



SELECT BOARD MEETING  
Meeting Minutes  
February 13, 2023  
6:00 P.M.

APPROVED: 2/27/23

**PRESENT:** Diana Lipari, Chair; Wesley Fowlks, Member; Les Fox, Clerk; and John Markiewicz, Member

**ALSO PRESENT:** Town Administrator Mike Johns; Rajon Hudson, Assistant Town Administrator; Kelley Price, Administrative Assistant; Alec Wade, Town Planner; Fire Chief Fillebrown; Town Clerk, Becky Harris; Police Chief Szewczyk; and Kirby Dolak, BXBTV

*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.*

**1. Call the Meeting to Order Noting the Time & Presence of the Quorum**

At 6:00 PM, Chair Lipari called Select Board meeting to order, via ZOOM pursuant to the procedures noted.

**ANNOUNCEMENTS**

Chair Lipari read through the announcements.

**PUBLIC HEARING NOTICE**

- Call Public Hearing Notice to Order Noting the date/ time and Presence of the Quorum

Member Markiewicz moved to enter into the Public Hearing. Seconded by Member Fox.

**Approved: 4-0-0** by Roll Call Markiewicz, "aye," Fox "aye," Fowlks "aye," Lipari "aye."

- Action: Vote to Opt-Out of Vote By Mail for the Local Election (May 16, 2023)

Town Clerk Becky Harris explained that part of the State law includes a provision that for each local election, if approved by the Select Board, an opt-by mail voting will not be available for that election.

Jim Syiek, 288 Swanson Road, asked if there would still be an option to request a mail-in ballot. Town Clerk Harris explained that, if voted on by the Board, someone would still be able to fill out an application to receive a mail-in ballot. The default is to opt-out of this item. Chair Lipari explained that the Board could decide to opt out of this item this evening, leading to no voting-by mail, only absentee ballots.

Reeves Briggs, 535 Old Harvard Road, requested that the Board not opt-out of this item. He stated that he does not believe it is a good idea for the Town to restrict poll access to anyone.

France Nolde asked the estimated cost to send vote by mail ballots. Town Clerk Harris stated that this is difficult to estimate. She noted that for the last State primary 713 voters requested a vote-by mail ballot, with 459 returned, or 44%. For a municipal election, the number would likely be much lower. Francie Nolde stated that she agrees with making voting as accessible to everyone as possible.

Member Fowlks stated that, in his opinion, getting more people to vote, by making mail in ballots accessible, is important. He would like to try this process this year to see how many people partake.

Town Administrator Johns stated that he recently attended a Chamber of Commerce meeting. Of the six towns present, four of them stated that they have already opted out of this.

In response to a question from Town Administrator Johns, Town Clerk Harris stated that the mail in process is quite onerous and there is staff time associated. Her initial recommendation was to opt-out, but she is willing to do what the Select Board recommends.

Member Fox stated that voting by mail further distances people from meeting others in-person to go through the voting process. He stated that, if needed, people can request an absentee ballot.

Barbara Salzman, Cobleigh Road, agreed that she likes to go in-person to vote. However, this does not work for everyone, and she agreed that the vote by mail option should be available for this year.

Chair Lipari stated that giving people an option to vote by mail is likely worth it to the Town. She recommended not opting out at this time.

Member Fox noted that the Town Clerk's recommendation is to opt out.

Member Markiewicz noted that he would like to allow this process to occur for this year and would like to make sure the Town Clerk's Office has the help it needs to process the mail-in ballots.

Chair Lipari moved to opt out of the vote by mail for the local election, as presented. Seconded by Member Fox.

**Failed: 1-3-0** by Roll Call Markiewicz, "nay," Fox "aye," Fowlks "nay," Lipari "nay."

Member Fowlks moved to exit the Public Hearing. Seconded by Member Markiewicz.

**Approved: 4-0-0** by Roll Call Markiewicz, "aye," Fox "aye," Fowlks "aye," Lipari "aye."

#### **APPROVAL OF MINUTES**

- Regular Session Minutes: 12/28/22; 1/9/23; & 1/23/23

Chair Lipari moved to approve the regular session meeting minutes of December 28, 2022; January 9, 2023; and January 23, 2023, as presented. Seconded by Member Markiewicz.

