concerns over its ability to properly and administer such a program. We respectfully suggest you refer this back to the SC for their exploration of a variety of other means the Committee to achieve their objectives (enforcement of the state regulations prohibiting the disposal of recyclable materials at landfills and incineration sites; adoption by the BoH of local licensure of haulers and regulations for the same; advocacy with complexes or – lastly a local by-law). Should none of those alternatives prove successful Staff is open to exploring how such a Town program might be designed in a manner that does not burden the current operation(s).
PRESENT: John Markiewicz, Chair; Les Fox, Clerk; Jennifer Campbell, Member; Wes Fowlks, Member and Diana Lipari, Member

ALSO PRESENT: Carter Terenzini, Interim Town Administrator; Rajon Hudson, Assistant Town Administrator; Warren Ryder, Police Chief; Paul Filebrown, Jr., Fire Chief; Cheryl Mahoney, Administrative Assistant; and Judy Reid and Scott Finnegan, BXB-TV

Along with: Becky Neville, Abby Reip, Maria Neyland, Cindy Markowitz, Susan Bak, and “Barbara”

At 7:06 PM, Chair Markiewicz recognized that a quorum of the Select Board was present and called the meeting to 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.

ANNOUNCEMENTS
Chair Markiewicz read the public participation statement, the public meeting recording statement; polling the participants to confirm that no 3rd party recordings were occurring and prepared announcements.

APPROVAL OF PAYROLL AND PAYABLE WARRANTS
The Board had approved any pending of payroll and payable warrants as a quorum; duly signing electronically.

COMMUNITY SPOTLIGHT - None

CITIZEN CONCERNS
Becky Neville – As the Minutemen will not be holding Fifers Day, she would like to do a bring your own, drop-in picnic on September 11th at Flerra. This would be a very low-key event, bring your own food, no alcohol, yard games and they would clean up after themselves. This is a chance to come together after being apart for the last 1 1/2 year. She is here tonight to see if the Board has any issues/concerns with this use and if they’d support it. Chief Ryder was present and noted he had already incorporated coverage for an event that day if traffic is a concern. The consensus was to support this. This would be a casual, resident, outdoor gathering and other groups have already been holding public events at Flerra.

Cindy Markowitz – Boards should be encouraged to broadcast their meetings on ZOOM rather than in-person, for greater transparency. She also is concerned about delays in posting minutes and that recordings/transcriptions of meetings should be posted within the week. Some Select Board members provided input. Some are more comfortable meeting in-person; with numbers trending we may need to go back to remote meetings; there continues to be technical issues with deploying a hybrid model; hosting virtual meetings provides easily public access; some are not comfortable at indoor events, even if vaccinated; and ZOOM allows for greater transparency. The Board is working to determine the balance.

MINUTES
• Fox moved to accept the March 29, 2021 and April 12, 2021 – Regular Sessions, as written. Seconded by Campbell. Approved: 4-0 by Roll Call Campbell “aye,” Fowlks “aye,” Lipari “aye,” and Fox “aye.” [Markiewicz not present]
• Markiewicz moved to accept the April 12, 2021 – Executive Session, as written. Seconded by Fowlks. **Approved: 3-0-2** by Roll Call Fowlks “aye,” Fox “aye,” and Lipari “aye.” Campbell and Markiewicz abstained.

• Markiewicz moved to accept the April 26, 2021 – Executive Session, as written. Seconded by Fowlks. **Approved: 3-0-2** by Roll Call Fox “aye,” Fowlks “aye,” and Campbell “aye.” Campbell and Markiewicz abstained.

**GENERAL BUSINESS**

**RATIFICATION OF A FY 2022 PUBLIC SAFETY ANSWERING POINT (PSAP) SUPPORT GRANT – RYDER**

Chief Ryder advised that this is a grant that his department seeks annually. It is used to offset salaries. Markiewicz moved to ratify FY 2022 Public Safety Answering Point (PSAP) Support Grant Award in the amount of $28,985. Seconded by Campbell. **Approved: 5-0** by Roll Call Lipari “aye,” Fowlks “aye,” Campbell “aye,” Fox “aye,” and Markiewicz “aye.”

