BOXBOROUGH SELECT BOARD
Meeting Minutes
April 13, 2020

Approved: <u>May 11, 2020</u>

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; BXB-TV Coordinator, Kirby Dolak Along with Planning Board Chair, Cindy Markowitz and resident Jeanne Kangas

At 7:01 PM Chair Neyland called the meeting to order, noting that this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order; reviewing the protocols for conducting this type of remote meeting.

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 reported that warrant - #2020-38, Payables for $ 5,500.76 (posting on 4/14/2020) was approved by her as the designate representative of the Select Board and that the Board members were provided same for review.

Minutes
Member Fowlks moved to approve the regular session minutes of March 16, 2020, as revised. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Stemple "aye," Bak "aye," Fox "aye," Fowlks "aye," and Neyland "aye."

Citizen's Concerns - Jeanne Kangas cautioned about increasing any costs at this time; including pay increases and the staffing under the SAFER Grant proposal. Chair Neyland noted the Board would keep these comments in mind during their budget discussion.

The Board took Items # 7, 8 (a-c) and 9, out of order
Personnel Updates - TA Ferrara

- TA Ferrara reported that last Friday was Assistant Town Administrator Donahue's last day. The Building Dept.'s Department Assistant position is still vacant. He believes it would be prudent to hold off on hiring for these positions until October. Reviewed the coverage that existing personnel shall provide in the meantime.
- During the crisis Vicki Rzaza has been working full time over at the Fire Dept. and Town Hall's Karen Guzzardi is backfilling for Vicki at DPW. Coverage assignments will be re-visited when we begin the re-opening process.
- As part of his continuity efforts he instituted weekly Dept. Head meetings last week; they had their 2nd one this morning. This is in addition to the daily COVID-19 response conferences with the public safety chiefs, DPW Dir. Kukkula, CoA/CSC Dir. Abraham, Accountant Barrett and others. Town Personnel continue to remain healthy. We should be proud of how Town personnel have stepped up.

General Business

- Animal Control Officer IMA -TA Ferrara advised that the Town has been negotiating the renewal of our IMAs with Littleton and Stow. The Littleton Board of Selectmen has signed. Stow had some questions, but their IMA should be coming soon. There was a review of the pay structure and the actuals data reflecting usage. Member Fowlks moved to approve Animal Control Officer IMA with Town of Littleton. Seconded by Member Stemple. **Approved: 5-0** by Roll Call Stemple "aye," Bak "aye," Fox "aye," Fowlks "aye," and Neyland "aye." There was discussion about providing signatures during the crisis.

- The Board reviewed the DLS guidelines circulated last week in response to the COVID-19 crisis. In an effort to provide some relief to residents, the Board will be considering implementing the local option to extend our tax bill deadlines from May 1st to June 1st. There was discussion as to the notification guidelines provided in an addendum to this notice and the accepted measures for communicating this to residents (e.g. web pages and Reverse 911 calls) Pursuant to an "Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the acts of 2020", effective April 3, 2020, Member Fowlks moved to adopt the Local Option to extend the due date of property tax bills from May 1st until June 1, 2020. Seconded by Member Stemple. **Approved: 5-0** by roll call Bak "aye," Fox "aye," Stemple "aye," Fowlks "aye," and Neyland "aye."
- It was noted that there are additional relief options available to communities within these guidelines that will be discussed at the Board's April 27th meeting.
- June 2, 2020 Annual Town Election – TA Ferrara asked that the Board pass over approving the Election warrant on the agenda. The Town Clerk spoke to him today. She is concerned about the logistics of realistically being able to provide social distancing at the Town Hall polling place. Precautions need to be in place for voters and election workers. The Clerk would like to see if we could relocate the election to a large venue such as the Blanchard School; which would allow for greater social distancing and traffic flow control. She should have these elements worked out by the Board's April 27th meeting. This would still allow for the inclusion of the Election notice in the Annual Town Meeting warrant. There was discussion about the impact of significant absentee ballot submissions.

Update on Town Boards/Committees/Commissions

- The Board discussed their annual re-appointment process. As ATM has been moved to June. It was determined that these appointments will occur at the May Select Board meeting.

FY 2021 Budget /Annual Town Meeting/ Election Preparations -Joint Meeting with Finance Committee

At 7:40 PM, the Finance Committee joined the meeting. Present were - Chair Gary Kushner, members Becky Neville, Keith Lyons and Ling Chen along with Town Accountant Jennifer Barrett.

- There was a review of the proposed FY 21 Operating Budget Adjustments, developed by Kushner, Barrett and Ferrara. The discussion also touched on the related revisions to the warrant. It was noted that the FinCom had just completed an initial review of these proposed changes and are supporting TA Ferrara's reduction recommendations.
  - Elected Officials Salaries (Article #3) – Some elected officials have already indicated their willingness to forego these salaries. The Clerk and Constables have to remain. This impacts both this article and the Operating Budget. Planning Bd. Chair Markowitz advised that the Planning Board will not be meeting until April 27th so this has not been discussed. The other identified will be contacted regarding the proposed salary suspension under this article.
  - The Personnel Board's recommended CPIU non-union/non-contracted staff salaries increases for FY 21 would be pushed off until January.
  - The consensus was to support reductions to the various town department/board's Travel/Conference expense lines, including that of the Select Board and FinCom. There was discussion as to the elements that had been considered in making these decisions including certification requirements.
  - The current amount allotted for Minuteman Technical High School will need to remain as is, in addition to the current and accepted students, as there are four students waitlisted and we might not know until as late as August if they can attend. She has budgeted for three slots. Barrett reviewed Minuteman's tuition enrollment/ application process and timeline. These funds can be moved to one of the other VocTech budgets, if a waitlisted student transfers there.
  - Recreation – this summer's Flerra Playground program is still a TBD, but the impact would be reflected in a reduction of the revolving fund revenue, not in the Recreation Comm.'s operating budget.
  - Kushner reviewed the current draft of a Powerpoint presentation he is preparing to explain the current budget review and reduction process under discussion. Feedback was provided on same. A significant portion of the Town's budget are fixed costs – e.g. Assessment(s), debt service, contractual salary increases and insurance. There was a review the reduction to the budget these adjustments/ savings will allow. Graphics to illustrate this are being developed. $17.61 is the anticipated tax rate for FY 21. There will be a further review of the article funding source assignments, which the FinCom may be modifying.

- TA Ferrara presented today's version of the Annual Town Meeting (ATM) Warrant for review, including revised language and funding source designations.

  As we work towards providing a safe, social distancing ATM, the Town Moderator has suggested that relocating to the Regency's Parade Room could be large enough to exercise safe distancing. The Police Chief supports this proposal. TA Ferrara advised that he has spoken to the Regency and they were willing to host our ATM as they have in the past, but the space is booked for June 15th, even though it is unclear if their event will proceed. However, the Parade Room is available the following Monday June 22nd, allowing us enough lead time to wrap up ATM before the end of FY 20. It was noted, that as the warrant is yet to be published the Select Board can still make these modifications. A later ATM date would not impact the June 2nd election. There was discussion as to what other communities are doing for their ATM to practice social distancing. The consensus was to support holding Town Meeting at the Regency; this is contingent on the Regency agreeing. TA will follow up with the Regency to see if the June 15th is still unavailable and to request that that they hold the space for June 22nd as a backup. There was discussion as to the mechanics of deploying sanitary measures at Town Meeting (e.g. acquiring masks, sanitizing microphones). TA Ferrara pointed out that they now have registration at 6:15 PM; pushing it back to allow more time for processing voters into the room. TA Ferrara advised that Littleton is holding their Annual Town Meeting on June 15th at their High School's football field. This could be an issue if we go forward on June 15th.

  - Neyland and Kushner will work together on a joint letter for the front of warrant; adding information on the actual cuts that have been made and speak to efforts undertaken to address the budgetary concerns.
  - Election Announcement - will have to indicate a TBD location as to the polling place until April 27th.
  - Donation Announcement – Pantry items remain and the ABUW donations web address has been added. Just got announcement that ABUW is now are accepting applications for assistance. Lauren has been great in getting this information up as soon as it is available for these resources.
  - As the warrant continues to evolve, the article index remains TBD. Consent Agendas' ordering and structure are still in draft form. There was discussion as to the standing protocol for considering an article for placement within a consent agenda. Chair Neyland will work with the Administration in finalizing the warrant article ordering and consent agendas' structure.

  Discussion turned to a review of the articles -

  - ADM-3 Elected position salaries – there was review of the earlier discussions. With the exception of the Town Clerk and Constables these salaries would be suspended in FY 21. Those boards identified should be contacted regarding this revision to the article.
  - ADM-4 Personnel Plan – the earlier discussion concerning pushing off the FY 21 salary increases were reviewed. Jeanne Kangas reiterated her earlier Citizens Concerns of foregoing all salary increases. There was discussion as to balancing fiscal concerns with maintaining a strong workforce; recognizing their contribution during these times. There was discussion as to the recent compensation study's findings; ongoing recruitment concerns, specifically regarding Per diem Firefighter/EMTs. and the proposed FY 21 Schedule. Pushing off to January provides a significant savings. Some proofread revisions were made. Member Bak will relate these discussions to the Personnel Board to see if they want to contribute to summary/recommendation and she will be revising her Select Board recommendation. Once again effectively communicating the Town recent actions on these concerns is essential.
  - Town Operating Budget Article – this will be revised to reflect the earlier decisions during the FY 21 budget review. This article is a raise and appropriate article.
  - CPA -1 through 10 - Discussion opened on CPA articles. Most are unchanged. The exception is the Liberty Fields Renovation project, which has been significantly revised. There was discussion regarding what could be accomplished with the $250,000 in CPA funding. RecCom and CPC would support pulling this from the Annual; pushing it off until a fall Special Town Meeting. The consensus was to pull it totally from ATM and present at a later STM. It was noted that there was not unanimous support for the Conservation Trust fund transfer so it would be outside of a CPA consent agenda.
  - 141-1 The Assessor Article's revised summary looked good.
  - 220-A and 220-6 BFD SAFER Grant/Staffing Articles - It was suggested that we emphasize that our personnel are EMT/Firefighters. We need to make sure the article and motion wording complies with grant requirements. There was discussion about previous communications between Chief Fillebrown and Jeanne Kangas regarding her concerns. Jeanne reiterated some of her earlier concerns. There was a review of the shift staffing requirements. This has unanimous support. Voters will be the ones to decide. It was noted that the COVID-19 crisis has illuminated the staffing coverage concerns both

with the health of our full-time staff and lack of per diem personnel. The tandem article is to hire one new staffer if the earlier SAFER Grant article fails.

- 145-1 Borrowing Costs Article – Barrett related her discussions with the Town's financial advisor earlier today. They reviewed various scenarios/timelines. The thinking is to push off any bonding however having borrowing costs available in FY 21 would allow us flexibility to act when timing and rates are favorable and become available. It was clarified that none of the remaining capital articles in this warrant are being bonded. This would apply to those articles previously approved by Town Meeting. Barrett reviewed the current track of interest rates.
- 122-1 Water Resources Article – it was expanded to include legal expenses and corrections were made to make some of the data references consistent throughout. There was a review of what was behind this data.
- 220-4 Stow Rd Article – the Building Committee recommendation was augmented to reflect the current status of the group.
- ADM-5 OPEB Fund Article – is now $50,000 from Free Cash.
- ADM-7 Close out articles Article - the dollar amount was corrected. This should be on a Consent Agenda.
- ADM-9 Ch. 90 Article – the TNC fund is now incorporated in. It was previously in the supplemental paving article. There was a review of how we obtain and apply these funds from the State. Explanatory language will be added. There was discussion on the impact of not proceeding with the supplemental paving funding on the DPW proposed paving schedule. We need to be able to speak to this at Town Meeting. None of these projects get cut; only delayed.
- 610-1 Library Computers Article - has been pulled. They will be using their State aid, not Town funding for this.
- 210-1 BPD Cruiser – changing from bonding to stabilization; a 2/3 vote.
- 422-1 DPW Dump Truck also changing from bonding to stabilization
- 422-3 DPW Infield groomer – there was discussion as to how the Town previously maintained the baseball diamond and the timeline to acquire this equipment. The consensus was to pull this article and consider it for a subsequent Town Meeting.
- Pet-1 Citizen Petition – there has been discussion with the Moderator that the Petitioner is considering pulling this article as the Planning Bd had some concerns. Markowitz provided her input; referencing the Planning Board's updated recommendation.
- 152-1 Town Clerk Appointment Article – minor change. There was a review of the implementation timeline.
- 541-2 Fellowship Hall Lease Article – language has been added to authorize Select Board to enter into subsequent leases.
- May 22nd is the mail date on the signature page.
- We were now down to 44 articles. Tonight's changes will now be incorporated. FinCom will approve their final recommendations on Thursday. Chair Neyland, TA Ferrara and Accountant Barrett will then meet and structure/order articles. The updated version will then be distributed to stakeholders.

Outreach efforts

- There was a review of the information that will be provided in the Reverse 911 call; including the date changes. The LED signs will also be updated. The Moderator is working on his Town Meeting letter for the Beacon.
- The date for the Pre-Town Meeting Forum in May will be decided at Tuesday's BLF meeting.

Town Meeting Preparations. [Presentations, Materials, Motions…]

- There was a review of the updated preparation calendar. June 3rd is the deadline for presentations.

FinCom adjourned at 9:31 PM

Select Board & Town Administrator's reports/updates

- **COVID-19 Status Update**
  - TA Ferrara reported we are holding at five positive cases, but we anticipate this may change during the surge that has been predicted. As previously mentioned, he is holding daily response meetings and they are tracking expenses.
  - Local businesses have stepped up. We have good news on obtaining PPE equipment from local manufacturers and the State. The Regency has been great with housing our essential personnel. This cost, it is well worth the expense. We have a good team and we are working well.

- The Chiefs and the Regency did a great job on Saturday's Easter parade. Member Fowlks noted he was able to tweet along the parade route. There was discussion about creative ways to keep connected during the current situation.

- **Reports**
  Member Bak reported that:
  - Many of the CoA's exercise programs are back; now being offered virtually via ZOOM.
  - Public Celebrations and Ceremonies Comm. is meeting on Wednesday to discuss the status of Memorial Day and Fifer's Day activities.

- The Board reviewed their FY 20 BSB Meeting Calendar - no changes were made.

Adjourn
At 9:42 PM, Member Fowlks moved to adjourn. Seconded by Member Stemple. **Approved: 5-0 by** Roll Call Fowlks "aye," Fox "aye," Bak "aye," Stemple "aye," and Neyland "aye."

Exhibits

Item#		
		Agenda
4	a	Regular Minutes of 3/16/20 – Draft
6	a	Proposed FY 21 Operating Budget Adjustments
	b	FY 2021 Budget/ATM Timeline
		FY 2021 Proposed Articles List
		Draft Warrant
8	a	Littleton Animal Control – IMA
	b.	DLS Bulletin 4/3/20
	c.	Annual Election Warrant-6/2/20
9	a	FY 21 Boards/Committees List
10	c	BSB FY 20 Meeting Schedule
		Internal Communication & Outgoing Communications List Minutes, Notices and Updates
		Minutes, Notices and Updates
		Announcements

TOWN OF BOXBOROUGH
NOTICE OF PUBLIC MEETING

SELECT BOARD
Meeting Agenda
Monday, April 13, 2020
7:00 PM
2nd Floor, Town Hall, 29 Middle Road, Boxborough, MA

Item #	Estimated Start Time		Action Vote/ Accept & POF
1.	**7:00 PM**	**Call to Order -** ***this meeting is being conducted via Remote Participation, pursuant to the Current Executive Order. See Page 3 of this Agenda for remote participation instructions.***	
		2nd Floor, Town Hall, Boxborough, Massachusetts	
		Select Board meetings have a number of topics and issues that must be discussed and deliberated by the Board. We ask that residents hold their comments until the Board has had the opportunity to get their questions answered. Due to time constraints, the Board may not be able to accommodate comments from all residents on all topics. Please wait to be recognized by the Chair before addressing the Board. We ask that participants be respectful and civil. We thank you for your understanding.	
		[Times are estimated; if you are interested in a particular matter, please plan to arrive 15 minutes earlier]	
2.	**7:00 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.	**7:08 PM**	**Minutes**	
	a.	Regular session, March 16, 2020	**ACCEPT & POF**
5.	**7:10 PM**	**Citizen's Concerns**	
6.	**7:15 PM**	**FY 2021 Budget /Annual Town Meeting/ Election Preparations -** ***Joint Meeting with Finance Committee***	
	a.	FY 2021 Budget - Updates	
	b.	Discussion/Updates on 2020 Town Meeting - Articles; Recommendations; Ordering of warrant and ATM Scheduling	
	i.	*Possible Votes on revisions to 2020 Annual Town Meeting Warrant Articles, if necessary*	**POSSIBLE VOTE:**
	ii.	*Possible Votes on revisions to 2020 Annual Town Meeting Warrant Article recommendations, if necessary*	**POSSIBLE VOTE:**
	c.	Resident outreach efforts, including Beacon Guest Editorial, BXB-TV Town Meeting Summary broadcast	
		Pre-Town Meeting Forum - Re-scheduled to May X, 2020 TBD	
		Town Meeting Preparations. [Presentations, Materials, Motions…]	
		NB: Warrant to be signed 4/27/2020	
7.	**8:05 PM**	**Personnel Updates - TA Ferrara**	

Item #	Estimated Start Time		Action Vote/ Accept & POF
8.	**8:10 PM**	**General Business**	
	a.	*Vote to approve Animal Control Officer IMA with Town of Littleton*	**VOTE:**
	b.	*Pursuant to an "Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the acts of 2020", effective April 3, 2020, Vote to adopt the Local Option to extend the due date of property tax bills from May 1st until June 1, 2020.*	**VOTE:**
	c.	*Vote to approve June 2, 2020 Annual Town Election Warrant*	**VOTE:**
9.	**8:20 PM**	**Update on Town Boards/Committees/Commissions**	
	a.	Discussion of plans regarding re-appointment process	
10.	**8:25 PM**	**Select Board & Town Administrator's reports/updates**	
	a.	COVID-19 Status Update	
	b.	Reports	
	c.	Discussions Possible Revisions to FY 20 BSB Meeting Calendar: 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20	
11.	**8:45 PM**	**Adjourn**	

2020: 4/27/20; 6/01/20; 6/15/20; 6/29/20; 7/13/20; 7/27/20

Boxborough Leadership Forum (BLF): 4/14/2020

[Pre-Town Meeting Review re-scheduled to May 2020]

2020 ATM Re-scheduled to: 6/15/20

2020 Annual Town Election Re-scheduled to June 2, 2020

Item #	Estimated Start Time		Action Vote/ Accept & POF

Topic: Boxborough Select Board /Finance Committee Meeting
Time: Apr 13, 2020 06:55 PM Eastern Time (US and Canada)

To Join Zoom Meeting:

https://zoom.us/j/172472196?pwd=YWdjTHErNjVLZXdOUFQyVUNUaE11UT09

Meeting ID: 172 472 196
Password: 666528
One tap mobile
+13126266799,,172472196# US (Chicago)
+19292056099,,172472196# US (New York)

Dial by your location
+1 312 626 6799 US (Chicago)
+1 929 205 6099 US (New York)
+1 253 215 8782 US
+1 301 715 8592 US
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)
Meeting ID: 172 472 196
Find your local number: https://zoom.us/u/a1GfQD1a0

SELECT BOARD
Meeting Minutes
Monday, March 16, 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; Kirby Dolak, BXB-TV Director of Production; and Department Assistant, Cheryl Mahoney; along with Finance Committee members: Becky Neville, Keith Lyons and Sachin Mathur, who arrived at 7:27 pm)

At 7:00 PM Chair Neyland called the meeting to order in the Grange Meeting Room Town Hall 29 Middle Road

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

Chair Neyland read the Announcements; starting with an update on the COVID-19 situation

Local State of Emergency Declaration

- TA Ferrara provided an update on the COVID-19 situation and reviewed the steps that he would like to implement with the declaration he is presenting to the Board. Pursuant to the protocols put forth by the Commonwealth of Massachusetts, Member Fowlks moved to declare a State of Emergency for the Town of Boxborough. Seconded by Member Stemple. **Approved: 5-0.**

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 Fowlks moved to approve the regular session minutes of February 27, 2020 as written. Seconded by Member Stemple. **Approved: 3-0-2 Fox and Bak abstained**

- The Board passed over approval of the Executive session minutes of February 27, 2020.

There were no Citizen's Concerns.

FY 2021 Budget /Annual Town Meeting Preparations - Joint Meeting with Finance Committee

Finance Committee members Becky Neville, Keith Lyons were present and Sachin Mathur, who arrived after discussion was underway at 7:27 pm.

- TA Ferrara reviewed the updates to the FY 2021, noting that FinCom reviewed these changes at their last meeting. (Version 5). The ABRSD Debt Assessment for next year is down; there are revisions to long term borrowing – FY 21 principal and 2nd line for interest related to that debt. He reviewed some of the items that would be included into this funding, rolling forward existing debt and potential new debt incurred with this ATM. As they relate to FY 2021 Budgets provided an overview on the proposed additional articles and the reconfigured articles. The Sustainability Committee has submitted an article for the Town to enroll in the Devens Household Hazardous Waste program. This will be discussed in more detail this evening. He presented an article to approve the renewal of the lease for the Community Center, the terms that were negotiated and why an article is necessary. These will be new warrant articles. In response to input from the Select Board and FinCom several articles have been revised. The Assessor's abatement article has been increased; expanding scope and funding significantly. The budget/funding proposal for the Fire Dept.'s SAFER Grant staffing article has been re-structured making it a -0- impact event for FY 21 (reduction of $ 60,000). DPW Supplemental Paving Article funding has been brought back down to the previous year's level. The articles to fund Recreation Commission's Liberty Field renovation project have been re-worked and these changes are reflected in version 5 FY 21 Budget. He reviewed the status of the Infield Groomer equipment article and the ABYB contribution towards this acquisition.

Member Fowlks moved to Re-open Warrant to possibly add up to 5 Articles to the 2020 Annual Town Meeting Warrant: Seconded by Member Stemple. **Approved: 5-0.**

- NEW Article 199-2: Sustainability Committee: Join Devens Household Hazardous Waste program. Due to social distancing concerns the Sustainability Committee was asked to not attend but materials, they had forwarded, in support of this article were provided at table. Sustainability Comm. Chair Francie Nolde's statement of support was read. There was a review of the Town's current hazardous waste disposal practices and expense; the services available with the Devens program and those related enrollment costs; and the State's "Rewards Dividends" initiative program. There was concern as to the late introduction of this article; the information provided today is minimal so more data is needed and the Sustainability Committee would need to do a lot to educate voters on these processes and costs prior to Town Meeting. The Board can publish it so voters can decide but it will be up to the Committee generate support for this. There was discussion as to issuing recommendations on this article. Member Fowlks moved to add Article 199-2: Sustainability Committee Household Hazardous Waste to the 2020 Annual Town Meeting Warrant. Seconded by Member Stemple. **Approved: 3-2 (Neyland and Bak)**

- NEW Article 152-1: Appointment of Town Clerk: Changing from Elected to Appointed. Member Bak opened discussion on this new article, referring to the materials she had provided. She provided the history of the previous conversion of other elected position (e.g. Tax Collector); the review conducted by the Personnel Board and the informal research that ATA Donahue had compiled from communities that converted the Town Clerk position. There was discussion as to the timeline of when this would implemented if adopted at this Town Meeting. FinCom supports this. Member Bak moved to add Article 152-1: Change the Elected Position of Town Clerk to Appointed to the 2020 Annual Town Meeting Warrant. Seconded by Member Fowlks. **Approved: 5-0.**

- Article 175-1: Changes to the Town Center Zoning District Map. This change to the zoning map was part of the settlement terms with the Boxborough Town Center, LLC and was already a placeholder. However, the Select Board is being asked to endorse this change. It was noted that the Board typically does not provide recommendations on Planning Board/Zoning Bylaw articles.

- REVISED TA Ferrara re-opened discussion of SAFER grant article(s) structure. He presented three article scenarios that have been developed. These are complex and well need to be well explained to voters. This will be a zero-sum event if the SAFER grant is awarded. It was noted that FinCom did not recommend this proposal as they support hiring 4 Fire Fighters with or without the SAFER grant. Member Fowlks moved to add Article 220-6 to the 2020 Annual Town Meeting Warrant. Seconded by Member Bak. **Approved: 4-0-1 Stemple abstained.**

- NEW Article 541-2: BBC Lease - As previously noted this is a recent addition is the renewal of the Community Center Lease- Fiscal Year 2021-2023 (three years). Due to the wording of the previous article Town Meeting approval is necessary to ratify this renewal. Language is being added that would authorize the Board to approve these lease renewals going forward. Member Bak moved to add the Renewal of the BBC lease to the 2020 Annual Town Meeting Warrant. Seconded by Member Fowlks. **Approved: 5-0.**

- FinCom member Neville advised that they have voted to pull the Stabilization funding article. There was discussion as to the current fund balance; which hasn't accessed in several years. The purpose/intent of the Stabilization fund; the intent to pay as many articles, as possible, out of Free Cash and the Town's Standard & Poors rating. Member Fowlks moved to remove article ADM 5 – Transfer to Stabilization Fund, from 2020 Annual Town Meeting Warrant. Seconded by Member Stemple. **Approved:4-0-1 (Bak Abstained).**

Member Fowlks moved to close 2020 Annual Town Meeting Warrant. Seconded by Member Stemple. **Approved: 5-0.**

- There was a review of Funding Sources with FinCom and Final Votes on the May 2020 Annual Town Meeting Warrant Article recommendations. *The Funding Source designation and the Select Board votes on recommendations are provided in the table provided at the end of these minutes.* There was a protracted discussion on the Liberty Fields project funding and the proposed article structures. RecCom supports combining the Liberty Fields project funding into one article. FinCom members reviewed bonding and soft costs related to this along with the impact per household, specifically as to Bonding. It was noted that some recommendations are still outstanding.

