



BOXBOROUGH SELECT BOARD
Meeting Minutes
February 10, 2020

Approved: February 27, 2020

PRESENT: Maria Neyland Chair; Wes Fowlks, Clerk; Susan Bak, Member; Les Fox, Member, *participating remotely* and **Bob Stemple**, Member (arrived at 7:10 PM)

ALSO PRESENT: Ryan Ferrara, Town Administrator; Sean Donahue, Assistant Town Administrator and Cheryl Mahoney, Department Assistant

At 7:00 PM Chair Neyland called the meeting to order in the Grange Meeting Room Town Hall 29 Middle Road; noting that Member Fox was unable to attend, and that he would be participating remotely by phone. Member Fox confirmed his participation.

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

Announcements

Chair Neyland read the announcements.

Approval of payroll and payable warrants

Chair Neyland read the memorandum from the Town Accountant Barrett, provided in the agenda packet, regarding approval of payroll and payable warrants.

Minutes

- Member Fowlks moved to approve the regular session minutes of January 6, 2020; January 21, 2020; FY 2021 Operating Budget Meeting [Joint with Finance Comm.] of January 11, 2020 and Boxborough2030 Master Plan Review Session [Joint with Planning Bd.] of January 13, 2020, as written. Seconded by Member Bak. **Approved: 4-0** by Roll Call vote Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."
- Member Fowlks moved to approve the executive session minutes of January 21, 2020 as written. Seconded by Member Bak. **Approved 5-0** by Roll Call vote: Fowlks "aye," Neyland "aye," Bak "aye," Fox "aye," and Stemple "aye."

There were no Citizens Concerns.

General Business

- Pursuant to the recommendation of Town Clerk, Liz Markiewicz, Member Fowlks moved to appoint John Fallon as a temporary constable for a term commencing March 1, 2020 and ending December 31, 2020. Seconded by Member Bak. **Approved 5-0** by Roll Call vote: Stemple "aye," Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

Policy Advisory Committee (PAC) Update

- There was a review of the policies that had been identified but not acted upon by the PAC. (e.g. Expenses, Investment and Town Vehicle Usage). It was further reiterated that the Senior Tax Work off policy will need to be revised once Town Meeting approves the proposed program changes. Member Bak moved to disband the Policy Advisory Committee effective immediately. Seconded by Member Fowlks. **Approved 5-0** by Roll Call vote: Stemple "aye," Fowlks "aye," Neyland "aye," Bak "aye," and Fox "aye."

Update on Town Boards/Committees/Commissions

- TA Ferrara updated the Board on the efforts of the Economic Development Committee (EDC) and UMass Economic Development Study. The Study is progressing and EDC Chair Guzzardi is looking to include a 2nd charrette, as the priority is public outreach/input. It is important to have the proper engagement with the public. The EDC has submitted a proposed Zoning Bylaw amendment to the Planning Board regarding retail parking allocation, which has been included in the Planning Bd.'s upcoming public hearing.
- Chair Neyland spoke to the Boxborough 2030 Master Plan; noting that the minutes of the Joint review meeting were provided tonight. She will be working with Planning Board Chair Markowitz on "next steps." As part of this process, it was noted that the

updates to the website are going forward and March 12th is the targeted launch date. ATA Donahue reviewed some of the migration components.

- Member Bak updated the Board on the Personnel Board's work concerning the Classification and Compensation Study and an overview of their voted recommendations regarding amendments to the Personnel Administration Plan, specifically the Classification and Compensation Schedule. They will continue this work at their meeting on Friday. Their recommendations will impact FY 2021 salary calculations. The Personnel Board also continues its research into the possible reclassification of the Town Clerk from an elected to an appointed position. This should be a placeholder article.
- Member Stemple advised that the Sustainability Committee will likely be voting on the Carbon pricing proposal at their meeting this week.

The Board took Agenda Item #10, out of order

Select Board & Town Administrator's reports/updates

- Member Fox reported that:
 - The primary driver for the recent Building Comm. (BBC) meeting was to approve the minutes of 11/19/19, as revised as required. They also approved their January meeting minutes and voted to release their Executive Session minutes. This wrapped out all of the remaining business of the previous iteration of the Building Committee. Their Annual Report has been submitted.
 - The Water Resources Comm. (WRC)'s recent meeting focus was on efforts to identify a water source for the west side of Town, noting the locations identified in 2005. They also discussed possible well monitoring plans for data collection purposes and TA Ferrara has been asked to develop a scope of work so we can work to identify potential vendors for these services. WRC also reviewed the MAPC overlay mapping project. They are actively working with the Board of Health to get information out there such as an article in the winter edition of the Boxborough Bee which will be followed up with another in the spring edition. They are also working on a process for residents to voluntarily share their well testing results, if they so choose. There was discussion as to how this process might work. Their Annual Report has been submitted.
- TA Ferrara followed up on Member Fox's comments:
 - In regards to the Building Comm. approving revised minutes, Open Meeting Law Complaints were filed against the BBC and also Boxborough Leadership Forum and the Finance Comm. The responses were submitted and the Town received word today that these changes have been accepted and they have deemed the matter closed.
 - In regards to the WRC TA Ferrara and Planner Corson have been working with MAPC on the overlay mapping project; and working with the MAPC's GIS specialist.
- Member Bak reported that the Acton Health Dept. has reached out to the surrounding communities to gauge interest in taking a regional perspective in applying for a grant to address isolation, depression and substance abuse issues for seniors.
- Chair Neyland reported that:
 - The work of the School Building Committee is progressing. The last couple of meetings have focused on incorporating the value engineering changes (aka project components).
 - She has received the final input submissions concerning the Town Administrator's Performance Review. She will be compiling this information and sitting down with TA Ferrara to discuss. A further update will be provided to the Board on at the February 24th meeting.
 - She is working on the Board's 2019 Annual Report. The Town Accountant is assisting with the number data. She is also working on the spring 2020 Boxborough Bee submission.

FY 2021 Budget /Annual Town Meeting Preparations

- Though there are no new updates on FY 2021 Budget since Saturday's Capital Budget meeting, the Board reviewed some of the anticipated outside factors that will impact the budget (e.g. Health and General Liability Insurance quotes; ABRSD Assessment; OPEB). There will be a joint FY 2021 budget discussion with FinCom at the February 24th meeting.
- Annual Town Meeting - May 11, 2020 - Initial Review

The Board reviewed the list of proposed Warrant articles. It was noted that this list was recently revised based on Saturday's Budget Workshop discussions. Specifically, there was discussion on some of the funding components; the CPC Project components; including the additional information that the promoters of some of these articles provided at Capital Budget Saturday and need for the Cable funding appropriation to adequately address additional video meeting recording hours. There was a general discussion on ability to reassign unused funds from "close out articles." There was an expanded discussion on some of the capital funding

articles including IT infrastructure; public safety equipment; DPW equipment & improvements; and the annual paving funding. There was discussion of a possible funding change for public safety equipment – moving away from capital articles and placing them within the operating budget.

There was also discussion on other proposed articles including the adoption of the “stretch energy code” option being proposed by the Sustainability Committee being discussed later; Zoning Bylaw amendment articles referenced in the Town Planner’s email memo provided in the agenda packet and public outreach & article(s) necessary to address the re-purposing of Stow Road property for a public safety facility; transferring control from the Affordable Housing Trust to the Town for this. It was noted that the filer of the Citizens’ Petition concern “Life Science” zoning was present this evening. The Petitioner advised that she will be looking at a possible amendment on town meeting floor to re-focus and clarify that intent to be only address facilities within Boxborough. It was reiterated that there will be a placeholder for making the Town Clerk an appointed position. There was a review of the articles that had been removed from the previous list.

Sustainability Committee Chair Francie Nolde and members Larry Grossman and Barbara Salzman were present to discuss the proposed adoption by the Town of the “stretch energy code.” Grossman spoke on this proposal, providing an overview of the differences between the standard building code and the stretch code components; the residential/commercial projects for which the stretch code would apply; potential amortized cost savings for the property owner; and that many of our surrounding communities have adopted this option. The Town can always roll-back its implementation if it is not working for our community. Public education on this proposal is essential. Grossman agreed that some of the available information can be ambiguous and contradictory so further research will be necessary. It would take a while before it can go into effect. Member Fowlks moved to place adoption of the stretch energy code on the May 11, 2020 Annual Town Meeting Warrant, per the request of the Sustainability Committee. Seconded by Member Stemple. **Approved 5-0** by Roll Call vote: Stemple “aye,” Fowlks “aye,” Neyland “aye,” Bak “aye,” and Fox “aye.”

- Neyland discussed possible content for the BSB Report that is provided at Town Meeting. She wants to highlight the work of the departments this year.

Executive Session

At 8:40 PM, Chair Neyland moved to adjourn to executive session in the Grange Room Annex to conduct strategy sessions in preparation for negotiations with nonunion personnel (Police Chief and DPW Director), per C30A §21 (a), subsection 2, and 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. Seconded by Member Fowlks. **Approved 5-0** by Roll Call vote: Stemple “aye,” Fowlks “aye,” Neyland “aye,” Bak “aye,” and Fox “aye.”