**ACCEPTANCE OF GIFT FOR THE BOXBOROUGH FIRE DEPARTMENT – FILLEBROWN**

Chief Fillebrown recognized Ms. Morrison’s generosity, given in memory of Carl Robinson. The intention is to use these funds for Senior Safe, School and CPR Programs. Markiewicz moved to accept the gift of $200.00 for the Fire Department from resident Nancy Morrison to be used for Public Education Programs. Seconded by Lipari. **Approved: 5-0** by Roll Call fox “aye,” Fowlks “aye,” Lipari “aye,” Campbell “aye,” and Markiewicz “aye.”

**UPDATE ON TOWN BOARDS/COMMITTEES/COMMISSIONS**

**PERSONNEL BOARD – SUSAN BAK**

Hodgson has over 30 years HR experience, now that she has retired she wants to give back to community. Pursuant to the recommendation of the Personnel Board, Markiewicz moved to appoint Sheri Hodgson, to the Personnel Board to complete the term of Lauren Grady, for a term effective immediately running through June 30, 2024. Seconded by Campbell. **Approved: 5-0** by Roll Call Campbell “aye,” fox “aye,” Fowlks “aye,” Lipari “aye,” and Markiewicz “aye.”

**BOARD OF REGISTRARS**

Markiewicz advised that, on Friday, he was provided the names of three individuals interested in the one open Board of Registrars democrat slot. There was discussion as to the responsibilities of this Board and that statutorily this slot must be assigned to a registered democrat. He suggested that this be matter be moved to the next meeting and these individuals be invited to provide a letter of interest and/or to attend this upcoming meeting. He will direct Clerk Harris to communicate this to these individuals.

**SELECT BOARD & TOWN ADMINISTRATOR’S OFFICE REPORTS/UPDATES**

**FY 2022 GOALS WORKSHOP – Confirmed for Saturday, September 25, 2021 from 8:30a-Noon.**

**REPORTS**

Markiewicz reported that he, ITA Terenzini and ATA Hudson visited the Beaver Brook Campus that was acquired from CISCO by the Campenelli Development Group. During this site visit Campenelli indicated that they were open to discussing the sharing of data as to their water resources.

Campbell reported that –

The Cemetery Commission is working on enforcing their standing rules at South Cemetery.

Mary Brolin is now Chair of Library Trustees

Adam Klein was voted Chair of the Acton-Boxborough Regional School Committee.

The School Building Project remains on schedule, but there is concern as to potential supply chain shortages/interruptions. The Site Naming Committee will be meeting soon.

On Aug. 19th the ABR School Committee will be holding a public ZOOM discussion regarding masks in school. Though there will be public comments they are asking for questions in advance.

Fox reported that:

The Water Resources Comm. will be meeting in-person on August 24th and will be discussing using American Rescue Plan Act [ARPA] Funds for their efforts to identify access/new water source development – the necessary due diligence maybe even land acquisitions. ReCap Solutions undertook a community water source survey earlier this year. It is there intention to develop and deliver a report to the Town on their findings. The MassDEP PFAS testing applicants exceeded available slots.
There were several public wells that tested high—UCC Boxborough and Town Hall among them. MassDEP was hoping to triangulate findings; but had very few applicants within the identified target areas. Some residents have proactively shared their well results; most indicate low test results. Hager Well testing indicated PFAS was not present.

Lipari reported that she is researching the use of American Rescue Plan Act [ARPA] Funds for increases to our meeting broadcast infrastructure. This could increase our broadcasting capability. The Board discussed how other communities have been creative in allocating CARES funds for similar broadcast infrastructure augmentations. There was discussion that staffing would be needed to be determined if implemented and the possible impact on the two Cable Franchising Licensing Agreements currently being negotiating. Judi Reid of BXB-TV advised that with only one channel available to the Town so only one live broadcast/live steam event can occur all other meetings would need to be recorded and rebroadcast. There was discussion as to the technical issues e.g. “Trans-coding”.