Personnel Updates - TA Ferrara

- TA Ferrara spoke to the work of the Acton-Boxborough District Veteran Services District Officer, James MacRae. This is going well. Vets have expressed their appreciations of this new arrangement. Member Stemple moved to re-appoint, District Veteran Services' Officer, James MacRae, for a term commencing April 1, 2020 and ending March 31, 2021. Seconded by Member Fowlks. **Approved: 5-0.**

General Business

- Ryan provided an update on Massachusetts Avenue/Route 111 Sidewalk project and the required Order of Taking documents that property owners have provided. This completes that process. He and various personnel are now working on coordinating with MassDoT, trying to deal with some engineering/design and due diligence requirements that were recently presented to the TA. We need a MassDoT permit but it is our project. He will be providing updates as we go forward. There are also some issues with the delays being put in place because of COVID-19. Member Bak moved to approve the Massachusetts Avenue Order of Taking for 211 Massachusetts Avenue Condominium Trust. Seconded by Member Fowlks. **Approved: 5-0.**

Update on Town Boards/Committees/Commissions

- Chair Neyland moved to appoint the following individuals as members of the Boxborough Building Committee for a 3 year term ending on June 30, 2023: Maria Neyland, Select Board; Les Fox, Select Board; Gary Kushner, Finance Committee; Ling Chen, Finance Committee; Bryan Lynch, Board of Health; Bill Litant, Council on Aging; Becca Edson, Recreation Commission; Al Murphy, Housing Board; Owen Neville, Member At-Large; Than Stuntz, Member At-Large; and Hugh Fortmiller, Member At-Large. Seconded by Member Fowlks. **Approved: 4-0. (Bak out of room)**

Select Board & Town Administrator's reports/updates

- TA Ferrara provided some details and asked everyone to be patient as we deal on COVID-19. The Town is working to provide remote participation options to our boards/committees; and that this will be tested at Tuesday's BLF meeting.
- How the COVID-19 protocols may impact ATM, will be a discussed at BLF.
- BXB-TV Kirby Dolak advised that Littleton has re-scheduled their ATM to June 1st

Adjourn

- At 10:12 PM, Chair Neyland moved to adjourn. Seconded by Member Fowlks. **Approved: 5-0.**

Exhibits

Item#		
		Agenda
4	a.	2/27/2020 Proposed Executive Session Minutes – Confidential Discussed not public
	b.	3/2/2020 Proposed Regular Session Minutes
5		Public Hearing materials
6	b.	3/24/2020 Secretary of State's COVID-19 Election Procedures Updates
		Senate Bill No. 2608 "Bill granting authority to postpone 2020 municipal elections….."
		Chief Ryder 3/30/2020 Memo RE: Reviewing FY 21 Capital Requests
		List of Articles
		Draft Warrant
8	a.	Communications between Chief Ryder and Littleton Electric Light Dept. concerning the Motorcycle community support grant
	b	Communications between Middlesex Savings Charitable Foundation and Chief Fillebrown and Chief Ryder presenting each a $10,000 gift in support of first responders.
	d.	Communications from the RecCom Chair, Megan Connor requesting appointment of Flerra Director(s)
10	a.	Remote Participation Meeting Checklist and Chair Script for ZOOM meetings.
		Internal Communication & Outgoing Communications List
		Minutes, Notices and Updates
		Announcements

2020 Warrant Article Select Board Recommendation Votes and Funding Source Assignments

Count	Identifier	Dept	Description		Amount	Funding Sources	Moved to Recommend	Seconded	Recom.	Vote
Annual Town Meeting										
1	ADM-1		Choose Town Officers		NA		NA		NA	
2	ADM-2		Receive Reports				W.Fowlks	R. Stemple		5 to 0
3	ADM-3		Set Salaries and Compensation of Elected Officers				W.Fowlks	R. Stemple	Bak	5 to 0
4	ADM-4		Amend FY21 Personnel Plan & Classification and Compensation Schedule				S. Bak	L. Fox	Bak	5 to 0
5	BUDG		Town Operating Budget		$ 22,654,825	Raise and Appropriate	M. Neyland	L. Fox	Neyland	5 to 0
CPA										
			CPC Committee	CPA (FY21)						
6	CPA-1		Reserves Open Space Reserve 10% (23,000)							
			Housing Reserve 10% (23,000)	CPA (FY21)			W.Fowlks	R. Stemple	Fowlks	5 to 0
			Historic Reserve 10% (23,000)	CPA (FY21)						
			FY21 Budget Reserve (147,000)	CPA (FY21)						
			Administrative and operating expenses <5% $ 5,000	CPA (FY21)						
7	CPA-2	172	Library Patio		$ 35,000	CPA (10KOpen Sp/25KFB)	R. Stemple	W. Fowlks	Stemple	5 to 0
8	CPA-3	194	North Cemetery Quad 3		$ 9,500	CPA (Hist)	W. Fowlks	R. Stemple	Fowlks	5 to 0
9	CPA-4	194	Town Clerk's Historic Records		$ 10,000	CPA (Hist)	S. Bak	M. Neyland	Bak	5 to 0
10	CPA-5	172	Hager Land Bridge Connection		$ 54,000	CPA (FY21 Rev/FB) (opSp)	W. Fowlks	R. Stemple	Fowlks	5 to 0
			Paused discussion - took CPA-9 out of Order							
11	CPA-9	172	Flerra Community Garden Water Supply		$ 15,000	CPA (Open Sp)	L. Fox	W. Fowlks	Fox	5 to 0
			Returned to these CPA Articles after #422-5 Paving discussions							
12	CPA-6/1	172	Liberty Field Capital Improvements	BSB Determined the Liberty Fields Project funding	$ 250,000	CPA (FY21 Rev/FB) (opSp)	M. Neyland	W. Fowlks	Neyland	4 to 1 (Bak)
(12)	CPA-6/2	172	Liberty Field Capital Improvements	would be combined into One Article. Recommending as revised for a combined cost of $1,472,000.	$ 1,232,000	Bond				
13	CPA-7	183	Rental Assistance Program		$ 38,050	CPA (13K Hsg/25.05K FY21Rev)	L. Fox	W. Fowlks	Fox	5 to 0
14	CPA-8	183	Regional Housing Services		$ 12,000	CPA (Housing)	L. Fox	W. Fowlks	Fox	5 to 0
15	CPA-10	172	Conservation Trust Transfer		$ 10,000	CPA (Open Sp)	W. Fowlks	R. Stemple	Fowlks	3 to 2 (Neyland & Stemple)
Financial (Non Capital)										
16	141-1	141	Commercial Appraisal Consulting/Legal Fees/Interest		$ 150,000	Free Cash	L. Fox	R. Stemple	Fox	5 to 0
17		220	FIRE STAFFING Options							
	220-1	220	New Positions (net amts) incl benefits SAFER Grant (9 months)		-	n/a	NA			
	220-6	220	New Positions (net amts) incl benefits No Grant		-	Raise and Appropriate	W.Fowlks	M. Neyland	Neyland	4-0-1 (Abstained Stemple)
	220-A	220-A	Addition to Staff		-	n/a	W.Fowlks	M. Neyland		3-1 (Bak Nay)-1 (Abstained Stemple)
18	156-2	156	Cable Infrastructure Appropriation		$ 81,700	Cable	L. Fox	M. Neyland	Fox	5 to 0
19	145-1	145	Borrowing Funds - Closing Costs & Premium Use Auth		$ 60,000	Free Cash	M. Neyland	R. Stemple	Neyland	5 to 0
20	122-1	122	Land Appraisal for Water Source		$ 20,000	Free Cash	L. Fox	W. Fowlks	Fox	5 to 0
21	220-4	220	Feasability Study for Public Safety Building		$ 100,000	Free Cash	L. Fox	W. Fowlks	Fox	5 to 0
22	ADM-6	950	Transfer to OPEB Trust Fund		$ 100,000	Free Cash	M. Neyland	L. Fox	Neyland	5 to 0
23	~~ADM-5~~	~~950~~	~~Transfer to Stabilization Fund~~ - PULLED BY FINCOM 3/16/2020		-					

2020 Warrant Article Select Board Recommendation Votes and Funding Source Assignments

Count	Identifier	Dept	Description	Amount	Funding Sources	Moved to Recommend	Seconded	Recom.	Vote
24	ADM-7	Multi	Close Completed Articles to General Fund/Capital Projects Fund - *Amended to now include "Access Control System" Article(s)*	Revised Amount	109,865.10	M. Neyland	W. Fowlks	Neyland	5 to 0
25	ADM-8	Multi	Departmental Revolving Funds Expense Limits		NA	M. Neyland	W. Fowlks	Neyland	5 to 0
26	ADM-9	422	Chapter 90 Highway Reimbursement Program		NA	R. Stemple	W. Fowlks	Stemple	5 to 0
			Returned to finish CPA Articles discussions						
Capital Equipment <20K									
27	210-3	210	Vehicle Radar Units	$ 21,100	Free Cash	M. Neyland	W. Fowlks	Neyland	5 to 0
28	220-2	220	Gas Meters	$ 22,500	Free Cash	W. Fowlks	M. Neyland	Fowlks	5 to 0
29	422-4	422	Fuel System Monitoring	$ 20,000	Free Cash	R. Stemple	W. Fowlks	Stemple	5 to 0
30	610-1	610	Patron PCs	$ 7,500	Free Cash	R. Stemple	W. Fowlks	Stemple	5 to 0
Capital Equipment > 20K									
31	156-1	156	IT Technology Hardware/Software	$ 65,000	Free Cash	W. Fowlks	M. Neyland	Fowlks	5 to 0
32	210-1	210	Police Cruiser	$ 55,000	Bond	M. Neyland	W. Fowlks	Neyland	5 to 0
33	210-2	210	Public Safety Records Management System Upgrade	$ 104,000	Free Cash	W. Fowlks	M. Neyland	Neyland	5 to 0
34	220-3	220	Personal Protective Equipment	$ 40,000	Free Cash	W. Fowlks	M. Neyland	Neyland	4- 0-1 (Abstained-Stemple)
35	422-1	422	DPW Dump Truck	$ 215,000	Bond	R. Stemple	W. Fowlks	Stemple	5 to 0
36	422-3	422	Toro Infield Groomer	$ 19,000	Free Cash	R. Stemple	W. Fowlks	Stemple	5 to 0
37	422-5	422	Paving	$ 300,573	Bond + TNC	R. Stemple	W. Fowlks	Stemple	5 to 0
			At this time returned to CPA Portion to address Liberty Field Article(s) and remaining CPA items.						
Special Legislation									
			Returned on completion of votes on remaining CPA items.						
38	541-1	541	Senior Tax Workoff Proxy worker	-		S. Bak	W. Fowlks	Bak	5 to 0
39	199-1	199	Energy Efficiency Building Code	-		R. Stemple	W. Fowlks	Stemple	5 to 0
	152-1	152	New Article - Change Town Clerk Position to Appointed			S. Bak	W. Fowlks	Bak	5 to 0
Zoning Bylaw Amendments									
40	175-1	175	Zoning Map Appendix B - rezone Town Ctr parcels to Ag Res	**Board only endorsing not recommending*		L. Fox	M. Neyland		5 to 0
41	PET-1	176	Definition Life Sciences; Footnote	-		NA			
42	175-2A	175	Parking Schedule/Specialty Food Shop Definition	-		NA			
	175-2B	175	Parking Schedule/Specialty Food Shop Definition			NA			
43	175-3	175	Lighting/Regulations for illumination	-		NA			
General Bylaw Amendments & New Bylaws									
44	175-4	175	Construction & Post Construction Stormwater Bylaw			L. Fox	M. Neyland	Fox	5 to 0
45	199-2	199	New Article - Sustainability Committee - Devens Household Hazardous Waste	$ 3,600	Free Cash	R. Stemple	M. Neyland	Stemple	4 to 1 (Bak)
46	541-2	541	New Article - UCC Community Center Lease	$ 14,425	Raise & Appropriate	S. Bak	W. Fowlks	Bak	5 to 0

Proposed Fiscal Year 2021 Operating Budget Adjustments - Page 1

		Gary's Cuts		TA Cuts		Other possible cuts
Elected Salaries		2,000	BSB			Up to BSB and
		1,000	Planning			FinCom and Town
		1,200	Library			Meeting
		600	BoH			
		1,600	School Comm			
		100	Moderator			
122	BSB	780	Travel/Conferences		BSB should decide about # attendees to MMA	
123	TA	1,495	Travel/Conferences	145	Mileage for ATA	
				19,808	Oct 1 Start Date for ATA	
131	FinCom	3,075	Secretary	3,075	Secretary	
135	Acct		Travel/Conferences	270	Travel/Conferences	
141	Assessor	900	Office Suppl	500	Office Supplies	
			Travel/Conferences		Training Required	
145	Treasurer	100	Office Supplies	100	Office Supplies	
			Travel/Conferences		Training Required	
152	Personnel	120	Travel/Conferences			
161	Clerk	770	Travel/Conferences		Training Required	
171	Conservation	650	Equipment Maint			
		230	Conferences			
175	Planning	1,000	Travel/Conferences		Training Required	
176	ZBA	90	Conference	90	Conference	
				3,075	Meeting Secretary	
179	Ag Com	200	Travel/Conferences		don't want to remove whole budget	
192	Town Hall	850	Conferences	425	Conferences	

Proposed Fiscal Year 2021 Operating Budget Adjustments - Page 2

				10,525	Oct 1 Start Date for DA in Building			
220	Fire	2,000	Conferences		Training Required			
241	Building Insp	1,850	Conferences	695	Conferences			
				60	Mileage			
310	Minuteman					102,280	May be able to reduce depending on waitlist	
422	DPW	5,000	Training/Conf		Training Required			
541	COA	450	Training/Conf	450	Conferences (Could shift to Grant)			
610	Library	1,800	Training/Conf	4,000	tuition reimbursement only (new employees not eligible yet)			
630	Rec Com					29,134	Summer Flerra Salary (remainder is prep next summer 2021)	Will also reduce Revenue by $30K= No budget impact
						3,000	Summer Flerra Expenses	
Total Cuts:		27,860		43,218		134,414		

Proposed Fiscal Year 2021 Warrant Articles - Page 3

		FinCom Proposal		Other changes due to cuts	Other possible cuts	
ADM-4	Personnel Bd	20,000	Implement Gov HR schedule on Jul 1; postpone 2.6% WI to Jan 1			
CPA-6	Liberty Field	250,000	Postpone whole project to STM			
ADM-6	OPEB	50,000	Reduce from 100k to 50k	Use Free Cash to fund budget?	50,000	Reduce to $0 if needed
210-1	Police Cruiser		Change from Bond to Stabilization			
210-2	PS Records				53,000	Video portion reduced if needed
210-3	Radar Units				21,100	Could delay 1 year
422-1	Dump Truck		Change from Bond to Stabilization			
422-5	Paving	300,000	Defer to Another Year	Cannot delay use of 573.20, will add to Chapter 90 approval article		
422-3	Infield Groomer				19,000	Could delay 1 year
Total Cuts:		620,000		-	143,100	

Town of Boxborough
Massachusetts

<u>Annual Town Meeting</u>

Monday, June 15th 2020, 7:00 PM

Voter check-in begins at 6:15 PM
Meeting will begin promptly at 7:00 PM

Blanchard Memorial School Gymnasium
493 Massachusetts Avenue, Boxborough

Please bring this Warrant to the Annual Town Meeting

DRAFT AS OF APRIL 13, 2020

Dear Boxborough Voters,

We hope that this mailing finds you well.

Over the last six months, the Select Board and the Finance Committee have worked to create the clean, fiscally responsible town budget and articles put forth in this warrant. We thank the Town Administrator, town officials, and department heads for their thoughtful collaboration.

On March 30th, 2020, the Select Board voted on and signed this warrant. The current public health crisis and subsequent economic decline developed rapidly as we finalized the town warrant. In the last two weeks of March, the Select Board and Finance Committee worked together to remove any articles we felt could wait until next year's Annual Town Meeting, or even a potential Special Town Meeting this fall. Town warrants are subject to strict deadlines, however, and in the short timeframe between the start of the public health crisis and the March 30th meeting, we were not able to comprehensively review and modify the budget.

We are acutely aware of the economic hardship the public health crisis has provoked. Over the next eight weeks, we will work together, alongside the Town Administrator and department heads, to review each line item in the budget. If we identify articles or line items that can be refined, we will present these changes at the June 15th Annual Town Meeting. ~~Please note, if the current public health crisis persists, the Town Moderator may reschedule the May 11th meeting.~~

Thank you for your understanding as our town confronts unprecedented challenges.

Maria E. Neyland, Chair
Boxborough Select Board

Gary Kushner, Chair
Boxborough Finance Committee

ANNOUNCEMENTS

Annual Town Election
Tuesday, June 2nd 2020, 7:00 AM – 8:00 PM
Boxborough Town Hall
29 Middle Road

Large Print Warrants
are available at Boxborough Town Hall
and Sargent Memorial Library

Please remember to bring items for the AB Food Pantry

WWW.ACTONFOODPANTRY.ORG

Especially needed are:

- Hot and Cold Cereals
- Hearty Soups
- Dried Beans
- Toilet Paper
- Detergents
- Shampoos

Another way to support those in need in our community is to donate to the Acton/Boxborough United Way COVID-19 Impact Fund at: www.abuw.org

TOWN OF BOXBOROUGH
JUNE 15, 2020
LIST OF ARTICLES

ANNUAL TOWN MEETING

1. CHOOSE TOWN OFFICERS.....
2. RECEIVE REPORTS .....
3. SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS.....
4. AMEND FY2021 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE .....
5. TOWN OPERATING BUDGET.....
6.

DRAFT AS OF APRIL 13, 2020

CONSENT AGENDA

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

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

- The **Financial Consent** (Article #17 through #26, inclusive) includes appropriation articles considered to be non-controversial, all funded with Free Cash.
- The **Capital Consent** (Article #27 through #31, inclusive) includes several of the larger capital items which have been supported by both the Finance Committee and Select Board.
- The **Authorizations Consent** (Article #32 through #37 inclusive) this year includes appropriations from Receipts Reserved Accounts, closing out of completed articles and two state acceptances.
- The **Community Preservation Fund Consent** (Article #38 through #41) includes the annual CPC report and setting of FY20 reserves as well as three CPA funding articles considered to be non-controversial.

The articles to be taken up on the Consent Agenda are indicated by asterisks (*).

THE CONSENT AGENDAS WILL BE TAKEN UP AFTER CONSIDERATION OF ARTICLE XX.

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

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

DRAFT AS OF APRIL 13, 2020

TOWN OF BOXBOROUGH
ANNUAL TOWN MEETING
JUNE 15, 2020

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of MGL Chapter 51, Section 1, to meet at the Blanchard Memorial School, 493 Massachusetts Avenue, Boxborough, MA on Monday, June 15, 2020 at 7:00 p.m. to act on Articles 2 through 47 of this Annual Town Meeting Warrant.

You are also required to notify all such residents of Boxborough to come to their polling place at Boxborough Town Hall, 29 Middle Road, Boxborough, on Tuesday the 2nd day of June, 2020 at 7 a.m. for the Election of Town Officers. The polls will be open continuously until 8:00 p.m. when they shall be closed.

DRAFT AS OF APRIL 13, 2020

BELOW IS A REPRESENTATION OF WHAT WILL APPEAR ON THE TUESDAY JUNE 2, 2020 BALLOT:

ARTICLE ADM-1 CHOOSE TOWN OFFICERS
(Majority vote required)

Moderator, for a one-year term

Select Board member, **Two seats** each for a three-year term

Board of Health member, for a three-year term

Library Trustees, **Two seats** each for a three-year term

Planning Board member, **Two seats** each for a three-year term
Planning Board member, for a two-year term

Acton-Boxborough Regional School Committee member, **Two seats** each for a three-year term

As well as other Town Officers as may be necessary.

The Finance Committee recommends unanimously (5-0).

ARTICLE ADM-2 RECEIVE REPORTS
(Majority vote required)

To see if the Town will vote to receive the reports of the Select Board and other Town Officers, Agents and Committees, including those published in the 2019 Annual Town Report, or take any other action relative thereto.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

DRAFT AS OF APRIL 13, 2020

ARTICLE ADM-3 SET SALARIES AND COMPENSATION OF ELECTED OFFICIALS
(Majority vote required)

To see if the Town will vote to fix the salaries and compensation of various elected officials for the fiscal year beginning July 1, 2020 as follows:

Select Board Members	$400.00 each member/year
Board of Health Members	$200.00 each member/year
Town Clerk	$51,498.00/year
Constables	$3.00 each copy/warrant posted
Planning Board Members	$200.00 each member/year
Boxborough Members of A-B Regional School Committee	$400.00 each member/year
Library Board of Trustees	$200.00 each member/year
Town Moderator	$100.00/year

or take any other action relative thereto.

Summary:
The amounts for Board of Health and Planning Board members were increased to $200 per member to align with equitable service expectations. A stipend for Library Board of Trustees and Moderator were added in recognition of the additional elected positions. Elected members may choose not to accept these stipends and instead choose to volunteer their time in service to the town.

The Select Board recommends unanimously (5-0).
The Select Board recommends the Salaries and Compensation of elected officer as listed above.

The Finance Committee recommends unanimously (5-0).
The FinCom supports the salary structure and compensation as outlined in the warrant.

DRAFT AS OF APRIL 13, 2020

ARTICLE ADM-4 AMEND FY2021 PERSONNEL PLAN, INCLUDING THE CLASSIFICATION AND COMPENSATION SCHEDULE

(Majority vote required)

To see if the Town will vote to amend the Personnel Administration Plan including the Classification and Compensation Schedule as indicated below, or take any other action relative thereto.

Classification and Compensation Schedule

All positions are classified into groups and classes doing substantially similar work and having substantially equal responsibilities, and are then set forth in the Classification and Compensation Schedule, which is incorporated into the Personnel Plan. It is proposed to add the following positions:

Regular Full-time, Reduced and Part-time Employees Schedule

Position:	Information Services Librarian	Grade 13
	Administrative Assistant	Grade 12

Temporary, Per Diem and Intermittent Employees

Position:	Finance Director	$6,000 Stipend

The Personnel Board received a revised compensation plan proposal as a result of a Compensation and Classification and Benefits Study provided by GovHR. The results provide for reclassification of some positions to different grades in the plan and a placement in the 75%ile of the comparable towns studied. After transitioning all current employees to the closest pay step on the new plan, the Personnel Board voted to provide a 2.6% wage adjustment. At the April 13 joint meeting of the Select Board and Finance Committee, both the Select Board and Finance Committee voted to support the recommendation of the Personnel Board to delay the 2.6% wage adjustment to January 1, 2021.

Additionally, on the *Temporary, Per Diem and Intermittent Employees* Schedule apply a 2.6% wage adjustment, generally, with the following exceptions: increase rates for the positions of Counselor, Election Workers, Assistant Animal Control Officer (Dogs & Cats), and Laborer-Cemetery to $13.50, and increase the rate of Clerk of Elections to $14.85.

Commented [RF1]: How does the BSB and FC want to address the 2.6% increase for the Per Diem and Intermittent Employees schedule?

Summary:

Tables included for reference

The Personnel Board recommends unanimously (4-0).

The Select Board recommends unanimously (5-0).

The Select Board and Personnel Board held a joint public hearing on March 2, 2020 in the Morse-Hilberg room at Town Hall on the proposed changes to the Personnel Plan. The new plan moves the schedule from the 50th percentile to the 75th percentile as compared to other comparable communities. The Classification and Compensation Schedule provides a 2.6% wage adjustment, 2.5% Steps and the expansion of the schedule from 9 Steps to 14 Steps.

Commented [RF2]: To be updated.

The new plan also adds two new positions to the schedule: An Administrative Assistant and a Technical Services Librarian.

The per diem schedule includes stipends for technology liaison ($7,500) and a finance director ($6,000).

The Select Board supports the changes to the schedule to ensure that the Town continues to retain and attract highly qualified employees.

The Finance Committee recommends unanimously (5-0).
The chair of the Finance Committee, chair of the Select Board, and the chair of the Personnel Board met to figure out a formula for pay increases for employees covered by the Personnel Plan and based on the compensation study. The Finance Committee endorses the adoption of the recently completed Classification and Compensation Study. We have recommended that the Town plan to perform a repeat of this study every 5 to 7 years and to be contained in the Capital plan for reference.

DRAFT AS OF APRIL 13, 2020

Classification and Compensation Schedule (GovHR Conversion)

DRAFT AS OF APRIL 13, 2020

Classification and Compensation Schedule (with 2.6% Wage Increase for Jan 1)

DRAFT AS OF APRIL 13, 2020

Classification & Compensation Schedule (Per Diem)

DRAFT AS OF APRIL 13, 2020

Contracts & Other Wage Rates for Reference

DRAFT AS OF APRIL 13, 2020

ARTICLE BUDG TOWN OPERATING BUDGET
$ $$$$ Raise & Appropriate
(Majority vote required)

To see what sums of money the Town will raise and appropriate, transfer from available funds, and/or borrow for the operations and expenses of the Town for the Fiscal Year beginning July 1, 2020, or take any other action relative thereto.

For more information refer to the Finance Committee Report at the end of this Warrant.

The Finance Committee recommends unanimously (5-0).
Raise and appropriate via Finance Committee report.

The Select Board recommends unanimously (5-0).
For the reasons stated above the Select Board recommends unanimously.

DRAFT AS OF APRIL 13, 2020

Budget p1 Add extra blanks through p10

DRAFT AS OF APRIL 13, 2020

ARTICLE CPA-1 COMMUNITY PRESERVATION FUND – CPC REPORT AND ESTABLISH FY21 RESERVES

(Majority vote required)

To see if the Town will vote to hear and act on the report of the Community Preservation Committee on the FY 2021 Community Preservation budget and to appropriate from the Community Preservation Fund FY 2021 estimated annual revenues a sum of money to meet the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY 2021; and further, to reserve for appropriation from said estimated annual revenue a sum of money for open space, including land for recreational use, community housing, and historic resources purposes, and for a FY 2021 Budgeted Reserve; all as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:

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

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

$23,000	*open space, including land for recreation use*
$23,000	*community housing purposes*
$23,000	*historic resources*
$149,000	*FY 21 budgeted reserve*

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

"Estimated annual revenue" is the total of the amount to be collected in the upcoming fiscal year, i.e. FY 2021, under the local surcharge and the November state matching funds for the prior fiscal year.

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

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).

DRAFT AS OF APRIL 13, 2020

ARTICLE CPA-2 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – SARGENT MEMORIAL LIBRARY - BRICK PATIO RENOVATION AND EXPANSION

$35,000 CPA (Open Space/Budgeted Reserve)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Ten Thousand Dollars ($10,000), more or less, and the sum of Twenty-Five Thousand Dollars ($25,000), more or less, from the Community Preservation FY21 budgeted reserve to renovate and expand the brick patio at the Sargent Memorial Library as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:
The Sargent Memorial Library (Library) proposes to repair and expand the existing brick patio located at the south side of the building, improving the accessibility of the space, and creating a safe, welcoming, and usable open area for Boxborough residents and visitors of all ages and abilities.

The improvements and expansion will:

1. *Maximize usable space by reshaping the brick patio area and the plant beds.*
2. *Reuse existing bricks supplementing with new bricks for the expanded brick surface area.*
3. *Improve accessibility to the area for wheelchairs and other mobility aids by relaying a gravel base to level the area, creating a graded ramp from the two emergency exits that lead from the library to the patio, and resetting existing granite at the entrance from the walkway that leads from the front of the library to the patio.*
4. *Apply polymeric sand between the bricks to improve endurance and prevent weed growth.*
5. *Redesign the landscape using a mix of new and existing plants for aesthetics and shade.*
6. *Transplant trees and shrubs that are failing in current locations due to soil and water conditions, and put in plants that are low maintenance and can thrive in the given environment.*

The Library proposes funding the project with a combined use of CPA funds, Friends of the Library money including a donation of $15,000 from Middlesex Savings Bank, and State Aid reserve savings.

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

The Sargent Memorial Library Board of Trustees recommends unanimously (6-0).
It's been more than ten years since we developed the outside patio area and we've learned about sustainable practices to keep the space well-maintained and useable. Through this project, we seek to implement some of the aspirations and objectives in Boxborough's 2030 Plan. Overall, the Sargent Memorial Library is an outstanding resource for residents of all ages. Events at the library help us enhance a close-knit sense of community for all generations. By improving the outdoor space, we create more accessible and welcoming open space for all ages and build a sense of community through outdoor activities.

The Select Board recommends unanimously (5-0).
The BSB agrees with the Library Trustees and unanimously recommends the Library move forward with revamping and updating the patio for use by town residents which it has not been able to do in recent years. This is being accomplished by a generous donation from Middlesex Saving Bank in the amount of $15,000 out of the total $35,000.

The Finance Committee recommends unanimously (5-0).
Committee fully supports the renovation and expansion of the outdoor space at the library and believes this project falls under the CPA Open Space with funding split between CPA ($35,000), donation from Middlesex Savings Band to Friends of the Library ($15,000) and the remainder from the Library's State Aid Reserve.

ARTICLE CPA-3 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – NORTH CEMETERY RESTORATION

$9,500 CPA (Historic)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Nine Thousand Five Hundred Dollars ($9,500), more or less, for restorations at the North Cemetery as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:
This project will allow the Cemetery Commission to continue the process, begun two years ago, of stabilizing and restoring the monuments and other structures in the cemetery. Age and other factors have brought this far beyond normal perpetual care.

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

The Cemetery Commission recommends unanimously (3-0).

The Select Board recommends unanimously (5-0).
The purpose of this article Is to continue the preservation efforts of structures within the cemetery that have significantly degraded, ensuring that the cemetery is maintained in a way that is respectful to all.

The Finance Committee recommends (4-0-1).
Finance Committee fully supports the continued renovation and repair of North Cemetery as a historic town site and supports that this work be covered under CPA Historic funding.

DRAFT AS OF APRIL 13, 2020

ARTICLE CPA-4 COMMUNITY PRESERVATION FUND – HISTORIC RESOURCES – PRESERVATON OF HISTORICAL RECORDS

$10,000 CPA (Historic)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Historic Resources Reserve the sum of Ten Thousand Dollars ($10,000), more or less, for preservation of the Town Clerk's Historical Records as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:
One of the obligations of towns within the Commonwealth is the preservation of public records. This is an ongoing process that we have been addressing in order of the age and the condition of the records. The process includes de-acidification, mending and reinforcement of paper as necessary, resewing and rebinding. Before rebinding, each page is photographed and made into a CD.

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

The Select Board recommends unanimously (5-0).
Periodically, the Town seeks to ensure the preservation of historic records, as required, under MGL Chapter 66, section 9. The Town previously used CPA funds (FY2016, FY2017 and FY2018) to repair the oldest records. The funds from this article will continue in the effort to replace bindings, covers and individual pages where in some case the writing has become illegible. The initiative continues to ensure that vital information is preserved for future generations.