Exhibits

- | Item# | |
|-------|---|
| | Agenda |
| 3 | Town Accountant’s email memo RE: Warrants signed by Representative for Monday’s meeting” |
| 4 | a. Minutes of January 6, 2020 – Proposed |
| | b. Minutes of Joint BSB/FinCom of January 11, 2020 – Proposed |
| | c. Minutes of Joint BSB/Planning Bd. of January 13, 2020 - Proposed |
| | d. Minutes of January 21, 2020 – Proposed |
| 6 | a. Town Clerk’s email memo RE: Appointment of John Fallon as Temporary Constable |
| 7 | a. John Fallon’s email memo RE: The Policy Advisory Committee has Disbanded |
| 9 | b. FY 2021 Proposed Articles List |
| | i. Town Planner Corson’s email memo RE: Proposed zoning bylaw amendments |
| | ii. Town Planner Corson’s email memo RE: General Bylaw: Stormwater Bylaw |
| | c. Francie Nolde’s email memo RE: Scope: Sustainability Committee 2020 Warrant Article “Stretch Code” |
| | Internal Communication & Outgoing Communications List |
| | Minutes, Notices and Updates |
| | Announcements |



TOWN OF BOXBOROUGH NOTICE OF PUBLIC MEETING

**SELECT BOARD
Meeting Agenda
Monday, February 10, 2020
7:00 PM
Grange Meeting Room, Town Hall, 29 Middle Road, Boxborough, MA**

Item #	Estimated Start Time		Action Vote/ Accept & POF
1	7:00 PM	Call to Order Grange Meeting Room, Town Hall, Boxborough, Massachusetts <i>Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.</i>	
2	7:00 PM	Announcements	
3	7:05 PM	Approval of payroll and payable warrants Report on approval of payroll and payable warrants (this may not be necessary, depending upon who signs the warrants)	
4	7:10 PM	Minutes	
		a. Regular session, January 6, 2020	ACCEPT & POF
		b. FY 2021 Operating Budget Meeting [Joint with Finance Comm.], January 11, 2020	ACCEPT & POF
		c. Boxborough2030 Master Plan Review Session [Joint with Planning Bd.], January 13, 2020	ACCEPT & POF
		d. Regular session, January 21, 2020	ACCEPT & POF
		e. Executive session, January 21, 2020	ACCEPT & POF
5	7:15 PM	Citizen's Concerns	
6	7:30 PM	General Business <i>[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]</i>	
		a. Town Clerk's request to appoint John Fallon as a Temporary Constable <i>Pursuant to the recommendation of Town Clerk, Liz Markiewicz, vote to appoint John Fallon as a temporary constable for a term commencing March 1, 2020 and ending December 31, 2020.</i>	VOTE:
7	8:00 PM	Policy Advisory Committee Progress Update	
		a. <i>Vote to disband the Policy Advisory Committee</i>	VOTE:
8	8:15 PM	Update on Town Boards/Committees/Commissions	
		a. Economic Development Committee - Update on UMass Economic Development Study - TA Ferrara and Member Bak	
		b. Boxborough 2030 Master Plan - Chair Neyland	
		c. Personnel Board - Classification and Compensation Study Update	
		d. Report on Sustainability Committee's position on Carbon pricing - Member Stemple	Possible Vote

Item #	Estimated Start Time		Action Vote/ Accept & POF
9	8:30 PM	FY 2021 Budget /Annual Town Meeting Preparations	
		<ul style="list-style-type: none"> a. FY 2021 Budget update b. Annual Town Meeting - May 11, 2020 - Initial Review <ul style="list-style-type: none"> i. Warrant articles ii. Town Meeting Process c. <i>Vote to place adoption of the stretch energy code on the May 11, 2020 Annual Town Meeting Warrant, per the request of the Sustainability Committee</i> 	VOTE:
10	9:00 PM	Select Board & Town Administrator's reports/updates	
		<ul style="list-style-type: none"> a. Reports b. Town Administrator's Performance Review - Discussion c. 2019 Annual Town Report 	
11	9:15 PM	Adjourn	
12	9:15PM	Executive Session	
		<p><i>Vote to adjourn to executive session in the Grange Room Annex to: conduct strategy sessions in preparation for negotiations with nonunion personnel (Police Chief and DPW Director), per C30A §21 (a), subsection 2, and to</i></p> <p>Note: <i>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.</i></p>	ROLL CALL VOTE

Upcoming BSB Meetings:

2020: 2/24/20; 3/2/20; 3/16/20; 3/30/20; 4/13/20; 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 3/17/2020

2020 ATM Commences: 5/11/20

From: Jennifer Barrett
Sent: Thursday, February 06, 2020 10:50 AM
To: Maria Neyland
Cc: Cheryl Mahoney; Sean Donahue; Ryan Ferrara
Subject: Warrants signed by Representative for Monday's meeting

Hi Maria,

There was 1 Warrant that was approved by a representative (not a majority) since the last meeting: Payables 2020-28 dated 2/4/20, Total \$52,683.50 approved by Maria and Wes only. Bob did look at it, but had a question on one invoice and left me a note. I will follow up with Bob separately with the answer.

-Jennifer Barrett

Town Accountant
Town of Boxborough
29 Middle Road
Boxborough, MA 01719
978-264-1716
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Boxborough: A Rural, Engaged Community for All

When writing or responding, please be aware that the Secretary of State has determined that most email is a public record and, therefore, may not be kept confidential. If you have received this communication in error, please notify me immediately by replying to this message. Thank you.

Please consider the environment before printing this email



BOXBOROUGH SELECT BOARD
Meeting Minutes
January 6, 2020

Approved: _____

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

ALSO PRESENT: Ryan Ferrara, Town Administrator and Department Assistant, Cheryl Mahoney

At 7:02 PM Chair Neyland called the meeting to order in the Grange Meeting Room of the Boxborough Town Hall, 29 Middle Road, Boxborough Massachusetts

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

Announcements

- Chair Neyland took a moment to speak to the Town's loss of "Bo" Sokolowski and then continued to read the Announcements.

Approval of payroll and payable warrants

- Chair Neyland advised that there is no reason to report on the approval of payroll and payable warrants as a quorum had been available and duly sign pending warrant(s).

Minutes

- Member Fox moved to approve the executive session minutes of November 18, 2019 as revised. Seconded by Member Bak. **Approved: 5-0.**
- Member Bak moved to approve the regular session minutes of November 18, 2019 as revised. of December 10, 2019 as written. Seconded by Member Fox. **Approved: 5-0.**

There were no Citizens Concerns.

General Business

- Chief Warren Ryder provided a Police Department update. Officers Arakelian, Gath and McElman were also present; along with Community Services/Council of Aging Director Lauren Abraham and members of the Council on Aging. Chief Ryder spoke to a Powerpoint presentation which outlined the introduction of the Community Outreach assignments: School Resource Officer, Community Services Officer and Elders Affairs Officer. These three officers volunteered for these positions; assuming these responsibilities, in addition to their daily patrol duties.
 - Chief Ryder introduced Officer Gath who spoke to his new role as the School Resource Officer. His primary focus is the Blanchard School, but he coordinates with the Acton Resource Officer with concerns at the Junior and High School. He spoke to the various lock down and security protocols at the Blanchard School. Chief Ryder expanded on Officer Gath's interactions with the pupils and school staff.
 - Officer Arakelian opened discussion on his responsibilities and interactions with residents and outside agencies as a Community and Social Services Outreach officer. Officer Arakelian and Chief Ryder responded to questions of the Board such as dealing with minors in domestic violence incidents and how Officer Arakelian essentially functions as the Departments case worker; coordinating with Dir. Abraham to identify and coordinate resources. Dir. Abraham spoke to how these types of calls are initiated and the reactions to the interactions with a social service provider or with an officer.
 - Officer McElman spoke to his new responsibilities as the Elder Affairs Officer. Since joining the force, he has been looking for a way improve the community addressing the needs of the senior population and its importance. He spoke to his personal experience with elder care; the lack of formal elder support programs in departments in Massachusetts and his outreach to some of other departments that do have Elder related programs. He is hopeful that the programs being established here can serve as examples for other departments. 24.6% of our residents are classified as Senior Citizens and our median age is above the state average. Projections place our senior population in excess of 3,500 in 15 years. Establishing a strong, positive relationship for our seniors with the public safety officers is essential along with collaborative relationships with the various

town departments. He reviewed some of the targeted responsibilities for an Elder Affairs Officer and programs he is looking to implement. He spoke to some of the issues that impact seniors such as the scam culture that targeted this population, concerns with self-care and caretaker neglect/abuse. Dir. Abraham spoke to Officer McElman's presentation to the Council on Aging. She is looking forward to working with these officers.

Chief Ryder advised that all of these programs continue to develop. He is looking forward to develop the resource and outreach structure. The department has invested significant time and resources in providing these services. The A-B Beacon is going to do a spotlight piece on these initiatives. These services are force multipliers. He reviewed some of the community outreach programs, such as C4RJ (Center for Restorative Justice) that he has previously initiated. The Chief responded to questions related to other common social concerns such as homelessness. The Board provided their input noting that they were impressed with these efforts and innovative ways identified in such a small force.