TOWN ADMINISTRATOR’S OFFICE UPDATE - TERENZINI AND HUDSON
ARPA Funds – Over 30 board/committee members attended the recent ARPA Presentation. Proposal are due soon. Once received by Hudson they will be reviewed and vetted, priority set and these proposals will be compiled. The intends is a budget will be developed and the presentation will be made to the Select Board. Select Board members were advanced that there was still time to submit any proposals they might have. These efforts are to make sure these funds are spent in time as there is a hard spending deadline. There was discussion of the remaining CARES Funds and differences in the eligibility and function of each.

ADJOURN

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BOXBOROUGH SELECT BOARD
Meeting Minutes
August 30, 2021

PRESENT: John Markiewicz, Chair; Les Fox, Clerk; Jennifer Campbell, Member; Wes Fowls, Member and Diana Lipari, Member

ALSO PRESENT: Rajon Hudson, Assistant Town Administrator; Paul Fillebrown, Jr., Fire Chief; Cheryl Mahoney, Administrative Assistant; and Kirby Dolak and Scott Finnegan, BXB-TV

Along with: Becky Neville, Dennis Reip and Maria Neyland

At 7:01 PM, Chair Markiewicz recognized that a quorum of the Select Board was present and called the meeting to 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.

EXECUTIVE SESSION
Chair Markiewicz noted that the Executive Session was cancelled.

OPEN SESSION

ANNOUNCEMENTS
Chair Markiewicz read the public participation statement, the public meeting recording statement; polling the participants to confirm that no 3rd party recordings were occurring and prepared announcements.

APPROVAL OF PAYROLL AND PAYABLE WARRANTS
Hudson advised he would confer with Accountant Patel as to whether the Board had approved any pending of payroll and payable warrants as a quorum; duly signing electronically.

MINUTES
There was discussion as to the intent and content of meeting minutes.

• Fowls moved to accept the April 26, 2021 – Regular Session, as written. Seconded by Fox. Approved: 4-0-1 by Roll Call Lipari “aye,” Fox “aye,” Fowls “aye,” and Markiewicz “aye.” Campbell abstained.

• Campbell moved to accept the June 7, 2021 – Regular Session, as written. Seconded by Fox. Approved: 5-0 by Roll Call Campbell “aye,” Lipari “aye,” Fox “aye,” Fowls “aye,” and Markiewicz “aye.”

COMMITTEE SPOTLIGHT – The Board is looking to relaunch in September

CITIZENS’ CONCERNS - None

GENERAL BUSINESS

GIFT OF LAND - 595 DEPOT ROAD
Lipari opened this discussion, as Conservation Commission liaison. This would allow the expansion of the Town’s trail network. The attributed property taxes are negligible. Conservation Comm. Chair, Dennis Reip, advised that the ConsCom is recommending this acceptance and provided further details. Their Conservation Trust Fund will be used for any typical due diligence expenses. There was discussion as to whether there were any concerns as to 21D issues. Pursuant to the recommendation of the Conservation Commission, Markiewicz moved for the Town to accept a gift of land, identified as 595
Depot Road, shown as Lot 6B on the Plan entitled "Plan of Land in Boxborough, Mass. owned by Anne Kirby Atwood Steele." Acceptance conditioned upon the completion of a Title Examination, that is approved by the Town Administrator and Town Counsel. Seconded by Fowlks. Approved: 4-0-1. by Roll Call Lipari "aye," Campbell "aye," Fox "aye," and Fowlks "aye." Markiewicz abstained, noting he serves on the Conservation Commission.