The Finance Committee recommends unanimously (5-0).
The Finance Committee recommends unanimously (5-0). Finance Committee supports the expenditure of $10,000 to fund additional work to preserve historic public town records under MGL 66:9.

DRAFT AS OF APRIL 13, 2020

ARTICLE CPA-5 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – HAGER LAND CONNECTION

$54,000 CPA (Budgeted Reserve)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation FY21 budgeted reserve the sum of Fifty-Four Thousand Dollars ($54,000), more or less, for the recreational purpose of connecting the Hager Land Trails via a bridge to the Blanchard property as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:
This article requests partial funding for a new bridge connecting the Blanchard Memorial Elementary School to the trails on the Hager Land.

There has been a bridge at this location for 40 years. It has been repaired or replaced numerous times since it was first installed as an Eagle Scout project. Unfortunately, because of the beaver population in the adjacent wetland, the water levels frequently rise over the existing bridge. These conditions lead to rot, uneven surfaces covered in slippery algae, and portions of the bridge that are underwater for the majority of the year.

The location of the bridge allows for immediate access to the pond for student projects, bird watchers, and nature lovers. It also provides a direct connection to the trail system on the adjacent Hager Land which links Depot Road, Emanuel Drive and Joseph Road neighborhoods to the school. The bridge is also used as a second egress point in the event of an emergency requiring the evacuation of the school. The current bridge is too dilapidated to be used for these purposes.

The replacement bridge will be ADA compliant and will be made of high-strength fiber reinforced polymer (FRP) components, with an expected life of 50 years. The bridge is designed to ensure that it is above the high-water mark at all times of the year. The plan is to construct a completely accessible loop trail from the Garabedian Bridge through the school yard across the new bridge and back toward the library.

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

The Select Board recommends unanimously (5-0).
For the reasons stated above the select board unanimously supports this article. The new bridge will provide a long-lasting solution which will provide students, residents and visitors reliable access to trails and wildlife that are currently unavailable. And this article is consistent with the Boxborough 2030's Goal 4.1 to Ensure conservation and recreation attractions are well maintained, safe and easy to access.

The Finance Committee does not recommend (1-3-1).
Majority Opinion
The majority of the Finance Committee does not support this article. Although we agree a bridge renovation is necessary, our reservations are based on the late submission of a related article last year that we supported which has become larger in scope and budget and we feel there is risk for cost overruns and unplanned additional expenses if this project were to be approved.

Minority Opinion

The reasoning for cost escalations seemed fair and with the bridge the entire stretch can be used for walks in summer and fall.

ARTICLE CPA-6 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – LIBERTY FIELD CAPITAL IMPROVEMENTS

$250,000 CPA (Fund Balance)
~~$1,232,000 Bond~~
~~(Two-thirds vote required)~~ (Majority vote required)

To see if the Town will vote ~~to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Million Four Hundred Eighty Two Thousand Dollars ($1,482,000), more or less, and further, to meet this appropriation,~~ to transfer from the Community Preservation fund balance the sum of Two Hundred Fifty Thousand Dollars ($250,000), more or less, for improvements at Liberty Fields, or take any other action relative thereto.

Summary:
The Recreation Commission (Commission) proposes to make capital improvements to the existing space at Liberty Field creating an all-encompassing recreational space in town that will be desirable to all ages in the community. The proposed updates/improvements include the following:

Commented [RF3]: Summary will need to be revised based on updated funding source

- *Rehabilitating the existing baseball field, including a complete overhaul of the outfield and infield*
- *Adding two tennis courts*
- *Adding one basketball court*
- *Adding an adult fitness area*
- *Creating a walking/running paved path around the perimeter*
- *Improving drainage for the soccer fields*
- *Adding a covered pavilion with seating*
- *Adding a playground area for all ages*

The Boxborough Open Space and Recreation Survey was completed in 2013 and found that Boxborough residents were most interested in having a pool, tennis courts and basketball courts in town. The Commission looked at the three recreational spaces in town (Flerra Field, Fifer's Field and Liberty Field) and determined that Liberty Field was the only one that had the space and no restrictions to accommodate tennis and basketball courts.

In 2016, the Commission sought and was approved for CPA funding to survey the land at Liberty Field which included: design an initial layout, develop a construction document and determine cost estimates to enable the Commission to come back to a future Town Meeting to seek funding for the construction of basketball and tennis courts.

In working with Places and Associates, Inc. on the design, the Commission realized the full potential of Liberty and other aspects (listed above) that could be included or rehabilitated in addition to the creation of the tennis and basketball courts, making it a desirable recreation spot in town for all residents, children and adults of all ages.

The recreation space in Boxborough in town is lacking and is limited to soccer and baseball fields. There are currently no basketball or tennis courts in Boxborough, so residents must travel to neighboring towns to use courts. Besides trails, there are no designated running or walking areas in town and running/walking on roads or trails is undesirable to some. The Commission is hoping to create a safe, designated area that can be used for running, walking, children learning to ride bikes, etc.

The Commission believes that this project addresses the following objectives identified in the Boxborough 2030 Plan:

- *Strategy 3.4.4. Coordinate with the Community Preservation Committee and identify opportunities to use CPA funding for local historic preservation, open space, recreation, and housing production projects.*
- *Goal 4.1 ensure conservation and recreation attractions are well maintained, safe and easy to access.*
- *Goal 4.3. Enhance the quality and variety of recreation programs and facilities to meet current and future demand among all age groups and levels of ability.*
- *Strategy 4.3.1 enhance quality and variety of recreational programs and facilities to meet current and future demands among all age groups and levels of ability.*

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

The Recreation Commission recommends unanimously (5-0).

The Select Board recommends (5-0).

~~**Majority Opinion**~~

The ~~Majority of the~~ Select Board supports the renovation of the Liberty Fields, which will provide amenities for all the members of our community to use. This will include tennis courts, a basketball court, and the repairing of the baseball field which current poses a danger to users. In addition, there would be a 1/3 of mile fully accessible paved walking with adult fitness work out areas and direct access to conservation lands.

Commented [RF4]: How does the Select Board want to update this recommendation reflecting the $250K in funding from the CPA only.

~~**Minority Opinion**~~

~~The minority does not recommend this article.~~

~~While the project provides for upgrades to Liberty Fields including tennis courts, a basketball court, gazebo and adult fitness station, given the more critical needs of the Town, the timing simply doesn't work. The minority believes that the Town needs to take the long view on its priorities. That view includes a new Fire Station and eventually a new Police Station. At present, there are no projections for the cost of those facilities and the impact on taxes.~~

Commented [RF5]: Minority opinion to be removed

~~With respect to taxes, this article would add somewhere between $50-$53 per average single family household for the next 20-30 years. That $50-53 is in addition to the FY2021 operating budget where the estimated tax rate increases from $16.72 per thousand to $17.72 per thousand. By way of example, if your home is valued at $500,000, your property taxes increase by $500 plus the $50-$53 for this article.~~

The Finance Committee recommends unanimously (5-0).

The Finance Committee fully supports the renovation of the Liberty Fields to provide a space the town can be proud of and usages for all age groups in towns from youth to seniors. This work would provide immeasurable improvements supporting soccer, baseball, tennis and basketball as well as a 1/3-mile paved walking path and workout area. Funding is supported and recommended by using CPA Open Space and Recreation ($250,000) and by bonding the remaining ($1,232,000) over 20 years taking advantage of low financing rates. The estimated cost per household would be ($48 at the highest and dropping over time). We commend the Recreation Committee for their outstanding work on this potential opportunity to improve recreational space for the entire town.

Commented [RF6]: How does the FC want to rework their recommendation?

DRAFT AS OF APRIL 13, 2020

ARTICLE CPA-7 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – BOXBOROUGH RENTAL ASSISTANCE PROGRAM (BRAP)

$38,050 CPA (Housing/Budgeted Reserve)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Thirteen Thousand Dollars ($13,000), more or less, and the sum of Twenty-Five Thousand and Fifty Dollars ($25,050), more or less, from the Community Preservation FY21 budgeted reserve for the Boxborough Rental Assistance Program (BRAP) as recommended by the Community Preservation Committee, or take any other action relative thereto.

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

A subsidy of $250/month is provided by the program and is paid directly to the participating household's landlord. Households may renew their participation for a total of three years, subject to annual income eligibility verification. The financial assistance has allowed participating households to maintain stable housing while redirecting resources to pay for medical care, safety repairs on vehicles, and educational items for school-aged children. Participating landlords have expressed appreciation for the program and a desire to help their tenants.

This will be the fifth year of the BRAP. It began with a six-household pilot program in 2016 and was expanded to 12 households in 2017. To date, a total of 21 households have benefited from the program; 9 households have graduated, i.e., left the program early, primarily for improved/more affordable housing. In the past year, the BHB reviewed and clarified application materials, streamlined the application process, and expanded its outreach for applicants. BRAP flyers are now available in English, Portuguese, and Spanish. Lauren Abraham, Community Services Coordinator, remains in contact with the households that are being assisted and reports to the BHB as appropriate.

We expect to continue as part of a regional services collaborative effort that will be implemented by Metro West CD. The table below shows the budget for administrative support of the BRAP. Eligibility determination will be performed through Metro West CD, as in previous years. In addition, additional administrative funds are requested to expand the program's outreach. These funds will primarily be used for direct mailings to Boxborough renters, as well as for additional translations. The direct costs of the rental assistance are based upon assisting 12 households at $250.00 per month for one year. The total program costs are shown below.

Total BRAP Costs

Cost Category	7/1/20 to 6/30/21
Direct Program Cost	$36,000
Administrative Costs	$2,050
Total	$38,050

The total funds requested are $38,050. Of this amount, $2,050, or 5.4%, represents administrative costs.

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

The Well-Being Committee recommends.

The Housing Board recommends.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).
The Boxborough Rental Assistance Program (BRAP) was able to assist households during FY20 by issuing rental assistance to those who met strict eligibility requirements. The BRAP intends on continuing this level of support during FY21 and their request of $38,050 will allow this to proceed. In addition, 94.6% of these funds ($36,000) are expended on the actual rental assistance, with only 5.4% being spent on administrative costs ($2,050). Funding will come from housing reserve and FY21 revenues.

DRAFT AS OF APRIL 13, 2020

ARTICLE CPA-8 COMMUNITY PRESERVATION FUND – COMMUNITY HOUSING – REGIONAL HOUSING SERVICES

$12,000 CPA (Housing)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Community Housing Reserve the sum of Twelve Thousand Dollars ($12,000), more or less, and to transfer to the Affordable Housing Trust for Regional Housing Services, all as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:
Boxborough is part of a Regional Housing Services (RHS) collaboration that provides services related to the monitoring and maintenance of affordable housing. This past year it was named the ***Assabet Regional Housing Consortium****. The Town of Hudson serves as the lead entity in the consortium, which is defined by an Intermunicipal Agreement between Boxborough, Bolton, Devens, Harvard, Hudson, Littleton, and Stow. The services are provided by Metro West Collaborative Development, Inc. (Metro West CD) of Watertown, MA.*

The consortium helps Boxborough monitor affordable units, generate new affordable units, assess affordable ownership units, and resolve compliance violations. The services include assistance with refinancing, resales, and assessments and also include special projects that are needed by specific towns. The services provided by Metro West CD reduce the time that Town staff spends on routine matters.

CPA funding for RHS flows from the CPA to the Boxborough Affordable Housing Trust (BAHT), which disperses funds to the regional consortium. Funds so deposited into the BAHT carry over from fiscal year to fiscal year, so that any unused RHS funds can be used in subsequent years. Because sufficient RHS funds had accumulated in the BAHT, no additional funds were requested in the 2018 and 2019 ATMs. However, several resales occurred last year, necessitating the request this year.

For Fiscal Year 2021, we request a funding amount of $12,000. This amount is approximately equal to the RHS expenditures of the past year. The RHS cost is fundamentally unpredictable; it only takes several resales for it to skyrocket. It is our intention to ask for RHS funding each year that will reset RHS funding to $12,000.

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

The Housing Board recommends.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (5-0).
Finance Committee supports the expenditure of CPA funds as this multi-town service manages the monitoring and sale of affordable housing to qualified buyers.

ARTICLE CPA-9 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – FLERRA COMMUNITY GARDEN WATER SUPPLY

$15,000 CPA (Open Space)
(Majority vote required)

To see if the Town will vote to appropriate from the Community Preservation Fund Open Space Reserve the sum of Fifteen Thousand Dollars ($15,000), more or less, for the replacement of the water supply at the Flerra Community Garden as recommended by the Community Preservation Committee, or take any other action relative thereto.

Summary:
This project will provide reliable on-site water for the use of the gardeners at the Flerra Meadows community garden. Added benefits include the ability to back up the ball field irrigation well and as a monitoring site available to the Water Resources Committee.

The Community Preservation Committee recommends (6-0).

The Agricultural Commission recommends unanimously (5-0).

The Select Board recommends unanimously (5-0).

The Finance Committee recommends (4-0-1).
Finance Committee fully supports the funding of $15,000 under CPA Open Space designation. The installation will provide a reliable source of water to Flerra gardeners who in the last several years have needed to bring water in from home due to the continued failure of the hand pump installed previously.

ARTICLE CPA-10 COMMUNITY PRESERVATION FUND – OPEN SPACE (INCLUDING RECREATION) – CONSERVATION TRUST FUND

$10,000 CPA (Open Space)
(Majority vote required)

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

Summary:
The Conservation Trust Fund (CTF) is used to fund the acquisition, capital improvement, preservation, and management of the Town's Conservation Land. For the past 9 years the CTF has been funded by an approval of an annual Warrant Article at Town Meeting with funding for the last 3 years provided by the Town's CPA funds. This request for CPA funds is intended to continue the annual cycle funding of the CTF and provides an immediate and dedicated source of money to pay for anticipated land management needs.

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

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

The Community Preservation Committee recommends (6-0).

The Conservation Commission recommends unanimously (6-0).

The Select Board recommends (3-2).
Majority Opinion
The Select Board supports the Conservation Commission in its request. The Conservation Trust Fund enables the Commission to carry out a variety of prudent activities including land value assessment, engineering and other services in support of potential land acquisition that might otherwise not happen due to the time constraints of the opportunity.

Minority Opinion
The minority believes the purpose of this fund is for the Conservation Commission to cover expenses for the Town's Conservation Land. For a number of years this was funded at $5,000 a year, 3 years ago it was raised to $10,000. The balance in the fund is currently $30,000, the minority feels the annual contribution should revert back to $5,000 a year.

The Finance Committee does not recommend (2-3).
Majority Opinion
The majority believes that this fund was set up to cover expenses that arose when land became available and funds were required prior to either Special or Annual Town meeting. The original agreement was to fund this at a level of $5,000 per year. There was never a discussion regarding a minimum fund amount. Three members of the Finance Committee believe that the Town should stay with the original agreement to the funding of $5,000 per year.

Minority Opinion

In the past, Town Meeting and the CPC has approved funding of an annual request from the Conservation Trust Fund (CTF) for $5,000 in support of potential land purchases and the required services that go along with it (environmental testing, design, legal support, etc.). This year's request from CTF is for $10,000 which matches the requests for the last 3 years. This increase is to replenish and maintain the CTF to a level that is consistent with past years. The current fund is at $31,575.68.

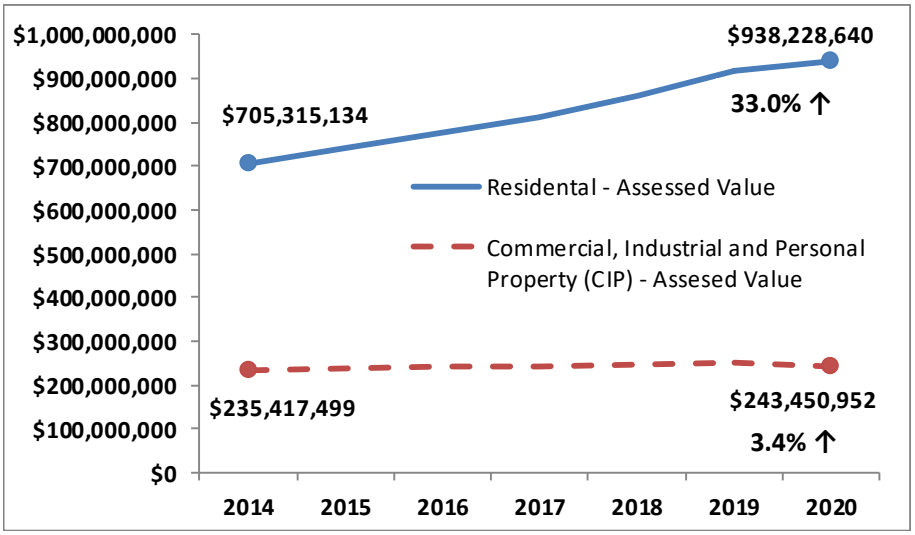
ARTICLE 141-1 ASSESSOR: COMMERCIAL APPRAISAL CONSULTING AND LEGAL FEES
$ 150,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, or otherwise provide the sum of One Hundred Fifty Thousand Dollars ($150,000), more or less, to defend the Town against commercial abatement requests via the provision of such services as property appraisal consultants and counsel to assist the Town in the defense of commercial property values and to pay interest as part of any decision rendered by the Appellate Tax Board (ATB) , or take any other action relative thereto.

Summary:
This article requests funds to defend against commercial abatements that could significantly harm the town's revenues. These funds will be used to contract professional appraisal services, legal expenses, and if necessary, payment of any interest owed by the town to property owners. Please note that any interest which the Appellate Tax Board directs the Town to pay property owners as part of any judgement cannot be paid out of the Overlay Reserve and must be raised via alternative means. The revenues at risk are substantial. We need to have adequate resources to defend our commercial tax stream.

Background:
The Town's Office Park Zone has remained substantively unchanged since it was first established by Town Meeting in 1984. Boxborough had subsequently benefited from significant growth in high-tech companies in the 1980s and 1990s, most notably as the home of Cisco's East Coast Headquarters. The Great Recession and the ongoing trend of locating industry and tech sectors in urban areas has strained the community and left many office park areas underutilized. There is currently a 40-50% vacancy rate in the Office Park Zoning District. When viewed in tandem with a 20-40% vacancy rate in retail centers, infrastructure constraints, and a growing residential population, the Town needs to reenvision its relationship with its commercial and retail sectors.

Unlike peer communities such as Harvard (4.5%), Bolton (6.8%) or Stow (8.4%), Boxborough's residential tax payers have benefited from having Commercial, Industrial and Personal Property (CIP) take up a much larger percentage of the overall tax burden (21.6% in Fiscal Year 2019). The Town's CIP as a portion of our overall tax revenue has been declining over recent years however from a high of 25.0% in Fiscal Year 2014 to 20.6% in Fiscal Year 2020. With the current list of prospective abatements applications from underutilized commercial rental properties, the Town can expect the CIP figure to drop even lower. When the value of commercial property decreases, the operating costs of the community shift to the residents. While Boxborough has benefited since the early 1980s from having a proportionally large commercial office rental presence which has helped reduce the tax burden on residents, this advantage is at risk as vacancy rates are high and property owners refrain from reinvesting in their properties. As the chart below outlines, since Fiscal Year 2014, residential assessed values in Boxborough have increased by 33% while total CIP assessed values went up by only 3.4%.



In an effort to address these concerns, Town Meeting, in December 2019, committed $25,000 for an economic development study and community engagement effort to be overseen by the University of Massachusetts Amherst's Center for Economic Development, Department of Landscape Architecture and Regional Planning (LARP). Phase 2 of the study is currently underway with the objective of providing the Town with a report providing a detailed comparative analysis of four different scenarios, including their relative strengths, weaknesses, opportunities and threats. The objective will be for the Town to adopt and implement an economic development strategy to appropriately position Boxborough to reduce its office vacancy rate, ensure an appropriate balanced tax base, and maintain a high quality of life for current and future residents, including adding more local options for work, shopping and entertainment, consistent with the goals of the 2030 Master Plan.

The Select Board recommends unanimously (5-0).
Vacancy rates in Boxborough's commercial districts have been running higher than average in the MetroWest region. Our current zoning in these districts inhibits owners from seeking new uses and new tenants for their properties to maintain income. As a result, a number of property owners have recently applied for abatements to their taxes, arguing that the town's assessed values are too high for the present market conditions. The total of requested abatements is significant. If granted, we could annually lose several hundred thousand dollars in tax revenues.

To mitigate the impact of commercial abatements, the town will endeavor to negotiate settlements with property owners to arrive at fair assessments and tax liabilities. When necessary, the town will oppose excessive abatement requests through legal action at the Appellate Tax Board. This will incur legal expenses. Where the Appellate Tax Board rules unfavorably for the town, we will be required by law to return over-payments to owners plus interest. These interest payments cannot be taken from our Overlay Surplus Fund.

The Town Assessor believes our commercial assessments are fair. But where challenged, we may need objective, independent appraisals to establish commercial valuations favorable to the town.

To protect our revenue stream, the town needs to make accurate and convincing arguments to negotiate fair settlements with property owners, and when necessary oppose requested abatements at the Appellate Tax Board.

The Finance Committee recommends unanimously (5-0).
This is for hiring consultants when requests for reducing taxes (abatements). This article covers the consultant and legal fees as a way to track costs for the appraisals and if necessary go to the appellate court. It also covers interest on any abatements awarded. The overlay account cannot be used to cover past interest rebates.

DRAFT AS OF APRIL 13, 2020

ARTICLE 220-A FIRE: ADDITION TO STAFF, INCLUDING BENEFITS – SAFER GRANT
(Majority vote required)

To see if the Town will vote to support the hiring of Full-Time Firefighters, or take any other action relative thereto.

Summary:
The current group staffing model for the Fire Department is 1 Full-Time Firefighter and 1 Per Diem Firefighter on duty 24/7. When a call for service comes in, 100% of the resources are engaged and unavailable for the duration of the incident. When a second call comes in during this period, there are no resources available to respond immediately to a possibly life-threatening situation.

The addition of 4 Full-Time Firefighters will aid in increasing the coverage of on-duty personnel to handle fire, medical, and other emergencies. The 4 additional Firefighters will increase coverage to 2 Full-Time members per group, which means there will be 3 staff members on duty at all times. The current staffing model of 1 Full-Time and 1 Per Diem member was implemented in 1988 and has not been changed in over 32 years. During this timeframe, the population has increased 150% and the number of calls annually has increased 250%. This addition in staff will enable the town to maintain coverage at the station when the Ambulance is dispatched out of town. Additionally, it is a step closer to meeting National Fire Protection Association (NFPA) and Occupational Safety and Health Administration (OSHA) required standards for Fire Safety.

The Federal Emergency Management Agency (FEMA) offers a reimbursement grant to municipalities for just this type of staffing change. The SAFER Grant (Staffing for Adequate Fire & Emergency Response) offers 75% reimbursement in the first 2 years for salary and benefits for 4 firefighters and 35% in the third year. This cost to the town equates to adding 1 firefighter each year over the course of 4 years, but with the benefit of being fully staffed from the beginning of the program.

If the SAFER Grant is awarded, the Town will hire 4 Full-Time Firefighters during the Recruitment Period. If the SAFER Grant is not awarded, the Town will hire 1 Full-Time Firefighter/EMT in FY21.

These additional positions will be funded with reallocations within the budget to maintain a net zero cost in the first year.

The Select Board recommends (3-1-1).
Majority Opinion
The majority of the Select Board recommends this article because if the town is awarded the SAFER Grant from the Federal Government, the town will receive significant financial compensation from the Federal Government. This would enable the town will be able to better respond to multiple calls at the same time, additionally the town would be able to more quickly respond to structural fires and be able to safely enter the buildings faster than waiting for mutual aid, due to safety standards which designate that there need to be 2 people outside of a burning structure while 2 people are inside.

However, in the unfortunate event the town is not awarded the Federal Grant, we believe the town is still desperately in need of additional full-time staff.

Minority Opinion

The minority does not recommend. The minority believes that the Town should evaluate staffing needs on an annual basis, rather than add 4 fire fighters all at one time.

Excluding the Fire Chief and Captain, this grant would increase the number of Fire Fighters from 4 to 8. That would mean 2 full time fire fighters plus one per diem fire fighter to cover each 24-hour shift. While the Town would receive reimbursement in years one through three, by year four, the total cost to the Town, after reimbursement through the SAFER Grant, is **$743,305.94.** The tax impact on the average single-family home by year four would be $52.01.

Services provided	Calendar Yr. 2017	Calendar Yr. 2018	Calendar Yr. 2019
Alarm Box Maintenance	360	195	221
Alarm Investigation	153	139	115
Detail/Fire Watch	14	8	10
Fire – Brush	4	6	12
Fire – Vehicle	12	8	11
Fire Chimney	2	0	0
Fire – Other	4	3	4
Fire Structure	2	3	6
Hazardous Materials Incident	2	3	1
Inspection	325	232	243
Investigation – Carbon Monoxide	15	11	12
Investigation – Natural Gas	2	2	4
Investigation – Odor	10	7	4
Investigation – Other	17	45	32
Medical Assist	114	153	120
Medical Emergency	236	379	428
Motor Vehicle Accident	71	55	57
Mutual Aid – Ambulance	83	73	77
Mutual Aid – Fire Apparatus	23	12	13
Outside Smoke Investigation	4	0	1
Public Education – SAFE/CPR	140	135	128
Public Education – Car Seat Install	98	102	51
Special Service – Suspicious Item	0	0	0
Special Service – Other Assistance	36	20	10
Special Service – Water Problem	8	7	6
Special Station Coverage	29	8	15
Training	38	37	36
Water Rescue	0	0	0
Total	1802	1643	1617

The Finance Committee recommends this article (4-1).

Majority Opinion

The Finance committee discussed the Fire department needs and requirements to provide the proper level of support to the Town. The original Town direction was for no new hires this year. The Fire Chief

escalated his concerns to the Select Board and to the FinCom. The Town is having difficulty bringing in per diems on a regular basis. This issue is leaving the Town at risk of not having support in town when the ambulance is out of town on a call. We believe that now is the right time to lower the risk to the Town with the help of the Federal government in its Safer program. We do understand and want to make sure that the Town understands that there will be a big increase in the Fire department salary budget line in year 4 and we want to make sure the Town has all the facts and details to properly decide on the direction of manning the fire station and supporting calls. The guidance in the past is to hire 1 new employee per year in a department. The Safer grant is a way to allow the Town to hire 4 employees and provide funding in the first 3 years to offset the expense. We believe that the Town will need to compare risk versus expense and provide guidance as the legislative body of our community.

Minority Opinion

The minority would prefer to hire two EMT/FF full time over the next two years versus 4 in year 1.

DRAFT AS OF APRIL 13, 2020

ARTICLE 220-6 FIRE: ADDITION TO STAFF, INCLUDING BENEFITS
(Majority vote required)

To see if the Town will vote to support the hiring of 1 Full-Time Firefighter, or take any other action relative thereto.

Summary:
*If Article **220-A** is approved, this article will be passed over.*

The cost to the Town for 1 Full-Time Firefighter is equivalent in FY21 as in Year 1 of the SAFER Grant period. The Fire Chief, through evaluation of the Fire Department, has determined that there is sufficient need for increased staff to cover shifts adequately. One additional Firefighter will help to alleviate the burden of filling shifts with excess overtime and reliance on Per Diem coverage.

This additional position will be funded with reallocations within the budget to maintain a net zero cost.

The Select Board recommends (4-0-1).
The Select Board recommends this article as it allows the fire department to be better staffed with full-time which is easier and more consistent from a planning and shift coverage aspect. The majority of the ~~planning board~~ Select Board believes the town needs significantly more full-time resources for the fire department which is addressed in the other article, to better ensure the safety and continuity of services to the residents and visitors. For this article the Select Board is unanimous in its support to add 1 full time firefighter.

The Finance Committee does not recommend (1-4).
Majority Opinion
The majority of the FinCom believes that in the current environment of growth of the Town and age of the constituents of the Town that 2 full time members of the department should be on staff each 24-hour shift. This article provides one additional EMT/firefighter only if the Town votes down the SAFER grant. Assuming that the Town is willing to turn down 4 firefighters in year 1 for no increase cost to the Town then why hire 1 full time fire fighter? The decision essentially removes us from moving forward with the SAFER grant in future years as an odd number of EMT/FF at a higher cost to the Town.