Policy Advisory Committee Progress Update

- In an abundance of caution the members of the Policy Advisory Committee (PAC) called their meeting to order. There was a review of their efforts and the status of the policies they are reviewing. Three policies will be deferred to Town Meeting.
 - **Social Media Policy** – The PAC spoke to some of the input provided by Member Fowlks, including his reference to the Library's current policy. PAC Member Campbell clarified that the Library has its own social media policy, as the Library Trustees are an independently elected board so they are exempt from this proposed policy. There was discussion of the public communication and misinformation on social media that has recently occurred. We may need to revisit the two-way communication exclusion as we go forward but for now posting one-way communication gets information out there and then we can see. Member Bak moved approve the Social Media Policy, as written. Seconded by Member Fox. **Approved: 4-1 (Fowlks)**
 - **Mobile Devices Policy** – It was confirmed that that this policy is specifically requested by TA Ferrara to address use of cell phones. The Board provided their input. Member Bak moved approve the Mobile Devices Policy as written. Seconded by Member Fox. **Approved: 5-0.**
 - **Membership and Activities of Appointed Boards Policy** - There are not a lot of changes to this policy; there was a review of the specific changes that are being proposed; their work with the Town Clerk to address an Attorney General's determination as to what constitutes a quorum of a town board; and the revisions distinguishing an associate member's role/participation. While these revisions are helpful there are still are potential grey areas. There was discussion as to working to ensure that certain specifics are included in a Town Boards/Committees' governing documents and that they are available on their respective webpages. There was discussion as to the authority to appoint associate members. There was discussion as to the revisions regarding a Board member's lack of meeting attendance and the mechanism if their removal as a member is necessary. Consensus of the Board was to support this proposed language. It was noted that addressing Open Meeting Law process/protocols, including the production of minutes, was cleaned up and clarified by simply referring the reader to the State's Open Meeting Law. The PAC will incorporate the input received tonight and bring this policy back for a second read.
 - **Fire Station Sign Board Policy** – This is a new policy that will address the use of this posting structure. There was discussion as to how the Town Administrator's office would prioritize requests. There was a minor revision as to identify the Town Administrator or their designate. Member Bak moved to approve the Fire Station Sign Board Policy, as revised. Seconded by Member Fowlks. **Approved: 5-0.**
 - **Verification of Employment Policy** – This is also a new policy. It provides a structure for the information that can be provided concerning a current or former employee. This has been vetted by Town Counsel and has been approved by the Personnel Board. Member Bak moved to approve the Verification of Employment Policy as written. Seconded by Member Fowlks. **Approved: 5-0.**
 - **Flag Flying Policy, newly revised** - This revised policy was recently approved however subsequently it was brought to the PAC's attention that it only speaks to those that are interred in South Cemetery so an additional section was added that addresses deceased residents that were not interred there. There was a further revision to clarify who is responsible for flags at memorial sites. Member Bak moved to approve the Flag Flying Policy, as revised. Seconded by Member Fowlks. **Approved: 5-0.**
 - **Senior Tax Work Off, newly revised** – Again, this policy was also recently approved and subsequent review by the Accountant identified concerns as to the reporting start dates of for both the Senior and Veterans Work-off Policies. This policy will be further revised once Town Meeting ratifies the proxy allowance currently allowed by State law. Member Bak moved to approve the Senior Tax Work Off Policy as written. Seconded by Member Fowlks. **Approved: 5-0.**
 - **Veterans Tax Work Off, newly revised** – Again, subsequent review of this recently updated policy identified items that needed further revision. Member Bak moved to approve the Veterans Tax Work Off Policy as written. Seconded by Member Fowlks. **Approved: 5-0.**

Update on Town Boards/Committees/Commissions

- TA Ferrara advised that the Economic Development Comm. has been unable to meet due to quorum issues and they are awaiting an update from the UMass Study team.
- Chair Neyland updated the Board on next Monday's joint Boxborough 2030 Master Plan meeting. The Town Planner has received four update reports so far. A reminder communication has been sent out to the invited boards/committees. The hope is that the public will also come and participate in these discussions.
- The Board was updated on the Personnel Board activities and the Classification and Compensation Study. The Personnel Board has been presented the preliminary study findings and they will be discussing a few outstanding items this week. In related matters they are also reviewing the Department Assistant job description, per diem positions and related concerns. The Personnel Board voted to recommend a 2.6% pay increase for FY 2021. The working group was made up of Personnel Bd. FinCom, and the Town Administrator to discuss this to set the rate for FY 21.
- Member Stemple advised that the Sustainability Committee will be meeting this week and will discuss taking a position on the pending Carbon pricing state legislation at their meeting this week. He also advised that the Veterans Tribute Comm. met to approve the project schedule.

FY 2021/Annual Town Meeting Preparations

- There was a review of the direction provided by the Select Board in developing the initial FY 2021 budgets (i.e. not to add to the head count). The Town's ABRSD FY 2021 preliminary Assessment for FY 2021 was 2.1%. Chair Neyland advised that the ABRSC will be voting a lower number with a 1.4% assessment increase for Boxborough on Thursday night. The Select Board and Finance Committee's joint Budget Saturday will be held this week; including presentations by the key department heads. Currently there are only minor updates to the FY 2021 budget materials so far.

Annual Town Meeting - May 11, 2020

- TA Ferrara reported that a citizens' petition has been submitted regarding the prohibition of animal testing in life science usage in the Town's zoning bylaw. It has been forwarded to the Planning Board. There was a discussion on how the chosen phrasing, if not fully vetted, can have unintended consequences. They have identified the need for a warrant article to fund the defense of tax abatement filings. \$20,000 has been targeted for the funding of same. This would be a one-time funding request.
- Member Fox moved to open the warrant for the annual town meeting which begins on May 11, 2020. Seconded by Member Fowlks. **Approved: 5-0.**
- The Board discussed the League of Women Voters Memorandum, regarding Town Meeting Childcare (aka movie night), December 2019 STM attendance data, and 2020 Annual Town Meeting. It has been determined that these expenses can be covered in the FY 20 budget, and that this FY 21 budget may need to be modified to cover this service. The consensus was to support this.

Select Board & Town Administrator's reports/updates

- TA Ferrara reported:
 - On the arrangements for Bo Sokolowski services, confirming that the Transfer Station will be closed all day on Wednesday and Town Hall will be closed for the services. Police will be stopping or redirecting traffic for the procession. They are anticipating a large crowd. A GoFundMe account was set up to help with the expenses. He has been helping Bo's son with necessary paperwork.
 - The State has increased the Town's Ch. 90 allotment.
 - The new auditors began their audit of the FY 19 budget.
 - This is a busy week for the Select Board; a working group will be meeting to set salaries for FY 2021; BLF on Tuesday; Personnel Board on Thursday and then the FY 2021 Operating Budget Saturday for the FY 2021 Operating Budget.
 - The Town Accountant is compiling tracking data on Transfer Station sticker purchases. The Board discussed the means to educate new residents on these services.
- Member Fox reported that:
 - The Boxborough Building Comm. (BBC) has concluded a feasibility study of 1300 Mass. Ave and determined the site is not viable. They are now investigating the possible use of the Stow Road property.
 - The BBC is also looking to expand their scope to address other Town facility functions.

- Chair Neyland reported that:
 - The Douglas/Gates School Building Project Committee has chosen Consigli Construction for the next phase.
 - The Community Preservation Comm. has closed their public hearing. She provided an overview of all six of the approved projects. Even with the approved funding the \$70,000 remains in reserve. There was discussion about other possible projects.
 - She advised that it is that time of year to begin working on the TA’s performance review. So look out for communications on same.
- Member Stemple reported on a t-shirt being sold by J. Crew “Boxboro Boozers”. The website ad was displayed on screen and the Board discussed this usage. Member Fox moved to inquire with Town Counsel about possibly pursuing a copyright cease and desist actions against J. Crew for the use of the Town Seal image. Seconded by Member Stemple. **Voted: 2 (Stemple/Fox) - 3 (Neyland/Bak/Fowlks)**

Massachusetts Municipal Association (MMA) and MIIA Annual Meetings, January 24, 2020

- Chair Neyland moved to authorize Select Board Member Robert Stemple, as a designee to act as the Town’s voting delegate at the MMA and MIIA Annual Meetings to be held on January 25, 2020. Seconded by Member Fowlks. **Approved: 5-0.**

Review of Attorney General's comments on 2019 ATM Article #45 Select Board Nomenclature.

- TA Ferrara summarized the Attorney General’s comments/determination regarding the May 2019 Town Meeting bylaw actions, specifically Article #45, Select Board Nomenclature change.