FIELD USE FEE WAIVER REQUEST
There was a review of the materials provided. ITA Terenzini referenced the short window that Acton-Boxborough Youth Soccer [ABYS]'s waiver request submission provided the Board and the need to establish firm policies on these waiver submissions and the fees and the field maintenance costs. He would like to have a policy developed for 2022. Board members noted that these discussions have been going on for some time with no resolution. The published fee schedule is from 2012 and should be updated. There was discussion as to possible funds that these sports organizations have available and what they actually contribute to the maintenance of these sports fields. With ABYS's broad usage requests it is unclear what usage fees would be responsible for if a waiver is not granted. ATA Hudson shared the analysis he had previously provided from April 2021. The Board needs to remain consistent in that ABYS provided recreational opportunities to the youth of Boxborough so any fees or usage changes could impact our residents. There is pressure on the Board to approve this now given the tardiness of this request even though there are significant questions/concerns as to these practices. Members of the public provided input. It was determined that the research to address these questions/concerns would be undertaken and policy or protocols would be developed for 2022. Input should be sought for the Recreation Comm. and these youth organizations. The Board was asked to provide any input they may have to ATA Hudson. Per the request of Bronson Terry of Acton Boxborough Youth Soccer: Markiewicz moved to waive field user fees for Acton Boxborough Youth Soccer for the fall 2021 season, but will be sending letter to these youth organizations that the Board expect to charge field use fees in the future. Seconded by Campbell. Approved: 4-0-1. by Roll Call Fox "aye," Lipari "aye," Campbell "aye," and Markiewicz. "aye." Fowlks abstained, as his family is enrolled in this program.

ACCEPTANCE OF GRANTS TO THE BOXBOROUGH FIRE DEPARTMENT – FILLEBROWN
- CSTF Grant – Chief Fillebrown spoke to the CSTF Grant and provided details as to how the department will be using these funds. He thanked several members of his department for their initiative on working on this grant. Fowlks moved to accept the grant of funds to the Boxborough Fire Department from the Commonwealth Security Trust Fund in the amount of $52,959.20. Seconded by Lipari. Approved: 5-0. by Roll Call Fox "aye," Lipari "aye," Campbell "aye," Fowlks "aye," and Markiewicz "aye."
- CESFP Grant – Chief Fillebrown is requesting the Board ratify revisions to awarded Coronavirus Emergency Supplemental Funding [CESFP] grant of August 25, 2020 and how the department used the earlier award; how, upon review of the grant program materials were able to identify other purposes and how they intend on using this supplemental funding. [Replace their 20-year-old specialized, industrial grade washing machine]. This funding allows him to take this replacement machine off their Capital Plan, a significant savings for the Town. He thanked his Admin. Asst. Collins for her work on this. Markiewicz moved to ratify the revisions to the CESFP Grant, previously approved on August 25, 2020. Seconded by Campbell. Approved: 5-0. by Roll Call Fox "aye," Fowlks "aye," Lipari "aye," Campbell "aye," and Markiewicz "aye."

UPDATE ON TOWN BOARDS/COMMITTEES/COMMISSIONS
BOARD OF REGISTRARS
The Board reviewed the submissions provided by the candidates and were polled as to their preference, as there was no consensus a randomizing app was used, resulting in choosing Heather Fleming. The other two candidates were encouraged to consider other volunteer opportunities. Pursuant to the recommendation of the Town Clerk, Markiewicz moved to appoint Heather Fleming to the Board of Registrars, for a term effective immediately running through June 30, 2024 Seconded by Fowlks. Approved: 5-0. by Roll Call Fox "aye," Fowlks "aye," Lipari "aye," Campbell "aye," and Markiewicz "aye."

RECREATION COMMITTEE
Pursuant to the recommendation of the Recreation Committee, Markiewicz moved to appoint Matt Spurling, to the Recreation Commission, for a term effective immediately running through June 30, 2024 Seconded by Campbell. Approved: 5-0. by Roll Call Fox "aye," Fowlks "aye," Lipari "aye," Campbell "aye," and Markiewicz "aye."

ECONOMIC DEVELOPMENT COMMITTEE
Markiewicz moved to accept, with regrets, the resignation of EDC At-Large member, Nate McKinley Seconded by Campbell. Approved: 5-0. by Roll Call Fox "aye," Fowlks "aye," Lipari "aye," Campbell "aye," and Markiewicz "aye."

20210830 2
PLANNING BOARD - ASSOCIATE MEMBER APPOINTMENT
Markiewicz moved to accept, with regrets, the resignation of Planning Board Associate member, Joseph Ferguson Seconded by Fowlks. Approved: 5-0. by Roll Call Fox “aye,” Fowlks “aye,” Lipari “aye,” Campbell “aye,” and Markiewicz “aye.”