Minority Opinion
The minority of the FinCom supports the potential inclusion of a new article for the addition of a new FTE firefighter in the event the SAFER Grant article does not pass believing that the inability to fill per diem positions and the lack of adequate staff and coverage that the addition of one additional fire fighter is better than none.

ARTICLE 156-2 CABLE SERVICES AND EQUIPMENT
$ 81,700 Cable
(Majority vote required)

To see if the Town will vote to appropriate the sum of Eighty-One Thousand Seven Hundred Dollars ($81,700), more or less, said funds to be transferred from the PEG Access and Cable Related Fund receipts reserved for appropriation account, for the purpose of providing for FY 2021 cable TV operations and for the acquisition of new equipment to improve the quality of the Town's cable television broadcast quality and expand meeting coverage, or take any other action relative thereto.

Summary:
This provides funding for Videographers to staff both Select Board and Planning Board meetings, as well as other events such as Fifer's Day, Town Meeting information series, etc. (increased to $6,500). LCTV services are the majority of this appropriation ($66,000) and include all organizational and management services for Cable broadcasting. The remainder of the budget is for OnDemand Service ($3,200), IT services related to connectivity and new hardware including cables, video equipment, etc.

The funds for this article are appropriated from Cable Franchise fees paid to the Town from Comcast and Verizon subscribers.

The Select Board recommends unanimously (5-0).
The bulk of this appropriation will fund the sixth year of cable recording and broadcast services from Littleton Community Television. It also includes funds for contract videographers to expand meeting coverage, and annual renewal of video on-demand service. The source of funds is cable subscription fees that, under law, must be appropriated each year by vote of town meeting. This appropriation will not affect taxes.

The Finance Committee recommends unanimously (5-0).
Funding provided using the cable franchise fees paid by each subscriber.

DRAFT AS OF APRIL 13, 2020

ARTICLE 145-1 TREASURER: BORROWING COSTS
$ 60,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, or otherwise provide the sum of Sixty Thousand Dollars ($60,000), more or less, for the purpose of paying the cost of issuance for borrowing authorized by vote of Town Meeting 2018, Town Meeting 2019 and Town Meeting 2020, or take any other action relative thereto.

Commented [RF7]: Check on status of this article with Jennifer B.

Commented [JB8R7]: Will provide update from Financial Advisor on schedules at 4/13 meeting

Summary:
In May 2018, Town Meeting authorized borrowing in the amount of Seven Hundred Thirty-Four Thousand Nine Hundred Dollars ($734,900). In May 2019, Town Meeting authorized borrowing in the amount of Eight Hundred Thousand Dollars ($800,000). The town issues short-term notes on authorized debt until the total authorized reaches a reasonable amount to deem long-term bonding necessary. These amounts, coupled with any borrowing proposed at this Town Meeting will be bundled in a long-term bond issuance at favorable interest rates. Department Heads work with Financial Advisors to determine the best timing to use short term and long term borrowing to maximize savings and minimize costs.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (3-0).
For paying the costs of 2018, 2019 and 2020 authorized borrowing.

DRAFT AS OF APRIL 13, 2020

ARTICLE 122-1 WATER RESOURCES COMMITTEE: LAND APPRAISAL FOR WATER SOURCE
$ 20,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, or otherwise provide the sum of Twenty Thousand Dollars ($20,000), more or less, to hire an appraiser to provide an appraisal of real property to establish a fair market value of said property and affiliated legal expenses, or take any other action relative thereto.

Summary:
There are approximately 2,000 residents of Boxborough who reside west of Route 495 and are currently served by private wells. In some cases, they reside in single family residences, while others reside in condominiums or multi-family rental units. Many of the private wells in this area have been affected by elevated levels of salt in their drinking water. The Town has reestablished the Water Resources Committee (WRC) and charged it with investigating various options for the Town to consider for the establishment of a public drinking water source for this area. The WRC has accordingly been evaluating potential locations for a public water supply well or wells in the western part of Boxborough. The WRC is close to identifying a suitable site and is requesting funding for an appraisal of the to be identified parcels to establish the fair market value for the property. With this information in hand, the Town would then seek to purchase the land either via negotiations with the owner or eminent domain, and return to a future Town Meeting to fund the purchase of the parcel with the objective of developing a public well or wells.

The Select Board recommends unanimously (5-0).
This article would fund professional land appraisals to support the town's effort to acquire suitable land for a new public water supply source, whether it is developed now or in the future. This is in line with several key elements of the Boxborough 2030 Master Plan.

Some existing water supplies in the western part of town are experiencing problems. Since 2018 the Boxborough Water Resources Committee (WRC) has been in discussions with the Massachusetts Department of Environmental Protection (DEP) over their concerns around water quality issues in the western part of town. One historical issue is increasing levels of salt in drinking water. The other is proximity of septic system effluent. About 1000 residents and 2000 commercial occupants live or work in this area encompassing about 18 water supply wells. These wells are privately owned but regulated as public water supplies under DEP rules.

Concerted action will be required to address the problem equitably for all stakeholders. The WRC and Town Administrator have had productive discussions with the Littleton Water Department around potential solutions. These all hinge on obtaining a new high-volume source of drinking water situated along the Beaver Brook aquifer. The town explored this area with test wells in a previous study in 2006. The findings were favorable for development of a new source that could meet the immediate needs.

Previous studies conducted by the town found no other source of water suitable for a municipal supply. Test wells showed that other promising sources were not viable, and other potential sources have been lost to development.

In order to plan for development of a new water source, it would be best for the town to acquire land to support new wells for a public water supply. To the extent possible, the cost of a new western water system would be borne by consumers in the service area – the rate payers—and not the town as a whole.

The land appraisal would be the first of many steps needed to ensure the western part of Boxborough can continue to enjoy good water at sustainable costs.

The Finance Committee recommends unanimously (3-0).
The finance committee discussed the issue of the water requirements for the Northwest section of the Town. It is our understanding that the proposed plan is best for the Town.

The Water Resources Committee recommends unanimously (5-0).
The Water Resources Committee recommends unanimously for the reasons summarized in the Select Board's recommendation.

DRAFT AS OF APRIL 13, 2020

ARTICLE 220-4 FEASIBILITY STUDY FOR PUBLIC SAFETY BUILDING: 70/72 STOW ROAD
$ 100,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of One Hundred Thousand Dollars ($100,000), more or less, for the purpose of hiring a consultant to develop a feasibility study to determine if property located at 70/72 Stow Road could be developed for a combined fire/police public safety facility, or take any other action relative thereto.

Summary:
On January 9, 2020, the Boxborough Building Committee voted to unanimously (6-0) to recommend to the Select Board that the new public safety facility be developed on the town property on 70/72 Stow Road, currently in the custody of the Housing Board. The Building Committee has worked diligently over the past few years to identify a suitable location for a public safety facility. With the selection of the 70/72 Stow Road parcel, the Building Committee has disbanded and is in the process of forming a new committee with a specific focus on the development of the Stow Road property for a public safety and potentially other town facilities.

To determine whether the 70/72 Stow Road property is a sound location for the proposed uses, the Town is proposing to hire an architectural firm to undertake a feasibility study of the site. Specific tasks to be included in the Request for Qualifications (RFQ) include the following:

1. *A programming update from the previous 2014 public safety building study.*
2. *Site investigations including utility review, site review in relation to available parking, traffic circulation existing zoning and general site constraints.*
3. *Permitting review to determine what permits will be required.*
4. *Use of existing studies include documents associated with the purchase of 70/72 Stow Road and the 2014 public safety building study.*
5. *Conceptual design which will include development of two preliminary designs that can be used to prepare a cost estimate and a rendering of what the public safety building might look like.*
6. *A 3-diemensinal architectural model based on the preferred conceptual floor plans and elevations.*
7. *Wetlands delineation.*
8. *Subsurface and geotechnical investigation.*
9. *Traffic analysis based upon the specific proposed uses of the site.*
10. *Review of potential other uses of the site for other municipal facility needs such as a community center.*

The funding from this article will be combined with an earlier Town Meeting appropriation to fund the RFQ. With this information in hand, the newly constituted Building Committee will have the information in hand to request funding to repay the Housing Board for the 70/72 Stow Road parcel, architectural and construction services in the fall/winter of 2020.

The Select Board recommends unanimously (5-0).
The Building Committee has previously described the many deficiencies and issues with our existing Police and Fire stations. Approval of this article will enable us to take a significant step to address our needs for adequate facilities for our public safety departments.

The appropriation of this article will supplement remaining available funds of the Building Committee to conduct a feasibility study and conceptual design for construction of public safety facilities on the town

property at 72 Stow Road. Total area of the site is about 13.5 acres. The public safety facilities will include the Fire Department, Police Department, Dispatch, and employee as well as public parking. All told, less than 3 acres should be sufficient for public safety, leaving ample room for other town uses in future.

After evaluating several potential sites along Mass Ave, the Building Committee concluded none were suitable for public safety facilities. The committee voted unanimously to recommend to the Select Board development on the Stow Road parcel which is currently held in custody by the Housing Board. With a specific site now determined, the Select Board approved a new charge for the Building Committee with membership expanded to represent broad community interests.

Detailed program requirements for a public safety facility were determined and documented in a previous space needs analysis completed by HKT Architects in 2015. This new feasibility study will begin with the program requirements generated previously and validate them. The Stow Road parcel will be evaluated to determine the optimum site utilization and develop conceptual designs. A site master plan will be developed for placement of a public safety facility that allows for additional municipal uses in the future. Vehicle movements, parking management and overall site aesthetics will be key elements of the plan. Geotechnical evaluations will be carried out. The plan will address placement of wells, septic system and fire suppression cisterns.

The preliminary design will be used to prepare a high-confidence cost estimate for construction of a public safety facility on the Stow Road site. The study will generate conceptual illustrations and elevations and site layout to elicit community feedback at public meetings of the Building Committee and other venues.

The feasibility study, conceptual design and final report should be complete before the end of calendar 2020. Following that, the next and final phase would be for the town to contract for architectural and engineering services and construction for a public safety facility. We hope to be prepared for voters to make this decision at a fall or winter town meeting in 2020.

The Finance Committee recommends unanimously (3-0).
The future plans for the public safety building are progressing with an identified site. The next steps are feasibility study, site study and finding an architectural agency. An OPM (owners project manager) is highly recommended if not required for a project of this magnitude for the Town. A number of us have learned through the AB school building project of the strength and accuracy provided by an OPM. We believe that this is the right timing in the project timeframe.

Building Committee recommendation.
The new building committee had not been fully appointed before printing of the Warrant. A recommendation will be provided at Town Meeting.

DRAFT AS OF APRIL 13, 2020

ARTICLE ADM-5 TRANSFER TO OPEB TRUST FUND
$ 100,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or otherwise provide the sum of One Hundred Thousand Dollars ($100,000), more or less, for the Other Post-Employment Benefits Liability Trust Fund established under Article 25 of the 2010 Annual Town Meeting, and authorized by MGL Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or take any other action relative thereto.

Summary:
This article proposes to continue the annual transfers that the Town has made to the OPEB Trust Fund, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees. To-date, the Town has authorized the transfer of $700,000 to the Fund with current balance of approximately $860,000.

The Select Board recommends unanimously (5-0).
For the reasons stated above the Select board recommend unanimously.

The Finance Committee recommends unanimously (5-0).
Finance Committee recommends this article. This will continue the Town's annual transfer into the OPEB (Other Post-Employment Benefits) trust fund to offset anticipated expenses related to providing post-retirement health and life insurance to retired Town employees.

DRAFT AS OF APRIL 13, 2020

ARTICLE ADM-7 CLOSE COMPLETED ARTICLES TO GENERAL FUND/CAPITAL PROJECTS FUND
$ 49,865.10
(Majority vote required)

To see if the Town will vote to transfer the unexpended balance of monies, as voted by past Town Meetings, and as indicated in the table below:

Article	Title	Amount	Original Source
ATM17, Art23	Old DPW Garage Roof	$ 15,196.04	Free Cash
ATM17, Art29B	Town Facilities Access Control	$ 60,000.00	Free Cash
ATM18, Art20	OPEB Actuarial Study	$ 4,750.00	Free Cash
ATM18, Art24	Police eTicketing	$ 23.45	Free Cash
ATM18, Art25	Police Speed Awareness Trailer	$ 430.16	Free Cash
ATM19, Art8	Compensation & Benefits Study	$ 250.00	Free Cash
ATM19, Art13	Voting Machine & Poll Pads	$ 60.00	Free Cash
ATM19, Art16	Police Fire Suppression Engineering	$ 15,000.00	Free Cash
ATM19, Art20	Police Garage Doors	$ 58.00	Free Cash
ATM19, Art 24	DPW Cirus Salt Spreaders (2)	$ 7,800.00	Free Cash
	Total to be transferred to the General Fund	**$ 103,567.65**	
ATM16, Art27	Police Building & Grounds	$ 414.14	Borrowed
ATM18, Art33	DPW Hotbox & Tractor	$ 5,883.31	Borrowed
	Total to be transferred to the Receipts Reserved for Appropriation for Capital Projects Account	**$ 6,297.45**	
	Grand Total of Transfers	**$ 109,865.10**	

Or take any action relative thereto.

Summary:
The amounts above are unexpended. Department heads and committees have agreed that the unexpended balances should be returned to the original funding source. Unexpended balances in articles that had been approved for borrowing will be transferred to the Receipts Reserved for Appropriation for Capital Projects Account and will be held to offset a future appropriation requiring borrowing for a term of 20 years or more. Town Meeting will be required to authorize future expenditure from the Account.

The Select Board recommends unanimously (5-0).
This is a regular practice used to release unexpended prior years' appropriations so funds are available for future appropriations by vote of town meeting.

The Finance Committee recommends unanimously (5-0).
This article closes out unused funds from Town approved warrant articles that are closed or not to be used.

DRAFT AS OF APRIL 13, 2020

ARTICLE ADM-8 DEPARTMENTAL REVOLVING FUNDS EXPENSE LIMITS
(Majority vote required)

To see if the Town will vote pursuant to the provisions of G.L. c. 44 §53E½, as most recently amended, and the Town's Revolving Fund Bylaw to set the FY 2021 spending limits for the Town's revolving funds as follows:

GIS Assessor Maps	$ 5,000
Conservation Commission	$ 20,000
Community Gardens	$ 2,000
Fire Alarm System Maintenance	$ 10,000
Plumbing & Gas Inspection	$100,000
Electrical Inspection	$150,000
Animal Control	$ 75,000
Council on Aging Programs	$ 25,000
Senior Van	$ 32,000
Library Fines	$ 10,000
Library Photocopier	$ 2,500
Field Permitting	$ 10,000
Recreation Programs	$ 15,000
Steele Farm	$ 10,000

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

The Select Board recommends unanimously (5-0).
These revolving fund spending limits were set up for the purpose of carrying out the departments' normal function and defraying the routine, predictable expanses associated therein.

The Finance Committee recommends unanimously (5-0).
Finance Committee recommends this article. The revolving fund spending limits must be approved on an annual basis by Town Meeting.

DRAFT AS OF APRIL 13, 2020

ARTICLE ADM-9 CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM
$ 573.20 TNC (Transportation Network Company)[+]
(Majority vote required)

Commented [RF9]: Question: Does TNC funding need to be added to the Chapter 90 article?

To see if the Town will vote to authorize the Select Board to accept Highway funds from the Commonwealth of Massachusetts and that such funds are hereby appropriated for the purpose of providing highway improvements under the authority of Chapter 90 of the General Laws, and any other applicable laws; and further to see if the Town will vote to transfer from available funds the sum of Five Hundred Seventy-Three Dollars and Twenty Cents ($573.20), more or less, for the purpose of paving roadways in Boxborough, or take any other action relative thereto.

Summary:
This article authorizes the Town to accept and spend Chapter 90 roadway maintenance funds allocated to Boxborough by the Commonwealth of Massachusetts. These funds may be expended for a variety of construction projects, ranging from road re-paving to retaining wall and guardrail installation, and also may be expended to acquire certain equipment instrumental in maintaining town roads. The FY 2021 funds accepted by this Town Meeting action will be used almost exclusively for repaving projects in the Town.

The minor amount of $573.20 from TNC[+] is included with this article since a specific town meeting appropriation for road-related work is required by statute in order to expend the funds.

[+]TNC – Transportation Network Company - The Transportation Network Company Division ("TNC Division") of the Department of Public Utilities collected assessments from all Transportation Network Companies ("TNCs") operating in the Commonwealth in 2017. The collected assessments were credited to the Commonwealth Transportation Infrastructure Fund ("Fund") pursuant to St. 2016, c. 187, §8(c)(i). One-half (½) of the amount received has been distributed proportionately to each city and town based on the number of TNC rides that originated in that city or town. The funds received by each city or town are special revenue and must be used "to address the impact of transportation network services on municipal roads…" St.2016,c.187, §8(c)(i)

The Select Board recommends unanimously (5-0).
This authorization is required every year in order to receive Ch 90 state highway reimbursement funds. This is an annual vote that helps maintain and repave our town roads.

The Finance Committee recommends unanimously (5-0).
The Finance Committee recommends this article which allows the Town to accept and spend funds provided by the State for necessary paving projects in the Town.

ARTICLE 210-3 POLICE DEPARTMENT: VEHICLE RADAR UNIT REPLACEMENT
$ 21,100 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty-One Thousand One Hundred Dollars ($21,100), more or less, to provide for the replacement of vehicle radar units, or take any other action relative thereto.

Summary:
The Police Department's radar units range from 10 to 15 years old. This is far beyond their expected lifespan of 7 to 9 years. The devices are becoming difficult to service and will eventually not pass their annual certifications. This equipment was historically replaced with Massachusetts Community Oriented Policing Services (COPS) grant funding. This program has re-directed their focus and no longer provide funds for this type of equipment. These funds will replace five vehicle mounted units and two battery operated, hand held units.

The Select Board recommends unanimously (5-0).
For the reasons listed above the Select Board recommends unanimously recommends.

The Finance Committee recommends unanimously (5-0).
The Finance Committee fully supports the request to replace five in vehicle and two handheld radar units that have exceeded their recommended useful life. The current units have become difficult to service and will eventually not pass their annual certifications.

DRAFT AS OF APRIL 13, 2020

ARTICLE 220-2 FIRE DEPARTMENT: GAS METERS
$ 22,500 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty-Two Thousand Five Hundred Dollars ($22,500), more or less, to provide for the acquisition of gas meters, or take any other action relative thereto.

Summary:
The Fire Department uses a variety of technology to keep the Firefighters and residents safe.

One piece of technology the department uses on a daily basis is a Carbon Monoxide monitor attached to every medical aid bag. This monitor goes into every situation and sends an alarm if the area is unsafe for the Firefighters to enter, alerting them to reassess the scene and evacuate residents and personnel as needed.

Secondly a set of second backup monitors that test for elevated oxygen, carbon monoxide, combustible gases and hydrogen cyanide will replace outdated equipment that is no longer supported for calibration and repairs.

Last, a piece of equipment for the Ambulance and a second as backup on the first due engine is a Pulse CO-Oximeter which tests a person's oxygen saturation levels, a potentially life-saving device for residents and firefighters alike.

The Select Board recommends (4-0-1).
The Select Board recommends this article as it will help to ensure the safety of our firefighters/EMTs in addition to improving the level of care they are able to provide to residents.

The Finance Committee recommends unanimously (5-0).
The existing gas meters are at the end of their useful life and the Chief is planning on adding a gas meter to each of the first response vehicles.

ARTICLE 422-4 DEPARTMENT OF PUBLIC WORKS (DPW): FUEL TANK MONITORING SYSTEM
$ 20,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Twenty Thousand Dollars ($20,000), more or less, to provide for the replacement of a fuel leak detection monitoring system, or take any other action relative thereto.

Summary:
The Environmental Protection Agency (EPA) and the Massachusetts Department of Environmental Protection (MassDEP) requires all Underground Storage Tank Systems (UST's) have overfill prevention and leak detection equipment. The town has 2 UST's and the current leak detection system is 15 years old. The alarm is hard-wired into the unoccupied DPW building and is unmonitored, therefore it does not meet MassDEP requirements.

A new tank level monitoring system will include security controls, improved accuracy in fuel level reading, web-enabled remote connectivity to monitor performance & alerts, and compliance with EPA and MassDEP regulations.

The Select Board recommends unanimously (5-0).
The BSB recommends this article to ensure we have accurate readings of our town's fuel storage tanks to make that our tanks are not leaking along with a warning system to let us know that our tanks are low and need refilling to make sure our vehicles can continue operating to service our needs and protection.

The Finance Committee recommends unanimously (5-0).
This monitoring system measures the amount of fuel and measures any potential leaks. It is made of plastic with aluminum probes, has limited risk of degradation with longevity of ~15 years (could go up to 25 years) and can be accessed using an app on the phone.

~~ARTICLE 610-1 LIBRARY: PATRON COMPUTERS~~
~~$ 7,500 Free Cash~~
~~(Majority vote required)~~

~~To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Seven Thousand Five Hundred Dollars ($7,500), more or less, to provide for the replacement of computers and technology equipment for the Sargent Memorial Library, or take any other action relative thereto.~~

~~Summary:~~
~~The Sargent Memorial Library contains many resources available to the residents of Boxborough. Computers and their relevant software and technology are essential to a smooth-running operation. This article will replace the PCs at the Circulation Desk (used for checking out materials), Catalog Kiosks (for searching the online library catalogs), and eight PCs for public use at the library. Additionally, the Library has one laptop for use in the meeting room for presentations, etc. The total replacement cost of these 15 units is $15,000, however the state provides funds to the library each year (approximately $8,000) and the FY21 funds will be earmarked for this project.~~

~~The Select Board recommends unanimously (5-0).~~
~~The BSB agrees with the Library Trustees and recommends the replacement and updating of the library's computers that the residents use, as the current computers are not under warranty and the software on them is being updated continuously to allow our residents as well as their children to research and view topics from around the world, and provide a source for our family's day to day today activity should they need to communicate electronically.~~

~~The Finance Committee recommends unanimously (5-0).~~
~~The PC's are reaching their useful end of life of 15 PC's with the library funds covering half.~~

~~The Library Board of Trustees recommends unanimously (6-0).~~
~~Computers are essential for library patrons to access the full range of library materials, from conducting a search for materials to reserving and checking out materials. Additionally, we have many databases available to patrons in and out of the library itself. Thus, computers have become an integral part of the library's services. Fourteen of our PCs and one laptop are up for replacement at this time. Fortunately, we have funds from a state grant, so we only need to request funds for half of the replacement costs. This investment is definitely worth the cost to provide necessary services to Library patrons.~~

DRAFT AS OF APRIL 13, 2020

ARTICLE 156-1 INFORMATION TECHNOLOGY: HARDWARE/SOFTWARE UPGRADES
$ 65,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Sixty-Five Thousand Dollars ($65,000), more or less, to provide for the replacement of information technology equipment and services, or take any other action relative thereto.

Summary:
This article continues the technology improvements initiated at Annual Town Meeting 2016. Our technology consultant has helped to develop a roadmap of our technology infrastructure and cyclical replacement plan.

Last year, a majority of the PCs and laptops running Windows 2007 were replaced, there are still a few remaining that will need to be replaced as this platform is now unsupported. Generally, PCs and laptops are on a 5-year replacement cycle. Desktops, laptops and printers account for $25,000 of this article.

Likewise, the servers that run the town's data infrastructure also need to be cyclically replaced. In this article, $30,000 is for one (of our current five) servers, network updates and uninterruptable power supplies.

The remaining $10,000 of this proposal includes backup cloud storage for our servers.

The Select Board recommends unanimously (5-0).
The Select Board recommends this article as it is important to ensure the technology infrastructure of the town is maintained. These upgrades and replacements are necessary to reduce the vulnerability of town's network due to operating systems no longer providing patches for security vulnerabilities.

The Finance Committee recommends unanimously (5-0).
Finance Committee supports the annual refresh of a portion of the town's IT inventory. This year's request includes the replacement of a percentage of the town's PC fleet, a server and other IT hardware. The FinCom is recommending that going forward that there be a line item in the budget for annual IT updates.

ARTICLE 210-1 POLICE DEPARTMENT: MARKED CRUISER
$ 55,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, or otherwise provide the sum of Fifty-Five Thousand Dollars ($55,000), more or less, to provide for the acquisition of a marked cruiser for the Police Department, or take any other action relative thereto.

Summary:
The Capital Plan included two police vehicles scheduled for replacement in FY21. One vehicle in the budget each year replaces one marked patrol unit. Occasionally, a second vehicle comes due in a fiscal year; this year is an additional marked patrol unit. The oldest currently marked patrol units will be removed to reserve unit status and the oldest units in the fleet will be turned in for savings on the purchase amount.

The Select Board recommends unanimously (5-0).
For the reasons listed above the Select Board recommends unanimously recommends.

The Finance Committee recommends unanimously (5-0).
The Finance Committee supports the replacement of a second vehicle as a 2011 Chevy Tahoe will have anticipated mileage of 180k in the fall. This is the second consecutive year of a car in the warrant along with the cruiser in the operating budget. We expect that there will not be a cruiser in the warrant for the next 2 to 3 years.

DRAFT AS OF APRIL 13, 2020

ARTICLE 210-2 PUBLIC SAFETY: RECORDS MANAGEMENT SYSTEM UPGRADE
$ 104,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow, or otherwise provide the sum of One Hundred Four Thousand Dollars ($104,000), more or less, to provide for the upgrade of the records management system for the Police, Fire, and Dispatch Departments, or take any other action relative thereto.

Summary:
The current records management system that services the Police, Fire and Dispatch Departments is 21 years old. Replacement or enhancement of this system was delayed in order to allow our new Fire Chief to participate in the evaluation process.

This public safety software is highly customized for our individual needs and there are limited vendors that offer us options for its full replacement. A similar product was discovered and explored, however the system only met two-thirds of our needs. Additionally, the full replacement cost was over 250% of the current proposal.

The result of our strategic assessment was; it is in our best interest to keep the existing platform and to focus on third party options to supplement our systems. This upgrade will purchase add-on software equipment to enhance public safety reporting, tracking and responding features.

In addition to the enhancements we will begin the process of creating an IT response plan for cyber threats and attacks along with advanced disaster planning for continuity of government operations.

The Select Board recommends unanimously (5-0).
For the reasons listed above, the Select Board unanimously recommends.

The Finance Committee recommends unanimously (5-0).
Finance Committee supports the understanding that a new platform was considered at a cost exceeding 200k but that all three departments recommend the continued use of our existing platform and with this request, purchase add on software to enhance public safety reporting, tracking and responding.

ARTICLE 220-3 FIRE DEPARTMENT: PERSONAL PROTECTIVE EQUIPMENT
$ 40,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Forty Thousand Dollars ($40,000), more or less, to provide for the acquisition of personal protective equipment for the Fire Department, or take any other action relative thereto.

Summary:
The Fire Department is continuously hiring Per Diem and Call Firefighters to aid in emergency response situations. One of the most critical pieces of equipment the Town needs to provide is Personal Protective gear for each individual member of the department. Protective equipment has a life expectancy of 5-10 years and must be replaced strategically. Although some equipment may be "handed down" when a Firefighter leaves the department, equipment is sized differently for different sized people and must be purchased as needed. This article provides for structural gear that meets National Fire Protection Agency (NFPA) guidelines as well as Wildland gear specially designed for brush fires.

The Select Board recommends unanimously (4-0-1).
The Select Board recommends this article. Previously the town had budgeted every several years a large sum to replace all the personal protective equipment (PPE) at once. However, with the high turnover of Per Diem and Call Firefighters switching to an annual model allows the town to accommodate staff who may not fit the available PPEs. Additionally, by switching to an annual budget cycle it makes it easier and more transparent in the budget.

The Finance Committee recommends unanimously (5-0).
The fire department protective gear was previously purchased in a large order. The Chief reviewed the state of the equipment and with our new fire fighters in place we have discussed and recommended a new purchase model. Rather than purchase a large number of sets of boots, coats and pants all at the same time, it makes more financial sense to purchase the equipment on a yearly basis. The FinCom is recommending that we approve this article and then add the additional personal protective equipment to the operating budget in future years. The budget this year will cover 4 sets, but the future purchases will vary depending on need.

DRAFT AS OF APRIL 13, 2020

ARTICLE 422-1 DEPARTMENT OF PUBLIC WORKS (DPW): DUMP TRUCK
$ 215,000 Bond
(Two-thirds vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Two Hundred Fifteen Thousand Dollars ($215,000), more or less, to provide for the replacement of a 6-wheel dump truck, or take any other action relative thereto.