**Approved: 4-0-0** by Roll Call Markiewicz, "aye," Fox "aye," Fowlks "aye," Lipari "aye."

#### **COMMUNITY CONCERNS**

Becky Neville stated that February 10<sup>th</sup> marked two years since the Leverett House fire. For two years the owners have been paying their mortgages and HOA fees, with many also now incurring rent payments. Last month the rebuild plans were finalized. She requested that, once those plans are submitted to the Town, the Town work to expedite all permits and inspections, so that residents can once again call Leverett House home.

Jim Syiek noted that the process for Leverett House has taken so long because there was a fight with the insurance company for a year to get the building demolished. This made the process more difficult because the building now needs to be built to codes.

#### **NEW BUSINESS**

- a. Introduction of New Employees
  - Zachary Stillman (Police Dispatch)

Police Chief Szewczyk introduced Zachary Stillman. The Board welcomed Mr. Stillman.

- Melissa Pelletier (Fire/DPW Admin)

Ed Kukkula introduced Melissa Pelletier. The Board welcomed Ms. Pelletier.

- b. Appointments
  - Personnel Board (E. Hickey)

Chair Lipari moved to appoint Ellen Hickey to the Personnel Board for a term ending June 30, 2026. Seconded by Member Markiewicz.

**Approved: 4-0-0** by Roll Call Markiewicz, "aye," Fox "aye," Fowlks "aye," Lipari "aye."

- c. Resignations
  - Boxborough Personnel Board (B. Litant)

Chair Lipari moved to accept the resignation of Bill Litant from the Boxborough Personnel Board, with a letter of thanks and appreciation for his service. Seconded by Member Fox.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

- d. Letter of Commendation
  - Officer Schaeffer

Police Chief Szewczyk read the letter of commendation for Officer Shaeffer.

The Board thanked Officer Shaeffer for his work and congratulated him on his letter of commendation.

- e. Action: Student Awareness of Fire Education (S.A.F.E.) Grant & Senior SAFE Grants

Chair Lipari moved to accept the Student Awareness of Fire Education (S.A.F.E.) Grant in the amount of \$3,784.00 for the purpose stated therein. Seconded by Member Fowlks.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

In response to a question from Town Administrator Johns, Chief Malinowski stated that he believes the exploration involved with the S.A.F.E. Grant could lead to additional young residents being interested in joining the Town Departments.

Chair Lipari moved to accept the Senior SAFE Grant in the amount of \$2,077.00, for the purpose stated therein. Seconded by Member Fowlks.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

- f. Discussion: Personnel Administration Plan Changes & Recommendations

Sheila Bauer, Personnel Board, explained that Warrant Article 4 proposes changes to the Personnel Administration Plan. The first proposed change is related to the per diem and intermittent employee schedule. This includes a regraded position for the part-time Dispatcher to Grade 11, at an hourly rate of \$24.19, and the Reserve Police Officer to Grade 13, at an hourly rate of \$27.95. There were also some edits made to the job descriptions for both positions. The next article proposes to add some definitions to the Personnel Plan regarding what a promotion is and regarding what reclassification means. Article 6 the pay plan, which provides clarity regarding when an employee is promoted to a position in a higher class, or the position they hold is reclassified to a position in a higher grade, the employee’s salary shall be increased to the first step that provides them with an increase of no less than 3% above their base pay prior to the promotion or reclassification. Section 2 is also proposed to be reworded to read, ‘regular and reduced hours and regular part-time employees shall be entitled to vacation according to Section 1. Per diem and intermittent employees do not accrue vacation time.’ Article 11 relates to leaves of absence and a sick leave bank proposal. This creates a sick leave bank where current Town employees can donate time into the bank that an employee would then be able to draw from. The Personnel Board also voted unanimously to institute a 2.9% wage adjustment for employees on the classification and compensation schedule.

Town Administrator Johns noted that he is planning to hold a peer recommendation recognition lunch in April.

- g. Presentation: Green Community Designation/Sustainability Committee

Francie Nolde stated that the Sustainability Committee is requesting the Select Board’s undivided support for Boxborough to become a Green Community.

Kelly Brown, DOER, made a presentation to the Board regarding this proposal. She noted that the DOER allows for municipal energy technical assistance, for up to \$15,000 annually to all communities across Massachusetts, related to technical assistance. The Green Community designation and grant program was rolled out in 2010, and now has 290 Green Communities associated. Towns look to become designated Green Communities because it allows them into a pot of up to \$20M annually. The funds do not come out of the general budget, but from RGGI (Regional Greenhouse Gas Initiative), as well as alternative compliance payments. Communities use these funds for energy efficiency type projects, such as to upgrade school lighting, or install more energy efficient heating systems. To date, Acton has received ten or more grants, and Littleton has received six or seven grants. If Boxborough decides to become a Green Community the Town would be eligible for a designation grant, at an estimated amount of \$130,000. Additional competitive grant funds can be applied for once this initial grant is spent.