PROCESS FOR JOINT APPOINTMENT OF PLANNING BOARD ASSOCIATE MEMBER, PURSUANT TO MGL. C. 41 § 11.
There was a review of the materials provided and the processes previously implemented. It was suggested that previous processes would be used. Planning Board will recommend candidates; joint meeting will be held for appointment or determine candidate if more than one applies. Markiewicz will consult with Planning Bd. Chair to work out details. Intention is to hold this joint meeting on September 27, 2021.

SELECT BOARD MEMBERS & TOWN ADMINISTRATOR REPORTS/UPDATES
Markiewicz reported that he has related, to the Economic Development Comm., some of the development discussions that have occurred with the Campbelli group. The next steps - set up an advisory group to work with ITA Terenzini; then set up a meeting with this group and the Campbelli representatives. He will seek input the Water Resources Comm. when appropriate

Campbell reported that the School Bldg. Comm. has unanimously voted to approve “The Boardwalk Campus” for the West Acton facility. This speaks to the unique feature of the boardwalk over the wetlands that had connected the two schools and will now be used to access the playing area.

Lipari reported that the Planning Board has continued the hearings for Priest Lane and Arranta Bio to tonight. The Arranta Bio’s posted meeting packet was significant.

Fox reported that –
Water Resources Comm. did not have a quorum, but they were provided updates on the ReCap well testing> The data being converted into a story map. Their findings indicate that overall the Town’s water quality is very good.

The Boxborough Building Comm. met last week and did have a quorum. The recent constraint report has been posted to the website. There are many steps on the Stow Road site property evaluation. We are planning another meeting on Sept. 22nd. They received Public input from Keith Lyons in a detailed letter he submitted that he also published on social media. There was a healthy discussion. BBC intends on submitting an ARPA Fund proposal.

ARPA funds submissions are due on Sept. 7th

It was reported that ITA Terenzini has reached out to several resources, including the Collins Center, in the Town Administrator recruitment efforts.

ADJOURN
At 8:34 PM, Fowlks moved to adjourn. Seconded by Campbell Approved: 5-0. by Roll Call Fox “aye,” Fowlks “aye,” Lipari “aye,” Campbell “aye,” and Markiewicz “aye.”

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20210830 3
Hi Cheryl,

I’ve got another person interested in joining the Acton Boxboro Cultural Council. Ben Davies. You sent me his name a while ago from the interest form. He attended our last meeting and is ready to sign up.

Can you please get him on the select board agenda and let him know the next steps?

Thank you,
Sharon
Resident Interest Form

Name: BEN DAVIES
Address: BOXBOURGH 01719
Occupation: ARCHAEOLOGIST
Special Training/Education: PhD
Experience/General Interest:
Amount of time available: WEEKENDS, EVENING
Date submitted: 6/24/21
E-mail Address: 

☐ Acton-Boxborough Cultural Council  ☑ Land Stewards
☐ Affordable Housing Trust  ☑ Library Board of Trustees*
☐ Agricultural Commission  ☑ Personnel Board
☐ Board of Health*  ☑ Planning Board*
☐ Board of Registrars  ☑ Policy Advisory Committee
☐ Boxborough Building Committee  ☑ Public Celebrations & Ceremonies Committee
☐ Boxborough Emergency Reserve Corps  ☑ Recreation Commission
☐ Cemetery Commission  ☑ School Committee (AB)*
☐ Community Preservation Committee  ☑ Select Board*
☐ Conservation Commission  ☑ Steele Farm Advisory Committee
☐ Council on Aging  ☑ Sustainability Committee
☐ Design Review Board  ☑ Veterans Tribute Committee
☐ Economic Development Committee  ☑ Water Resources Committee
☐ Finance Committee  ☑ Well-Being Committee
☐ Historical Commission  ☑ Zoning Board of Appeals
☐ Housing Board

Filling out this form does not ensure appointment. All committee vacancies will be filled by citizens deemed most qualified to serve in a particular capacity. If you are interested in serving on an appointed town committee, please fill out this form and mail to: Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719 or email a scanned copy to rferrara@boxborough-ma.gov

*Indicates an elected board
Police Department Payroll
Allegations and Answers

Why are we discussing this?