Summary:
This truck will replace a 2005 Sterling 6-Wheel Dump Truck with dump/spreader body and replace it with a 6-Wheel Cab and Chassis that includes a dump body, spreader body, plow and other necessary equipment to perform year-round tasks. The current truck is rusted through and has been welded numerous times but is in constant need of repair. The expected life of a truck for this type of use is 15 years.

The Select Board recommends unanimously (5-0).
The BSB strongly recommends this article as we are in need to replace a DPW truck to allow our DPW personnel to continue efficiently perform their functions, which they can't do if we don't provide them with the tools needed to maintain and improve our roads, which we use daily and provide a means for our public safety employees to help us.

The Finance Committee recommends unanimously (5-0).
This article replaces one of the existing large dump trucks (2005) used for plowing. The truck is reaching its end of life.

ARTICLE 422-3 DEPARTMENT OF PUBLIC WORKS (DPW): INFIELD GROOMER
$ 19,000 Free Cash
(Majority vote required)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Nineteen Thousand Dollars ($19,000), more or less, to provide for the acquisition of an infield groomer, or take any other action relative thereto.

Summary:
At Annual Town Meeting 2019, the Town approved funding to recondition the little league baseball diamond at Flerra Field. This Town Meeting is considering additional work on the diamond at Liberty Field. Twice each year, the Department of Public Works (DPW) rents the best available machine to prepare the infield dirt at these fields for the spring and fall seasons, but it has been determined that this is not the best long-term solution, once the improvements are completed. The diamonds really need to be groomed on a regular basis with the correct equipment. The Acton-Boxborough Youth Baseball organization has pledged to contribute funds to this purchase as well as repair and upkeep of these fields in Boxborough.

The Select Board recommends unanimously (5-0).
The BSB recommends that we acquire this piece of equipment as it will allow the DPW to maintain the baseball fields around town that our youth use as part of the AB youth baseball league, who also contribute to the town to maintain these fields.

The Finance Committee recommends unanimously (5-0).
The Town voted to fund the rebuilding of the Flerra baseball infield and is considering the upgrade of Liberty fields. Weekly upkeep and maintenance of these facilities are required to provide safe and playable surfaces for our youth and protect our investments.

DRAFT AS OF APRIL 13, 2020

ARTICLE 422-5 DEPARTMENT OF PUBLIC WORKS (DPW): ROAD PAVING

~~$ 300,000 Bond~~
~~$ 573.20 TNC (Transportation Network Company)+~~
~~(Two-thirds vote required)~~

Commented [RF10]: Question: Does TNC funding need to be added to the Chapter 90 article?

~~To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow or otherwise provide the sum of Three Hundred Thousand Five Hundred Seventy-Three Dollars and Twenty Cents ($300,573.20), more or less, for the purpose of paving roadways in Boxborough, or take any other action relative thereto.~~

~~***Summary:***~~
~~*Approval of this article will enable the town to continue the long-term project of bringing all our roadways up to good condition. It will continue the action, begun at the 2015 Annual Town Meeting, of supplementing the Chapter 90 roadway maintenance funding provided by the Commonwealth of Massachusetts with additional Town funding to accelerate the rate of repaving roads in Town. The level of Chapter 90 funding alone in recent years has been insufficient to repave even one mile per year of the Town's approximately 30 miles of roadway. In FY20 major reclaiming of several roads were completed including Hill Road, Emanuel Drive, Fifer's Lane, Joseph Road and Inches Brook. The priorities for the coming year include Sargent Road and Littlefield Road. The minor amount of $573.20 from TNC+ is included with this article since a specific town meeting appropriation for road-related work is required by statute in order to expend the funds.*~~

~~*+TNC – Transportation Network Company - The Transportation Network Company Division ("TNC Division") of the Department of Public Utilities collected assessments from all Transportation Network Companies ("TNCs") operating in the Commonwealth in 2017. The collected assessments were credited to the Commonwealth Transportation Infrastructure Fund ("Fund") pursuant to St. 2016, c. 187, §8(c)(i). One-half (½) of the amount received has been distributed proportionately to each city and town based on the number of TNC rides that originated in that city or town. The funds received by each city or town are special revenue and must be used "to address the impact of transportation network services on municipal roads…" St.2016,c.187, §8(c)(i)*~~

~~**The Select Board recommends unanimously (5-0).**~~
~~Since 2015 we have supplemented State Chapter 90 funding with $300,000 annually of town appropriations to ensure our roadways are maintained in acceptable condition. We would fall behind relying only on Chapter 90 funding. These large sums are used to contract complete road replacement projects: grinding, new catch basins, curbing, and new asphalt. The DPW carries out local small-scale patching as needed.~~

~~**The Finance Committee recommends unanimously (5-0).**~~
~~The Town started financing additional road paving a number of years ago above the funds provided by the state. This effort was to accelerate the repairs to our roads.~~

DRAFT AS OF APRIL 13, 2020

ARTICLE 541-1 COUNCIL ON AGING: SENIOR TAX WORK-OFF PROXY WORKER
(Majority vote required)

To see if the Town will vote to accept updates to MGL c.59 §5K administered by the Senior Tax Work-off Program, or take any other action relative thereto.

Summary:
Since the adoption of the Senior Tax Work-off program, there has been an update to the Massachusetts General Law that governs the policy. The law allows for "an approved representative, for persons physically unable, to provide such services to the city or town" to perform the work as proxy for the person over the age of 60 receiving the tax bill reduction. This adjustment was put into place when the Town adopted the Veteran Tax Work-off Program in 2013 but was not part of the law the last time the Senior Tax Work-off Program was updated at Town Meeting in 2011.

The Select Board recommends unanimously (5-0).
Pursuant to Massachusetts General Law Chapter 59, Section 5K, the Town established a Senior Tax Work-off Program at Annual Town Meeting on May 14, 2001, amended at ATM May 15, 2003 and amended a second time on May 10, 2011.

The Select Board recommends a change to allow an "approved representative" to participate in the Senior Tax Work-off program on behalf of an eligible senior, if the eligible senior is physically unable to perform the work. This change would bring the program in alignment with the Veterans Tax Work-off Program.

The term "approved representative" is not defined in Massachusetts General Law. The Board further recommends that the designation of an approved representative is subject to the discretion of the Town Administrator or their designee and also subject to any relevant Federal and State laws.

The Finance Committee recommends unanimously (3-0).
The FinCom supports this article, it supports the update in Massachusetts General Law.

The Council on Aging recommends unanimously (4-0).

DRAFT AS OF APRIL 13, 2020

ARTICLE 199-1 ADOPT STRETCH ENERGY BUILDING CODE
(Majority vote required)

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.

The Select Board recommends unanimously (5-0).

The Finance Committee recommends unanimously (3-0).
The FinCom supports this article as we have been led to believe that a majority of the recommendations are already being incorporated into new designs.

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

DRAFT AS OF APRIL 13, 2020

ARTICLE PET-1 SUBMITTED BY PETITION: AMEND ZONING BYLAW – LIFE SCIENCES & FOOTNOTE

(Two-thirds vote required)

To see if the Town will vote to amend the Boxborough Zoning Bylaw by adding a definition for Life sciences and to change a footnote in the Use Regulations as follows:

Add to Definitions:

> **Life Sciences**. Advanced and applied sciences that expand the understanding of human physiology and have the potential to lead to medical advances or therapeutic applications including, but not limited to, agricultural biotechnology, biogenetics, bioinformatics, biomedical engineering, biopharmaceuticals, biotechnology, chemical synthesis, chemistry technology, diagnostics, genomics, image analysis, marine biology, marine technology, medical devices, nanotechnology, natural product pharmaceuticals, proteomics, regenerative medicine, RNA interference, stem cell research and veterinary science. (M.G.L., Chapter 130 of the Acts of 2008). Facilities that utilize animal testing of products are not included in this definition.

Under Article IV USE REGULATION – 4003(4) BUSINESS/INDUSTRIAL USES, change footnote 3 on page 18 to read as follows:

> 3. Provided that hazardous materials are not a primary part of the business ***and provided that use of animals in research, development, testing, or for any other purpose is not any part of the business.***

Summary:

These revisions to the zoning bylaw would prohibit the use of animals in research and testing facilities in order to protect the town's environment and ground water from hazardous chemicals and infectious disease agents.

*In order to clarify that the prohibition applies only within the town of Boxborough, the word <u>business</u> in the footnote, will be changed to **<u>facility</u>**. And, the phrase <u>for any other purpose</u> will be changed to **<u>training</u>**.*

In order to ensure that the revised footnote 3 applies to all zones in which Research & Development activities are allowed, the numeral 3 superscript should be added to the Business (B) and Business-1 (B1) columns in the Research & Development Line of the 4003(4) Business/Industrial Uses table on page 17 of the zoning bylaw.

The proposed revisions to the zoning bylaw would protect Boxborough from those hazards harmful to the air and water which are inherent to life science facilities using animals in research development and testing.

These revisions are consistent with existing zoning bylaws regarding hazardous materials and is specific to these laboratories.

Life Science Businesses that do their animal testing/research elsewhere would be allowed; Life Science Businesses that do no animal testing/research would be allowed; and all other businesses would be allowed.

These facilities pose more problems and expenses than other kinds of businesses which could also bring in tax revenue without additional expenses for the town.

Boxborough does not have the necessary infrastructure to handle ***operations, emergencies and accidental*** *releases of hazardous substances from these facilities.*

The Planning Board defers its recommendation.
The Planning Board is generally supportive of this article; however, the board would like to see revisions to the language that clarify the intention of the petition and help it to fit smoothly within the framework of the Zoning Bylaw. Additionally, the Planning Board would like to have input from the Fire Department and Board of Health prior making a recommendation. For these reasons, the Planning Board is choosing to defer their recommendation to Annual Town Meeting.

Commented [RF11]: Check on status of PB recommendation from Simon.

Commented [JB12R11]: Inserted recommendation provided by Simon with grammatical updates

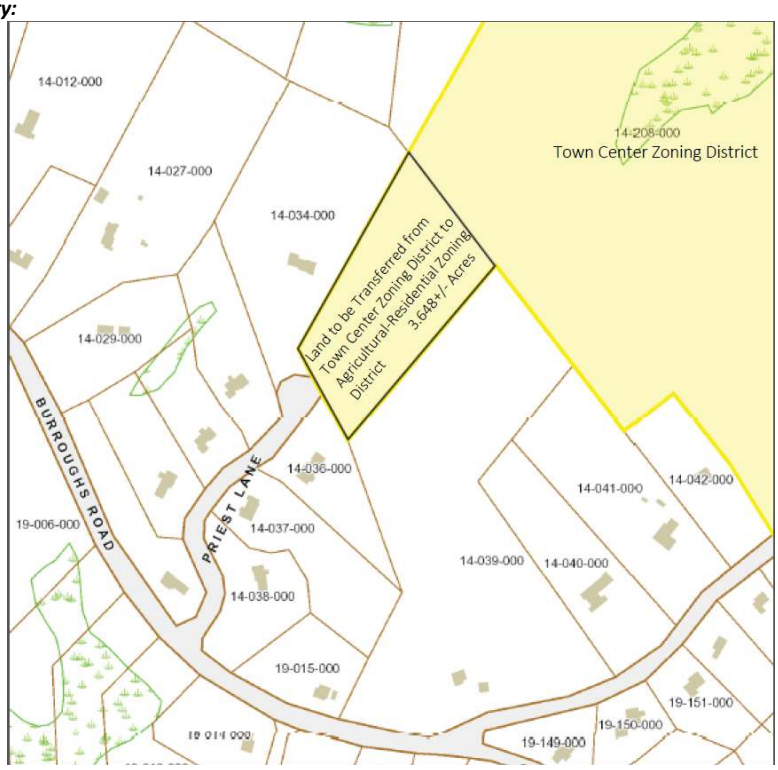
The Finance Committee does not recommend (0-5).
The Finance Committee does not recommend as the article is currently worded. The definitions for Life Science appear nowhere in the use tables and there is no reference to Life Science in the Research and Development definition. Footnote 3 is only applicable to Office Park and Industrial/Commercial zoning, but not Business or Business1. The FinCom met with the citizen who submitted the article. We pointed out the issues and asked that they delay a year and work with the Planning Board to fix the issues.

DRAFT AS OF APRIL 13, 2020

ARTICLE 175-1 ZONING BYLAW AMENDMENT: AMEND ZONING MAP APPENDIX B
(Two-thirds vote required)

To see if the Town will vote to amend the Zoning Map, as such map is provided for in Section 3002 of the Boxborough Zoning Bylaw, to adjust the boundaries of zoning districts in the manner set forth below and displayed in the following images of the Zoning Map, Appendix B.

Summary:



These changes to the zoning bylaw would adjust the zoning for a segment of the property located at (700 Massachusetts Avenue, 014-208-000) from the Town Center Zoning District to the Agricultural-Residential Zoning District. Per the Settlement Agreement dated January 25, 2019 between Boxborough Town Center, LLC and the Town of Boxborough, the parties included Condition 12, as stated below:

"The Town and developers will work to implement a zoning change from the Town Center Zoning District to the Agriculture-Residential Zoning District in the area of the subject property nearest to Priest Lane in order to allow for the construction of two (2) single-family dwellings. If the zoning change is approved by Town Meeting, the developers shall only construct two (2) single-family dwellings in this rezoned area"
The lots will be for two new single-family homes to be accessed via Priest Lane. There will be no connecting road or access between the two new residential lots per Condition 5 of the Settlement Agreement:

"No type of access (emergency or otherwise) would be built to Priest Lane for the 50 units of senior housing"

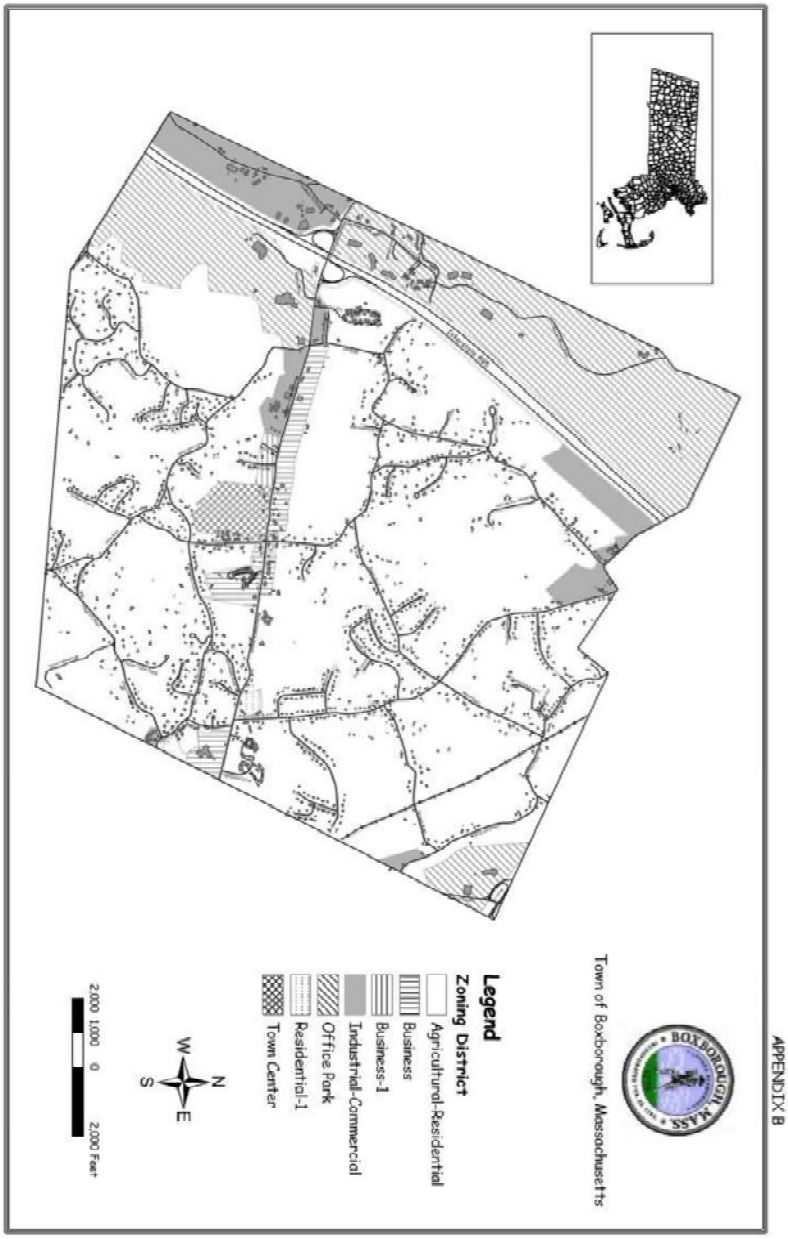
The Planning Board recommends unanimously (4-0).
The Planning Board recommends a Yes vote in accordance with the condition of the January 25, 2019 Settlement Agreement between Boxborough Town Center, LLC and the Town of Boxborough.

The Finance Committee recommends unanimously (3-0).
The Town Center settlement agreement required this rezoning. It will allow for two additional houses and additional real estate taxes.

The Select Board endorses this article (4-0-1).

DRAFT AS OF APRIL 13, 2020

Appendix B



DRAFT AS OF APRIL 13, 2020

ARTICLE 175-2A ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 2100, AND 4000 (TABLE 4003(4))

(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 2100 Definitions and Section 4000 Use Regulations, Table 4003(4), by adding the following language in bold italics and deleting the language indicated by strikethroughs, and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take an action relative thereto.

2100 Definitions

21XX Specialty Food Shop shall mean a retail establishment such as a café or bakery that prepares and/or sells food items, the majority of which are freshly prepared or baked on-site, and that a portion of those items prepared and/or sold shall be sourced locally from Massachusetts based farms or food provisioners. Food items so prepared and/or sold may be packaged for takeout or such establishment may include seating for on-site consumption. Food items may not be sold directly to persons remaining in their vehicles, and drive-through windows are prohibited.

4000 Use Regulations

4003(4) BUSINESS/INDUSTRIAL USES	DISTRICTS AR	R1	B	B1	OP	TC	IC
Convalescent, nursing, or rest home	SP	SP	Y	Y	SP	Y	SP
Assisted Living Facility	N	N	Y	Y	SP	N	SP
Day care center	Y	Y	Y	Y	Y	Y	Y
Animal Shelter	N	N	N	N	N	N	SP[13]
Hospital, sanatorium, funeral home	N	N	Y	Y	SP	N	SP
Sports or athletic facility or full-sized public golf course	N	N	Y	Y	SP	N	SP
Club	N	N	Y	Y	SP	N	SP
Professional or business office	N	N	Y	Y	Y	Y	Y
Kennel	N	N	SP	SP	SP	SP	SP
Veterinary	N	N	Y	Y	Y	Y	SP
Research & Development	N	N	Y	Y	Y[3]	N	SP[3]
Bank	N	N	Y	Y	Y	Y[4]	Y
Hotel, motel, inn	N	N	Y	Y	Y	N	SP
Conference center	N	N	N	N	Y	N	SP
Restaurant	N	N	SP[5]	SP[5]	SP	SP[5]	SP
Fast-food restaurant	N	N	N	N	N	N	N
Service shops (salon, barber, dry cleaner)	N	N	Y	Y	SP	Y[6]	SP
Craft shop or art studio	N	N	Y	Y	SP	Y[7]	SP
Printing shop/Copy Shop/ Word Processing center	N	N	Y[12]	Y[12]	Y[12]	N	Y[12]
Retail stores containing more than 25,000 square feet gross floor area	N	N	N	N	N	N	N
Retail stores containing less than	N	N	Y	Y	N[18]	Y[8]	N[18]

25,000 square feet gross floor area							
Adult Use	N	N	N	N	N	N	SP
Automobile service station	N	N	N	N	SP	N	SP
Repair garage, auto detailing garage or like facility	N	N	SP	SP	SP	N	SP
Self-storage facility	N	N	N	N	N	N	Y
Car Sales	N	N	SP	SP	SP	N	SP
Repair shop	N	N	Y	Y	SP	N	SP
Warehouse	N	N	N	N	N	N	Y[9]
Specialty Food Shop containing less than or equal to 3,000 feet of gross floor area	***N***	***N***	***Y***	***Y***	***Y***	***Y***	***N***
Specialty Food Shop containing more than 3,000 feet of gross floor area	***N***	***N***	***SP***	***SP***	***Y***	***SP***	***N***
Wholesale operations	N	N	Y[9]	Y[9]	SP[9]	N	Y[9]
Light Manufacturing	N	SP[10]	Y[11,12]	Y[11,12]	Y[12]	N	Y[12]
Manufacturing	N	N	N	Y[11,12]	N	N	Y[12]
Building Trade	N	N	SP	SP	N	N	Y
Landscaping Services	N	N	Y	Y	N	N	Y
Landscaping Contractors	N	N	SP	SP	N	N	Y
Registered Marijuana Dispensary	N	N	N	N	N	N	SP

Summary:
These changes to the zoning bylaw would define "Specialty Food Shop" and add "Specialty Food Shop" to the Business/Industrial Uses table. Through community outreach including the Boxborough 2030 Master Plan and the Economic Development Study conducted by the University of Massachusetts, it was demonstrated that businesses such as a cafe or bakery are sought by Boxborough residents. In order to attract this desired use, the zoning bylaw needs to be amended to allow this type of business. Specialty food shops containing less than or equal to 3,000 feet of gross floor area would be allowed in the Business, Business-1, Office Park, and Town Center Zoning Districts, while Specialty Food Shops containing more than 3,000 feet of gross floor area would be allowed in the Office Park Zoning District, and by special permit in the Business, Business-1, and Town Center Zoning Districts. Specialty food shops of any size would not be allowed in the Agricultural-Residential, Residential-1, or Industrial-Commercial Zoning Districts.

The Planning Board recommends unanimously (4-0).
The Planning Board believes that the addition of Specialty Food Shops to our definitions and use table will encourage the type of retail/eating establishment that many citizens have expressed a desire for, but which our current zoning does not allow. Care has been taken to define such a use to encourage locally-sourced products and to encourage the desired type of facility and location, while avoiding larger "fast food"-type facilities that citizens have indicated they do not wish to encourage in town.

The Finance Committee recommends unanimously (3-0).
The Finance Committee recommends the addition of Café/Bakery/Specialty Food shop definition to the zoning bylaw and use table. It will give landlords of our strip malls another use to hopefully fill vacant store fronts.

DRAFT AS OF APRIL 13, 2020

ARTICLE 175-2B ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 6003, 6006
(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6003 Common Parking Areas and Section 6006 Off Street Parking Requirements, and by adding the following language in bold italics and deleting the language indicated by strikethroughs, and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take an action relative thereto.

6003 Common Parking Areas
Common parking areas may be permitted for the purpose of serving two or more principal uses on the same or separate lots provided that:

(1) The combined amount of parking is not less than the sum of the requirement for each use separately***, except where it can be demonstrated that the parking need for the uses occurs at different times***; and
(2) That it is evident that such common facility will remain available for the several buildings or uses; and
(3) That the several buildings or uses are so closely related, such as in a shopping center or an industrial park, that it is unlikely that any one or more principal uses will change in kind or extent so as to substantially increase the parking requirement of the common facility; and
(4) That where any use does not directly abut a common parking facility, such use shall not be located at a distance greater than six hundred (600) feet away from the common parking facility.
(5) The number of spaces required ~~to be paved~~ in a common parking facility may be reduced by the Planning Board on site plan review where it is ***reasonably demonstrated that the hours of day of peak parking need of the individual users are sufficiently different such that a lower total will adequately serve the parking needs of the use.*** ~~sufficiently demonstrated by competent evidence that the hours or days of peak parking need of the individual users are so different that a lower total will adequately provide for the parking requirements of all users served by the facility; provided that no reduction shall relieve any or all users from satisfying the parking requirement for their use in the event that the common facility becomes no longer available to them.~~

6006 Parking Schedule
The following parking ratios shall apply to uses or to types of uses similar to those listed below. In every case, these shall be the minimum requirements:

DRAFT AS OF APRIL 13, 2020

OFF-STREET PARKING REQUIREMENTS

Use	**Minimum Off-Street Parking Ratios**
Residential uses, including single family, two family, and multi-family	Two spaces per dwelling
Home Occupations	In addition to the spaces required for the dwelling, number of any spaces necessary to accommodate the proposed use
Hotel, Motel, Inn	One space per guest room, plus one space per employee, plus a number of spaces as required elsewhere herein for restaurants, assembly halls, and similar functions if provided on the premises
Animal Shelter	Two spaces plus one space per employee
Manufacturing, Wholesale Operations, Public Utility Buildings other than Business Offices, Warehouses and similar uses not normally visited by the general public	One space per employee, plus one space for each vehicle used in the operation
Assembly area without fixed seats, including sports fields, field house and similar uses	One space per 50 square feet of assembly or spectator area
Assembly area with fixed seats including auditoriums, places of worship, and similar uses including funeral parlors	One space per four seats
Bowling alleys	Four spaces per lane
Banks, Libraries, and Post Office	One space per ~~100 square~~ ***250*** feet of ***gross floor*** area devoted to public use, plus one space per employee
Business and Professional Offices, Office Buildings, Governmental Uses, Philanthropic Uses, Repair Shops, Research and Development Facilities, Light Manufacturing and Office of a Wholesale Operation including sales space	One space per 250 ~~square~~ feet of gross floor area
Clubs, Lodges and Association Buildings	One space per two memberships
Convalescent, Nursing or Rest Home, Hospital or Sanitarium	One space per three beds plus one space per employee, plus one space per two visiting staff members
Assisted Living Facility	Two spaces per unit plus additional spaces as required for additional uses, i.e., nursing home, community center, health services.
Medical and Dental Offices and Clinics	Four spaces per doctor, dentist and allied professional person
Veterinary	Three spaces per doctor plus one space per employee on the largest shift
Kennel	Two spaces plus one space per employee
Restaurants, Lounges and Function Rooms of Hotels or Clubs	One space per two seats, based on the legal seating capacity of the facility
Retail Stores or Service Shops, Printing Shop/Copy Center/ Word Processing Center	One space per ~~150~~ ***250*** feet of gross floor area ***of sales space*** with a minimum of four spaces per establishment

Craft Shop or Art Studio	One space per ~~150~~ ***250*** feet of gross floor area of the sales space
Bed and Breakfast	Two spaces, plus one additional space for each rooming unit
Day Care Center	One space per two employees
Recreational Use	One space per three seats of rated capacity or one space per four persons normally expected on the premises at the time of maximum use, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises
Educational Use	One space for each staff person plus one space for each five persons of rated capacity of the largest auditorium
Conference Center	One space per two seats in the largest assembly area, plus such additional spaces for the number of employee vehicles which can be reasonably expected at any one time on the premises

Summary:
These changes to the zoning bylaw would clarify the common parking area regulations and change the parking schedule to correspond appropriately with the various types of uses. The parking schedule lists various types of uses with minimum off-street parking ratios. The parking schedule changes would revise the minimum off-street parking ratios to help property owners utilize their existing properties, while providing adequate parking for different types of businesses. Through outreach with the business community and research into how comparable municipalities regulate parking, it was clear that the amount of parking required for the several types of businesses was overly conservative. These changes seek to better reflect the amount of parking needed for the various types of uses described in the parking schedule.

The reason for revising the common parking area regulations is to allow common parking facilities when it can be reasonably demonstrated that the parking need for the uses occurs at different times. This change seeks to match the intent of the existing language to allow the possibility of parking for the purpose of serving more than one principal use.

The Planning Board recommends unanimously (4-0).
The Planning Board believes that the modest proposed changes to the Common Parking Area language and Parking Schedule will allow for more efficient utilization of existing parking areas and will allow the Planning Board greater flexibility when reviewing plans for proposed parking during Site Plan Review.

The Finance Committee recommends unanimously (3-0).
Changing the number of parking spaces required based on a reduced square footage will give additional opportunities for landlords to rent store fronts especially in our strip malls.

DRAFT AS OF APRIL 13, 2020

ARTICLE 175-3 ZONING BYLAW AMENDMENT: AMEND ZONING BYLAWS 6204 AND 6300
(Two-thirds vote required)

To see if the Town will vote to amend Boxborough Zoning Bylaw Section 6204 Lighting and Section 6300 Signs, and by adding the following language in bold italics and deleting the language indicated by strikethroughs and further that non-substantive changes to the numbering of the Zoning Bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or to take an action relative thereto.