Exhibits

Item#

Agenda

- 4 a. Executive Minutes of November 18, 2019, noted by reference only
- b. Minutes of November 18, 2019, Proposed
- c. Minutes of December 10, 2019
- 6 a. Police Department Update – Power Point Presentation
- 7 a. PAC Summary and Status Report/Inventory of Policies reviewed
 - 1 Social Media Policy
 - 2 Mobile Devices Policy
 - 3 Membership and Activities of Appointed Boards Policy
 - 4 Fire Station Sign Board Policy
 - 5 Verification of Employment Policy
 - 6 Flag Flying Policy, newly revised
 - 7 Senior Tax Work Off, newly revised
 - 8 Veterans Tax Work Off, newly revised
- 9. Town Meeting Budget Warrant Article Calendar
12/19/2019 Memo from the League of Women Voter’s regarding childcare at Town Meeting(s)
- 10. b. 12/19/19 Memo from MIIA Pres. Beckwith Subject Report of Nominating Comm. and Voting Delegate Designation(s)
- c. 12/16/2019 Letter from Attorney General regarding ATM 5/13/2019 – Case #9611 Articles #45, 46 and 48.
Internal Communication & Outgoing Communications List
Minutes, Notices and Updates
General Correspondence

Adjourn

- At 9:50 PM, Member Fowlks moved to adjourn. Seconded by Chair Neyland. **Approved: 5-0.**

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**Joint Select Board and Finance Committee Meeting
Minutes January 11, 2020
Sargent Memorial Library
Meeting Room
427 Massachusetts Ave
Massachusetts Avenue, Boxborough**

Select Board:

Maria Neyland, Chair
Wes Fowlks, Clerk
Susan Bak
Robert Stemple
Les Fox

Finance Committee:

Gary Kushner
Becky Neville
Keith Lyons
Sachin Mathur

Members Absent:

Ling Chen

Others Present:

Town Administrator, Ryan Ferrara
Accountant, Jennifer Barrett
Asst. Town Administrator Sean Donahue
Chief Paul Fillebrown
Chief Warren Ryder
Lt. Warren O'Brien
DPW Dir. Ed Kukkula

Members of the Public:

John Markiewicz

Ryan called meeting to order at 8:36am

Administrative Topics:

- Job Eval Analysis and Compensation Study
 - Employee surveys
 - 20 comparative community's compensation used

Budget Saturday:

- Tax Levy
- Excess Capacity estimated at \$2,233,573
- Levy Ceiling \$29,541,990
- Town revenue over \$1m
- State aid basically flat lined
- New sources of revenue
 - Solar \$32k
 - Meals tax \$45k
 - Enclave \$500k
- Expenses overview
 - No increases to head count
 - Impact to classification and compensation study
 - 3.5k for EDC
 - Three additional hours for Community Services/CAO Department assistant from 16 to 19 hours
 - Notable Increases
 - AB School District Increase 1.42%, 164k
 - Police Overtime 50k
 - DPW Mechanic 8 to 16 hours
 - Summary – FY21 budget increase 2.44%
- Five Year Financial Model reviewed
- Property Abatement
 - Boxborough 21.6% revenue
 - Discussed past, present, future abatements
 - Impact of Residential
- Police/Fire Staffing
 - Staffing challenges beyond basic coverage and the ability to cover ONE emergency. Anything over 1 emergency requires additional coverage
 - Chief's covered Public Safety Concerns including:
 - Rte 495/2
 - Clusters of apts/condos
 - Senior services
 - Recruitment & retention
 - Job sharing by default
 - Staff generation and culture changes
 - Fatigue and Burnout
 - Solutions
 - Embrace millennial mindsets
 - Foster adaptive workplace
 - Revisit 2016 staffing analysis
 - Fire Standards not being met
 - Fire Solutions
 - Add 4 new FT employees with SAFER grant. Adds 4 at cost of 1 for 2 years, you don't have to keep after 2 grant years are up
 - Pier diem move – add 1 additional member to daytime hours
 - Police Solutions

- Adjust parameters of analysis data set
 - Add staff
 - 3 add'l officers
 - Phased in over x year period
- Police
 - Salaries up 9.22%
 - Expenses 10.05 increase
 - Electricity
 - Move to lease taser program
- Dispatch
 - Salaries 8.87% increase
 - Expenses flat
- Police Article
 - Cruiser replacement
 - Various equipment
 - Public safety software – 200k
- FIRE FY21
 - Salaries increase 7.11% by mainly OT
 - Expenses increased 15.39%
- DPW FY21
 - Staffing and Contractors

Documents distributed or referred to:

- 2021 v1 and v2 Budget Books
- Presentation by TA
- Handouts:
 - Agenda
 - FY2021 Financial Model 5 year
 - Job Eval Analysis and Compensation Study
 - Legal Expenses
 - Proposed FY21 2.6% Wage Increases
 - Letter from School District

Becky called to adjourn at 12:30, seconded. All in favor



4c

TOWN OF BOXBOROUGH
SELECT & PLANNING BOARD JOINT MEETING
29 Middle Road, Boxborough, Massachusetts 01719
Phone (978) 264-1723 • Fax (978) 264-3127
www.boxborough-ma.gov

Select Board: Maria Neyland, Chair Wes Fowlks, Clerk Susan Bak Leslie Fox Robert Stemple
Planning Board: Cindy Markowitz, Chair Mark White, Clerk Nancy Fillmore Abby Reip Rebecca Verner

Approved on [DATE]

Meeting Minutes
January 13, 2020
7:00PM
Grange Room - Town Hall, 29 Middle Road

Select Board Members Present: Maria Neyland, Wes Fowlks, Susan Bak, Leslie Fox, Robert Stemple

Planning Board Members Present: Cindy Markowitz, Nancy Fillmore, Rebecca Verner

Not Present: Abby Reip (Planning Board), Mark White (Planning Board)

Also Present: Ryan Ferrara (Town Administrator)

Call to Order

Ms. Neyland called the Select Board meeting to order and Ms. Markowitz called the Planning Board meeting to order at 7:02PM.

Statements from the Chairs

Ms. Neyland shared that this meeting will focus on the Master Plan. Such meetings are scheduled bi-annually and are used to catch up with Boards, Commissions and Committees to review progress made regarding the Master Plan and its goals. There was also a focus on how to maintain the Master Plan as a living document.

Ms. Markowitz shared that because the Master Plan is a living document, a goal was to make the status updates accessible to the public.

Discussion of Aspirations 1, 2 and 3 & Updates from Town Committees

Ms. Neyland shared that Mr. Corson will work to record updates on a spreadsheet. The Boards will then decide if it makes sense to continue using this format or if further improvements should be made moving forward.

Ms. Markowitz explained that at this meeting, the Boards plan to review Aspirations 1, 2, and 3 from the Master Plan. The intent is to review Aspirations 4, 5, 6, and 7 at a future joint meeting.

Aspiration 1: Maintain its rural character and celebrates its heritage.

Goal 1.1 - Protect the Town's heritage and character through the preservation of both natural and historical scenic areas, roadways, and landscape features.

Strategy 1.1.1

Action 1.1.1.1 – Lead Responsibility – Historical Commission
Update - No update.

Action 1.1.1.2 – Lead Responsibility – Conservation Commission
Update – Conservation Commission reported that recommendations have been implemented and this is an ongoing effort. Flerra Meadow and Patch Hill have been managed as grasslands since July 15 to provide habitat to ground nesting birds. Rolling Meadow, Beaver Brook Meadow, Have Not Pond, and a portion of Flagg Hill are being managed as meadows. Hager Meadow is being managed as a pasture to diversity successional habitat types.

Action 1.1.1.3 – Lead Responsibility – Steele Farm Advisory Committee
Mr. Fox asked if Steele Farm Advisory Committee has produced specific recommendations regarding this action item and is there anything the Board's should be looking out for or seeking to add or change.
Ms. Neyland suggested the Board ask for a specific report on the management plan.
Update – 1 – Have cleared trees and brush on the eastern boarder of the hayfield to attract more ground nesting birds. 2 – Have improved handicap access to trails from the parking area.

Action 1.1.1.4 & 1.1.1.5 – Lead Responsibility – Historical Commission
Update – Marked for future update.

Strategy 1.1.2

Action 1.1.2.1 – Lead Responsibility – Planning Board
Update – There have been changes to Town Center zoning. The Planning Board will continue to monitor Town Center guidelines. There is currently no specific activity underway, as this is a short to medium term action item.

Action 1.1.2.2 – Lead Responsibility – Historical Commission
Update – No update.

Strategy 1.1.3

Action 1.1.3.1 – Lead Responsibility – Recreation Commission
Update – No update.
Mr. Fox shared that Land Stewards and the Conservation Commission have created maps developed in applications to guide individuals through the Town trail systems. He suggested that the maps could include historical locations within the Town.

Action 1.1.3.2 – Lead Responsibility – Land Stewards
Update – Land Stewards have conducted four themes walks in FY19 and one themed walk in FY20 with the intent to continue throughout the year.

Action 1.1.3.3 – Lead Responsibility – Town Planner
Update – Town Planner explained that there is an open space plan, but it does not encompass the elements of the action. It is not completed but is a starting point. Updating the plan is not a mandate to exist, only to qualify for funding.
Public Input – The key is to update this prior to expiration.

Strategy 1.1.4

Action 1.1.4.1 – Lead Responsibility – Select Board & Board of Health
Update – Completed, but no written update.

Action 1.1.4.2 – Lead Responsibility – water Resources Committee
Update – Water Resource Committee reviewed previous planning completed by the Town, the ownership and status of the test well sites, water quality issues and regulatory requirements, creating a GIS map of Town water resources. Have Town meeting approval to monitor ground water resources.