- Background / History
Payroll Administration Overview

• 30 Employees (20 FT / 10 PT)
  • 1 Contract
  • 12 Personnel Plan
  • 17 Two CBA's

• Three departments
  • Police
  • Dispatch
  • Regional Animal Control

Payroll Administration Overview

- Payroll Calculations Processed
- Payroll Submitted to Finance
- Finance Processes and Validates Payroll / Benefits
- Payroll Posted Internally for employees to review
- Employee Receives Pay

Tracking of Benefits / Deductions / Reconciliation
Educational Incentives

- *Contractually, Employees who show proof of a completed degree receive additional compensation*

- Six employees fall under “Quinn” Educational incentives (Ch.41 S.108L)
  - Associates (10%)
  - Bachelors (20%)
  - Masters (25%)

- Five employees receive defined Educational Incentives (CBA)
  - Associates ($3,900)
  - Bachelors ($5,900)
  - Masters ($6,900)

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Educational Incentives

- *Eligible Staff enrolled in continuing their higher education are budgeted for the degree that they possibly anticipate achieve in the fiscal year*

- Educational incentive increase process
  - Employee provides sealed transcripts and degree award
  - Chief reviews and approves request for new incentive
  - Rates are verified with Town Accountant
  - Employee notified of new rate
  - Changes made to payroll system and time sheets

- July 1 (annually) PD Department Assistant Tasks:
  - Confirms upcoming FY pay rates with the Town Accountant
  - Produces individual staff time sheets with new payrates
  - Enters new rates into our accounting software
Educational Incentives

• December 2020
  • Employee provides documentation of achieving a Masters Degree
  • Chief approves and requests new rate from Town Accountant
  • Town Accountant notifies Chief that this employee is already being paid for Masters Degree
  • Chief identifies that four employees are being paid at the wrong rate, and;
    • Notifies impacted staff, Town Administrator and Select Board Liaison
    • Submits internal audits
    • Calls for assistance from Town’s Finance Team and Town Council
      • Can we (the Town) recover these monies?
      • Can we offer repayment plans?
      • Impact Tax and Retirement contributions?
      • How far should we go back?
  • I was informed that the Town will be seeking to recover overpayments from the current fiscal year

• January 2021
  • Town Accountant provides audit of incorrect payroll amounts
  • Employees receive notification and respond with repayment options

• June 2021
  • Chief requests confirmation that all owed monies have been paid
  • Confirmed – matter closed

• July 2021
  • All staff complete new wage change form with expected rates
  • Forms sent to Finance Department for verification – awaiting response
Compensation Time

• Contractually, in lieu of pay, an employee may elect to receive time off equal to 1.5 times the period of overtime duty.

• Employees submit an Earned Time – Leave Request form to add comp. time

• Lieutenant Tasks:
  • Verifies the overtime worked
  • Approves request
  • Adds time to the tracking system
  • Submits documentation to the Administrative Assistant

• Administrative Assistant Tasks:
  • Attaches documentation to payroll
  • Monitors banks and balances for accuracy

Compensation Time

• 08/12/2020

• Sergeant submitted a request to bank 16 hours of compensation time in lieu of pay.

• The Lieutenant was on extended vacation – I approve the request

• I instruct the Sergeant (scheduling supervisor) to add the time to the system

• The system added the time twice within 2 seconds – a known and reported glitch with the software and has been corrected

• All use of comp time off is in accordance with contractual agreements and department procedures
Holiday Time

- Contractually, in lieu of additional holiday pay, an employee may elect to receive 8 hours of holiday time off
  - Employees sign an acknowledgment that any used unaccrued time would be paid back in the event of separation
  - Employees submit an Earned Time – Leave Request form to use time
  - Scheduling Supervisor Tasks:
    - Verifies reviews the request
    - Approves request in the scheduling system
    - Posts the shift for replacement bids
    - Schedule tracking system makes the deduction to bank balance
  - Administrative Assistant Tasks:
    - Matches the Holiday Time off request to the submitted pay sheet
    - Reconciliation - Monitors banks and balances for accuracy

On 02/19/2020 I approved an employee’s holiday time off request for a shift on 06/19/2020

On 04/10/2020 the former employee notified me that his holiday bank was -8.00 hrs.