6204 ***Outdoor*** Lighting
Outdoor lighting from any source, including sign illumination, ***shall be dark sky compliant with a*** ~~shall be~~ continuous white light installed in such manner or shielded so as to cast no direct beam on a public way, pedestrian way, or on adjacent property or cause a glare or reflection that may constitute a traffic hazard or a nuisance. Uplighting of landscaping, the operation of search lights for advertising purposes, and the use of building floodlighting (except for floodlighting used on public safety buildings) are prohibited.

1. To prevent unnecessary sky glow and other glare, particularly ***but not limited to*** that interfering with astronomical research, all outdoor lighting fixtures shall be shielded from above so ~~that~~ ***as to prevent direct glare from the light source from interfering with the vision of motorists or pedestrians passing in the street or streets abutting the premises and as to prevent direct glare from the light source from lighting neighboring properties, particularly residences, and so that,***
    a. all illumination is restricted to an area 15 degrees below the horizontal, and
    b. except for streetlights, direct rays from the light source are confined to the property boundaries.
2. High pressure sodium lamps shall not be used.
3. Customary holiday lighting and lamps of low luminosity and low intensity serving primarily as markers or as low-level illumination for entrances and exits or similar use need not be shielded. Requirements for shielding, filtering and type of light need not be met for emergency lighting required by a public agency in the performance of its duties.
4. Outdoor lighting shall be of substantially minimum intensity needed at the particular time; parking area lighting, in particular, shall be reduced or eliminated outside business hours. Materials, such as blacktop, which reflect a relatively small fraction of incident light, shall be the surface preferred for lighted areas.
5. The mounting height of lighting fixtures shall not exceed 30 feet above the ground plane.
6. ***All artificial lights used to illuminate tennis or paddle tennis courts, swimming and wading pools and other non-residential privately-owned facilities or public recreation areas shall be extinguished by 11:00 p.m.***

6205 Exemption
Any lighting fixture in existence prior to June 8, 1976, shall be exempt from these conditions.

6206 Outdoor Lighting Regulations for Special Permit – Developments and redevelopments requiring a Special Permit or an amendment thereof, shall comply with the standards for outdoor lighting unless otherwise permitted by the Special Permit Granting Authority.

6207 Lighting Table and Figures

TABLE 1.- LIGHTING DEFINITIONS (See Figures 1 through 5)

Term /Abbreviation	*Definition*
Candela	***The base unit of luminous intensity in the International System of Units (SI); that is, luminous power per unit solid angle emitted by a point light source in a particular direction. A common wax candle emits light with a luminous intensity of roughly one candela.***
Canopy	***An opaque ceiling over installed lighting***
Cutoff (CO)	***A luminary light distribution, specified by the IESNA, where the intensity in candela per 1000 lamp lumens does not numerically exceed 25 (2.5%) at a vertical angle of 90 degrees above nadir, and 100 (10%) at a vertical angle of 80 degrees above nadir. Nadir is the point directly vertically below the luminaire. A full cutoff (FCO) luminaire is also a cutoff luminaire.***
Dark Sky	***As defined by the International Dark Sky Association (IDA) shall mean certified outdoor lighting fixtures that minimize glare while reducing light trespass and skyglow. IDA approved fixtures are required to be fully shielded and to minimize the amount of blue light in the nighttime environment.***
Direct Light	***Light emitted directly from the lamp, from the reflector or reflector diffuser, or through the refractor or diffuser lens of a luminaire.***
Foot Candle (FC)	***Unit of illuminance; One lumen per square foot.***
Full Cutoff (FCO)	***A luminaire light distribution, specified by the IESNA, where zero candela intensity occurs at an angle of 90 degrees above nadir, and at all greater angles from nadir. Additionally, the candela per 1000 lamp lumens does not numerically exceed 100 (10%) at a vertical angle of 80 degrees above nadir. Nadir is the point directly vertically below the luminaire. An FCO luminaire is fully shielded.***
Fully Shielded	***Constructed in such a manner that no light emitted by the fixture, either directly from the lamp or a diffusing element, or indirectly by reflection or refraction from any part of the luminaire, is projected above a horizontal plane passing through the lowest direct-light-emitting part of the luminaire (Figure 1). Building canopies, overhangs, roof eaves and similar types of construction shall not be considered as the means for providing the fully shielded light cut-off characteristic. This shall be achieved by the luminaire itself (Figure 5).***
Glare	***The sensation of visual discomfort or loss in visual performance and visibility produced by luminance within the visual field that is sufficiently greater than the luminance to which the eyes are adapted.***
IDA	***International Dark Sky Association***
IESNA / IES	***Illuminating Engineering Society of North America. A professional association of lighting engineers and lighting manufacturers generally recognized as the definitive source for illumination recommendations in the United States. An IES photometric file is defined by IESNA standards.***
Indirect Light	***Direct light that has been reflected off the surface of any permanently constructed object other than the source luminaire.***
Illuminance	***The luminous flux incident per unit area, expressed in foot candle (one lumen per square foot). Horizontal or vertical illuminance is that measured with a photometer cell mounted horizontally or vertically.***
Lamp	***The light source component of a luminaire that produces the actual light.***

Light-Emitting Diode (LED)	***Any luminaire composed on an array of LEDs, typically a bank of 30, 60 or 90, used as a light source.***
Light Trespass	***Direct or indirect light produced by an artificial light source and which shines outside the boundaries of the lot containing the luminaire.***
Luminaire	***A complete outdoor lighting unit or fixture including a lamp or lamps, together with the parts designed to distribute the light, to position and protect the lamps, and to connect the lamps to the power supply, but not including a pole on which the luminaire may be mounted.***
Luminous Flux	***Energy per unit time that is radiated from a source over visible wavelengths. More specifically, it is energy radiated over wavelengths sensitive to the human eye, from about 330 nanometers to 780 nanometers. Luminous flux is a weighted average of the Radiant Flux in the visible spectrum. Luminous flux or luminous power is the measure of the perceived power of light. It differs from radiant flux, the measure of the total power of electromagnetic radiation, in that luminous flux is adjusted to reflect the varying sensitivity of the human eye to different wavelengths of light.***
Nadir	***The point directly vertically below the luminaire.***
Outdoor Lighting	***The night-time illumination of an outside area or object by a luminaire located outdoors. Luminaires under a canopy are considered outdoor lights and are regulated by this Bylaw.***
Outdoor Sales Area	***A static display of goods for sale at night, such as automobile sales lots, landscaping and nursery businesses, outdoor construction materials sales lots, and outdoor activity areas such as miniature golf, family fun centers, and permanent swap meets. An outdoor sales area location is not covered by canopies or other structures.***
Radiant Flux	***The measure of the total power of electromagnetic radiation.***
Shielded	***Luminaire employing a shield to prevent glare. The luminaire shall have a generally downward distribution of light and must have a top shield to minimize upward light.***
Street Lights	***Luminaires installed within a street and intended primarily for the illumination of the street.***
Up-lighting	***Direct light illumination distributed above a 90-degree horizontal plane through the lowest direct light emitting part of the luminaire.***

DRAFT AS OF APRIL 13, 2020

FIGURES

FIGURE 1A

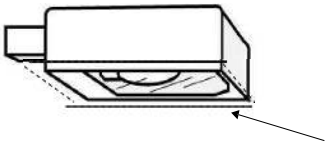
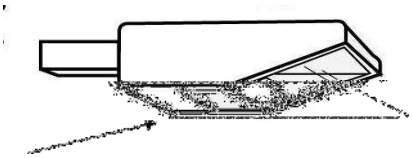


FIGURE 1B

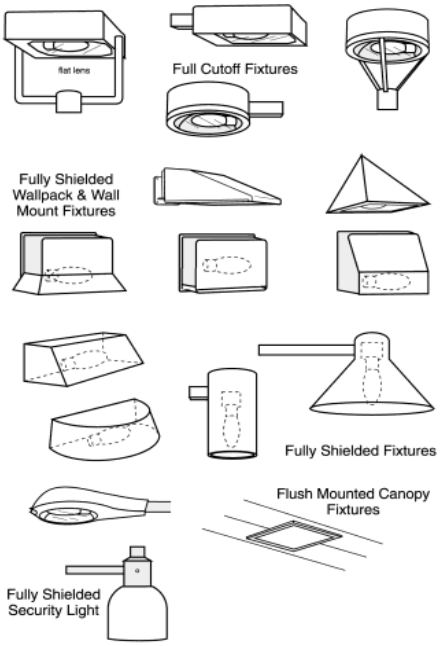


Horizontal plane

Figure 1A. Fully Shielded. No light emitted above a horizontal plane through the lowest direct-light-emitting part of luminaire.

Figure 1B. Not Fully Shielded. Light is emitted above a horizontal plane through the lowest direct-light-emitting part of luminaire.

Examples of FULLY SHIELDED LUMINAIRES



Examples of LUMINAIRES that are NOT FULLY SHIELDED

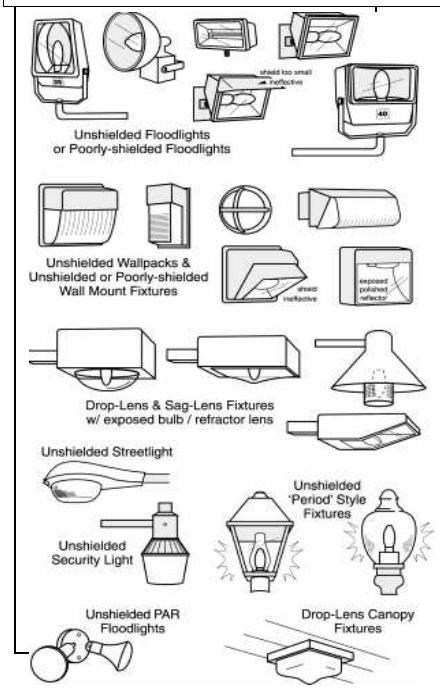


FIGURE 2

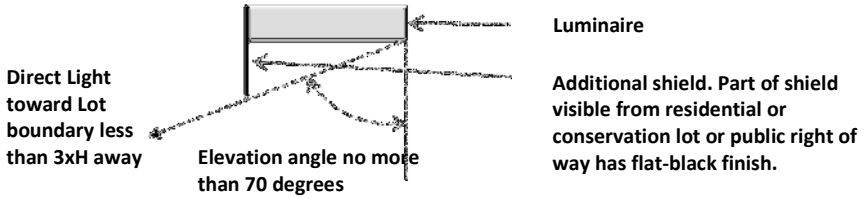


Figure 2. Any outdoor luminaire whose distance from the lot boundary is less than three times its height shall be shielded so that all direct light cast in the direction of residential or conservation lots and public rights-of-way is cut-off at an angle no more than 70 degrees measured from a vertical line directly below the luminaire.

FIGURE 3

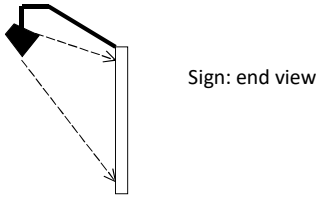


Figure 3: Lighting for externally illuminated signs shall be projected downward from above. The luminaire shall be shielded.

FIGURE 4

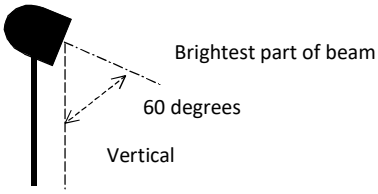
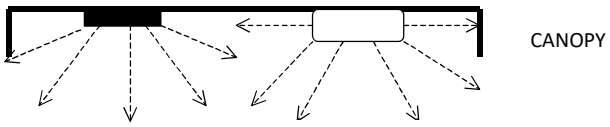


Figure 4: Illumination for outdoor recreational facilities shall be shielded luminaires and shall be mounted at sufficient height and aimed so that the brightest part of the beam is elevated no more than 60 degrees above a point directly vertically below the luminaire

FIGURE 5



FULLY SHIELDED LUMINAIRE – Yes **Unshielded LUMINAIRE - No**

Figure 5: Building canopies, overhangs, roof eaves and similar types of construction shall not be considered as the means for providing the light cutoff. The cutoff characteristics shall be achieved by the luminaire itself.

Table 2. Shielding Requirements

Luminaires whose lamp wattage exceeds the values in Column A of this table shall be shielded. Luminaires whose lamp wattage exceeds the values in Column B of this table shall be fully shielded.

Lamp type	A – SHIELDED	B – FULLY SHIELDED
Incandescent, Halogen	60 watts	120 watts
High Pressure Sodium, Metal Halide, Mercury Vapor, other High Intensity Discharge (HID)	35 watts	35 watts
Fluorescent, Low Pressure Sodium	13 watts	20 watts
LED30 (<3000K)	-	70 watts
LED60 (<3000K)	-	135 watts
LED90 (<3000K)	-	205 watts

6300 Signs

6303 General Requirements

(1) All signs shall be maintained by the owner in a clean, safe, and sanitary condition. The Inspector of Buildings may order removal of any signs that are not maintained or erected in accordance with the provisions of this section.

(2) Any sign which shall have been abandoned for a period of sixty (60) days, or which advertises a product or identifies a business or activity which has not been sold or conducted on the premises for sixty (60) days shall be removed within thirty (30) days of notification to take such action from the Inspector of Buildings.

(3) Sign Illumination. Any illuminated sign shall employ only white light of constant intensity and shall conform with Section 6200 of this Bylaw. No sign shall be illuminated for more than 30 minutes ***before opening or*** after the closing of any store or business. Internally lit signs are discouraged in Industrial-Commercial, Business, ***Business-1*** and Office Park Districts and are prohibited in the Agricultural-Residential, ***Residential-1*** and the Town Center District.

(4) Except as otherwise provided herein, illumination for any sign shall be provided through a stationary external light source, with the light projected downward from above. In no case shall the illumination of a sign cause blinding or otherwise obstruct the safe vision of any traffic participant anywhere. Sign illumination through an external source shall always be white or off-white.

(5) Should an internally lit sign be deemed permissible in the Industrial-Commercial, Business, Buisiness-1 and Office Park Districts, the following types of signs with internal or quasi-internal illumination shall comply with all applicable standards of the previous section as well as the lighting controls below. The word "opaque" as used in the following Sub-Sections shall mean that the opaque object shall appear black when the sign is lit at night.

Internal or Quasi-Internal Sign Types:

a. Opaque individual letter signs or symbols, backlit with a white and concealed light source, thereby creating an effect by which the letters or symbols are silhouetted against a wall illuminated by said light source.

b. Signs featuring individual letters or symbols which are cut out from an opaque facing and back-lit with a white and concealed light source, thereby creating an effect by which the facing, from which the letters or symbols are cut out, is silhouetted against a wall illuminated by said light source.

c. Back-lit awning signs with the light source internal or concealed from public view.

d. Individual letter signs with translucent letter faces, internally illuminated with a soft-glow light source; or signs with an opaque sign face with cutout translucent letter surfaces which are internally illuminated with a soft-glow light source.

For the above-identified sign types, the following controls shall apply:

e. Such internally lit signage shall not be illuminated longer than 30 minutes before opening of after closing of the store or business.

f. The display area of an illuminated sign shall not exceed an average illuminance of 50 foot-candles measured directly on the surface of the sign.

g. Where possible, the light fixtures used for sign illumination should be classified as "energy efficient," as defined by the power utility company serving the lot.

6304 Prohibited Signs

(1) No sign shall be erected that creates a traffic hazard or obstructs sight lines or distracts from signs regulating traffic.
(2) No sign shall contain ***or be lighted by,*** any moving, flashing or animated lights, or visible moving parts excepting portions of signs that may indicate the time of day, or the outdoor temperature for information of the general public.
(3) Trailer type signs, roof signs, off-premises signs, and billboards are strictly prohibited.
(4) Any sign not specifically covered in Section 6300.

Summary:

These changes to the zoning bylaw would bring context and clarity by adding lighting definitions, figures, and tables to both support specific references in the Boxborough Zoning Bylaw and Design Review Board Guidelines and correspond with revised outdoor lighting regulations. The outdoor lighting regulations have been revised to address sky glow, glare, and artificial lighting in greater detail in order to minimize unnecessary light pollution. Developments and redevelopments requiring a Special Permit or an amendment thereof would need to comply with the revised outdoor lighting regulations, unless otherwise permitted by the Special Permit Granting Authority. These changes also provide regulations for internally lit signs in the Industrial-Commercial, Business, Business-1, and Office Park Zoning Districts. Internally lit signs are prohibited in the Agricultural-Residential, Residential-1 and Town Center Zoning District.

These proposed revisions apply only to future projects and replacements of existing fixtures. It is not anticipated that enforcement of the proposed bylaw amendments will be greater than what is required currently under the existing bylaw.

The Planning Board recommends unanimously (4-0).

The Planning Board Recommends a Yes vote on these amendments.

Our current lighting zoning bylaw (Section 6204) limits light pollution by prohibiting outdoor lighting from adversely impacting public ways, pedestrian ways, neighboring properties or causing glare or reflection that would constitute a traffic hazard or cause a nuisance. The current bylaw also limits outdoor lighting from adding unnecessary sky glow and glare.

The proposed supplementary language provides additional clarity and examples (figures and definitions) for new developments, expansions or replacements of outdoor lighting fixtures to minimize outdoor light pollution, light trespass, unnecessary sky glow, and other glare in order to preserve and enhance the natural, scenic and aesthetic character and historical environment, and to preserve the night sky as a natural resource to enhance nighttime enjoyment of property. The proposed additions reflect common practice throughout the industry and similar bylaws are in place in our surrounding communities (e.g., Acton, Harvard, Stow, Wellesley)

The proposed supplementary language to Section 6303, General Requirements for Signs, provides additional clarity *only in the event that an internally lit sign is permitte*d in the Industrial-Commercial, Business, Business-1 and Office Park zoning districts. The current bylaw identifies that internally lit signs are *discouraged* in these areas, and prohibited in the Agricultural-Residential, Residential-1 and Town Center zoning districts. There is no change proposed to this language. Neighboring communities have similar limitations for internally lit signs and, with the exception of Acton, directly abutting communities prohibit internally lit signs entirely. The proposed language will provide clarity for the Zoning Board of Appeals, which is the reviewing entity for signage, should an internally lit sign be deemed permissible at a particular location.

The Finance Committee does not recommend (0-3).
The changes to the Lighting Bylaw (6204-6207) and the Sign Bylaw (6300) are confusing and will make it more difficult for businesses to comply with our bylaws. To enforce our bylaws would be an unknown expense which the Finance Committee is not comfortable with. Some businesses would be out of compliance for signage if this bylaw change was adopted.

ARTICLE 175-4 GENERAL BYLAW: CONSTRUCTION AND POST-CONSTRUCTION STORMWATER BYLAW

(Majority vote required)

To see if the Town will vote to adopt a new general bylaw entitled "Construction and Post-Construction Stormwater" to read as follows:

CONSTRUCTION AND POST-CONSTRUCTION STORMWATER BYLAW

SECTION 1. PURPOSE

The purpose of this Bylaw is to establish minimum stormwater management requirements and procedures in order to minimize damage to public and private property and infrastructure; safeguard the public health, safety, environment and general welfare; protect aquatic resources and wildlife habitat; protect the quality and health of water resources; conserve groundwater supplies; and, foster climate change resiliency.

This Bylaw seeks to meet that purpose through the following objectives:

1. establish the Town of Boxborough as the legal authority to ensure compliance with the provisions of this Bylaw and its accompanying Rules and Regulations through a reviewal process, inspections, monitoring, and enforcement;
2. establish administrative procedures for: the submission, review, and approval or disapproval of Stormwater Management Permits; the inspection of approved active projects; and post construction monitoring;
3. establish decision-making processes surrounding new development and redevelopment that protect watershed integrity and preserves and/or restores the health of local water resources such as lakes, ponds, streams, rivers, wetlands, and groundwater; and
4. ensure compliance with requirements of the United States Environmental Protection Agency (EPA) National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4) and other applicable state and federal mandates.

SECTION 2. DEFINITIONS

For the purposes of this Bylaw, the following shall mean:

AGRICULTURAL USE: The normal maintenance or improvement of land in agricultural or aquacultural use, as defined by the Massachusetts Wetlands Protection Act, M.G.L. c. 131, § 40, and its implementing regulations.

APPLICANT: Any person, individual, partnership, association, firm, company, corporation, trust, authority, agency, department, or political subdivision, of the Commonwealth of Massachusetts or the federal government to the extent permitted by law requesting a soil erosion and sediment control permit for proposed land-disturbance activity.

BEST MANAGEMENT PRACTICE (BMP): An activity, procedure, restraint, or structural improvement that helps reduce the quantity or improve the quality of stormwater runoff.

CERTIFICATE OF COMPLETION: Document issued by the Town of Boxborough Select Board or Reviewing Agent upon receipt of a final inspection report and acknowledgement that all conditions of the Stormwater Management Permit have been satisfactorily completed.

CERTIFIED PROFESSIONAL IN EROSION AND SEDIMENT CONTROL (CPESC): A certified specialist in soil erosion and sediment control. This certification program, sponsored by the Soil and Water Conservation Society in cooperation with the American Society of Agronomy, provides the public with evidence of professional qualifications.

ENFORCEMENT ORDER: A written order issued by the Select Board or Reviewing Agent to enforce the provisions of this Bylaw.

MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM: The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Boxborough, MA.

NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) STORMWATER DISCHARGE PERMIT: A permit issued by the EPA or jointly with the Commonwealth of Massachusetts that authorizes the discharge of stormwater to waters of the Unites States.

NEW DEVELOPMENT: Any construction, land alteration, or addition of impervious surfaces on previously undeveloped sites resulting in a total disturbance of land equal to or greater than 1 acre (or activities that are part of a larger common plan of development disturbing greater than 1 acre) that does not meet the definition of Redevelopment.

OWNER: A person with a legal or equitable interest in property.

PERSON: An individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth of Massachusetts or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

PROFESSIONAL ENGINEER (P.E.): A registered Professional Engineer within the Commonwealth of Massachusetts in good standing.

REDEVELOPMENT: Development, rehabilitation, expansion, demolition or phased projects that disturb the ground surface or increase the impervious area on previously developed sites. Any construction, land alteration, or improvement of impervious surfaces resulting in total disturbance of land equal to or greater than 1 acre (or activities that are part of a larger common plan of redevelopment disturbing greater than 1 acre) that does not meet the definition of New Development.

REVIEWING AGENT: Person designated by the Select Board as responsible for enforcing this Bylaw.

SELECT BOARD: Town of Boxborough Select Board.

STORMWATER: Stormwater runoff, snow melt runoff, and surface water runoff and drainage.

STORMWATER MANAGEMENT PERMIT: The written approval granted by the Select Board to undertake a construction activity pursuant to a Stormwater Management Permit Application. A valid Stormwater Management Permit must be signed by a majority of the Select Board participating at a duly noted public hearing, and such permit must be recorded at the Worcester Registry of Deeds, prior to the start of any work.

WATERS OF THE COMMONWEALTH: All waters within the jurisdiction of the Commonwealth of Massachusetts, including, without limitation, rivers, streams, lakes, ponds, springs, impoundments, estuaries, wetlands, coastal waters, groundwaters, and vernal pools.

WETLAND RESOURCE AREAS: Areas specified in the Massachusetts Wetlands Protection Act Regulations, 310 CMR 10.00, as amended, and in the Town of Boxborough Wetland Bylaw, as amended.

SECTION 3. APPLICABILITY

No person may undertake a construction activity, including clearing, grading, or excavation that results in a land disturbance to an area equal to or greater than one (1) acre of land or will disturb less than one acres of land but is part of a larger common plan of development or sale that will ultimately disturb an area equal to or greater than one (1) acre of land within the Town of Boxborough without first obtaining a Stormwater Management Permit issued by the Select Board or Reviewing Agent.

SECTION 4. AUTHORITY

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, pursuant to the Regulations of the federal Clean Water Act found at 40 CFR 122.34, and as authorized by the residents of the Town of Boxborough at the spring 2020 Town Meeting and as amended.

SECTION 5. RESPONSIBILITY FOR ADMINISTRATION

The Select Board shall be the permit granting authority for this Bylaw. Any powers granted to or duties imposed upon the Select Board may be delegated in writing by the Select Board to any Town employee, board, commission, committee or agent, hereby known as the "Reviewing Agent."

The Select Board shall not have jurisdiction over stormwater issues within areas where the Conservation Commission has jurisdiction under the Wetlands Protection Act and/or any local regulations.

The Select Board or its Reviewing Agent shall take any of the following actions as a result of an application for a Stormwater Management Permit as specifically defined within the Stormwater Management Rules and Regulations promulgated as a result of this Bylaw: Approval, Approval with Conditions, or Disapproval.

SECTION 6. REGULATIONS

The Select Board may adopt, and periodically amend, the Stormwater Management Rules and Regulations relating to the terms, conditions, definitions, enforcement, fees (including application, inspection, and/or consultant fees), procedures and administration of this Bylaw by majority vote of the Select Board, after conducting a one (1) advertised public hearing to receive comments on any proposed revisions. The hearings shall be duly advertised in a paper of general circulation in the Town of Boxborough no less than fourteen (14) days prior to the date of the public hearing.

SECTION 7. EXEMPTIONS

The following activities are exempt from requirements under this bylaw:

1. normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04, as amended;
2. maintenance of existing landscaping, gardens, or lawn areas associated with a single- family dwelling;
3. the construction of fencing that will not substantially alter existing terrain or drainage patterns;
4. normal maintenance and improvements of the Town of Boxborough publicly owned roadways and associated drainage infrastructure;
5. emergency repairs to any stormwater management system or feature that poses a threat to public health or safety, or as deemed necessary by a Town department or board; and
6. projects that are wholly subject to jurisdiction under the Wetlands Protection Act and/or the Boxborough Wetlands Protection Bylaw and demonstrate compliance with the Massachusetts Stormwater Management Policy as reflected in an Order of Conditions issued by the Conservation Commission.

SECTION 8. ENFORCEMENT

The Select Board, or an authorized agent of the Select Board, shall enforce this Bylaw, regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such violations.

Civil Relief. If a person violates the provisions of this Bylaw, permit, notices, or order issued thereunder, the Select Board may seek injunctive relief in a court of competent jurisdiction restraining the person from activities which would create further violations or compelling the person to perform abatement or remediation of the violation.

1. Orders. The Select Board may issue a written order to enforce the provisions of this Bylaw, which may include requirements to:
2. cease and desist from construction or land disturbing activity until there is compliance with this Bylaw and the Stormwater Management Permit;
3. repair, maintain, or replace the stormwater management system or portions thereof in accordance with the operation and maintenance plan;
4. maintain, install, or perform additional erosion and sediment control measures;
5. perform monitoring, analyses, and reporting;
6. remediate adverse impact resulting directly or indirectly from malfunction of the stormwater management system or erosion and sediment control system;
7. cease and desist from unlawful discharges, practices, or operations; and/or,
8. remediate contamination in connection therewith.
9. If the Select Board determines that abatement or remediation of adverse impacts is required, the Enforcement Order shall set forth a deadline by which such abatement or remediation must be completed. Said order shall further advise that, should the violator or property owner fail to abate or perform remediation within the specified deadline, the Town of Boxborough may, at its option, undertake such work, and the property owner shall reimburse the Town's expense.

Within thirty (30) days after completing all measures necessary to abate the violation, the violator and the property owner shall be notified of the costs incurred by the Town of Boxborough, including administrative costs. The violator or property owner may file a written protest objecting to the amount or basis of costs with the Select Board within thirty (30) days of receipt of the notification of the costs incurred. If the amount due is not received by the expiration of the time in which to file a protest or within

thirty (30) days following a decision of the Select Board affirming or reducing the costs, or from a final decision of a court of competent jurisdiction, the costs shall become a special assessment against the property owner and shall constitute a lien on the owner's property for the amount of said costs. Interest shall begin to accrue on any unpaid costs at the statutory rate provided in G.L. Ch. 59, § 57, after the thirty-first day at which the costs first become due.

Criminal Penalty. Any person who violates any provision of this Bylaw, order, or permit issued thereunder, shall be punished by a fine of not more than $300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Non-Criminal Disposition. As an alternative to criminal prosecution or civil action, the Town may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, section 21D, in which case the Select Board or its Reviewing Agent shall be the Authorized Enforcing Agent. The penalty for the 1st violation shall be $100. The penalty for the 2nd violation shall be $200. The penalty for the 3rd and subsequent violations shall be $300. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

Entry to Perform Duties under this Bylaw. To the extent permitted by state law, or if authorized by the owner or other party in control of the property, the Select Board or its Reviewing Agent, officers, and employees may enter upon privately owned property for the purpose of performing their duties under this bylaw and regulations and may make or cause to be made such examinations, surveys, or sampling as the Select Board or Reviewing Agent deems reasonably necessary.