Action 1.1.4.3 – Lead Responsibility – Water Resources Committee, Board of Health & Planning Board
Update – Water Resources Committee reviewed Zone II's and well sites in Boxborough's neighboring towns and state regulatory requirements. Have not reached a point of discussion on what zoning changes might be needed. UMass students have digitized a 1978 map and created shape files and GIS layers. The goal is to incorporate it into the Town GIS dataset so the public can view the Aquifer Overlay District.

Goal 1.2 – New development and redevelopment will be physically designed to blend into the town's rural development.

Strategy 1.2.1

Action 1.2.1.1 – Lead Responsibility – Design Review Board
Update – No update.

Action 1.2.1.2 – Lead Responsibility – Design Review Board
Update – No update.

Goal 1.3 – Protect and/or acquire additional funds for conservation, water resource protection, wildlife habitat, agricultural land preservation, recreation, trails, and wildlife corridors.

Strategy 1.3.1

Action 1.3.1.1 – Lead Responsibility – Planning Board
Update – Planning Board reported that as parcels come available, they will be reviewed. Currently, no additional lands have been identified and prioritized.

Action 1.3.1.2 – Lead Responsibility – Planning Board & Select Board
Update – Planning Board reported it is not aware of any new land parcels available. Mr. Fox shared that he is unsure of the order of this process and that it would be a collective/scattered effort by boards to collaborate prior to taking action. Lead Responsibility has been revised, now it includes both the Planning Board and the Select Board.

Action 1.3.1.3 – Lead Responsibility – Conservation Commission & Agricultural Commission

Update – Conservation Commission reported it continues to work closely with the Boxborough Conservation Trust to identify land conservation opportunities other than acquisition. Over the last 2 years it has accepted new conservation restrictions for Inches Woods for approximately 25 acres and for Elizabeth Brook Knoll for approximately 15 acres. Agricultural Commission explained that it has worked to clarify the authority of agricultural commissions under amendments to MA law. The amendments gave agricultural commissions the authority to hold land. Have entered into a memorandum with the understanding from the Conservation Commission and Select Board to assume oversight for the agricultural parcel at Paddock Estates.

Action 1.3.1.5 – Lead Responsibility - Conservation Commission

Update – Conservation Commission reported a \$10,000 warrant article request to fund the Conservation Trust Fund was prepared, presented and passed at the 2019 Annual Town Meeting marking the ninth consecutive year of approved funding for the Fund.

Action 1.3.1.6 – Lead Responsibility – Finance Committee

Update – Community Preservation Committee (CPC) has a policy of not using their money to pay for debt and bonds.

Ms. Neyland suggested that the Finance Committee and CPC should have a conversation for the Finance Committee provide its own input and understanding of the matter.

Aspiration 2 – Is engaged and welcoming.

Goal 2.1 – Support diversity by valuing, respecting, appreciating, and welcoming individuals – those who reside, visit, work, or pass through Boxborough – of all ages, genders, socioeconomic levels, cultural heritages, racial/ethnic backgrounds, sexual orientations, gender identities, religions and ability levels.

Strategy 2.1.1

Action 2.1.1.1 – Lead Responsibility – Select Board

Update – Report was that there was an eight-hour curriculum developed for employees during summer of 2016. There are continuing “small bites” which are a type of training undertaken by the police department. The Community Service Director is working on additional training modules.

Action 2.1.1.2 – Lead Responsibility – Community Services Coordinator

Update – Fostering Racial Justice Group (FRJG) held the following workshops to date: *Exploring Race* (three-part workshop), *What does the Confederate Flag Mean to You*, *Islamophobia: Rumor or Reality*.

Strategy 2.1.2

Action 2.1.2.1 – Lead Responsibility – Community Services Coordinator

Update – Received an eighteen-month \$20,000 grant for additional training. Received a \$30,000 grant for 2018-2019 and have used funds for training on diversity focused across socioeconomic backgrounds, quarterly wellness newsletters, and translation of the New Resident Letter.

Ms. Neyland shared that the New Resident Letter is very informational but difficult to locate on the current website.

It was also noted that the schools have a major program on diversity and that there are programs run at the school during the evenings for the public to attend as well.

Goal 2.2 – Increase resident participation in town-wide events, programs, and government.

Strategy 2.2.1

Action 2.2.1.1 – Lead Responsibility – Public Celebrations and Ceremonies Committee

Update – No update.

Action 2.2.1.2 – Lead Responsibility - Public Celebrations and Ceremonies Committee

Update – No update.

Action 2.2.1.3 – Lead Responsibility – Library Board of Trustees & Public Celebrations and Ceremonies Committee

Update – No update.

Action 2.2.1.4 – Lead Responsibility – Agricultural Commission

Update – Agricultural Commission reported discussions of a community garden at Paddock Estates. There was interest in the project but also questions and hesitancy over the needed management.

Goal 2.3 – Increase resident participation in Town government.

Strategy 2.3.1

Action 2.3.1.1 – Lead Responsibility – Select Board

Update – Select Board Member, Wes Fowlks, developed Facebook, Instagram, Twitter, and YouTube pages for the Town. The Town is in the process of implementing a new updated website. It is also voluntarily collecting community member contact information to send out updates and announcements.

Action 2.3.1.2 – Lead Responsibility - Select Board

Update – [see update for Action 2.3.1.1 above] The Boxborough Bee is sent to households quarterly within the Action Unlimited paper and is online.

Action 2.3.1.3 – Lead Responsibility - Select Board

Update – Currently in progress coinciding with the new Town website.

Action 2.3.1.4 – Lead Responsibility - Select Board

Update – The New Resident Welcome Packet has been translated into 4 languages.

Mr. Fowlks suggested that packet online would make translation capabilities simpler and more accessible to users.

Action 2.3.1.5 – Lead Responsibility - Select Board

Update – There is an ongoing effort to increase diversity within the Town’s boards and committees, in addition to event planning.

Strategy 2.3.2

Action 2.3.2.1 – Lead Responsibility - Select Board

Update – The Select Board has liaisons to most boards and committees, and all meetings are public.

Action 2.3.2.2 – Lead Responsibility - Select Board

Update – Welcome Packets are mailed to all new residents, not just those with students.

Action 2.3.2.3 – Lead Responsibility - Select Board & Town Administrator

Update – There is an interest form for the Citizens Skills Bank. Ms. Neyland suggested that a committee may be a way to promote and capture the benefits of this action better.

Action 2.3.2.4 – Lead Responsibility - Select Board

Update – The Select Board reported it announces Town events and opportunities at all meetings, the social media sites are also being used as a method to advertise, as well as word of mouth.

Aspiration 3 – Is thoughtfully developed.

Goal 3.1 – Guide and concentrate commercial growth in Business, Office Park, and Town Center districts.

Strategy 3.1.1

Action 3.1.1.1 – Lead Responsibility - Select Board

Update – Economic Development Committee (EDC) has been created.

Action 3.1.1.2 – Lead Responsibility – Economic Development Committee

Update – EDC reported that it has worked with UMass on phase I which includes a baseline study of the Town and is currently working on Phase II, completion in 2020.

Action 3.1.1.3 – Lead Responsibility - Economic Development Committee

Update – EDC reported that the focus in on the current Town Center district and adjacent lands for multi-use small scale green-type development. Adam’s Place and Beaver Brook are sites apt to larger development opportunities. The results of the study will provide further insight into larger scale development. Will also work with Water Resources Commission when considering these opportunities.

Action 3.1.1.4 – Lead Responsibility - Economic Development Committee
Update – Part of UMass Phase II Study.

Strategy 3.1.2

Action 3.1.2.1 – Lead Responsibility -
Update – Water Resources Commission reported that it is working to resolve water supply issues identified in Town.

Strategy 3.1.3

Action 3.1.3.1 – Lead Responsibility - Economic Development Committee
Update – EDC reported that, from the UMass study, the Town Center district and Adam's Place are optimal locations to explore deeper with respect to landmass, physical constraints, market analysis and infrastructure constraints. Also received input through a Town business breakfast.

Action 3.1.3.2 – Lead Responsibility - Economic Development Committee
Update – EDC reported the focus in on completing Phase II of the UMass Study to determine longer term regulatory challenges. For short term regulatory changes, proposals are currently being brought to the appropriate boards.

Action 3.1.3.3 – Lead Responsibility - Economic Development Committee
Update – EDC reported that it hopes to understand the Town's vision for growth with respect to longer term changes.

Strategy 3.1.4

Action 3.1.4.1 – Lead Responsibility – Planning Board
Update – Planning Board reported that it is working with the EDC and UMass Study to identify opportunities for changes to the dimensional requirements, and other potential zoning changes to address barriers to growth for appropriately scaled development. It has also received approval from Special Town Meeting and \$10,000 for a zoning bylaw audit which will help clean up the bylaws and better position them for future changes.

Action 3.1.4.2 – Lead Responsibility - Economic Development Committee
Update – EDC reported that the UMass study is a tool to leverage development once the Study is complete.