On 04/10/2020 I revoked (took back) the holiday request and approved unused comp. time for this shift

With this adjustment, the system shows the holiday balance as 0.00 hrs.
Holiday Time

• All use of holiday time off is in accordance with contractual agreements and department procedures
• All holiday time off is accurate and accounted for

##

Summary
October 5th, 2021

Carter Terenzini
Town Administrator
29 Middle Road
Boxborough MA 01719

Dear Carter,

Please accept this letter as notice of my resignation as Town Assessor for the town of Boxborough. My last day of employment will be November 12th, 2021.

It has been a pleasure working with you and everyone at Town Hall over the past 11 months and I wish continued success in moving the town forward and providing the stability that the town needs and the residents deserve.

My plan is to get the town ready for the Classification hearing in November for the tax rate setting. I will be working on the sales, growth and valuations over the next 5 weeks and would be more than willing to perform these tasks for the town even after my departure on a contracted basis (per hour) to help ensure the Jan. 1 tax bills go out on time.

I would like to thank the Select Board for the opportunity to work for the town of Boxborough.

Regards,

Jonathan Greeno
From: Owen & Becky Neville  
Sent: Friday, October 1, 2021 12:05 PM  
To: Carter Terenzini; Rajon Hudson; Cheryl Mahoney  
Subject: Use of Grange Hall?

Greetings,

Having not had a regular in person meeting since February of 2020, and with our membership vaccinated against Covid-19, Boxborough Grange #131 is hoping to resume our monthly meetings in the Grange Room at Town Hall. We would, of course, follow the guidelines for inside gatherings and omit refreshments.
Following our traditional schedule, we are looking at the evenings of Oct. 08, Nov. 12 or Dec. 10 as possible dates to get started back. We do appreciate the changing dynamics of the pandemic.

Thank you for your consideration,

Owen

Owen J. Neville, President  
Boxborough Grange #131
From: Abby Reip  
Sent: Thursday, September 30, 2021 8:54 PM  
To: Cheryl Mahoney  
Subject: Question about meeting room at Town Hall

Hi Cheryl,

I have used Town Hall meeting space on the weekends when conducting the annual caucus for the Boxborough DTC, but I'm wondering if I am allowed to reserve a room (on a Sunday) at Town Hall for our general meeting. I understand that laws prohibit us from accepting any donations or dues on Town property, but this isn't a fundraiser.

It's really hard to find a good meeting space in Boxborough, and the Library does not allow the use of their room unless it's on the day when they're open.

If it's permitted for us to meet at Town Hall, may I reserve a room for a Sunday afternoon (October 24th)? We usually have about 10 people. If permitted, I can use Dennis' key to gain access.

Thanks so much!
Abby Reip  
Boxborough DTC Chair
Date: October 7, 2021
To: Towns of Acton and Boxborough
Re: Request for CARES Act Subgrantee Reimbursement

Dear Member Towns:

As is our understanding, the District is hereby providing this cover letter, and accompanying certification form, to request an additional CARES Act reimbursement from the towns’ allocated funds, for district costs incurred in response to its ability to provide certain services this school year in light of the Covid-19 pandemic.

Page two of this letter summarizes the nature and cost of individual purchases relating to this request, which covers the continuation of the curbside food program. As Superintendent Light has previously informed the School Committee, this program has provided over 300,000 meals to families in need within the community. This funding is considered essential to support the program, which ended in July.

The gross amount of the total expenditures has been allocated between the two towns based on the FY2021 assessment split, as identified herein. Also, we will provide you with required supporting documents as needed, including invoices for the related goods and services, under separate cover.

Please feel free to notify Superintendent Light or me if you have any questions about this request. On behalf of the District, we greatly appreciate your favorable attention to this matter.