Appeals. A decision of the Select Board or its Reviewing Agent shall be final. Further relief of a decision by the Select Board or its Reviewing Agent made under this Bylaw shall be appealed to the Superior Court, in accordance with M.G.L. Ch 249 §4.

Remedies Not Exclusive. The remedies listed in this bylaw are not exclusive of any other remedies available under any applicable federal, state, or local law.

SECTION 9. WAIVERS AND PROVISIONS FOR RELIEF

The Select Board may waive strict compliance with any requirement of this Bylaw promulgated hereunder, where:

1. such action is allowed by federal, state and local statutes and/or regulations;
2. it is in the public interest;
3. a public safety issue exists; and/or
4. it is consistent with the purpose and intent of this Bylaw.

Any applicant may submit a written request to be granted such a waiver. Such a request shall be accompanied by an explanation or documentation supporting the waiver request and demonstrating that strict application of this Bylaw does not further the purposes or objectives of this Bylaw. The Select Board may require documentation to be submitted and stamped by a qualified P.E. registered in Massachusetts or a Certified Professional in Erosion and Sediment Control (CPESC).

SECTION 10. SURETY

The Select Board may require the permittee to post before the start of land disturbance or construction activity, a surety bond, irrevocable letter of credit, cash, or other acceptable security. The form of the bond shall be approved by Town counsel, and be in an amount deemed sufficient by the Select Board to ensure that the work will be completed in accordance with the permit. If the project is phased, the Select Board may release part of the bond as each phase is completed in compliance with the Stormwater Management Permit but the bond may not be fully released until the Select Board has received the final inspection report as required by the Stormwater Management Rules and Regulations and issued a Certificate of Completion.

SECTION 11. SEVERABILITY

If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

Summary:
This bylaw would establish 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 Environment Protection Agency's 2016 Massachusetts Small MS4 General Permit.

The Select Board recommends unanimously (5-0).
This bylaw is required under the terms of our MS-4 permit, which is now in effect. This is an unfunded mandate; we must comply or face fines. Our existing Stormwater Bylaw is a necessary component of our MS4 responsibilities but is insufficient. It addresses only prevention of illicit discharges into stormwater systems. The Construction and Post-Construction Stormwater Bylaw targets management of runoff from construction activities. It will only affect large scale commercial or residential subdivision developments. Single family home construction will not be impacted. Despite the coercive nature of MS4 compliance, this bylaw will help protect the environment. The Select Board supports it.

The Finance Committee recommends unanimously (5-0).
The FinCom supports this article as it is an unfunded mandate that is required by law.

The Planning Board recommends (3-1).
The Planning Board recognizes that this bylaw is necessary to ensure compliance with the Environmental Protection Agency's (EPA) National Pollution Discharge Elimination System (NPDES) General Permit requirements for stormwater discharges from small municipal separate storm sewer systems (MS4). This proposed General Bylaw will enhance local oversight in the continued effort to protect the towns wetlands, waterways and other natural resources during construction and after construction of projects that disturb one acre of land or more. While the Planning Board recognizes this is an unfunded federal mandate, having the town take a greater role in the review and enforcement of stormwater discharges during and after construction promotes the desire to maintain our local water resources in the cleanest possible manner, and benefits the health and well-being of all citizens in town.

ARTICLE 152-1 CHANGE THE ELECTED POSITION OF TOWN CLERK TO APPOINTED
(Majority vote required)

To see if the Town will vote to have its elected Town Clerk become an appointed Town Clerk; the appointment of a new Town Clerk would take place on April 30, 2022, two months before the end of the elected term of the current Town Clerk; or to take any other action relative thereto.

Summary:
The position of Town Clerk plays a vital role in Town operations, and as an elected position, it is left without the kind of oversight and accountability all other Town department heads receive. Changing the position of Town Clerk from an elected to an appointed position will enable the Town to set qualifications and standards for the appointment; it will also provide the kind of oversight needed to maintain the excellent quality of service the Town has had for many years. The change requires a two-part legal process: a vote at Annual Town Meeting and ballot approval at the Annual Town Election ~~in May~~.

As the current Town Clerk intends to retire at the end of her latest three-year term, on June 30, 2022, the Boxborough Personnel Board has taken the opportunity to hold open hearings to discuss the advisability of changing the position from an elected to an appointed position. The impetus for considering the change stems from the increasingly complicated role of Town Clerk. Massachusetts and Federal regulations affecting the job have become more detailed and legally demanding, increasing the Town's liability for decisions made in the Town Clerk's office.

The responsibilities of Town Clerk include overseeing elections, voter registration, creating and keeping vital records, managing the census, implementing Open Meeting and Conflict of Interest laws, issuing marriage and dog licenses, swearing in of Town officials and volunteers, maintaining data bases, recording minutes for Town meetings, and managing the Town website.

If the Town Clerk were to be appointed, the Town Administrator would lead a candidate search, just as the TA does for appointing all other department heads. Candidates would receive a specific job description regarding responsibilities, priorities, and expectations; the job description would also identify the skills, education, certifications, and experience the Town Clerk must have. The Boxborough Select Board would make the final selection. After a six-month probation, the Clerk could be removed only for cause.

The Personnel Board recommends (3-1).
Majority Opinion
The majority on the Personnel Board recommends. The advantages in appointing a Town Clerk include improvement in finding an experienced and qualified employee who is prepared to handle increasingly complicated and legally sensitive tasks. In addition, the Boxborough Select Board and Town Administrator can more effectively evaluate and oversee the performance of an appointed (rather than elected) Town Clerk.

Minority Opinion
The minority view of the Personnel Board is that Boxborough has been well served for decades by elected Town Clerks whose loyalty and skills have kept pace with all the demands of the job. In comparison to out-of-town applicants, residents who choose to run for the Town Clerk's position are more apt to understand Boxborough's values, create close relationships with fellow townspeople, and cultivate a strong motivation to run again in three years. Appointed clerks are less likely to have a personal interest in Boxborough, and they are more apt to leave for other jobs or expect a higher salary as incentive to remain.

In March of 2019, the Massachusetts Town Clerk Association reported that in towns with less than 10,000 residents, 83 percent elected their town clerks. A rush to join the 17 percent with an appointed town clerk is not apt to serve our Town well. Selection and evaluation of Boxborough's Town Clerk should remain the responsibility of the Town's voters.

The Select Board recommends (5-0).
The position of Town Clerk plays a vital role in elections, voter registration, the creation and registration of vital records, annual and decennial census, Open Meeting and Conflict of Interest laws as well as public records access. The position, like so many others in Town, is too important to be left without oversight and accountability.

The Select Board wants to ensure that the position continues to be filled by a qualified individual. Changing the position from elected to appointed will enable the Board to maintain oversight and to set qualification standards that allow the Town to maintain a high quality of service to which Town residents are accustomed.

This is a two-step process. The first step is a majority vote at Town Meeting, followed by a ballot question at the annual Town Election in May.

The Finance Committee recommends unanimously (5-0).
The Finance Committee recommends the town moves to an appointed Town Clerk when the current town clerk's term is up. The Open Meeting Law has become much more cumbersome over the last several years and the town has had many records request and Open Meeting Law complaints filed against it. Every time we get a request or a complaint we are spending legal dollars. If we move to an appointed town clerk experience and education will be listed in the job description. If we maintain an elected town clerk no experience is necessary and anybody who can get 30 signatures could run. We can't deem someone unqualified if they choose to run. If we move to an appointed town clerk, Boxborough residents can still apply. The Finance Committee thinks it would be fiscally prudent to move to an appointed Town Clerk.

ARTICLE 541-2 LEASE OF U.C.C. FELLOWSHIP HALL FOR COMMUNITY CENTER
$ 14,425 Raise & Appropriate
(Majority vote required)

To see if the Town will vote to authorize the Board of Selectmen to enter into a successor agreement with the United Church of Christ, Congregational, Boxborough, MA, for a term of three years, commencing July 1, 2020, for the lease of the Fellowship Hall, to be used as a community center, and further to see if the Town will vote to transfer from available funds or otherwise provide the sum of Fourteen Thousand Four Hundred Twenty-Five Dollars ($14,425), more or less, for the purpose of funding the first year of the renewed lease for the period July 1, 2020 through June 30, 2021; and further that the FY 2021 budget for Department 196, Total Other – Facilities/Leases be increased by the sum of Fourteen Thousand Four Hundred Twenty-Five Dollars ($14,425), more or less; and further, authorize the Select Board to enter into future successor agreements with the United Church of Christ, Congregational, Boxborough, MA if the Board deems that action in the best interest of the Town, or take any other action relative thereto.

Summary:
This article will provide funding for a successor lease for the use of the UCC's Fellowship Hall to serve as a community center for the town. The Boxborough Community Center is centrally located across from the Town Hall. The town has been very fortunate to have this space available to use for a number of senior activities since 2012 including senior luncheons, Mahjong, painting, fitness classes and line dancing. Additionally, the space has well-served the town as overflow meeting space when Morse/Hilberg and the Grange meeting rooms are occupied.

The Council on Aging recommends unanimously (4-0).

The Board of Selectmen recommends (5-0).
The town has been leasing space in the UCC Community Center since 2012. This has proven to be a very beneficial arrangement that should be continued with a renewal of the lease. The Community Center has provided much needed space primarily to support Council on Aging activities. It has also been used for meetings of boards and committees, the Agricultural Fair and the Employee Appreciation event.

The Finance Committee recommends unanimously (5-0).
The Finance Committee recommends this article. Raise and appropriate.

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

Hereof, fail not deliver these warrants with your return of service thereon to the Town Clerk on or before ~~April 24~~May 22, 2020.

Commented [RF13]: Check on date with E. Markecwicz.

_____
Maria E. Neyland, Chair
Select Board

_____
Wesley I. Fowlks, Clerk
Select Board

_____
Susan M. Bak
Select Board

_____
Leslie R. Fox
Select Board

_____
Robert T. Stemple
Select Board

Report of the Finance Committee

Report of Community Preservation Committee

CPA Summary - FY 2015 Actual through FY2021 Estimate

Total CPA Revenue	$ 1,226,998.43
Total CPA State Match and Interest	$ 197,952.44
Total CPA Funds Received/Anticipated	**$ 1,424,950.87**
FY2016 Appropriations (less returned unused funds)	$ 113,233.21
FY2017 Appropriations (less returned unused funds)	$ 190,331.58
FY2018 Appropriations (less returned unused funds)	$ 90,866.10
FY2019 Appropriations (less returned unused funds)	$ 403,690.52
FY2020 Appropriations (less returned unused funds)	$ 68,250.00
FY2021 Appropriations	$ 438,550.00
Total CPA Funds Appropriated/Spent	**$ 1,304,921.41**
Total CPA Ending Balance	**$ 120,029.46**

Total CPA Ending Balance	**$ 120,029.46**
General Fund Balance	$ 86,423.96
Open Space/Recreation Reserve	$ 3,600.00
Affordable Housing Reserve	$ 3,153.50
Historic Preservation Reserve	$ 26,852.00

~~**Acton-Boxborough Regional School District**~~
~~**FY2021 Superintendent's Budget Message**~~

TOWN OF BOXBOROUGH
TOWN MEETING: A GUIDE FOR RESIDENTS

Notes

Town of Boxborough
29 Middle Road
Boxborough, MA 01719

PRSRT-STD
U.S. Postage
Paid
Acton, MA Permit
No. 26

Registered Voter(s)
Boxborough, MA 01719

Please bring this Warrant to Town Meeting,

along with an item to support the AB Food Pantry

VISIT THE BOXBOROUGH WEB AT www.boxborough-ma.gov

8a

INTERMUNICIPAL AGREEMENT
ANIMAL CONTROL SERVICES

This Inter-Municipal Agreement (the "Agreement") is entered into pursuant to M.G.L. c.40, § 4A, on the last day of execution below (the Effective Date), by and between the Town of Boxborough, a municipal corporation with a principal office at Town Hall, 29 Middle Road, Boxborough, MA 01719 ("Boxborough") and the Town of Littleton, a municipal corporation with a principal office at Town Hall, 37 Shattuck Street, Littleton, MA 01460 ("Littleton").

Whereas, Littleton is seeking the services of an Animal Control Officer ("ACO") on an as-needed basis from 8:00 AM to 6:00 PM, Sunday – Saturday; and

Whereas, Littleton seeks services of an ACO on an emergency basis to handle aggressive and injured animals from 6:00 PM to 8:00 AM, Sunday – Saturday; and

Whereas, subject to the terms of this Inter-Municipal Agreement, Boxborough is willing to provide its ACO to perform certain ACO Services for Littleton.

NOW THEREFORE the Towns agree as follows:

Term

1. The Term of this Agreement shall be from July 1, 2020, through June 30, 2021, subject to appropriation of funding by Littleton.

2. The Agreement may be further extended or modified upon written Agreement of the Boxborough Town Administrator and the Littleton Town Administrator and as approved by the respective Boards of Selectmen.

3. The Initial Term and all Extension Terms shall be collectively referred to as the Term.

4. The Agreement may be terminated for convenience by either party as provided below.

Boxborough's Commitment to Provide ACO Services to Littleton

5. Basic Services: Boxborough shall provide routine ACO services to Littleton as defined under Scope of Services below on an as-needed basis seven days a week from 8:00 AM to 6:00 PM.

6. Emergency Services: For an additional cost during the Term, Boxborough shall provide ACO services on an emergency basis to Littleton to handle aggressive and injured animals seven days a week from 6:00 PM to 8:00 AM.

Littleton's Financial Commitment to Pay Boxborough for Animal Control Services

7. In consideration for the basic services provided under this Agreement, Littleton shall pay Boxborough one-third (1/3) of the total cost of the Animal Control Officer, including wages,

fringe benefits, expenses and an administration fee which covers county retirement, workers compensation, payroll administration, supplies, veterinary expenses, and kennel lease, the total of which is broken down as follows:

Annual Wages (2088 hours @ $24.26/hour)	$50,655.00
Medicare (1.45% x$50,655.00)	734.50
Estimated Medicare on additional compensation (1.45% x $7,570)	110.00
Health insurance family plan	21,330.00
Vehicle purchase, maintenance and insurance	10,000.00
Cell phone (@ $90/month plus ipad)	1,080.00
Administration fee (10% x $50,655.00)	5,065.50
	$88,975.00

Littleton's share of the annual expenses for the basic services provided under this Agreement for the period July 1, 2020 through June 30, 2021 shall be Twenty-nine Thousand Six Hundred Fifty-Eight Dollars and Thirty Three Cents ($29,658.33), to be paid in eleven monthly installments of Two Thousand Four Hundred Seventy-Two Dollars ($2,472) and one final installment of Two Thousand Four Hundred Sixty-Six Dollars and Thirty-Three Cents ($2,466.33).

8. In consideration for the emergency services provided under this Agreement, Littleton shall pay Boxborough the sum of $36.39 per hour, with a four hour minimum per call, for the period July 1, 2020 through June 30, 2021.

9. Unless otherwise agreed in writing by the Boxborough Town Administrator and the Littleton Town Administrator, Boxborough's Accountant will invoice Littleton on a monthly basis, and Littleton's Treasurer shall pay each such invoice within thirty (30) days of the invoice date.

10. Littleton warrants and represents that it has appropriated funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement.

11. For each Extended Term, Littleton warrants and represents that it shall either (a) appropriate funds for and sufficient to cover Littleton's financial commitment to pay Boxborough for the shared services and any related costs and expenses under this Agreement, or (b) notify Boxborough in writing at least thirty days prior to the commencement of the Extended Term that Littleton has not made such an appropriation in which case this Agreement shall be null and void and of no further force or effect.

Fees, Licensing and Fines

12. Dog owner shall be responsible for paying the following fees directly to Boxborough:
    a) $10 Dog Pick-up fee
    b) $50 Dog picked up not displaying a valid license
    c) $40 Dog kenneling per day

13. Dog owner shall be responsible for paying licensing and fines directly to Littleton.

14. In the event of non-payment, abandoned animal or unknown animal, Littleton will be responsible for unpaid fees, which will be added to the monthly invoice.

Record Keeping

15. ACO shall keep accurate and comprehensive records of services performed under this Agreement.

Personnel

16. During the Term, Boxborough shall employ and pay all benefits for the ACO.

17. The ACO while engaged in performing ACO Services in Littleton under this Agreement shall be deemed to be engaged in the service and employment of Boxborough, notwithstanding such service, activity or undertaking is being performed in or for Littleton.

Rights and Indemnities

18. By entering into this Agreement, Boxborough and Littleton have not waived any governmental immunity or limitation of damages that may be extended to them by operation of law. Boxborough and Littleton are the sole and exclusive beneficiaries of the Agreement. No third party rights, express or implied, are created by this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

19. Notwithstanding the preceding paragraph, to the maximum extent permitted by law, both Boxborough and Littleton agree that with respect to incidents which occur in their own town, they will defend, indemnify, and hold each other harmless from and against any and all claims or causes of action for injury, loss, damage, liability, costs or expenses (including reasonable attorneys' fees and court costs) arising out of any occurrences in each parties' respective towns which are related to Animal Control Officer Services provided in their own town under this Agreement. The provisions of this paragraph shall survive termination of the Agreement.

Procedure to Request Services

20. If available, Littleton Police shall provide initial response to all animal complaints in Littleton and determine if ACO services are required.

21. If Littleton Police have determined that ACO services are required, they shall request such services by calling Boxborough's Public Safety Dispatch at 978-264-1740.

22. Although rabid animals fall under the jurisdiction of the Littleton Animal Inspector, and are not subject to the terms of this Agreement, Boxborough's Public Safety Dispatch will provide communications coordination for both the ACO and the Animal Inspector. For tracking and operational purposes, Littleton Police shall request Animal Inspector services for rabid animals by calling Boxborough's Public Safety Dispatch at 978-264-1740.

Scope of ACO Services

23. ACO Services under this Agreement shall include the following:

a) Catching stray and/or injured dogs.

b) Seeking treatment for ill/injured impounded dogs as necessary.

c) Responding to complaints regarding stray or injured animals.

d) Working with shelters and networking agencies to assist in the safe, legal and healthy transfer of impounded animals.

e) Working with the Littleton Police department to further investigate charges of animal cruelty as stipulated and explained in Massachusetts General Law.

f) Verifying rabies and licensing status of impounded dogs.

g) Prosecuting violators of Littleton's animal control bylaws.

h) Checking dead animals for microchip. Littleton shall be responsible for final disposition.

i) Transporting injured dogs to veterinarian. Dog owner shall be responsible for cost. If no known owner, Littleton shall be responsible for cost.

j) Providing advice and information to residents regarding pest control options.

k) ACO shall pick up destroyed animals and arrange with Littleton's Animal Inspector for testing if necessary. Littleton shall be responsible for paying the testing fees and for final disposition of destroyed animals.

24. The ACO shall have enforcement jurisdiction in Littleton under and concerning all applicable laws, bylaws, rules and regulations as may from time to time be in effect during the Term hereof.

25. ACO shall attend dog hearings as requested.

26. Littleton Police should destroy severely injured dogs if possible and safe to do so.

27. Littleton Police should destroy rabid animals if possible and safe to do so.

28. This Scope of Services may be amended from time to time with the mutual written agreement of both Towns.

Administration

29. The Boxborough Town Administrator and the Littleton Town Administrator shall administer this Agreement. They, and/or the respective Chiefs of Police shall meet and/or confer periodically to address matters of policy, operations and logistics as from time to time may arise under this

Agreement.

30. The Boxborough Police Chief shall provide primary supervision of the ACO.

31. Littleton shall be responsible for providing the ACO with the most recently updated list of all active dog licenses and rabies vaccination information.

Termination

32. Either Boxborough or Littleton, by votes of their Boards of Selectmen, may terminate this Agreement at any time on sixty (60) days advance written notice to the other, after which time this Agreement shall be null and void and of no further force or effect except (a) as to payments owed for services provided prior to termination, and (b) as otherwise expressly set forth with respect to survival of paragraphs 19 and 20 above.

Notices

33. All notices required under this Agreement shall be deemed made when provided by hand, sent by certified mail, or sent by overnight mail or courier service to, as applicable, (a) the Boxborough Town Administrator, Town Hall, 29 Middle Road, Boxborough, MA 01719, with a copy to the Boxborough Select Board at the same address, and (b) the Littleton Town Administrator, Town Hall, 37 Shattuck Street, Littleton, MA 01460, with a copy to the Boxborough Select Board at the same address.

Assignment

34. This Agreement shall not be assigned or transferred by either party, without the express written consent of the other party given with the same formalities as are required for the execution of this Agreement.

Entire Agreement

35. This Agreement constitutes the entire agreement of the parties with respect to the subject matter hereof and supersedes all prior agreements and understandings relating to the subject matter.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the _____ day of _____, 2020.

Ryan Ferrara, Boxborough Town Administrator	Nina Nazarian, Littleton Town Administrator
APPROVED BY: Select Board of the Town of Boxborough	APPROVED BY: Board of Selectmen of the Town of Littleton
Maria E. Neyland, Chair	Joseph Knox, Chair
Wesley I. Fowlks, Clerk	Cynthia L. Napoli, Vice Chair
Susan M. Bak	Chase A. Gerbig, Clerk
Leslie R. Fox	Charles DeCoste
Robert T. Stemple	Paul Glavey

DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Bulletin

BUL-2020-02

An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19

TO: Local Officials
FROM: Patricia Hunt, Chief, Bureau of Municipal Finance Law
DATE: April 3, 2020
SUBJECT: **An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19**

This Bulletin provides guidance to local officials regarding changes in municipal finance laws included in An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19, Chapter 53 of the Acts of 2020, (the Act). Unless otherwise noted below, these changes became effective on April 3, 2020, upon Governor Baker's signing the Act into law.

I. Town Meeting Delays

A. Power of Boards of Selectmen and Town Councils to Delay Annual Town Meeting

Section 1 of the Act - Before its amendment, G.L. c. 39, § 9 provided that an annual town meeting must take place during the months of February, March, April, May or June; however, a board of selectmen or town council, by vote, could delay the annual town meeting as long as the town meeting completed its business on or before June 30th. Section 1 adds the following exception to the June 30th deadline "in the event of an emergency that poses an immediate threat to the health or safety of persons or property that prevents the completion of the business of the delayed town meeting on or before June 30 if the governor has declared a state of emergency with respect to such emergency."

This exception is available, if necessary, to towns that must delay their town meetings beyond June 30, 2020 due to the COVID-19 outbreak and the declaration of a state of emergency by the governor. Towns are advised to consult with their local counsel regarding the form of vote.
See Section I-B of this Bulletin for recess and continuation of town meetings by a town moderator where the town meeting warrant has already been issued.

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B. Power of Moderator to Continue Scheduled Town Meetings in Event of Public Health Emergency (Application to Districts)

Sections 2 through 4 of the Act - These sections amend G.L. c. 39, § 10A by adding "public health" emergencies as a reason for a moderator to recess and continue town meetings already scheduled by warrant. Prior to the amendment, section 10A applied to weather-related and public safety emergencies. Under the amended section 10A, during and for a period of five days after a weather-related, public safety or public health emergency, a town moderator may, in consultation with public safety or public health officials and the board of selectmen, declare a recess and continuance of the town meeting to another time, date and place certain; however, the continuance is limited to a period of 30 days. There are notice, posting and other requirements regarding the time, date and place of the recessed and continued meeting. Additionally, within 10 days after the initial declaration by the moderator of recess and continuance, a local public safety or public health official designated by the board of selectmen must submit a report to the Attorney General providing the justification for the moderation's continuance.

These amendments also clarify that a moderator may invoke section 10A more than once to recess and continue a town meeting during the same emergency; however, each continuance period must not exceed 30 days and the moderator may not continue the meeting more than 30 days after the rescission of the declaration of emergency by the governor. Additionally, if a town does not have a moderator, the board of selectmen may recess and continue the town meeting under the amended section 10A.

Under G.L. c. 41, § 119 and c. 48, § 66 (fire districts only), the moderator of a district meeting has the powers of a moderator of a town meeting. As a result, a district moderator may recess and continue scheduled district meetings under G.L. c. 39, § 10A. For purposes of section 119, a district means a fire, water, sewer, water pollution abatement, refuse disposal, light, or improvement district, or any other district formed for the purpose of carrying out any of these functions, whether established under general law or special act. G.L. c. 41, § 1A.

Because several town moderators had already invoked Section 10A to recess and continue a scheduled town meeting due to the outbreak of COVID-19, the amendments to section 10A were made retroactive to March 10, 2020. (See Section 19 of the Act.)

II. Emergency Liabilities in Excess of Appropriation if the COVID-19 Emergency Prevents the Adoption of an Annual Budget

Section 5 of the Act - Under G.L. c. 44, § 31, no department financed by municipal revenue, or in whole or in part by taxation, of any city, town or special purpose district, except Boston, may incur liabilities in excess of appropriation "except in cases of major disaster, including, but not limited to, flood, drought, fire, hurricane, earthquake, storm or other catastrophe, whether natural or otherwise, which poses an immediate threat to the health or safety of persons or property, and then only upon a declaration by the governor of a state of emergency with respect to the disaster …." On March 10, 2020, the Governor declared a state of emergency regarding COVID-19. As a result, cities, towns and special purpose districts may, with the approval of the Director of Accounts (director) of the Division of Local Services (DLS), expend from any available funds in the treasury in relation to the emergency without an appropriation by following the procedure described in Bulletin 2020-1.

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Section 5 amends G.L. c. 44, § 31 by inserting the following:

> If the declared emergency prevents the adoption of an annual budget by a town or district by the June 30 preceding the start of the fiscal year, the board of selectmen, town council or district commissioners shall notify the director and the director may approve expenditures, from any appropriate fund or account, of an amount sufficient for the operations of the town or district during the month of July not less than 1/12 of the total budget approved by the town or district in the most recent fiscal year pursuant to a plan approved by the board of selectmen, town council or district commissioners and such authority shall continue for each successive month while the emergency continues to prevent the adoption of a budget. The director may promulgate and revise rules or regulations regarding the approval of emergency expenditures described in this section and accounting with regard to such expenditures.

This amendment will allow deficit spending, with the approval of the director, on a month-to-month basis in fiscal year 2021 if the town or district was prevented from adopting a budget for fiscal year 2021 due to Governor Baker's Declaration of Emergency issued on March 10, 2020. Additional guidance will be issued by the director, like that contained in Bulletin 2020-01, that will explain the procedure to follow to obtain the director's approval to deficit spend under this provision.

III. Director's Authority to Allow Appropriations after June 30, 2020 from Free Cash Certified as of July 1, 2019

Section 6 of the Act provides:

> "…[I]f the adoption of an annual budget in a city, town or district is delayed beyond June 30, 2020, as a result of the governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus, also known as COVID-19, the director of accounts of the department of revenue may authorize the appropriation from the available balance of the city's, town's or district's undesignated fund balance or "free cash" certified by the director under section 23 of chapter 59 of the General Laws as of July 1, 2019, as a funding source for the city's, town's or district's fiscal year 2021 expenditures, including, but not limited to any such undesignated fund balance in an enterprise fund or special revenue account…."

Ordinarily, under G.L. c. 59, § 23, appropriations from certified free cash may only be made until the June 30th following its July 1 certification date. As a result, free cash certified by the director as of July 1, 2019 is available for appropriation only up to and including June 30, 2020. This section allows the director to authorize the appropriation from free cash certified as of July 1, 2019 after June 30, 2020 where the city, town or district has been prevented from adopting its FY 2021 annual budget by June 30, 2020 due to the Governor's March 10, 2020 declaration of a state of emergency or the outbreak of the 2019 novel coronavirus. Once a city, town or district can meet and adopt its FY 2021 budget, this section will allow the director to permit appropriations from free cash certified as of July 1, 2019 as a funding source for its FY 2021 expenditures. Pursuant to Section 6, the director will issue additional guidance regarding the implementation of this provision.