Ms. Brown reviewed the criteria to become a Green Community. The first criteria is to adopt as-of right siting for renewable alternative energy. Boxborough has already adopted a Solar Bylaw and thus has completed this criteria item. Criteria two deals with adopting expedited permitting, and this has also already been completed by Boxborough. Criteria three is to create an energy reduction plan. Towns can utilize the web-based energy management tool, Mass Energy Insight, to complete the baseline data for this item. Criteria 4 is for a town to purchase only fuel-efficient vehicles. Some vehicles not subject to this item, such as emergency vehicles and

some DPW vehicles. Criteria 5 is to minimize life cycle costs in new construction. The recommended way to complete this item is to adopt the Stretch Energy Code. Aside from a bit of extra information, Boxborough has also completed this item.

Ms. Brown explained that when the Green Communities Act was created, a pathway was given to municipal light plants to adopt the Renewable Energy Charge. This charge is on all electric bills for investor-owned utilities. The Green Communities Act created the Green Communities Division for municipal light plants to adopt this Renewable Energy Charge. Municipal light plants that had customers serviced both by investor-owned utilities, and municipal light plants, such as Littleton, are able to become Green Communities using this pathway. A bill was recently passed that allows communities, such as Boxborough, serviced by a municipal light plant with a territory, to adopt the Renewable Energy Charge and move forward in this way.

Ms. Nolde explained that an event will be held on March 10<sup>th</sup>, 5:30pm-6:30pm, to celebrate the Boxborough bill, and further describe the associated warrant article. She noted that this is Boxborough's last chance to become a Green Community.

In response to a question from Member Markiewicz, Ms. Brown explained that the associated charge is approximately \$0.42 per month, or \$5.04 per year for the average customer.

h. Presentation: Recreation Commission 5K Road Race

The proposal is for a 5K road race called Run Boxborough. This will hopefully help to raise funds for the Blanchard playground through the PTF. The Recreation Commission is seeking a sense of approval from the Board for this item, in order to move forward at this time.

There was unanimous support from the Board.

i. Discussion: Petition to Town for Road Acceptance

Alec Wade, Town Planner, explained that Boxborough Meadows was a Chapter 40B affordable housing development, successfully permitted in 2001 by the Zoning Board of Appeals. The development features 48 units of housing split amongst duplexes and single-family homes. Of these units, 12 remain affordable and registered in the Town's subsidized housing inventory. The roadway is approximately half a mile in length, flanked on at least one side by sidewalks and including at least two culverts and two detention basins. The project finished construction between 2004-2005, at which time the developer sought road acceptance for the first time. This application was not successful, as the developer still needed to complete wetlands-related conditions and other application materials. 18 years later, the homeowner's association (HOA) is now the authority over the neighborhood and is reapplying for the fourth time for road acceptance. Unfortunately, given the amount of time that has passed, the roadway has aged since its initial construction and the HOA, to their credit, has taken really great care to try to maintain and replace structures throughout the roadway whenever needed. This has been a very costly process and has jeopardized the affordability of both the affordable units and market-rate units alike. He explained that a draft warrant article has been created as a placeholder on the ballot. The Board has the ability to make a decision as to if it would like this to move forward or not. The HOA also placed a consulting fee on file with the Planning Board, and the Planning Board has until March 9<sup>th</sup> to make a recommendation to the Select Board. The Housing Board will likely make its own recommendation, given the presence of affordable units in the neighborhood.

Town Administrator Johns stated that the Board's choices are to recommend bringing this to Annual Town Meeting in May, request more time needed for review of materials, or recommend not sending this to Annual Town Meeting.

In response to a question from Member Fowlks, Mr. Wade stated that the residents of Boxborough Meadows are taxed in the same way that the rest of the Town's residents are taxed. The roadways in question are taxed independently, per a previous vote of the Select Board. The Town currently plows these roads for emergency vehicle access, but do not maintain them otherwise. Member Fowlks noted that the Boxborough Meadows residents are taxed at same rate, and also pay HOA fees to repair these roads. He asked why residents would approve of Boxborough Meadows residents paying for the other roads in Town, but not having these roads paid for as well.