Strategy 3.1.5

Action 3.1.5.1 – Lead Responsibility - Economic Development Committee
Update – EDC reported it is planning to have the Water Resources Commission and Board of Health at a meeting. The group will review how to develop areas with and without infrastructure development. Action has been revised to medium-long term. Finance Committee was added to coordinating.

Action 3.1.5.2 – Lead Responsibility - Economic Development Committee

Update – EDC reported that will need to understand the Town’s desires prior to action.

Action 3.1.5.3 – Lead Responsibility - Economic Development Committee
Update – EDC noted local incentives but cited that first the Town should decide what business types are desirable.

Goal 3.2 – Attract and maintain businesses in key existing and emerging industries.

Strategy 3.2.1

Action 3.2.1.1 – Lead Responsibility - Economic Development Committee
Update – EDC reported that there needs to be clarity on the types of development desires before acting on marketing development.

Action 3.2.1.2 – Lead Responsibility - Economic Development Committee
Update – EDC reported a Boxborough Business Breakfast was held. Also considering creating a local chamber of commerce.

Action 3.2.1.3 – Lead Responsibility - Economic Development Committee
Update – No update, waiting for completion of UMass Study.

Action 3.2.1.4 – Lead Responsibility - Economic Development Committee
Update – No update, waiting for completion of UMass Study.
Mr. Fox asked about financial tools the Board has in order to incentivize business.

Strategy 3.2.2

Action 3.2.2.1 – Lead Responsibility – Agricultural Commission
Update – No update.

Action 3.2.2.2 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported that it worked to clarify regulatory requirements and exemptions for agriculture. It had also advocated for earlier involvement on issues that involve agriculture.

Action 3.2.2.3 – Lead Responsibility - Agricultural Commission
Update – No update.

Action 3.2.2.4 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported it is finalizing a licensing agreement for one parcel of Town conservation land. They have communicated with at least one farmer who may be interested.

Action 3.2.2.5 – Lead Responsibility - Agricultural Commission
Update – No update.

Action 3.2.2.6 – Lead Responsibility - Agricultural Commission
Update – No update.

Action 3.2.2.7 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported it reviewed this action with the previous town planner in 2016 and drafted a memo for review. They are working with the EDC and Planning Board to determine feasibility.

Strategy 3.2.3

Action 3.2.3.1 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported that it evaluated two sites in the *Open Space and Recreation Plan* that were either for sale of on the tax title list. One was not suitable farmland and one requires further evaluation for forestry potential. An “ongoing” timeframe may be more appropriate.

Action 3.2.3.2 – Lead Responsibility - Agricultural Commission
Update – No update. An “ongoing” timeframe may be more appropriate.

Action 3.2.3.3 – Lead Responsibility - Agricultural Commission
Update – Agricultural Commission reported that it has a representative on CPC who can advocate using CPA funds for agricultural land, as needed.

Goal 3.3

Strategy 3.3.1

Action 3.3.1.1 – Lead Responsibility – Building Department
Update – No update.

Action 3.3.1.2 – Lead Responsibility -Economic Development Committee
Update – EDC reported that there are two people assigned. In the process of creating a guidebook for doing business in Town.

Action 3.3.1.3 – Lead Responsibility - Economic Development Committee
Update – EDC reported that there have been informal meetings with business owners to understand needs, in addition to events such as the Business Breakfast.

Goal 3.4

Strategy 3.4.1

Action 3.4.1.1 – Lead Responsibility – Conservation Commission
Update – Conservation Commission reported that it ensures conformance with best practices of stormwater management in cases of development and redevelopment for applicants filing notice of intent under the Wetlands Protection Act and/or Town Wetlands Bylaw. Existing nonconforming and/or problematic runoff locations are typically unknown until identified through wetlands filing. The Commission has very limited ability to address existing non-conforming conditions unless prompted by a new and/or closed activity.

Water Resources reported that there has been coordination regarding Interstate 495 road salt run-off and the MS4 Stormwater Permit.

Action 3.4.1.2 – Lead Responsibility – Planning Board

Update – Town Planner has been working with an outside consultant to update the Stormwater Bylaw to align with the latest requirements of the MS4 Permit. The Planning Board will review and provide additional comments on the proposed Stormwater Bylaw in anticipation of a presentation at the Annual Town Meeting. The Board will continue to identify and encourage opportunities for reduced water consumption in new development projects.

Action 3.4.1.3 – Lead Responsibility – Planning Board

Update – Planning Board reported that the roadway and subdivision regulations relate to traffic and public safety needs. Any modification of the roadway widths will need to be discussed with public safety officials. The Board will further investigate the use of more pervious roadway materials with Town staff, noting impacts such as that to snow plowing. The Town has applied for a Municipal Vulnerability Preparedness (MVP) Planning grant and was awarded \$15,000 in early 2020.

Strategy 3.4.2

Action 3.4.2.1 – Lead Responsibility – Town Planner

Update – Town Planner reported that initial efforts are focused on the Municipal Vulnerability Preparedness Planning grant which was received in early 2020 and the current MAPC grant for work related to water quality.

Action 3.4.2.2 – Lead Responsibility – Town Planner

Update – Related to Action 3.4.2.1 and requires additional time to study and will be considered in the spring. Town Planner suggested reinstating the Complete Streets Committee.

Mr. Fox noted that the ideas and actions require work from Town staff. Suggested that this action item may not need further study.

Ms. Neyland responded that this is to determine a baseline.

Ms. Markowitz responded that this would align with outcomes from the UMass study and would be beneficial in the future to have the baseline.

Mr. Corson noted that initially for the action item, it is good to understand how the DOT connects to local roadways and evaluate that using existing data.

Consensus is to keep the action item as is.

Strategy 3.4.3

Action 3.4.3.1 – Lead Responsibility – Planning Board

Update – Planning Board reported a balanced approach is necessary with respect to the EDC studies. The studies are to be used as available tools for the Town.

Action 3.4.3.2 – Lead Responsibility – Planning Board

Update – Planning Board reported that this is a medium-term objective for determining what the Town is seeking to achieve. Town would receive a better

consensus following the completion of the UMass Study, whereas the Board will then be able to make proposed recommendations.

Action 3.4.3.3 – Lead Responsibility – Sustainability Committee (formerly, Energy Committee)

Update – Sustainability Committee reported that over the past 2-3 years it has been convinced that the Building Code was stringent enough to achieve positive energy efficiency results. Since then, the Committee has closely reviewed code which focuses on performance based rather than prescriptive based requirements. Builders now have more flexibility when building energy efficient homes leading to overall cost savings. Goal is to work with the Building Commissioner and work to propose at Annual Town Meeting an Article for the Town to adopt the 2017 Stretch Code. Mr. Stemple noted that the Sustainability Committee cannot modify the Stretch Code, this would have to be changed.

Wording in Action Item will be changed from modify to review.

Action 3.4.3.4 – Lead Responsibility - Sustainability Committee (formerly, Energy Committee)

Update – Sustainability Committee reported that closer study is required on this matter.

Ms. Neyland noted that this item should be coordinated with the Planning Board.

Discussion of Next Steps

Ms. Neyland stated that the goal is to post the updates reported on the Town website. Spreadsheet style reporting would be a good structure to follow. The concern is that the recommendations and Implementation Plan documents are separate files. A goal would be to link the documents to each other.

Mr. Corson offered that the feedback should be stored using a spreadsheet, but that it may be good to develop a multimedia presentation or guided document for the public to view.

Ms. Neyland noted that the meeting minutes will be used as a means to read the updates provided tonight.

Future Joint Meeting Date

Next joint meeting will be scheduled in early June and will review Aspirations 4, 5, 6, and 7.

Mr. Fowlks motioned for the Select Board to adjourn at 9:09PM. Seconded by Ms. Bak. Approved unanimously, 6-0.

Ms. Verner motioned for the Planning Board to adjourn at 9:09PM. Seconded by Ms. Fillmore. Approved unanimously, 3-0.

Meeting Documents

Boxborough 2030: Recommendations & Implementation Plan
Master Plan Update Mtg. Jan. 13, 2020 (packet including all reports and updates)

6a

From: Elizabeth Markiewicz
Sent: Friday, January 17, 2020 12:45 PM
To: Ryan Ferrara <rferrara@boxborough-ma.gov>
Cc: Cheryl Mahoney <cmahoney@boxborough-ma.gov>; 'John Fallon (johnfallon118@gmail.com)' <johnfallon118@gmail.com>
Subject: Appointment of John Fallon as Temporary Constable

Hi Ryan,

I would like to request that the BSB appoint John Fallon as temporary constable for 2020 at one of their meetings in February. I have a couple of big elections this year and could use a third constable. He has served in this capacity before. I've attached a draft appointment slip detailing the term.

Thanks for your consideration.

Best, Liz

Elizabeth A. Markiewicz
Town Clerk
29 Middle Road
Boxborough, MA 01719
978-264-1727

Hours:

Mon-Thurs: 9am-2pm

Friday: 9am-Noon

Monday evenings: 6pm-8pm





Appointing Authority: Boxborough Select Board

Date:

John Fallon

You are hereby notified that you have been appointed to serve as a **Temporary Constable** for the Town of Boxborough for a term beginning **March 1, 2020**, until **December 31, 2020**, or until a successor is appointed Board.