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IV. Amortization of Deficit Resulting from COVID-19 Over a Three-year Period

Section 7 of the Act - Under G.L. c. 44, § 31, deficit expenditures not otherwise provided for must be funded in full when setting the tax rate for the next fiscal year. Section 7 of the Act permits the amortization over a three-year period of the amount of a city, town or district's fiscal year 2020 deficit resulting from the outbreak of the 2019 novel coronavirus also known as COVID-19, as described in the governor's March 10, 2020 declaration of a state of emergency. This applies to both expenditure deficits and revenue deficits related to the emergency. Examples of revenue deficits that could result from the emergency are reduced meals tax and room occupancy revenues. This legislation is similar to St. 2015, c. 10, § 58 which, due to the extreme snow removal costs incurred the previous winter, permitted amortization of snow and ice expenditure deficits over three years. Again, the director will issue additional guidance on the implementation of this section.

V. Continuation of Expenditure Authorization for Departmental Revolving Funds under G.L. c. 44, § 53 E ½ in FY 2021

Section 8 of the Act - Under G.L. c. 44, § 53 E ½, a city or town may authorize by bylaw or ordinance one or more revolving funds and must annually before July 1 vote the limit on the total amount that may be expended from each revolving account. Section 8 of the Act allows the continued expenditure in FY 2021 from these departmental revolving funds at the same level of expenditure authorized by the city or town for FY 2020 until the city or town adopts its FY 2021 annual budget at which time the legislative body of the city or town must adopt the FY 2021 expenditure limits for each departmental revolving fund.

VI. Suspension of Time Period for Cities and Towns to Exercise Right of First Refusal to Purchase Lands Classified under G.L. c. 61, 61A and 61B

Section 9 of the Act - Section 9 suspends the time periods that require a city or town to "act, respond, effectuate or exercise an option to purchase" under G.L. c. 61, § 8, c. 61A, § 14 and c. 61 B, § 9. The suspension is during and for a period of 90 days after the termination of the governor's March 10, 2020 declaration of a state of emergency. If a city or town receives notice of intent to convert or sell classified land during this period, we advise that local counsel be contacted for advice.

VII. Due Dates of Real and Personal Property Tax Bills and Applications for Exemptions and Waiver of Interest on Certain Late Payments

Sections 10 and 11 of the Act include several provisions regarding local tax bills.

A. Local Option to extend the Due Dates of Property Tax Bills

Sections 10(a)(i-iii) include a local option to extend the due dates of property tax bills under G.L. c. 59, §§ 57 and 57C from April 1, 2020 (for semi-annual billing communities with annual

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preliminary bills) or May 1, 2020 to a date not later than June 1, 2020. This local option applies to semi-annual tax billing communities and quarterly tax billing communities. The local option is exercised by the chief executive officer of a city, town or district. The chief executive officer is a mayor in a city and the board of selectmen in a town unless some other municipal office is designated to be the chief executive officer under the provisions of a local charter. In a district, the chief executive officer is the prudential committee or commissioners.

B. Local Option to Extend the Due Date for Exemption and Deferral Applications

Section 10(a)(iv) includes a local option to extend the due date under G.L. c. 59, § 59 for applications for exemptions from April 1, 2020 to a date not later than June 1, 2020. This due date extension, if exercised, will automatically apply to deferrals under G.L. c. 59, § 5[18A] and [41A], residential exemptions under G.L. c. 59, § 5C and small commercial exemptions under G.L. c. 59, § 5I. This second local option is exercised in the same manner described in Section VII-A of this Bulletin.

C. Local Option to Waive Interest on Certain Payments Made After Due Dates

Section 11 includes a local option to waive interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments with a due date on or after March 10, 2020 where payment is made after its respective due date but before June 30, 2020. This third local option is also exercised in the same manner described in Section VII-A of this Bulletin.

This section allows the waiver of interest and penalties regarding late payments of bills with a due date of March 10, 2020 or after, when such bills are paid late but paid on or before June 30, 2020. This section does not permit waiver of interest and penalties regarding bills with due dates before March 10, 2020 or if the bill is not paid by June 30, 2020.

Section 11 also provides that a city or town shall not terminate an essential service of a resident, including but not limited to, water, trash collection or electricity, for nonpayment of taxes or fees with due dates on or after March 10, 2020 if paid on or before June 30, 2020, if the inability to pay resulted from circumstances related to the outbreak of COVID-19 or the governor's March 10, 2020 declaration of a state of emergency.

D. Clarification of Due Dates When Municipal Office is Closed Due to COVID-19

Section 10(b) - Under G.L. c. 59, §§ 57, 57C and 59, there is an automatic extension of due dates for tax payments and applications for exemptions when a municipal office is closed for a weather-related or other public safety emergency until the next day that the municipal office is open. Section 10(b) of the Act clarifies that these automatic extensions do not apply if municipal offices are closed as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020 and that due dates shall only be extended by the exercise of the local options described in Sections VII- A and B of this Bulletin.

E. Notice to Taxpayers

Tax bills (with due dates of April 1, 2020 or May 1, 2020) should have already been mailed in the formats described in IGR 2019-1, IGR 2019-2, IGR 2019-3 or IGR 2019-4, as applicable. Where

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tax bills have been mailed, the attached Notice must be sent to taxpayers by separate mailing if any of the local options described above are exercised. If a city or town has not adopted all three local options or June 1, 2020 due dates, the attached Notice must be amended, as appropriate, by the city or town to reflect its exercised options.

If the tax bills have not been mailed and any of the above local options are exercised, the format and content of the tax bills themselves should not be changed. Instead, tax bills should be issued in the form described in IGR 2019-1, IGR 2019-2, IGR 2019-3 and IGR 2019-4, as applicable, and the mailing must include the attached Notice (worded to reflect the local options and due dates approved by the city/town) in the same mailing as the tax bill. (See Sections IV-B-1 of IGR 2019-1, IGR 2019-2 and IGR 2019-3 and Section V-B-1 of IGR 2019-4 for insertion by collector of tax billing information in same envelope as a tax bill.)

VIII. Waiver for Hours Worked and Earnings Received During State of Emergency Regarding Services Performed by Certain Retirees Under G.L. c. 32

Section 14 of the Act includes a waiver for hours worked and earnings received by certain retirees during the state of emergency. Cities and towns are advised to contact the Public Employee Retirement Administration Commission (PERAC) for more information regarding this section.

IX. Other Provisions of the Act

The Act also includes other non-finance provisions related to cities and towns, including **Section 17** regarding the suspension of certain deadlines affecting local permits and local permitting authorities. Cities and towns are advised to review the Act with their local counsel.

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SAMPLE NOTICE TO TAXPAYERS
TO BE INCLUDED WITH TAX BILL OR SEPARATELY MAILED
(Samples should not be used without the advice of municipal counsel.)

Town/City of _____

Important information Regarding Your Tax Bill

Under "An Act to Address Challenges Faced by Municipalities and State Authorities Resulting From COVID-19," Chapter 53 of the Acts of 2020, the town/city has adopted local options to extend due dates for real and personal property tax payments and applications for exemptions and a waiver of interest on certain municipal tax and other bills paid by June 30, 2020. See below.

1. **The due date of your real and personal property tax bill has been extended to June 1, 2020**. June 1, 2020 is the new due date even if the due date for payment on your enclosed or previously mailed tax bill is April 1, 2020 or May 1, 2020.

2. **The due date for applications for property tax exemptions has also been extended to June 1, 2020**. June 1, 2020 is the new due date even if the due date for applications on your enclosed or previously mailed tax bill is April 1, 2020.

   This extension applies to applications for the exemptions listed in the third paragraph of G.L. c. 59, § 59, including exemptions under clauses 17, 17C, 17C1/2 and 17D (seniors, surviving spouses, minor children of deceased parent); 18 (financial hardship – activated military, age and infirmity); 22, 22A, 22B, 22C, 22D, 22E, 22F and 22H (veterans, surviving spouses and surviving parents); 37 and 37A (blind persons); 41, 41B, 41C and 41C1/2 (seniors); 42 and 43 (surviving spouse and minor children of firefighter/police officer killed in line of duty); 52 (certain eligible seniors); 53 (certain eligible properties with septic systems); 56 (National Guard and reservists on active duty in foreign countries); and 57 (local option tax rebates). This extension also automatically applies to applications for residential exemptions under G.L. c. 59, § 5C, for small commercial exemptions under G.L. c. 59, § 5I and for deferrals under G.L. c. 59, § 5, clauses 41A (seniors) and 18A (poverty or financial hardship due to change to active military).

3. The town/city has also voted to waive interest and other penalty for late payment of any excise, tax, betterment assessment or apportionment thereof, water rate or annual sewer use or other charge added to a tax for any payments **with a due date on or after March 10, 2020 where payment is made late but before June 30, 2020.** This applies to late payments of bills that have a due date of March 10, 2020 or after, when such bills are paid late but paid on or before June 30. This waiver of interest does not apply to bills with due dates before March 10, 2020 or if the bill is not paid by June 30.

NOTE - If the municipal offices are closed on the June 1, 2020 extended due date for tax payments or filing of exemption applications as a result of the outbreak of the 2019 novel coronavirus or the declaration of a state of emergency issued by the governor on March 10, 2020, the due dates for tax payments and applications for exemptions are not extended – they will be due on June 1, 2020 even if the municipal offices are closed. (See section 10(b) of the Act.)

[City/town should add information on how/where to make tax payments and file applications for exemptions, for example, by mail, through an on-line payment system or dropping payment into a lockbox (with the location). The city/town should also provide a telephone number where questions to local officials can be directed and the address of any relevant website information.]

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DLS
DIVISION OF LOCAL SERVICES
MA DEPARTMENT OF REVENUE

Geoffrey Snyder
Commissioner of Revenue

Sean R. Cronin
Senior Deputy Commissioner

Bulletin

BUL-2020-03

Addendum to Bulletin 2020-2

TO: Local Officials
FROM: Sean Cronin, Senior Deputy Commissioner for Local Services
DATE: April 7, 2020
SUBJECT: Addendum to Bulletin 2020-2

Please be advised that in lieu of the notice to taxpayers described in Section VII-E of Bulletin 2020-2, cities and towns may provide notice to taxpayers of local options accepted, including the extension of due dates for real and personal property tax bills and due dates for applications for exemptions in the following manner: by posting the notice attached to Bulletin 2020-2 in a prominent location on the city/town's website, by posting information on official municipal social media accounts, and by utilizing technologies such as "reverse-911" and other push notification systems.

TOWN OF BOXBOROUGH
ANNUAL TOWN ELECTION WARRANT
JUNE 2, 2020

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

In the name of the Commonwealth of Massachusetts, you are hereby required to notify all residents of the Town of Boxborough, who shall be qualified to vote in accord with the provisions of G.L. chapter 51, to come to the polls at the Boxborough Town Hall, 29 Middle Road, Boxborough, MA, on Tuesday, June 2, 2020, at 7:00 a.m. The polls will be open continuously until they are closed at 8:00pm.

To vote on the following offices:

Select Board, 3-year term, 2 seats
Library Trustees, 3-year term, 2 seats
School Committee, 3-year term, 2 seats
Board of Health, 3-year term, 1 seat
Planning Board, 3-year term, 2 seats
Planning Board, 2-year term, 1 seat
Moderator, 1-year term, 1 seat

You are required to serve this Annual Town Election Warrant by posting copies thereof, attested by you, at the Town Hall, at the Library, at the Police Station, at the Fire Station, and at the Blanchard Memorial School, seven days at least, before the time appointed for such election.

Hereof, fail not and deliver this Warrant with your return of service thereon to the Town Clerk on or before May 26, 2020.

_____
Maria E. Neyland, Chair
Select Board

_____
Wesley I. Fowlks, Clerk
Select Board

_____
Susan M. Bak
Select Board

_____
Leslie R. Fox
Select Board

_____
Robert T. Stemple
Select Board

Board, Commission, Committee Appointments - FY 2021

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
A/B Cultural Council - Staggered 3 year terms; no more than 2 consecutive terms (MGL c10 §58)					
Ramika	Shah	06/30/14	2020		
VACANT				2022	*Formerly held by Nancy Evans*
Agricultural Commission -Staggered 3 year terms; 5 members (3 minimum) (one of which may be a non-resident directly engaged in Agricultural Activities in Town) Established ATM 5/12/08					
Kathie	Becker	07/21/08	2020		
Bryon	Clemence	07/21/08	2020		
Board of Registrars - staggered 3 year terms; 3 members & Town Clerk					
Nancy C.	Brown	06/30/81	2020		
Boxborough Affordable Housing Trust - staggered 2 year terms, 5 members, est STM 5/14/07					
R. Allen	Murphy	07/01/07	2020		BHB
Becky	Neville	09/24/18	2020		FinCom
VACANT	At - Large		2021		*Resignation of Channing Wagg*
Boxborough Housing Board - Staggered 3 year terms; 5 + members, est. STM 10/30/00					
R. Allen	Murphy	11/18/02	2020		
VACANT				2022	
Boxborough Well-Being Committee - Established November 18, 2013 (At-large members - 3 year terms; Housing Bd, BoH & UCC members - 2 year terms; Ex-officio members - 1 year terms.)					
Mary	Pavlik	09/25/17	2020		At-Large
VACANT				2022	
Cemetery Commission - est. as an appointed board ATM 1973, staggered 3 year terms; 3 members.					
William	Sutcliffe	07/01/09	2020		
Community Preservation Committee - Staggered terms; 9 members CPA/CPC Bylaws Approved 2014 ATM & CPA - MGL c 44B §5(a) Approved at 11/4/14 Election					
Dennis	Reip	11/24/14	2020		Conservation Commission
Alan	Rohwer	11/24/14	2020		Historical Commission
Ron	Vogel	12/15/14	2020		Housing Board
Conservation Commission - Staggered 3 year terms; 3 - 7 members (MGL c 40 §8C)					
David	Follett	09/25/06	2020		
Dave	Koonce	06/30/87	2020		
VACANT				2020	*Due to resignation of Charlene Golden*
Council on Aging - Staggered 3 year terms; 5 + members (est. 1975, amended 2006)					
Bill	Litant	08/26/19	2020		

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2021

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Design Review Board - 3 year terms; 5 members (1 at-large; the others designated by their respective					
Bob	Childs	01/22/18	2020		At-large Member
VACANT			2023		*Due to resignation of Tim Rudolph*
Economic Development Committee - est. 11/13/17 by the BSB. Comprised four-six (4-6) At Large Members (staggered 3 year terms); various Board representatives (2 year terms) and Town Planner as ex officio member.					
Richard	Guzzardi	11/13/17	2020		At-large Member
Nate	McKinley	03/26/18	2020		At-large Member
FinCom	VACANT				*FinCom Liaison Only*
Historical Commission - staggered 3 year terms; 3 - 7 members (MGL c 40 §8D) est. 1985					
Kevin	Mahoney	07/01/12	2020		
VACANT				2022	
VACANT				2021	Formally held by Shirley Warren
MART Representative					
Ryan	Ferrara		2020		
Personnel Board est 1976 (as Advisory Comm) - 3 year terms; 5 members					
Sheila	Bauer	07/02/12	2020		
Hugh	Fortmiller	07/01/14	2020		
Public Celebrations & Ceremonies Committee - 3 year terms; 6 members per ATM vote (1996)					
VACANT				2020	Previous held by Susan Chavez
Recreation Commission - Est. 1963; 3 year terms; 7 members; Appointing authority changed from Moderator to BSB per 2010 ATM vote (Article 20)					
Claudine	Lesk	04/06/15	2020		
Stacey	O'Connell	02/26/18	2020		
VACANT				2022	Previous held by Kevin Lehner
Steele Farm Committee - est. Sept 1994 ("Steele Land Advisory Comm"), BSB approved increase					
Jim	Moss	02/10/16	2020		
Sarah	Murphy	12/05/16	2020		
VACANT				2021	
Sustainability Committee fka Energy Committee - est. 2/9/09 (Amended 3/8/10, 3/17/14, 3/19/18, 5/6/19); 8 members (7 voting & 1 non-voting LELWD Rep.); staggered 3 year terms. Also potential for 2 alternate non-voting members (1-yr. terms)					
Molly	Biron	07/30/18	2020		
Connor	*Reardon*	*04/30/18*	*2020*		Ex-officio LELWD Rep.
					Alternate
VACANT				2020	Formerally Brandon Boucher

BOARD, COMMISSION, COMMITTEE APPOINTMENTS FY 2021

First Name	Last Name	Orig. Appt. Date	Current Term Expires	If (re-) appointed, new term would end on 6/30 of year indicated, unless otherwise noted	Notes
Veterans Tribute Committee Est. as Veterans Memorial Comm. October 17, 2016; Amended 3/26/18. Appointed as a permenant Committee on 7/8/2019					
Rick	Barrett	04/30/18	2020		At-large
Karen	Noriega-Baron	12/19/16	2020		At-large
Scott	Pierce	12/19/16	2020		At-large
Water Resources Committee - Established October 29, 2018.					
Les	Fox	10/29/18	2020		
Stephen	Schmitt	10/29/18	2020		
Zoning Board of Appeals - staggered 3 year terms; 5 full & 2 alternate members (1 year terms)					
Kristin	Hilberg	11/03/08	2020		
Michael	Toups	10/02/06	2020		
Chris	*Habersaat*	*09/22/03*	*2020*		Alternate
Vacant			*2020*		Alternate

FY 2021

APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Phyllis	Tower	Animal Control Officer	June 30, 2021
Phyllis	Tower	Field Driver	June 30, 2021
Ed	Kukkula	Co-Cemetery Superintendent	June 30, 2021
Vicki	Rzasa	Co-Cemetery Superintendent	June 30, 2021
VACANT		Assistant Town Administrator	June 30, 2021
Lauren	Abraham	Council on Aging/ Community Services Director	June 30, 2021
Nick	Federico	Treasurer/Collector	June 30, 2021
Jennifer B.	Barrett	Town Accountant	June 30, 2021
Sandy	Genna	Town Assessor	June 30, 2021
Simon	Corson	Town Planner	June 30, 2022
Elizabeth	Markiewicz	Super Records Access Officer	June 30, 2022
Bentley	Herget	Inspector of Buildings and Code Administration Officer	June 30, 2021
Craig	Martin	Call Inspector of Buildings and Code Administration Officer	June 30, 2021
Charles	Weeks	Inspector of Wires	June 30, 2021
William C.	Morehouse	Assistant Inspector of Wires	June 30, 2021
Robert	Norton	Assistant Inspector of Wires - alternate	June 30, 2021
Steven	Bottazzi	Inspector of Gas & Plumbing	June 30, 2021
Kopelman & Paige. PC		Town Counsel	June 30, 2021
Warren B.	Ryder		June 30, 2021
Warren J.	O'Brien	Lieutenant	June 30, 2021
Robert J.	Bielecki	Sergeant	June 30, 2021
Nathan W.	Bowolick	Sergeant	June 30, 2021
Brett A.	Pelley	Sergeant	June 30, 2021
Robert A.	Arakelian	Patrol Officer	June 30, 2021
Maxwell	Bressi	Patrol Officer [Probationary period 12/1/19-6/30/20]	June 30, 2021
Philip M.	Gath	Patrol Officer	June 30, 2021
Jeffrey C.	Landgren	Patrol Officer	June 30, 2021
Christopher	Lowney	Patrol Officer	June 30, 2021
Tyler D.	McElman	Patrol Officer [Probationary period 6/3/19-6/30/20]	June 30, 2021
Steven P.	Patriarca	Patrol Officer [Probationary period 12/1/19-6/30/20]	June 30, 2021
Timothy	Schaeffer	Patrol Officer [Probationary period 12/1/19-6/30/20]	June 30, 2021
Robert R.	DaCosta	Special Police Officer	June 30, 2021
Steven P.	Duffy	Special Police Officer	June 30, 2021
Frank W.	Gordon	Special Police Officer	June 30, 2021
Philip M.	Kearns	Special Police Officer	June 30, 2021
Patrick E.	Mortimer	Special Police Officer	June 30, 2021
Amy	Waxman	Lock-up Attendant	June 30, 2021
Tyler M.	McElman	Patrol Officer	June 30, 2021
Phillip J. , Jr.	Kearns	[Probationary] Special Police Officer	May 6, 2020

FY 2021

APPOINTMENTS - EMPLOYEES

First Name	Last Name	Title/Position	Appoint until
Rick	Barrett	Specialty Instructor, Level 2 (TKD)	June 30, 2021
Melody	Banks	Lead Counselor	June 30, 2021
Siddakk	Chatrath	Program Counselor(TKD)	June 30, 2021
Mikayla	Barrett	Program Counselor (TKD/Winter Program)	June 30, 2021
Brian	Picca	Winter Recreation Program Director	June 30, 2021
Wendy	Barrett	Program Counselor (Winter Program)	June 30, 2021
Rafael	Chavez	Program Counselor (Winter Program)	June 30, 2021
Stephanie	Higgins	Program Counselor (5/23/19) (Running Club)	June 30, 2021
Becky	Everhart	Program Counselor (5/23/19)(Running Club)	June 30, 2021
Kate	Weir	Program Counselor (5/23/19)(Running Club)	June 30, 2021
Becky	Harris	Program Director, Level 1 (Birding)	June 30, 2021
Alissa	Weiss	Program Counselor	June 30, 2021
Jennifer	Walsh	Program Counselor	June 30, 2021
Elizabeth	Mucci	Program Counselor	June 30, 2021
Rachel	Long	Program Counselor	June 30, 2021
Claudine	Lesk	Program Counselor	June 30, 2021
		FLERRA SUMMER PLAYGROUND - JULY 2020	
Brian	Picca	Lead Director	August 31, 2020
Courtney	Stevens	Director	August 31, 2020
Kate	Contini	Director	August 31, 2020
Laura	Spurling	Director	August 31, 2020

10c

Select Board Meeting Schedule

January - July 2020

Date		Specifics/Notes	Meeting Locations*
January			
6th	**Meeting**	Call ATM	Planning Board
7th	**BLF - Library**		
11th	**Budget Saturday**	***Joint with FinCom***	
13th	***Meeting***	***Boxborough 2030 Joint with Planning Board***	
20th	***No Meeting [MLK Day]***		
21st	**Meeting, Tuesday**		
27th			Planning Board
February			
3rd		*Planning Board Public Hearings Zoning Bylaws*	Planning Board
8th	**Capital Budget Saturday**	***Joint with FinCom***	
10th	MEETING	Final Votes on Operating Budget Due	
11th	**BLF - Library**		
17th	***No Meeting [Presidents' Day]***		
24th	MEETING	Select Board Closes Warrant	*Planning Board*
March			
2nd	MEETING	ATM Public Hearings - (i.e.Personnel Plan Amendments) / Final Votes on Articles	Morse/Hilberg
9th			Planning Board
16th	MEETING	Final Language for Recommendations due 3/11/19. Final Votes on Articles & Budget. Joint BSB/FinCom - Vote Funding Sources	
23rd			Planning Board
30th	MEETING	Sign Warrant	
April			
6th	Planning Bd.		ZOOM
13th	MEETING		ZOOM
20th	***No Meeting [Patriots' Day]***		
27th	BSB MEETNG		ZOOM
	Planning Bd.		ZOOM
May			
4th	Planning Bd.		
11th	~~**Annual Town Meeting**~~ **Rescheduled**		
18th	Planning Bd.		
25th	***No Meeting [Memorial Day]***		
June			
1st	MEETING	~~*[Re-organization of Board]*~~ ~~Appoint-a-thon, Part 1~~	
8th			
15th	**Annual Town Meeting Rescheduled**	[continuing, possibly on Tuesday; Thursday - BSB meetings may take place during the duration of ATM]	School
22nd			
29th	MEETING		
July			
6th			
13th	MEETING		
20th			
27th	MEETING		

**Select Board Meetings in Grange unless otherwise indicated*

For Discussion_20200413

Internal Communications and Outgoing Communications
April 13, 2020

1. Letter from xfinity [Comcast] from Greg Franks, Sr. Mgr. of Gov't Affairs, dated March 19, 2020, to the Select Board regarding the Postponement of Cartoon Network Moving to Digital Preferred Tier.

2. Notice to Customer(s) from **nationalgrid**, dated March 16, 2020, regarding their service procedures during the COVID-19 emergency.

3. Notice from CMG Engineering Services, dated March 24, 2020, to the Chief Municipal Officer serving as their "Notice of Permanent Solution Statement and Immediate Response Action (IRA) Completion" RE: a Roadway Release at I-495 Southbound. [Copies provided to: DPW, ConsCom and BoH]

Minutes, Notices and Updates
April 13, 2020

Minutes

NONE

Notices – *ALL MEETINGS CONDUCTED VIA ZOOM*

1. Notices of Personnel Board meetings held:
    a. April 2, 2020
    b. April 9, 2020

2. Notices of Finance Committee meetings held:
    a. April 2, 2020
    b. April 9, 2020
    c. To be held April 13, 2020 [& as a Joint w/BSB]

3. Notice of a Council on Aging meeting held April 9, 2020

4. Notice of a Boxborough Leadership Forum to be held April 14, 2020

5. Notice of a Recreation Commission meeting to be held April 14, 2020

6. Notice of a Sustainability Committee meeting to be April 15, 2020

7. Notice of a Historical Commission meeting to be held April 16, 2020

8. Notice of an Acton-Boxborough Cultural Council Film Series Subcommittee meeting to be held April 16, 2020.

9. Notice of the Boxborough Spring Bunny Drive Parade held April 11, 2020

10. ***Notices from surrounding communities [e.g.Public Hearing Notices/Decisions]:***
    Acton ZBA –
    Hearing Notice for April 14, 2020 to consider a Variance Application of Peter Lukacic to re-construct a collapsed barn at 66 School Street.

    Notice of Decision to GRANGE Special Permit #19-15 to Gabril Skripps and April Livermore for the property at 251 Pope Road.

SELECT BOARD'S ANNOUNCEMENTS

APRIL 13, 2020

Over the past few weeks and especially in the last week, the realities of COVID-19, commonly referred to as the coronavirus, have truly come to light in our country, state and town. As of today, April 13th, there are five confirmed cases in Boxborough. Health officials ask that you continue to remain vigilant to limit the spread of the disease.

The Town is actively working with local and state officials so that we have the latest information in order to make the best decisions possible to ensure the safety of our residents. This is an unusual situation which requires a proactive response. In an effort to keep you informed the Town has created a CORONAVIRUS INFORMATION Hot Button on the Town's homepage, which we will continue to update.

To do our part to reduce the spread of Covid19, we are taking the following steps:

- Town Hall Administrative offices continue to provide core municipal services, remotely, and departments are available by phone and email. Applications and bills can be dropped in the mail slot at the entrance of Boxborough Town Hall and most fees can be paid online.
- Town Hall, DPW, and the Sargent Public Library, are closed to the public. There is limited access to the Police and Fire stations.
- The transfer station remains open for normal operating hours. However, they cannot accept bulk items at this time.
- All Council on Aging programs are cancelled including Van Service.

Additionally, by Order of Governor Baker:

- Acton-Boxborough Schools will not resume prior to May 4th.
- Non-emergency child care programs are also suspended
- Restaurants may only provide take-out or delivery
- Only businesses identified as "Essential" shall remain open to the public; all other business are encouraged to close their physical operation facilities.
- All social gatherings are discouraged and you should practice social distancing
- For a full read on these orders, please visit mass.gov

- Residents are encouraged to use the online options available to access/request services and to process payments. Please go to that department's webpage for more information.

- SAVE THE DATE…. **Boxborough's Annual Town Meeting** is scheduled for Monday, June 15th at 7PM. Please check the Town's website for any changes to this schedule.

- The Secretary of State has rescheduled the Special Election to fill Representative Benson's **37th Middlesex District** seat to June 2nd

- The Town's **Annual Election** to will be held on June 2nd. Please go to the Town Clerk's webpage to learn more about the absentee ballot process.

- The **FY 21 Budget process has begun.** At this point some committee meetings are still being held, but are closed the public. Select Board meetings will continue to be broadcast via BXB-TV and Verizon Channel 39 and Comcast Channel 9. The Town is also actively working to provide remote participation for those public meetings that have been deemed necessary. Instructions will be provided on that committee's agenda. We will continue to post budget and warrant article updates as they become available.

- The **annual street listing/census** forms were sent out in January. Voters who have not returned 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 encouraged to apply online. Dog license applications were due April 1st. Check in with the Town Clerk if you have any questions.

- Due to the Coronavirus outbreak, we have to delay **updating our website**. This is in an effort to allow Town employees to focus on the crisis at-hand. This will also help to avoid any unforeseen communication issues with the launch. As soon as practicable, we will resume the project. We appreciate your patience.

- 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.

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

- 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.