In response to a question from Member Markiewicz, Mr. Wade stated that these are currently private ways. The surrounding property owners own their properties, but the developer still owns these roads, as they never changed hands. The roadways are behind on taxes. Member Markiewicz pondered how the Town could recoup these funds. He stated that these property owners need to be taken care of, but the Town owes it to all involved to see what is needed from developer. This is an extreme burden for a lot of these families.

Town Administrator Johns noted that, if these roads are accepted by the Town, existing parking spaces will be removed from the road at end of the cul de sacs. Mr. Wade noted that the original plans detail more on street parking than originally thought, but some of this will need to be resolved, or else it will become a police matter. Turnarounds and sidewalks cannot be used for parking.

Member Fox stated that it appears that the original developer never relinquished responsibility of these roads. He questioned what this developer is still responsible for. He noted that there was a bond posted to assure performance, which was not enforced. Mr. Wade noted that the Town is a third party in this process, as it does not have ownership nor fee to these roadways. This is likely a civil matter between the developer and HOA. The Town can consider taking ownership of the roads or deferring the matter back to the two parties to resolve.

Member Fowlks explained that the developer in question also has other developments in other parts of Town. He suggested placing liens on these new houses to recoup the costs of these abandoned roads. He stated that he would like to ask Town Counsel what options the Town has to recoup this money.

Sumant Kadusakr, Boxborough Meadows Trustee, explained that most of the 40B residents are the original owners of their units. Residents in the 40B units have been suffering for the longest, with significant (over 150%) increases in their HOA fees since 2004. Keeping the roadways private is having the exact opposite effect of keeping these units affordable.

Member Fowlks asked if everyone in the HOA pays the same fee. Mr. Kadusakr noted that the affordable housing unit owners pay a lesser share of the fee.

Mr. Kadusakr explained that the homeowners, lacking the proper skill sets, have been left to handle the intricate aspects of roadway evaluation and rectification as the developer has walked away. Overall, the residents have paid over \$100,000 so far from their own pockets for road acceptance and the maintenance/repairs of the roadways, resulting in perpetual increases in HOA monthly fees for all residents. The financial and emotional strain on this community cannot be sustained any further without the Town's help in accepting the roadways. He noted that there are some previous waivers which apply to these roads.

Member Fowlks stated that, all long as all requirements have been satisfied for these roads, he cannot in good faith deny this roadway acceptance because he cannot ask others to pay for things he uses while refusing to pay for what others are using. That would not be equitable.

Mr. Wade noted that the request to bring this to Town Meeting is being made through a cooperative process with the Town, but the applicant can be requested to complete this process through a petition article instead, if the Board so chooses.

Kelly Szocik, Assessor, noted that this is private property owned by another entity.

Chair Lipari noted that the Board can consider whether to move this onto the fall or spring Town warrant. Member Fowlks stated that, whether fall or spring, he fully supports the residents of Boxborough Meadows in this process.

Al Murphy, Chair of the Boxborough Housing Board, stated that his group has received letters from some of the owners of the affordable units in Boxborough Meadows regarding the financial difficulty of this situation. It is important for the Town to use its resources to sort this process out and determine how the developer was able to walk away without fulfilling his responsibility. Good people who live in these units may have to walk away, if the Town cannot do the right thing.

Town Administrator Johns stated that ownership is going to have to be determined before the Town agrees to accept these roads. Apparently, the developer still has ownership of these roads and is not paying the taxes.

Chair Lipari stated that there has been criticism of the Planning Board lately regarding overly detailed reviews. She thanked the Planning Board and the Zoning Board for paying such great attention to details, as it is a benefit, especially in this case.

j. Presentation: Auditor's Report for FY22 Town Financial Audit

Tony Roselli, independent auditor for the Town with Roselli, Clark & Associates, presented to the Board. He stated that the Town has shown good, steady reserve balances.

In response to a question from Member Fowlks, Mr. Roselli stated that using free cash for one-time expenses will not impact the Town's rating, so long as it stays above the 15% reserve ratio. He would not recommend using it in the operating budget.

Mr. Roselli stated that reserves continue to increase. In 2022, local receipts were over forecast by half a million dollars and expected expenditures were underbudget by \$0.7M. The Town could use some free cash to offset the operating surplus and remain at the same level. This could be an effective management of free cash, which could then be replenished the following year through a budget process.