Very truly yours,

[Signature]
David Verdolino,
Director of Finance

d
cc: Superintendent of Schools
      Director of Food Services
      Tom Blondin
Certification to provide Town of Boxborough
Regional School District – Reimbursement Request

I, Peter Light am the chief executive of the Acton-Boxborough Regional School District, and I certify that:

1. I have the authority on behalf of the school district to request reimbursement from the Town of Boxborough, Massachusetts. At this time, I am requesting payment in the amount of $14,318 for fiscal year 2021 costs in connection with section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A. Title V (Mar. 27, 2020)(“Section 601”).

2. I understand that the Town of Boxborough will rely on this certification as a material representation in reimbursing the school district.

3. As required by federal law, the school district’s costs associated with this reimbursement request are costs that –
   a. were necessary expenditures incurred due to the public health emergency with the respect to the Coronavirus Disease 2019 (Covid-19);
   b. were not accounted for in the budget most recently approved as of March 1, 2020; and
   c. were incurred during the period that began on March 1, 2020 through June, 2021.

4. Prior to the Town of Boxborough, reimbursing the above mentioned costs, I will submit the following documentation:
   a. Memo outlining the payments made and the justification as Covid-19 expenditures as outlined in items #1 & 3 above. Also include the allocation methodology in determining the Town of Boxborough’s share of these costs.
   b. Copies of the invoices included in the request.
   c. Proof of payment, this can be a financial system generated report.

5. Any costs that are FEMA eligible will not be reimbursed.

6. If the Commonwealth of Massachusetts recoups funds from the Town of Boxborough based on a determination that they were used by the school district in a manner not in compliance with Section 601, I agree that the school district will reimburse the Town of Boxborough for this determination.

Signature:                             
Title: Supervising Director of Schools
Date: October 7, 2021
#1 – Community Meals (total reimbursement requested = $91,781)
Since May, 2020, the District's food services program ran a curbside program for the distribution of food, at no cost, for food-insecure families in the community. The above cost represents per meal charge ($6 per day, based on adult pricing) and labor relating to the program’s preparation and distribution of these meals (for employee costs above and beyond the regular foods program) for the period March through June, 2021. This is the third request for reimbursement for this program, bringing the total amount requested to just over $286,000 (or less than $1.00 per meal).

SUMMARY AND ALLOCATION BETWEEN MEMBER TOWNS:

Total requests identified above $ 91,781

Suggested shares based on allocation of FY2021 assessment –
Acton assessment $65,584,049 = 84.40%
Boxborough assessment $12,123,116 – 15.60%

Suggested CARES Act request allocation, this request –
Acton $ 77,463
Boxborough $ 14,318
1. Letter from MassDoT, Kostandin Theodhori, Dir. of Federal Aid & Programming.
Reimbursement, dated October 7, 2021, to ITA Terenzini, reporting that they have certified
that the additional contracted work for the Pedestrian and Bicycle Improvements [along
Mass.Ave./Rte. 111] has been performed. He further requests that the Town of
Boxborough pay the requested funds to the project contractor, J.H. Lynch & Sons.
(Accompanying reports also provided)
Minutes, Notices and Updates
October 18, 2021

Minutes

None

Notices

1. Notice of a Veterans Tribute Committee meeting held October 12, 2021

2. Notice of a Historical Commission meeting held October 14, 2021

3. Notice of a Boxborough Building Committee meeting to be held October 20, 2021

4. Notice(s) from surrounding communities [e.g. Public Hearing Notices/Decisions]:

Acton: ZBA – Legal Hearing Notice - 11/01/2021, on the Special Permit application of Dan and Eva Barstow at the property identified as 99 Pine Point Road.

Littleton: Planning Board – Decision issued 9/28/21 granted with conditions a Special Permit application of Lancaster Road Holdings, LLC c/o Anthony Cardillo concerning the property identified as 30 Taylor Street

Stow: Planning Board -Legal Hearing Notice – 10/26/2021, on a Petition for a Hammerhead Lot Special Permit and Site Plan Approval application for the property located at 57 Barton Road