Please see the Town Clerk at your earliest convenience to be sworn.

Personally appeared _____ above named, and made oath that the appointee would faithfully and impartially discharge and perform the duties incumbent upon them in the aforesaid office.

Before me,

Town Clerk

Signature: _____

Email address: _____

Ma

Cheryl Mahoney

From: johnfallon118@gmail.com
Sent: Wednesday, January 22, 2020 9:48 AM
To: Maria Neyland
Cc: Elizabeth Markiewicz; Ryan Ferrara; Sean Donahue; Karen Guzzardi; Cheryl Mahoney; Susan Bak; jennifer Campbell
Subject: The Policy Advisory Committee has Disbanded

Thank you for the kind words at last night's BSB meeting.

This e-mail is to inform you that, at its duly posted meeting this morning, the Policy Advisory Committee voted unanimously to disband the Committee.

John Fallon
Clerk of the Policy Advisory Committee

**FY2021 Proposed Articles
Town of Boxborough**

Article Count Identifier	Dept Description	Amount
<u>Special Town Meeting</u>		
1 *ADM-10	135 Prior Year Bills	\$ -
2 *422-6	422 Snow & Ice Deficit	\$ -
	Total	<u>-</u>
<u>Annual Town Meeting</u>		
CPA		
6 CPA-1	Reserves Open Space Reserve 10% (xx,000)	
	Housing Reserve 10% (xx,000)	
	Historic Reserve 10% (xx,000)	
	FY21 Budget Reserve (xxx,000)	
	Administrative and operating expenses <5%	5,000
7 CPA-2	172 Library Patio	\$ 35,000
8 CPA-3	194 North Cemetery Quad 3	\$ 9,500
9 CPA-4	194 Town Clerk's Historic Records	\$ 10,000
10 CPA-5	172 Hager Land Bridge Connection	\$ 54,000
11 CPA-6/1	172 Liberty Field Capital Improvements	\$ 250,000
12 CPA-7	183 Rental Assistance Program	\$ 38,050
13 CPA-8	183 Regional Housing Services	\$ 12,000
14 CPA-9	172 Flerra Community Garden Water Supply	\$ 15,000
15 CPA-10	172 Conservation Trust Transfer	\$ 10,000
	Total	<u>438,550</u>

**FY2021 Proposed Articles
Town of Boxborough**

Article Count	Identifier	Dept Description	Amount
Financial (Non Capital)			
16	141-1	141 Commercial Appraisal Consulting	\$ 25,000
17	141-2	141 Residential Valuation Consulting	\$ 30,000
18	220-1	220 New Positions (net amts) incl benefits SAFER Grant (9 months)	\$ 60,000
19	156-2	156 Cable Infrastructure Appropriation	\$ 81,700
20	ADM-5	950 Transfer to Stabilization Fund	100,000
21	ADM-6	950 Transfer to OPEB Trust Fund	100,000
22	ADM-7	Multi Close Completed Articles to General Fund/Capital Projects Fund	
23	ADM-8	Multi Departmental Revolving Funds Expense Limits	
24	ADM-9	422 Chapter 90 Highway Reimbursement Program	
Capital Equipment <20K			
25	210-3	210 Vehicle Radar Units	\$ 21,100
26	220-2	220 Gas Meters	\$ 22,500
27	422-2	422 DPW Generator	\$ 20,000
28	422-4	422 Fuel System Monitoring	\$ 20,000
29	610-1	610 Patron PCs	\$ 7,500
Capital Equipment > 20K			
30	156-1	156 IT Technology Hardware/Software	\$ 65,000
31	210-1	210 Police Cruiser	\$ 55,000
32	210-2	210 Public Safety Records Management System Upgrade	\$ 104,000
33	220-3	220 Personal Protective Equipment	\$ 40,000
34	422-1	422 DPW Dump Truck	\$ 215,000
35	422-3	422 Toro Infield Groomer	\$ 21,000
36	422-5	422 Paving	\$ 1,000,573
37	CPA-6/2	172 Liberty Field Capital Improvements	\$ 1,250,000
Total			<u>3,238,373</u>

**FY2021 Proposed Articles
Town of Boxborough**

Article Count	Identifier	Dept Description	Amount
Special Legislation			
38	541-1	541 Senior Tax Workoff Proxy worker	
39	199-1	199 Energy Efficiency Building Code	
Zoning Bylaw Amendments			
40	PET-1	176 Definition Life Sciences; Footnote	-
41	175-1	175 Zoning Map Appendix B - rezone Ag Res	-
42	175-2	175 Parking Schedule/Specialty Food Shop Definition	-
43	175-3	175 Lighting/Regulations for illumination	-
Land Issues			
44	122-1	122 Land Appraisal for Water Source	-
45	220-4	220 Architectural & OPM Services Public Safety Building	-
Sense of the Meeting			
General Bylaw Amendments & New Bylaws			
46	175-4	175 Construction & Post Construction Stormwater Bylaw	-
Non-Financial Consent			

961

From: S Corson
Sent: Wednesday, February 05, 2020 3:59 PM
To: Ryan Ferrara; Cheryl Mahoney; Jennifer Barrett
Cc: Cindy Markowitz
Subject: RE: proposed zoning bylaw amendments

Good Afternoon,

Please see the proposed zoning bylaw amendments below. I understand the following language to be used as placeholders with working titles.

Zoning Map: Appendix B

This update to the current bylaw amends the Zoning Map, to adjust the Zoning of a portion of the property shown as Lot 3 on the Plan of Land (PL.5 of 2019) to the Agricultural-Residential Zone.

Parking/Café: 2100, 4003(4), 6003, 6006

This update to the current bylaw amends 6003 Common Parking Areas, amends 6006 Parking Schedule, amends 2100 Definitions, amends Business/ Industrial Uses 4003(4). The purpose is to clarify common parking area regulations, change the parking schedule to correspond appropriately with subject uses, add "Specialty Food Shop" to the Business/ Industrial Uses table, and to define "Specialty Food Shop".

Lighting: 2100, 6204, 6300

This update to the current bylaw amends 6204 Lighting, amends 6300 Signs, and amends 2100 Definitions to clarify outdoor lighting regulations, and regulations for signage with internal or quasi-internal illumination in the Industrial-Commercial, and Business, and Office Park Districts, and to define key terms related to lighting.

Respectfully,

Simon

Simon Corson

Town Planner

Town of Boxborough

Office: 978-264-1723

Email: scorson@boxborough-ma.gov

The Secretary of State has deemed email to be an applicable public record under M. G. L. Chapter 66, Section 10.

From: S Corson
Sent: Wednesday, February 5, 2020 5:22 PM
To: Ryan Ferrara; Jennifer Barrett; Cheryl Mahoney
Subject: General Bylaw: Construction and Post Construction Stormwater Bylaw

Categories: Organize

Good Afternoon all,

Please see the proposed general bylaw below. I understand the following language will be used as a placeholder.

Construction and Post Construction Stormwater Bylaw:

The proposed bylaw establishes legal authority and enforcement regarding illicit discharge detection and elimination, as well as erosion and sediment controls for construction and post-construction. Boxborough needs to adopt this bylaw to comply with the 2016 Massachusetts Small MS4 General Permit.

This should be included on the March 2nd Select Board Public Hearing agenda. Hopefully, I have not missed the posting deadline...

Respectfully,
Simon

Simon Corson
Town Planner
Town of Boxborough
Office: 978-264-1723
Email: scorson@boxborough-ma.gov

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March 2nd Public Hearing

Respectfully,
Simon

Simon Corson
Town Planner
Town of Boxborough
Office: 978-264-1723
Email: scorson@boxborough-ma.gov

The Secretary of State has deemed email to be an applicable public record under M. G. L. Chapter 66, Section 10.

9c

From: Francie Nolde

Sent: Tuesday, February 04, 2020 10:49 AM

To: Ryan Ferrara; Sean Donahue; Cheryl Mahoney; Jennifer Barrett

Cc: Francie Nolde; Barbara Salzman; Robert Stemple; Hal Salzman; Richard Garrison; Connor Reardon; Palmer Moore; Larry Grossman

Subject: Scope: Sustainability Committee 2020 Warrant article

ARTICLE ADOPT STRETCH ENERGY BUILDING CODE

To see if the Town will vote to adopt the Massachusetts Stretch Energy Code that establishes energy conservation performance standards for new home and large commercial building construction.

Summary

Massachusetts gives communities two options for their local building energy code – a Base Energy Code and an optional Stretch Energy Code. Both codes were recently updated in 2017.

The Stretch Energy Code raises the energy conservation building standards beyond the minimum set out in the Base Energy Code.

A key feature of the updated Stretch Energy Code is that it is performance based. Builders do not have to install specific energy efficiency measures (e.g., windows, wall insulation, roof insulation, furnace, etc.); rather they have the flexibility to choose which energy efficiency measures to install and how to design the home in order to meet an overall performance rating.

The updated Stretch Code applies to new homes and new commercial buildings over 100,000 square feet. Additions, renovations, and repairs to residential or commercial buildings are not applicable to the updated Stretch Code; only the Base Energy Code is applicable.