Chair Lipari noted that the Town has held approximately \$2.8M in reserves in free cash and has been discussing reducing that to \$1.2M. Mr. Roselli stated that he does not see a huge issue in this, as long as it is being used for one-time expenses.

Mr. Roselli stated that the Town has a great ratio rating, leading to a AAA bond rating. He suggested that the Town make efforts to replenish free cash whenever possible. He stated that the Town has been great at not being overzealous with its revenue forecast and should continue this into the future. The Town should seek to enhance revenue wherever possible and continue to prepare its long-term financial projections. The Town should continue funding OPEB.

Mr. Roselli noted that number of turnovers in Town over the course of the year. Many best practices were not implemented during that time, such as the budget being balanced in the general ledger and many manual entries needed. His group and the financial team worked to clean up these items for the Town. He noted that the Police details were not reconciled to the general ledger, which will be listed in the audit as a finding.

k. Presentation: Finance Report FY23 for 2<sup>nd</sup> Quarter

Jared Aponte, Finance Director; Kelli Pontbriand, Accountant; and Kelly Szocik, Assessor, reported on the 2<sup>nd</sup> Quarter to the Board.

l. Action: Vote to Authorize Town Administrator to Negotiate Waterline Extension IMA

Town Administrator Johns stated that he has been in conversations with Littleton on this item.

Member Fowlks moved authorize the Town Administrator to negotiate with the Town of Littleton LELWD to enter into an intermunicipal agreement for the water line extension project and return with a draft for the Select Board to review. Seconded by Member Markiewicz.

Discussion:

Member Fowlks stated that he supports the Town Administrator and how his early negotiations have been regarding this intermunicipal agreement (IMA).

Chair Lipari stated that she believes there needs to be more details and input for these details. She would like to see definite sign-ons from the associated 11 communities. She would like to know the total costs for each entity, including connection and betterment fees. She asked if betterment fees are the best way to structure this agreement.

Janet Connolly stated that it would be helpful for people to know what an IMA is and the scope of this agreement, specific to a waterline. She asked if the Town is considering the entire lifetime of this project or simply trying to get to the construction phase.

Jim Syiek, Harvard Ridge Condominiums, stated that, over the longer term, displacing the public water supply onto a water utility would be a great benefit to the associated condominiums. He stated that he is happy to work with any of the associated communities on this item.

Member Markiewicz stated that he would like more information regarding the buy-in of various stakeholders in this process. There needs to be enough buy-in for this to work. He would like to see a roadmap of considerations for this project, with one being the stakeholders.

Chair Lipari stated that she is not adverse to giving the Town Administrator authorization to enter into negotiations, but there are still so many unanswered questions at this time which she would like answers to before voting on this item. She feels that the Board is being asked to move forward quickly without a lot of the necessary details.

Robert Johnson, Leverett House, stated that back in 2007 there was discussion regarding concerns around blasting and chemicals. This seems to still be a concern that has not gone away.

Chair Lipari suggested that an ad hoc advisory committee could be formed to work with the Town Administrator through this negotiation process. This could involve members of the Planning Board, Water Resources Committee, etc. She is concerned that the public has not had enough input into this process.

Town Administrator Johns stated that an IMA sets forth the ground rules as to how all the participants will interact, along with bounds for the agreement. He stated that he believes the IMA will cover the entire process from borrowing, through construction, through the lifetime of the participating parties.

Member Fox noted that a couple of public participation information sessions, including a webinar have been held, with fairly good participation. Letters of support have been sent to the Select Board on this item, which are being collated by Town staff. The time is opportune to pursue this project and the risk to Boxborough is very low. This project will leverage the capabilities of neighboring communities.

Member Markiewicz suggested that this process move forward, with the Board requiring regular updates from the Town Administrator and from Mr. Syiek regarding discussions with the associations. Delaying negotiations will not help this issue in any way.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

*The Board took a brief recess.*

m. Action: Reopen Annual Town Meeting Warrant

Member Fowlks moved to reopen the Annual Town Meeting Warrant for May 2023. Seconded by Member Markiewicz.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

n. Discussion: Additional Warrant Articles

Chair Lipari moved to add the additional warrant articles to the Annual Town Meeting Warrant, as proposed within. Seconded by Member Fowlks.

Discussion:

Town Administrator Johns explained that the additional warrant articles include repairs to the Library fire alarm system, \$17,500; maximum limits for revolving funds; appropriating money received from the Town to cable services; a citizen petition for \$20,000 to review the cost of investigations; paying off the Sargent Road item; \$10,000 from free cash to transform Steele Farm into a museum; and a potential item for the road acceptance as discussed earlier this evening.

Member Fowlks stated that he has additional new items that could be included. One includes getting a general sense of the meeting regarding competing and/or different ideas for the Public Safety building. This could consider all alternatives being proposed. Chair Lipari stated that there is already a placeholder for a Boxborough Building Committee warrant article, which could be converted to deal with this item. Member Fowlks stated that he would like to see this proposed as one or more sense of the meeting articles.

Member Fox noted that there is no placeholder article proposed at this time from the Building Committee.

Member Fowlks stated that he would like to suggest up to three placeholder proposals for the planned space and to bring people’s awareness to the fact that these parcels are still relevant to the discussions regarding Boxborough Meadows. Two ideas were presented to the Building Committee. He would like for those to have placeholders, along with an additional sense of the meeting article that could include additional suggestions or ideas.

The Board agreed to add three additional public safety building option articles to the warrant.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

The Board discussed the proposed road acceptance article. Chair Lipari stated that she would be in favor of moving this item to fall Town Meeting. Member Fowlks, Member Fox, and Member Markiewicz disagreed, and stated that they would like for this to continue toward Annual Town Meeting at this time. They noted that this will allow the proponents time to compile the necessary information, with the option to pull the article to fall Town Meeting, if this does not happen.

Mr. Wade stated that the key element is that a petitioned warrant article cannot be withdrawn prior to Town Meeting. More would need to be done on Town Meeting floor for a petitioned warrant article, than one sponsored by the Town. He stated that he believes it will be possible to work with the proponents to compile the necessary data prior to Town Meeting.

Member Fowlks moved to take under the Select Board’s purview the petition from Boxborough Meadows to accept the roadways, so long as the proponents are able to get the necessary requirements completed within two weeks of Annual Town Meeting, otherwise this will be moved to fall Town Meeting.

Member Fowlks withdrew his previous motion.

Member Fox moved to place a warrant article on Annual Town Meeting for acceptance of three roads in Boxborough Meadows: Joyce Lane, Loring Avenue, and MacLeod Way. Seconded by Member Fowlks.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

Chair Lipari moved to add ten warrant articles to the 2023 Annual Town Meeting warrant, as stated therein. Seconded by Member Fowlks.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

Member Markiewicz asked if the information for the police cruiser article was received. Town Administrator Johns noted that this was received.

- o. Action: Close Annual Town Meeting Warrant

Chair Lipari moved to close the 2023 Annual Town Meeting Warrant for. Seconded by Member Markiewicz.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”

- p. Review: ATM Draft Warrant

The Board reviewed the draft warrant.

#### **BOARD AND ADMINISTRATOR COMMENTS & REPORTS**

Member Fowlks stated that he will be attending the School Committee meeting on Thursday. A Select Board quorum may need to be posted for this meeting. Chair Lipari stated that this may be the case for the upcoming Building Committee meetings as well.

#### **ADJOURN**

Member Fowlks moved to adjourn the meeting at 11:35 p.m. Seconded by Member Markiewicz.

**Approved: 4-0-0** by Roll Call Markiewicz, “aye,” Fox “aye,” Fowlks “aye,” Lipari “aye.”



Item#

**Exhibits**

Agenda

Memo from Town Clerk re: Vote to Opt-Out of Vote By Mail for the Local Election

Draft Meeting Minutes 12/28/22; 1/9/23; 1/23/23

Melissa Pelletier resume

Ellen Hickey letter of interest

Bill Litant letter of resignation

Memo from Detective Sergeant Bowolick, re: letter of commendation Officer Shaeffer

Memo to Chief Fillebrown re: S.A.F.E. Grant

Amend FY24 Personnel Plan, Article 4 Draft

Presentation: The Green Communities Division Partnering with Massachusetts Cities and Towns

Memo from Becca Edson, RE: Boxborough Road Race proposal

Memo from Perkins & Ancil, P.C., RE: Petition to Selectmen to accept roads in Boxborough named Joyce Lane, Loring Avenue, and MacLeod Way, and associated documents

Presentation: Boxborough Audit Exit Conference

Memo from Jared Aponte, RE: FY23 Second Quarter Finance Team Report

Sargent Memorial Library 2023 Annual Town Meeting Warrant Articles- DRAFT

Annual Town Meeting Warrant