There are also typically significant annual energy bill savings that more than tip the balance to give homeowners a net savings every year.

As of November 14, 2019, 278 municipalities have adopted the Stretch Energy Code and that number continues to go up. Most builders in the area are familiar with the requirements of the Stretch Energy Code.



**Internal Communications and Outgoing Communications
February 10, 2020**

1. Copy of a follow up letter with attachments from the Conservation Commission, dated January 22, 2020, to the owners of 498 Stow Rd. [Salvatore Panetta and Darlene Chaisson-Durkin] serving as notification of Encroachment on Conservation Land/Site Observations 1/11/2020.
2. Communications from xfinity [Comcast] from Greg Franks, Sr. Mgr. of Gov't Affairs to the Select Board:
 - a. Letter, dated January 23, 2020 informing the Board of upcoming Xfinity TV changes.
 - b. Letter, dated January 27, 2020 informing the Board of upcoming changes in Pricing – Gaiam TV Fit & Yoga, Gaia and Docurama.
3. Email communication from ABRSD Supt. Peter Light, dated January 29, 2020 regarding an incident on January 9th at the Merriam Elementary School. #
4. Letter and accompanying report from Niall Connors, Verizon Fios Franchise Service Manager, dated January 31, 2020, providing their Form 500 (aka Annual Complaint Filing] report for 2019.
5. Memorandum from Central Mass. Mosquito Control Project (CMMCP), dated February 3, 2020, providing a copy of the State Reclamation & Mosquito Control Board (SRMCB)'s preliminary FY20 budget notification [including Boxborough's estimated assessment] and compliance certification, as revised. [copies provided to TA Ferrara; BSB; FinCom; and BoH]
6. Letter from MMA Exec. Dir. & CEO, Geoffrey Beckwith, dated February 4, 2020, to the "Local Official" announcing the Spring Legislative Breakfast schedule. #
7. Email communication from our Meals on Wheels provider, Minuteman Senior Services, dated February 5, 2020 issuing their annual invitation to Town stakeholders to participate in their March for Meals campaign.
8. Email communication from Boxborough Historical Society Secretary, John Fallon, dated February 5, 2020, providing background on the Freedom's Way National Heritage Area's Hidden Treasures program and announcing that Boxborough's 2020 "Hidden Treasure" will be School House No.2. #



Minutes, Notices and Updates February 10, 2020

Minutes

1. Finance Committee minutes for their meetings of: 10/21/2019; 11/04/2019; 11/18/2019; 11/19/19 [Revised] 11/26/2019; 12/10/2019; 12/16/2019; 1/11/2020[Joint w/BSB]; and 1/13/2020
2. Policy Advisory Committee minutes for their meetings of: January 8, 2020 and January 21, 2020

Notices

1. Notice of a Boxborough Building Committee meeting held January 23, 2020
2. Notice of Agricultural Commission meeting:
 - a. Held January 27, 2019
 - b. To be held February 11, 2020
3. Notice of Finance Committee meetings:
 - a. Held January 27, 2020
 - b. Held February 6, 2020
 - c. Joint Select Board/FinCom Capital Budget Review FY 21 held February 8, 2020
4. Notice of a Water Resources Committee meeting held January 29, 2020
5. Notice of Personnel Board meetings:
 - a. Held January 31st
 - b. Held February 6, 2020
6. Notice of an Acton Boxborough Cultural Council meeting held February 3, 2020
7. Notice of a Recreation Committee meeting to be held February 12, 2020
8. Notice of a Sustainability Committee meeting to be held February 12, 2020
9. Notice of a Steele Farm Advisory Committee meeting to be held February 26, 2020
10. A-B School District related meetings:
 - a. Acton Health Insurance Trust meeting held February 6, 2020
 - b. Concord Area Special Education Collaborative (CASE) meetings –
 - i. Board of Directors held January 31, 2020
 - ii. Policy Subcommittee held February 4, 2020

11. **Public Hearing Notices/Decisions from surrounding towns:**

Acton – Planning Bd. – Legal Hearing Notices on February 11, 2020 for:

Proposed Zoning Bylaw Changes and on a petition for a Sign Special Permit for the Silver Unicorn Bookstore located at 12 Spruce Street.

December 16, 2019 – PCRC Special Permit, Applicant – Chris Coughlin, 180 Newtown Rd. and Definitive Subdivision, Applicant Salvation Trust, LLC, 225 Newtown Rd.

Selectmen – Site Plan Special Permit #10/30/19 – 476 NOTICE OF DECISION, [Granted with Conditions] for the Petition filed by Middlesex Savings Bank for the property located at 279 & 285 Main Street.

Littleton – Planning Bd. – Consolidated Public Hearing to be held February 10 – to consider several Special Permit filings submitted by the LELWD for the site located at 39 Ayer Rd.

Stow - Planning Bd. – Legal Hearing to be held February 11, 2020, to discuss the Petition for Modification of the Pilot Point Definitive Subdivision Decisions of 3/10/1998 the lots identified on Assessor's Map R-17, Parcels 4A-1, 4A-2, & 4A-3.

ZBA – Decision [Granted] on Variance request of James & Amy Kirk of 69 Kingland Rd.

SELECT BOARD'S ANNOUNCEMENTS
FEBRUARY 10, 2020

The following announcements and the Select Board Agenda packets can be found on the Town's website.

- In observance of Presidents' Day Town Hall Offices will be closed on Monday, February 17th.
- SAVE THE DATE.... **Boxborough's Annual Town Meeting** will begin on Monday, May 11th at 7PM.
- The **FY 21 Budget process has begun**. All committee meetings are open to the public. Please stop in to any Select Board, Finance Committee, Library Trustee and A-B School Committee meetings to learn more about department budgets for the up-coming year. Please check the Town website calendar for meeting dates. Your input is important.
- Nomination papers are now available for elected town offices at the Town Clerk's office, Boxborough Town Hall, 29 Middle Road. Offices that will be on this year's **May Annual Town Election Ballot** are:
 - Moderator, 1-year term, 1 seat
 - Select Board, 3-year term, 2 seats
 - Board of Health, 3-year term, 1 seat
 - Library Trustees, 3-year term, 2 seats
 - Acton Boxborough School Committee, 3-year term, 2 seats
 - Planning Board, 3-year term, 2 seats

The deadline to submit completed nomination papers to the Town Clerk is **March 31st**. For more information go to the Town's website or contact Liz Markiewicz, Town Clerk.

- The Select Board will be holding **Public Hearing** here in the Grange Meeting Room, Boxborough Town Hall on Monday, March 2nd starting at 7:30 PM -
 - A joint hearing with the Personnel Board to consider proposed amendments to the Personnel Plan, including the Classification & Compensation Schedule. Related materials will be available for review on the Town's website and on the bulletin board outside the Town Clerk's Office. All are welcome to attend.

- With **Winter** upon us residents are advised that:
 - A winter parking ban is now in effect and runs through April 1st.
 - During severe weather events a determination will be made as to whether Town facilities will be closed or have a delayed opening. A notice will be posted to Town's website at www.boxborough-ma.gov. Accordingly you are encouraged to check the Town's website whenever severe weather is predicted. School closures/delays are posted on the A-B School District's website: www.abschools.org.
- Also, residents are reminded that the Transfer Station will be closed during snow storms.
- The **annual street listing/census** forms have been mailed to residents. Please review, correct as necessary, sign and return promptly to the Town Clerk. Voters not completing their census will be put on the inactive voter list. Please contact the Town Clerk, Liz Markiewicz if you have not received your census form or if you have any questions.
- **2020 dog license applications** were also included with the street census mailing. Dog owners are reminded that they can also apply on-line. Dog license applications are due back to the Town Clerk by April 1st.
- The Recreation Commission is hosting a **Board Game Extravaganza** here in the Grange Meeting Room this Thursday, February 13th from 5:30 to 7:00 PM. Please go to the Town Event calendar for more details and to register for this event.
- The **Council on Aging Van** is available for residents 60 and over, Monday through Thursday for local rides to medical appointments, grocery shopping, and other errands for \$1 each way. Other adult residents may also ride, as space allows. All rides must be booked at least a day in advance. Call 978-264-1730 to book your ride.
- The Town is in the process of **updating our website**. This is part an effort to make Boxborough-ma.gov more accessible to residents and to make on-line services available. We appreciate your patience as this work is underway.

- In our continued efforts to reach more residents about upcoming programs, events and initiatives, the Town is in the process of developing **communications through email**. If you are interested in getting emails from the Town, go to the Town's website to sign up.

- **The success of Town Government depends on resident volunteers**. We applaud those who continue to dedicate their time and talent to the operations of the town. If you would like to know more about how you could serve the Town, go to the Town's webpage and click on the "GET INVOLVED" Announcement, or contact Administrative Assistant, Cheryl Mahoney.

- **Town Departments** welcome your questions and feedback on services. Please contact them through the email hyperlink appearing on each department's webpage, give them a call, or stop in to chat.

- The **Select Board wants to hear from you**, and we invite residents to contact us regarding issues of concern. The Board can be contacted via email from the link on the Select Board's webpage.

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.